

**Hamburg Community School District**  
**309 S Street**  
**Hamburg, Iowa 51640**

**EMPLOYEE HANDBOOK**

**2023-2024**



The Hamburg Community School District does not discriminate on the basis of race, color, national origin, gender, 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 the district's Equity Coordinator, Dr. Mike Wells, Superintendent, 309 S Street, Hamburg, IA 61640; Phone 712-382-2017; Email [mwells@hamburgcsd.org](mailto:mwells@hamburgcsd.org)

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## **Foreword**

Welcome to the 2023-2024 school year! We are truly blessed to have such a wonderful staff to work with. This handbook defines how we will conduct ourselves as a professional staff. We ask that you read the handbook and return the signed page acknowledging you have read it. If you have any questions, please do not hesitate to contact us. Thank you!

Jacqueline Barrett, PK-8 Principal  
Alec Hendrickson, 9-12 Principal

While reading the handbook you may want to jot down some notes.

### To-Do List

#### Before School Starts

- Read the entire teacher’s handbook, noting changes and additions
- Read the entire student/parent handbook, noting changes and additions
- Post classroom rules and consequences
- Stamp all new textbooks or trade books with “Property of Hamburg Community School District” stamp
- Teachers meet with teachers of previous grade to discuss student needs
- Teachers read IEPs for resource students in their classes. *These are available in the same file Cabinet as the cumulative file folders. Please check them out.*
- Teachers read PEPs for TAG students in their classes. *These are available from Mrs. Wells Please check them out.*
- Teachers read 504 Plans for students in their classes. *Copies are included in cum files.*

#### After School Starts

- Instruct students on the proper use of playground equipment if applicable
- Check out texts/trade books to specific students
- First day of school give fire drill instructions
- Second day of school give tornado drill instructions
- Lesson plans to principal by 8:00 each Monday if requested by principal
- Make a list of rules and consequences with students and post 1st day

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## **Hamburg Community Schools Board of Education**

Mr. Kevin Dechant, President

Mrs. Jessica Barrett

Mrs. Kyla Tiemeyer

Mrs. Kelly Barrett

Mrs. Melissa Beyers

Mrs. Melissa Chambers Secretary

### **Administration**

Dr. Mike Wells, Superintendent

Mrs. Jacqueline Barrett, PK-8 Principal; Alec Hendrickson 9-12 Principal

Mrs. Melissa Chambers, School Business Officer

Mrs. Brandi Oakes, Administrative Assistant

### **Faculty**

Preschool: Sydney Fischer

Kindergarten: Brenda Brandt

1st Grade: Michele Hendrickson

2nd Grade: Lisa Welch

3rd Grade: Lindsey Fann

4th Grade: Wendy Duncan

5th Grade: Matt Peters

6<sup>th</sup> Grade: Cydney Parsons

K-6 Special Education: Lora Lea Owen

Middle School Math: Alec Hendrickson

7-12 Language Arts & K-8 PE: Kim Dovel

7-12 Social Studies: Sophie White

7-12 Science: Randy Wells

7-12 Special Education: Kayti Hayes

Instrumental/Vocal Music: Sheri Hunter

Art and TAG: Karen Wells

Culinary Arts Instructor-Amber Graham

Construction Trades Instructors: Nick Matheson & Roger Looker

Welding Instructors: Ben Roberts & Lucas Barrett

Business Instructor: Julie Strange

School Nurse/CNA Instructor: Nicole Matheson

Counselor: J.H. Wolfe

SBI: Kim Lineager

### **SUPPORT STAFF**

Building Secretary/Food Service: Trisha Peeler

Librarian: Brianna McCreary

Paraeducators: Cheryl Thompson, Raissa Walker, Emily Graham, Ray McCreary,

Mary Matheson, Rachel Michel

Bus Drivers: Deb Robinson & Curt Crain

Kitchen: Vicki Hansen & Deb Crain

Print Shop: Kaitlin Stockstell

## **DAILY SCHEDULES**

### **Classroom Schedule**

Classroom schedules are to be posted outside of the classroom door with a copy of the class list. A copy of this schedule is also to be turned in to the principal during the first week of school.

### **Recess**

K-3 11:30 p.m. - 12:00p.m.  
4-6 12:00 p.m. - 12:30 p.m.  
K-3 2:00 p.m. - 2:15p.m.

### **Breakfast**

Is served from 7:30-8:00 a.m. to all students.

### **Lunch**

PK-3 11:00 a.m. - 11:30 p.m.  
4-6 11:30p.m. -12:00 p.m.  
7-12 12:00-12:30 p.m.

### **Dismissal**

K-8 3:30 p.m.  
9-12 3:45 p.m.

## **GREEN HILLS AEA MEDIA CENTER**

Please become acquainted with the instructional aids you may utilize from the GREEN HILLS AEA Media Center. Read the materials you have and visit the center, if possible, so you can take full advantage of their services.

## **GREEN HILLS AEA MEDIA CENTER DELIVERY SCHEDULE**

The media van will make twice weekly stops at our building and the driver will pick up and deliver items from the AEA table located just inside of the secretary's office door. See AEA Schedule.

## **GREEN HILLS AEA STAFF IN OUR BUILDING**

The speech clinician is available to check students. Prior permission must be given by the parent for testing and help. Screening and/or testing can be arranged by working with the SAT Team.

Students who are having difficulty achieving or are having behavior problems should be referred to the SAT Team after you have tried, and documented the results of, several interventions. (Please refer to the accommodations checklist.) If after trying several interventions determined at the SAT meeting(s) further testing may be done by the psychologist with parent permission.

## **ANNOUNCEMENTS**

The daily bulletin will be e-mailed as soon as possible each morning—usually by 9:00. It is very important that you take a few minutes to read these as soon as possible so you are aware of any changes for the day. You are responsible for the information contained in the daily bulletin.

Student announcements which appear in the daily bulletin are to be read to the students each morning.

Teachers wishing to have an announcement put in the daily bulletin must have it to the secretary by 8:00 a.m. that day.

## **ATTENDANCE**

Attendance will be done on JMC by 8:10 am with lunch and breakfast counts.

Attendance is to be noted in your Teachers Daily Memorandum. This information needs to be maintained to compare with the secretary's information if a question arises.

If a child is arriving after 8:00 a.m. s/he must stop in the office to get a pass to go to class to show that s/he has checked in at the office. If students have left for an appointment and are returning to the building they must check in and get a pass also.

### **For record keeping purposes:**

A student will be counted tardy until 10:00.

A student will be counted absent 1/2 day if he arrives after 10:00.

A student will be counted absent 1/2 day if he leaves before 1:00.

A student will not be counted absent if he leaves after 1:00.

### **Tardy:**

On a normal school day, students will be counted tardy if they arrive after 8:00 a.m.

## **BUILDING SECURITY**

1. All money/and or valuables are to be turned into the office each day or taken home. The school will not be responsible for money left in the rooms overnight.
2. Check to make sure all windows are locked each afternoon before leaving for the day. If you have trouble locking a window, get help from the custodian.
3. If you use the building on weekends or after school, be sure the entry doors are locked when you leave. Also, make sure they are locked while you are in the building working so that no one will come in and hide while you are here. If you bring others with you when you visit the building after hours, be sure they stay with you at all times.
4. Report any irregularities in your room—such as evidence of unauthorized tampering with school materials—as soon as possible to the custodian and to the principal.

## **CALENDAR**

All events must be scheduled on the secretary's office calendar by the teacher after talking to the principal. You need to check this calendar as you plan your event. If it affects the district, it must be on the calendar in the middle school secretary's office. The "official" calendar will be the calendar found at [www.hamburg.csd.org](http://www.hamburg.csd.org).

## **CLASS RECORDS/CONFIDENTIALITY/STUDENT RECORDS**

### **Grade Book/JMC**

This is to be used for the keeping of daily evaluations. List students' names alphabetically. If this grade book doesn't suit you and you want to keep track of assessment/evaluation another way, you are asked to make a proposal to the principal and get an approval within the first week of school. You do not need new approval unless you are switching systems.

