

Hudson Community School
District
Student/Parent Handbook
2017-2018



We create effective learning environments that
result in success for all students.

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I. GENERAL INFORMATION

NOTES ABOUT THE STUDENT HANDBOOK

The Student Handbook was designed to accomplish the following goals:

1. To document school rules and district policies to serve as guides for students and their families to clarify the school district's and school building's position on a number of issues.
2. To serve as a source of information for students and their families about the school district and the school building, the organizational structure and overall structure.
3. To provide students and their families with up-to-date, easy to understand information, on opportunities and programs available through the school and the school district.

On the previous pages you found a Table of Contents that will help guide students and parents as they read the Student/Parent Handbook. The policies herein have been approved by the Hudson Board of Education. You will find an electronic copy of this handbook on-line at www.hudsonpiratepride.com. If you do not have access to a computer, you may call the school and request a hard copy of the handbook. Students and parents will be responsible for knowing the information in the Handbook. Therefore, please read the Handbook carefully and reference it if you have any concerns or questions.

If at any time, you have questions about any information contained in the Handbook, please feel free to call the school at the following number **(988-3233)**. Your call will then be directed to the proper administrative personnel.

JURISDICTIONAL STATEMENT

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

This handbook and school district policies, rules, and regulations are in effect while students are on school grounds, school district property, and on property within the jurisdiction of the school district. School rules are also in effect while on school-owned and/or school - operated buses or vehicles or chartered buses, while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session. (See Students Rights and Responsibilities -- Student Code of Conduct)

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

The school reserves the right to modify, eliminate, or establish school district policies, rules and regulations as circumstances warrant, including those contained in the Student Handbook. **Students are expected to know the contents of the Student Handbook and comply with it.** Student or parents with questions or concerns can contact the school's central office at **988-3233** or the district's administrators for information about the current enforcement of the policies, rules or regulations of the school district. Any Student Handbook changes will be communicated to students and parents through the District Newsletter, District website, Student-Led Conferences, etc.

DEFINITIONS

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

BOARD OF EDUCATION

Karyn Finn—President
Traci Trunck – Vice President
Jerry Griffith—Board Member
Liz Folladori – Board Member
Dave Ball—Board Member
Kim Lubbert—Board Secretary

[Dr. Anthony D. Voss—Superintendent of Schools](#)

HUDSON COMMUNITY SCHOOL CORE PURPOSE

We create effective learning environments that result in success for all students.

HUDSON COMMUNITY SCHOOL MISSION STATEMENT

It is the mission of the Hudson Community School to develop responsible individuals with the skills and commitment to pursue their potential in an ever-changing society by providing a secure, nurturing environment for learning in partnership with the greater community.

HUDSON COMMUNITY SCHOOL VISION STATEMENT

X² = IG
EXtraordinary People (X) taking EXtraordinary measures (X)
produces the (=) IIdeal Graduate

The Hudson Community School District will provide the very best learning opportunities for all students. The needs of students will continue to change at a very rapid rate. In order for the district to meet the future needs of students we must become an organization that readily accepts change while at the same time maintaining our ultimate focus on quality student learning. In order to ensure this focus the district will:

- initiate a process of continuous curriculum development and improvement
- continue its focus on basic skills while realizing that going beyond basic skills will be imperative in preparing students for the future
- develop an on-going process to monitor employment needs and reflect those needs within the curriculum
- develop an on-going process of providing information to students and parents concerning work place needs
- prepare students to be able to access and use available information
- emphasize the development of critical thinking and problem-solving skills
- provide all students with an understanding of the uses/potentials for technology

Rapid changes in education and in needs of students will require changes in the way the district operates. In order to meet these changes the Hudson Community School District will:

- become a flexible organization that seeks continuous improvement through constant data analysis and synthesis
- develop systems that anticipate and embrace changes that will improve the learning process
- develop systems to monitor internal and external events in order to make appropriate decisions for educational improvement
- place an emphasis on quality staff development
- develop a work environment that focus on collaboration and teamwork
- encourage and empower staff and students to take risks, supporting learning processes that go beyond traditional approaches

- develop processes that enhance parental support and seek continuous input from the community concerning the educational system
- access the greater community in order to improve learning opportunities for students

Educational facilities will be important to continuous educational improvement for the district. Our facilities must provide for flexibility as our curriculum changes. Hudson’s facilities must allow for expanding technology needs and for modern instructional strategies. The facility will also provide for lifelong learning opportunities for the entire community, not just traditional students.

HUDSON COMMUNITY SCHOOL BELIEF STATEMENTS

1. We believe the learning process must occur in a secure setting.
2. We believe every student must be given the opportunity and encouragement to reach their full potential.
3. We believe the responsibility for the learning process extends beyond the formal school setting.
4. We believe continuous improvement is essential to a school system.
5. We believe lifelong learning is essential to a school system.
6. We believe in respect for human diversity.
7. We believe all individuals are responsible for their actions.

HUDSON COMMUNITY SCHOOL DISTRICT LEARNER PERFORMANCE GOALS

Upon graduation from the Hudson Community School District, Hudson students will show competence as a:

- | | |
|----------------------------|--|
| 1. Knowledgeable Person | |
| 2. Quality Producer | Elementary- Key Assemblies |
| 3. Collaborative Worker | |
| 4. Problem Solver | Middle School5-8- Student Led Conferences |
| 5. Effective Communicator | |
| 6. Contributing Citizen | High School- Seminar and Senior Celebrations |
| 7. Internal Assets Builder | |

HUDSON’S KEYS OF SUCCESS

The Hudson Community School District is committed to helping its students develop the **Eight Keys of Excellence**. It is the district’s belief that individuals who develop and possess these eight traits will be very solid people who are committed to LIVING ABOVE the LINE. The Eight Keys of Excellence are:

1. Live in Integrity
2. Keep Your Balance
3. Stay Flexible
4. Live in the Now, This Is It!
5. Speak With Good Purpose
6. Take Ownership
7. Acknowledge Failure Leads to Success
8. Affirm Your Commitment

SCHOOL SONG

(Sung to the tune of On Wisconsin)

| | |
|------------------------------|--------------------------|
| Come on Hudson! | Come on Hudson! |
| Come on Hudson! | Come on Hudson! |
| We will win this game. | Fight for your fame. |
| Keep our fighting spirits up | Fight Pirates. |
| for dear ole’ Hudson High | FIGHT! FIGHT! FIGHT! |
| RAH! RAH! RAH! | To win this game! FIGHT! |

SCHOOL COLORS & MASCOT

School colors are Blue and White. Students are encouraged to wear Blue and White clothing on Game Days and to athletic events to show their school spirit. The School Mascot is a Pirate.

GRADUATION REQUIREMENTS

Graduation Requirements: 56 credits and Senior Celebration Board Policy Reference Code 505.5

| | |
|------------------------|------------------------------|
| English - 8 | Social Studies Electives - 2 |
| American History - 2 | American Government - 2 |
| Science - 6 | Math - 6 |
| Physical Education - 4 | Health - 2 |
| | Electives - 22 |

No more than one (1) credit of Journalism will go towards the English graduation requirement of eight (8) credits. Also, students must take an English class each semester all four years of high school (English 9,10,11,12), exception is early grads. Students taking Advanced Placement (AP) classes are required to pay for the voluntary AP test. Students who opt out of taking the AP test for possible college credit may be required to take an AP final. Students must complete their Senior Celebration, detentions, suspensions, as well as pay their fees and fines before graduation. (Board Policy Reference Code 505.5)

EARLY GRADUATION

(Board Policy Reference Code 505.6) Students may graduate prior to the completion of grade 12 if the course work required for graduation under Board Policy "Graduation Requirements" has been fulfilled. In such cases, the student must have the approval of the Board and a recommendation by the superintendent and the principal.

If a senior desires to graduate after completion of his/her seventh semester, he/she should follow this procedure:

1. The student should discuss the rationale for early graduation with the guidance counselor, principal, and the parent/guardian. The guidance counselor will determine if the required graduation credits can be attained in the time desired.
2. At the beginning of the senior year, students should write a letter of application to the principal expressing his/her intention to graduate early.
3. The student should receive permission to graduate early from the parent/guardian and the principal. The principal and the parents will co-sign the student's letter of application if both agree early graduation is in the best interest of the student.
4. The principal will seek Board approval of early graduation candidates. The entire process should be completed by **October 1** of the year the student wishes to graduate.
5. Students must meet all graduation requirements.
6. **Students granted early graduation sever all associations with the Hudson High School upon completion of the seventh Semester (extracurriculars, prom, senior activities, news releases, etc.).**
7. Students will receive their diploma in May, unless otherwise requested. Students may choose to participate in the regular Baccalaureate and Commencement exercises, but will be required to attend all rehearsal days prior to graduation (typically 2-3 days). It is the students responsibility to arrange for commencement participation.
8. **Students must complete their Senior Celebration before graduation.**

MULTICULTURAL, GENDER FAIR POLICY

(Board Policy Reference Codes 101, 102, 500, 603.4) It is the policy of the Hudson Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact: Jeff Bell, Equity Coordinator, 136 S. Washington Street, 319.988.3233, jeffbell@hudsonpiratepride.com The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of career roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or physical or mental disability. The curriculum should foster respect and appreciation for the cultural diversity found in our

country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, gender fair society. The Equity Director for the Hudson Community School District is Mr. Jeff Bell. Mr. Bell can be reached at 319-988-3233 ext. 346 or at jeffbell@hudsonpiratepride.com.

Board Policy Code 603.4—Multicultural/Gender Fair Education

Students will have an equal opportunity for a quality education without discrimination, regardless of their age, creed, physical attributes, ancestry, political party or belief, race, religion, socioeconomic status, color, sex, marital status, family status, national origin, sexual orientation, gender identity physical or mental ability or disability.

The education program is free of discrimination and provides equal opportunity for the students. Multicultural approaches to the education program are defined as those that will foster the knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, including race, color, national origin, sex, disability, religion, creed and socioeconomic background,. Gender fair approaches to the educational program are defined as approaches which foster knowledge of, and respect and appreciation for the historical and contemporary contributions of women and men to society. The program shall reflect the wide variety of roles open to both women and men which provide equal opportunity to both sexes. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans, American Indians, European Americans and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

EQUAL EDUCATIONAL OPPORTUNITY

(Board Policy Reference Codes 101, 102, 500) The Hudson Community School District offers career and technical programs in the following areas of study: Family and Consumer Science Business Agriculture Industrial Technology It is the policy of the Hudson Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact: Jeff Bell, Equity Coordinator, 136 S. Washington Street, 319.988.3233, jeffbell@hudsonpiratepride.com The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator for the Hudson Community School District is Mr. Jeff Bell. Mr. Bell can be reached at 319-988-3233 ext. 346 or at jeffbell@hudsonpiratepride.com Inquires may be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, WI, 53203-2292, (414) 291-1111 or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

Board Policy Code 102—Equal Educational Opportunity

It is the policy of the Hudson Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact: Jeff Bell, Equity Coordinator, 136 S. Washington Street, 319.988.3233, jeffbell@hudsonpiratepride.com The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity

STUDENT AND PARENT COMPLAINTS

(Board Policy Reference Codes 102, 605.3) Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

1. If an employee is involved, discuss the complaint with the employee within 3 days of the incident.
2. If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 3 days of the employee's response to the incident.

3. If unsatisfied with the principal's response, talk to the superintendent within 3 days of the principal's response.
4. If unsatisfied with the superintendent's response, students may request to speak to the board at the next scheduled board meeting. The board determines whether it will address the complaint.

Any parental/guardian complaints will be handled in the same manner as student complaints. Parents/guardians who will not reveal their names will not have their complaints addressed. All complaints must follow the school district policy as addressed above.

PRIMARY HOME LANGUAGE

If your primary home language is not English, please contact the school so that appropriate testing, services and programming can be arranged. If you have questions or want more information, you can call the building offices.

STAFF PERSONNEL / EDUCATION PROGRAMS

(Board Policy Reference Codes 101, 102, 500) It is the policy of the Hudson Community School District to provide equal educational and employment opportunities, to provide equal access to District facilities, and to not discriminate on the basis of gender race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or physical or mental disability in its educational programs, activities, or employment and personnel policies. This policy is intended to include compliance with all relevant aspects of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

For the purpose of this policy, the definition of an "individual with a disability" is a person who:

1. has a mental or physical impairment which substantially limits one or more major life activities, such as seeing, hearing, speaking, breathing, learning, or working; or
2. has a record of impairment; or
3. is regarded as having such an impairment

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. The curriculum, programs and services, should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

A fair and supportive environment will be provided for all students and employees regardless of their race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. Harassment of sexual nature or with demeaning intent related to race, national origin, gender, disability, age or religion, made from one employee to another, from an employee to a student or vice-versa, and from one student to another is a violation of this policy.

Inquiries or grievances related to the provisions of this policy may be directed to the Superintendent of the Hudson Community Schools, 136 South Washington Street, Hudson, Iowa (319-988-3233). Grievances may also be submitted to the Director of the Iowa Civil Rights Commission in Des Moines, or to the Director of the Region VII Office of the Civil Rights, United States Department of Education, Kansas City, MO.

Board Policy Code 500—Objectives for Equal Educational Opportunities for Students

This series of the board policy manual is devoted to the board's goals and objectives for assisting the students of the school district in obtaining an education. Each student will have an opportunity to obtain an education in compliance with the policies in this series.

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use it and its education

program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same opportunity.

The board supports the delivery of the education program and services to students free of discrimination on the basis of race, creed, physical attributes, ancestry, political party preference or belief, socio-economic status, color, sex, marital status or family status, national origin, religion, sexual orientation, gender identity, physical or mental ability or disability or age. This concept of equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

In the delivery of the education program, students will treat the employees with respect and students will receive the same in return. Employees have the best interests of the students in mind and will assist them in school-related or personal matters if they are able to do so. Students should feel free to discuss problems, whether school-related or personal, with the guidance counselor or other employees.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Board policy refers to the term "parents" in many of the policies. The term parents for purposes of this policy manual means the legal parents, the legal guardian or custodian of a student, and students who have reached the age of majority or are otherwise considered an adult by law.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Hudson Community School District, Hudson, Iowa 50643; or by telephoning 319-988-3233.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education 8930 Ward Parkway, Suite 2037, Kansas City, MO. 64114 (816) 268-0550, <http://www.state.ia.us/government/crc/index.html> or Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center. The Equity Director for the Hudson Community School District is Mr. Jeff Bell. Mr. Bell can be reached at 319-988-3233 ext. 346 or at jeffbell@hudsonpiratepride.com.

SCHOOL FEES

The school district charges fees for certain items, such as field trips, class materials and class dues. Students who have concerns about the fees should contact the principal.

| | | |
|--------------------------------|-------------|--|
| 1. School Yearbook (optional) | K-12 | \$45.00 |
| 2. Registration | K-4 | \$90.00 |
| 3. Registration | 5- 12 | \$110.00 |
| 4. Refundable Computer Deposit | 9-12 | \$50.00 (not subject to a fee waiver) |
| 4. Driver Education | 8-12 (only) | \$355.00 (subject to change based on vendor) |
| 5. Meal Ticket | K - 4 | \$ 2.95 / day |
| 6. Meal Ticket | 5 - 12 | \$ 3.10 / day |
| 7. Breakfast Ticket | K – 12 | \$ 1.95 / day |
| 8. Extra Milk | K-12 | \$.25 |

* High school students taking college courses are also responsible for a book rental fee.

