

# HARLAN COMMUNITY MIDDLE SCHOOL HANDBOOK

**2017-2018**

2108 Durant Street  
Harlan, Iowa 51537  
(712) 755-3196  
Fax (712) 755-3699

**Principal**  
*Bill Mueller*

**Dean of Student Services**  
*Angie Spangenberg*

**Activities Director**  
*Mitch Osborn*

**School Based Interventionist**  
*Cindy Redler*

**Office Staff**  
*Suzy Clemens*  
*Joan Chamberlain*

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## SCHOOL TELEPHONE NUMBERS

Superintendent's Office – 755-2152

Justin Wagner, Superintendent

Harlan Community Elementary Primary – 755-5903

Scott Frohlich, Principal

Harlan Community Elementary Intermediate – 755-2725

Jeff Moser, Principal

Harlan Community High School – 755-3101

John Connell, Principal

Bus Barn – 755-5070

Matt Koesters, Director

## MISSION STATEMENT

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

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## MIDDLE SCHOOL CLASS SCHEDULE AT A GLANCE

<u>REGULAR DAILY</u>			
<u>48 MINUTE CLASS PERIODS</u>			
Period 1	8:05	8:53	
Period 2	8:57	9:45	
Period 3	9:49	10:37	
Period 4	10:41	11:29	
Period 5	11:33	11:58	A Lunch
	12:02	12:27	B Lunch
	12:27	12:52	C Lunch
Period 6	12:56	1:44	
Period 7	1:48	2:36	
Period 8	2:40	3:28	

<u>1-Hour Early Dismissal</u>			
<u>Middle School</u>			
Period 1	8:05	8:44	
Period 2	8:48	9:27	
Period 3	9:31	10:10	
Period 4	10:14	10:53	
Period 6	10:57	11:37	
Period 5	11:41	12:06	A Lunch
	12:10	12:35	B Lunch
	12:35	1:00	C Lunch
Period 7	1:04	1:44	
Period 8	1:48	2:28	

<u>2-Hour Early Dismissal</u>			
<u>Middle School</u>			
Period 1	8:05	8:36	
Period 2	8:40	9:11	
Period 3	9:15	9:46	
Period 4	9:50	10:21	
Period 6	10:25	10:56	
Period 5	11:00	11:25	A Lunch
	11:29	11:54	B Lunch
	11:54	12:19	C Lunch
Period 7	12:23	12:54	
Period 8	12:58	1:28	

<u>1 Hour Late Start</u>			
<u>Middle School</u>			
Period 1	9:05	9:44	
Period 2	9:48	10:27	
Period 3	10:31	11:10	
Period 4	11:14	11:53	
Period 5	11:57	12:22	A Lunch
	12:26	12:51	B Lunch
	12:51	1:16	C Lunch
Period 6	1:20	2:00	
Period 7	2:04	2:44	
Period 8	2:48	3:28	

<u>2 Hour Late Start</u>			
<u>Middle School</u>			
Period 1	10:05	10:36	
Period 2	10:40	11:11	
Period 3	11:15	11:46	
Period 5	11:50	12:15	A Lunch
	12:19	12:44	B Lunch
	12:44	1:09	C Lunch
Period 4	1:13	1:44	
Period 6	1:48	2:19	
Period 7	2:23	2:54	
Period 8	2:58	3:28	

**GENERAL INFORMATION**

**1 - INTRODUCTION**

Welcome HCMS Students! Students and parents will find this handbook to be a very useful reference throughout the coming school year. Everyone must understand our school policies if our school is to function smoothly and efficiently. All students and parents are expected to know the provisions in this handbook. Please take time to read it as soon as possible. For further descriptions of district-wide policies and practices, please refer to the K-12 Handbook, distributed to each family at registration.

**2 - DISTRICT WEBSITE**

You may access the district website at [www.harlan.k12.ia.us](http://www.harlan.k12.ia.us). The website contains information for each building in the district, including, but not limited to, teacher and administrator email addresses, activities calendar, lunch menu, homework updates, PowerSchool link and newsletter information.

**3 - CALENDAR DATES 2017-2018**

<p><b>AUGUST</b> 23 Begin 1<sup>st</sup> Qtr- Dismiss 1:30 p.m. 24 Dismiss 1:30 p.m. . <b>SEPTEMBER</b> 04 No School 27 No School</p>	<p><b>OCTOBER</b> 19 End 1<sup>st</sup> Qtr 20 No School 23 No School 23 Begin 2<sup>nd</sup> Qtr 30 Conferences*</p>	<p><b>NOVEMBER</b> 02 Conferences* 03 No School 22 No School 23 No School 24 No School</p>
<p><b>DECEMBER</b> 22 Dismiss 1:30 p.m. End 2<sup>nd</sup> Qtr / 1<sup>st</sup>Sem 25-29 No School</p>	<p><b>JANUARY</b> 01-02 No School 03 Begin 3<sup>rd</sup> Qtr and 2<sup>nd</sup> Semester 15 No School 31 No School</p>	<p><b>FEBRUARY</b> 12 Conferences* 13 Conferences* 14 No School 15 No School 16 No School</p>
<p><b>MARCH</b> 08 End 3<sup>rd</sup> Qtr 09 No School 12 Begin 4<sup>th</sup> Qtr 29 No School 30 No School</p>	<p><b>APRIL</b> 02 No School 11 No School</p>	<p><b>MAY</b> 09 No School 24 Dismiss 1:30 p.m. End 4<sup>th</sup> Qtr / 2<sup>nd</sup> Sem</p>
<p><b>*FAMILY/TEACHER CONFERENCES –School Dismisses at 1:30 p.m.</b> October 30: 4:00-7:30 p.m.      February 12: 4:00-7:30 p.m. November 02: 3:30-6:30 p.m.      February 13: 3:30-6:30 p.m</p>		

**4 - MULTICULTURAL, GENDER FAIR STATEMENT**

It is the policy of the Harlan Community School District not to discriminate on the basis of sex, race, national origin, creed, age, marital status or physical disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and the Federal Rehabilitations Act of 1973.