### **Cumulative Folder**

The cumulative student folders are kept in a locked, fireproof filing cabinet in the secretary's office. These files must be checked out and checked in the same day. Please file alphabetically. They are not to



remain in the classroom overnight. The information in the files is confidential but open to parents. Each time you open a cumulative folder you are to sign in on the sheet provided. If parents want to examine their children's records, they are to make an appointment with the principal, and the records review will be handled through the office.

Cumulative student records and testing records are available to teachers who have contact with a student and will benefit from this knowledge. Special records of testing by AEA personnel are kept in the principal's office. These records must be checked out.

### **Persons Authorized to Review Student Records**

- |                         |                                                 |
|-------------------------|-------------------------------------------------|
| 1. Superintendent       | 9. Director of Special Education                |
| 2. Principal            | 10. Assistant Director of Special Education     |
| 3. Assigned Secretaries | 11. Work Experience Instructors                 |
| 4. Child's Psychologist | 12. Vocational Rehabilitation Counselor         |
| 5. Child's Teachers     | 13. Counselor                                   |
| 6. Speech Clinician     | 14. Nurse (as it relates to health issues only) |
| 7. Hearing Clinician    | 15. Others specified by the LEA Administrator   |
| 8. School Social Worker |                                                 |

### **Persons not authorized to review student records**

- |              |                             |                      |
|--------------|-----------------------------|----------------------|
| 1. Custodian | 2. Secretaries Not Assigned | 3. Student Teachers  |
| 4. Interns   | 5. Teachers Not Assigned    | 6. Paraprofessionals |

### **Confidentiality**

Teachers should display a high level of confidentiality in their handling of school information. It is a gross breach of professional ethics by staff members when confidential school information is disseminated to anyone outside the school. At no time should teachers and staff talk about students in front of other students.

Control information about the students.

Only share information with those who have a need to know and who have proper authorization.

Never discuss school information regarding students while attending social events.

Forward inquiries regarding students to teachers and supervisory personnel, if you are approached for confidential information.

Interact with those who inquire in a manner in keeping with your responsibilities.

Don't discuss students' situations in the staff room with staff who have no need to know.

Explanations for not discussing a student are easier than explanations for confidential information inappropriately divulged.

Not sharing is caring.

Think about privacy.

It's important that things that happen at school, stay at school.

Appropriate information exchange carries with it responsibility.

Learn how to handle uncomfortable inquiries in positive and courteous, but confidential ways.

Identify ways that people, who need to know, can access information in acceptable ways.

Treat confidential information as if your job depends on it--it may!

You are part of positive public relations for schools. Confidentiality is a cornerstone. Protect it!

### **Students Assisting with Grading**

- 1) Students are not to be calling out their grades in class unless prior written permission from parents is on file in the principal's office.
- 2) Students are not to be grading each other's work unless prior written permission from parents is on file in the principal's office.
- 3) Teachers may send home a form requesting permission from parents to do either or both of the above. If a teacher chooses to send home a form to get a parent signature to permit students to grade each other's work, the form must be preapproved by the principal (who retains editing privileges).

### **Students Handing Out Graded Papers**

If a teacher wants a student to hand out student work that has been graded the paper should be folded in half with only the student's name showing so that the helper does not see any child's grade. This would be easy to accomplish if before having students' hand in their papers you have them fold their papers in half lengthwise and write their name on the "new front". Teachers would continue writing the grade on the top of the "old front" and it wouldn't be seen by the helper.

### **COMMUNITY RESOURCE USE**

There are many community resources we can use. Whenever you use a volunteer to come in and present on a specific topic, please let the principal know.

### **DRUG FREE WORKPLACE NOTICE**

YOU ARE HEREBY NOTIFIED that it is a violation of the policy of this school district for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any marijuana or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15 and Iowa Code Chapter 204.

"Workplace" is defined as the site for the performance of work done in the capacity as a school district employee. That includes a school building or other school premise; any school-owned vehicle or any other school approved vehicle used to transport students to and from school or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

YOU ARE FURTHER NOTIFIED that it is a condition of your continued employment that you comply with the above policy of the school district and will notify your supervisor of your conviction of any criminal drug statute for a violation occurring in the workplace, not later than five days after such conviction.

Employees who violate the terms of the school district's drug-free workplace policy shall successfully participate in a drug abuse assistance or rehabilitation program approved by the board. If the employee fails to successfully participate in such a program, the employee's contract shall not be renewed or the employee's employment may be suspended or terminated at the discretion of the board.

*Notice given by:* HAMBURG COMMUNITY SCHOOL BOARD OF DIRECTORS

### **EMERGENCY PROCEDURES: FIRE/TORNADO/BOMB THREAT**

Emergency procedures for fire and tornado drills are to be posted so they can be read as the students are leaving the classroom.

No horseplay is to be allowed and noise should be held to a minimum. Hearing instructions is of utmost importance. Stay in the neutral area until the all-clear signal is given. Take no time for anything but getting out of the classroom quickly and in an orderly manner.

## **Fire Drill Bell**

On the first day of school the students should be instructed as to fire drill procedure in your classroom. Because the room is different and the location for them outside may have changed, you will want to take them through a mock drill. The fire drill is the fire alarm horn.

### *Procedure:*

- Before you leave the room close windows and doors only if you happen to be close to them.
- Take class list copy off of exit door on your way out.
- Leave the building using the exit instructions for your class.
- Go single file to your outside location.
- In the case of a regular fire exit being blocked, proceed calmly to the next exit.
- When lined up in your designated area, take roll using class list.
- If all students are not present, immediately notify principal, or emergency personnel in event of fire or actual bomb threat.
- Wait for the all clear signal before going back into the school.

\* The following areas have been designated for the evacuation of the classrooms in the event of a fire:

1. Kindergarten will use their own exit door on the west side, proceed out west to the west side of the driveway.
2. Fischer, Welch, Owen, and Duncan's classes use the front door (south) and proceed to the sidewalk, walk out to the parking lot and stand on the west side of the driveway.
3. Fann, M. Hendrickson, A. Graham, Parsons, Peters, and White's classes will proceed through to the west middle doors and stand between the driveway and the west bank.
4. Freed, Dovel, R. Wells, K Wells, Hunter and library classes will use the west entrance door of the gym hall and proceed to the west parking lot.
5. P.E. classes or classes in the gym for recess are to go out the back doors of the gym and proceed around to the parking lot area and to their respective teachers so roll call can be taken.

## **Tornado Drill**

On the second day of school students should be instructed as to tornado procedures. Again, because the room is different and the shelter location may have changed, they need to be taken through a mock drill.

When you hear a series of three short rings of the bells you need to proceed to your shelter location without rushing or running. Students are to take along a hard cover book to place open over back of neck and head when in the shelter and sitting. Do not open windows.

**Suggestion for Teacher:** Take a read aloud book with you to the shelter area in case you need to be there for a while. Reading aloud to students should help keep them focused and calm.

### **Shelter Locations:**

The following areas have been designated for the evacuation of the classrooms in the event of a tornado:

1. Brandt and Fischer's classes will proceed to the kitchen.
2. Owen, Duncan, & M. Hendrickson's classes will proceed to the hall outside their classrooms and sit along the east wall adjoining their classrooms.
3. Welch & Fann's classes will proceed to the hall outside their classrooms and sit along the west wall adjoining their classrooms.
4. A. Graham, & Peters's classes will proceed to the hall outside their classrooms and sit along the east wall adjoining their classrooms.
5. Parsons & White's classes will proceed to the hall outside their classrooms and sit along the west wall adjoining their classrooms.

6. Freed, Dovel, & R. Wells will proceed to the hall outside their classrooms and sit along the east wall adjoining their classrooms.
7. K. Wells & Hunter will proceed to the hall outside their classrooms and sit along the west wall adjoining their classrooms.
5. P.E. classes or classes in the gym should proceed to the visiting girls' locker room - first door, using shower stalls if needed for space.

In the event the elementary students are on the playground when a tornado alert is received, the warning will be sounded, and students are to immediately return to the school building. The principals will then determine if immediate disaster procedures should be followed.