FEE WAIVERS

(Board Policy Reference Code 503.3) Students whose families meet the income guidelines for free and reduced lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student financial difficulty may be eligible for a temporary waiver of fees. Parents or students who believe they may qualify for temporary financial hardship should contact the school at 988-3233. You may also contact the school's central office for a waiver form during registration. **This waiver does not carry over from year to year and must be completed annually.**

EMERGENCY FORMS

At the beginning of each year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents may notify the office if the information on the emergency form changes during the school year or they can update their information on-line at www.hudsonpiratpride.com.

II. STUDENT ATTENDANCE

(Board Policy Reference Code 601)

SAMPLE DAILY HIGH SCHOOL ACADEMIC SCHEDULE (grades 9 -12)

8:05 AM - 3:15 PM

| <i>Period</i> | <i>Time</i> | <i>Length</i> |
|---------------|-------------|---------------|
| Period 1 | 8:05-8:49 | 44 mins |
| Period 2 | 8:53-9:37 | 44 mins |
| Period 3 | 9:41-10:25 | 44 mins |
| Period 4 | 10:29-11:13 | 44 mins |
| Seminar A | 11:15-11:38 | 23 mins |
| Seminar B | 11:41-12:04 | 23 mins |
| Period 5 | 12:07-12:51 | 44 mins |
| Period 6 | 12:55-1:39 | 44 mins |
| Period 7 | 1:43-2:27 | 44 mins |
| Period 8 | 2:31-3:15 | 44 mins |

SAMPLE DAILY ACADEMIC SCHEDULE (grades 7/8)

8:10 AM - 3:05 PM

| <i>Period</i> | <i>Time</i> | <i>Length</i> |
|---------------|-------------|---------------|
| Period 1 | 8:05-8:49 | 44 mins |
| Period 2 | 8:53-9:37 | 44 mins |
| Period 3 | 9:41-10:25 | 44 mins |
| Period 4 | 10:29-11:13 | 44 mins |
| Seminar A | 11:15-11:38 | 23 mins |
| Seminar B | 11:41-12:04 | 23 mins |
| Period 5 | 12:07-12:51 | 44 mins |
| Period 6 | 12:55-1:39 | 44 mins |
| Period 7 | 1:43-2:27 | 44 mins |
| Period 8 | 2:31-3:15 | 44 mins |

SAMPLE DAILY ACADEMIC SCHEDULE (grades 5/6)

8:05 AM – 3:15 PM

| <u>Time</u> | <u>Even and Odd Days</u> |
|-------------|--|
| 8:05-8:15 | Homeroom |
| 8:15-8:52 | Band / Study Hall |
| 8:56-9:38 | Core Class (Reading, Math, Science, Social Studies, Language Arts) |
| 9:42-10:24 | Core Class (Reading, Math, Science, Social Studies, Language Arts) |
| 10:28-11:11 | Core Class (Reading, Math, Science, Social Studies, Language Arts) |
| 11:11-11:35 | Lunch |
| 11:35-12:00 | Recess |
| 12:04-12:44 | Specials |
| 12:48 -1:31 | Specials/Homeroom |
| 1:35 -2:18 | Core Class (Reading, Math, Science, Social Studies, Language Arts) |
| 2:22-3:15 | Core Class (Reading, Math, Science, Social Studies, Language Arts) |
| 3:10-3:40 | Detention |

BEFORE AND AFTER SCHOOL

In the High School, the commons will be open at 7:15 am for students. Students are to remain in the commons until 8:00 am unless prior arrangements have been made with a teacher to be in a specific classroom.

In the Middle School and Elementary, students should not arrive at school until 7:45 AM at which time supervision will be provided. Students arriving at school between 7:45 – 8:00 AM have some different options. Students in grades 5-8 may come into the Middle School Commons, while the students in grades K-4 may either go into the Elementary/Middle School Gym or Commons (for breakfast) or remain on the playground (seasonal option) until 8:00 AM unless prior arrangements have been made with a learning facilitator to be in a specific classroom.

After arriving at school, students are not to leave before first period unless given special permission by the principal.

At the end of the day, **ALL** students are to leave the building by 3:30 PM except when directly involved in a supervised after school activity or program or under the direct supervision of a district employee. Students found to be in violation of this rule will be asked to leave the building. Failure to do so may result in disciplinary actions.

Groups using the building in the evening must use only the section of the building reserved for them and leave all rooms and equipment in proper condition to resume school the next day.

STATE STUDENT ATTENDANCE POLICY

(Board Policy Reference Code 501.3) State Attendance Regulations state that children between the ages of six (6) and sixteen (16) are compelled to receive education, and each child's head of household, guardian, or legal custodian is the person held responsible in the law for compelling the child's education. A child who will be six (6) years old by September 15 is required to be educated in that year and ensuing school years; a child whose sixth (6th) birthday occurs after September 15 is not subject to the law until the following school year. Similarly, if a student turns sixteen (16) prior to September 15, he/she is no longer of compulsory attendance age and may discontinue education without risk to his/her head of the household. If a student turns sixteen (16) after September 15, he/she is compelled to attend during the school year.

STUDENT ATTENDANCE

(Board Policy Reference Code 501.3) Students will be expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program, to develop habits of punctuality, self-discipline, and responsibility, and to assist in keeping disruption of the educational environment to a minimum. Class attendance is a very important criterion in the acquisition of knowledge and skills and therefore students who are absent from school without a reasonable excuse may be subject to disciplinary measures which may include, but are not limited to, detentions, short-term and long term suspension and expulsion. Participation in class is very important and some learning facilitators may award participation points for certain classroom learning opportunities. When the student is unexcused from school, he/she will miss the activity and may not receive the participation points. While it is possible for an absent student to make up much of the schoolwork missed, it is impossible to completely compensate for absences from classes. If you miss a class, the learning facilitator can review the lesson with you, but the learning facilitator cannot **re-teach** the lesson.

Parents/Guardians are asked to call the school by 9:00 am on the morning of an absence with a specific reason for the absence. If a phone call is not possible, a note from a parent/guardian is required before the student returns to class, explaining the reason for the absence. **Without a phone call or a written note from the parent within one school day of the student's absence(s), the student will be given an unexcused absence(s). Work missed during an unexcused absence will be expected to be completed and turned in with the understanding that credit for the work may be reduced or not given. This decision in regard to credit will be at the discretion of the Administration.**

When a student reaches an excessive amount of excused absences, excluding doctor-excused absences and school related absences (i.e. field trips), the student may lose credit in that class if the absences are hindering the student's progress towards a passing grade. The student and parent will be notified on the fifth (5) excused absences (excluding doctor-excused and school related absences) to conference with the learning facilitator and At-Risk Coordinator to check on the student's grades and classroom progress. If warranted at this time or if any further excused absences, an intervention plan or attendance contract may be established for the student to help the student find success in the classroom and to improve the student's attendance.

When a student has three (3) unexcused absences in a class, the At-Risk Coordinator will meet with the student, the student's parents/guardians and the classroom learning facilitator to discuss the student's unexcused absences. An attendance contract will be written for the student specifying the guidelines for attendance and consequences for not conforming to these guidelines or additional unexcused absences.

Students participating in school activities must be in school at least one-half day (by Noon) on the day of the event in order to participate or practice in any school activity. **Only in extraordinary circumstances may this policy be waived by an Administrator or Activities Director.**

Any planned absence must have prior approval by the parents/guardians and a district's administrator. Work is to be made up or arranged to be made up before the actual absence occurs. This applies to any absence planned by the family or absence from classes due to school related activities. Schoolwork assigned during an absence must be completed to the satisfaction of each learning facilitator whose class or classes were missed. **The student is expected to have all school make up work completed by the next class period unless 2 consecutive days are missed. The # of days missed is equal to the # days allowed to complete make up work.** Students returning to school following an absence will be required to take tests given on the returning day provided the test was announced prior to the absence. Prearranged Absence Forms must be turned into the office by 3:30 PM the day prior to the absence or the absence will be counted as an unexcused absence. (See also Field Trips)

EXCUSED ABSENCES

(Board Policy Reference Code 501.9)

1. Personal illness (the school may require documentation from a medical provider)
2. Medical appointments that cannot be scheduled after school hours
3. Extraordinary emergency in the home/family, family illness, or death
4. Prearranged absences should be approved by a district Administrator at least 24 hours prior to the absence such as family trips, etc.**

Students attending athletic events during the school day will only be excused if:

1. the absence is prearranged and approved by parents/guardians
2. the student is a participant or team member and will be accompanied by the coach
3. the student will be accompanied by a parent or adult family member
4. the student will be attending the event by riding a school-provided Pep Bus for the event.

Final determination of excused/unexcused absences will be at the discretion of District administration.

A student who fails to complete a pre-approved absence sheet may be subject to disciplinary action. Repeated violations of this policy may result in the same consequences as would be seen for an unexcused absence -- please see unexcused absences for complete details.

Families are encouraged to schedule medical appointments outside of school hours and family vacations during the scheduled school vacations.

UNEXCUSED ABSENCES

(Board Policy Reference Code 510.10) An absent student not meeting the provisions required to have an excused absence will have an unexcused absence. Credit may be reduced or not given for work that a student missed during the unexcused absences. Students who miss class, study hall, or lunch period without an approved excuse will receive the following consequences:

1st Offense -- A period of make-up time for each period, detention, or part of a period missed and parental notification may be made. This period of makeup time may be served after school, during Saturday School, or as determined by administration.

2nd Offense -- A Saturday School suspension or an In-School suspension may be given and parents will be notified. If a suspension is given, it will be recorded on the student's permanent record and the student may become ineligible for extracurricular activities according to the Code of Conduct.

3rd Offense -- Students may be given a Saturday School suspension, an In School suspension, a Safe Schools suspension or

an 'Out of School' Suspension and the suspension will be recorded in the student's permanent record. The student may not be allowed to return to school until a parental conference is held and an attendance contract is determined. The Student may again become ineligible under the Student Code of Conduct and will be placed on probation with the school. Students with unexcused absences may not receive credit for any missed school work/tests. This decision will be at the discretion of the Administration.

Final determination of excused/unexcused absences will be at the discretion of District administration.

TARDINESS

Students are expected to be on time to school and to class. School officially begins at 8:10. All students are expected to be in their classroom by this time or they will be counted tardy. Being punctual is a skill that students need throughout their lives. **A student may be excused for arriving late for the following reasons:**

1. A medical appointment,
2. Personal illness,
3. An extraordinary home/family emergency,
4. Bad weather/road conditions
5. An educational reason pre-approved by the principal or the dean of students.
6. Pass from a staff member

All other tardies will be considered unexcused. If you arrive late to school, report to the office for a pass. If you are detained by a learning facilitator or in the office, ask for a pass from the staff member who detained you before going to class. Detentions for tardies may be served after school or at Saturday School (decided by the learning facilitator or administrator).

1st Tardy to school or class -- no penalty

2nd Tardy to school or to the same class -- 15 minute detention

3rd Tardy to school or to the same class -- 30 minute detention

4th Tardy to school or to the same class -- parental notification, 1 hour of detention and an action plan may be developed and implemented.

*In the high school tardies start over at the semester

Additional tardies to school or a failure to serve detention and/or the same class may result in extended detention time, a Saturday School Suspension, an In-School Suspension, a Safe School Suspension, or an Out-of School Suspension. Learning facilitators may have alternative rules posted.

LEAVING THE BUILDING DURING THE SCHOOL DAY

(Board Policy Reference Code 501.11) Students who need to leave during the school day must receive permission from the office and have a note signed by the student's parents/guardians, have their parents/guardians telephone the office or have their parents/guardians pick them up. Students must sign in when they return to school. Students are not released to anyone other than their parents/guardians during the school day unless the office has a note signed by the student's parents/guardians.

Any absence from school without permission will be considered an unexcused absence and may result in a Saturday School suspension. Students will not be sent home without parents/guardians or parent-approved emergency contact being notified.

CLOSED LUNCH PERIOD

It is the policy of Hudson Community School District that lunch period is closed. Students will not be excused to leave school during the lunch period unless they are accompanied by a parent or guardian. All other absences during the lunch period will be considered an unexcused absence.

POST SECONDARY CLASSES, WORK EXPERIENCE, COMMUNITY SERVICE

(Board Policy Reference Code 501.11) Students who leave the building during the school day for post secondary classes, community service, or work experiences must abide by the following guidelines or the privilege will be revoked.

1. Students must be enrolled in a post secondary class or work experience/community service class.
2. Written permission from the parent for participation in the post secondary class or work experience/community service must be received before the student will be released from school. Work Release is not automatically approved. All student requests will be considered for work release opportunities.
3. Students will be given a permanent pass for the time period when they will be absent from the school building, and they are required to sign out in the office.
4. Students are expected to leave the building and school property immediately to attend class or go to the work site.
5. Students are not to be on school property during the time period for which they have been released except with special permission from the principal. Students may return to the school building for an academic purpose, and they are required to sign in at the office.
6. Students enrolled in PSEO classes (college classes off Hudson's campus) occurring on an every other day schedule are required to stay at school on the days the class is not meeting, with exception of the first and last blocks of the day.
7. Students enrolled in college courses are responsible for a book rental fee.

COLLEGE VISITATIONS

Seniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, seniors may be excused to visit college campuses with the permission of the guidance counselor and/or the principal and with a note signed by the student's parents. Students are expected to complete the Prearranged Absence Form for the college visitation to be an excused absence.

SCHOOL CLOSING

When adverse conditions make it necessary to close school, start late, or dismiss early, the announcement may be made on the television stations KWWL (Channel 7), KCRG (Channel 9), and KGAN (Channel 2). District patrons are also encouraged to sign-up for the Iowa School Alerts Notification System. Information is located in the upper right hand corner of the website.

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Parents/guardians of students who ride the bus are notified how students will return home with the notification that school has been dismissed. The superintendent determines whether buses will follow the regular routes. If buses do not follow the regular routes, they follow emergency routes or the parents/guardians are responsible for picking up the students at the student's school.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and rescheduled. The Activities Director and Principal may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents/guardians are notified in the same manner as the notification that school was dismissed.

III. STUDENT HEALTH, WELL-BEING AND SAFETY

Students are expected to conduct themselves in such a way that they do not jeopardize their personal safety or the safety of other students. Students are expected to notify learning facilitators or the administration of risks of injury or harm to themselves or others. Students should also report any possible conflict situations to learning facilitators or the administration to help eliminate any fighting or other types of physical contact that could cause students to be harmed.

ELEMENTARY SCHOOL CROSSINGS

The district employs crossing guards at the intersection of Washington Street and School Street and on Highways 58 and 63. Students arriving from west of 58 and east of 63 are expected to use these safe crossing areas. The crossing of Highway 58 at Eldora Road and Highway 63 at 3rd Street are not patrolled and are therefore less safe in terms of pedestrian safety. To keep our students safe, parents are requested to direct their children to the authorized crossings.

PARKING, PICKUP AND DROP-OFF ZONES FOR ELEMENTARY AND MIDDLE SCHOOL

We have three different pick-up and drop off zones that we ask our parents and students to use.

The first one is located on the west side of the elementary school along Washington Street. Parents may pull into the drop off/pick-up zone and let their children out. Parking is prohibited between 7 – 9 am and 2 – 4 pm in this zone. There is 2 hour parking in this zone between 9 am – 2pm.

