



North Iowa Community School District Policies and Procedures



ATTENDANCE AND LATE WORK

"Regular attendance by students is essential for students to obtain the maximum opportunities from the educational program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. . . . Excused absences shall count as days in attendance for purposes of the truancy law. . . . Students whose absences are approved shall make up the work missed and receive full credit for the missed school work. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed" (Bd. Policy 501.9).

"Students are subject to disciplinary action for truancy including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy" (Bd. Policy 501.10).

GOOD CONDUCT RULE

"Participation in school activities is a privilege. . . . Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school.

Students who wish to have the privilege of participating in extracurricular activities which are illegal, immoral, or unhealthy. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures" (Bd. Policy 503.4).

SPORTSMANSHIP

Participation in and attendance at co-curricular activities is a privilege by students and adults alike. North Iowa Community Schools will be noted for their outstanding sportsmanship and good citizenship. Students or adults acting or speaking in a manner contradictory to this philosophy will not be allowed to attend such events and additional consequences will be considered.

DUE PROCESS

"Student complaints and grievances regarding board policy or administrative regulations and other matters shall be addressed to the student's teacher or another licensed employee, other than the administrator, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest organizational level. If the complaint can not be resolved by a licensed employee, the student may discuss the matter with the principal within 5 days of the employee's decision. If that matter can not be resolved by the principal, the student may discuss it with the Superintendent within 5 days after speaking with the principal" (Bd. Policy 502.4).

CAFETERIA

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

CLOSED CAMPUS

During the 2008-2009 school year, the high school campus will be closed during the noon hour.

Students who wish to walk home for lunch may go home by presenting a parental note to the building administrator. Students needing supplies from uptown may sign out in the principal's office after eating lunch and obtaining permission from the principal.

EQUAL EDUCATIONAL OPPORTUNITY

The North Iowa Community Schools do not discriminate on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, ancestry, political party preference, political belief, socioeconomic status, family status, and/or physical or mental handicap in access to its educational program, activities, or employment opportunities.

Inquiries regarding compliance with Title VI or Title IX may be directed in writing to Superintendent Larry D. Hill. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Washington Ave., STE 800, Milwaukee, WI 53203-2292 (414) 291-1111. or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146. (515) 281-5294.

STUDENT CONDUCT AND DRESS

The North Iowa Community School District prides itself in the conduct of our student body, our faculty/staff, and our fans (Bd. Policy 503.1). We maintain a high standard in regard to respect, responsibility, and sportsmanship. We do not apologize for that high standard. We expect everyone associated with the school and everyone attending a school activity to conduct themselves in a respectful manner and to dress appropriately as to not detract from the educational atmosphere in which we pride ourselves.

The North Iowa Community School District "believes inappropriate student appearance causes material and substantial disruption to the school environment . . . clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed" (Bd Policy 502.1).

EDUCATIONAL RECORDS

"The board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information shall be kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center."

"Parents and eligible students shall have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of post-secondary education at the post high school level."

"The building principal shall keep a list of the individuals and their positions who are authorized to view a special education student's records without the permission of the parents or the eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission.

"The building principal shall also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records."

"Permanent student records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation. Permanent student records will be kept in a fire-safe vault."

"Parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints shall be forwarded to Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, Washington, DC. 20202-4605" (Bd. Policy 506.1)

Student directory information is released without parent's permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of each school year if they do not want the school district to release the information.

ADMINISTRATION OF MEDICATION

Students may need to take prescription or non-prescription medication during school hours. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication.

Medication is held in a locked cabinet and distributed by Mrs. Berschman, Mrs. Heidecker or Mrs. Aukes in Buffalo Center and Mrs. Mathahs or Mrs. Arnevik in Thompson. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy; date of the prescription; name of the physician; potential side effects; and emergency number of parents.

PARENTAL INVOLVEMENT

Parental involvement is an important component in a student's success in school. The board encourages parents to become involved in their child's education to ensure the child's academic success.

The board will:

- 1) invite all Title 1 parents to be members of the Title 1 review committee and will annually review the plan;
- 2) sponsor a wide range of activities and events to allow for parents to become more involved in the education of their child(ren),
- 3) implement a technological student access component allowing parents to access to a wide range of student information,
- 4) promote coordination of programming, parent meetings/trainings, and related programming;
- 5) seek input on ways to improve the effectiveness of the parental involvement policy as linked to student achievement;
- 6) conduct periodic activities to promote Title 1 activities and give parents skills to be more effective teachers of their own children.

ASBESTOS NOTIFICATION

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