It shall be the intent of the district’s curriculum to: reduce stereotyping; eliminate bias; foster respect for, and an awareness of, the rights, duties and responsibilities of each individual of our society on the basis of sex, race, ethnic origin or physical disability.

**5 - SCHOOL CLOSINGS**

Weather may necessitate school closing, delay in opening or early dismissal. If the weather conditions appear questionable, school announcements will be carried over the following radio and TV stations:

- KNOD** – Harlan FM 105.3
- TCI Cable** – TV Channel 18
- HMU Cable** – TV Channel 12
- KFAB** – Omaha AM 1110
- KSOM** – Atlantic FM 96.5
- KJAN** – Atlantic FM 103.7/ AM 1220
- WOWT** – Omaha TV Channel 6
- KEVT** – Omaha TV Channel 7
- KMTV** – Omaha TV Channel 3

**6 - MIDDLE SCHOOL FEES**

- Breakfast -- \$1.55 *Prices subject to change.*
- Lunch -- \$2.81
- Activity Ticket (Optional) -- \$35.00 per year
- Electronic Instruction Fee-- \$45.00 per year
- Students pay an annual electronic instruction fee of \$45.00 to help defray the costs of instructional materials.

**7 - BREAKFAST AND LUNCH PROGRAM**

Breakfast and lunch are available for all students. Breakfast will be served to students from 7:35 a.m. to 8:00 a.m., and lunch is served in three shifts across the noon hour.

Students are asked to deposit money into their lunch account before 10:00 a.m. in the morning to ensure that it is credited to their account prior to lunch. If it becomes necessary to charge lunch and/or breakfast fees, the maximum amount allowed will be \$15.00 per household. Free or reduced price breakfasts and lunches are provided for those students whose parents meet federal income guidelines. Application forms for this service are available in the office.

Ala carte items are available daily. A signed permission statement is required for middle school students who wish to purchase ala carte items.

**8 - ARRIVING AT SCHOOL**

It is recommended that students not be in the building before 7:45 a.m. or after 3:45 p.m. unless under the direct supervision of a teacher. Students who must arrive at school prior to 7:55 a.m. are requested to proceed to the cafeteria and wait until the 7:55 a.m. bell. Students are not to go to their lockers without permission prior to this bell.

Students are not to be in the high school building before or after school unless they are under the supervision of a teacher or coach.

**9 - LEAVING THE BUILDING**

Once students enter the building, they must have permission to leave the building, and a parent or other responsible adult must sign the student out in the office before they leave. Leaving school without permission may be considered truancy.

People who wish to pick up a student during the school day are to report to the office. At that time, the student will be released from class and will report to the office to sign out. No students will be allowed to leave the school with anyone other than a parent/ guardian without parental permission.

In the case of joint custody arrangements, the non-custodial parents are extended the same privileges as the custodial parents. If a restriction is to apply, a certified copy of the

court order outlining the rights and restrictions must be on file in the school office.

#### **10 - APPOINTMENTS DURING SCHOOL HOURS**

Students should try to make appointments after school hours. If a special situation calls for an appointment during scheduled classes, students may be required to bring a statement from that office verifying the appointment.

#### **11 - VISITORS**

Parents and patrons of the school district are encouraged to visit our school. As part of our school safety plan, we ask that all visitors report to the office upon entering the school. Individuals who are not adults, but of school age, are not allowed to be visiting the school or be on school premises during school hours without permission of the office.

#### **12 - MESSAGES/PHONE CALLS/USE OF TELEPHONE**

Students will not be called to the telephone during class periods except in an emergency. Messages to students should be limited to matters that can not be communicated outside of the school day. If it is necessary to get a message to a student, please call prior to 2:00 p.m. to ensure the message will get to the student.

Students will be allowed to use the phone in the office during the school day and the hall phone outside of the school day. Students must use a planner pass to use the phone during school hours.

#### **13 - CELL PHONES**

Students are not allowed to use cell phones during the school day unless they have permission from the office. All cell phones are to be turned off and left in student lockers during the school day. A violation of this policy will result in the following consequences:  
1<sup>st</sup> offense: phone confiscated for the day.  
Further violations could result in an extended day, the phone being held until a parent picks up the phone, or a day of in-school suspension.

#### **14 - DELIVERIES**

Deliveries of gifts and flowers to students at school are discouraged. Students are notified of deliveries and allowed to pick them up at the end of the day. Valentine's Day deliveries will not be accepted.

#### **15 – PLANNERS/HALL PASSES**

Students are issued planners for their use in organizing assignments, reviewing student handbook information, and recording hall passes. Planner rules are as follows:

- Passes should be written and signed in ink – no pencil.
- Students should have planners with them at all times – teachers may make exceptions within the pod area.
- Planners are school property and should not be used as a scrapbook, coloring book, photo album or autograph book.
- Students are not allowed to use each other's planners.
- Students will be assessed a replacement cost for lost or damaged planners.

- Students are not allowed to draw or color on their pass pages, failure to comply with this expectation may result in a student losing all of their passes for a quarter or longer.

Students are not permitted in the halls during class periods unless they are accompanied by a staff member or have a hall pass/planner signed by a staff member. Students will be given passes out of class to use the rest rooms or drinking fountains on a limited basis.

#### **16 - PERSONAL APPEARANCE**

Students are expected to adhere to reasonable levels of cleanliness and modesty. Hats are to be removed upon entering the building during school hours. Head coverings, sleeveless shirts, exposed midriffs, short shorts/skirts, and pants/shorts that ride below the waistband of undergarments are prohibited.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors. Students are prohibited from wearing clothing displaying obscenity, profanity, vulgarity, racial, sexual, or illegal (including drug and alcohol) remarks.

Students are asked to refrain from writing on hands, arms or clothing while in the Middle School.

Students who are not wearing proper attire will be asked to change. Students who repeatedly violate the dress code will face disciplinary action. In such cases where a student's dress is questionable, the building principal will make the final decision. (See K-12 Handbook for additional information).

In order to maximize student safety, coats and backpacks are to be stored in student lockers during the school day. Students will refrain from wearing chains attached to their clothing.

