



North Iowa Elementary

Student Handbook

2021-2022

Welcome to North Iowa Elementary!

It is my pleasure to welcome your family to North Iowa Elementary. The staff and I are excited to have the opportunity to be a part of your child's life.

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

As always, if you have questions or concerns, please email, call, or stop by and see me. Educating your child is a partnership, and I look forward to having a wonderful school year with your family!

Educationally yours,
Tina Henely, Preschool - 5th Principal

North Iowa Elementary Instructors

| | |
|-------------------------|-----------------------------------|
| Preschool | Brittany Arndorfer |
| K-Prep/Kindergarten | Gwen Christianson |
| Kindergarten | Maureen Meis |
| 1st Grade | Shelly Kardoes & Stacie Meinders |
| 2nd Grade | Rebecca Murray & Mollie Sorber |
| 3rd Grade | Alexandria Kem & Samantha Lampman |
| 4th Grade | Heidi Engelbarts & Mary Giesking |
| Special Education | Janet Jutting & Molli Peterson |
| P.E. | Lauren Hein |
| Art | Anna Oppedahl |
| Vocal Music | Abigail Frommelt |
| Title 1/Interventionist | Dee Hobbs |
| Media Specialist | Arin Anderson |
| Counselor | Kallen Knott |
| Talented & Gifted/ESL | Renae Hager |
| Nurse | Cassie Petersburg |

Support Staff

| | |
|----------------------|--------------|
| Elementary Secretary | Chris Davis |
| Business Manager | Gwen Mathahs |
| Paraprofessionals | |

Attendance Policy

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

Immunizations

Iowa Law requires each student to have on file BEFORE THE FIRST DAY OF SCHOOL a record of immunizations. The record must include the month, date, and year of each immunization. The record must also reflect the clinic name and address where the immunization was administered. The school nurse may be contacted for further information.

Illness or Accident at School

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

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

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

Medication

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

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

The Board assumes no responsibility for medical treatment of students. If a student must take any type of medication during the school day (prescription or non-prescription), written authorization and instructions must be provided by the parent/legal guardian of the student. The school shall not be responsible for monitoring the usage of medication by a child during school hours when the student carries and self-administers his/her own medication.

Homework

Reading and math should be practiced regularly. Homework/practice expectations will vary by grade level and individual student needs. All assigned practice/homework is expected to be completed. We ask parents to be active participants and assist with practice/homework. Parents may wish to contact teachers with questions and/or concerns with school work.

Meals at School

Breakfast is available every morning for all children who wish to participate. Breakfast is served from 7:50-8:15 at a cost of \$1.65 per meal.

The hot lunch program is available for all children who wish to participate. An elementary lunch costs \$2.50.

Parents may contribute as much as they wish to their student's account. When the account gets below \$15.00, an email/note will be sent home. If a negative balance of \$10.00 or more is accumulated, the student's menu may be altered.

Kindergarten

The state law provides that "no child shall be admitted to school for Kindergarten or Kindergarten-Prep unless he/she is five years of age on or before September 15th of the current school year."

Dress

- A. Mark all jackets, hats, shoes, and boots with a permanent label so your child can always identify his/her belongings.
- B. The following items are necessary for outside recess during cold and/or wet weather:
 - a. Coat
 - b. Gloves or mittens
 - c. Hat
 - d. Snow boots
 - e. Snow pants
- C. All students are required to wear boots at recess when conditions are wet, muddy, and/or cold.
- D. Please do not allow your student to wear shorts unless daytime temperatures are forecast to be over 70 degrees.
- E. Students are not allowed to wear sandals without a heel strap.
- F. Gym shoes are required for physical education classes, inside recess, and other gym activities. Gym shoes are to be worn only in the gym.

Care of School Property

The child is responsible for reasonable care of school property (including but not limited to textbooks, free reading books, technology, etc.). School property that is damaged, lost, or destroyed will be paid for by the parents of the child responsible

Parties

- A. Parties are a part of the regular school program and these activities may be held during the school day. Provisions have been made for a sufficient number of parties to provide interest without taking too much time from the teaching day.
- B. Individual birthday treats may be given at school. Please make arrangements with your child's teacher when planning for birthday treats.
- C. To avoid disappointment and hurt feelings, invitations to private children's parties should not be issued at school unless all boys and girls in the class are invited.

