

**North Iowa Middle School
Student Handbook
2018-2019**



WELCOME TO NORTH IOWA MIDDLE SCHOOL!

This handbook has been designed to serve as a guide for NIMS students and families. The policies and procedures in this handbook are designed to allow for a positive and safe school environment and maximize student learning.

The staff at NIMS is dedicated to your child's academic, social, physical, and emotional development. The curricular and extra-curricular activities are designed to maximize the potential of each child. Keys to success for our students include having good attendance, being respectful of self and others, completing assigned academic course work, and attempting to be involved in as many school activities as possible. Family members are encouraged to be involved in their child's educational life and support NIMS staff.

Have a great school year!

Educationally yours,
Keri Bergeson & Jill Schutjer, Co Middle School Principals

Middle School Daily Schedule

1st period – 8:25-9:07

2nd period – 9:10-9:52

3rd period – 9:55-10:37

4th period – 10:40-11:22

Lucnh/Social – 11:25-12:01

5th period – 12:04-12:46

6th period – 12:49-1:31

7th period – 1:34-2:16

8th period – 2:19-3:01

ELT – 3:04-3:30

Extended Learning Time

Middle School Faculty & Staff

Administration

Joe Erickson
Jill Schutjer
Keri Bergeson

Superintendent
Elementary/Middle School Principal
Middle/High School Principal

Middle School Faculty

Arin Anderson
Steve Bergeson
Jerry Holbrook
Shelby Holbrook
Brittney Christianson
Chad Hinders
Brad Huntington
Kim Price
Devyn Briggs
Laine Matson
Rick Meyer
Sara Hamilton
Sue Peake
Micah Peters
Melissa Bennett
Ryan Moretz
Roxanne Steffensen
Julia Storby
LeAnn Torney

Media Specialist, Academic Technology
Art
Vocal Music
Band
Special Education/5 Math and ELA
Health & Physical Education
School Counselor
School Counselor
Family & Consumer Science
Math
Career Technology
Special Education/7 Social Studies& SSR
Talented and Gifted
Language Arts/Reading
Language Arts/Reading
Social Studies
Health & Physical Education
Spanish
Science

Office Staff

Lisa Mathahs
Chris Davis
Sheryl Davids

Board Secretary/Business Manager

Gwen Mathahs

School Nurse

Deb Aukes

Attendance Policy

The Board of Education, administration and staff believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive not punitive.

This policy recognizes that class attendance is a joint responsibility to be shared by the students, parents or guardians, teachers and administration. This policy will assist students in attending class. The philosophy of North Iowa Middle School is to place the responsibility on students and their parents to ensure that absences are infrequent, and that when they occur, they are caused by matters of extreme urgency. The responsibilities of the school are to provide students instruction, to inform parents of students who are not in attendance, and to enforce compulsory attendance laws as well as regulations. It is the student's responsibility to be in school. It is also the student's responsibility to attend all classes regularly and to follow the correct procedures when absent from school. Daily attendance of students is required per school board policy and state law. Students must attend school until 16 years of age.

Parents of absent students will call the school the morning the student is absent. The school's phone answering system is active 24 hours day. Messages can be left any time of the day. The school will call the parent during the day if a student is not in school. These contacts will be made at the parent's residence or place of work. If the school is unable to reach the parent the day the student is gone, the procedure will be repeated the following day. If no contact is made, the absence will be recorded as unexcused, detentions/suspension will be assigned, and a note sent home. Parents who are unable to follow the above procedure need to contact the office.

When a student must leave the school during the school day:

1. If a student becomes ill during the day they must see the nurse before leaving school.
2. If a student needs to leave the school during the day for a reason other than illness, they must have a parent call or bring a note to the office. Remember that students must sign in and out when leaving/returning to the building before the end of the day. Failure to sign in or out may result in detention
3. If students do not follow these policies, they will receive an unexcused absence and possibly other disciplinary actions. This decision will be at the discretion of the school principal.

When a student will be absent for the entire day:

A parent should call school when their child is absent with the reason they will be gone.

Parents should call 562-2525.

1. A parent can also send a note explaining why the student was absent.
2. Students should get an "Admit Slip" from the attendance secretary on the day when they return to school.
3. The make up time for class work will be at the teacher's discretion.

When a student plans to be gone from school:

1. The student must bring a note from a parent or a phone call must be made stating when the student will be gone from school and the reason they will be absent.
2. Get an "Advance Make Up Slip" from the Attendance Office.
3. The student should have teachers sign their assignment slip.
4. Students will complete the assignments by the due date on the make up slip. If the makeup work is not completed within the prescribed time limit, the student will receive zero or partial credit. Any exceptions to this will be at the discretion of the teacher and the principal.

