



NORTH IOWA HIGH SCHOOL Student Handbook 2021-2022

North Iowa High School Mascot – BISON

School Colors – Blue & Silver

North Iowa Fight Song

*NI High we love the silver blue.
NI High we always will be true.
To you we show our great admiration
To the best school in the land.
Rah! Rah! Rah!*

*Always loyal let you know we're here.
NI High we'll bring you lots of cheer.
Rah-Rah! Rah-Rah!
NI High! Rah! Rah!
Dear old NI High!*

“Linking Students with Success”

**North Iowa High School
111 3rd Ave NW
Buffalo Center, IA 50424
641-562-2525
northiowa.org**

Welcome to the 2021-2022 school year at North Iowa High School!

North Iowa High School has a strong history of excellence and pride in academics and extracurricular activities. I invite you to be an integral and active part of our proud high school tradition. This handbook provides important information for both students and families. Please read through the various policies and expectations that are outlined. The policies and procedures in the handbook are carefully prepared for our high school to create a safe, positive, and productive learning environment for all students. I encourage you to take advantage of the educational opportunities offered by North Iowa High School. High school is a preparation for your adult life - whether it is work, college, military - and an opportunity to develop a positive reputation and character. As our mission states, teachers and staff are here to “link students with success” and provide an excellent education. We hope that you agree and do your best to fulfill this goal. Make your school year positive and successful and be proud to be a BISON!

With Bison Pride,

Joann Kenny
6-12 Principal

North Iowa Community School Mission Statement *“Linking Students with Success”*

Essential Learnings and Learning Indicators

Our students will be successful communicators. Successful communicators:

- Express needs & ideas so others understand
- Interpret experiences
- Evaluate & analyze information
- Listen & perceive information from others

Our students will use good problem solving skills. Successful problem solvers:

- Apply skills to real life situations
- Learn from past experiences
- Use a variety of appropriate technology
- Demonstrate appropriate risk taking
- Demonstrate flexibility in their thinking
- Show conflict resolution skill

Our students will be life-long learners. Life-long learners:

- Demonstrate self-sufficiency/self-directed learning
- Demonstrate adaptability to different situations
- Demonstrate appropriate use of resources
- Demonstrate perseverance

Our students will practice good citizenship. Good citizens:

- Demonstrate responsible and active participation in the democratic community
- Show responsibility for themselves, to others, and the world

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Daily Schedule

North Iowa High School operates on the following **9 period schedule**:

1st period – 8:20-9:07

Lunch – 12:13-12:43

2nd period – 9:10-9:54

6th period – 12:46-1:30

3rd period – 9:57-10:41

7th period – 1:33-2:17

4th period – 10:44-11:28

8th period – 2:20-3:04

5th period – 11:31-12:13

9th period – 3:07-3:30

Credits and Graduation

Credits

N.I.H.S. uses a semester system for formal assessment of students. Credits toward graduation are earned based on formal semester grades earned. A course taken with a passing grade for one full year (2 semesters) equals 1 credit earned. A course taken with a passing grade for one semester equals 0.5 credit earned. All courses will earn an equal amount of credit as long as the course meets on a regularly scheduled basis and consistent instruction is provided and students assessed. It is at the discretion of the high school principal to determine the amount of credit given for certain courses.

Graduation Requirements: Grade 9 and beyond.

Students are required to earn 26 credits to graduate from N.I.H.S. and must meet the following requirements set by the Iowa Department of Education and the North Iowa Board of Education:

- 4.5 credits (years) English
- 3.0 credits (years) math (minimum of 1.0 of Algebra 1 and 1.0 credit of Geometry)
- 3.0 credits (years) science
- 3.0 credits (years) social sciences
- 1.0 credits (4 years) of physical education
- 1.0 credit fine arts (band, chorus, or art)
- 0.5 credit of Personal Finance
- 10.0 credits of elective

*All students are required to complete CPR before graduation. To satisfactorily complete a course and earn credit, students must receive a grade of **65 percent or higher** for the semester.*

Graduation

Students who have earned the required credits will receive a signed diploma and be allowed to participate in graduation ceremonies. If a student has not attained enough credits to receive a signed diploma, that student will not be allowed to participate in graduation ceremonies. Extenuating circumstances regarding graduation will be considered on an individual basis by the building principal and must be board approved. Before graduation, all fines/fees must be paid, and all materials belonging to the school must be returned. Students must meet all obligations in terms of extra work and time required by faculty and administration. **Prior to participating in commencement, students must complete all credit requirements.**

Early Graduation

A student who has met the requirements to graduate from N.I.H.S. may apply for early graduation with the high school principal. Early graduation means that a student will opt out of their last semester of their senior year in

order to pursue other opportunities. Requests to graduate early must be made with the high school principal and the guidance counselor before the start of the second semester of a student's junior year. The board of education must approve any requests to graduate early.

Grading

Grading Scale/Grade Point Average (GPA) Calculation

The following grading scale is used for calculating student grades:

A = 95 – 100%	C = 77 – 79%
A- = 92 – 94%	C- = 74 – 76%
B+ = 89 – 91%	D+ = 71 – 73%
B = 86 – 88%	D = 68 – 70%
B- = 83 – 85%	D- = 65 – 67%
C+ = 80 – 82%	F = 64% and below

- In order to be eligible for the “**Gold**” **Honor Roll**, a student must earn no grade lower than a C- and maintain an overall grade point of **3.670**
- In order to be eligible for the “**Silver**” **Honor Roll**, a student must earn no grade lower than a C- and maintain an overall grade point of **3.000**
- Grades from driver's education, post-secondary enrollment option including concurrent enrollment, and resource room grades will not count on the student's grade point average (GPA). Concurrent enrollment courses will earn dual high school/college credit. Students with modified grades will earn GPA credit if they meet regular education requirements. A grade earned outside the regular education classroom will not be used to figure a student's overall GPA, but the grades will be eligible for the honor roll.

Grading and Assessments

Teachers will use JMC's NextGen online electronic gradebook system to record and calculate students' assessments and grades. Teachers will inform students of the grading policy/expectations early in each semester. At the beginning of the school year, parents are given usernames and passwords which allow them online access to progress reports and grades of their child at any time. Simply log on to the homepage and select the high school/parent access link. Teachers will efficiently keep grades updated on the JMC gradebook.

Grading Periods and Communications

N.I.H.S. has 2 semester grading periods in a school year. Each semester is made of 2 quarters – the 2 quarters are averaged for a semester grade. Each quarter has a mid-quarter or mid-term. Mid-quarter grades are not official grading periods, rather periods to communicate student progress.

- Mid-quarter grade reports (about 4½ weeks into each quarter) will be emailed or mailed home.
- Quarter report cards will be emailed or mailed to a student's home after each quarter grading period (every 9 weeks). The two quarter grades are used to calculate a semester grade (the official transcript grade). A semester assessment may be used to calculate a semester grade also.
- Semester grades will be reported along with the 2nd and 4th Quarter report cards.
- Parents should receive a total of eight emails and/or mailings in regards to their student's academic grades and progress – 4 mid-quarter communications and 4 quarter communication

Study Halls, PE, No Credit, and Schedule Changes

Study Hall Limits

Students are allowed a maximum of one study hall per semester. The only exception will be for students who are

enrolled in a concurrent enrollment course or students who are on an IEP. Students who are enrolled in one or more concurrent courses will be allowed a maximum of two study halls per semester.

Physical Education

Physical Education is required by Iowa law and ***must be taken each semester***. Below are the guidelines by grade level.

- 1/4 credit per year minimum for all students. If you have room in your schedule and do not meet an exemption listed below, you will be scheduled into two semesters of Physical Education.
- 9th PE must be taken during freshman year
- 10th and 11th grade students must take every semester both years as required by state law. If they are out for one sport, a semester of PE can be waived for a maximum of one semester.
- 12th grade exemptions/waivers: medical reasons, scheduling conflicts, participation in athletics – waive 1 semester if active in one sport.