Arriving to and leaving school

Students should not arrive at school before 7:50. Students are restricted to the Commons and Lobby area before 8:00. Supervision is not provided on the playground before school.

Because we are concerned about the safety of your child, no student is allowed to leave school grounds during school hours unless he/she is signed out of the office by a parent.

Students should leave school promptly when school is dismissed.

For safety purposes, **parents are not allowed into the building when dropping off or picking up students.** Students walking or being dropped off should enter the wellness center doors. Students riding the buses will be dropped off at the main elementary doors.

Parents are encouraged to urge children to

1. Walk on the sidewalks.
2. Cross streets at intersection crosswalks.
3. Refuse to ride with strangers.
4. Board cars from the side of the sidewalk rather than the traffic side of the car.

Students are allowed to ride their bicycles to school. Bicycles will be parked in bike racks. Bikes are not permitted at recess. Parents are reminded, they are primarily responsible for their children when they give permission for students to ride bicycles to and from school.

Recess and playground

Students may have up to three recesses a day. The playground is supervised by staff members during all recesses. The playground is not supervised before or after school.

The following games/activities are prohibited at recess because they could cause injury:

1. Tackle football
2. Crack the Whip or King of the Hill
3. Roller skating, skateboards, rollerblading
4. Games using metal or wood bats
5. Games using hard softballs or baseballs
6. Any other activities the supervisor may decide are dangerous to students

Drills

Our school is committed to providing a safe environment for your child's education.

Evacuation drills - Building level plans are posted in each room in the event that the entire building needs to be evacuated. If the evacuation plan is used, families will be notified by text alert, on K1OW (Forest City) and KBEW (Blue Earth).

Disaster drills - Disaster drills approved by the local department of Civil Defense are held at regular intervals. Tornado drills and bus evacuation drills will be conducted each semester.

Fire drills - Fire drills are held according to the regulations suggested by the State Department of Public Safety.

School Closings

When adverse conditions make it necessary to close school the following radio stations will be informed: K1OW (Forest City) 107.3 FM; KGLA (Algona) 92.7 FM/1600 AM; KGLO (Mason City) 1300 AM; and KBEW (Blue Earth) 1560 AM. Announcements will also be sent via our email/text alert system and on our NICS website (red banner). A variety of television stations will also be contacted.

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

School Bus Conduct Policy

Safety is the primary concern for every child that rides a North Iowa Community School bus. Therefore, every precaution will be taken to see that children arrive at their destination safely. This can only be accomplished if we have the cooperation of both students and parents. Driving a bus is a difficult and responsible task. The

attention of the driver must be on the driving responsibilities, at all times, and any deviation from this task could endanger the safety of all passengers.

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

Regulations Governing Pupils Riding the Bus

- Students are under the authority of the bus driver.
- Students will be on time.
- Students will remain seated while the bus is in motion.
- Students will not swear while riding the bus.
- Students will not take property from another bus rider.
- Students will talk in a normal voice and not shout at other students or the driver.
- After entering the bus, students will be moved to their seats and remain in those seats until leaving the bus.
- Students will not destroy property belonging to another student, nor will the student deface or destroy school property while on the bus.
- Students will keep their feet on the floor, not on the seats.
- Students will not threaten or strike another student while on the bus.
- Students will keep hands and arms inside the bus and will not throw items out of the bus windows.
- Students will not throw or spit items while on the bus.
- If an elementary student is to leave school by means other than his/her regular arrangement, a note or phone call to the school from the parents will be necessary, preferably by 1:00 p.m.
- The following list of behaviors shall not be permitted on the North Iowa Coalition School buses. This list shall include but is not limited to the following: hitting, spitting, profanity, out of seat, throwing objects, obstructing aisles, making loud noises, hanging out of windows, assault, fighting, vandalism, insubordination, possession of a weapon, possession or use of tobacco and possession or use of alcohol and/or any other controlled substance.
- If the infraction/behavior is a violation of the law, the proper authorities shall be notified and all riding privileges for the student shall be suspended for a period not to exceed the remainder of the school year. If the infraction results in property damage, restitution must be paid or a plan for restitution must be agreed upon before riding privileges are reinstated.