#### **17 - SPECTATOR CONDUCT / SCHOOL SPIRIT**

HCMS students are encouraged to attend athletic events or other co-curricular activities and to support our participants in a positive way. An expectation is that the students remain seated and demonstrate good sportsmanship and respect for all participants, officials and guests.

#### **18 - RESPECT FOR THE FLAG**

Properly honoring the flag is a mark of patriotism and respect. Students, players and fans are reminded that when the National Anthem is played, they should stand at attention, face the flag and place their right hand over the heart. If wearing a hat, it should be removed and held at the left shoulder with the right hand over the heart. The same guidelines are appropriate when the flag passes by on a parade or review. No matter when or where it is displayed, proper recognition is important.

#### **19 - FIELD TRIPS**

The principal must give prior authorization for all field trips and/or excursions. Written parental permission will be required prior to the student's participation in a field trip or excursion outside of the school district.

#### **20 - FIRE AND TORNADO DRILLS**

Periodic fire/tornado drills will be held. There is a “Fire/Tornado Drill Instruction” poster in each room. These posters state the routes and exits you will use in case of fire or tornado. Special information about fire and tornado drills will be given to each teacher and then passed along to students at the beginning of the school year.

## **21 - LOCKERS**

Middle School students will be assigned a locker near their grade level area. Students may need to share lockers if the enrollment dictates. Students who misuse their lockers will lose the privilege to use one. It is the students’ responsibility to see that their lockers are in order at all times. Use only the locker assigned to you. Do not tamper with another locker or give your combination to another person. Do not use tape to hang pictures or other items in the locker. Students are not to store food or drinks in their locker, unless they are enclosed in a cold lunch container. Students are encouraged NOT to bring money or expensive items to school. If they feel this is unavoidable, they may want to turn the money or the items into the office. Students can pick up the money or items at the end of the day. Students are strongly encouraged to mark their names on all personal items stored in their lockers. (See K-12 Handbook for more information).

## **22 - NON-SCHOOL ITEMS**

Students are encouraged not to bring items to school which have no educational value, such as games, toys, portable music players and playing cards, unless requested to do so by a teacher.

## **23 - BICYCLES**

Bicycles must be parked in the racks located on the north and south side of the building. Students may want to consider using locks on their bicycles. The school does not assume any responsibility for loss, theft or damage. Students are not to borrow or tamper with another student’s bicycle. As a safety precaution, school staff members reserve the right to retain bicycles until after the school busses have departed in the afternoons.

## **24 - Fundraising**

Foods or beverages shall not be used for fundraisers, with the exception of the sale of fruits or vegetables. HCMS will encourage fundraising activities that promote physical.

## **25 - Snacks**

Snacks served in after-school care or enrichment programs will make a positive contribution to children’s diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Any food or beverages served in these programs will meet the USDA Smart Snacks nutrition standards.

# **SERVICES & ACTIVITIES**

## **26 - STUDENT SERVICES**

Students may benefit from direct guidance, academic or behavioral services. These services are available to all Middle School students. Students may refer

themselves, or they may be referred by parents or staff members.

## **27 - HEALTH SERVICES**

If a student becomes ill in school, the student should report to the office with his/her planner pass signed by a teacher and request to see the nurse. If the nurse is not available, the office staff will try to meet the student’s needs and determine if the nurse or parents should be called.

## **28 - COMPETITIVE SPORT ACTIVITIES**

*The following sports are available for those who wish to participate:*

Boys 7<sup>th</sup> & 8<sup>th</sup> Grade

Football, Cross Country, Basketball, Wrestling, and Track

Girls 7<sup>th</sup> & 8<sup>th</sup> Grade

Volleyball, Cross Country, Basketball, and Track

## **29 - FINE ARTS ACTIVITIES**

*The following fine arts activities are available for those who wish to participate:*

Instrumental Music

Marching Band, Concert Band, Jazz Band 7/8, Honor Band, and Solo and Ensemble Contest

Vocal

Vocal Concerts, Honor Choir, OPUS, Show Choir, and Solo and Ensemble Contest

## **30 - STUDENT COUNCIL**

Each year, grade level representatives are selected based on leadership and responsibility. All students are encouraged to take an active part in the HCMS Student Council, either as a representative or as a responsible student who passes ideas along to the representatives.

## **31 - KIWANIAN’S BUILDER’S CLUB**

Kiwanian’s Builder’s Club is an organization sponsored by our local Kiwanian branch. Club membership includes students in grades 6, 7 and 8. This club gives the students a feeling of self worth and direction. Students will work on volunteer projects at school and in the community.

# **ACADEMIC INFORMATION**

## **32 - REPORT CARDS**

Report cards are issued every quarter. Progress will be marked with letter grades and other selected marks. Report cards are either sent in the mail or given to the student to take home.

Parents and students are issued PowerSchool access codes to access attendance and grade information at any time via the Internet. Contact the office if you have misplaced your PowerSchool password.

## **33 - STUDENT PROMOTION & RETENTION**

Students are fully promoted to the next grade level when they successfully pass all classes. Students who do not pass one or more semesters of a core academic class may be required to retake the class. Students who receive failing

semester grades in two or more academic classes will be considered for full grade retention. Parents will be notified if retention is being considered. Students who fail 2 or more core academic courses during the 8<sup>th</sup> grade may not be successfully promoted to the high school.

#### 34 - HONOR ROLL

Honor Roll lists are published in the local newspaper at the end of every quarter and semester. Students who maintain a grade point average of 3.000 or above are named to Honor Roll. Exploratory classes and some elective classes do not count toward the Honor Roll.

#### 35 - ACADEMIC CONCERNS

Weekly academic eligibility concerns lists will be compiled each Monday beginning with the third week of the semester. Any student receiving a failing mark in any class will be closely monitored until they have earned a passing grade. Teachers may be available before and after school to assist students who are struggling academically.