Allowable Absences

Students who are in grades 5-8 are allowed a maximum of four unexcused absences per quarter. Even though an absence may be considered unexcused, it is still the responsibility of the parent to notify the school that their child will not be in school
Absences which are exempt from the maximum of four allowable absences per quarter are:

1. If a student has a medical appointment, the parent will need to call the school to have it excused. A medical note may be required if a student has excessive absences. If a parent calls their child in ill, it will be excused without a doctor's note.
2. If a child needs to attend a funeral, parents will need to contact the middle school office via phone or email.
3. Extended family vacations will count as one day unexcused regardless of the total number. School contact needs to be made PRIOR to the vacation. Example, if a student is gone on a 7 day family vacation, it will count as one day unexcused and the other six will be excused.
4. School sponsored activities.
5. State Tournaments. If our school is participating in a state event, anyone with a parent note can be excused to go and watch the event. Students will be excused only for the day/dates that our school is participating in the state tournament.

Consequences for exceeding four unexcused absences per quarter are as follows:

- 5th unexcused absence: Detention
6th unexcused absence: One day of ISS

Excessive Absenteeism

1. Excessive absenteeism is any absence beyond the school limit (18) allowable absences per school year. Any absence by a student over 10% of the contact days will be considered excessive and in violation of the student attendance policy. The student may be subject to discipline under this policy.

Tardiness/Leaving Early

A tardy is defined as being late to a class without a pass from a staff member. Students late to their 1st period class will need a pass from the office to be admitted to class. Tardies exceeding 15 minutes are considered an absence and the school's attendance policy will be enforced.

Consequences for being tardy to school or to a class:

- o 1st and 2nd tardy per quarter – warning
- o 3rd and 4th tardy per quarter – lunch detention
- o 5th and subsequent – 60 minute before/after school detention
- o Detentions will be set/assigned by the MS Principal (or designee)
- o Detentions will be served within 3 days of the tardy, before or after school (transportation is the responsibility of the student and parent)

Tardies will continue to accumulate toward absences and detention time on the third tardy of each quarter. If the detention is not served, the detention will be doubled.

Truancy

Truancy is a student's absence from school or class without head of household's consent. *In some instances, a student may be considered truant because of head of household's negligence.*

1. Incidents of truancy will be recorded as part of a student's attendance record and will count toward the school limit of absences.
2. The building administrator or designee will determine what disciplinary action is to be taken. This may include, but is not limited to warning, detention, in-school suspension, parent conference, attendance contract, and administrative referral.
3. The building administrator or designee may refer the student for appropriate action, which may include an administrative hearing regarding the student's continued enrollment.
4. The student may be referred to the Department of Transportation for possible drivers license suspension.
5. Class work missed because of truancy can be made up at the discretion of the teacher and/or the building administrator.

Illness or Accident at School

In case a student is ill or has a serious accident at school, the parent/guardian will be notified by school personnel. Illnesses or injuries occurring at home should be evaluated by the child's physician. Any emergency information given to us should be as complete as possible. This information will be completed by the parents each year at registration.

No student is sent home until prior arrangements have been made. In case the parents cannot be contacted, the school will attempt to locate the relative or neighbor listed with the emergency information. If no one can be reached, the school will contact the clinic or physician of the parent's choice (indicated in emergency information sheet).

A medical release is required to allow students to return to physical activity and/or athletics. If a child needs to be excused from physical activity or athletics for more than one day, a medical excuse is required.

Medication

The following medication policy applies to the North Iowa Middle School:

- If it becomes necessary for your child to be medicated at school, a form must be signed, giving school personnel permission to administer the medication, along with any necessary instructions. A physician's signature is necessary for long-term medication administration.
- Send or bring the prescribed medication to the nurse's office in the original container (plastic bags as containers will not be accepted) labeled with:
 - Child's name
 - Name of medication
 - Dosage to be given
 - Time it is to be given
 - Name of prescribing physician
- Restricted medications, like Concerta or Ritalin, must be delivered by an adult, not sent with the student.
- "Over the counter" medication, sent from home (Tylenol and like medications, cough syrups, cough drops, etc.) will be administered by the school personnel, at the discretion of the school nurse. Over the counter medication must be in the original container and specific directions sent with medication to school.
- All medications need to be brought to the nurse's office. Any medication brought in a "baggie or envelope" will NOT be given.
- School personnel can give "over the counter" medication only if there is a parent signature stating that this child may receive this medication on file. The nurse may contact parents with any questions about administration of medication.

