

# HARLAN COMMUNITY SCHOOLS

## PreK-12 Handbook Section

### MISSION STATEMENT

The Harlan Community School District will prepare life-long learners and productive citizens.

### BELIEFS

1. All individuals have equal value and worth.
2. Each individual deserves the respect of self and others.
3. A comprehensive education is the shared responsibility of the community, school, home, and individual.
4. A positive environment stimulates learning.
5. Learning is a life-long process.
6. An increasingly complex world demands on-going change in teaching and learning processes.
7. Everyone is capable of learning when individual differences are identified, responded to, and valued.
8. Schools are a resource for the community.
9. Responsibilities accompany privileges.

### ADMINISTRATIVE STAFF AND THEIR ASSIGNMENTS

Superintendent .....	Justin Wagner .....	755-2152
High School Principal .....	John Connell .....	755-3101
Activities Director .....	Mitch Osborn .....	755-3101
Middle School Principal .....	Bill Mueller .....	755-3196
Intermediate School Principal .....	Jeff Moser .....	755-2725
Primary School Principal .....	Scott Frohlich .....	755-5903

### 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 to and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors, and guests with respect and courtesy. Students are expected to not use abusive language, profanity, or obscene gestures or language.

This handbook and school district policies, rules, and regulations are in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; 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 affect the good order, efficient management, and welfare of the school district. School district policies, rules, and regulations are in effect 12 months a year. A violation of a school district policy, rule, or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules, and regulations. Students who fail to abide by the school district's policies, rules, and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the

classroom, detention, suspension, probation, and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's previous disciplinary history.

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

## **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 "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.

## **INCLEMENT WEATHER**

When school is cancelled because of inclement weather prior to the start of the school day, students and parents are first notified through the District's emergency alert and notification system, an automated system that is used by the school district to communicate with staff as well as parents/guardians in the event of an emergency, school closing due to weather, etc. This communication contacts students, staff, and parents via e-mail, cellular voice and texting services, and regular phone service regarding inclement weather as well as cancellations and postponements. This alert and notification system classifies messages into two types: STANDARD and EMERGENCY. An example of a standard message would be: The Harlan Community Schools has decided to dismiss students 2 hours early due to inclement weather. An example of an emergency message would be: The Harlan Community Schools is under a lockdown situation resulting from a hostage situation in one of the buildings. Normally the announcement will be made by 6:00 a.m. regarding school closing. If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Parents of students who ride the bus are notified how students will be returned home with the notification that school has been dismissed. School officials determine whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school. Media such as HMU Channel 12, Iowa Telecom Channel 18, KNOD, KJAN, KFAB, KSOM, KETV (Channel 7), KMTV (Channel 3), WHO (radio), and KMA radio stations will also be notified of school closings.

The principal may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

## **EMERGENCY PROCEDURES FOR THE HARLAN COMMUNITY SCHOOLS**

The Harlan Community School District has developed a Crisis Response Plan that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis.

In most emergencies, your child will remain and be cared for at the school he/she attends. In the rare event of an emergency affecting the school your child attends that prohibits re-entry to the building (such as a broke gas or water main, a fire, or toxic waste spill), students will be accompanied to a pre-determined alternate site or be dismissed to return home for the day.

You will be notified of a school emergency in the same manner as a school closing or early dismissal, through the District's emergency alert and notification system automated communication system. We will also keep the media informed of any emergency.

Please DO NOT TELEPHONE THE SCHOOL. We must use our phone lines to respond to the emergency.

PLEASE DO NOT COME TO THE SCHOOL UNLESS REQUESTED TO PICK UP YOUR CHILD AT SCHOOL. Any emergency involving your child's school may mean that emergency vehicles and workers must be able to get in the building. If the emergency necessitates relocation of staff and students, you will be informed via the District's emergency alert and notification system as well as radio and cable TV stations.

### **MEDICATIONS**

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by the licensed health personnel with the student and the student's parent. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting coadministration of medication, when competence has been demonstrated. By law, students with asthma or other airway constricting diseases or students with a risk or anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written approval of the student's parents and prescribing licensed health care professional regardless of competency.

Persons administering medication shall include authorized practitioners, such as, licensed registered nurses and, physicians, and persons to whom authorized practitioners have delegated the administration of medication, who have successfully completed a medication administration course. A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist, and a record of course completion shall be maintained by the school.