No Credit

No academic credit is given for driver's education, athletics, plays, clubs, or extra-curricular activities.

Schedule changes

Schedule changes will be allowed at the beginning of each semester for a maximum of two days. Students are not allowed to change their schedules after this time period.

School Work Policy

- To earn a final grade, a student must complete all essential work in each class.
- For each day missed for an excused absence, the student shall have two (2) class sessions to make up the assigned work, and all work shall be eligible for full (100%) credit if so deserving.
- At the discretion of the classroom teacher, assignments not completed during the regularly allowed time frame may be reduced in value.
- Late work shall be noted in the grade book to designate that it was not turned in on time.
- Teachers shall provide adequate feedback to students in regards to their academic progress. Assessments - tests, quizzes, assignments, etc. – should be graded and returned in a timely manner in order to maximize the assessment and learning experience. If there is a circumstance in which more time is needed to adequately assess and effectively provide feedback to students, the teacher will inform students of an expected return date.

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:

1. 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.
2. 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.
3. 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.).

4. 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.
5. 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)

Senior Year Plus

Students enrolling in Senior Year Plus coursework must demonstrate proficiency in reading, math and science prior to enrollment as required by Iowa Code §261E.3. Proficiency in reading, math, and science is not similarly required for enrollment in postsecondary career and technical education courses. Receiving postsecondary institutions may have individual career and technical education program or course proficiency requirements.

House File 308, passed during the 2021 legislative session, provides an option for students to meet the required proficiency requirements of the Senior Year Plus program through measures of college readiness jointly established between a school district and a postsecondary institution.

The student shall have demonstrated proficiency in reading, mathematics, and science as evidenced by;

- achievement scores on the latest administration of the state assessment (currently, the Iowa Statewide Assessment of Student Progress, ISASP) for which scores are available and as defined by the Iowa Department of Education, or
- a sum of the critical reading, mathematics, and writing skills assessments, of at least 141 on the Preliminary Scholastic Aptitude Test (PSAT) administered by the College Board, or
- a composite score of at least 21 on the college readiness assessment administered by ACT, Inc., or
- a sum of the critical reading and mathematics scores of at least 990 on the college readiness assessment Scholastic Aptitude Test (SAT) administered by the college board.

If a student does not meet the proficiency requirement as defined above, students may demonstrate proficiency through measures of college readiness jointly agreed upon by the school board and the eligible postsecondary institution. Students can qualify for enrollment by any of the following measures. Students taking college level Math and Composition courses must also qualify on the appropriate college placement measure. Demonstrating competency should be carried out in the least restrictive way possible as to ensure students are able to access Senior Year Plus programs.

Students may demonstrate competency using one of the following methods.

- A. **Proficiency in the corresponding content area on the most recent administration of the statewide assessment.** For example: a student who tested proficient in reading (English-language arts), but not math or science would be able to access humanities and social/behavioral science coursework but not science and math coursework.
- B. The following nonacademic measures **can be used to predict college success in conjunction with assessment scores and student coursework performance.** The measures below should not be used alone to determine whether or not a student should access Senior Year Plus opportunities.

- (1) Maturity

- Demonstrates self-advocacy and communication of needs
 - Successfully manages academic, work, extracurricular, and other commitments
 - Takes responsibility for their learning and success
- (2) Academic skills or standing:
- Satisfactory attendance record
 - Successfully completes related high school coursework
 - Completes assignments by due date, including assigned readings
 - Demonstrates self-motivation as a learner
 - Applies classroom learning to real-life cases, observations, and service learning
- (3) Personal traits/dispositions:
- Demonstrates respect for others
 - Exhibits intellectual curiosity and openness to new ideas
 - Works well as part of a team
 - Demonstrates honesty and ethical decision-making
 - Willingness to devote approximately 6-9 hours each week outside of class to study, review and prepare for coursework
- C. The student's coursework may be assessed as proficient by the high school counselor or team of faculty/staff. Any of the following may be used to determine student proficiency:**
- (1) Review of student transcripts
- Student demonstrates progress in improvement in coursework
 - Transcript may be reviewed in entirety or may be evaluated within a specific discipline or subject area
- (2) Coursework Performance
- Student shall have previous high school course performance of a "C" or higher linked to the intended college course enrollment (discipline/subject specific)
 - Student success in prior concurrent enrollment coursework of a "C" or higher including CTE coursework
 - The student's coursework may be assessed as proficient using a related coursework portfolio
- (3) Grade Point Average (GPA)
- Student has a high school GPA of 2.0 in the corresponding discipline
 - Student has a cumulative high school GPA of 2.0
- D. The student may demonstrate proficiency in Reading, Mathematics, and Science using one approved measure from the content area below.**
- (1) Reading and Writing
 Next Generation Accuplacer Reading 239 \geq , or
 ACT Reading score of 19 \geq , or
 ACT English score of 16 \geq , or
 SAT Reading score of 271 \geq , or
 SAT Writing score of 400 \geq , or
 New SAT Writing score of 23 \geq , or
 MAP Reading RIT score in the 41st percentile or higher
- (2) Mathematics
 Next Generation Accuplacer Mathematics of 225 \geq , or

Next Generation Accuplacer College Math of 290 \geq , or
Accuplacer College Math of 45 \geq , or
Accuplacer Elementary Algebra of 110 \geq , or
SAT Mathematics score of 500 \geq , or
New SAT Math score of 530 \geq , or
ACT Math of 21 \geq , or
MAP Mathematics RIT score equivalent to the 41st percentile or higher
(3) Science
ACT Science 18 or higher, or
A grade of “C” or better in General Biology

It should also be noted that students who are monitored and receive academic support are more likely to succeed in college-level coursework. Schools should take this into consideration when determining college readiness. Students who may fall below what is deemed “college ready,” but are close to college-ready range may succeed with additional academic support.

Other considerations:

- A student must adequately pass and earn credit for all courses from the previous semester.
- A student must also meet the prerequisite coursework and proficiency requirements in the specific academic area that they are attempting to pursue.

Additional information about concurrent enrollment courses will be provided to parents and students upon registration.

Attendance

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 and 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 MS/HS 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.

Absences

Importance of Attendance

Only through attendance and class participation do students achieve the full benefit of the educational program. Participating in class discussions, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are important class objectives.

Learning lost due to an absence, excused or unexcused, can never be fully replaced. In order for students to learn at the highest levels, they need to be in school. Regular, consistent attendance is a top priority at North Iowa. Students are expected to be in class, and families are expected to make attendance a top priority as well. Teaching students the importance of regular attendance and being properly prepared for class not only prepares them for learning but also helps them prepare to be responsible citizens in adulthood.

Absences

Students are allowed to be absent for a maximum of **15 total days (includes excused and unexcused absences) during the school year.** It is the responsibility of the parent/guardian to notify the school that their child will not be in school.

Students participating in 100% online learning through Edgenuity will also be held responsible for regular daily attendance and work completion.

Reporting Student Absences

All absences are to be reported to the school office the day of the absence or prior to the date if it is a scheduled appointment. The school office may be reached by calling 641-562-2525. If a phone call is not received, the school will place a phone call to the parent/guardian. It is important that all absences are accounted for in order to assure the safety of our students.