The principals will circulate quickly to check on everyone. All other teachers should be with their respective group or class.

### **Bomb Threat**

If a bomb threat call is received you will be given instructions to follow according to the Hamburg Crisis manual.

The elementary principal's office will make appropriate telephone calls to the following as needed:

1. Superintendent of Schools
2. Fremont County Sheriff Office, Iowa Highway Patrol, & Fire Department

### **Other Emergencies**

All other situations are addressed in the **Crisis Management Procedures Manual**. A copy of this manual will be provided to you along with this teacher handbook. Please read it carefully and become familiar with expected procedures.

### **EQUAL EDUCATIONAL OPPORTUNITY/HARASSMENT STATEMENT**

The board will not discriminate in its educational activities on the basis of age, race, color, national origin, gender, creed, sexual orientation, gender identity, religion, sex, disability, or marital status.

There is a grievance procedure for processing complaints of discrimination. If you have question or a grievance related to this policy, please contact the district's Equity Coordinator Mike Wells, 309 S Street, Hamburg, 51640; 712-382-2017; mwells@hamburgcsd.org

In addition, the District prohibits hostile work and learning environment harassment toward employees or students that are not allegations of discrimination. Complaints of hostile work or learning environment harassment may be filed with Human Resource at 309 S Street, Hamburg, IA 51640, 712-382-2017.

The district is committed to maintaining a learning and working environment free of any form of sexual harassment toward personnel and students on school grounds, on school time, at a school-sponsored activity or in a school-related context. Complaints of sexual harassment filed against students and complaints of sexual harassment filed against employees or adults may be filed with Brandi Oakes at 712-382-2017 or email boakes@hamburgcsd.org

Inquiries or grievances related to this policy may be directed to the Equal Employment Opportunity Commission Chicago Office, 500 W. Madison Street, Suite 2000, Chicago, IL 60661, 1-800-669-4000. Inquiries may also be directed to the Director, Iowa Department of Education, Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319-0146.

## **ETHICS AND PROFESSIONALISM**

We are looked upon by the community as highly trained individuals and one of the most competent professional groups within the community. It is our obligation to display this type of behavior at all times.

The freedom with which staff members communicate confidential school information to friends and acquaintances outside the school reflects on the competence of the individual. Most of the activities that are conducted between professional staff members should remain completely confidential. It is a gross breach of professional ethics when confidence is not maintained.

Let us all display a high level of professional ethics in our conduct with one another and within the community.

Staff member conduct away from school and outside school time is of their concern, unless it impacts on their ability to function as a teacher. If cases arise where activities or conduct away from and outside school time affects a staff member's ability to perform his/her duties, disciplinary action may be taken.

**Professionals will work to provide a positive climate in the entire school, working to have good working relationships with all other staff members and avoiding chronic complaining.**

### **DRESS EXPECTATIONS:**

During the school year, administrators and teachers are expected to follow basic dress expectations. The purpose and intent of this is to assure that the school system projects a professional image to the students as well as the public. Dressing for success allows teachers to gain the respect needed to set a positive example for their students. Dressing for success has three main effects for teachers:

1. It helps maintain respect.
2. It establishes credibility.
3. It helps establish yourself as an authority figure.

Dressing for success and following the established expectations will help you obtain the respect and credibility necessary from students and parents. An effective teacher will dress appropriately as a professional educator to model success. Your respect in the classroom begins with your appearance and you should strive to be a positive role model for each student. Establishing yourself as an authority figure by following the dress expectations of the school will help instill a sense of integrity with each student. If there are exceptions to the dress expectations, those will be handled on an individual basis by the principal. Exceptions might relate to the program areas, such as a teacher who works in the shop or the PE teacher.

- No denim jeans except on Fridays and on workdays with no students.
- No T-shirts except on Friday where school T-shirts can be worn. T-shirts can be worn on workdays.
- No Halter-tops.
- Dresses and skirts should at least be mid-thigh.
- Leggings should not be worn unless covered by a long shirt or skirt (at least mid-thigh)
- Cleavage should not be shown.
- No shorts except the physical education teacher.

## **EVALUATION**

### **Student Evaluation--General Information**

#### Report cards

Report cards are issued quarterly. Parent-Teacher conferences will be held according to the school calendar.

The principal will plan to review report cards each quarter before they are sent home. Please get report cards to the principal as soon as possible before the time they will be given to parents. At the end of the school year a copy of the report card will be filed in the cumulative folder and teachers will copy grades on the cumulative folder.

### **Mid-term Reports**

Will be sent to parents of all 3-12 Graders. Dates are shown on the school calendar.

### **Conferences**

The schedule for conferences are made in the office. After the schedule is made out, each teacher will be given a draft copy to check to be certain there are no conflicts or omissions. After the schedule has been approved each teacher will be given a final copy of the schedule. The office secretary will then send a form in the via email notifying each parent of his/her conference time. Conferences may be called at any time you feel it is necessary. Please be ready to provide parents with samples of student work as evidence of the progress they are making. The building principal will sit in on any conferences you wish.

### **Kindergarten Evaluation**

The kindergarten uses the following system for evaluation of student progress:

E = Excellent

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

### **Grades 1-2 Evaluation**

Grades one and two use the following system for evaluation of student progress:

E = Excellent

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

Along with the letter system, a check mark denotes a particular area within a subject which needs improvement or special attention.

### **3-12<sup>th</sup> Grade Grading Scale**

A+	100-98	C-	72-70
A	97-95	D+	69-67
A-	94-90	D	66-65
B+	89-88	D-	64-61
B	87-84	F	60-00
B-	83-80	I	Incomplete
C+	79-77	W	Withdrawal
C	76-73		

## **Standardized Testing/Testing Program**

In the fall, winter, and spring FAST Benchmark Testing will be administered to all K-8<sup>th</sup> Grade Students. In early spring Iowa Statewide Assessments of Student Progress will be given to all students grade 3-11. This test is used as a need's assessment test and post-test for the Title 1 program in the elementary.

## **FACULTY MEETINGS**

Monthly faculty meetings will be held on the 1st Friday of the month during the first 30 minutes of PD. Additional meetings may be called by the administration for the purpose of discussing the educational program. Teachers are expected to attend faculty meetings unless excused ahead of time by the principal. If you do not make it to a faculty meeting for whatever reason, it is *your* responsibility to get the missed information from a colleague or the principal.

## **FIELD TRIPS**

Within the first two weeks of school you will be asked to project, in writing, your field trip plans for the year. You will then turn in a copy to the principal. Field trips must be appropriate and timely for the students in curriculum and interest. I prefer there be no field trips during the last ten days of school.

### **Field Trip Timeline/Checklist**

As you plan for a field trip you are to follow these field trip procedures using the following timeline/checklist:

\_\_\_\_ 3 weeks before trip

Completed Field Trip Request form given to principal after deciding the what, where and when (calendar must be checked before filling in when). A copy of the signed form will be returned to you as notification of approval. The principal will file the original.

\_\_\_\_ 2 1/2 weeks before trip

After principal approval is received, immediately turn in Transportation Request form to the principal. The form will be signed and submitted to the transportation director (by the principal).

\_\_\_\_ 2 weeks before trip

Send home parent permission slips to be returned within a week.

If you will need the business manager to write a check, you need to let her know when the trip will be and the information she will need to write the check.

If you will be gone for lunch use the Kitchen Services Request Form to notify the kitchen of the number of students not eating on the field trip day.

\_\_\_\_ 2 days before the trip

Call business manager to check on status of your check.

Give principal the parent consent forms along with a list of students who will not be attending and a list of the teachers and volunteers who will be going.

**SAMPLE FORMS FOR FIELD TRIPS CAN BE FOUND ON THE NEXT 4 PAGES.**

**Hamburg Community School District—Field Trip Request Form**

**Teacher** \_\_\_\_\_

**Date** \_\_\_\_\_

**This request form must be in the principal’s office three weeks before the requested trip.**

1. A list of teacher(s) and volunteer(s) going must be provided for the principal at least 1 day prior to trip.
2. Parent consent forms for each student must be submitted by the teacher to the principal at least one day prior to the trip along with a list of students not going.
3. Teachers affected by student absence due to the trip (music, band, P.E., art, library, SPED, Title I, counselor) are to be notified by the teacher taking the field trip--use the daily bulletin for this, it’s the easiest way to do it.
4. Please fill out all items. If a question is not applicable, place NA on the line.