A written medication administration record shall be on file including:

- date;
- student's name;
- prescriber or person authorizing administration;
- medication;
- medication dosage;
- administration time;
- administration method;
- signature and title of the person administering medication; and
- any unusual circumstances, actions, or omissions.

Medication shall be stored in a secured area unless an alternate provision is documented. Emergency protocols for medication-related reactions shall be posted. Medication information shall be confidential information as provided by law.

Disposal of unused, discontinued/recalled, or expired medication shall be in compliance with federal and state law. Prior to disposal school personnel shall make a reasonable attempt to return medication by providing written notification that expired, discontinued, or unused medications needs to be picked up. If medication is not picked up by the date specified, disposal shall be in accordance with the disposal procedures for the specific category of medication.

Consent forms are found under Board Policy 507.2

#### **WHERE DO YOU GO WITH A QUESTION OR CONCERN?**

1. Start with where the problem is. Those people most directly involved are usually best able to answer your question or address your concern. If the problem is in the classroom, contact the teacher. If the problem is on the bus, contact the bus driver.
2. If the person closest to the problem has been unable to satisfactorily resolve the matter, contact the next level. The building principal is responsible for supervision of staff within that building. Transportation questions should be directed to Matt Koesters, Transportation Supervisor.
3. A conference with the superintendent of school is appropriate if questions or concerns have not been adequately addressed at earlier levels.
4. The fourth and last step is the Board of Directors. School board members have been elected to represent the interest of all district patrons, and you should always feel free to tell them your point of view. School board members, however, do not have direct authority in the day-to-day operations of the schools. Contact a board member
  - a. After other means to solve a problem have been tried
  - b. When you believe a policy is not being enforced
  - c. When you believe a policy is being enforced unfairly.

#### **DRESS CODE**

We believe that education is serious business for students and that there is a way that serious people look and act when they learn. Certain types of dress, appearance, and behavior are expected throughout the serious world. Because of the strong connection between academic performance, students' appearance, and students' conduct, standards of dress and conduct are required.

- Students are expected to adhere to reasonable levels of cleanliness and modesty.
- Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment. The following types of clothing will be excluded: clothing which permits inappropriate exposure of the body. Bare shoulders, bare backs or sides, and midriff exposure are not acceptable attire in a business setting and, therefore, are not acceptable attire in the school setting.
- Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco.
- Students are prohibited from wearing clothing and accessories displaying obscenity, profanity, vulgarity, double meaning slogans, racial or sexual remarks, making reference to prohibited conduct or similar displays.
- Students may not wear hats, hoods, sweat bands, kerchiefs, or head coverings of any kind inside the school building between the starting and ending times of regular school days. For medical or other unusual situations, principal permission must be secured.

Under certain circumstances or during certain classes or activities, the dress code may be altered as deemed appropriate by the principal. These changes will be communicated via announcements, posters, etc. The building principal or designee makes the final determination of the appropriateness of the

student's appearance. Students inappropriately dressed are required to change their clothing or leave the school. Refusal to do so will be deemed insubordination for which the student may be disciplined.

### **STUDENT LOCKERS**

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

The furnishing of a locker, desk, or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility. School officials may conduct periodic inspections of all, or a randomly selected number of school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student. During periodic inspections, students may be required to place their backpacks (or any other container used by a student for holding or carrying personal belongings of any kind) in their locker or in the hallway outside of their locker. Periodic inspections of school lockers, desks, and other facilities or spaces owned by the school and provided as a courtesy to a student may be conducted using a drug-sniffing animal. A drug-sniffing animal may not be used to search a student's body.

A search warrant must be obtained prior to searching a locker or other personal belongings of a student where the search is based upon a drug dog sniff conducted by law enforcement.

### **ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs, or look-a-like substances; and possessing or using tobacco, tobacco products, or look-a-like substances. Students believed to be in violation will be immediately investigated. Mandatory expulsion hearings with the Board of Education will be held for drug and substance violations, and the Board may expel students up to the fullest length of time allowed by law.

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. Any object which could be used to injure another person and which has no school related purpose for being in school or on school grounds will be considered a weapon. Students bringing a firearm to school shall be expelled for not less than twelve months. The Board of Directors has the authority to modify the expulsion requirement on a case-by-case basis.