Excused Absences

- Death in the Family
- Recognized Religious Observances
- Serious Family Emergency
- School Sponsored Activities- All athletic events/state tournaments (North Iowa must be participating in the state tournament to be excused), school field trips, college visits for Juniors (2/year) and Seniors (4/year), etc. All college visits will require written documentation to be excused.
- Medical/Dental Appointments - (Please attempt to make these appointments outside of school hours or at the very beginning or end of the school day).
- Court. Students should bring in their court appointment card to have it excused.
- In/Out of School Suspensions.
- Illness - (Absences exceeding three days may require a physician's statement to be excused.)
- Extended Family Vacations

Unexcused Absences

- Oversleeping
- Arriving Late/Leaving Early - (Arriving at school 20 minutes after the start of school or leaving more than 20 minutes before the end of the day without an acceptable reason.)

- Personal Grooming Appointments (Hair, nails, tanning, etc.)
- Shopping/Running Errands
- Needed at Home/Babysitting
- Car Trouble
- Missing the Bus/Ride
- Needing Sleep or Rest
- Anything Not Listed as “Excused” Above

Strategies to Improve Attendance

North Iowa administration reserves the right to use a variety of strategies to improve student attendance. Strategies may be, but are not limited to, the following:

- Attendance Contracts
- Verification/Notes for Each Absence (Example: A doctor's note)
- Parent/Guardian Meetings
- Special Transportation Requirements
- Referral to the County Attorney for Mediation

Excessive Absenteeism Procedures

Excessive absenteeism is any absence beyond 15 days (includes excused and unexcused absences) for the school year.

- **Level 1:** When a student has been absent from school or a class for five (5) cumulative days during the first quarter, parents/guardians will be notified by the school via phone call or email to make them aware their child has reached five absences.
- **Level 2:** When a student reaches 10 cumulative absences during the first three quarters of the school year, the building principal, school counselor, or other assigned staff member will contact parents/guardians. Strategies for improved attendance will be discussed.
- **Level 3:** When a student reaches 15 cumulative days of absence, a meeting will be scheduled with the parent/guardian, student, and building principal to discuss ways to improve attendance. An attendance contract and other strategies will be put into place. The county attorney will be notified of the student's attendance record and will be provided with a copy of the attendance contract.
- **Level 4:** If the attendance contract is broken, the county attorney will be contacted and truancy charges may be filed by the county attorney.

Tardiness/Leaving Early

A tardy is defined as arriving at school or to a specific class period after the first attendance bell. Consequences for tardiness may include, but are not limited to, a conversation and a warning, assigned detention, parent/guardian contact, and referral to building principal for additional consequences.

Suspensions and Expulsions

When a suspension or expulsion causes a student's absence, such absences will be treated as an administrative absence rather than a voluntary student absence and will not be included under this attendance policy. Students will be given the opportunity to make-up all missed work due to a suspension.

Truancy

As mentioned previously, regular attendance by students is essential for them to obtain the maximum opportunities from the education program. Parents/guardians and students alike are encouraged to ensure an absence from school is a necessary absence. Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. Students are subject to disciplinary action for truancy. It is within the discretion of the principal to determine what, if any, disciplinary action is appropriate including, but not limited to, warning, detention, in-school suspension, or administrative referral.

Appeals

If a parent/guardian would like to appeal an attendance decision, they may submit a written appeal to Joe Erickson, North Iowa Superintendent. Email: joe.erickson@northiowa.org Phone: 641.562.2525

Parents:

Parents of absent students will call the school the morning the student is absent. The school's phone answering system is active 24 hours a day. Messages can be left at 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, detention/suspension will be assigned, and a note sent home. Parents who are unable to follow the above procedure need to contact the high school 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, high school principal or counselor before leaving school.
2. If a student needs to leave 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 will 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 high school principal.

When a student will be absent for the entire day:

A parent should call the school when their child is absent with the reason they will be gone. A parent can also send a note explaining why the student was absent.

1. Students should get an "Admit Slip" from the attendance secretary on the day when they return to school.
2. All students who miss class are required to show a make up slip to the teacher the following day in order to be admitted to class. 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.

Skipping

A student who is not in the class they are assigned to for that particular class period. Examples could include, but are not limited to the following: a student who leaves a classroom without permission, a student who is in the building, but not where they are supposed to be, etc. If a student skips more than a period or two on first offense, administration may bypass the first offense if the student has skipped a large portion of the day.

Consequences for skipping/truants:

- 1) 1st offense: 30 minute Detention
- 2) 2nd offense: 60 minute Detention
- 3) 3rd offense: ½ day of ISS
- 4) 4th offense and beyond: one day of ISS per occurrence

ISS (In School Suspension) and OSS (Out of School Suspension)

When a student serves an in/out of school suspension, it will not count towards their maximum of 15 absences for the year. Students will have one full day after they return from an ISS or OSS to get their makeup work completed. If it is not made up in that time, the teacher's late work procedure for their classroom will be enforced.

Electronic device use is not permitted for students during ISS. Devices must be turned in to school staff when students report for their ISS. Failure to do so will result in further consequences for insubordination.

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.

Admits to Class

Any student who is tardy or absent from a class must pick up an admit slip from the high school office before reporting to class. Any student who has missed **any** class for **any** reason **must bring a note from a parent (unless a parent has already called the school excusing the student)**. An absence or tardy not excused by a parent or school staff member is considered unexcused and will result in detention. Assigned detention for an unexcused absence for a full day will be served the following day.

Hall Passes for Students

Students are not allowed to be in the halls while classes are in session unless special permission is granted by a teacher or school staff. Hall passes should be issued by classroom teachers or school staff members if a student is given permission to leave a classroom.

Illness

The school nurse is on duty from 7:45-3:45 each day. If the nurse is out of the building, the high school secretary, the principal, or the guidance counselor may be contacted.

For the safety of all students and the school district, ill students must use a set procedure when checking out of school: 1) obtain faculty/staff permission to go see the school nurse; 2) see the school nurse (or designated staff); 3) call home to notify parents of illness and action recommended; 4) sign out in the high school office; 5) bring a note to school when returning to verify time away from school.

No high school student is allowed to leave school unless permission has been granted by the school

nurse and/or the principal.

Medications

Students may need to take prescription or non-prescription medication during school hours. In the event that a student has a reaction or illness, school personnel must know the medications the student is taking. By law, all medication needs to be in a pharmaceutical labeled container and given to and administered by the school nurse or other authorized personnel. Students must provide written instructions for administration of the medication, as well as parental authorization to administer the medicine. It must include dosage, times and duration, name of physician, potential side effects, and emergency numbers of parents. Medicine will be kept in a locked cabinet.

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.

Title 1 parents will be members of the Title 1 Review Committee and will meet annually.

The Board will sponsor a wide range of activities and events to allow for parents to become more involved in the education of their child(ren), such as technology initiative informational nights, open houses, building-level parent advisory committee meetings, Parent-Teacher conferences, parenting courses/classes throughout the school year, special programs/performances involving parents, district-advisory committees, etc.

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)

Open Enrollment

Any student wishing information or forms for open enrollment should contact the superintendent.

Extracurricular Activities

Extra-curricular Activities Information

Students at North Iowa High School have the privilege to participate in activities that are coordinated by the school. These extra-curricular activities are considered an extension of the classroom learning experience and are encouraged to all students. Extra-curricular activities are a privilege and may be denied to students based on academic and/or disciplinary reasons. Extra-curricular activities may include but are not limited to the following:

FFA, FCCLA, Student Council, Flag Corp, Band, Chorus, Cheerleading, Football, Volleyball, Cross Country, Quiz Bowl, Fall Play, Speech, Wrestling, Basketball, Bowling, Track, Golf, Spring Musical, Softball, Baseball, Yearbook, National Honor Society, Trap Shooting.

Academic Eligibility Rule for Extra-curricular Activities

Iowa No Pass, No Play Rule – Iowa law requires that students must be passing all classes at official grading periods in order to be eligible for extra-curricular activities. Any student who failed a course at semester will be ineligible to participate in extracurricular activities for 30 calendar days. The student's ineligibility status will start on the next activity desiring to participate in and with the first scheduled event. A student will regain eligibility when they have fulfilled 30 full days of ineligibility from an extracurricular activity. Any student with an incomplete for a semester grade will also be ineligible until the coursework has been completed. The high school principal or the athletic director will inform a student and his/her parents of their ineligible status. High school faculty, coaches, and activity advisors will also be informed of students becoming ineligible.