Consequences for Infractions

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

submitted. Riding privileges can not be reinstated until a conference is held with the driver, parent(s), student and appropriate administrator.

Toys at School and on the Bus

No toys should be on the bus or brought to school. Toys can cause distractions to bus drivers and teachers. Toys can be lost, broken, or stolen. If toys are brought to school, the teacher/ bus driver will ask the student to put the item in his/her bag. The school is not responsible for items brought to school or on the bus.

North Iowa Electronic Technology Access

NICS believes in the “many to one” philosophy and recognizes that no single device meets 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. Students will have supervised access to technology during their day at North Iowa. Various technologies will require students to have accounts including usernames and passwords. The district will manage students accounts and work to provide a safe, supervised, and positive environment with this access. Student access to technology is part of the educational environment and appropriate usage will be taught throughout the year. Staff and administration will engage or remove technology as appropriate for the environment and student needs.

Weapons

Guns, knives, and other weapons are not permitted at school. Having a weapon at school could result in an automatic out-of-school suspension as mandated by federal law. Toy weapons are also prohibited.

Family Night

Wednesday is designated as Family Night. The school will, to the best of our ability, not schedule functions, concerts, or meetings on Wednesday nights.

Parental Involvement

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

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

Parent - Teacher Conferences

Parent-teacher conferences are scheduled in Kindergarten Prep through grade 5 at the end of the 1st and 3rd quarter. Parents will be contacted with concerns about their child’s progress as needed. Parents are encouraged to confer regularly with their child’s teacher. Parents can email teachers, call before or after school, or schedule a meeting with the teacher.

Visitation

If parents would like to visit their child’s classroom, prior arrangements need to be made with the principal and the classroom teacher in advance. We suggest that in general one-half of the school day should be sufficient for the parent to get a fair representation of the school day. We ask your cooperation in working with the classroom teacher and administration to find the best observation time. We also suggest you not visit during the first two weeks of school or the last two weeks due to learning routines at the beginning of the year and testing at the end of the year. Preschool children unaccompanied by an adult are not permitted to visit school.

We occasionally have requests to allow visitation by school age children. Please contact the principal at least two days prior to make visitation arrangements. We recommend the visit be no longer than half a day.

Child Custody

If you have a court order that limits the rights of one parent in matters such as custody or visitation, please bring a copy to the office. Unless the court order is on file with us, we must provide equal rights to both parents.

We will gladly send report cards, newsletters and other notices desired to non-custodial parents if the address is given. Please make sure we have on file what needs to be sent and where to send it.

North Iowa Elementary PBIS

We expect all North Iowa Elementary students to “Be Safe, Be Responsible, and Be Respectful”. We call these expectations “The Bison Way”. 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 Bison Way expectations. These posters list expectations for our three focus areas - Be Safe, Be Responsible, and Be Respectful.

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

North Iowa Community School ~ The Bison Way

Bullying Policy

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](#)

Student Records

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

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

Student Records Access

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

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

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

Special Education

The board recognizes some students have different educational needs than other students. The board shall provide a free appropriate public education program and related services to students identified in need of special education. The special education services will be provided from birth until the appropriate education is completed, age twenty-one or to the 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 the following:

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.

EOE/AA

The North Iowa Community Schools shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its educational programs, activities, operations, or employment opportunities. (Ref. Title VI of the 1964 Civil Rights Act and Title IX of the 1972 Educational Amendment).

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

COMPLAINTS

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

Multicultural, Non-Sexist Policy

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

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

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

Non-Discrimination Policy

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

504 Rehabilitation Act/Policy

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

Asbestos Management Notification

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