The second zone is located on the north end of the middle school school. There are marked parking spaces in this lot so we encourage those people who need to park their vehicles to use this lot. Middle school and elementary students may get dropped off in this zone. The traffic pattern usually flows in the west driveway and out the east driveway.

The third pick-up/drop off zone is located behind the school. This zone is reserved for bus traffic only. For safety purposes, we ask that no other vehicles use this zone between 7:45 -8:30 am or between 2:45 - 3:30 pm.

FIRE AND DISASTER PROCEDURES

(Board Policy Reference Code 507.5) Periodically, the school holds emergency fire, tornado, and other emergency drills. At the beginning of each semester, learning facilitators notify students of the procedures to follow in event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

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

Signs are posted in each room listing fire and tornado evacuation procedures. A fire alarm bell will be sounded to designate a fire alarm or fire drill.

The signal for a tornado or other severe weather emergencies will be sounding of an air horn or an announcement/signal over the intercom. Remain in your assigned evacuation areas until given a signal to return to your classrooms. Once the alarm quits, it does not necessarily mean it is safe to return to your classroom. It could mean that a fire or storm has caused a power failure.

FIRE: Continuous sounding of the fire alarm. All persons in the building should move to the proper exit immediately. Keep in line and do not push. Move at least 100 feet from the building and remain there until given the all-clear signal to reenter the building.

TORNADO/DISASTER: The signal will be an announcement over the intercom and/or a continuous siren accompanied by an announcement over a portable bullhorn. All persons in the building should move to their designated area in the building and remain there until given an all-clear signal.

ASBESTOS NOTIFICATION

(Board Policy Reference Code 804.4) Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for schools.

The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled, and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos-containing materials, and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

SCHOOL NURSE

The school nurse is Jan Brandhorst. Her office is located in the Elementary Office. She is a full-time school nurse and is available to students during school hours. If you want to talk to the nurse, you can contact Jan by calling the Elementary Office at 988-3239.

STUDENT ILLNESS OR INJURY AT SCHOOL

(Board Policy Code Reference 507.4) A student who becomes ill or is injured at school must notify his or her learning facilitator or another employee as soon as possible. In the case of a serious illness or injury, school staff shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents. Students wishing to go home must first visit the school nurse and not arbitrarily decide they are going home.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment.

ADMINISTRATION OF MEDICINE – ILLNESS

(Board Policy Code Reference 507.2) According to state law and school policy, no medication can be dispensed by school personnel unless written permission has been granted by the student's parents/guardians and/or doctor. Medication is held in a locked cabinet and distributed by the school nurse. By law, students with asthma or other airway restricting constricting diseases may self-administer their medication upon approval of the parents and prescribing physician regardless of competency. Please see nurse Brandhorst for parent authorization procedures.

Medication must be in the original container with the following information on the container, in the instruction sheet, or in the parental authorization. A written medication administration record shall be kept on file. This record shall include:

1. Date medicine was prescribed
2. Name of the student
3. Prescriber or person authorizing administration
4. Medication
5. Medication dosage Name, phone number, and address of the pharmacy (if applicable)
6. Administration time
7. Administration method
8. Signature and title of the person administering medication; and any unusual circumstances, actions, or omissions
9. Emergency number for parents.

This information shall be confidential and shall be available to agency personnel with parent authorization.

When medication is brought to school, it should be left in the nurse's office upon the arrival at school. No medication should be kept in lockers or desks. State laws and school policy also excludes dispensing of aspirin to students.

COMMUNICABLE AND INFECTIOUS DISEASES

(Board Policy Code Reference 507.3) Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves and does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles, and chicken pox.

HEALTH SCREENING

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

HEALTH PHYSICALS

Students participating in school sponsored athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible.

SPECIAL HEALTH SERVICES

(Board Policy Code Reference 507.8) Some students need special health services to participate in their educational program. These students shall receive special services in line with their educational programs. Licensed health personnel shall provide special health services under the auspices of the agency. For more information contact the superintendent's office at 988-3233.

SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES

(Board Policy Code Reference 402.2, 402.3) The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, learning facilitator, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Mr. Jeff Bell (988.4137) and Jan Brandhorst at (988-3239) as its Level I investigators.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as a basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating hostile or offensive educational environment. See also Student to Student Harassment-- Student Rights and Responsibilities.

IV. STUDENT ACTIVITIES

(Board Policy Code Reference 504.504.6) Student activities allow students the opportunity to expand and enrich the academic core of their educational program. Whenever students participate in school functions or activities, there are guidelines that must be followed to insure courtesy and respect for other students, parents, staff, and other adults. Below is a list of basic behaviors expected from all students at school functions. Students who are unable to follow the guidelines will be asked to leave school functions and may lose the privilege of participating in future events.

BEHAVIOR AT SCHOOL FUNCTIONS

Assemblies, plays, fine arts productions, and athletic contests, whether during school hours or outside of the normal school day, require proper etiquette. Common courtesies should be shown to speakers, production members, officials, and opposing teams. At athletic events cheers for our team are very much desired while cheers against the opposing team are strongly discouraged. Proper fundamentals of sportsmanship and conduct should be observed at all times, whether home or away. Failure to display these may result in a student/parent/spectator being removed from the contest/performance and other disciplinary measures.

1. Show respect to school facilities, other spectators, participants, guests, equipment and property.

Treating the above mentioned items and people respectfully are very important. We are very proud of our facilities and equipment. So are other districts. Therefore, students should be good representatives of the Hudson Community School District and conduct themselves in a way that showcases our district's commitment to good character.

2. Show respect for the opponent at all times.

The opponent should be treated as a guest, greeted cordially on arriving; given the best accommodations; and accorded the tolerance, honesty, and generosity, which all human beings deserve. Good sportsmanship is the Eight Keys of Excellence in action.

2. Show respect for the officials.

The officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.

3. Know, understand, and appreciate the rules of the contest.

A familiarity with the current rules of the game and the recognition of their necessity for a fair contest are essential. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.

4. Maintain self-control at all times.

A prerequisite of good sportsmanship requires one to understand his own bias or prejudice and to have the ability to recognize that rational behavior is more important than the desire to win. A proper perspective must be maintained if the potential educational values of athletic competition are to be realized. Good sportsmanship is concerned with the behavior of all involved in the game.

5. Recognize and appreciate skill in performance regardless of affiliation.

Applause for an opponent's good performance is a demonstration of generosity and goodwill that should not be looked upon as treason. The ability to recognize quality in performance and the willingness to acknowledge it without regard to team membership is one of the most highly commendable gestures of good sportsmanship.

SCHOOL-SPONSORED STUDENT ACTIVITIES

All students are encouraged to participate in extracurricular activities to enrich their school life, to make new friends, to learn new skills, and to develop their talents. 7th - 12th grade students can participate in sports, music activities, academic clubs, dances, prom (9-12), and cheerleading. Students in grades 5-12 can also participate in student council and academic clubs.

School-sponsored activities and organizations are those which are recognized by the school district and board. Participation in a school-sponsored activities and organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules, or regulations.

STUDENT COUNCIL

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

CLASS MEETINGS/OFFICERS

Each class shall elect the following officers: president, vice-president, secretary, treasurer, and student council representatives. It is recommended that only one presidential office be held by any one person at any given time. Permission must be granted by the principal, prior to election.

Class meetings will be scheduled by class presidents and sponsors with the approval of the principal. Executive meetings will be called in the same manner. All such meetings should be scheduled one day in advance.

USE OF SCHOOL DISTRICT FACILITIES BY STUDENT GROUPS

School district facilities are available during non-school hours to school-sponsored student organizations for the purpose of meetings or activities. Students can only use facilities under the supervision of an adult sponsor. Students wishing to use the school district facilities should contact their sponsor and the activities director to reserve a room. School district policies, rules, and regulations are in effect during these meetings.

PARTIES/DANCES

In the High School and Middle School, all dances and parties sponsored by school classes and organizations must be cleared with the principal and activities director at least **2 weeks** in advance. A list of chaperones must be provided. Dances and parties are limited to Hudson students except when advance permission has been obtained from the principal. High school parties/dances are restricted to high school students (grades 9-12), while middle school dances are restricted to middle school students (5-8).

Students who leave a dance are not allowed reenter the dance. School district policies, rules, and regulations apply to students as well as non-students at school dances. Students violating school district policies, rules, or regulations will be asked to leave the dance and school grounds. The district does not view 'grinding' as an acceptable form of dance. Students engaging in this type of dancing may be asked to leave without warning.

FIELD TRIPS

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. General field trip permission forms that permit a student to go on all school-sponsored fieldtrips during the immediate school year will be available for parents to sign during registration. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences. (See Student Attendance.)

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy.

Prior to attending a field trip, students may be required to return a note signed by the student's parents to show that they have communicated with their parents and that they have their approval to go on the fieldtrip.

PEP BUS

The school district may sponsor a pep bus to transport district students to school activities. A fee may be charged to students riding the pep bus. Riding on the pep bus is a privilege that can be taken away.

Students who ride a pep bus must ride to and from the event on the bus. Students ride home on the pep bus unless prior arrangements have been made with the principal, activities director, or the student's parents personally appear and request to transport the student home.

STUDENT FUNDS AND FUND RAISING

Students may raise funds for school activities upon the approval of the activities director and an administrator at least 2 weeks prior to the fund raising event or the start of a fund raising campaign. Funds raised remain in the control of the school district and board. School sponsored student organizations must have the approval of the principal and/or superintendent prior to spending the money raised. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

It is recommended that projects which involve selling merchandise to residents of our community should be limited to one per year per organization so our community is not overburdened with school fund raising efforts. Tickets or articles of any kind, other than those associated with school-sponsored activities are not to be sold on school property by students or outside organizations. **All sales of approved fund raising items are to take place outside of the regular school day. Students may not solicit funds from learning facilitators, employees, or other students during the school day.** Students who violate this rule are asked to stop. Violations of this rule may result in future fund raising activities being denied.

V. STUDENT RIGHTS AND RESPONSIBILITIES

(Board Policy Code 502.5)

STUDENT LOCKERS

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. Do not switch or change locker partners without the permission of the principal. The expenses to repair damage done to a student's locker are charged to the student assigned to that locker. If your locker breaks or is damaged, notify the office immediately or you will automatically be charged for all damage costs at the end of the year.

In grades 7-12, lockers are equipped with locks. Lock your locker at all times to prevent theft. The school is not responsible for lost or stolen items. In grades K-6, lockers are not equipped with locks. Therefore, students should refrain from storing valuable personal items in their locker. If a student feels it is necessary to lock their locker, he/she needs to contact the principal and work through him/her. If necessary, arrangements can be made for a school owned combination lock to be placed on a student's locker. Personal locks are not permissible.

A student's locker can be searched whenever an administrator or learning facilitator has reasonable and articulable suspicion that a criminal offense or a school district policy, rule, or regulation bearing on school order has been violated and the administrator or learning facilitator has a reasonable and articulable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials.

Locker inspections may be conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept. Students will be present when their locker is being inspected. The 1995 General Assembly made two changes related to searches of students and their lockers. A 24-hour notice is no longer necessary for maintenance locker inspections and parents/guardians and students are to receive an annual notice. **This Student Handbook is the annual legal notice for students and parents that maintenance locker inspections will be held throughout the school year without the 24-hour notice.**

In addition, the Black Hawk County Sheriff's Department periodically brings a dog through the school facilities to sniff for drugs. **The Student Handbook is the student and parents'/guardians' annual notice that a dog will periodically sniff for drugs both inside and outside the school on school district property.**

DRESS CODE

(Board Policy Code Reference 502.1) There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds.

1. Students are expected to adhere to reasonable levels of cleanliness and modesty which means all students are to wear **clothing that covers their bodies from shoulder to mid-thigh. (i.e. halter-tops, tube tops, bra tops, tops that expose cleavage, the mid-drift or back, belly or navel, T-shirts with deep arm openings, short shorts, and sports bras without a shirt are prohibited.)**
2. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or the educational program.
3. Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; from wearing shoes with cleats except for outdoor track practices; and from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks or inferences, making references to prohibited conduct or similar displays.
4. Caps and other headgear are not to be worn during the school day from 7:45 AM until 3:05 PM.
5. Students are also prohibited from wearing chains as they could potentially be used as weapons.
6. Saggy pants are also not appropriate in the school workplace.
7. Shirts / Tops are expected to cover the torso of the body. Open back shirts or tops will not be allowed. Tops must also have at least a one inch shoulder strap. No spaghetti straps will be allowed.
8. Shorts/skorts/skirts need to follow the mid-thigh rule.

The Student Council will serve as advisors to update learning facilitators and the principal about new clothing on the market and the appropriateness of that clothing in the school environment.

Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students must comply with the requirement. **The district's administrators make the final determination of the appropriateness of the student's appearance and clothing.**

Students who are dressed inappropriately are required to change their clothing or leave school. Clean clothes may be kept in the office if students need to change their clothing. They can pick up their own clothing after the school day is completed. Students who refuse to change their clothing will be sent home. Students who go home because they refused to change their clothing may be given an unexcused absence for the time period they are out of school. (See Unexcused Absences)

BACKPACKS

Backpacks, duffel bags, and/or large purses are prohibited in the classrooms without administrative permission. Starting the first days of school, backpacks should be stored in school lockers when students arrive. Adequate passing time allows for students to exchange materials between classes. Though backpacks may be practical and even a necessity for some, they present burgeoning problems that range from textbook and material damage to tripping and safety hazards to name a few. In the art of keeping a student organized, backpacks can be a successful tool to help a student achieve this, but allowing students to carry and plop their backpacks into the classroom is a safety issue in numerous ways; this practice is hazardous for both students and teachers alike.

CARE OF SCHOOL PROPERTY

(Board Policy Code Reference 502.2) Students are responsible for the upkeep and return of school property assigned to them. In the event of loss or destruction of assigned items, students will be charged the cost of repair or replacement of the item(s).

Students pay an annual registration fee which includes a fee for the use of books. Books must be returned at the end of the class. If books are not returned, students are charged a replacement fee. Damage to a book in excess of normal wear and tear is also charged to the student. Students issued a school owned laptop will also be responsible for a \$50 refundable deposit prior to taking the school owned computer home. Damage to computers will be assessed annually and subtracted from the \$50 deposit. Damage to computers may result in loss of \$50 deposit.

Students involved in intentional defacing and/or destruction of school property which includes but is not limited to desks, chairs, books, lockers, computers, etc. will receive school consequences which may include school service work and may be turned over to the police.

DRIVING AND BIKING TO SCHOOL - STUDENT VEHICLES (9-12)

(Board Policy Code Reference 502.10) It is a privilege to park student vehicles in the school parking lot. Students are expected to follow the school's guidelines to insure the safety of all students.

1. Vehicles are to be driven at a reasonable speed and in a safe and responsible manner on and around school property.
2. School buses always have the right of way on school property.
3. The parking lot west of the high school is designated for grades 9-12, but may be re-designated at any time by administration.
4. No student parking is allowed:
 - a. In front of fire hydrants or on any areas with grass
 - b. In any areas and/or driveways that would block traffic, including allowing a buses to travel in front of the bus barn.
 - c. In any on-the-street areas considered illegal by the Hudson Police Department
 - d. In the teachers' parking areas
 - e. Upon arriving at school, students are to leave their vehicles promptly.
 - f. Anywhere behind the elementary school building, on the grass or behind the competition gym.