If a student is ineligible due to the Iowa No Pass No Play policy, they will be ineligible for competition in the next IHSAA/IGHSAU sanctioned activity. A student who is not involved in any sanctioned IHSAA/IGHSAU will be ineligible for their next non-sanctioned extra-curricular activity.

***Note – Sitting out for a non-sanctioned extra-curricular activity does not use up the student’s ineligibility for a future sanctioned activity.**

Mid-Term Report/Activities in Season

A student who has one or more F’s/Incompletes reported on the mid-term report of every quarter/end of quarters one and three is ineligible for activities in season beginning on the day after the mid-term report is printed. However, a student becoming ineligible under this clause may be made immediately eligible when each teacher reporting F/I grades signs off indicating sufficient progress has been made to upgrade the failing grade to a passing grade. If teachers do not sign off, the student is ineligible for interscholastic competition until the grade is passing.

Restoring eligibility is the student’s responsibility. When F’s/Incompletes are made up, the student must pick up a form in the principal’s office and have all teachers sign off to confirm satisfactory progress. The form will need to be given to the advisor/coach of whatever activity that the student is currently enrolled in.

This policy will cover all extracurriculars. A student can go to practice/meetings, but cannot be part of public events until eligibility is restored.

Good Conduct Rule

The North Iowa Community School (grades 7-12) considers participation in extracurricular activities a privilege. Any student whose conduct, in or out of school during any month of the year, would make him or her unworthy to represent the ideals, principles, and standards set forth in this policy shall be declared ineligible for extra-curricular participation. He or she will remain ineligible until reinstated by the athletic director or the school administrator.

Violation of Good Conduct Policy – Definition

If it is reasonably believed by a staff member, a law enforcement official, or another adult member of a community who is willing to sign a statement that a student has been found in one of the following situations, the student will be in violation of the Good Conduct policy. If the student admits to the misbehavior or if substantial evidence of the misbehavior is found at a judicial or an administrative proceeding, the student will be in violation of the Good Conduct Rule.

- **Item 1.** Possession or consumption of alcoholic beverages with knowledge, intent, or control thereof,
- **Item 2.** Possession or consumption of controlled substances as they are defined by the Code of Iowa, without a legal prescription, and with knowledge, intent, or control thereof;
- **Item 3.** Possession or use of tobacco, in any form;
- **Item 4.** Committed stealing (theft); vandalism/damage to school property; or other serious offenses, including those which would violate the Iowa Criminal Code, as to make the student unworthy to represent the ideals and standards of his/her school; is in violation of the Good Conduct Rule.

- The **first offense** of a 365 day period will have a minimum of ineligibility for 1 date and up to 3 dates. Ineligibility will be enforced in chronological order for all activities a student may be participating. A student will be held to the minimum if he/she chooses to complete the Prime for Life program for a substance abuse violation or another counseling program approved by the school for any other violation. A written letter or note of verification must be provided confirming that programs/appointments will be attended within a

reasonable time. Failure to comply with the requirements above will result in the student's moving to the next offense level.

- The **second offense** of a 365 day period will have a minimum of ineligibility for 4 dates and up to 10 dates next extra-curricular activities. Ineligibility will be enforced in chronological order for all activities a student may be participating. The student/athlete must complete the Prime for Life program or other school approved counseling/educational program. A written letter or note of verification must be provided confirming that programs/appointments were attended. Failure to comply with the requirements above will result in the student's moving to the next offense level.
- The **third and any subsequent offenses** within the original 365-day period will result in a one-year ineligibility period.
- **Activity advisers/coaches have the discretion to add further consequences for violations but may not lessen any consequences included in this policy.**
- Honesty Provision: A student should voluntarily admit to a violation within 48 hours of the violation. Students who self report will be held to the minimum ineligibility for each offense.

Due Process Provision

An informal investigation of the charges shall include, but not necessarily limited to, written or oral notice to the student of the charge made and an opportunity to respond. Should the student or his/her parents feel the penalty is unjustified or unfair, they may appeal as set forth by the due process rule adopted by the Board of Education. The student shall remain ineligible during the appeal procedure.

Appeals

Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the superintendent by contacting the superintendent within three (3) days of being advised of the violation. The penalty will be in effect pending the superintendent's decision, which shall be made within seven (7) days.

If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal with the board secretary at least 48 hours prior to the next board meeting. The review by the board will be in closed session, unless the student's parents (or the student, if the student is 18) request an open session. The grounds for appeal to the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Good Conduct Rule and/or Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any report of the ineligibility period and violation deleted from the student's record.

Students NOT Involved in Extracurricular Activities

Students who are not involved in extracurricular activities and in violation of the Good Conduct Rule will not be permitted to attend extra-curricular activities for the same time period per offense level that students who are involved in extracurricular activities would be penalized.

- The **first offense** will be immediately enforced following the meeting date of the good conduct violation. The student will not be able to attend extra curricular activities for 15 calendar days*. A determination of ineligibility for 1 date up to 3 dates will be determined and will apply to their next activity or sport. A student can choose to complete Prime for Life. A written letter or note of verification must be provided confirming that programs/appointments will be attended within a reasonable time. Failure to comply with the requirements above will result in the student's moving to the next offense level.
- The **second offense** will be immediately enforced on the meeting date of the good conduct violation. The student will not be able to attend extra-curricular activities for 30 calendar days*. A determination of ineligibility for 4 dates and up to 10 dates will be determined to apply to their next activity or sport. The

student must complete the Prime for Life program or other school approved counseling/educational program. A written letter or note of verification must be provided confirming that programs/appointments were attended. Failure to comply with the requirements above will result in the student's moving to the next offense level.

- The **third and any subsequent offenses** will result in a one-year period of not attending extra-curricular activities to begin immediately following the meeting date of the good conduct violation.
- *If there is not an active season of events, the spectator privileges will not start counting until the first event of the next season.
- Honesty Provision: A student should voluntarily admit to a violation within 48 hours of the violation. Students who self report will be held to the minimum for each offense.
- At all levels, the time period to gain new offenses expires after one calendar year (365 days).
- If a student is not currently out for an extracurricular activity, the ineligibility will apply to their next activity or sport. If a student goes out for any extra-curricular activities, in order for a student to fully serve their ineligibility, they must remain out for the activity for the entire season without quitting and attending all required practices and events.

General Student Conduct and Discipline

Students attending North Iowa High 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. High school students will be treated as young adults by the staff. 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.

Behavior Expectations

It is the position of the school district that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's education. Without discipline in the schools, learning cannot occur. Therefore, this district-wide school discipline policy has been adopted. It is the responsibility of the school board, administration, and teachers to safeguard the health and safety of each student. The school board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state statute, state board of education regulations, and this policy.

The discipline procedures used at NIHS are designed to meet two goals: 1) Provide an orderly environment where students may pursue an education without interference. 2) To provide corrective help and guidance toward self-discipline for each student who violates school policies or the rights of others.

It will be at the discretion of the principal or superintendent to administer consequences of any violation of North

Iowa High 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 High 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.

Parent/Guardian Involvement

The ultimate responsibility for the behavior of a student rests with the student and their parents/guardians. The goal of the staff will be to correct the problem with a minimum of disruption to the life of the student. Persistent serious problems can result in conferences with the parents/guardians in an effort to find and implement a solution to the problem.

Student Behavior Expectations and Rules

Students are expected to behave. Students should 1) Do your best. 2) Respect and work with others. 3) Stay on task. 4) Have regular attendance. In addition, each teacher has their own rules and expectations for students. Failure to follow rules will result in consequences.