**Group** \_\_\_\_\_

**Date of Trip** \_\_\_\_\_ **Depart** \_\_\_\_\_ (a.m./p.m.) **Return** \_\_\_\_\_ (a.m./p.m.)

**Destination** \_\_\_\_\_ **Street Address** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Miles Round Trip** \_\_\_\_\_

**Number of Students** \_\_\_\_\_ **Number of Adults** \_\_\_\_\_

**Cost:**  
\$ \_\_\_\_ . \_\_\_\_ per student  
\$ \_\_\_\_ . \_\_\_\_ per adult

**Type of Transportation:**  
School Bus Number of buses requested \_\_\_\_\_  
Other \_\_\_\_\_

**Proposed Funding Source** \_\_\_\_\_

**Lunch Plans** \_\_\_\_\_

**Curriculum Objectives** to be met: \_\_\_\_\_

Please list any school day assignments (recess, bus, etc.) that you will miss, and list the person who has agreed to cover for you. *You must make these arrangements.*

**Assignment** \_\_\_\_\_ **Name of Person Accepting Assignment** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Field Trip Request Approved: Yes No** \_\_\_ **Date** \_\_\_\_\_

**Principal’s Signature** \_\_\_\_\_



**Hamburg Community School District  
Field Trip Transportation Request**

Person making request \_\_\_\_\_ Date \_\_\_\_\_

Academic class or activity taking trip \_\_\_\_\_

Date of trip \_\_\_\_\_ Number of students \_\_\_\_\_

Trip destination \_\_\_\_\_

Times: Departure \_\_\_\_\_ Return: \_\_\_\_\_

Trip approved by principal \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

Trip approved by Curt Crain: \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

Driver assigned to trip \_\_\_\_\_

Travel route to be used \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Hamburg Community School District  
Kitchen Services Request for Field Trip/Other Event**

Teacher \_\_\_\_\_ Today's Date \_\_\_\_\_

What date will your students not be eating hot lunch? \_\_\_\_\_

Reason for not eating hot lunch? (field trip, picnic, pizza party, etc.) \_\_\_\_\_

\_\_\_\_\_

Number of Students who will not be eating hot lunch \_\_\_\_\_

Trip approved by principal \_\_\_\_\_ Date \_\_\_\_\_

Other Comments?

**Hamburg Community School District**

**Field Trip Parent Notification Form**

**Student's Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Teacher's Name** \_\_\_\_\_ **Date of Notice** \_\_\_\_\_

**Dear Parents:** A group field trip has been scheduled as follows: **Date** \_\_\_\_\_

**Destination** \_\_\_\_\_

We will **leave school** at \_\_\_\_\_ (a.m./p.m.) and **return** at \_\_\_\_\_ (a.m./p.m.)

The **reason** we are taking this trip \_\_\_\_\_

**Transportation** will be      School Bus              Other \_\_\_\_\_

Your child needs to **bring** \_\_\_\_\_

**Lunch**      \_\_\_\_\_ **We will not be gone over the lunch hour.**

                  \_\_\_\_\_ **We will be gone over the lunch hour so your child needs to bring a sack lunch.**

**Cut off and return** the bottom part of this sheet by \_\_\_\_\_.

=====

**=Parent Response Form—Field Trip**

**RELEASE AND MEDICAL TREATMENT AUTHORIZATION**

The undersigned represent that they are the parents or legal guardian of \_\_\_\_\_,  
a minor, and hereby consent to said minor's participation in a field trip on \_\_\_\_\_ by  
members of the \_\_\_\_\_ of Hamburg Community Schools to \_\_\_\_\_  
\_\_\_\_\_ which said trip is to be supervised by the \_\_\_\_\_.

The undersigned further states that they thereby release the said school and the parents, their heirs, administrators, executors and assigns, from liability for any and all injuries, losses and damages to person and property which may be sustained or received by the aforesaid minor and arising out of and in connection with the said trip. The undersigned further states that in the event of medical emergency during the period of said trip, the said above sponsors are hereby authorized to obtain all medical care and treatment for said minor which in the sole judgment and discretion of the above named supervisors shall be deemed necessary, including but not limited to, surgery, anesthesia, blood transfusion and hospitalization. The undersigned further agree to indemnify the said supervisors and save them harmless of and from any and all expense arising of said medical care and treatment rendered on behalf of said minor.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
Principal's Signature

**This slip must be signed and returned to school prior to the trip/activity for your child to be able to participate.**

## **FLOWER FUND**

Money is collected each semester to be used for purchasing flowers, gifts, etc., for faculty and staff. A \$10.00 donation is requested at the beginning of the school year, payable to the secretary.

## **HOT LUNCH PROGRAM**

### **Meals for Teachers**

Teacher prices: Lunch: \$3.60 Daily. Breakfast: \$2.15 Daily. Staff members must sign for lunch on the sheet located on the door to the kitchen. Staff members that want to eat breakfast are to do so right at 8:00 a.m. since they are eating on school time.

### **Lunch Accounting**

All lunch accounting will be done by the school secretary.

Parents will be sent notes letting them know if there is a zero balance in their child's hot lunch account.

### **Lunch Money**

Lunch money for grades PK-6 should be sent to school in an envelope with the student's name on it and marked with the words "Lunch Money." All envelopes are to be given to the teachers who will send them to the office. Teachers should have students check their take home folders regularly for lunch money and be sure it is marked before sending to office.

Lunch money for grades 7-8 should be sent to school in an envelope with the student's name on it and marked with the words "Lunch Money." All envelopes are to be given to the office.

### **Sack Lunches**

We cannot tell parents what to send with their children in their lunches. However, in the parent handbook, I have requested that they do not send items such as sugared pop or Kool-Aid which quickly elevates their child's blood sugar level. I also emphasized that we do give some instruction in nutrition in our health and science curricula.

### **Class Not Eating School Lunch?**

If your class is not eating lunch for any reason (not just a field trip), you are expected to fill out a kitchen services request form to give them at least two weeks' notice.

## **HOURS, LEAVE TIME**

Employees' work day starts at 7:45 a.m. and ends at 3:45 p.m.

Please let the secretary know if you are leaving early so she won't try to find you to take a phone call. Please do not make a frequent occurrence of leaving early.

On the day before a holiday or break, the employee's day shall end at the close of the pupil's day.

On days when school is dismissed due to bad weather conditions, teachers may leave after the buses leave the school.

Leave other than for sick leave is to be requested through the weblink app and pre-approved by the principal.

## **INVESTIGATION OF CHILD ABUSE BY A SCHOOL EMPLOYEE**

### Investigation of Child Abuse by a School Employee

In compliance with the child abuse policy passed by the State Board of Education, the Farragut Community Schools designates the following investigators of physical and sexual abuse of students by school employees:

1. Primary investigator will be Mr. J.H. Wolfe, Guidance Counselor, Principal.
2. Alternate investigator will be Mrs. Paige Jones, School Nurse.
3. Second level investigator will be the Fremont County Sheriff.

The primary investigator will examine reported incidents of physical and sexual abuse of students by school employees. They will review all allegations and determine whether a Level Two referral is warranted. The investigator must notify local law enforcement authorities in cases of proven serious physical and sexual abuse.

The investigator must also give a copy of the report to the employee's superintendent. All proven cases of abuse by certified employees will be reported to the Iowa Professional Teaching Practices Commission. Counseling services for the student will be arranged upon a request of the parents.

### **KEYS**

The principal will take a key inventory at the end of the school year so we know who has what keys. Keys are not to be shared with anyone unless requested by the principal.

### **LESSON PLANS/ PLAN BOOKS**

Many of you have designed your own lesson plan book, and you may continue to use that. Weekly lesson plans should show a clear outline of what is to be done and should indicate where all necessary plans and materials are. Lesson plans must indicate which curriculum standards and benchmarks are being addressed in each lesson.