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 implement a technological student access component allowing parents to access student grades, class lesson plans, attendance, hot lunch accounts, and access to e-mail to and from classroom teachers and building administrators. This will include an electronic pay component for parent convenience. (Board Policy 505.8)

Grading Scale/Grade Point Average (GPA) Calculation

The following grading scale is used for calculating student grades and grade point averages:

A	95-100%	4.00
A-	92-94%	3.67
B+	89-91%	3.33
B	86-88%	3.00
B-	83-85%	2.67
C+	80-82%	2.33
C	77-79%	2.00
C-	74-76%	1.67
D+	71-73%	1.33
D	68-70%	1.00
D-	65-67%	0.67
F	Below 65%	0.00

Honor Roll

Gold Honor Roll = GPA between 3.670 - 4.0 with no grade below a C-

Silver Honor Roll = GPA between 3.0 - 3.669 with no grade below a C-

- all core classes, P.E./Health and Music will be included in the honor roll
- all classes will receive letter grades
- for Honor Roll purposes, grades will be converted to the 4.0 scale

example: 22 points divided by 6 classes = 3

Progress Reports

At mid-quarter intervals (approximately 4 1/2 weeks) reports will be emailed and/or mailed to parents in order to communicate progress that a student is making in all classes. All parents will receive these reports.

Report Cards

At the end of each quarter, students receive report cards containing their QUARTER (9 week) grades in all of their courses. These grades are, in effect, a report of the student's progress for that grading period.

At the end of each semester, students receive report cards containing their FINAL SEMESTER GRADES in each subject. These are the grades that are recorded on the student's permanent records. All work must be completed at the end of grading period.

General Academic Expectations

The Middle School Faculty/Staff has high academic expectations for its students. To help our students become successful, the following expectations need to be fulfilled:

- Students will pass all core classes (math, social studies, language arts, science and reading). Summer school may be required for students who fail a core class but wish to continue with their regular grade level.
- Students will complete assigned work in a timely manner.
- Students will utilize academic/classroom time.
- Students are encouraged to get involved in classroom discussions/activities and have the responsibility to communicate questions or concerns to their teachers.
- Students need to keep track of their own assignments, homework, and grades.

- Online access to grades is provided for students to keep track of their grades.
- 7th and 8th grade students, with parent permission, may opt out of taking Chorus. Students will be assigned a study period during their regular chorus time.

Academic Eligibility for Athletics

At North Iowa Middle School, competitive athletics are scheduled for only 7th and 8th graders.

A student may lose her/his eligibility at any time, and for an indefinite period, due to disciplinary action.

To be eligible to participate in activities, a student must be passing all classes. Ineligibility is determined at mid-quarter (4 ½ weeks) and quarter. If a student is declared academically ineligible, he/she may request an eligibility/redemption form from the middle school office each Friday. A student becomes eligible when all teachers sign the form indicating that the student is passing his/her classes. It is up to each teacher's syllabus as to whether or not the student is passing his/her class.

All rules of the Department of Education, the IHSAA and IGHSAU apply to student eligibility for activities.

Wednesday Study Tables

North Iowa Middle School provides a Study Table each Wednesday from 2:00-3:30 pm for its students. Students may get extra academic help or just have a quiet place to get work done during these Study Tables.

Students may also be required to stay for Study Tables by a teacher or principal to get work completed or get extra academic help. Families will be notified if a student is required to attend study tables. Students not attending assigned Study Tables may be subject to disciplinary action for insubordination. Wednesday Study Tables are intended to be strictly for academic purposes and not for social purposes. All students are welcome to attend Study Tables as long as they follow the rules and guidelines established for Study Tables.

- Failure to come to Study Tables when students are required, without other arrangements made in advance, will result in a 90 minute detention.
- If detention time isn't served before the next Wednesday, ISS may be required.

NIMS PBIS

We expect all North Iowa Middle School students to: Be Safe, Be Responsible, and Be Respectful. We call these expectations The Bison Way. NIMS students are expected to follow The Bison Way at all times within the school. The expectations are specifically explained in our PBIS Matrix. For it to be successful, students must be taught appropriate behavior in all school settings. At the beginning of each school year, and as needed during the year, we teach our expectations to students. The Bison Way posters are located throughout the school and the busses to remind students of the The Bison Way expectations. These posters list expectations for our three focus areas - Be Safe, Be Responsible, and Be Respectful.