Not all expectations can be covered in school policies and a student handbook. The following are some general student behavior expectations:

1. Students are expected to be to class on time.
2. Students are expected to have a pass to be in the halls during class time and are expected to go directly to the destination on the pass.
3. Book bags are not allowed to be brought into the classrooms and need to be kept in lockers.
4. Food and/or beverages are not allowed to be brought into the classroom unless permission has been granted by the teacher/staff member.
5. All students will remain on school grounds from 8:25 a.m. to 3:30 p.m. unless they have permission to leave and it has been granted by high school office staff.
6. Beverage and vending machines will be regulated by the school administration.
7. Students are not allowed to drive cars during the school day. Special permission from parents and the building principal may be granted.
8. Driving to school and parking at school is a privilege. Students must drive and park appropriately. Illegal or inappropriate parking or driving may be reported to law enforcement.
9. All students, unless supervised, must be out of the building by 4:00 p.m.
10. Public displays of affection (kissing, holding hands, hugging, cuddling, etc.) are not appropriate for the school environment and are not allowed.
11. Students are expected to dress appropriately and respectfully. The following clothing is considered inappropriate: any clothing that reveals undergarments or certain body parts (breasts, butt, midriff, or other private body parts); clothing that is overly tight and/or revealing; clothing with inappropriate wording or connotation; clothing with obscene or indecent sayings or pictures; clothing that advertises alcohol/tobacco/drugs; and wearing a cap or other headdress (bandana, hood, etc.) while in the school building during school hours. Costumes are not permitted, except for special events that have administrator approval.

12. Cell phones and other electronic devices are not allowed in the classrooms unless special permission has been granted by the classroom teacher or staff member.
13. Refusal to comply with a reasonable request by a school staff member concerning student conduct or disciplinary action will be considered insubordination. When such incidents occur, the building principal may become involved, and appropriate disciplinary action will be taken.
14. Use of profanity and vulgar language is not allowed.
15. Cheating/plagiarism is considered academic fraud and prohibited.
16. Bullying/harassment is not allowed.
17. Cases of vandalism and theft are against the law and may be turned over to law enforcement.
18. Serious violations of school policy (fighting, tobacco use, theft, vandalism, etc.) may be turned over to law enforcement.
19. Students who are absent for the entire day due to illness or who leave school for the remainder of the day due to illness, should not attend an extra-curricular event in the evening.

NIHS PBIS

We expect all North Iowa High School students to: Be Safe, Be Responsible, and Be Respectful. We call these expectations The Bison Way. NIHS 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.

Student will be given tickets for properly displaying the Bison Way. Students will be able to use the tickets in a monthly drawing or may be able to spend them in a school store. Any student with one or less minor will be able to participate in a quarterly celebration. Students with two or more minors/one or more major behavior violations, will be do remediation.

<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

Code of Student Conduct

The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials.
3. Gambling, including, but not limited to, playing a game of chance for stakes.
4. Hazing;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Opposition to authority using physical force or violence;

7. Using, possessing, or distributing tobacco or tobacco paraphernalia; or look-alike tobacco products.
8. Using, possessing, distributing, or being under the influence of alcohol or other intoxicating substances or look-alike substances;
9. Using, possessing, distributing, or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
10. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
11. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
12. Violation of the school district Weapons Policy;
13. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
14. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
15. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
16. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
17. Violation of any local, state or federal law as appropriate;
18. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
19. Possession of nuisance devices or objects which cause distractions including, but not limited to, pagers, radios, and phones;
20. Violation of school bus or transportation rules or the school bus safety policy;
21. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
22. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
23. Possession or distribution of slanderous, libelous or pornographic materials;
24. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
25. Criminal activity;
26. Falsification of any records, documents, notes or signatures;
27. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
28. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion;
29. Impertinent or disrespectful language toward teachers or other school district personnel;
30. Sexual and/or racial abuse and/or harassment;
31. Actions, including fighting or any other assaulting behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
32. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
33. Violations against persons, including, but not limited to, assault or threatened assault, fighting,

harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;

34. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
35. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
36. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
37. Violation of school rules, regulations, policies, or procedures;
38. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

Disciplinary Action Options

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district.

A school district may discipline a student for off-campus misconduct in either of the following situations: 1) misconduct is a continuation of or has a nexus with improper conduct that occurred on school grounds or 2) the student's actions have a direct and immediate effect either on school discipline or on the general safety and welfare of the students and faculty.

Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- B. Parent contact;
- C. Parent conference;
- D. Removal from class;
- E. In-school suspension;
- F. Suspension from extracurricular activities;
- G. Saturday School
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Expulsion;
- S. Exclusion;
- T. Other disciplinary action as deemed appropriate by the school district.

Description of Most Common Consequences:

Detention

The principal and teachers can assign detentions for the violation of classroom and school rules. The detentions will be sat with the principal or teacher **before/after school** in increments of 30 minutes or an hour. **Students must serve their detention within three days of when it was assigned by the principal. Detentions will not be allowed to accumulate.** If students do not serve the detention by the end of the three days, it will be doubled and must be served immediately. If a student does not serve their detention, they will be in-school suspended. Students who ride the bus, participate in extracurricular activities, or hold after school jobs are held to the same disciplinary measures as students who are not involved in these activities.

Electronic device use is not permitted for students during detention. Devices must be turned in to school staff when students report for their detention. Failure to do so will result in further consequences for insubordination.

In-School Suspension

Students who receive in-school suspension (ISS) at NIHS are required to check-in at the office by 8:00 a.m. each 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. In-school suspension students will receive bathroom breaks at around 10:00 a.m. and 2:00 p.m. and will have lunch around 12:00 p.m. When the bell rings at 3:30 p.m. to end the school day, in-school suspension students have until 3:45 p.m. to turn in their assignments and day's work into classroom teachers. Contact must be made with the principal in the office after all schoolwork has been submitted to classroom teachers.

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.

Electronic device use is not permitted for students during ISS. Devices must be turned in to school staff when students report for their ISS. Failure to do so will result in further consequences for insubordination. **School computer device will be allowed to work on North Iowa classes.**

Out of School Suspension

Students may receive an out of school suspension (OSS) at NIHS 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 extra-curricular activities.

Expulsion

Expulsion of a 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.

Removal of Students from Class

If a student is removed from class, the teacher will instruct the student to go directly to the office. The student must make contact with one of the office secretaries. If a student fails to do this they will be subject to detention or suspension unless otherwise noted in an IEP plan. The student should also have a discipline referral form that was filled out by the teacher. Appropriate consequences will be administered if deemed necessary by the administration. A student will return to the class with a pass from the office. Students must have a pass to be

admitted back to class. If a student is removed from class for disciplinary reasons, the student's parents will be notified in writing and/or by phone.

Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
 2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
 3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
 4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class. Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.
- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

Specific Conduct Violations

- 1) Students will not be insubordinate to employees.
- 2) Students will not assault students, teachers, or other district employees.
- 3) Students will not steal or damage property of the school or others.
- 4) Students will not possess or use any articles, or commit any acts that are illegal or cause harm.

Due Process

Students and/or parents who disagree with a student discipline decision may appeal to the next level of authority. Such appeals shall be made within five (5) days of the decision. Such appeals continue through the North Iowa Board of Education in the following order: 1) teacher, 2) building principal, 3) superintendent, and 4) North Iowa Board of Education. All appeals must be filed in writing.

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, Bullying/Harassment policy, Good Conduct policy, and other appropriate existing policies.