#### 36 - TALENTED AND GIFTED PROGRAM

**Please refer to information in the Harlan Community District PreK-12 Handbook Component.**

#### 37 - PHYSICAL EDUCATION

All students are required to participate in physical education classes. While 7<sup>th</sup> and 8<sup>th</sup> grade students are not required to wear gym uniforms, they are expected to dress appropriately (t-shirts with sleeves and shorts/sweats). Students in 6<sup>th</sup> grade will not be required to change clothes for gym class. Students in all grades must have clean tennis shoes to wear for classes in the gym. A student must bring a doctor's written statement in order to be excused from two or more consecutive classes. Students who wish to shower after PE class must bring a towel from home.

#### 38 - DISTRICT ASSESSMENTS

Each year, the following assessments are given at the Middle School:

- ◆ Iowa Assessments
- ◆ District Writing Assessment
- ◆ Star Reader

#### 39 - READING

A *minimum* requirement of reading at the 8<sup>th</sup> grade level (on a district wide assessment) is a graduation requirement before a diploma will be awarded from Harlan Community High School. Middle school students not reading on grade level are eligible for additional services, such as: 1) specialized reading instruction; 2) special education services and accommodations.

#### 40 - WRITING

The district has a four-point rating scale (1 being the lowest and 4 being the highest score) for scoring and evaluating a student's writing ability. There is a consistent scoring rubric used for grades 6-8. Students will be scored with this rubric on the formal writing pieces required by the Iowa Core Curriculum. Eighth grade is a transition year. We recommend that proficiency be a score of 2 on the 4-point scale, and that all 8<sup>th</sup> grade students be expected to meet the

assessment requirements unless otherwise specified in their IEP.

### **STUDENT ATTENDANCE**

#### 41 - ATTENDANCE POLICY

Only through attendance and class participation do students achieve the benefits of the education program. Regular attendance and being well-prepared for class helps students in school as well as prepares students for adulthood.

As absences accumulate, these steps will be followed, with health factors considered:

- ◆ 08 absences per semester: a notice will be sent to parents.
- ◆ 12 absences per semester: parents will be contacted by the counselor or principal who may schedule a conference and may establish attendance expectations. Participation in school-sponsored activities will not count as an absence.

#### 42 - ABSENCES

Parents are asked to notify the office on the day of the absence prior to 10:00 a.m. Students who have been absent from school on account of illness or other family emergencies will be given two (2) days to make up their work for each day absent. On the day of return, students may be required to make up tests and quizzes scheduled prior to an absence at the request of the teacher.

Dental and doctor appointments should be made after school or on Saturday if at all possible. The following absences from school could be deemed unexcused (but not limited) to the following:

1. Overslept
  2. Haircut
  3. Shopping
  4. Hunting
  5. Missing one class to prepare or study for another
- \*Final determination of whether an absence is excused or unexcused rests with the building administrator or his/her designee.**

#### 43 - PRE-ABSENCE POLICY

Any absence other than illness and emergency situations will require parental permission and pre-absence slip from the office. The pre-ab must be signed by the student's teachers and returned to the office three school days prior to the absence. Failure to do so may result in an unexcused absence.

Pre-abs for school-affiliated absences are arranged through the sponsor and recorded on the student management software through the office. A formal pre-ab note is not required for school-affiliated absences.

#### 44 - TRUANCY

Students gain the most from their education when they attend school as much as possible. Parents/guardians and/or school officials must grant permissions for students to be absent. Students absent without being excused can be considered truant. The County Attorney is notified of all truanancies. Truancy takes on various forms. Examples are: failure to attend school after leaving home, failure to attend a

class, or leaving school without permission of school officials. Truancy is considered a violation of the Good Conduct Rule.

- ◆ 1<sup>st</sup> offense: 1 day in-school-suspension; parent notification.
- ◆ 2<sup>nd</sup> offense: 2 day in-school-suspension; parent conference and board notification.
- ◆ 3<sup>rd</sup> offense: Minimum 5 day in-school-suspension; conference with parents, student and administrator to develop a contract outlining parameters for reinstatement in classes.

#### **45 - UNEXCUSED ABSENCES**

Any student absent due to a reason deemed unexcused by the office is subject to corrective action as follows:

- ◆ 1<sup>st</sup> offense: 1 extended day (maximum 4) for each period missed; parent notification.
- ◆ 2<sup>nd</sup> offense: 2 extended days (maximum 8) for each period missed; parent notification.
- ◆ 3<sup>rd</sup> offense: 2 days in-school-suspension; conference with parent, student and administrator.

#### **46 - TARDINESS**

Students must be in the room at the beginning of the scheduled period. If not, he/she is tardy. The only exception is students who have a signed pass from another staff member. The third tardy and each successive tardy to a specific class will result in an extended day. Students who are chronically tardy will be required to meet with parents and administration to remedy the problem. At the end of each semester, every student will start over with a clean slate.

### ***STUDENT CONDUCT***

#### **47 - GENERAL EXPECTATIONS**

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, while on school buses and while attending or participating in school activities on and off school property.

Students who demonstrate inappropriate behavior shall be subject to disciplinary action. Disciplinary measures may include, but are not limited to the following: loss of privileges, removal from class, extended day, alternative classroom placement, suspension, probation and expulsion.

Students are afforded procedural due process in all disciplinary actions. At a minimum, this means the right to notice of the charges against them, and the right to present their side of the incident to the principal.

#### **48 - LIMITED PRIVILEGES**

The limiting of privileges is used as a corrective measure. Students may lose hall passes, vending, study hall, media center and lunch privileges. Students who lose lunch privileges will still be allowed to eat, but will be assigned to a private dining area, away from the general student population.

#### **49 – REMOVAL FROM CLASS**

Students who cause a significant classroom disruption may be removed from class for 1-5 days. The student will be supervised in an isolated setting and will be responsible for all classroom assignments.

#### **50 – EXTENDED DAY**

Students assigned to Extended Day as a corrective measure will serve 30 minutes after school with a supervising teacher or other staff member. Parents will be notified by telephone.

#### **51 - ALTERNATIVE PLACEMENT CLASSROOM**

Sometimes, it is necessary for a student to be placed in an isolated setting for an extended period of time. For example, a student's study hall period might be spent in a supervised setting where the student is encouraged to stay on task and complete assignments, or a student may be removed from a specific class for a period of time.