<u>Bison Expectations</u>	Hallways	Cafeteria (Commons)	Restroom	Locker Rooms	Classroom & Media Center	Bus
<u>Be Safe</u>	-Walk -Stay to the right -Keep hallways clear -Keep hands, feet, and objects to yourself	-Walk -Wait patiently -Stay seated -Dismiss as instructed -Keep hands, feet, and objects to yourself	-Keep hands, feet, and objects to yourself -Tell an adult of any concerns	-Practice good hygiene -Keep hands, feet, and objects to yourself -Tell an adult of any concerns	-Keep classroom clean -Keep all chair legs on the floor -Sign in and out; pass required -Keep backpacks in lockers -Keep hands, feet, and objects to yourself	-Stay seated -Get on and off the bus carefully -Keep the aisle clear -Keep hands, feet, and objects to yourself
<u>Be Responsible</u>	- Use your assigned locker appropriately -Keep area clean - Plan ahead and move promptly	-Clean up all food and trash -Use trays and utensils appropriately -Wash tables	-Flush, wash, leave -Throw away paper towels or trash -Follow electronic device policy	-Flush and wash -Throw away paper towels or trash -Follow electronic device policy	-Be prepared to learn -Arrive on time -Follow class procedures -Use technology appropriately	-Pick up after yourself -Report damage or problems to the driver -Be on time for departure
<u>Be Respectful</u>	-Use appropriate volume and language -Respect others' belongings	-Use good table manners -Show courtesy and include others -Use appropriate volume	-Honor the privacy of yourself and others -Use appropriate language and volume	-Honor the privacy of yourself and others -Use appropriate language and volume -Respect others' belongings	-Speak at appropriate levels -Listen while others are speaking -Be a positive learner	-Listen to the bus driver -Use appropriate language and volume -Show courtesy

North Iowa Community School ~ The Bison Way

General Student Conduct and Discipline

Students attending North Iowa Middle School are required to conduct themselves with respect for self and others through their actions, their language, and their dress. Student behavior will reflect favorably on the individual and on the school, will show consideration for others, and will create a harmonious learning atmosphere. Students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. When a school employee acts to assist a student in proper conduct, the emphasis shall be toward student growth in self-discipline.

High standards of conduct will translate into high standards of excellence in our classrooms and in our activities. The staff will treat all students with respect and dignity. As a result, students are required to show proper respect for fellow students and staff members.

Students are expected to comply with and abide by the school district's policies and rules. Students who fail to abide by the school district's policies will be disciplined for conduct which disrupts or interferes with educational programs; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

Misconduct Interventions and Consequences

Any violations of school policies, expectations, and rules will be enforced as fair and as consistent as possible. All school staff members have the authority and obligation to report and/or enforce behavior violations. Serious misconduct will more than likely be referred to the middle school principal. Violations may result in any of the following consequences:

1. Notification of Parents
2. Loss of Privileges
3. Removal from class
4. Isolated Lunch and/or Study period
5. Detention (before or after school)
6. Short term In-School Suspension
7. In-School Suspension (up to 10 days)
8. Out of School Suspension (up to 10 days)
9. Community Service
10. Expulsion

Detentions

Detentions may be assigned by school staff when a student violates school rules or expectations. Students are required to serve an assigned detention within 3 days of the assigned detention (at the discretion of the building principal) or detention time will double and/or further consequences will be assigned. Detentions may be served with the staff member who assigned it, with a designated detention staff member, or with the building principal. Detentions will be served before or after school. Transportation is the sole responsibility of the student/parent.

In-School Suspension

An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision.

Students who receive in-school suspension (ISS) at NIMS are required to check-in at the office the day of their suspension. The students have until 8:20 a.m. to make contact with their teachers and pick up any makeup work and day's instructions/assignments. A student who is assigned ISS is subject to the loss of playing time/performance time at the discretion of the building principal and activities director based on the severity of the action that resulted in ISS.

Out of School Suspension

Students may receive an out of school suspension (OSS) at NIMS for serious violations of school policies. Any student given an OSS is not allowed to come to the school for any of the academic day or any after-school or co-curricular activities.

Expulsion

Expulsion of student may be considered if the student has violated a major school policy or has had a consistent and/or violent disciplinary record. Student expulsion is a recommendation by the building principal to the superintendent and then recommended to the school board for action.