Abuse Guidelines (at the discretion of the 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 Device Policy/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 NIHS student with an electronic Notebook for educational purposes. The policies and procedures for student usage of the Notebook will be communicated to students and parents prior to the school year and are difficult to include in this student handbook. Students and parents are encouraged to contact school administration in regards to the NICS Electronic Device policy and procedures. Copies of the Electronic Device policy and procedures can be found on the NICS website, or a hard copy can be obtained at the Main Office

Cell Phones/Communication/Electronic Devices

North Iowa School recognizes technology is constantly evolving and many technology tools exist to help support students in their learning. This program seeks to help educate students on the effective and appropriate uses of cell phones and any other type of electronic device. These devices can cause disruptions in the learning environment of a school. Please use these procedures if a student needs to use their electronic devices in our educational setting.

- Students and parents must respect the high 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 high school staff member and/or the 6-12 school principal.

North Iowa School building will be divided into instructional and non-instructional areas.

- Students will be allowed to use cell phones such as cell phones in non-instructional areas as indicated by the “**green**” signs such as the cafeteria, school buses, before and after school, and during lunch.\
- Students’ use of cell phones in instructional areas will *be at the discretion of the teacher* supervising that classroom or area. The teacher will designate their classroom as a “**yellow**” or “**red**” room at their discretion.
 - In a “**yellow**” classroom, students can be permitted to use cell phones for supervised educational purposes at the discretion of the teacher.
 - In a “**red**” classroom, students will not be permitted to use cell phones and may face disciplinary consequences if they fail to meet that expectation.

It is the student’s responsibility to follow all posted and verbal directions indicating **green**, **yellow**, or **red** areas.

- Cell phones must be set to ‘SILENT’. Noises of any kind (including vibration) are not allowed at any time, whether purposeful or not, and will result in immediate confiscation of the item.
- Cell phones may not be used to conduct any activities which violate state and/or federal law, Board Policy (Acceptable Use Policy, Academic Policy, Unlawful Harassment Policy, and Bullying Policy), or school rules.

North Iowa Community School is not responsible for cell phones that are damaged, lost or stolen on school property.

The use of cell phones are **PROHIBITED** at all times in school offices and during school crisis/emergency situations without the permission of NI staff. The school **PROHIBITS** the use of any **photography or video devices** in any restroom, locker room, or other location where students and staff have a *reasonable expectation of privacy*.

Consequences for violation or abuse of Cell phone Responsible Use Policy include, but not limited, to the following: *(For all violations or abuses, the cell phone will be confiscated by staff)*

- 1st incident: Device can be retrieved by the student from office personnel at the conclusion of the school day.
- 2nd incident: Device can only be retrieved and/or arranged by the parent/guardian from the office personnel at the conclusion of the school day.
- 3rd incident: Device can only be retrieved and/or arranged by the parent/guardian from the office personnel at the conclusion of the school day. In addition, the student will serve a 30 minute detention.
- Further incidents may result in more severe consequences.

In order to avoid classroom disruptions that may result in disciplinary issues for students, parents are **strongly recommended** to communicate with their students by contacting the main office at 641-562-2525.

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

Bullying

What is Bullying?

The definition below is used for bullying prevention and intervention programming in schools. This definition guides efforts to educate all constituents with common language around bullying.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. - *2014 US Department of Education office of Safe Schools*

Bullying is Not

Conflict is not Bullying. A conflict is a disagreement or antagonism between two or more people. All parties involved have some responsibility for the encounter. It is not bullying when two or more kids with **no perceived power imbalance**, fight, have an argument or disagree. Conflict resolution strategies can be employed to find common ground when both parties have a vested interest in resolving the conflict. Peer mediation may be

appropriate in conflict situations. Bullying is peer abuse and needs to be reported and treated as such. Peer mediation is **not** appropriate in bullying.

The difficulty here is to know when a situation is conflict and when it can be relational bullying or social bullying. Relational bullying does occur within social groups of “friends.” It is critical for educators to be careful to seek to understand when “friend” behaviors that might have been conflicts turn into bullying. Be careful to:

- Understand the characteristics of relational bullying
- Educate all staff, students and parents about relational bullying
- Make sure you are addressing social and emotional development for all students
- When bullying is reported NEVER bring those involved together for the interview, *do not intervene and treat the report as a conflict without first investigating and assuring bullying is not occurring.*

Bullying Defined in Iowa Law

Harassment and bullying are defined in [Iowa Code section 280.28](#) as: Any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- 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 a student's academic performance.
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school

"Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status."

Additional resources (links can be found on the school website):

[Board policy including complaint form](#)

[Iowa Department of Education resources](#)

Physical or Sexual Abuse Notice to Students

If a student enrolled in the North Iowa High School has been physically or sexually abused by a school employee on school grounds, on school time, on a school sponsored activity, or in a school related contest, a report must be filed with the investigator listed below.

Any school employee receiving a report of alleged abuse of a student by a school employee shall immediately give the report to the designated investigator or alternative and shall not reveal the existence or content of the report to any other person.

Level One Investigator: Amanda Lampman

Level Two Investigator: To be appointed by AEA 267 – 1-800-392-6640

Hot Lunch and Other Food

Beverages/Snacks

Food and beverages are not allowed in the classrooms while regular classes are in session. Students are allowed and encouraged to have water while attending classes. Certain snacks and beverages may be allowed for special occasions from time to time at the discretion of the classroom teacher and/or building principal. The school highly encourages healthy foods, snacks, and/or beverages. Students may consume beverages and snacks before and after school in non-carpeted areas and/or designated areas. If areas of the school become untidy and full of wrappers and containers from beverages and food, this privilege will be lost.

Beverage machines are available in the gym lobby during free time. In accordance to state and federal health codes, these machines will be turned off during lunch periods. Students are expected to assist in keeping vending machine areas clean. Only water from these machines is allowed into the classrooms.

Hot Lunch

The Federal hot lunch program will not allow our school district to maintain negative hot lunch balances; therefore, each Monday morning low letters will be printed for each family with a balance of less than \$10.00 per student in a family account. These letters are sent home with the youngest student in the family. Please send a check or money with the child the following day. The family balance can be accessed through the school's webpage. Payment should be made to Mrs. Davis in the business office or presented in the lunch line.

Financial Considerations

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), or transportation assistance under open enrollment or who are in foster care are eligible to have their student fees partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the superintendent's office for a waiver form prior to summer registration. This waiver does not carry over from year to year and must be completed annually.

Cafeteria/Commons

The school operates a lunch and breakfast program. Students may bring their own lunches to school or purchase a lunch and other items, including milk. Bringing pop and other such drinks into the cafeteria is prohibited. Food served in the cafeteria is to be consumed in the cafeteria.

Designated Areas for Lunch

Students are required to be in designated areas during their lunchtime. ***Students must be in the Commons (lunchroom) during lunch.*** Students are not to be in any other areas of the school unless given specific permission from the lunchroom supervisor. Students are not allowed to leave the school building during lunchtime unless given specific permission from school personnel.

Senior Privilege – Open Campus

Seniors may earn the privilege of having an open campus. This open campus privilege will be at the discretion of the building principal and be based on the following criteria:

- Seniors may drive to their restaurant of choice in town. Students and parents are liable for any accidents that occur during lunch.
- Good academic standing – no failing grades, no incomplete work

- No major disciplinary violations and/or school policy violations
- Conduct themselves in a respectful and responsible manner
- Must be back to class on time
- No loitering around the school or wandering the halls
- If eating lunch in the school building, must be supervised by a staff member.

If a student's qualification of the above criteria changes, the loss of open campus privileges may result.

When open campus is permitted, students must have a signed permission form from parent or guardian. Each student must sign out of the office; failure to follow procedure may result in loss of privileges.

Closed Campus

NIHS has a closed campus during the school day. Students are not allowed to leave campus unless given special permission. If a student needs to conduct personal business during the school day or lunch break, he or she may do so on a limited basis if he or she has obtained the principal's permission and signed out in the office.