#### **52 - SUSPENSIONS**

In-school-suspensions are served in an isolated, supervised room. Students who create serious problems will be required to spend from one period to several days in in-school-suspension. Students will have limited talking and rest room privileges, and they will eat lunch in an isolated setting.

Out-of-school-suspensions are a consequence in which students are not allowed to attend school for a period of time as a result of creating severe problems at school. Students are to be supervised by their parents/guardians during this time.

Suspended students are required to complete all assignments. Participation in co-curricular activities is forfeited during in-school or out-of-school suspension periods. Students and parents/ guardians will be required to participate in a reinstatement conference with the administration after students are suspended out-of-school.

#### **53 - EXPULSIONS**

Expulsions involve removing students for a longer period of time. These consequences will typically be used in extreme cases after other consequences, such as suspensions, have been tried. Expulsions may also be used, however, when students violate rules and regulations approved by the board of education or when the presence of a student may be harmful to others in the school.

#### **54 - PHYSICAL CONFRONTATION**

Students involved in physical confrontations where pushing or shoving take place will be subject to one or more of the following: 1) Meeting with the principal; 2) Limited privileges; 3) Extended day(s); 4) Suspension; or 5) Consequences for fighting.

#### **55 - FIGHTING**

Students found guilty of punching or physically trying to injure another student on school property will be subject to the following consequences:

- ◆ 1<sup>st</sup> offense: After participation levels have been determined, those involved may be assigned 1 to 3 days of suspension.

- ◆ 2<sup>nd</sup> offense: Student may be assigned 3-5 days of suspension. Reinstatement will take place only after parent/guardian; student and administrator have met to determine parameters of reinstatement.
- ◆ Severe Clause: If the situation dictates, immediate suspension will occur and law enforcement officials may be notified. A conference with parents and student will follow to best determine the educational options available.

**Fighting is considered a violation of the Good Conduct Rule.**

**56 - SMOKING AND TOBACCO**

Smoking, the possession of smoking material, (including a lighter) use of an Electronic Cigarette, or chewing tobacco in or on school premises, or at any school functions, is prohibited. Parents/ guardians will be notified and tobacco violations will be reported to local law enforcement authorities. This is considered a violation of the Good Conduct Rule.

- ◆ 1<sup>st</sup> offense: Student will serve a 1 day suspension. Parents/guardians will be notified. In addition, the student may be ticketed and fined by local law enforcement.
- ◆ 2<sup>nd</sup> offense: Student will serve a 3 day out-of-school suspension. In addition, the student may be ticketed and fined by local law enforcement. The school board will be notified and a conference with parent/guardian and student will be required.
- ◆ 3<sup>rd</sup> offense: Student will serve a 5 day out-of-school suspension. The school board will be notified. Before being reinstated a parent, student, administrative conference will be held. In addition, the student may be ticketed and fined by local law enforcement.

**57 - ALCOHOL AND DRUGS**

Any student possessing drug paraphernalia, or found in possession of, under the influence of, or using alcoholic beverages or drugs on school property or at a school activity will immediately receive a 3-5 day out-of-school suspension, which may be extended pending a Board hearing. School board members will be notified. The student will not return to regular school classes until the student, parent/guardian and administrator have met to reach an understanding on reinstatement conditions.

A student found guilty of selling and/or distributing drugs on school property will be referred to the Board for immediate expulsion. Parents/guardians will be notified about any alcohol or drug offenses. These offenses will be referred to local law enforcement authorities. For further information, refer to the K-12 component of the Student Handbook.

**58 - DAMAGE AND THEFT OF SCHOOL PROPERTY OR PROPERTY OF OTHERS**

The theft or defacing of school property or the property of others is prohibited. Students who damage property belonging to the school or others will be required to pay for any damage. A violation can result in one or more of the following consequences: 1) Extended day; 2) Restitution; 3) Suspension; or 4) Possible expulsion.

Accidental damage to school property will not have any discipline consequence, but the student may be required to make restitution to pay for the damages.

**59 - ACTS OF A CRIMINAL NATURE**

Examples of this would include, but not limited to, an assault on an adult or student in the building or on school property, carrying or storing a weapon or explosives, and maliciously destroying school property or equipment. Depending on severity, these offenses may also be referred to local law enforcement officials. These offenses are considered a violation of the Good Conduct Rule.

- ◆ 1<sup>st</sup> offense: Immediate suspension from school and possible referral to the Board of Education for expulsion.

**60 - DISOBEDIENCE, VULGARITY, PROFANITY OR DEMEANING LANGUAGE**

Notes, speech or conduct that demeans another student or staff member will not be tolerated. Any disrespectful conduct by a student can result in one, or a combination of, the following consequences: 1) Extended day; 2) Removal from class; 3) Suspension; or 4) Possible expulsion.

**61 - INSUBORDINATION, INSOLENT, LYING**

Any student who refuses to obey a school rule or regulation, a request of a school official, is arrogant to a school official in speech or conduct, presents a school official with a fraudulent pass, or purposefully lies to a staff member is subject to one or more of the following consequences: 1) Extended day; 2) Removal from class; 3) Suspension; or 4) Possible expulsion.

**62 - CLASS DISRUPTIONS**

Any student who disrupts class activities or the learning environment of other students is subject to the following consequences: 1) Extended day; 2) Removal from class; 3) Suspension; or 4) Possible expulsion.

**63 - CHEWING GUM**

Students are not allowed to chew gum in the Middle School.

**64 - ACADEMIC INTEGRITY**

In education, where performance is a true reflection of ability, academic integrity and honesty is essential. In order to meet the demands of work, society, and the future each student must identify their own strengths and weaknesses in order to best prepare themselves for the choices and challenges of the 21st century.

Level 1: Copying daily assignments or allowing someone to copy your assignment.

- ◆ 1<sup>st</sup> offense: The student will receive a zero for the assignment, may be asked to redo it, and a possible detention given.

2<sup>nd</sup> offense: The student will receive a zero for the assignment and be given a detention. The student will be referred to the office for a possible Good Conduct Violation.