Violations of Student Conduct

It will be at the discretion of the principal or superintendent to administer consequences of any violation of North Iowa Middle School policies/rules as the severity of the infraction warrants. Every situation is unique; therefore, the administrator will have discretion to develop different strategies for different students and different situations. The consequences may be more severe or less severe than indicated for the policy, including suspensions or recommending expulsion. It is the policy of North Iowa Middle School to prohibit any actions or behavior that is disruptive or unreasonable and/or a violation of state or federal law. All offenses are subject to a referral to a counselor.

Examples of what would be considered as serious student misconduct are:

- Vandalism, damages, or destruction of school property or the same to private property on school grounds.
- Assault on a school district employee
- Physical abuse of another student.
- Possession and/or use of tobacco, alcoholic beverages, or a controlled substance.

Possession of or using weapons or dangerous instruments on school property or at a school function.

Dress Code

Students are expected to come to school looking neat, clean, and dressed in a manner considered in good taste. The administration will take steps to insure that no attire disrupts the learning process. Clothing with tobacco, alcohol, obscenities, or innuendoes will not be allowed. Students dressed in an inappropriate manner will be required to change.

Announcements

Announcements are posted online daily. It is the student's responsibility to be aware of all announcement information.

Lunchroom

NIMS has a closed campus during lunchtime. Students are to eat their lunch in the commons/lunchroom and remain at school. Students may bring their own lunch, but it must be eaten in the lunchroom. No pop will be allowed at lunch time.

Parents may pay into their student's account as much as they wish. When the account gets below \$5.00 an email/note will be sent home. If a negative balance of \$10.00 or more is accumulated, the student's menu will be altered.

Technology Code of Conduct (Acceptable Use Policy)

Students at North Iowa have access to various forms of technology. These technologies are to be used in support of educational communication, to perform educational research, and to produce electronic assignments/work for faculty/staff. All forms of technology are to be used in a responsible, educational, efficient, ethical, and legal manner in accordance with the mission of the North Iowa Community School District.

Abuse and consequences are the responsibility of the appropriate building administrator and will follow the student handbook and other appropriate existing policies.

General Technology Guidelines:

- The use of the computers and the network is a privilege, not a right; and inappropriate use may result in suspension or termination of privileges. Administrators may close an account at any time as required. The administration, faculty member, or other staff member of North Iowa may request to deny, revoke, or suspend specific user accounts.
- The use of computers and the network must be in support of education and research and consistent with the educational objectives of the North Iowa Community School District. Using school resources for non-school related activities is not acceptable.
- At no time should anyone place program software on a school computer. Only data disks will be allowed. Unauthorized program files will be confiscated.
- Persons using internet as an educational resource shall accept the responsibility for all material received under his/her user account. The user is also responsible for making sure that all e-mail received by him/her or web-sites accessed do not contain profanity, pornographic material, or files that are potentially dangerous to the integrity of the hardware on school premises. Forwarding of chain letters is a violation. These activities are monitored automatically by the system software.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail. Do not allow anyone else to use your account.
- Persons using the internet as an education resource shall not access newsgroups or chat rooms. Accessing these areas of the internet is not acceptable. Use of Hotmail, Yahoo Mail or other internet based e-mail systems is not permissible. Only the school approved e-mail system can be used on the school district's system.
- Violations of the technology code will result in disciplinary steps that may lead to suspension and/or termination.

Abuse Guidelines (at discretion of building principal):

- **1st Offense:** suspension of technology privileges for 15 school days
- **2nd Offense:** suspension of technology privileges for 30 school days
- **3rd Offense:** suspension of technology privileges for 60 school days or rest of school year, whichever is longer

North Iowa Electronic Technology Access

NICS believes in the “many to one” philosophy and recognizes that no single device meet all of our current society’s needs. This is also true with our students and their educational experience. Multiple electronic devices are often needed to complete various tasks. Therefore, NICS has decided to provide each NIMS student with an electronic device for educational purposes. The policies and procedures for student usage of the electronic devices will be communicated to students and parents in the North Iowa CSD Electronic Devices: Policies, Procedures, and Information handbook.

Electronic Device Expectations and Consequences

Devices must be brought to school each day in a fully charged condition. Students need to charge their devices each evening.

- Consequences for not having devices at school or not having devices charged
 - The teacher will notify the office.
 - The first violation per quarter is a warning.
 - Each subsequent violation requires a 30 minute detention.
 - Detentions will be served within 48 hours of the violation, before or after school (transportation is the responsibility of the student and parent).