It is expected that curriculum writing and lesson planning are part and parcel of each other. As you do lesson planning it is expected that you will be revising curriculum. Your curriculum guide should be alive and well.

If you are gone, a copy of your schedule, class roll, seating charts and other pertinent information should be in the front of your plan book in a special section marked "Substitute Information" or in a folder marked "Substitute Information" that is placed next to the plan book/lesson plans.

### **LIBRARY USE**

Teachers are to check with the librarian in advance before bringing a group(s) of children to the library in order to ensure that there will be room for the group(s) and someone to help them when they get there. If you come without giving notice, you may find another teacher with a class already in the library.

### **LIBRARY RULES**

1. The library is to be a place of quiet. The library is a place for study and learning. In order to maintain the proper environment, the librarian will remove from the library any student not cooperating with the rules.
2. Only four students from one class will be permitted in the library at one time unless previous arrangements have been made with the librarian.

3. Students may check out only two reading books at a time and must return these before checking out more books.
4. An overdue books list will be posted about every two weeks. Teachers should post this list in the classroom and read off the names of students to help remind them to return the books.
5. No books will be checked out to students with 2 or more overdue books.
6. Anytime a student comes to the library and the lights are out - the library is CLOSED - and the student is to go back to his/her classroom.
7. A time can be scheduled for each class to come into the library and check out books, if teachers wish to do so. Please do not bring your class into the library if you have not scheduled your visit ahead of time.
8. TEACHERS checking out books must sign the check-out card and have it stamped for date due - the due date is for filing purposes.
9. Educational T.V. scheduling should be taken care of as soon as possible at the beginning of the school year in order to eliminate scheduling conflicts.

## **MAINTENANCE**

It is the teacher's duty to report any case of abuse or misuse of the building, materials, or equipment. Students should be held accountable when their assigned seats are marked or damaged.

When your room is scheduled to be vacuumed/swept, all chairs should be put up on tables and desks. At the end of the school day trash containers should be placed in the hallway near your classroom door. Please have students pick up larger pieces of litter in the classroom and remind them that they are an important part of the school maintenance program.

Please close all windows and turn off the lights in your room before leaving.

If you are the last one out of the building, you are responsible for checking the door after you have gone out to be certain it has locked behind you.

## **DRY-ERASE MARKER BOARD USE AND CARE**

--**Use.** Only dry-erase markers are to be used. Use only erasers which have been designated for the dry-erase board. Do not use erasers with chalk on them.

--**Cleaning.** It is necessary to clean your board prior to use. Also, after regular use a film caused by the ink may develop, it is suggested to periodically clean the board. The board can be thoroughly cleaned by using the special cleaner provided by the custodians. Simply spray the surface with the cleaner and wipe off with a clean, soft cloth.

--**Caution.** Do not leave marker ink on the board for several days before erasing. The ink will set up after a period of time and may be very difficult to erase. It is advisable to erase the board after each day's use. If there is any ink on the board that will not erase, the cleaning procedures outlined above will remove the ink.

--**Markers.** The erasable marker pen has a solvent base that dries quickly. This is the key to its erasability. As a result, the marker should be kept tightly capped when not in use to prevent the marker from drying out.

## **MOVIES**

At times teachers use movies in their classrooms for rewards or to accompany specific literature units. If a movie is not rated G or PG, the title must be approved by the principal before showing. The principal is to be informed each time any movie has been shown. To assist you in deciding whether to show a movie visit this website [www.kids-in-mind.com](http://www.kids-in-mind.com) This website will let you know everything about the movie that may be objectionable.

## **NEW STUDENT**

Make sure the student has all the correct materials needed. This includes the desk, books, etc. If you do not have all materials, order through the office. Do your best to make the student feel welcome. Assign the student a helper to help get acquainted with other students and the routine.

## **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-8520

## **NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires Hamburg CSD, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Hamburg Community School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Hamburg Community Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;

- The annual yearbook;

- Honor roll or other recognition lists;

- Graduation programs; and

Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Hamburg Community School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. Hamburg Community School has designated the following information as directory information:

- Student's name

- Address

- Telephone listing

- Electronic mail address

- Photograph

- Date and place of birth

- Major field of study

- Dates of attendance

- Grade level

- Participation in officially recognized activities and sports

- Weight and height of members of athletic teams

- Degrees, honors, and awards received

- The most recent educational agency or institution attended

- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)



## **NURSE, BLOOD CONTACT, ILLNESS, INJURY, SEIZURES**

### **Nurse**

The school nurse is scheduled in our building each day. If the nurse is not in the building/office, the student will need to go to the office for assistance. In her files, she will have all students' medical records, as well as, copies of any medical plans.

### **Blood Contact**

Teachers should not touch or clean up blood of another person unless they have been trained and identified as a designated person. The district has procedures designed to deal with bleeding incidents. Teachers should contact the office if a bleeding incident occurs. If a blood spill has occurred, students are not to use that area until it has been properly disinfected by a custodian.

### **Injury and Illness--General Information**

All prescription and over the counter medications are to be kept in the office under lock and key. The only exception is cough drops, which the student keeps and administers to him/herself.

First aid materials are kept in the office.

When using any ice pack, be sure that you do not apply it directly to the skin. It should be covered with a paper towel.

Do not leave students unsupervised to report an illness or injury. Send another student to the office. If it is necessary to leave your room at any time, communicate with the teacher next to you or call the office. Please do not leave your students unattended.

### **Injury**

In case of injury, the playground supervisor is to take the child to the office and leave the child in the care of another adult (secretary, nurse, principal or another teacher) who will assist the child in cleaning up and arranging for any further medical treatment that may be needed. The playground supervisor is then to return immediately to the playground.

The exception to this would be when the supervisor believes there has been significant impact to the head or spinal cord or there is a gross deformity of an arm or leg. If that is the case, the child should lay where s/he is, the affected area being splinted if appropriate, and emergency medical personnel contacted immediately.

The person who is working with the child will assess her/his condition and then decide what needs to be done. An injury report will be completed immediately if necessary, and if an injury report is completed, the parents will be notified of the situation. The person who was supervising the student at the time of injury is responsible for seeing that the injury report is filled out and the parents notified.

The child will remain in the nurse's office or secretary's office with a supervisor until the parents let us know what they want to do. If parents have arranged to have the child picked up, the person picking up the child is to do so in the office.

Head injuries of any kind are to be reported to the parent or the emergency designated person. In case of emergency, the child may be taken to the hospital or doctor by the school if the emergency designated person cannot be reached.

The person who is working with the student in the office will log the injury in the daily nurse's

log and will let the classroom teacher know what arrangements have been made for the child.

Insurance forms are available in the school office for injured students with insurance. The supervising teacher should fill out and sign the form and hand it in to the office as soon as possible when requested to do so.

### **Illness**

When the nurse is not in the building, sick or injured students are to stay in the secretary's office or in the principal's office so they can be supervised at all times.

The person who is working with the child will assess their condition and then decide what needs to be done.

Parents are to be contacted in case of illness. The parent is expected to make arrangements to have the child taken home. The child will remain in the secretary's office with a supervisor until the parents have the child picked up. The person picking up the child must do so from the office, signing the child out.

The person who is working with the student in the office will log the illness in the daily nurse's log and will let the classroom teacher know what arrangements have been made for the child.

### **Seizures**

Different types of seizures are handled in different ways. During an absence seizure, the student suddenly stops all activity. It may look like he or she is staring off into space or just has a blank look. It usually lasts less than 10 seconds and can be so short that they may not be noticed. In any event, there is little that can or needs to be done for the child. On the other hand, witnessing the generalized convulsions or seizure can be a terrifying experience for everyone, even for the child, who is out of contact with his surroundings.

Here are simple rules about what to do and what not to do when a child has a convulsive seizure.