Any student who threatens another person on school property or at a school event with a dangerous weapon or an object that resembles a dangerous weapon, including, but not limited to, a toy pistol or rifle, squirt gun, cap gun, rubber knife, or plastic grenade, or who displays any object in such manner as reasonably to place another person in fear for his or her safety shall be subject to discipline by the principal or superintendent including possible suspension and recommendation for expulsion. The use of any object in a dangerous way will be treated as if the item were a weapon.

Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials. Students believed to be in violation will be immediately suspended, pending investigation, and expulsion hearings with the Board of Directors may be held for weapons violations.

## **COMMUNICABLE AND INFECTIOUS DISEASES**

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 or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles, and chicken pox.

## **STUDENT FUNDS AND FUNDRAISING**

Students may raise funds for school activities upon approval of the Superintendent of Schools. Requests must be made at least 2 weeks prior to the fundraising event or the start of a fundraising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised.

Students may not solicit funds from teachers, employees, or other students during the school day. Students who violate this rule will be asked to stop. Violations of this rule may result in future fundraising activities being denied.

## **STUDENT EDUCATIONAL RECORDS**

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including school and AEA employees and the school board, who have a legitimate educational interest, are allowed to access a student's records without the parent's permissions. 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.

Student Directory Information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes the student's name, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, and other similar information. Student is defined as an enrolled individual, PK-12, including children in school district sponsored child-care programs.

## **PARENTS/GUARDIANS RIGHTS NOTIFICATION**

Parents/Guardians in the Harlan Community School District have the right to learn about the following qualifications of their child's teacher state licensure: requirements for the grade level and content areas taught, the current licensing status of your child's teachers, and baccalaureate/graduate certification degree. You may also request the qualification of an instructional paraprofessional whom services your student in a Title I program or if your school operates a school-wide Title I program. Parents/Guardians may request this information from the Office of the Superintendent by calling 712-755-2152 or by sending a letter of request to the Office of the Superintendent, 2102 Durant Street, Harlan, IA 51537.

## **PROTECTION OF PUPIL RIGHTS**

PPRA affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

**Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education:

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behaviors or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; and
8. Income, other than as required by law to determine program eligibility.

**Receive** notice and an opportunity to opt a student out of

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

**Inspect**, upon request and before administration or use

1. Protected information surveys of students;
2. Instruments use to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Harlan Community Schools has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration or protected information surveys and the collection, disclosure, or sale of personal information for marketing, sales or other distribution purposes. Harlan Community Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Harlan Community Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Harlan Community Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys, and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any such pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution
- Administration of any protected information survey not funded in whole or in part by DE
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

### **OPEN ENROLLMENT**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Parents/guardians wishing to enroll their children in another school district must apply for open enrollment by March 1, 2017 for the 2017-2018 school year. Exceptions: September 1, 2017 is the last date for open enrollment requests for entering kindergarten students and those students falling under the "good cause" definition for the 2017-2018 school year. Contact the Office of the Superintendent for further details. Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of direct payment. Parents should be aware that open enrollment may result in the loss of varsity athletic eligibility for 90 days following the transfer.

### **DUAL ENROLLMENT STUDENTS**

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

### **STUDENT FEES**

Electronic instruction fees for the year are \$40 for all students K-5, \$45 for all students 6-8 and \$50 for students in 9-12. An activity ticket is available for \$35 for the year. Fee waivers are available for low income families. Fee waiver application forms are available from the office of the Principal in any building.

### **THREATS**

Threats made by students toward other students and/or adults and suggest the use of weapons or loss of life is unacceptable in a school environment. Students should refrain from language that instills fear in others and could result in criminal charges. Students who are angry with other students and/or adult(s) are encouraged to seek out an adult with whom they are comfortable and ask for their assistance in an attempt to resolve the issue. In all cases, threats of violence should be avoided. Situations where students ignore this request and use language that threatens others with the use of a weapon and/or the loss of life will be addressed as follows:

1. Administration will interview students/adults to confirm that the threat actually happened.
2. Once confirmed, law enforcement may be involved in the investigation.
3. The administration will contact parents
4. If involved, law enforcement will assess intent and share their findings with the administration.
  - a. Law enforcement will determine the charge, if any, based on their investigation.
  - b. The school will require that the student meet with a practicing mental health professional and that the therapist personally contact the school and report his/her findings prior to being readmitted to school
5. The student will be suspended from school pending results of the investigation
6. When the findings reflect no intent, the student will be suspended until the above conditions have been met with additional time added, if they have not served the equivalent of 3 days/Saturdays.
7. If findings reflect that the student(s) pose(s) a continuing threat to the safety of students and adults, the administration will call for a Board hearing with a recommendation of expulsion for a minimum of the balance of the semester.