Students who repeatedly (as determined by any staff member) fail to bring their devices to school charged will be required to leave their devices at school and check it out/in from their teacher or advisor at the beginning and end of each day.

Cell Phones/Communication/Electronic Devices

The school understands and accepts that cell phones and other electronic devices are integral parts of our society’s and communities’ culture and daily lives. However, these devices can cause disruptions in the learning environment of a school.

- Students and parents must respect the middle school’s educational setting by not making or taking cell phone calls/text messages/emails during classroom instructional time.
- If a student absolutely needs to contact a parent, he or she can use a classroom phone, a phone in the main office, or ask for permission from a teacher or administrator.
- If a parent absolutely needs to contact his or her child during the school day, he or she needs to call the main office where the office will contact the student.
- If a student absolutely needs to use their cell phone during school, he or she must get permission from a middle school staff member and/or the middle school principal.

Students will be required to check in their phones to a teacher designated spot during class. Students will be able to pick up their phone at the end of the class. Students who do not turn their phone in and are caught using it during class will be assigned the consequences listed below. If a student refuses to turn their phone in, additional consequences will be added to the consequences listed below.

Consequences for cell phone/electronic device violations are as follows (per quarter):

- 1st offense – cell phone confiscated by staff, turned into middle school principal (or designee), returned to student at the end of the school day, and parent contacted
- 2nd offense – cell phone confiscated, turned into middle school principal, and returned to parent only
- 3rd offense and subsequent offenses – cell phone confiscated, turned into middle school principal, returned to parent only, student assigned a detention. Student may be suspended from school for 4th and subsequent offenses.

Students using any electronic devices without teacher/staff permission will result in consequences similar to the cell phone consequences and/or insubordination.

The use of electronic communication devices are **PROHIBITED** at all times in school offices and during school crisis/emergency situations without the permission of NIMS staff. The school **PROHIBITS** the use of any **electronic devices (cell phones, laptops, etc.)** in any restroom, locker room, or other location where students and staff '*have a reasonable expectation of privacy*'.

School Bus Conduct Policy

Safety is the primary concern for every child that rides a North Iowa Community School bus. Therefore, every precaution will be taken to see that children arrive at their destination, safely. This can only be accomplished if we have the cooperation of both students and parents. Driving a bus is a difficult and responsible task. The attention of the driver must be on the driving responsibilities, at all times, and any deviation from this task could endanger the safety of all passengers.

It is absolutely necessary that students assume responsibility for their behavior, and any infraction of procedures necessary for the safe transportation of students be reported immediately to the appropriate supervisor/principal. The following guidelines will be used to ensure the safe and efficient operation of our buses.

Regulations Governing Pupils Riding the Bus

- Students are under the authority of the bus driver.
- Students shall be on time.
- Students shall remain seated while the bus is in motion.
- Students will not swear while riding the bus.
- Students will not take property from another bus rider.
- Students will talk in a normal voice and not shout at other students, or the driver.
- After entering the bus, students will be moved to their seats and remain in those seats until leaving the bus.
- Students will not destroy property belonging to another student, nor shall the student deface or destroy school property while on the bus.
- Students will keep their feet on the floor, not on the seats.
- Students will not threaten or strike another student while on the bus.
- Students will keep hands and arms inside the bus and will not throw items out of the bus windows.
- Students will not throw or spit items while on the bus.
- If an elementary student is to leave school by means other than his/her regular arrangement, a note or phone call to the school from the parents will be necessary.
- The following list of behaviors shall not be permitted on the North Iowa Coalition School buses. This list shall include but is not limited to the following: hitting,

spitting, profanity, out of seat, throwing objects, obstructing aisles, making loud noises, hanging out of windows, assault, fighting, vandalism, insubordination, possession of a weapon, possession or use of tobacco and possession or use of alcohol and/or any other controlled substance.

- If the infraction/behavior is a violation of the law, the proper authorities shall be notified and all riding privileges for the student shall be suspended for a period not to exceed the remainder of the school year. If the infraction results in property damage, restitution must be paid or a plan for restitution must be agreed upon before riding privileges are reinstated.