Level 2: Theft of a test, use of notes or cheat sheets, copying on a test, quiz, or project. The student(s) will receive a zero for the test or work and assigned one to three In-



School Suspensions. Immediate student referral to the office for a Good Conduct Violation.

## **STUDENT ACTIVITIES CODE**

### **65 - GENERAL STATEMENT**

The Student Activities Program is established in the Harlan Community District for the purpose of providing experiences not normally gained in the classroom. The Program creates opportunities for those students who volunteer to become members of the various programs available and to represent the standards of Harlan Community.

The following regulations for the Student Activities Program have been adopted by the Board of Education of the Harlan Community School District. Each student who participates in the Activities Program must meet the eligibility requirements set forth by the school and will be subject to penalties of the Code. The Code applies continuously from grades 6 through 8 for all activities. All rules are full year in nature. They cover summer, other vacation periods, and the school year.

### **66 - SECTION I – ELIGIBILITY REQUIREMENTS**

1. **Academic Eligibility:** Weekly eligibility lists will be compiled each Monday beginning with the third week of each semester. Any student receiving a failing mark in any class *will not* be allowed to practice in sports during 8<sup>th</sup> hour, and will be ineligible to compete/perform in co-curricular activities for one week. During 8<sup>th</sup> hour, the student will be placed with the teacher whose class they are failing if at all possible for extra help and instruction. The period of ineligibility will run for one week. If grades improve and the student meets our eligibility standard after one week, the student will be reinstated. If a student fails a core class at the end of a semester, that student will remain ineligible for three weeks at the start of the next semester. Both semester and quarter grades will be checked to determine academic eligibility during Quarter 2 and Quarter 4.
2. **School Attendance:** A student absent after 12:00 noon on the day of the performance without being excused before the absence may not suit up or participate in that performance. To participate on Saturday after Friday's absence, the student must obtain approval prior to his/her absence. This requirement applies to all participants. Highly unusual exceptions may be granted to this rule at the discretion of the principal.
3. **Physical Examination:** No student shall participate in an athletic activity (including cheerleading) without having filed a doctor's certificate with the Activities Director prior to practice/competition.
4. **Insurance:** All students in an athletic activity (including cheerleading) will have an insurance carrier. Acknowledgment of carrier must be made prior to participation in any practice or competition. This may be purchased through the school plan, or the athlete will provide a waiver acknowledging his/her carrier. No athlete will participate without insurance or acknowledgment of parent's carrier.

**Warning and Heads up:** The Harlan Community School

District requires a parent/student signed acknowledgment of risk when participating in activities. This acknowledgment will be signed by the parent/guardian and athlete prior to participation in any activity or practice.

5. **Transportation:** All students that are participating in an out-of-town school-sponsored activity are expected to ride school transportation to and from the activity. The main exception to this rule is a request made by that student's own parent/guardian made in writing to take their son/daughter home from an activity. It is the parent's responsibility to go up to the sponsor and personally notify him/her when they are ready to leave the activity with their child. Exceptions may be granted to this rule at the discretion of the principal.

### **67 - SECTION II – SCHOOL RESPONSIBILITIES**

1. **School Obligations**
  - a. Exercise care to prevent reasonably foreseeable risks.
  - b. Establish and enforce rules for maintenance of discipline in activities.
  - c. Exercise due care in the selection of supervisors.
  - d. Provide safe, suitable equipment and facilities for activities.
2. **General Supervision**
  - a. The supervisor must be immediately accessible to anyone who needs him/her and must never leave the premises. The greater the risk to the child, the greater the need for supervision.
  - b. The supervisor must be alert to conditions that may be dangerous to participants.
  - c. The supervisor should be knowledgeable in first aid and emergency care for injuries likely to occur in the particular activity.
3. **Specific Supervision:** This should be exercised when introducing an activity. The instructor should stay with the participant until the participant is familiar enough with the activity to evaluate his/her own capacity to do the activity and to understand and adhere to the safety practices and procedures which have been established.

### **68 - SECTION III – GOOD CONDUCT RULE**

The opportunity to participate in extracurricular activities is extended as a privilege to students attending Harlan Community Schools. To retain eligibility for participation in the activities we offer, students must conduct themselves as good citizens both in and out of school at all times. Students who represent our schools in an activity are expected to serve as good role models to other students and to the members of our community.

For those students who have met the eligibility requirements at Harlan Community Schools and choose to participate in extracurricular activities, the "Good Conduct Rule" (GCR) further defines expectations for those involved.

## **ACTIVITIES COVERED UNDER THE GOOD CONDUCT RULE**

The following activities are covered under this Good Conduct Rule: athletics, instrumental and vocal music performances and contests, drama productions, speech contests, FFA, national Honor Society, all co-curricular clubs and organizations, all honorary and elected offices, (i.e. Homecoming, Winter Dance Royalty), class officer, student government officer or representative, state contests and performances for cheerleading and pom pon, or any other activity where the student represents the school outside the classroom.

## **VIOLATIONS OF THE GOOD CONDUCT RULE**

### Category A

- Possession, use, distribution/purchase or attempted distribution/purchase of illegal drugs or paraphernalia, or the unauthorized possession, use, distribution/purchase or attempted distribution/purchase of otherwise lawful drugs without a legal prescription
- O.W.I. and “zero tolerance” (zero tolerance includes violations that align with federal mandates – i.e. weapons on school grounds, commission of serious crimes, etc.)

### Category B

- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system and chargeable as a felony, aggravated misdemeanor, or serious misdemeanor, regardless of whether the student was cited, arrested, convicted or adjudicated for the act(s)
- Use, possession, or purchase of alcoholic beverages (other than that listed in part two of Category A)

### Category C

- Use, possession or purchase of tobacco products, regardless of the student’s age
- Gross misconduct includes, but is not limited to: fighting, truancy, vandalism, gross insubordination, hazing or harassment of others, or any other conduct which would warrant an in or out-of-school suspension or a Saturday-in-school suspension.
- Whenever a student engaged in any act that would be grounds for arrest or citation in the criminal or juvenile court system and chargeable as a simple misdemeanor, the administration may impose the GCR pending their investigation.
- The administration has the discretion to categorize a violation under a higher category if the situation so warrants.