5. Students who need to go to their vehicles during the school day **MUST** obtain permission from the principal.
6. Students found in their vehicles or other vehicles or in the parking lot during the school day without permission or a pass may be suspended.
7. Bikes should be parked in the bike racks located on the south side of the main entrance to the high school.

Students whose vehicles are improperly parked on school property may be given a parking ticket. Additional parking violations may result in detention and/or loss of parking privileges. Students improperly parked on the streets will be ticketed by the local police.

BIKING TO SCHOOL -- STUDENT VEHICLES (K - 8)

It is a privilege to park student bikes in the school bike racks. Students are expected to follow the school's guidelines to insure the safety of all students.

1. Bikes are to be driven at a reasonable speed and in a safe and responsible manner on and around school property.
2. School buses **always** have the right of way on school property.
3. Motorcycles and mopeds must park in the marked area by the Concession Stand.
4. No student parking is allowed:
 - a. In front of fire hydrants
 - b. On any areas with grass away from the bike racks
 - c. In any areas and/or driveways that would block traffic
 - d. On the south side of the Art Room
 - e. In the learning facilitator's parking areas
5. Bikes should be parked in the bike racks located at the west side of the main entrance to the elementary school, or at the southeast corner of the middle school entrance.

Students whose bikes are improperly parked may be given a detention and students who get three bike detentions may lose school-parking privileges.

SKATEBOARDS /ROLLER BLADES/ ROLLER SHOES

Skateboards, roller blades and roller shoes (heellies) are not to be used in the school building by students during school hours (7:45 – 3:05). If students use these items to get to school, they should be stored in the student's locker during school hours. Skateboards, roller blades and roller shoes (heellies) should never be used to travel between the High School and the Middle School. Students found to be using skateboards, roller blades and roller shoes (heellies) improperly or at inappropriate times will have the skateboards or rollerblades confiscated and taken to the office where they can be picked up after school. Frequent violations of this rule by a student may result in the student not being allowed to bring skateboards/roller blades/roller shoes at all along with additional disciplinary action.

ELECTRONIC AND OTHER DEVICES IN SCHOOL (K-12)

For the purposes of this handbook, "Handheld Technology Devices" are defined to include portable two-way telecommunication devices including, but not limited to, cellular telephones with or without cameras, laptops, netbooks, MP3 players, beepers, walkie talkies, other hand-held computing devices used as a communication device, any portable electronic device capable of storing and/or transmitting and/or receiving images, such as cameras, as well as any new technology developed for similar purposes.

Hudson High School extends to students the privilege to possess, display and use Handheld Technology Devices during passing time between classes, during meal times, and before or after school, provided such Handheld Technology Devices are not displayed, activated or used during class time, unless the classroom teacher allows the use of Handheld Technology Devices for educational purposes. Classroom teachers are not authorized to give permission for students to use Handheld Technology Devices to communicate during class time with students in other classrooms. Except as permitted by the classroom teacher, all such devices must be turned off/silent and in a locker, backpack, pocket, or similar enclosure during class time.

The primary purpose of the school is quality learning which can only take place in an environment where instruction is focused and uninterrupted. Therefore, students may not use electronic and other devices such as, but not limited to,

cellular phones, Ipods, CD/DVD players, cameras, televisions, water guns, toys and other similar items on school grounds, school buses, or at school activities during the school day (8:05 – 3:05) without permission. Students improperly using any of the above items during the school day or using them without having permission will have the items confiscated until the end of the school day. If students improperly use an electronic or other device in a manner that causes a disruption in the halls, in the locker rooms, in the bathrooms, in the classroom, in study hall, etc., and disturbs the learning environment of the school may receive one of the following consequences (confiscation, detentions, removal from class, suspension, and recommendation for expulsion) depending upon the facts and circumstances surrounding the incident and the student’s record. Students need to understand that the school will not be responsible for any lost personal items that were independently brought onto school grounds.

Use during the school day could result in any of the following consequences:

1. Device sent to the office to be picked-up after school.
2. Device sent to office to be picked-up after school, conversation with principal, and parents may be notified.
3. Device sent to the office and parents may be notified to pick-up. In the event of parents being asked to pick up the phone, the phone will not be sent home with the student.
4. Device sent to the office, conversation with principal, parent notification, and device may be held overnight.
5. Device sent to the office, conversation with principal, parent notification, and device may be held an undetermined amount of time.
6. Other as determined by administration.

SCHOOL TELEPHONE USE DURING THE SCHOOL DAY

Generally, students receiving telephone calls during school hours are not called to the telephone. Students will be called out of class or other school activities for telephone calls only in case of an emergency. Otherwise, the office will take a message and forward it to the student.

Student telephone use should be restricted. Students are to use only the telephone available in the office during school hours unless given permission to use another phone for school-related business or parental calls. Students in grades K-8 are not allowed to use cell phones during the school day (8:05 - 3:05). Therefore all cell phones must be turned off during school hours. Students found to be using cell phones improperly or at inappropriate times will have the cell phone confiscated and taken to the office where it can be picked up after school.

FOOD AND DRINK

Food and drink are not allowed in any classroom without the permission of the learning facilitator and an administrator. All food and drink must be consumed in the Commons and/or Elementary Gym before school or during lunchtime. Beverage machines are provided by the Student Council in the Commons for student use before/after school. Any drink being carried into the building must be in a sealed container. Unauthorized and unsealed food and drinks may be confiscated and not returned.

ALLERGIES

The Hudson Community School District is committed to providing a safe environment for all our students. This means that we will be sensitive and responsive to those students who are allergic to certain substances.

In the elementary lunchroom, we will be conscientious of students with food allergies. We will sanitize tables for students with food allergies and also establish a cold lunch table for specific grade levels when necessary.

In the elementary classroom, snacks will be monitored within those classrooms containing food allergy students. If you have any questions, please contact the classroom teacher and/or the school nurse prior to bringing food into the classroom. At the beginning of the year, K - 6 parents may receive a letter from the school nurse letting you know your child is assigned to a classroom where a student(s) is allergic to a specific food ingredient.

As we know, allergies are not restricted to foods only. Some students may also be allergic to pets or other substances. Therefore, awareness letters identifying other specific allergy conditions within your child’s classroom will be sent out by the school nurse. This information will assist us in providing all our K – 6 students with a safe learning environment. In conjunction with this initiative, parents are also advised to contact the teacher before bringing any pet or allergy sensitive item into a K-6 classroom.

HALL PASSES

Students must have a hall pass to be in the halls when classes are in session. Students may obtain a pass from their learning facilitator or another staff member. Students without a pass in areas other than where they are assigned may be issued a detention according to the discretion of the administrator or the learning facilitator in charge.

CHEATING

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources, plagiarism or similar cheating is not tolerated. Learning Facilitators may give any student who cheats and any student who assists with the cheating a zero or "F" grade on the assignment, test, or project which is involved. Students involved in cheating may also receive a code of conduct violation. Discipline for cheating a second time may include loss of class credit.

STEALING

Students found guilty of theft on school grounds or at school-sponsored functions may be suspended from 1 to 3 days depending on the severity of the case. Students involved in stealing may also receive a code of conduct violation. The student, if guilty, may also be reported to the proper legal authority. Students may be referred for assistance if programs are available at the time of the theft.

REMOVAL FROM CLASS

Students may be removed for one or more class periods for causing a disruption or any type of interference to the learning process, for being disrespectful to the staff members or other students, and for profanity, vulgarity, cheating, etc. Students who are sent to the office for the above reasons may be given a detention or a suspension. Students being removed from class may also receive a code of conduct violation. It is considered a serious situation or incident when a student interferes with the learning environment. Students who have been warned and their parent/guardians have been notified may be removed from the class by the learning facilitator and/or the administrator and lose class credit.

MIDDLE SCHOOL STUDY HALL GUIDELINES

Students are expected to arrive on time, begin work promptly and remain seated unless given permission to travel. All students will be placed in a designated seating chart assigned by the study hall monitor. Students are encouraged to use the restrooms and get drinks of water during passing time.

Students are expected to bring materials with them to study hall. Students must come prepared with homework, a book or something to read, a class project, or something academically orientated to keep them busy throughout the study period. Students should plan ahead to be sure they have needed materials prior to study hall. Students are not allowed to visit their lockers during study hall, unless permission has been granted by the study hall monitor.

Student work and needed materials (pencils, calculator, markers, etc.) & planners should be the only items on the table. Students are not allowed to bring in a bag of any type during study hall. Electronic devices are not allowed during study hall. Students are able to utilize technology before and after school within the middle school wing, and in some circumstances are allowed to use computers during the study hall period (under direct supervision). Students needing to use computers or references materials for a class assignment must obtain a pass from the learning facilitator who made the assignment. Book check out for the 7th & 8th is available during study hall. Students must have a pass from the study hall supervisor before going to the library. (The number of students going to the media center at one time will be limited).

Students must have agenda planners with them at all times. The student planner acts as the student's hall pass when in use. Students may have a pass (in passport page of planner) signed to visit the library, nurse, a classroom teacher, etc. All signed passes must be signed and dated before entering study hall. During days of early dismissal for extra-curricular activities, students are not allowed to change or leave study hall until that designated time.

Students need to raise their hands to make requests from the supervisor. Students may ask the study hall supervisor questions pertaining to assignments, and will be allowed to ask a student within study hall a question with the study hall monitor's permission. After getting permission, students will be required to use a voice level that is not disruptive to the study environment.

Students talking loudly or excessively, refusing to do work, coming to study hall unprepared or showing inappropriate behavior may be given a warning, a detention or be given a Saturday school. Any inappropriate behavior will be dealt with according to the student handbook behavior policy.

ZERO TOLERANCE FOR ILLEGAL ACTS

Students may be turned over to law enforcement any time a law is broken. Law enforcement will be called when any major offense that involves violence, threats of violence, theft, harassment, intimidation, and possession or use of illegal or dangerous material, drugs, or items occurs. The procedure used for illegal acts will be as follows:

1. The school will conduct an investigation and decide if the offense is a major offense that breaks the law; if so:
 - A. A report will be written describing the incident and listing witnesses, parents, phone numbers, etc.
 - B. The police and county attorney will be contacted.
 - C. The school will make an effort to contact parent(s) or people listed as emergency contacts.
 - D. The school will also make a determination to the school penalty.
 - E. The police department will call parent(s)/guardians(s) if the school was unable to reach them. Police may or may not take the student to the police station.
 - F. The police department will interview the offender and refer to Juvenile Probation providing all information, impressions, and observations as to cooperation and remorse.
 - G. The police department will then return child to school and/or release to parents/guardians.
 - H. The police department will make a written report to the school, which will be kept, on file.

Note: If a student is caught with tobacco, he/she may not automatically be taken to the police station. The student is ticketed in the office and then returned to class.

Note: School investigations **DO NOT** require parental contact to be made prior to interviewing a student. As a district, the school acknowledges that attempts to contact parents/guardians may be done as a courtesy to the parents/guardians prior to starting an investigation if the time and conditions allow or call for it.

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION TOBACCO, ALCOHOL, DRUGS, WEAPONS

(Board Policy Code Reference 502.6, 502.7, 502.8) Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and/or being under the influence of alcohol, drugs, drug or look-a-like substances; and possessing or using tobacco, tobacco products, electronic (e-cigarettes), or look-a-like substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Students bringing firearms or bombs to school or possessing firearms or bombs at school will be expelled for a period not less than one year. Parents/guardians of students found in violation of this policy may be contacted, and the students may be reported to legal authorities.

ALCOHOL, TOBACCO, ILLEGAL SUBSTANCES, AND WEAPONS

The use or possession of illegal substances, drug paraphernalia, tobacco, alcoholic beverages, or weapons or any look-a-like illegal substances, tobacco, alcoholic beverages, or weapons on the school grounds, in school vehicles, and at all school activities is prohibited. Any violation involving the use or possession of alcohol, illegal substances, drug paraphernalia, and weapons will also be reported to the proper legal authority.

TOBACCO

School district facilities, including school owned or leased vehicles, grounds, dock areas, parking lots, athletic fields and their parking lots and seating areas, buildings and any other district owner property shall be tobacco free. This includes the possession and consumption of electronic e-cigarettes or similar devices. This requirement extends to students, employees, and visitors. This policy applies at all times, including school-sponsored and non-school sponsored events. Persons failing to abide by this request shall be required to extinguish or dispose of the tobacco product or leave the school district premises immediately. It shall be the responsibility of the administration, school resource officer, and the staff to enforce this policy.

Students found guilty of the possession or use of tobacco or tobacco look-a-likes on school property or at school-sponsored functions may be suspended for up to 3 days for the first violation, a minimum of 3 days for the second

violation with return to school allowed only after the student has shown proof of enrollment in a Substance Abuse Program and a contract has been developed and implemented between the principal and the student and parents/guardians. If the student drops out of the Substance Abuse Program, the student may be put on probation until the Substance Abuse Program is completed. **A third violation for possession or use of tobacco on school property or at school activities may result in the student being referred for expulsion.** Students will be referred to Black Hawk County Tobacco Coalition – Tobacco Ticketing Diversion program.

ALCOHOL

Students found guilty of the use or possession of alcohol on school property or at school sponsored functions may be **suspended for up to 5 days.** Any student allowed to return to school after a violation involving use or possession of alcohol on school property or at school activities must show proof of enrollment in a Substance Abuse Program. Students not complying with the treatment requirement may be referred for Expulsion hearings. The student will be on probation and a contract between the principal, the student, and the parents/guardians will be developed and implemented. **If any student is involved in an alcohol violation the 2nd time, the student may be referred for expulsion.**

CONTROLLED SUBSTANCES

Students found guilty of the use or possession of controlled substances, drug paraphernalia, and/or look-a-likes on school property or at school-sponsored functions may be **suspended for up to 5 days with a longer suspension possible by the principal and superintendent. The student may also be recommended for expulsion.** Students may be referred to the proper legal authorities.

WEAPONS

Students found to possess a weapon, a look-a-like weapon or other dangerous objects may be suspended for up to 5 days by the principal and longer by permission of the superintendent depending on the facts and circumstances surrounding the incident and the student's record. Any student bringing a firearm or bomb to school or **possessing firearms or bombs at school will be expelled for up to but not limited to one year.** Parents/guardians of students found in violation of this policy will be contacted and the students will be reported to law enforcement officials.

The Board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents/guardians of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student may be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school may be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of the policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

FIGHTING

Any students involved in minor skirmishes or conflicts as determined by the principal on school property, on school vehicles, and at school-sponsored functions may be given detention time and may be referred for Peer Mediation. Any students involved in a fight in which one or more students have their safety put in jeopardy may be **given up to a 5 day suspension by the principal and possibly a longer suspension by the superintendent and may be referred for expulsion depending on the facts and circumstances surrounding the incident and the student's record.** Any fighting in which a student's safety is in jeopardy may be reported to the proper legal authorities. Legal authorities may be called to handle any conflict that the principal deems dangerous.

DETENTIONS

Detentions may be assigned to students for minor violations of school rules or for failure to complete course work. They are to be served from 3:10 - 3:40 PM or on Saturdays. Students who receive detentions are to report to the designated detention room at the designated time with sufficient materials, books, homework, and/or other school related assignments to keep them occupied for the full thirty minutes. Anyone who does not follow detention regulations or who is uncooperative with the detention supervisor is subject to suspension from school.