## **ANTI-BULLYING/ANTI-HARASSMENT POLICY**

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

### **Definitions**

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived 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, and which creates an objectively hostile school environment that meets one or more of the following conditions:
  - (1) Places the student in reasonable fear of harm to the student’s person or property.
  - (2) Has a substantial detrimental effect on the student’s physical or mental health.
  - (3) Has the effect of substantially interfering with a student’s academic performance.
  - (4) Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

### **Filing a Complaint**

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

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

### **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment. The Superintendent (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent’s designee shall also be responsible for developing procedures regarding this policy.

## **Decision**

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

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

## **Publication of Policy**

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

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

## **ANTI-BULLYING/ANTI-HARASSMENT INVESTIGATION PROCEDURES**

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

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- "Harassment" and "bullying" shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual's actual or perceived 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, and which creates an objectively hostile school environment that meets one or more of the following conditions:
  - (1) Places the student in reasonable fear of harm to the student's person or property.

- (2) Has a substantial detrimental effect on the student's physical or mental health.
  - (3) Has the effect of substantially interfering with a student's academic performance.
  - (4) Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
  - "Volunteer" means an individual who has regular, significant contact with students.

### **Filing a Complaint**

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

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

### **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment. The Superintendent (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

If the Complainant is under 18 years of age, the Investigator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint (hereinafter "Respondent") to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings.

### **Decision**

If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

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

Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

### **SMOKING AND TOBACCO PRODUCTS**

All facilities owned or leased by the Harlan Community School District, including school vehicles, shall be off limits for smoking or use of other tobacco products. This requirement extends to 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 their smoking material/discard their smokeless tobacco product or leave the school district premises immediately.

Smoking and use of other tobacco products are also banned in the grandstand and bleacher areas of the outdoor athletic stadium.

It shall be the responsibility of all school district personnel to enforce this policy. School district personnel who violate this policy may be subject to disciplinary action.

### **HUMAN GROWTH AND DEVELOPMENT**

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction. An abstinence-based curriculum shall be used for all sex education in the Harlan Community Schools.

### **EQUAL EDUCATIONAL OPPORTUNITY**

It is the policy of the Harlan 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 Bill Mueller, 2108 Durant Street, Harlan, IA 51537, 712-755-3196, bmueller@hcsdcyclones.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.

### **ANNUAL NOTICE OF NONDISCRIMINATION**

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

Agriculture

Business  
Family and Consumer Sciences  
Health Science  
Industrial Technology

It is the policy of the Harlan 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 Bill Mueller, 2108 Durant Street, Harlan, IA 51537, 712-755-3196, bmueller@hcsdyclones.com

### **ASBESTOS NOTIFICATION**

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 the schools.

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa, and Russia. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fire proofing, and a variety of miscellaneous uses. There has been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

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 of 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.

### **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 respectful 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. The following behaviors shall not be permitted on a school bus:

- Hitting
- Spitting
- Profanity/abusive language
- Name calling
- Failure to remain seated
- Throwing objects

- Obstructing aisles
- Making excessive noise
- Assault
- Fighting
- Vandalism
- Failure to comply with a reasonable request from the Bus Driver or Supervisor
- Possession of a weapon
- Possession of tobacco or smoking
- Possession of alcohol or other controlled substances
- Any other conduct deemed hazardous to the safety of the passengers, driver, or to the bus.

The operation of a safe and effective transportation program necessitates the prohibition of the behaviors listed above. In the event that an improper action occurs, the following procedures will be followed:

Bus Drivers have the authority to remove a student from the bus for up to three (3) days for violation of the above listed behaviors. The driver must verbally notify the parents/guardians prior to the removal/suspension. The driver will then fill out the Incident Report for the principal. If a student has been removed from the bus for a total of three (3) days, (i.e. could be different occurrence totaling three (3) days or just one suspension of three (3) days) by the driver, the next notice of removal/suspension must come from the building principal and it will be for a minimum of one month or twenty (20) school days.