Leaving the School

Before a student is allowed to leave the school building, he/she must have written permission, a parental phone call, or a nurse's permission. No matter what the reason for leaving school, all students must sign out in the office. The correct and appropriate reason for leaving must be stated on the sign-out sheet. Students may not sign out without first securing permission from the building principal or office staff.

WDL/Wednesday Study Tables

WDL – 2:00 pm Dismissals. Opt out for 9th period Homerooms.

North Iowa Community School has 2:00 pm dismissals every Wednesday of the school year for professional development for teachers. North Iowa High School provides a Study Table each Wednesday from 2:00-3:30 pm for its students. Students may get extra academic help and tutoring or just have a quiet place to get work done during these Study Tables. Students who are eligible to opt out, need to leave the school building.

Students will receive a work completion form on Monday or the first day of the week that school is in session. If the form is signed off by staff who put the student on the WDL list by 2 PM on Wednesday, the student is considered "signed off" for the week, and they do not need to stay for study tables. Students are not able to opt out for the week until they are signed off. If a student is not signed off by Wednesday at 2PM, they are required to stay in homeroom for the remainder of the week.

- If a student skips study tables, they are required to make up the 90 minute session plus a 30 minute detention (PBIS minor) by the following Wednesday before 8:20 AM. If the student fails to make up the study table time, they will be assigned one-half day of ISS (PBIS major). (Deleted 10th and 11th) Twelfth grade students who skip WDL will also lose their opt out privilege for the remainder of the quarter. Students who have a valid excuse as determined by the HS Principal (medical appointments, funerals, illness) will still be required to make up their study table time, but will not be given a detention (no PBIS minor).
- Students who do not get off the WDL may be pulled for interventions in Reading or Math if needed by their instructor.

Homeroom (9th Period) Policy

All students have a homeroom during 9th period of our schedule. 9th period is at the end of the school day for roughly a half of an hour. The purpose and guidelines for Homeroom are as follows:

1. To be used as study/academic time. A student is expected to be prepared for homeroom with school work or a book to read. Homeroom teachers will have access to student grades and are expected to monitor their homeroom students' academic progress.
2. Students are expected to respect the study/academic time and other students' need for quiet.
3. Each student will be assigned a homeroom teacher who will act as an academic advisor and provide academic support and guidance.
4. Homeroom may also be used for district or state assessments, assemblies/special presentations, class meetings, student organization meetings, meetings with college/military representatives, etc. so that classroom disruptions can be minimized.
5. A student may go to another teacher for academic help during homeroom, but he/she must present a pass from that teacher before or at the beginning of homeroom. If a student is to report to another teacher for academic help, he or she needs to have obtained a pass from that teacher before reporting to homeroom.
6. Students are expected to be in their designated homeroom, unless getting academic help from another teacher. There will be ***no wandering*** around the building. Students are not to be in the gym lobby during their homeroom.
7. Students may get permission to go to the HS Media Center during their homeroom for academic purposes only. The privilege to come to the HS Media Center during homeroom will be taken away if abused or primarily used for social or non-academic purposes. Permission to come to the HS Media Center will be at the discretion of the homeroom teacher and the HS Media Center staff.
8. Homeroom groups are encouraged to establish group citizenship goals and/or perform a community service project.
9. Celebrations during homeroom are allowed occasionally (for example, the last Friday of each month). Food may be brought into homeroom on the day of this celebration. Healthy food and snacks are encouraged.

May Term/PBL

Project-based learning is a dynamic classroom approach in which students actively explore real-world problems and challenges and acquire a deeper knowledge. North Iowa students in grades 9-11 will take a May Term class starting in the 2019-20 school year.

Classroom Fees: Minimal fees will be collected for some May Term classes. Examples could include but are not limited to purchasing a theatre ticket or bringing in a consumable item (example: food item for a cooking class).

Grading/Credit: For students in grades 9-11, this class will be a required elective worth a fourth of an elective credit each year. Students will be graded using the Universal Constructs Essential for 21st Century Skill Success rubric and will need to receive a minimum of a 2.5 on a scale of 4 in order to achieve a passing score. Since this class is pass or fail, it will not be included in a student's overall GPA, but it will be counted towards the 26 credits required to graduate. If a high school student fails this class, it will count towards our No Pass No Play policy.

If a student misses a significant portion of the May Term, they will be required to make up their quarter of a credit via E2020.

Transportation: High School students with a driver's license will be able to drive within the district if a parent will sign a waiver. The waiver will also include students being allowed to ride in a vehicle with another student. Students who have a school permit will not be allowed to drive within the district. Any May Term class that requires transportation outside of our district will require a school vehicle.

Transportation

Driving to School & Parking

Students are allowed to drive to school. Minimal parking is available, and students need to respect the property of homeowners and businesses. Because of the many churches in the surrounding neighborhood, students should watch for reserved parking requests for funerals etc. ***Students may go to their cars during school hours only with the permission of the office.***

School Bus Philosophy and Policy

Safety is the primary concern for every child who rides a North Iowa school bus. Therefore, every precaution will be taken to see that students arrive safely at their destination. This can be accomplished only 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 is reported immediately to the appropriate supervisor/principal.

Certain behaviors will not be permitted on North Iowa School buses. These behaviors include but are not limited to the following: hitting; spitting; profanity; being 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, alcohol, or any other controlled substance.

If the infraction/behavior is against the law, proper authorities shall be notified; and all 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. The following guidelines will be used to ensure the safe and efficient operation of our buses:

1. Students are under the authority of the school bus driver.
2. Students shall be on time.
3. Students shall remain seated while the bus is in motion.
4. Students will not swear while riding the bus.
5. Students will not take property away from another bus rider.
6. Students will talk in a normal voice and not shout at each other.
7. After entering the bus, students will go directly to their seats and remain in those seats until leaving the bus.
8. Students will not destroy property belonging to other students, nor shall the student deface or destroy school property while on the school bus.
9. Students will keep their feet on the floor, not on the seats.
10. Students will not threaten or strike other students while on the bus.
11. Students will keep their hands and arms inside the school bus and will not throw items out of the bus windows.
12. Students will not throw or spit items while on the school bus.

13. If an elementary student is to leave school by means other than his/her regular arrangement, a note or phone call from the parents will be required.

School Bus Violation Consequences

- **First offense:** Driver/administrator conferences with the student, identifies the infraction, and gives a verbal warning.
- **Second offense:** Driver/administrator conferences with the student; identifies the infraction; and writes the behavior on the referral form, copies of which are given to the parents and appropriate administrator.
- **Third offense:** Driver/administrator conferences with the student, identifies the infraction, writes the behavior on the referral form with copies give to the parents and appropriate administrator. Administrator contacts the parents and reviews the incidents and student's riding privileges are suspended for a period not to exceed five (5) days.
- **Fourth offense:** Same as above. The student is suspended for up to 15 days with proper due process/procedures and 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 the route, the administrator must notify the parents of this action that day. A written report shall also be filled out and filed properly. Riding privileges cannot be reinstated until a conference with the driver, the parents, and the student is held.

Activity and Extra-curricular Transportation

Students who ride in a school vehicle for an extracurricular activity or any other school activity must ride **to and from** the event in the school vehicle. Parents may personally transport their student home only if they have signed out with the activity sponsor. Students may only ride home with another adult when prior arrangements have been made with the building principal (or activities director) and activity sponsor.

Shuttle Bus

The shuttle bus is used to aid students in transportation from extra-curricular practice or for academic needs after school. Students riding the shuttle bus **must sign up each day by noon** in the high school office. The shuttle bus **does not run every school day**; times and dates when the shuttle is running can be checked in the MS/HS office.