1. Remain calm. Stay with the child. Do not go get help, call if you see the need for aid.
2. Do not attempt to restrain the child or hold him down.
3. Prevent the child from hurting himself by laying him on the bed or floor; remove sharp objects or furniture to prevent injury.
4. Roll the child on his side with head tilted slightly downwards to allow saliva to drain away and help the child breathe more freely. (tilt chin up)
5. Loosen clothing, remove glasses. (DO NOT PLACE ANYTHING IN THE MOUTH)
6. Do not try to give medicine during the seizure or try to bring him out.
7. Remember that the child may be irritable, tired and cranky following a seizure.
8. Call for emergency help.

Please write down the time of the seizure, what happened, and how long it lasted. Inform classroom teacher immediately.

## **PARENT MEETINGS/BACK TO SCHOOL BRUNCH**

Back to school Night will be held Tuesday, August 22, 2023 from 5:50-6:30 p.m. This allows students an opportunity to see with room and meet their teachers. This is a great time to get parent volunteers signed up for, party hosting/organizing, etc.

The back to school brunch for the 2023-2024 school year is scheduled for Wednesday, August 23, 2023 from 7:30-8:30 a.m. The format of the brunch allows the parents time to see their student's classroom, meet the teacher, have breakfast with their child, and take pictures.

## **PARENT/TEACHER CONFERENCES**

As the teacher, you are a combination of host, diplomat, planning engineer, and sympathetic ear. Be prepared to listen to the parent and try to understand the parent's point of view concerning his or her child. Remember that the parent believes in the child and talks with you from the child's point of view. Most issues are rarely black or white, right or wrong, guilty or innocent; rather, they are shades of gray depending upon perception and attitude. *Most of all, you should aim at gaining the parent's trust and confidence by building a sincere attitude of interest and concern for the welfare of the child.*

The following are some suggestions that may help your parent/teacher conferences be more successful.

- \* *Be friendly.* Put the parent at ease. Picture yourself in the parent's shoes.
- \* *Begin on a positive note.* Find something nice to say about their child.
- \* *Listen to the parent.* Pay attention to the parent and be sympathetic. You will gather information that will help you to work effectively with the child.
- \* *Sit at a student desk or a round table* rather than the teacher's desk. Eliminate the artificial barrier that the teacher's desk represents. Many parents are fearful of authority situations, and the teacher's desk represents one of them. Beginning on a note of fear rather than a note of cooperation can only detract from a successful conference.
- \* *Do not ask prying questions of a personal nature.* If the parent is reluctant to respond, move to another subject.
- \* *Be prepared to document what you say* about the child. Gather records of his/her progress, examples of the student's work, test results, and diagnostic assessments and prescriptions.
- \* *Focus on solutions.* Back up criticism with specific suggestions for improvement and a cooperative plan with the parent, if possible.
- \* *Stay with the most important area(s) or concern.* DO NOT overwhelm the parent with multiple problems that become too numerous to be dealt with at the same time.
- \* Listen and be tactful, and do not argue or complain. Parents are not interested in your problems.
- \* *Leave lines of communication open* at the conclusion of the conference. Be sure to indicate that future contacts between the parent and yourself are desirable. These contacts may be made in person or by telephone.

## **PARTIES**

Each class may have a fall party (Halloween), a winter (Christmas) party and a Valentine's Day party. Please be aware of religious preferences, which may keep students from celebrating holidays and be prepared to honor those preferences. Parties should be held after 1:30 p.m. if it is a regular dismissal day. The only exception to this would be if a teacher has two specials classes (1 hour) scheduled after 1:30 p.m. on a party day. The party may then be held during the class period immediately preceding 1:30 p.m. Be sure that treats served at classroom parties meet or exceed the school district nutrition standards.

## **PAYROLL INFORMATION**

All expenditures must be approved before purchase. All expenses for which you wish to be paid or reimbursed in a given month (mileage, etc.) must be submitted to the board secretary no later than the 1st of the month.

## **PERSONNEL INFORMATION**

### **Annuities**

Premiums for payment of annuities may be deducted from the salaries of certified personnel, provided that written application for such deductions is on file in the Superintendent's office.

### **Attendance at School Activities**

Teachers who sign up to take tickets at two or more athletic events are provided with complimentary passes for themselves, their spouses and their children to attend all school sponsored athletic activities free, except for special fundraising projects. You are encouraged to attend some of these activities and show an interest in our students outside of the classroom.

### **Paychecks**

Paychecks are issued on the 20th day of each calendar month.

### **Physical Examinations**

Exams are required for all staff upon their initial appointment. Examination forms are provided by the school district and are available from the Superintendent's office.

### **Workmen's Compensation**

All personnel are covered under the workmen's compensation law. In the event you are injured on the job, you are to report that injury within 24 hours to the principal. Claim forms are available from the Superintendent's office.

## **PRINT SHOP**

If you need materials copied, please fill out a request form from the print shop. The print shop manager will usually be able to make copies when requested, but at times she may be busy with something else so please plan ahead and be understanding if she can't do the work immediately. Materials to be copied are to be left in the copy basket in the print shop office.

## **PUBLIC RELATIONS/NEWSLETTER**

This is a reminder that parents and other relatives love reading about their children and seeing their pictures in the paper. Contact the Hamburg Reporter if you want coverage of an event. Each teacher is expected to provide a newsletter article about their class by 8:00 a.m. on the 20th of each month, September through May (or earlier as requested if 20th is not a weekday.) This article will be published on the school website and in the Paw Prints newsletter.

## **REQUESTS FOR MATERIALS AND EQUIPMENT**

Under no circumstances is any material to be charged or purchased for the school without a signed purchase order. You must first submit a written purchase order request (use the forms provided in the office) to the principal. When it has been approved by the principal and by the superintendent, a signed purchase order can be prepared. The school may not pay for materials that you purchase without prior approval.

No purchase orders will be made out after an item has arrived. The school will not automatically pay for items ordered without prior approval. You must use the same purchase procedure as with all other requested items.

## **RESOURCE/SAT/STAFFINGS/TEACHER COLLABORATION**

Resource students may be in the regular classroom for the first week of school for the regular classroom teachers to get acquainted with them and develop an understanding of their needs. The resource teachers will be administering assessments, writing and updating IEPs at that time and visiting those students in your classrooms to do some observation.

The resource program has a full-time elementary teacher and a full-time middle school teacher and several paraprofessionals.

Staffing's (conferences) are held to:

- 1) transition in new students who come with IEPs
- 2) admit students to the program
- 3) dismiss students from the program and
- 4) to give parents periodic updates of their child's progress.

As described above under testing, a child's difficulty is brought to the SAT before any testing for a resource room program is considered. If the SAT members, after working with the teacher and trying several interventions, believe a student should be tested further, testing is recommended. We want as much as possible to refrain from labeling a student, and we want to adjust our teaching methods to meet his/her needs.

After pursuing this process, a request for testing may then be filled out. This form states the name and position of each person who will be involved in the testing. The resource room teacher and consultants from GREEN HILLS AEA does this testing. The parent's signature is necessary for testing.

Once tested, the parents are asked to attend a staffing. If the testing indicates the student is eligible for resource room help, objectives for an individualized educational program (IEP) in the resource room or classroom are written.

The parents sign the forms giving permission for placement. Recommendations of the staffing are sent to the director of the special education program in GREEN HILLS AEA. The director places or does not place the student in the program. An annual staffing of the student placed in the program must be held at which time a recommendation will be made for the student to remain in the program or to be dismissed from the program.

It is important and necessary for the classroom teacher, as well as the resource teacher, to spend time preparing for a staffing. For helpful suggestions on working with parents in a staffing situation, refer to the parent/teacher conference section of this handbook.

## **TEACHER COLLABORATION**

Joint planning time should be scheduled by teachers once per week for the general education teacher and the resource teacher to meet and discuss the education of those students whom they share.

This planning time is provided to assist the general education teacher in meeting the needs of ALL students working in cooperation with the special education teacher. This involvement may include planning and classroom support from the special education teacher, or it may be limited to sharing and consulting activities.