Harlan Community Schools will transport all students who meet the State of Iowa guidelines according to State Code (IC 285.1). HCS will not transport students who live within the city limits of Harlan, with the following exceptions:

- Students with a handicapping condition as specified in their IEP
- Elementary students outside a two mile radius of their school
- High School students outside a three mile radius of their school
- Students who do not have a safe access (Sidewalks) to their school, such as those who would need to cross Highway 59 or who's nearest safe access to their school via sidewalk would exceed two miles
- A bus will stop at the old New Park school location. The reason for this stop is due to an agreement made prior to vacating New Park which stated the district would provide transportation from that point. This agreement will be reviewed each year and the Board shall have the right to discontinue this stop if they so determine.
- With the goal of lessening some traffic congestion during after school pickups at the elementary buildings, two stops will be made for afternoon routes: 1) Merrill Field 2) Therkildsen Center. These stops will be for elementary students only; no Middle School or High School students will be transported.

**NOTICE OF VIDEO CAMERAS IN BUSES AND DISTRICT FACILITIES**

The Harlan Community School District Board of Education has authorized the use of video cameras. The video cameras will be used to monitor student behavior to maintain order and to promote and maintain a safe environment. Students and parents are hereby notified that the content of the video files may be used in a student disciplinary proceeding. The content of the video files is confidential student records and will be retained with other student records. Video files will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration.

**COMPULSORY ATTENDANCE**

Parents within the school district who have children over age six and under age sixteen by September 15 in proper physical and mental condition to attend school, shall have children attend the school district at the attendance center designated by the board. Students shall attend school the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age shall attend school a minimum of 175 days. Students not attending the minimum days must be exempted by the policy as listed below or, for students in grade 7-12, referred to the county attorney or, for students in grades K-6, referred to the Attendance Cooperation Process (ACP). Exceptions to this policy include children who:

- Have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma
- Are attending religious services or receiving religious instruction
- Are attending an approved or probation-approved private college preparatory school
- Are attending an accredited nonpublic school
- Are receiving competent private instruction

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

The truancy officer/school interventionist shall investigate the cause for a student's truancy. If the investigator is unable to secure the truant student's attendance, the investigator should discuss the next step with the superintendent. If after additional efforts the student is still truant, the investigator shall refer the matter over to the county attorney for students in grades 7-12.

The school will participate in mediation if requested by the county attorney. The appropriate building principal shall represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

### **HOMELESS STUDENT**

The Iowa Administrative Code (Chapter 33) defines a "Homeless Child of School Age as a child between the ages of 5 and 21 who lacks a fixed, regular, and adequate nighttime residence including a child or youth who is living in a car, tent, or abandoned building, or some other form or shelter not defined as a permanent home or who is living with non-nuclear family members or with friend (including doubled-up families).

The Homeless Coordinator for Harlan Community Schools is High School Principal, John Connell. He can be reached at 712-755-3101, [jconnell@hcsdcyclones.com](mailto:jconnell@hcsdcyclones.com), or 2102 Durant Street, Harlan, IA 51537.

### **TALENTED AND GIFTED**

The Harlan Community School District's Talented and Gifted identification process will be to see out those that are truly "academically gifted". The K-12 TAG roster will be close to the national average which is 2-5% of the student population. A compilation of specific testing data (Iowa Assessments, Cognitive Ability Test, District Writing Assessment, Gates Reading Assessment, etc.) will be collected to determine what students qualify for services/programs. Each TAG student will have a Personalized Learning Plan specific to their abilities. The TAG Coordinator will set "quarterly goals" with the student and report out to parents on the progress of these goals four times per year. Programming and services will range from differentiated instruction, grade skipping, pull-out program, and/or contest participation. If you would like to view the Personalized Learning Plan template that is used or the specific criteria used for determining those that qualify for TAG services, see your child's building principal.

## **AT-RISK STUDENT INTERVENTION**

Harlan Community School District will provide specialized support for students who meet the At-Risk requirements as determined by the Iowa Department of Education. "At-Risk" refers to students who are highly likely to fail school in some way (i.e. failing classes, poor attendance, behavior issues, extreme lack of parental involvement, etc.). Students/families who meet the At-Risk criteria will have the opportunity to team up with a School Based Interventionist (SBI) in order to provide support in an effort to rectify the specific needs of the student/family. At-Risk students will be provided with a specialized, individual plan called a Personalized Learning Plan (PLP). This plan will be developed by a team (PLP Team) of people including teachers, school based interventionist, guidance counselor, principal, and parents. Progress will be monitored at least monthly with quarterly updates to parents. The PLP will be reviewed and updated at least annually by the PLP team. If you would like more information, the At-Risk criteria and the blank PLP document can be obtained by contacting your building principal.