Student Publications

Under the supervision of a faculty sponsor or the principal, students may produce official school district publications as part of the curriculum. Official school district publications include, but are not limited to, the school newspaper or the yearbook. Expression made by students, including student expression in the school district's publications, is not an expression of official school district policy. The school district, the board, and employees are not liable in any civil or criminal action for student expression made or published by the students unless the employees or board of education have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained by the administration.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restriction against unlawful speech. No student shall express, publish or distribute an official school district publication material which is

- A. obscene;
- B. libelous;
- C. slanderous; or which
- D. encourages students to
 - 1. violate school district policies, rules, or regulations;
 - 2. commit unlawful acts;
 - 3. cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
 - 4. disrupt or interfere with the educational program;
 - 5. interrupt the maintenance of a disciplined atmosphere; or
 - 6. infringe on the rights of others.

Posting of Information

Emergency information such as school closing or change in activities will be posted on the school's homepage and sent through the alert system. Individuals can sign up to be on the alert system by going to the school's homepage. Students who wish to post or distribute information must receive permission from the principal at least two (2) days before posting or distribution. This condition applies whether the information deals with school-sponsored or non-school sponsored activities. The principal can explain or answer questions regarding the school's rules on posting or distributing materials.

Student Lockers

Student lockers are the property of the school district. Students shall use ***only*** the locker assigned to him or her for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep his or her assigned locker clean and undamaged. The expenses to repair damage to a student's locker are charged to the student. The school is not responsible for items lost or stolen from a locker. Students can purchase their own locks to keep their lockers secure (building principal needs a copy of the key/combination).

A student's locker can be searched whenever an administrator or teacher has a reasonable suspicion that a criminal offense or a school district's policy, rule, or regulation bearing on school order has been violated and the administrator or teacher has a reasonable belief that the search will provide evidence of the violation. Items in violation of the school district's policies found will be confiscated. Illegal items may be given to law enforcement officials.

Locker maintenance inspections will be conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept.

Book Bags

During the school day, book bags need to be stored in the students' lockers. Book bags in the classroom have become a hazard, restricting aisle space and contributing to overall classroom clutter. Each student is assigned a locker for his or her use. Book bags and other materials should be stored in the locker assigned to each student. Book bags should not be kept on the floors in the hallways.

Weapons

With the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the building principal, weapons are not allowed on school grounds or at school.

Students bringing weapons to school or possessing weapons at school will be expelled for not less than one year. Parents of students found in violation of this policy, along with law enforcement officials, will be contacted.

Students Working

If a student is needed to assist his or her parents on a *limited* basis, he or she may do so by bringing a note from those parents in advance. Any absences or tardies related to any other type of employment would be considered unexcused.

The exceptions to this policy will be for work related opportunities obtained through the school's vocational education programs.

Student Visitors

NIHS students need the building principal's permission at **least two days before** a visitor comes to school. Once permission is granted, the guest is expected to follow the same guidelines as a student in our school. NIHS students bringing other students to visit will be allowed no more than one day of visitation.

College Visitations

Students are encouraged to make college visits during the period of time when regularly scheduled courses are not being held at the high school (i.e., summer vacation, Thanksgiving, Christmas, Easter, parent-teacher conferences, and workshops). If a student needs to visit a college campus on a school day, the following steps should be taken:

1. Arrangements should be made through the guidance office and principal's office at least **three days prior** to the visit.
2. Advance notice should be given to the high school office.
3. The student must return with documented proof of visitation from a college official.
4. Make up assignments will be the responsibility of the student.

NOTE: Failure to make arrangements in advance through the high school office will result in an unexcused absence. **Juniors** will be allowed **two days** for visitation. **Seniors** will receive **four days** for visitation.

Dance Regulations

Students who leave a dance will not be allowed to re-enter the building. Inappropriate dancing/behavior will not be tolerated at dances. All out-of-district guests must be signed in as designated prior to the dance. No dates over 21 are allowed into the dance. Anyone who is suspected of drinking or being under the influence of alcohol or another illicit substance at a school dance will be escorted to the principal's office, and the parents will be called. If the parents are unable to be contacted, an emergency contact will be made. Law enforcement may be contacted. Additional consequences are listed in the Good Conduct Rule.

Displays of Affection

Displays of inappropriate affection are not allowed on school property. Such displays include but are not limited to kissing, hugging, cuddling, and holding hands. The school environment should model that of a work environment, and students need to conduct themselves in an appropriate manner while at school and school related activities.

Policies, Notification, and Statements

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.

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: Joann Kenny,, 6-12 Principal, 111 3rd Ave NW, Buffalo Center, Iowa, 641-562-2525, joann.kenny@northiowa.org

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 Education Amendment).

Inquiries regarding compliance with Title VI or Title IX may be directed in writing to Joann Kenny, 6-12 Principal, North Iowa Community Schools, 111 Third Ave. NW, Buffalo Center, IA 50424.

Multicultural, Non-Sexist Policy

It is the policy of NIHS 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.

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 withhold 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.

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.

Complaints

Families have an option to express complaints through the Iowa Department of Education website.

Distribution of Materials Regulation

- I. Guidelines. Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:
 - A. is obscene to minors;
 - B. is libelous;
 - C. contains indecent, vulgar, profane or lewd language;
 - D. advertises any product or service not permitted to minors by law;
 - E. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
 - F. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (a) through (d) to any student is prohibited. Distribution on school premises of material in categories (e) and (f) to a substantial number of students is prohibited.

II. Procedures. Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request and, if a student, the homeroom number;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended.

Within twenty-four hours of submission, the principal will render a decision whether the material violates the guidelines in subsection I or the time, place and manner restrictions in subsection III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial. Permission to distribute material does not imply approval of its contents by either the school, the administration, the board or the individual reviewing the material submitted.

If the person submitting the request does not receive a response within twenty four hours of submission, the person shall contact the building principal's office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three school days of submitting the appeal, the person shall contact the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in subsection III.

At every level of the process the person submitting the request shall have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution of the written material is appropriate.

Permission to distribute material does not imply approval of its contents by either the school district, the board, the administration or the individual reviewing the material submitted.

III. Time, place and manner of distribution. The distribution of written material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school or otherwise disrupts school activities. The distribution of unofficial material shall be limited to a reasonable time, place and manner as follows:

1. The material shall be distributed from a table set up for the purpose in a location designated by the principal, which location shall not block the safe flow of traffic or block the corridors or entrance ways, but which shall give reasonable access to students.

2. The material shall be distributed either before and/or after the regular instructional day.

3. No written material may be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

IV. IV. Definitions. The following definitions apply to the following terms used in this policy:

1. "Obscene to minors" is defined as: (a) The average person, applying contemporary community standards, would find that the written material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested; (b) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and (c) The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.

2. "Minor" means any person under the age of eighteen.

3. "Material and substantial disruption" of a normal school activity is defined as follows:

(a) Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.

(b) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous demonstration, sit-in, stand-in, walk-out, or other related forms of activity. In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecasted including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question

4. "School activities" means any activity of students sponsored by the school and includes, by way of example but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and in-school lunch periods.

5. "Unofficial" written material includes all written material except school newspapers, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples include leaflets, brochures, flyers, petitions, placards and underground newspapers, whether written by students or others.

6. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him/her in the esteem of the community.

7. "Distribution" means circulation or dissemination of written material by means of

handing out free copies, selling or offering copies for sale and accepting donations for copies. It includes displaying written material in areas of the school which are generally frequented by students.

- V. Disciplinary action. Distribution by any student of unofficial written material prohibited in subsection I or in violation of subsection III may be halted, and students may be subject to discipline including suspension and expulsion. Any other party violating this policy may be requested to leave the school property immediately and, if necessary, local law enforcement officials will be called.
- VI. Notice of policy to students. A copy of this policy will be published in student handbooks and posted conspicuously in school buildings.

Go Bison!!