DETENTION TIME LINE

1. **Students must serve the detention the afternoon it has been received or one of the next two school days** unless prior arrangements are made with the learning facilitator and/or principal for an emergency situation. The homework policy expects students to stay the same day work is late. See homework policies elsewhere in handbook.
2. The detention may be **doubled** if it has not been served by the third afternoon after the detention was given.
3. **If students have not served detentions by the end of the second three days after the detention was given, the student may be given a Saturday School suspension for insubordination. Suspensions will be recorded on the permanent record and all students receiving a suspension will come under the Student Code of Conduct for extracurricular activities and the student will be ineligible for the next extracurricular event in which he/she was to participate.**
4. **When a student receives the 6th detention in a trimester/semester a one-day Saturday School suspension, a one day In-School suspension will be issued and a parent/guardian will receive written notification. In addition the student will be ineligible for the next extracurricular activity he/she is involved in.**
5. **Following the 6th detention in a trimester/semester each subsequent 2nd detention for a trimester/semester will result in a Safe School suspension or an Out of School suspension at the discretion of the administrative team.**

SUSPENSION

(Board Policy Code Reference 503.1) Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity, conduct which disrupts the rights of other students to obtain their education or to participate in school activities, or conduct which interrupts the maintenance of a disciplined atmosphere. Students who are disruptive may receive suspensions from the principal/At-Risk Coordinator for up to 3 days and longer suspensions upon recommendation of the principal/At-Risk Coordinator to the superintendent. A suspension may be a Saturday Suspension, a Safe School Suspension, an In-School Suspension, or an Out-of-School Suspension. Suspensions are considered administrative absences and the student has the opportunity to make up all missed work for full credit within the limits of the attendance policy.

Due Process will be followed which includes the student's right to:

- (1) Be given oral and/or written notice of charges
- (2) Be given the opportunity to admit or deny such charges
- (3) Be given an explanation of the evidence against the student if he/she denies the charge, and
- (4) Be given an opportunity to explain the situation.

The readmission plan for a suspended student will included a meeting with the building principal/At-Risk Coordinator, the learning facilitator involved, the student and his/her parents or guardians.

Students who receive any type of suspension will have it included in their student files and will come under the Student Code of Conduct for students involved in extracurricular activities. Suspensions will be cumulative during the following grade level spans: K – 4, 5-6, 7-8, 9 -10 and 11-12. **Students who accumulate 10 days of suspension may be referred for expulsion.**

SATURDAY SCHOOL, SAFE SCHOOL, IN-SCHOOL AND OUT OF SCHOOL SUSPENSIONS

The Hudson School system uses four different types of suspensions. They are Saturday School, Safe School, In-School and Out of School suspensions.

Saturday Schools are held in the High School. They can be given for disciplinary and academic reasons. Saturday School runs from 8:00 – 3:00. Academic work may be collected and sent with the student with the expectation that it be completed with high quality.

Waterloo Educational and Behavioral Center or BIC (Cedar Falls) suspensions may be served as an alternative suspension option and may be given for disciplinary actions. These programs are voluntary. We need to have parent/guardian approval before we can send a student to the Safe Schools' program. This type of suspension is often used in place of an Out-of School suspension because it places a student in a structured environment that is closely monitored and supervised. Academic work will be collected and sent with the student with the expectation that it be completed with high quality.

In-School suspensions are held in the respective buildings. They can be given for disciplinary and academic reasons. Students serving In-School suspensions will be isolated from their peers and held to stricter expectations than the normal students. Academic work will be collected with the expectation that it be completed with high quality.

Out-of School suspensions require the student to out of the school environment. They can be given for disciplinary and academic reasons. Academic work will be collected with the expectation that it be completed with high quality when the student returns to school.

Suspensions are considered administrative absences and the student has the opportunity to make up all missed work for full credit within the limits of the attendance policy.

EXPULSION

(Board Policy Code Reference 503.2) Students who violate school district's rules, regulations, and policies will be considered for expulsion. Bringing a firearm on to school property or to any school-sponsored function or possessing a firearm on school property or at any school activities according to the 1995 General Assembly will require the school district to expel the student for one full calendar year. Possessing or using controlled substances on school property or at any school-sponsored functions may result in an expulsion hearing. Students who have multiple suspensions may be recommended for expulsion.

The 1995 General Session determined that a student must first fulfill all discipline requirements in one school district before being admitted to another school district which includes suspensions as well as expulsions.

INSUBORDINATION

Insubordination is defined as the refusal to follow directions from a person in authority. Examples of insubordination are not following the directions of the superintendent, principal, dean of students, learning facilitator, coach, chaperone, or adult-in-charge in the classroom, in the hall, during lunch, at school activities, on a school vehicle, etc. Students who refuse to serve detentions will be given an in-school suspension for insubordination because they are refusing to comply with school rules and regulations. These are examples of insubordination, but insubordination is not limited to these few examples.

In situations involving conflict, students are expected to obey the directions of adult staff members. In those situations where students feel they have been treated unfairly, they may wish to discuss the situation with the principal/dean of students. In all cases, students are expected to conduct themselves in a courteous and respectful manner.

Consequences for insubordination may be detention, removal from class, removal from the school bus, suspension, or expulsion depending on the facts and circumstances of the incident and the student's record. In addition to these

consequences, any student found to be insubordinate may also be subject to the consequences associated with the district's Code of Conduct Policy.

HUDSON COMMUNITY SCHOOL DISTRICT CODE OF CONDUCT

(Board Policy Code Reference 503.4) The determination of eligibility shall be the responsibility of the administrator and/or the activities director subject to the stipulations and procedures outlined in this code of conduct.

I. Eligibility:

- A. High School Eligibility:** Hudson Community School District recognizes that high school students are eligible for extracurricular activities if:
1. He/she has turned in a doctor's certificate of fitness issued within the present school year (Sports only)
 2. He/she is younger than 20 years of age.
 3. He/she is considered to be a high school student (9th grade standing or above).
 4. He/she has attended high school for less than nine semesters. (Twenty days constitutes a semester). (Sports only)
 5. He/she meets the academic standards of the school.
 6. He/she attended and successfully completed the last semester of school. (sports)
 7. He/she entered school this semester by the end of the second week of school.
 8. He/she has not changed schools this semester (except upon change of residence of his/her parents/guardians).
 9. He/she has not accepted a trophy, plaque, cup, unattached letter, monogram, or other insignia of his/her school in excess of ten dollars (\$10) (Sports-only)
 10. He/she has not accepted any money, expense or otherwise, for his/her participation in any athletic activity.
 11. He/she has not competed on a team other than his/her school team during the season (sports) without the previous written consent of his/her superintendent
 12. He/she has not participated in a college contest. (Sports - only)
 13. He/she exhibits habits and conduct, both in and out of school, that are such to make him/her worthy to represent the ideas/standards of his/her school.
 14. He/she does meet the high school academic standards for eligibility.
- B. Middle School Eligibility - Hudson Community School District** recognizes that middle school students are eligible for extracurricular activities if:
1. He/she has turned in a doctor's certificate of fitness issued within the present school year (Sports only)
 2. He/she is younger than 16 years of age.
 3. He/she is considered to be in the 7th or 8th grade.
 4. He/she has attended grades 7/8 for less than seven trimesters. (Twenty days constitutes a trimester). (Sports only)
 6. He/she meets the academic standards of the school and is passing every core class on a weekly basis.
 7. He/she attended and successfully completed the last semester of school.
 8. He/she entered school this semester by the end of the second week of school.
 9. He/she has not changed schools this semester (except upon change of residence of his/her parents/guardians).
 10. He/she has not accepted a trophy, plaque, cup, unattached letter, monogram, or other insignia of his/her school in excess of ten dollars (\$10). (Sports-only)
 11. He/she has not accepted any money, expense or otherwise, for his/her participation in any athletic activity.
 12. He/she has not competed on a team other than his/her school team during the season (sports) without the previous written consent of his/her superintendent.
 13. He/she has not participated in a college contest. (Sports - only)
 14. He/she exhibits habits and conduct, both in and out of school, that are such to make him/her worthy to represent the ideas/standards of his/her school.
- C.** Because of the standard of quality expected of students representing Hudson School, any student can be declared ineligible at any time by the Administration of the school for frequent violation of school regulations.
- D.** Students are required to be in school one-half day from (12:00 noon until the end of the school day) in order

to participate in any school activity or practice that night. A student who is absent and has previously requested and received an approval from the principal is not affected by the attendance requirement.

- E. In the event a student admits to or is found guilty of a crime, with the exception of minor traffic violations, he/she may be declared ineligible for participation in extra-curricular activities.
- F. The Hudson School further states that a person is eligible for extracurricular activities if:
 - 1. He/she shows respect for people and property.
 - 2. He/she follows school policy as prescribed in the student handbook.
 - 3. Any student who does not receive a suspension.
 - 4. He/she refrains from the use or possession of any form of tobacco substances, alcoholic beverages, dangerous and/or illegal drugs, weapons, dangerous objects or any look-a-likes of the above items.
- G. This Code of Conduct will apply to all students who are involved or may be involved in Athletics, Cheerleading, Vocal Music, Show Choir, Instrumental Music, Jazz Band, Pep Band, Music Competitions, Student Council, and any other official representations of the school.
- H. This policy will be in effect for twelve (12) months of the year. This policy was developed with input from students, parents, teachers, coaches, and administrators. It was approved by the Hudson Community School District and became effective on June 17, 1996. Any infraction that occurs during middle school (7-8) or high school (9-12) will remain on the individual's record until the completion of that level.
- I. Citizenship: Any student whose conduct at a school sponsored activity makes him/her unworthy to represent the ideals, principles, and standards of the Hudson Community School, shall be declared ineligible to participate in co-curricular activities by the administration. Hudson students (participants and nonparticipants) are obligated to conduct themselves in a manner that will reflect credit on themselves, their school, and their community. Offenses may be combined (i.e. citizenship and substance abuse).
 - 1st Offense: One calendar event (e.g., game, play, meet, performance)
 - 2nd Offense: Two calendar events
 - 3rd Offense: 30 calendar days and beyond, as well as a counseling program (Students will practice With team or group)Total offenses will be cumulative during 9th and 10th grades. Total offenses will be cumulative during 11th and 12th grades.

II. The following administrative guidelines will be observed in determining the eligibility of participants in all co-curricular and extra- curricular activities.

A. Drugs, Alcoholic Beverages, and Tobacco:

- 1. FIRST OFFENSE:
 - a. If a student self-reports the violation prior to school notification, he/she will miss up to 1/3 of the season or at least two contests, whichever is greater. If the student does not self-report, he/she will be ineligible for half the season.
 - b. Immediate enrollment in classes on substance abuse at the Northeast Council on Substance Abuse. If the course is not completed in four weeks, the student will be declared ineligible until the course is completed.
 - c. If the student does not choose to attend the classes, the ineligibility will be six weeks and considered the same as a second violation.
- 2. SECOND OFFENSE:

Students will miss up to one half of the season (or four games) from the date of the declaration of ineligibility.
- 3. THIRD AND ALL SUBSEQUENT OFFENSES:

One calendar year of ineligibility from the date of the declaration of ineligibility.
- 4. Use or possession of illegal substances by minors at school, at school-sponsored functions, and on the school grounds will be investigated by the school and/or the Police. Use or possession of illegal substances by minors outside of the school jurisdiction will be the responsibility of the Police or the **Sheriff's Department**.
- 5. In the event a student pleads innocent to the offense and is later found guilty, they will be declared ineligible for one year from the date they are found guilty.
- 6. Other infractions listed under I.E. will also receive the ineligibility time periods as those listed above for alcohol, tobacco, and drugs.

7. The standards listed on the previous pages are minimum standards for student eligibility in extracurricular activities. All teams and activity groups are encouraged to work together as a group to develop additional guidelines for their organization.

STUDENT AND PARENT COMPLAINTS

(Board Policy Code Reference 102, 605.3) Students may file a complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases.

4. If an employee is involved, discuss the complaint with the employee within 3 days of the incident.
5. If unsatisfied with the employee's response or if there is no employee involved, talk to the principal within 3 days of the employee's response to the incident.
3. If unsatisfied with the principal's response, talk to the superintendent within 3 days of the principal's response.
4. If unsatisfied with the superintendent's response, students may request to speak to the board at the next scheduled board meeting. The board determines whether it will address the complaint.

Any parental/guardian complaints will be handled in the same manner as student complaints. Parents/guardians who will not reveal their names will not have their complaints addressed. All complaints must follow the school district policy as addressed above.

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

(Board Policy Code Reference 505.9) High school students wishing to participate in extracurricular activities must adhere to guidelines set forth by the Iowa Department of Education. A student must be under 20 years of age and must be enrolled in a minimum of four subjects at all times. A subject is a class that awards one full credit upon completion. The student must pass all courses and must be making adequate progress toward graduation. Local School Districts will determine grading periods and graduation requirements.

HIGH SCHOOL ELIGIBILITY POLICY

In addition to the mandated expectations and consequences for students participating in extracurricular activities the following policy will be in place for Hudson high school students. Grade checks will be completed every three weeks beginning with the 3rd Friday of the semester. Any student participating in an extra-curricular activity who is failing a class will be subject to a review of circumstances regarding the failing grade by a team of staff consisting of a building administrator, counselor, and AD. Based on the circumstances the following may apply:

1. Contact with parents via phone or face to face
2. Probationary period that will serve to rectify the failing grade
3. Mandatory study tables 1 or more days a week
4. Saturday school
5. An action plan specifying expectations and measurable benchmarks
6. A period of ineligibility to compete in any official contest for a period not to exceed the state maximums for the specific activity

Coaches, leaders and instructors of all activities will be notified of failing grades and the actions to be taken. Inclusion of this group will be encouraged for any meeting scheduled to problem solve.

These expectations and consequences are an adjunct to and not a replacement for state mandates.

- **A student-athlete not passing all subjects at the end of a grading period will be ineligible for the first period of 30 consecutive calendar days of the interscholastic event.**
- The period of ineligibility starts with the first day on which competition is allowed, not practice. If the grading period is in the middle of an affected student's season, the period of ineligibility starts with the first school day after final grades are issued.
- A day of school is defined as a day in which school is in session and students are under the guidance and instruction of the instructional professional staff and includes parent-teacher conferences and field trips. Therefore, the ineligibility period includes any day included in the school's 180 instructional day calendar. If a day counts as one of the District's 180 instructional days, it counts as one of the days for the purpose of this rule. But if school is cancelled due to weather and activities are not held on that day a student's ineligibility is extended accordingly.

- A student with a disability who has an individualized education program (IEP) shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, toward the goals and objectives on the student's IEP.
- If a student becomes academically ineligible and then does not go out for another sport for one full academic year, he/she will become eligible for athletics again without serving a suspension. At this time the Iowa Department of Education has determined that the "look back" period for students is one full academic year only.

36.15(2) Scholarship rules.

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

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

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

- d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.
- e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.
- f. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
- g. A student is academically eligible upon entering the ninth grade.
- h. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this subrule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration. [This is NOT a substantive change; it clarifies the "college squad" rule.]
- i. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.
- j. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.
- k. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.