Consequences for Infractions

- First Offense: Driver conferences with the student, identifies the infraction, and gives a verbal and/or written warning.
- Second Offense: Driver conference with the student, identifies the infraction, and writes the behavior referral with copies given to the parent (s) and the appropriate administrator. The appropriate administrator contacts the parents (s), by letter or phone.
- Third Offense: Driver conferences with the student, identify the infraction, and write the behavior referral with copies to the parent (s) and the appropriate administrator. The appropriate administrator contacts the parent(s), reviews the incident, and may suspend the student's riding privileges for a period not to exceed 5 days.
- Fourth Offense: Driver conferences with the student, identify the infraction, and write the behavior referral with copies to the appropriate administrator. The administrator may suspend the student for up to 15 days with proper due process/procedures, hearing and review by the board of education, administration, student, parents, and legal authorities if necessary.
- Any succeeding violations shall result in suspension of all riding privileges for a period not to exceed the remainder of the school year.
- If a student performs an act that obviously jeopardizes the safe operation of the bus and endangers the safety of others on the route, the administrator may suspend the student from riding the bus the next morning. The administrator must notify the parent (s) of this action that day. A written report shall also be filled out and filed properly. Riding privileges can not be reinstated until a conference is held with the driver, parent(s), student and appropriate administrator.

Lockers/Book Bags

Middle school students will be provided with lockers to keep books, coats, book bags, etc. Students cannot bring book bags into the classroom. Book bags and sports bags must be stored in lockers or above the lockers.

Lockers are the property of the school and as such are subject to periodic inspection and searches by school authorities according to the Iowa search and seizure laws. Students who place contraband items or items which are disruptive to the learning environment in a locker are subject to disciplinary action.

Lockers are assigned by the building principal and may be checked periodically by him/her or by the student's advisor.

Locks placed on lockers are encouraged but need to be approved by the building principal or designee – keys or combination key needs to be provided to building principal.

Students are NOT to enter anyone's locker but their own.

Visitors

All visitors must check into the Main Office upon arrival and receive and wear a "visitor" sticker. Parents are welcome to visit the school at any time but need to check in with the Main Office. No visits by out-of-district students will be allowed unless permission is granted by the building principal at least two days in advance.

Student Driving

MOPEDS – Students riding mopeds to school will be required to abide by the following rules: 1) the moped will be properly parked on the school premises in the west parking lot, 2) the moped will not be moved during the school day.

Bicycles will be parked in the provided bicycle rack with a security chain. Bicycles are not to be ridden during school hours.

School Cancellation

When adverse conditions make it necessary to close school the following radio stations will be informed: KIOW (Forest City) 107.3 FM; KGLA (Algona) 92.7 FM/1600 AM; KGLO (Mason City) 1300 AM; and KBEW (Blue Earth) 1560 AM. Announcements will also be sent via our email/text alert system and on our NICS website (red banner). A variety of television stations will also be contacted.

When school is dismissed for safety reasons or because of bad weather, ACTIVITIES ARE ALSO CANCELED. This means that there will be no practices, meetings, games, or performances of any type and students will clear the building.

Family Night

Wednesday night is designated as "Family Night." The school will not schedule functions, practices, or games on Wednesday nights. All students will be out of the building by 6:00 p.m.

Activities

A variety of school activities and organizations are available at North Iowa Middle School. All students are encouraged to participate in one or more extra-curricular activities as these opportunities can be a valuable part of the educational experience. The following regulations apply to the activity program:

- Meetings and other activities of a school organization must be approved and supervised by the group's sponsors.
- Student behavior policies apply for all school sponsored activities.
- Plans for any event must be made well in advance of the date for the event.
- No Sunday activities are held without approval of the Superintendent or his designee.
- Once a person leaves an event, it is assumed that he/she will not return.
- All posted signs and/or posters must have prior approval of the principal or designee.
- Dances are restricted to students in the grades 7-8.
- No one is admitted to a dance after the first 15 minutes of the dance without prior approval.
- Dances must be organized and sponsored by a school organization (Student Council).
- Dances must have a MINIMUM of 2 faculty/staff chaperones and parent volunteers.

Good Conduct Policy

In order for a student to have the "PRIVILEGE" of participating in and representing NIMS in extra-curricular activities – interscholastic competitions, public performances, or other activities – he/she must exemplify good conduct and citizenship.

Areas included in this 'GOOD CONDUCT RULE' for NIMS are use of tobacco, use of alcohol, use of drugs, vandalism, insubordination, and insolence to public officials, felonious acts, or other conduct contrary to standards set by our Board of Education, Administration, Instructional/Non-Instructional Staff and Community.

Consequences:

- Ineligibility for school events/trips
- Counseling
- Detention
- In-school suspension
- Action by the Board of Education

NOTE: This policy is NOT exactly the same as the Good Conduct Rule for North Iowa High School. It is our philosophy that MS students are different from HS students and differences in development levels exist; therefore, differences in the policies exist.