**\* Middle School Good Conduct Rule violations with ongoing consequences will be carried over to the high school.**

The Activities Director shall keep records of violations of the Good Conduct Rule.

## **CONSEQUENCES**

### Category A

1st offense:

- Including, but not limited to, activities listed
- Suspended for 50% of current sport or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next 2 drama performances which take place within the next 12 months
- Suspended from the next 2 speech contests which take place within the next 12 months
- Suspended for 50% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school
- Suspended for 50% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance
- Suspended from the next 4 jazz band performances which take place within the next 12 months
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 4 upcoming performances/contests in each organization, which take place within the next 12 months
- Completion of the education program

### Category A

2nd offense or more:

- Including, but not limited to, activities listed
- Suspended from sport, or sports, if participating in more than one sport during a season, and other extracurricular performances/contests for the next 12 months
- Completion of the education program

### Category B:

1st offense:

- Including, but not limited to, activities listed
- Suspended for 25% of current sport, or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next drama performance which takes place within the next 12 months
- Suspended from the next speech contest which takes place within the next 12 months
- Suspended for 25% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school
- Suspended for 25% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance
- Suspended from the next 2 jazz band performances which take place within the next 12 months
- If involved in extracurricular organizations other than those addressed above, the student will be suspended

from the next 2 upcoming performances/contests in each organization, which take place within the next 12 months

- Completion of the education program

2nd offense:

- Including, but not limited to, activities listed
- Suspended for 50% of current sport, or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next 2 drama performances which take place within the next 12 months
- Suspended from the next 2 speech contests which take place within the next 12 months
- Suspended for 50% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school
- Suspended for 50% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance
- Suspended from the next 4 jazz band performances which take place within the next 12 months
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 4 upcoming performances/contests in each organization, which take place within the next 12 months
- Completion of the education program

3rd offense or more:

- Including, but not limited to, activities listed
- Suspended from sports and other extracurricular performances/contests for the next 12 months
- Completion of the education program

#### Category C:

1st offense:

- Including, but not limited to, activities listed
- Suspended for the next athletic contest in which the student is involved, and which takes place within the next 12 months (if the student is involved in more than one sport during any given season, s/he will miss the next athletic contest in each sport.)
- If involved in other extracurricular activities, will miss the next upcoming performance/contest in each activity, which takes place within the next 2 weeks

2nd offense:

- Including, but not limited to, activities listed
- Suspended for 25% of current sport, or sports, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next drama performance which takes place within the next 12 months
- Suspended from the next speech contest which takes place within the next 12 months
- Suspended for 25% of the vocal performances which take place within the next 3 months. If the incident occurs

during the summer, the 3-month suspension period will begin on the first day of school

- Suspended for 25% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance
- Suspended from the next 2 jazz band performances which take place within the next 12 months
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 2 upcoming performances/contests in each organization, which take place within the next 12 months
- Completion of the education program

3rd offense or more:

- Including, but not limited to, activities listed
- Suspended for 50% of current sport, or sport, if participating in more than one sport during a season, or next sport in which the student is involved, and which takes place within the next 12 months
- Suspended from the next 2 drama performances which take place within the next 12 months
- Suspended from the next 2 speech contests which take place within the next 12 months
- Suspended for 50% of the vocal performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school
- Suspended for 50% of the band performances which take place within the next 3 months. If the incident occurs during the summer, the 3-month suspension period will begin on the first day of school. However, if the student is involved in summer performances, the suspension period will begin at the time of the next performance
- Suspended from the next 4 jazz band performances which take place within the next 12 months
- If involved in extracurricular organizations other than those addressed above, the student will be suspended from the next 4 upcoming performances/contests in each organization, which take place within the next 12 months
- Completion of the education program

#### **Suspension from Sporting Events – Regulations**

Suspension from sporting events is described below. The number of suspensions listed represents dates; not necessarily games/meets. The suspension will move to the next regularly scheduled date if the activity scheduled on one of the identified dates is postponed or cancelled. Each day of a multi-day meet or tournament is considered a date (e.g. Kuemper baseball tournament is two dates). Furthermore, the suspension applies to the student's primary level of competition. Additionally, the student would be ineligible to compete in all other performances or contests at any level during the primary level suspension period.

If a sports season ends prior to completion of the suspension, there will be a "carry-over" to the next sport in which the student is participating. Also, the student will be required to

complete the sport season in which participating, or the suspensions served during that season will be invalid.

During the suspension period, the student will be expected to continue practicing, but will not be able to participate in contests or performances, as outlined below:

Suspension from sporting events **including, but not limited to, the activities listed below:**

	<b><u>High School Sports</u></b>			
			<i>Timely Admission</i>	
	<u>25%</u>	<u>50%</u>	<u>25%</u>	<u>50%</u>
Football	2	4	1	3
Cross Country	2	4	1	3
Volleyball	3	6	2	5
Basketball	4	9	4	8
Wrestling	4	8	2	5
Tennis	3	6	2	5
Track	3	6	2	5
Golf	3	6	2	5
Soccer	3	6	2	5
Baseball	6	12	5	10
Softball	6	12	5	10
Cheerleading	Corresponds with sport in season			
Pom Pon	Corresponds with sport in season, which has the highest # of events included in the suspension			

	<b><u>Middle School Sports</u></b>			
			<i>Timely Admission</i>	
	<u>25%</u>	<u>50%</u>	<u>25%</u>	<u>50%</u>
Football	1	2	0	1
Cross Country	1	2	0	1
Volleyball	2	4	1	3
Basketball	3	6	2	5
Wrestling	2	4	1	3
Track	1	3	0	2
Cheerleading	Corresponds with sport in season			

**Education Program**

Following a violation in Category A or B, the student will complete a series of questions (short answer & essay) pertaining to drug awareness/illegal offenses, and will address issues such as: effect on self, effect on family and others, effect on other members of the team/group, knowledge of the good conduct rule and what happens on the next offense, etc. The student will remain ineligible as long as the educational component is incomplete. Satisfactory completion of the educational component will be determined by the administration.