MIDDLE SCHOOL ELIGIBILITY POLICY

The principal and junior high school staff have developed the following policy for eligibility in middle school extracurricular activities to help students understand the importance of academic achievement. Students participating in extra-curricular activities are expected to make academics a priority. If a student has a homework violation, the student will miss the extra-curricular event that night, in its entirety, whether it is home or away. If a student has a free homework pass remaining, the student may use the free pass and participate in the evening activities. However, the assignment must be completed and turned in to the teacher before leaving school for the activity or before participating in the activity.

Students who do not achieve at the 60% (D-) level in one or more classes will not be allowed to participate in interscholastic competitions or extracurricular activities. Competitions and extracurricular activities include but are not limited to music, sports, etc. Grades from the core classes: social studies, science, math, language arts and reading, as well as minimum standards to be met in order to pass TAG, Exploratories, PE, music and band will be used to determine eligibility for extracurricular activities. Students will be evaluated weekly.

The students will be declared ineligible at 3:00 Friday afternoon or on the last day of school for the week. Ineligibility will begin the Monday following the Friday or the last day of school in the preceding week when the student was determined ineligible and will continue each day until the following Monday. Ineligible students can continue to practice with their extracurricular teams/groups but not compete in interscholastic competitions until their grades have reached the identified level of 60%. Grades will be evaluated weekly by the middle school staff and ineligibility will be determined on a weekly basis.

Appeal Process:

- A. When a student is declared ineligible the Administrator and Activities Director will then handle the matter as follows:
 1. The student will be presented with his/her infraction.
 2. The student will be allowed to state his/her version of the incident.
 3. The principal or Activities Director decide the discipline.
 4. The student either accepts the discipline or asks for a hearing with the Superintendent.
 5. If the student is still not satisfied, the matter will be referred to the Board of Education. Further appeals could be taken to the Iowa Department of Education or the Court System.

Attendance

Students are required to be in school one-half day (12:00-3:05 pm) in order to participate in any activity, performance, or practice that night. If a student leaves due to an illness, he/she will not be allowed to participate that night. (See Student Attendance)

Students are required to attend school on the day following an activity and are expected to arrive at school in time for their 1st or 2nd period class. Exceptions to this policy will be made at the discretion of school administrators. Most exceptions will involve "School Activity" classification of absences.

HUDSON COMMUNITY SCHOOL'S TECHNOLOGY USE POLICY

(Board Policy Code Reference 605.4, 605.6) At Hudson Community School, we encourage our staff and students to become familiar with and make use of the equipment available in the computer lab as well as the resources accessible via the Internet. Computers and the Internet should be considered additional tools available to further one's education. Just as students are held accountable for their textbooks, staff and students will also be held accountable for the manner in which they use any computer in the school building, personal and/or district owned, and the internet. Please read the following rules.

1. You will not be allowed to use the internet unless your parents/guardians have given written permission (registration).
2. You will not be allowed to use the computer labs/internet unless you are given permission and supervised by a learning facilitator.
3. You are not allowed to bring food, candy, or beverages of any kind into the computer lab or library.
4. You will be provided with an individual email account through the district. Unauthorized use of email / or personal accounts (such as My Space, Facebook, etc.) may result in you being removed from the computer or the lab and your computer privileges being restricted or revoked.

*If as a parent you choose not to have your child's image reproduced in digital format, please be sure to fill out the waiver form and notify your child's principal.

The following behaviors are listed in the Hudson School District's Acceptable Use Policy and are not permitted.

1. Sending or displaying offensive messages or pictures
2. Viewing pornographic material
3. Using obscene language
4. Harassing, insulting or attacking others
5. Damaging computers, computer systems, or computer networks
6. Violating copyright laws
7. Trespassing or using other students' folders, work, files
8. Intentionally wasting limited resources (e.g. advertising, posting resumes)
9. Employing the network for commercial purposes (e.g. downloading files, using a disk from home)
10. Real-time conference features such as chat rooms without teacher supervision or permission
11. Accessing services with costs involved
12. Illegal activities

Violations of any of the above numbered rules will result in the following:

- 1st Offense – Access to all computers in the building may be denied for one month from the date of offense
- 2nd Offense – Access to all computers in the building may be denied for nine weeks
- 3rd Offense – Access to all computers in the building may be denied for the remainder of the school year
- 4th Offense – Access to all computers in the building may be denied for the remainder of the student's school career

HARASSMENT

(Board Policy Code Reference 104) The State Board of Education has encouraged schools to adequately address and distinguish between typical adolescent cruelty and harassment as defined by Board Policy 104. The State Board recognizes that immature behavior such as name-calling, taunting, and teasing, when done with no intent to physically harm or scar the other child's psyche can usually be viewed as "typical adolescent cruelty" versus "harassment". The State Board cautions schools not to be bound by a strict formula of what constitutes typical adolescent cruelty, as this can depend heavily on the circumstances surrounding the incident, as well as the age and the maturity of the students involved.

Adolescent Cruelty and Harassment of any type (student - student), (student – learning facilitator), (learning facilitator - student) will not be tolerated in the Hudson School District. Any type of adolescent cruelty or harassment should be reported to a district Administrator, or the Equity Coordinator, Jeff Bell (988-4137). Inquiries, concerns or grievances related to adolescent cruelty or harassment should be reported promptly to allow investigators the opportunity to investigate and intervene in a timely manner.

Harassment of students by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses, vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

INITIATIONS, HAZING, BULLYING OR HARASSMENT

(Board Policy Code Reference 101.4) Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials. Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a learning facilitator, counselor or administrator to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
- Tell a learning facilitator, counselor or administrator; and

- Write down exactly what happened, keep a copy and give another copy to the learning facilitator, counselor or administrator including;
 - What, when and where it happened
 - Who was involved;
 - Exactly what was said or what the harasser or bully did;
 - Witnesses to the harassment or bullying;
 - What the student said or did, either at the time or later;
 - How the student felt; and
 - How the harasser or bully responded

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

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

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

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

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

STUDENT TO STUDENT HARASSMENT CONSEQUENCES

1st Violation of the Student to Student Harassment Policy may result in detention or suspension depending on the facts and circumstances surrounding the incident and the student's record. Students may be referred to Peer Mediation.

2nd Violation of this policy will result in a suspension. The student will be on probation and a contract with the principal, student, and parents will be developed and implemented.

3rd Violation of this policy may result in expulsion.

RESOURCES FOR PARENTS HELPING PREVENT UNWANTED PHYSICAL/VERBAL SEXUAL ADVANCES

INTERNET SITE

Pandora's Box
Special Section of
Prevention Resources:
Help !! the Children

<http://www.prevent-abuse-now.com/help1a.htm>

This is probably the most helpful and easy sites to navigate. It has information pertaining to issues like babysitting, computer safety and general methods of handling issues.

LOCAL COUNTY RESOURCE

FCC – The Family and Children’s Council of Black Hawk County

- They provide the **Take Charge of Your Body** sexual abuse prevention program K-6 yearly.

Family & Children's Council (FCC) is a non-profit organization whose mission is to prevent child abuse and strengthen families. FCC enforces its mission through prevention education programs in the schools, parent education, in-home support for families and training for professionals and community members.

500 East 4th Street
Suite 414
Waterloo, IA 50703
Fax: 319.236.3825
Phone: 319.234.7600

SCHOOL RESOURCES – 988-4137

Jeff Bell – Equity Coordinator, Take Charge presenter, FCC member, Homeless Liaison, Affirmative
Action Coordinator, At-Risk Coordinator

Robert Driscoll – Elementary/Middle School Guidance Counselor/At-Risk Counselor

Marcy Baltz – High School/Middle School Guidance Counselor/At-Risk Counselor

VI. STUDENT SCHOLASTIC ACHIEVEMENT

GRADE REPORTS

(Board Policy Code Reference 505.2) Students receive progress reports in the form of report cards at the end of each grading period. Failing grade reports are sent to students and parents at mid-term time or 6 weeks or whenever necessary. Students and parents/guardians can also get grade reports and detailed progress reports by going on-line at www.hudsonpiratepride.com. If a student or parent/guardian has a concern about their grades, they should make contact with the student's learning facilitators to determine how they can improve their performance.

HIGH SCHOOL CONFERENCE INFORMATION

(Board Policy Code Reference 505.1) High School Conferences are held twice annually. Parents are welcome anytime to visit the school and to conference with learning facilitators. Please check in with the office when you arrive or arrange with the teacher in advance a time for the conference.

MIDDLE SCHOOL STUDENT – LED CONFERENCES

(Board Policy Code Reference 505.1) Middle School Student - Led Conferences are held twice annually. They are very important. Student-led conferences will center around the eight Learner Performance Goals that the Hudson Community School District has adopted. It is important for parents/guardians to recognize that they are welcome anytime to visit the school and to conference with teachers. Please check in with the office when you arrive or arrange with the teacher in advance a time for the conference.

ELEMENTARY CONFERENCES

(Board Policy Code Reference 505.1) We will hold two scheduled parent/learning facilitator conferences. There will be a fall conference and a mid-year conference. During these conferences, parents/guardians will have an opportunity to visit with their child's learning facilitator. These conferences will be directed by the learning facilitator and may center on academics and/or behaviors.

Some grades will use Student - Led Conferences. Student-led conferences will center around the eight Learner Performance Goals that the Hudson Community School District has adopted. It is important for parents/guardians to recognize that they are welcome anytime to visit the school and to conference with teachers. Please check in with the office when you arrive or arrange with the teacher in advance a time for the conference.

PROBLEM SOLVING

(Board Policy Code Reference 505.2) When necessary, a student who is not being successful may be brought to problem solving. Problem solving begins with the learning facilitators discussing the student's performance. Then, learning facilitators brainstorm ways of helping the student. These accommodations, modifications and/or interventions are then taken back and implemented within the classroom. During this implementation stage, data is collected to see if the implemented strategies are helping the student become successful. This data is brought back to the problem solving team and the results are reviewed. Depending on the results, the problem solving process may end at this time or it may continue. If continuation occurs, formal parental contact will be made and they will be formally asked to become part of the problem solving process.

Parents/guardians also have the right to initiate the problem solving process. To begin this process, parents/guardians should first contact the learning facilitator and request a problem solving meeting. If after contacting the learning facilitator, the parent/guardian does not feel their request for problem solving has been satisfactorily addressed; they may then contact the building administrator for further assistance.

GRADING SYSTEM

(Board Policy Code Reference 505.1)

A four-point numerical system is used in grades 5 -12 and may also be used in grades 3-4. The numerical value of each grade is as follows:

| | | | |
|----|-------------|----|-------------|
| A | 4.00 points | C | 2.00 points |
| A- | 3.67 points | C- | 1.67 points |
| B+ | 3.33 points | D+ | 1.33 points |
| B | 3.00 points | D | 1.00 points |
| B- | 2.67 points | D- | .67 points |
| C+ | 2.33 points | F | .00 points |

HOMEWORK

(Board Policy Code Reference 600, 603.1) It shall be the policy of the school district to encourage “homework”: those extra-class activities and assignments which may properly be considered as extensions and enrichment of the regular classroom instructional program. The purposes of carefully assigned homework should be: practice in research and exploratory activities; sharing and discussing ideas; reviewing and summarizing materials studied; becoming acquainted with the libraries and other sources of reference material; organizing students’ thoughts and thinking processes in preparation for classroom activities; and making up incomplete course or subject assignments.

The board believes that quality homework completion is an important element in effective learning environments. Quality homework leads to increased knowledge and skill and it establishes positive habits related to future employability and higher education. Because of homework’s many benefits, it is the policy of the Hudson Community School District that all students are expected to complete all homework with a quality commensurate with each student’s ability.

Homework is viewed as an important indicator of student skill and knowledge. Student grades should reflect the level of skill and knowledge a student has demonstrated. To that end, full academic credit for homework will be given for all homework. A system for tracking and reporting student responsibility with regard to timely homework completion shall be incorporated into the assessment of Learner Performance Goals. This separation of the student responsibility from academic skill and knowledge leads to student grades that more accurately reflect the academic accomplishment of the student.

The superintendent is responsible for developing regulations that implement this policy. Areas to be addressed in regulation include, but not limited to, consequences/procedures for student’s failing to complete quality homework when due, parental notification procedures and use of after school, Saturday school, and other At-Risk program resources. The board endorses consequences that include, but are not limited to, mandatory attendance after school or at Saturday school, temporary loss of eligibility, and behavior contracts.

In addition to the development of regulations to implement the policy, the superintendent will develop effectiveness measures and report progress to the board.

STUDENT HOMEWORK RESPONSIBILITIES

Hudson Community School students are expected to:

1. Hand in quality work the day/period it is due
2. Write daily in their planners
3. Make phone calls to their parents/guardians to inform them of late or poor quality work
4. Stay after school the day work is late or of unacceptable quality
5. Stay after school to work on homework/study for at least 30 minutes the day a late assignment occurs, regardless if the assignment occurs, regardless if the assignment was completed in a study hall/lunch period/seminar
6. Contact the learning facilitator for help before the assignment is due
7. Make contact with the learning facilitator when an absence is preplanned to get work ahead of time
8. Make contact with the learning facilitator as soon as possible to get make-up work after an absence
9. Use the organizational tools, supports and strategies developed by the school (planners, seminar, study hall, counselors, After-school program, Saturday School, ect.)

HOMEWORK TIMELINE

Students turn in homework in 4 categories. Those categories include the following:

1. Assignment turned in on due date. Completed with acceptable quality
2. Assignment turned in on due date. Completed with unacceptable quality
3. Assignment turned in on due date. Incomplete, yet with acceptable quality
4. Assignment turned in on due date. Incomplete with unacceptable quality

Out of the 4 categories, only category 1 is acceptable. Categories 2, 3, 4 are not acceptable and students who habitually fail to complete timely and acceptable homework will be referred to problem solving. During these problem solving meetings, homework action plans/contracts may be developed by the team and the At-Risk Coordinator, Mr. Bell.

HOMEWORK CREDIT

According to the Homework policy that was put into place by the Hudson Community School District, all students will be required to turn in all of their homework in a timely and acceptable manner. This policy was based off educational research that supports the importance of homework and its effect on student achievement. In conjunction with the Hudson Community School's requirement that all students complete their homework, the school district also believes that students should receive academic credit for the homework that they complete. This ensures that the academic grades that a student receives are true representations of the academic ability and knowledge.

In situations where students establish a pattern of not completing their homework in a timely fashion or with acceptable quality, homework action plans may be established. Part of these plans may include consequences which call for a student being given reduced or no credit for late/unacceptable homework.

HUDSON HIGH SCHOOL HOMEWORK POLICY

1. For late work, learning facilitators determine the percentage of credit students will receive based on following criteria:
 - a. Accuracy of work.
 - b. Quality of work.
 - c. Assignment timeline.
 - d. Any other criteria as determined by the learning facilitator.
2. Student homework percentages will be based on the actual score achieved less late homework deduction. If late homework is completed with 100% accuracy and quality by newly determined timeline, students will receive no less than 75% of total points.
3. The timeframe for when late work must be completed shall be determined by the learning facilitator. The new due date for late work will be communicated to the student and documented as a notation in the JMC grade book. If the homework is not completed by the newly determined due date, the student may be assigned a Saturday School regardless of assignment completion. All assignments will be completed.
4. Learning facilitators will clearly articulate if something is homework or a long term project. Learning facilitators may have graded and/or non-graded checkpoints throughout the long term projects. Students failing to meet these checkpoints will fulfill the expectations in accordance with this policy whether points are given or not.
5. All students who violate the Homework Policy with a late or poor quality assignment will be assigned a minimum of 30 minutes (or longer if needed to complete the assignment) to be served with the learning facilitator regardless of homework completion. Failure to serve on that day will result in 60 minutes to be served the following school day(s). If the 60 minutes is not served, a Saturday School will be assigned by principal, At-Risk Coordinator, or guidance counselor. Learning facilitators will contact the parent, high school principal, guidance counselor, and Office of Students Support Services (via written notice, email, or phone call) when students are to stay afterschool for a homework policy violation(s).