Initiations, Hazing, Bullying or Harassment – Students (refer to board policy 104)

-See Anti-bullying Policy on the Middle School SharePoint page

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 bullying 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; and
- demeaning jokes, stories or activities.

Student Records

The North Iowa Community School District adheres to the following standards in the management of education records:

- Students' parents/guardians and eligible students (those age 18 and over) have the right to inspect and review a student's educational records.
- The North Iowa Community School District will limit the disclosure of information contained in a student's educational records except under the following circumstances:
 - By the prior written consent of the student's parent/guardian or the eligible student.
 - As directory information that the parent or guardian or eligible student has not prohibited from disclosure.
 - Under certain limited circumstances permitted by FERPA.
- The student's parent or eligible student has the right to seek to correct parts of the student's educational record which he/she believes to be inaccurate, misleading, or in violation of student's rights. This includes the right to a hearing to present evidences that the record should be changed if the district decides not to alter it according to the parent or guardian or eligible student's request.

Student Records Access

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

The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect.

1. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate

- or misleading.
2. The right to consent of disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (school officials with legitimate educational interests, health/medical personnel, law enforcement, AEA employees, etc.).
 3. The right to inform the school district that the parent does not want directory information, as defined below, to be released. Any parent or eligible student not wanting this information released to the public must make their objection know to the building principal or her/his designee by the end of the second day of school each year.
 4. To file a complaint regarding student record access may be filed with **Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC, 20202-4605** (Board Policy 506.1 and 506.1E9)

Special Education

The board recognizes some students have different educational needs than other students. The board shall provide a free appropriate public education program and related services to students identified in need of special education. The special education services will be provided from birth until the appropriate education is completed, age twenty-one or to maximum age allowable in accordance with the law. Students requiring special education shall attend general education classes, participate in extracurricular activities and receive services in a general education setting to the maximum extent appropriate to the needs of each individual student. The appropriate education for each student shall be written in the student's Individualized Education Program (IEP).

Special education students shall be required to meet the requirements stated in board policy or in their IEPs for graduation. (Board Policy 603.3)

Parent's Rights in Special Education:

Parents of a child who is receiving special education have the right to

1. inspect and review the child's education records;
2. ask for an explanation of any item in the records;
3. have copies made at a reasonable cost;
4. be informed of locations of records being collected by the district or the AEA;
5. ask for the amendment of any record if considered inaccurate, misleading, or violating privacy rights;
6. request a hearing if the district or the AEA does not voluntarily amend records about which there are concerns;
7. give or with hold consent to disclose your child's records;
8. be told whom information has been disclosed;
9. be informed before information in your child's file is to be destroyed.

EOE/AA

The North Iowa Community Schools shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its educational programs, activities, operations, or

employment opportunities. (Ref. Title VI of the 1964 Civil Rights Act and Title IX of the 1972 Educational Amendment).

Inquiries regarding compliance with Title VI or Title IX may be directed in writing to Cory Myer, Superintendent of Schools, North Iowa Community Schools, 111 Third Avenue NW, Buffalo Center, Iowa 50424.

Multicultural, Non-Sexist Policy

It is the policy of NIMS not to discriminate on the basis of gender, race, national origin, creed, age, marital status, or physical disability in its educational programs, activities, or employment policies as required by Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendment, and the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the culture and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in this society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and eliminate bias on the basis of gender, race, ethnicity, and/or religion. Respect and appreciation for the cultural diversity found in our country and an awareness of the rights and duties, and responsibilities of each individual as a member of a multicultural, nonsexist society.

Inquiries regarding compliance of Title VI and Title IX may be directed to the superintendent, North Iowa Community Schools, Buffalo Center, IA 50424. Phone (515) 562-2525.

Non-Discrimination Policy

It is the policy of the North Iowa Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator: Cory Myer, Superintendent, 111 3rd Ave NW, Buffalo Center, Iowa, 641-562-2525, myer@northiowa.org.

504 Rehabilitation Act/Policy

Section 504 of the Rehabilitation Act requires all schools to identify students, employees, and parents who may fall under this ruling. If an individual is deemed to be eligible under guidelines of this legislation, he or she may be allowed certain accommodations in this school to ensure equal opportunity in education, employment, or valid involvement with this educational agency. Exceptions to and waivers for all school policies may be considered and granted based on the individual's meeting 504/IDEA standards or criteria.

Asbestos Management Notification

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