**Honesty Clause/Timely Admission**

We want to encourage students to be honest with the school regarding violations of the Good Conduct Rule. Students who make a “timely admission” to school administration regarding a violation of the GCR, will be given the opportunity to take a one-performance/contest suspension reduction in all activities to which the suspension applies.

“Timely Admission” means: The student notifies school administration on the next day of attendance following the violation.

If the violation occurs during the summer break, the student has (7) days to make a “timely admission” to school administration.

This “timely admission” option is available only once and only with a first violation of either Category A or B.

**Determination and Appeal Process**

- A. Determination of a violation will be based upon:
- admission by the student, or
  - conviction by a court of law, or
  - an investigation by school officials and a determination that some evidence exists that a violation has occurred. This investigation may include, but is not limited to, a report from law enforcement, or interviews and/or statements from other students, staff, or members of the community.
- B. The date the school is notified by the student violator, becomes the initiation date for consequences with the exception of summer violations. Initiation dates for violations that occur in the summer are defined under each category.

The date the school determines there is some evidence to support that a violation has occurred becomes the initiation date for consequences with the exception of summer violations. Initiation dates for violations that occur in the summer are defined under each category.

Violations accumulate per category, and accumulate throughout a student’s high school, or middle school career. However, following a student’s first violation of the Good Conduct Rule, a 12-month “violation-free” period would allow the student to “buy back” the previous offense. This option is available only one time during a student’s high school career, one time during a student’s middle school career, and is available only if the student has made a “timely admission.”

A student who has allegedly violated the Good Conduct Rule will be notified of the alleged violation of the Good Conduct Rule, the information which supports the allegations and will be given an opportunity to respond. Upon a review of all the evidence and circumstances, the Principal/Activities Director will make a decision regarding the alleged violation of the Good Conduct Rule. If the Principal/Activities Director, determines that the student has violated the Good Conduct Rule, the Principal/Activities Director will then determine a period of ineligibility.

Whenever a student is declared ineligible under the Good Conduct Rule, the following procedures shall apply:

1. A conference will be held with the Principal/Activities Director and the student and his/her parent(s). At that time, the length of the period of ineligibility and a specific

explanation of the reasons for ineligibility will be discussed. The offense and the consequences will thereafter be put in writing and sent to the student and parent(s). If the student or parent(s) do not wish to appeal the ineligibility decision, the Principal/Athletic Director's decision will be in effect and be considered final.

2. If the student or his/her parents(s) wish to appeal the decision of the Principal/Activities Director, they may appeal the Principal/Activities Director's decision to the Superintendent. The request for the appeal must be received by the Superintendent, in writing, within three (3) business days of the date on which the student was declared ineligible by the Principal/Activities Director. The Superintendent shall consider the circumstances and evidence of the case and shall make a decision which will be communicated in writing to the student, parent(s), and Principal/Activities Director. The decision of the Superintendent shall be made within seven (7) business days following the date on which the appeal was received.
3. If the student or parent(s) wish to appeal the Superintendent's decision, they must do so in writing to the Board of Education within three (3) business days of the receipt of the Superintendent's decision. The appeal shall be heard by the Board at the earliest feasible opportunity, but no later than seven (7) business days following the date on which the appeal was received by the Board Secretary.
4. The Board shall schedule a meeting for the purpose of conducting a formal hearing with all individuals involved. The student has the right to be represented by counsel at the hearing. At least three (3) days before the date of the hearing, the student and his/her family and/or representative will be provided with copies of any and all documents that the administration plans to present to the Board at the hearing and a list of all witnesses who may testify before the Board in support of the administration. At the hearing, the student and his/her parent(s) and the administration will have an opportunity to meet and present evidence and information in support of their position and to cross-examine each other's witnesses. The appeal will be conducted in closed session, unless the student or parent(s) request that it be conducted in open session. However, any formal action by the Board of Directors must be taken at an open meeting. The Board shall issue a written decision after the hearing, which includes findings of fact and the conclusions. If the Board of Directors reverses the decision of the administration, the student shall be immediately eligible and shall have any record of ineligibility period and violation deleted from the student's record.

5. During the appeal procedure the student will be ineligible from participating in any extracurricular or co-curricular activities.

#### **Transfers**

If a student transfers into the Harlan Community School District from another Iowa school or school district and the student has not yet completed a period of ineligibility for a violation of a "Good Conduct Rule" in the previous school, the student shall be ineligible if the administration determines that there is general knowledge in our school district of the fact of the student's misconduct or violation in the previous district. The period of ineligibility will align with the Good Conduct Rule of the previous district if applied or if the violation occurred during the summer and the Good Conduct Rule in the previous district was not applied, our Good Conduct Rule will be imposed.

#### **General Information**

If a student is found to be in violation of the Good Conduct Rule while serving under a suspension from a previous violation, the suspension periods will run consecutively.

If a student drops out of school while serving under the Good Conduct Rule, the consequences remain in effect until the suspension period has expired.

Students may not perform at pep rallies while serving under the Good Conduct Rule. However, the pep rally does not constitute a performance/contest toward your suspension. In other words, suspension from pep rallies is in addition to any other consequences imposed by the Good Conduct Rule.

Additional rules and provisions, not in conflict with the GCR, may be communicated at the organizational meeting of the various extracurricular groups. Students are expected to be aware of and compliant with all provisions.

Because it is impossible to foresee every possible scenario, school administration may choose to consult with legal counsel, Board of Education and law enforcement, to determine whether or not the GCR will be imposed in any situation not directly covered by the rules.

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

**Please refer to information in the Harlan Community District PreK-12 Handbook Component.**

#### **70 – HCS DIRECTORS/COORDINATORS**

**Level I Investigator, John Connell**  
**Level I Investigator Alternate, Jeff Moser**  
**Level II Investigator, Local Law Enforcement**  
**504 Coordinator, Justin Wagner**  
**Equity Coordinator, Bill Mueller**  
**Affirmative Action Coordinator, Bill Mueller**  
**ELL Coordinator, Scott Frohlich**  
**Special Education Director, Jeff Moser**  
**Talented and Gifted Coordinator, Bill Mueller**