6. All students will be given one free-pass warning (on daily work) each academic semester to use in any class they choose. With this pass no penalty (loss of points and/or mandated after school time) will be given so long as the late work is turned in before the start of the next academic day (8:10A.M.).

MIDDLE SCHOOL HOMEWORK POLICY

Credit and Timeline

- Late and poor quality assignments due to the teacher the following morning by 8:10 (1 day)
- Immediate loss of 10% credit of their total points earned, regardless if it is turned in later in the class period or day
- If the assignment is not turned in to the teacher at the beginning of the next class period (2 days), 20% loss of credit of their total points earned occurs
- If an assignment is turned in past the next class period, 50% loss of credit of their total points earned occurs

Detentions

- 30 minute detention will be served with the classroom teacher the night of the homework violation.
- Students will notify parents/guardians of the late/poor quality work at the end of a block.
- If the work is not done the first night, students will contact their parents again and will go to After School Program (ASP) the second night until work is completed. Additional time will be spent to address chronic behavior and responsibility issues preventing work from being done.
- If a student has multiple late assignments in one day, students will serve 30 minutes for each assignment. They will start with the classroom teacher and then go to ASP for further supervision. For example, if a student has a late in social studies and a late in math the same day, the student will serve a total of 60 minutes after school.

Academic Priority

- Students participating in extra-curricular activities are expected to make academics a priority. If a student has a homework violation, the student will miss the extracurricular that night in its entirety whether the event is home or away.
- If a student uses a free pass, the student can participate in the evening activities. However, the assignment must be completed and turned in to the teacher before leaving school for the activity or participating in the activity.

Free Passes

- Each student receives 4 free passes collectively for the academic year for all classes.
- Free passes are to be used for the first four consecutive homework violations. Free passes may not be saved and used at the student's discretion.
- Free passes apply to daily work, but not projects.
- For accountability purposes, students are still required to notify parents that there was a late assignment
- There is no penalty in terms of loss of credit or detention time.
- The assignment is still required to be turned in by 8:10 the next morning.
- If the assignment is not turned in by 8:10 the next morning, students will be expected to serve a 30 minute detention with the teacher that night and will lose 10% credit of their total points earned.
- Students are responsible to keep their "Free Pass Tracker" in their planner. If students have misplaced their "Free Pass Tracker", they will not receive a new one. No more free passes are allowed.
- Late or poor quality assignments in which free passes are used will be recorded in the responsibility grade

Due to differences in the homework policy at the Middle and High Schools, Middle School students taking High School classes are subject to the High School Homework policy. The Middle School homework policy will apply to all other Middle School classes.

AFTER SCHOOL PROGRAM

The After School Program is a learning opportunity that is coordinated through the district's At-Risk program. The After School Program works with students who need help completing their homework. It is staffed by University of Northern Iowa students that are entering the educational field and are looking for experience working with kids. It runs after school from 3:15 – 5:30 PM or at the discretion of the ASP school staff. Parents/guardians are responsible for making arrangements for picking up their child after the program.

Students may be referred to the After School Program by their learning facilitators for two main reasons. These reasons are work completion and work quality. Proper school conduct is expected by those students participating in the After School

Program. Those students who disrupt the program or misuse the program may face disciplinary action, which may lead to the student being suspended or expelled from the program.

SATURDAY SCHOOL

Saturday School is a learning opportunity that is coordinated through the district's At-Risk program. It runs from 8:00 AM to 3:00 PM. Students may be referred to Saturday School by their learning facilitators or other staff members for a variety of reasons. These reasons include, but are not limited to, work completion, work quality, behavior, etc. Depending on the nature and circumstances surrounding the referral, students may be expected to attend for a whole day or a portion of a day. Parents/guardians are responsible for making arrangements for picking up their child after the program.

Proper school conduct is expected by those students participating in Saturday School. Those students who disrupt the program or misuse the program may face disciplinary action, which may lead to suspension or expulsion.

SATURDAY SCHOOL RULES

1. Each month there will be designated Saturdays set aside for Saturday School. This time can be used for discipline and/or academic needs.
2. Hours are from 8:00- 3:00. Students need to be in the room and seated by 8:00 am with school appropriate materials and supplies
3. Breaks will be determined by the Saturday School supervisor. Supervisor approval is necessary to leave the room at all times.
4. Students must provide their own lunch.
5. Students who are attending Saturday School for academic reasons will work on the assignments/tests assigned them by the individual learning facilitators.
6. Students must bring all books and materials with them when reporting to Saturday School.
7. At no time is sleeping allowed. The student may wish to bring reading materials.
8. Tardies are not allowed. If a student is tardy, an additional Saturday School may be added.
9. The student is responsible for the appearance and condition of the furniture, carpet, desks, and walls in the classroom. Student will be held accountable for any damage.
10. If a student chooses not to attend Saturday School, the student may receive an In-school suspension on the following Monday, and the parents will be contacted by the building administrator.
11. Failure to follow the above rules may result in additional suspension time.

HIGH SCHOOL HONOR ROLL AND ACADEMIC HONORS

(Board Policy Code Reference 505.3) Students who earn an average grade point of 3.00 points for the quarter and/or the semester will be included on the Hudson High School Honor Rolls. Students who earn a 4.00 grade point average receive special recognition. Students who earn an average 3.50 - 4.00 grade point average for the quarter and/or semester will be included on the Gold Honor Roll. Students who earn a 3.00 - 3.49 grade point average for the quarter and/or semester will be included on the Silver Honor Roll.

MIDDLE SCHOOL HONOR ROLL AND ACADEMIC HONORS

(Board Policy Code Reference 505.3) Students who earn an average grade point of 3.00 points for the semester will be included on the Hudson Middle School Honor Rolls. Vocal music, Band, Health, and PE **are** included in the grade point average -- for grades 7-8. Students who earn a 4.00 grade point average for the semester will receive special recognition and will be included on the Platinum Honor Roll. Students who earn an average 3.50 - 3.99 grade point average for the semester will be included on the Gold Honor Roll. Students who earn a 3.00 - 3.49 grade point average for the trimester will be included on the Silver Honor Roll.

HIGH SCHOOL LOSS OF CREDIT

(Board Policy Code Reference 505.2) Students in grades nine through twelve will be informed each year of the required course work necessary to graduate. Students who fail a required course for graduation will lose that credit and will need to either retake that course to fulfill graduation requirements. Students who fail an elective class will need to retake that elective class or another elective course to accumulate the necessary credits for graduation. When it becomes evident a student in grades nine through twelve will be unable to meet the graduation requirements, the parents will be informed. It shall be within the sole discretion of the Board to deny graduation to a student.

HIGH SCHOOL COURSE CHANGES

Once the course selection period has ended, no course changes will be permitted except for the following reasons:

- A change is needed to meet graduation requirement.
- A change is needed due to improper placement as determined by the teacher, counselor, principal and parents.

Students will have 3 days at the beginning of the semester in which to drop a course, unless otherwise determined by the principal. Students may drop a course and add another class during this time provided the desired class is not full. If a student drops a class within the first 6 weeks of the semester the drop will be recorded as a “withdrawal” on the student’s transcript. If the drop is after the 6 week period, the drop will be recorded as an “F” on the student’s transcript. Students who drop classes may be required to participate in online credit recovery.

MIDDLE SCHOOL RETENTION POLICY (Grades 7/8)

(Board Policy Code Reference 505.2) The retention of a middle school student will be determined on the judgment of the certified staff and the principal. When it becomes evident a student in grades 7 and 8 may be retained in one or more core courses for an additional year, the parents shall be informed. Retention within a core course is based on student performance. If a student fails a course in 2 out of 3 trimesters, the student may be required to retake that course. It shall be within the sole discretion of the Board to retain students in one or more core courses. If a student fails 3 core classes for 2 out of 3 trimesters, the student will be required to repeat the entire grade level. Core courses are reading, language arts science, math, and social studies.

OPEN ENROLLMENT

(Board Policy Code Reference 501.14, 501.15) Iowa’s open enrollment law allows students residing in one school district to request transfer to another school district upon the parents’ request. Students wishing to open enroll to another school district must apply for open enrollment by March 1st of the school year preceding the school year in which they wish to open enroll. Students interested in open enrolling out of the school district must contact the superintendent’s office (988-3233) for information and forms.

ELEMENTARY SCHOOL LEARNING FACILITATOR REQUESTS

We discourage teacher requests unless they are absolutely necessary (i.e. Relatives in the same section, etc.). However, if you are going to make a teacher request, it MUST be in writing and turned into the elementary office by APRIL 20TH. There is no guarantee that the request will be honored, but they will be considered.

SPECIAL ELEMENTARY ACADEMIC PROGRAMS

TITLE I

Hudson Elementary has the services of a part time learning facilitator for our Title I program. This program provides remedial reading help for students who appear to have the greatest needs. Parents are contacted and urged to become actively involved in the program. This is not a special education program so parental permission is not required.

TALENTED AND GIFTED

The Odyssey Talented and Gifted program is available to students identified for participation through the program guidelines. The Bett's Autonomous Learner Model is the guide for the elementary program, along with Renzulli’s Learning Model applied to the Middle School program. Classes are held during the scheduled class day.

RESOURCE ROOM

Our school has a classroom which provides for students who have measurable learning disabilities. These students have average to above average intelligence, but have learning problems in some specific area. Parent/guardian signature is necessary to staff. Upon completion of such evaluation, programming is discussed in a staffing and recommendations are made to parent/guardian. Placement is voluntary and based on the best possible programming for the student.

ELL (ENGLISH LANGUAGE LEARNERS)

Students who are non-English speaking may qualify for participation in our district’s English Language Learners Program.

STANDARDIZED TESTS

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students and for the school district. Students are required to take standardized tests unless they are excused by the principal. The primary standardized tests that the district uses are the Iowa Assessments.

VII. STUDENT RECORDS

(Board Policy Codes 506, 506.1)

STUDENT PHOTOGRAPHS

Student photographs are typically scheduled in fall and spring. Parents will be given advance information about the photographs through the school calendar, newspaper, television and notes.

Students are not required to purchase student photographs.

STUDENT RECORDS/EDUCATIONAL RECORDS

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary in the superintendent's office at 988-3233.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information either in print or digital format. The following information may be released to the public in regard to any individual student in the Hudson School District as necessity or desirability arises.

Name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student, and other similar information.

Any student over the age of eighteen (18), parent or guardian, not wanting this information released to the public must make an objection in writing within 15 days of the date of this publication and within 15 days of enrollment should enrollment occur after that date, to the principal or other person in charge of the school which the student is attending. It is desirable to renew this objection at the beginning of each school year.

All policies and procedures not specially covered in this handbook will be dealt with at the discretion of the administration and/or the school board.

PROCEDURES FOR STUDENTS WHO ARE TRANSFERRING TO ANOTHER SCHOOL OR SCHOOL DISTRICT

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents/guardians notified that the student's records have been sent are given the opportunity to view the student's records that were sent and a right to challenge the content of the student's records that were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

NEW STUDENT ENROLLMENT

Students who transfer to Hudson during the school year must be registered by noon of the previous day in order to start attending school. For example, if a student's start date falls on a Wednesday, they must enroll by noon on Tuesday. This policy allows the district to organize materials, place the student in a class, and review any available records. This requirement may be waived by the building administrator if they feel it necessary.

Students with outstanding expectations (e.g., Safe Schools suspension requirements, behavioral contract) from previous school, may be expected to fulfill the expectations before being placed in a general classroom.

TRANSFER OF CREDIT FROM ANOTHER SCHOOL

Any student transferring credit from another school district is responsible for the presentation of course work taken, course description, and hours/credits granted by the other institution. The counselor and the principal will evaluate the materials and recommend to the School Board the number of credits to be granted.

VIII. MISCELLANEOUS

LOST AND FOUND

Students who lose clothing, books, notebooks, and other school-related items should check with the office periodically. Also, students who find items are expected to turn them into a teacher or the office. It is theft to keep something just because you found it on the floor, in the locker room, etc.

Lost and found items will be cleaned out every grading period. Therefore students should periodically check lost and found if they are missing items.

POSTING OF INFORMATION

Students who wish to post information or distribute information must receive permission from the principal at least **1 week** before the posting or the distribution. This applies whether the information deals with school-sponsored or nonschool-sponsored activities. The principal/At-Risk Coordinator can explain and answer questions regarding the school rules on posting and distributing information. Any information that is posted and is defaced with vulgarity, profanity, or obscenity will be removed.

SCHOOL ANNOUNCEMENTS

Students are responsible for knowing the content of daily announcements. Students who wish to have an item included in the daily announcements must have permission from the building administrator. Only information related to school-sponsored events and activities can be put in the daily school announcements. Personal information and/or non-school events and activities cannot be promoted over the intercom or put in the daily bulletin.

Announcements will be read daily at specified times during the day. Items to be placed on the announcements may be turned in at the office no later than 2:00 P.M the previous day.

VISITORS AND GUESTS

The school policy is to accept only those visitors who have legitimate business to attend school. Parents, guardians, guests and visitors are always welcome. We ask that they register in the office and get a visitor pass before moving through the school. **Students who attend other schools will not be allowed to visit classrooms at Hudson.** Visitors are expected to leave promptly when their business is completed.

CHILD CUSTODY

In most cases, when parents are divorced, both mother and father continue to have equal rights where their child(ren) are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents and will be unable to comply when requested to not allow a student to go home with a non-custodial parent.

CAFETERIA - LUNCHROOM PROCEDURES

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase a lunch and other items, including milk.

Students are expected to conduct themselves in a responsible manner during the lunch period. Students are assigned tables and are expected to stay at their assigned tables until dismissed. Trays must be returned to the kitchen, spilled food, napkins, milk cartons, etc must be disposed of properly and in the middle school, chairs must be properly stacked before leaving the area. No food is to be taken out of the lunchroom or the Commons.

In the elementary lunchroom, we will offer students with food allergies an opportunity to sit at a food allergy safe table in the cafeteria. While students with food allergies are not required to sit at the allergy safe table, we will automatically assign students to this table unless directed in writing by a parent to do otherwise. Parents interested in more information regarding the food allergy safe table should contact the elementary principal or the school nurse.

All students are to report to the Commons or the small gym during their designated lunch period regardless of whether or not they eat. If it is necessary to go from one lunch area, use the hall by the gym. Students will be dismissed from the

Commons or small gym and are not to be in the elementary hall or other unsupervised areas. Students found in any unsupervised area without permission may be given a detention.

SNACKS

The Hudson Community School District is committed to providing a safe environment for all our students. This means that we will be sensitive and responsive to those students who are allergic to certain substances. Therefore, snacks need to be confined to the class they are intended for. For safety purposes, K6 students will not be allowed to deliver snacks to teachers/staff members outside of their specific classrooms.