## **ROOM PARENTS**

I encourage each class to try to have a room mother or father and an assistant room mother or father. If the teacher wants parents to serve in this capacity, please send a note asking them to let the teacher know at the beginning of the school year. The room parents could organize parties, listen to book reports, etc. All they need from you are 1) an invitation to volunteer and 2) clear expectations of what it is you want them to do. *See the student/parent handbook for a list of expectations to share with volunteers.*

## **SCHOOL PICTURES**

School Pictures will be taken in the fall and in the spring. All staff members should have their pictures taken in the fall to include in class and school wide composites.

## **SMOKING/VAPING**

Pursuant to the Iowa Smoke Free Air Act, effective July 1, 2008, smoking/vaping is not allowed anywhere on school grounds. If you want to smoke/ vape you will have to step off of school grounds to do so.

## **STAFF ROOM**

If teachers and assistants want to get together for lunch, they are to do so in the staff room. I understand that teachers and/or assistants may want to eat in their own classrooms by themselves and that is acceptable. There is a full-sized refrigerator and a microwave in the staff room. All staff members are responsible for keeping the refrigerator and microwave clean as well as keeping the room picked up

***Please do not ask students to go in this room for any reason--this is a staff room, for adults only. If you see students in this room after school, please say something to them or to the principal.***

## **STUDENTS IN THE BUILDING**

Students are welcome in the building upon arrival to school but they are to stay in the lunchroom area until 7:45. They should also not be roaming or loitering in the hallways or bathrooms during recess times. If you see any child who does not seem to be following these guidelines, you are to question them. Unless students are at the school for a specific reason, such as homework club, sports practice, or meeting with a teacher, they should not be in the building after 3:30 p.m.

## **SUBSTITUTES**

When you need a substitute teacher, please notify Trisha, Jackie and Dr. Wells by phone or text as soon as possible the evening before or between 5:30 a.m. and 6:15 a.m. the morning you will be absent. Calling after 6:20 a.m. makes it extremely difficult to get a substitute, and calling after 6:45 a.m. makes it nearly impossible. My number is 712-310-1464, Trisha's number is 712-215-0547, and Dr. Wells number is 712-350-1065. If there is no answer, be sure to leave a voice message.

*Reminder:* A copy of your schedule, class roll, seating charts and other pertinent information should be

in the front of the plan book or in a folder clearly marked “Substitute Information” on the top of your desk. *Be sure you have indicated where the name buttons are. Emergency lesson plans may be e-mailed to [jbarrett@hamburgcsd.org](mailto:jbarrett@hamburgcsd.org) or [tpeeler@hamburgcsd.org](mailto:tpeeler@hamburgcsd.org).*

## **SUPERVISION GUIDELINES/SCHOOL RULES**

Student supervision and student discipline are the responsibility of all the teachers in the school building and on the school grounds.

It is imperative that teachers carefully note all duties for which they are scheduled and report for those duties promptly. Students’ safety may be endangered if you do not arrive on duty on time or at all. It is also unfair and frustrating to fellow teachers when you do not show up on time or at all. The principal does expect teachers to inform him if one of their colleagues did not show up for a duty or consistently shows up late. She cannot do anything to resolve the problem if she is not informed about the problem. **This is a safety issue.** You, as a teacher, are responsible for being where you are assigned.

If you have an emergency, call the office or have another teacher cover for you. General Education teachers are to take their students to and from specials classes--arriving on time and picking them up on time. No students are to be in an area/classroom in which there is no supervision.

### **Leader in Me**

Each teacher is responsible for teaching the Leader in Me Habits in each of their classrooms. We are to use these skills and guidelines as the basis for our behavior management program in each classroom, as well as in other areas of the building, on the playground and on the buses. The Leader in Me lessons that you teach are to be noted in your lesson plans.

#### **The Leader in Me Habits**

Habit 1: Habit 1: Be Proactive

Habit 2: Begin with the End in Mind

Habit 3: Put First Things First

Habit 4: Think Win-Win

Habit 5: Seek First to Understand, Then to Be Understood

Habit 6: Synergize

Habit 7: Sharpen the Saw

### **School Rules**

There are three basic rules, which we expect students to follow every time they are at school. These rules apply in the classroom, the hallways, the gym, the playground, everywhere. They are to be posted in every classroom on the first day of school.

1. Respect yourself.
2. Respect others.
3. Obey the adult in charge.

It is expected that teachers will help students understand and then memorize these rules within the first week of school.

### **Bullying Prevention Efforts**

In accordance with Iowa Law, the Hamburg Community School District has adopted an antibullying policy.

### **Initiations, Hazing, Bullying or Harassment**

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in

some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

**Students who feel that they have been harassed or bullied should:**

Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.

If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should: tell a teacher, counselor or principal; and write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including; what, when and where it happened; who was involved; exactly what was said or what the harasser or bully did; witnesses to the harassment or bullying; what the student said or did, either at the time or later; how the student felt; and how the harasser or bully responded.

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

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

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

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

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

The School Rules Against Bullying are to be posted in each classroom, beginning the first day of school, along with the definitions of tattling and reporting.

**School Rules Against Bullying**

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will include students who are easily left out.
4. When we know somebody is being bullied, we will tell an adult at school and an adult at home.

**Tattling** is telling just to get someone in trouble.

**Reporting** is telling to keep someone out of trouble or from being hurt.



### **Use of Physical Force**

It is extremely prudent for you to refrain from using physical force at all with a student, although sometimes it is necessary. The school board policy book concerning *Unreasonable Use of Physical Force* provides the following administrative alternatives if it is determined that a teacher has used unreasonable use of physical force:

1. Verbal reprimand
2. Written reprimand
3. Suspension with or without pay
4. Termination of employment

### **Physical Restraint of Students**

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

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

If you have any questions about this state law, please contact the principal. The complete text of the law and additional information is available on the Iowa Department of Education’s Website link <http://www.iowa.gov/educate/> and search for Timeout, Seclusion and Restraint.

### **Classroom Discipline, Rules, Consequences**

Discipline theories are varied. Each teacher must understand her own beliefs about discipline and then find the most effective way to implement those beliefs. The principal can provide specific guidance in this area if asked.

Classroom rules and consequences are to be posted in the classroom beginning with the first day of school and all year long. It is acceptable and desirable for teachers to have students involved in establishing the list of rules and consequences, and these can be posted the first day after you have worked together to write them. Copies of the rules and consequences are to be given to the principal on the second day of school.

Teachers must be consistent and follow the handbook rules.

### **Teacher Behavior Guidelines**

Please use the following suggestions and guidelines for you as the teacher:

1. Respect individual differences
  - a. Create an atmosphere in which students respect others.
  - b. Make allowances for differences in learning rates and styles.
2. Have a positive caring attitude.
3. Be well prepared.
  - a. Begin the class without delay.
  - b. Have plans, methods and activities level and time appropriate.

4. Model behavior you wish students to exhibit.
  - a. Maintain your composure; don't lose your temper.
  - b. Control your voice. Vary your voice and use good diction.
5. Work closely with parents.
  - a. Communicate tactfully and honestly.
  - b. Communicate positive behavior to parents.
6. Move among students to encourage and assist them in completing their work.
7. Encourage appropriate behavior through encouragement and privileges, giving attention to students who are performing as expected.
8. Limit the number of classroom rules to five or less.
9. Beware of and avoid mass punishment.
10. Handle confrontations calmly. Think first.
  - a. If possible postpone and handle in private.
  - b. Think before you act or threaten. If you feel you must threaten--be sure you can carry out your threat.
  - c. Remove student from classroom if necessary.
11. If a student is severely disrupting the class, using vulgar language or being defiant, the offender may be removed from the class and sent to the office. In the case of removing the student, the principal must be called immediately. If the student will probably not make it to the office, have the principal come to your classroom.

## **Playground/Recess Guidelines**

### General Guidelines

1. Duty teachers be at door by bell time.
2. Teachers pick up and deliver students to recess.
3. No profane language - no fighting - no war ball.
4. Students do NOT leave play area without permission.
5. Students are not to talk when coming in from recess.
6. Playground supervisors are to take extra steps to stop rough play.
7. Students are not to run to or from recess.
8. If a teacher holds a student in her/his room after dismissal for recess, s/he is to take the student to recess.