BIRTHDAYS

It is permissible to distribute treats to all classmates. Please do not send gum. It is important that parents are aware of the makeup of the children in their child's classroom. Food allergies need to be taken into consideration. Therefore, parents are encouraged to contact the teacher/school nurse to make sure that the treats being considered will not adversely affect any of the children in the classroom.

Students **may NOT distribute** invitations to fellow students for party (birthday or other) attendance. Selective invitations which leave out class members and/or may involve others at grade level, but in another classroom, tend to defeat positive self-esteem. While the party is well meant, the feelings of those left out may be irreparably damaged.

Parents/guardians are urged to be judicious in sending balloon gift bouquets to their children at school. Perhaps, having such bouquets sent to the home would have the same positive effect for the celebrant and not subject those who seldom receive any gifts to periodic disappointment. Such deliveries at school will be handled through the office.

ANIMALS AT SCHOOL

(Board Policy Code Reference 606.3) Due to pet allergies and fears, students who wish to bring animals to school should first speak with their classroom teacher to receive permission and set up a suitable time. In most cases it would be best to have someone bring the animal at a specific time during the day and then take it back home as soon as it has been shared with the class. Sharing with other grades or classes is at the discretion of the classroom teachers. If disruptions beyond the expected occur, the pet will need to be removed from the room immediately.

FAMILY NIGHT

(Board Policy Code Reference 508.2) Wednesday night is designated as family night. No school functions, practices or athletic events will be scheduled after 6:30PM for students. Exception: When agencies other than the local school schedules Wednesday night activities.

BUSES AND OTHER SCHOOL DISTRICT VEHICLES

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities, or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct. Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor, and chaperones are to follow the school district policies, rules, and regulations for student violations.

1. Riders must be at the designated loading point before the arrival time.
2. Riders must wait until the vehicle comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. Riders shall load and unload through the right front door. The emergency door is for emergencies only.
6. Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
7. Riders may be assigned a seat by the driver and then must sit in the assigned seats.
8. Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or the replacement.
9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Riders are not permitted to eat food or drink on the bus unless they have the driver's permission. Waste containers are provided for rider's use. Riders are responsible for putting debris in the waste containers.

11. Permission to open windows must be obtained from the driver.
12. Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
13. Riders are expected to help maintain a safe environment by keeping the noise level at an acceptable level. This level is determined by the bus driver.
14. The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
15. Riders should assist in looking after safety and comfort of younger riders.
16. Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
17. Riders must not throw objects about the vehicle nor out through the windows.
18. Shooting paper wads, squirt guns, or other material in the vehicle is not permitted.
19. Riders must keep their feet off the seats.
20. Roughhousing on the vehicle is prohibited.
21. The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.

Students who do not abide by Bus/Vehicle Rules and Regulations will receive the following consequences:

1st Infraction -- a verbal warning by the bus driver.

2nd Infraction -- written warning to parents/guardians from driver/principal

3rd Infraction -- loss of riding privileges for a minimum of 5 school days with a written notice sent to parents/guardians.

4th Infraction -- loss of riding privileges for the remainder of the school year.

Students participating in extra-curricular activities will ride district transportation to the event when provided. Special exemptions for unusual circumstances must be cleared through the activities director and the building principal before participation in the activity. Students will ride district transportation home from the event unless the student's parents personally appear and request to transport their child home. Students should never drive themselves to any event and will not be allowed to participate if they do.

A rare exception to this transportation policy can exist if the District's event sponsor files a written request with the Building Principal to allow students to travel with parents to an event, and this request is granted by the Principal.

GUIDANCE

Guidance services are available for every student and parents. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with homework, school and/or social concerns, or any other questions the students or parents may feel they would like to discuss with the counselor or At-Risk Coordinator.

Students wishing to visit the counselor or At-Risk Coordinator should contact their offices to arrange an appointment. Confidentiality is maintained by any employees involved with the Guidance Program / At-Risk Program.

HIGH SCHOOL LIBRARY

(Board Policy Code Reference 506.4) Students are encouraged to use the library for reference work. Check with the librarian regarding policies on the use of library materials and equipment. All materials must be checked out before removing them from the library. Any articles or equipment that are lost or damaged must be paid for. Current replacement cost will determine the amount of fine(s) for a lost or damaged book.

Students may check out items for a two-week period, unless otherwise specified. Items may be renewed for 2 additional weeks if necessary. **A fee of 5 cents per day after a 3 day grace period may be assessed to the student with outstanding books.** Students may be asked to return an item if it is requested by another patron.

Use of the library computers is confined to research and school work. No recreational use or e-mail will be allowed.

Students may not bring food or drinks into the library or the computer lab.

Students may make use of the back periodicals room at any time. Back issues may be checked out, but current issues must remain in the library.

Students who wish to spend seminar in the library must obtain a pass from the librarian before the start of seminar.

ELEMENTARY/MIDDLE SCHOOL LIBRARY MEDIA CENTER

(Board Policy Code Reference 506.4) Students are encouraged to use the library. The Student Learning Center Circulation Policies are as follows:

All books and periodicals located in the learning center are available to students of this school. Students are allowed to check up to three items each time they visit the learning center (up to a limit of 9 items)

All books and periodicals may be checked out for a two-week period. Renewals are available. Salmon colored cards are used with pre-stamped due dates. Overdue lists are printed before each regularly scheduled class. We stress the importance of the timely return of all materials to facilitate the efficient use of resources for all students and staff. **A fee of 5 cents per day after a 3 day grace period may be assessed to the student with outstanding books.** If a student has three overdue books, no additional books will be checked out until some of the overdue materials have been returned. All materials must be checked out before removing them from the library. Any library materials that are lost or damaged must be paid for. Current replacement cost will determine the amount of fine(s) for the lost or damaged book.

The school library is available to students during school hours. The library is a place for study and research. It is not a place to socialize. Students are expected to conduct themselves as if they were in class while in the library.

INSPECTION OF EDUCATIONAL MATERIALS

(Board Policy Code Reference 605-605.3) Parents/guardians and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the building administrator.

K – 6 RECESS

Students in grades K-6 get a minimum of one recess per day. All students are expected to go outside unless they have a medical condition and a parent notification exists. Those reasons would probably follow up on an absence from school. If a child is not well enough for recess; she/he probably should not be in school that day. Therefore, we ask that parents save such requests for special times such as when a child has just recovered from a serious illness or injury. Student may be kept inside to get additional assistance on homework, make-up work, or assignment completion. In the event of inclement weather, student will remain indoors. Indoor recess may be held in the big gym or in the regular classrooms.

During times of inclement weather, the decision to go outside will be based upon the conditions. During cold weather, students will remain inside if the temperature or wind chill is below 0 degrees. During heat, students will go outside, but they will be encouraged to limit their running and their exposure to sun.

All children will be required to participate in outdoor recess activities, unless they bring a parent's written excuse to stay in for health reasons.

PLAYGROUND BASICS

There are a set of basic expectations that the elementary staff expects when a student goes out for recess. Those expectations include the following...

- Follow the playground rules
- Dress appropriately
- Demonstrate good sportsmanship
- Respect authority
- Follow directions
- Respect your peers
- Keep your hands / feet to yourself
- Use appropriate language

PLAYGROUND RULES, EXPECTATIONS, AND CONSEQUENCES

These basic expectations lay down the foundation for a safe play environment. To further strength this foundation, the K-4 staff has established a more in-depth set of playground rules and expectations. These rules and expectations were established to further define the play practices that help create a safe play environment on our playground. Students are expected to follow these rules and expectations. **If a student chooses to not follow them, the student can be removed from the playground temporarily or be denied recess privileges altogether.** The level of consequences administered for playground infractions will be dependent on the type of action the student did, as well as the student's recess history.

PLAYGROUND RULES:

- Students will respect others, verbally and physically.
- Students will demonstrate good sportsmanship
- Students will respect authority
- Follow supervisor's directions the first time they are given
- Students will dress appropriately for the playground
- Games involving tackling, body blocking or excessive roughness will not be permitted.
- Games of Tag or Chase may be discontinued if players become too rough. This decision will be made at the discretion of the playground supervisors and the building principal
- Skateboards, roller skates, roller blades and bikes will not be allowed on the playground
- Students will stay outside during the entire recess period unless they have permission from a playground supervisor to reenter the school.
- Students will not throw objects such as wood chips, rock, dirt, ice chunks and snowballs.
- Students will not bounce balls against the building
- Students must line up immediately, quiet and orderly when the whistle blows signaling the end of recess
- Students must enter the building in a quietly and orderly manner showing respect for the "Learning Zone".
- Students will not attempt to hold doors shut, preventing other students from coming in or out of the building.
- Hard balls or bats will not be allowed on the playground
- Students will return playground equipment, such as balls & jump ropes, into the equipment bins after recess
- Students will use the playground equipment safely and in a manner for which it has been designed.
- Students may not be allowed to use playground equipment if it is too slippery to be used safely. This decision is made at the discretion of the playground supervisor.
- Toys and personal playground equipment from home are not to be brought to school.
- Students will respect the playground environment by not littering or vandalizing the equipment or trees
- Students will play in the appropriate areas of the playground designed for different activities

LOCATION USAGE EXPECTATIONS:

- Basketball Areas- Reserved for playing basketball
- Soccer Field- Reserved for playing soccer
- Grassy Area-Reserved for playing football, soccer, kickball, or running games
- Blacktop Area by Building-Reserved for 4-square, jump roping, side-walk chalk drawing. No balls should be used in this area.
- Playground Area-No balls or jump ropes should be used in this area
- Road Area-Team games such as football and soccer should be played on the appropriate fields if possible
- Perimeter Areas- No playing in the area between the sidewalk and the fence; No climbing on the fence; No playing in or behind the trees

SEASONAL OR WEATHER EXPECTATIONS:

WINTER

- Students will be required to go outside as long as the actual temperature and wind chill temperature are above 0 degrees
- Students may play on the snow hills as long as they are not ice covered
- Students may slide down the snow hills
 - Sit on their bottoms
 - Slide down feet first
- No playing King of the Hill

- No throwing snowballs or ice chunks
- No sliding on the ice
- No playing on any pieces of equipment that is ice covered and therefore potentially dangerous. This determination will be made by the playground supervisor(s).
- Students must wear the appropriate winter clothing to actively participate at recess
 - Boots
 - Snow pants
 - Hats/ Gloves
- If students do not wear the appropriate clothing, they will be required to stand against the wall

FALL/SPRING WET WEATHER:

- Students must wear the appropriate clothing to actively participate at recess
- No flip-flop shoes
 - If students do not wear the appropriate clothing, they will be required to stand against the wall
 - Students need to play in designated areas, especially during wet conditions
- Wet- Hard surfaced areas. This determination will be made by the playground supervisor(s).

GENERAL INSIDE RECESS RULES:

- Students will respect others, verbally and physically.
- Students will use inside voices
- Students will play appropriate classroom games and activities
- No running, jumping, rough housing or other disruptive activities will be allowed
- Students will respect authority

PLAYGROUND CONSEQUENCES

First warning during a recess - Student must stand against the wall for 5 minutes

Second warning during a recess - Student must stand against the wall for the remainder of recess and be recorded in the recess pouch

Office referrals will be automatically given for...

Inappropriate aggressive behavior

Inappropriate language

Non-compliance of adult directives

***Anytime an office referral is given, parental contact will be made

Multiple offenders will have recess privileges suspended and will have to attend the Recess Academy.

These steps will occur after a student has acquired 3 recess warnings notations in the recess pouch

Warnings, along with dates and notes, will be recorded in the supervisor's recess pouch

| Student Name | Dates of violation(s) |
|--------------|-----------------------|
| Jane Doe | 1/9 2/7 3/21 |

Once a student is assigned to Recess Academy, written notification will be sent by the principal to the student's parents/guardians

Recess Academy will consist of ...

A review of the purpose of recess

A review of the basics of playground

A review of the behaviors that the student exhibited

Practicing proper playground behaviors

A review of the expectations upon return to the playground

The length of time that a student will be assigned to Recess Academy will depend on ...

The student's understanding of the purpose of recess

The student's understanding of playground basics

The student's willingness to improve their playground behavior
The student's demonstration of proper playground behavior
The student's commitment to be a positive participant on the playground

*** Graduation from the Recess Academy will be made by the supervisor in charge of the student.

*** Students may be required to attend the Recess Academy multiple times if necessary

Personnel responsible for Recess Academy...

Principal
Guidance Counselor
Classroom Teacher
Classroom Associate

PLAYGROUND EQUIPMENT

The playground equipment (balls, jump ropes, etc) will be stored in green tubs in the entryways at the end of the halls or in tubs setting in the halls. Students who take equipment outside should be expected to make sure that the equipment makes it back into the building. If we have a problem with equipment not being returned to the building, equipment usage will be suspended for a brief period of time. Also encourage students to play with balls in areas away from the building. By doing this, we should be able to prevent balls from getting kicked on top of the school.

To create a safe play environment, the K-6 staff has established a more in-depth set of expectations for each piece of equipment that is found on our playground. These expectations were established to further define the correct and safe ways to use our playground equipment.

Students are expected to use our equipment correctly and safely. **If a student chooses not to do this, the student can be removed from the playground temporarily or be denied recess privileges altogether.** As with the rules, the level of consequences administered for playground equipment infractions will be dependent on the type of action the student did, as well as the student's recess history.

Single Spinning Wheel

- One person at a time
- If a student can't reach this piece of equipment on their own, they should not be on it (No lifting a student)

3 Wagon Wheels

- One person at a time
- Hang from using hands only, NOT legs
- Direction – Move from the platform out towards the ladder

Zip Slides

- One person at a time
- If a student can't reach this piece of equipment on their own, they should not be on it (No lifting a student)
- No pushing students that are hanging from the zip slide

Stepping Stones

- No climbing on top of the support bars

Swings

- One person on a swing at a time
- Sit on your bottom
- No excessive leaning back or flipping backwards out of swings
- No underdogs
- Swing straight front to back- no twisting
- No jumping out of the swings
- Keep safe distance from swings

Equipment Platform in General

- No playing tag/chase on or across the platform

- No jumping off
- No climbing on the supports under the platform
- No ropes or balls on the platform

Slides

- One person down a slide at a time
 - Take turns
 - Second person may go after the first person clears the bottom of the slide
- Sit on bottom
- Slide down feet first
- No blocking the top of the slide
- No hanging out inside the slide- blocking it
- No using the supports to shoot down the slides
- No pile ups at the bottom of the slide
- Do not climb up the slides
- Do not climb on the outside of the slide

Rock Climbing Wall

- One person at a time
- No jumping off the platform above the wall

Climbing Plastic Ladder Rings

- One person climbing the ladder at a time
- No jumping off the rings
- No kindergartners

Speaker Phone Piece

- No standing on top of it
- No jumping off of it

Curly Ladder to Platform

- One person at a time
- No hanging from the ladder

Soccer Goals/ Basketball Supports/ Backstop

- No climbing

***** Students not following playground rules may have their recess privileges reduced, restricted or suspended depending on the circumstances and the student's prior recess history.**

LEGAL STATUS OF STUDENT

If a student's legal status, such as the student's name or the student's custodial arrangement should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

CITIZENSHIP

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

As part of the educational program, students have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state, and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state, and school district.

WEBSITE

For information about our school district, visit www.hudsonpiratepride.com. Here you will find information about our district. You can also find links that can keep you up-to-date on your student's assignments and grades. As this web-site is further developed, other pieces of important information will be added.