Following are guidelines for use of the equipment on the playground. Within the first two days of school each teacher is to instruct her students on the proper use of each piece of playground equipment. With the younger students it will be necessary to go to the playground to do this. Teachers of older students, please feel free to take your students to the playground when going over the rules also.

**Balls** are not to be thrown against the building.

**Football** is touch, not tackle. No football is to be played on the wood chip area.

**Snowballs** may not be thrown at all.

**Swings:** Sit in swings. Do not go crooked or link together in swings. Do not push a swing that is not occupied.

**Slide:** One person at a time down slide. Only people on slide. Go down sitting on your bottom.

**Teeter totter** - No hard bumps or jumping off. Keep games away from the equipment.

Hand over hand, **climbing bars:** Do not sit, stand or walk on top of bars. NO pushing or pulling.

Stay in sight of the teacher.

Do NOT go north of the Preschool Playground, except to retrieve a ball; teacher permission must be granted for this.

If a playground ball is deliberately kicked over the fence, the student responsible will be dealt with individually.

NO karate practice or anything of that nature - no kicking at each other.

Everyone lines up before going into the building.

If students choose to disobey a recess rule, they may be timed out (by the fence or on the playground) where they may stand for as long as the supervisor deems necessary. If the problem persists, they may miss recess time, and or be sent to the principal's office.

### **Gym Recess Guidelines**

1. Students are to bring a "sit down" activity with them to the gym.
2. Everyone sits quietly when the teacher blows the whistle. Students listen for the teacher/supervisor to dismiss them by classes.

### **Breakfast Procedures**

1. Enter the building and remain seated at a lunchroom table. The breakfast duty monitor will call you to go through the breakfast line. If you are not eating, stand along the wall until you are dismissed to go to your classroom at 7:45.
2. Once you have been through the breakfast line and have your tray, find a seat at a table until you have finished eating your breakfast.
3. When you are finished, return your tray and stand quietly along the wall.
4. At 7:45 a.m. the breakfast person will dismiss you to go to your classroom.
5. You must return to your classroom by 8:00 or you will be considered tardy.

### **Lunchroom Procedures**

1. Proper manners are expected at all times.
2. You may talk quietly to your neighbors.
3. No trading or giving away of food is permitted at all.
4. Each table will be dismissed by the supervisor to dump trays.
5. After you take your tray back, go directly back to your table.

### **Electronic Devices**

Cell phones, Smartwatches, Ipods, etc. are to be turned off and deposited in the assigned compartment in each classroom. between the hours of 8:00 a.m. and 3:30/3:45 p.m. If a student has their cell phone out during the hours of 8:00 a.m. and 3:30/3:45 p.m., it will be confiscated and returned to the student at the end of the day. If a second offense occurs the cell phone will be confiscated, and parents will have to pick it up from the principal and they will be issued a detention. Any occurrence thereafter will result in confiscation, parental pickup, either after school detention or in-school suspension and the cell phone must be brought to the office during school hours any time it is brought to the school in the future.

The Hamburg Community District would like to remind all parents that all contact with their students throughout the school day should come through the main office. Cell phone access throughout the day has caused disruptions in the learning environment and loss of learning for our students.

### **Detention Policy/Additional Completion Time (A.C.T.)**

If assigned a detention, the student will have the option of serving the detention the same day it is given or the following day, which ever works best for the parent. The parent will then pick up the student at 4:00 p.m. from school.

If the student does not serve a detention, the detention will be doubled, and the student will end up serving two detentions for the one missed.

The teacher/supervisor who assigns the child the detention will call the parent. They may or may not have your child speak to the parent, but the teacher/supervisor will always speak to the parent and will explain the reason for the detention and arrange to have it served.

Teachers/supervisors will continue to handle routine disciplinary matters as they have in the past: by warning students and perhaps timing them out at recess (having them stand by the fence). Most of the time the “cooling off time” is all that is needed and there is no need for any further consequences.

But when students refuse to accept the consequences that the teacher/supervisor gives them, and the students argue or talk back, we need to give them more serious consequences like detention. Other possible behaviors that may lead to being assigned a detention would be fighting, swearing, destroying property or being disrespectful.

Our primary task at the elementary/middle school is to provide students the best education we can. To accomplish this, it is important for us to have students behave properly. The addition of detention to our list of consequences is necessary to help us with our task of discipline. Detentions are to be worked into individual classroom consequences as teachers see fit.

If students cannot be picked up at 4:00 p.m., they will need to wait in the principal’s office until the parent can pick them up.

You are encouraged to review these detention procedures with your students and check their understanding of them.

Students **will not** be assigned a detention if they have unfinished homework--rather they will be assigned an Opportunity Center slip. The Opportunity Center notification will be handled the same way as detention notification (teacher will notify the parents) and the child will be asked to stay that afternoon from 3:35-4:00 p.m. The student will not go to the detention room but will stay with the teacher who assigned the opportunity center slip.

## **SUPPLIES**

Supplies for the year have been ordered. These should be in your rooms. If there is a need for further supplies, please submit a written request to the principal. Office supplies will be in the supply closet in the office. If you use the last item, or close to the last item, you are asked to let the secretary know so new items can be ordered.

## **TEACHER/STAFF TELEPHONE/CELL PHONE USE:**

Teachers and paraprofessionals are not allowed to use their cell phones for **personal use** during class time. This includes but is not limited to browsing social media sites.

If you need assistance in your classroom for an issue during class, you may send a text to Alec or Jackie, and we will respond as quickly as possible. Since we no longer have an intercom system, if an emergency arises, you will be notified through the JMC system via text message.

## **TEXTBOOKS**

All textbooks must be stamped with the Hamburg Community School District stamp. Please write in the date of purchase and the book's number.

Teachers will check out the textbooks to the students. The grade book has a space for recording the number of the book assigned. The students are to write their name in the space provided in the book. They should record the condition of the book there also. If a book is misplaced or forgotten at home, the student may check out another book for the day. If a book is lost or destroyed, the student will need to pay for the book's replacement.

Students should be fined for damages that occurred during the time they used the book.

## **TITLE 1/ELL**

The Title 1 program consists of reading, math and ELL instructions.

## **TRANSPORTATION**

All requests for vehicles should be made far in advance with the transportation director, Curt Crain. A school vehicle may be available for use during the day and after school. If you use your own car for principal approved meetings, you will receive mileage if approval was given by the transportation director prior to the trip. General policy is that mileage will not be paid if a school vehicle is available. Please get a mileage sheet from the office.

When using a school vehicle, please remember to write the mileage, etc., on the sheet provided in each vehicle. Please make sure you are recording the mileage on the current monthly sheet. Even if you are just driving downtown. The transportation director must fill out state reports at the end of the year and each mile must be accounted for. Be sure to return the vehicle when you are through with it and place the keys in the key box in the front office. If possible, stop at Hamburg Oil and fill it up before returning it. If any problems arise, report the problems to the transportation director immediately.

## **VISITORS**

Please be certain any visitor to your room has reported to the office, signed in, and is wearing a visitor's button.

All visitors must be signed in at the office and be wearing visitor's button. Every staff member should make a point to politely question any visitor they see who is not wearing a visitor's or volunteer's button. Ask if you might help them, then let them know of our sign-in policy and the need for them to go immediately to the office. *This is a safety issue.*

## **VOLUNTEERS**

Volunteers in our building help the teacher with many of the time-consuming tasks such as running off materials, making booklets, making learning centers, enlarging pictures, laminating, and so on. Volunteers can also work directly with students. I encourage you all to seek out volunteers during your parent meeting times. Teachers are the best recruiters of volunteers, so let the parents know what you are looking for in a volunteer and see if they would be willing to help.

## Signature Page

As an employee of Hamburg Community School District, I am verifying with my signature that I have read the 2023-2024 Hamburg Employee Handbook in its entirety. If I was unsure of something, I noted it and I have asked for clarification.

I understand that this signature page must be on file in the principal's office by Wednesday morning, August 25, 2023.

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Teacher Signature

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Date

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Principal's Signature

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Date