



# ***NORTH IOWA SECONDARY Student Handbook 2024-2025***

***North Iowa 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 CSD  
111 3rd Ave NW  
Buffalo Center, IA 50424  
641-562-2525  
[northiowa.org](http://northiowa.org)**

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Welcome to the 2024-2025 school year at North Iowa High School and Middle School!

North Iowa High School and Middle 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 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 schools 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 and Middle School.

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

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**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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## **WELCOME TO NORTH IOWA HIGH SCHOOL, MIDDLE SCHOOL, ALTERNATIVE LEARNING CENTER, AND HOMESCHOOL ASSISTANCE PROGRAM**

### **STUDENT ATTENDANCE**

#### **Daily Schedules for Middle and High School**

Bell schedules, including the regular and special schedules, can be found on at [www.northiowa.org](http://www.northiowa.org) . The master schedule is also available online.

#### **Attendance**

##### Attendance Policy

*The Board of Education, administration, and staff believe that regular, consistent attendance is a top priority in our school. For students to learn at the highest levels, they need to be active participants in class. The goal is to have your child present and on time to school every day. It is only through regular attendance and class participation that your child will have access to the full benefit of their educational program and can achieve their greatest potential.*

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 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 with 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.

***Senate File 2435 went into effect for the 2024-2025 school year; this details public school attendance guidelines. Action steps and requirements of the school are guided by Senate File 2435.***

#### **Absences**

##### Reporting Student Absences

All absences are to be reported to the school office on 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 notify* the parent/guardian. It is important that all absences are accounted for in order to assure the safety of our students.

##### Exempt Absences

*Certain absences will be exempt from being counted toward chronic absenteeism and truancy totals. The following are exempt absences.*

- *Medical reasons with a medical note*
- *Parent or sibling medical emergency with a medical note*
- *Religious service or education*
- *Court-directed activity, Jury Duty*
- *IEP that restricts attendance*
- *Section 504 plan that restricts attendance*
- *Completed requirements for graduation or obtained a high school equivalency diploma.*

### Excused and Unexcused Absences

*All non-exempt absences will be evaluated as excused or unexcused. When considering the chronic absenteeism and truancy law, there is no distinction between excused and unexcused absences.*

*Unexcused absences can lead to a student being withdrawn from a class and not receiving credit.*

*If a student accumulates 5 unexcused absences in a class, he or she may lose credit for the class if the student was previously warned at 3 unexcused absences that two more may result in loss of credit. Prior to imposing the loss of credit in one or more classes, the principal will provide the student an opportunity for an informal hearing.*

*School work missed because of absences must be made up within two times the number of days absent. The time allowed for make-up work may be extended at the discretion of the classroom teacher. It is within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. (Policy 501.9)*

### 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:

- Absenteeism Prevention Plan
- Parent/Guardian Meetings
- Special Transportation Requirements
- Referral to the County Attorney for Mediation

### Excessive Absenteeism Procedures

*Chronic absenteeism/absences means any absence from school for more than ten percent of the days in the semester established by the district.*

*Truant/truancy means a child of compulsory attendance age who is absent from school for any reason for at least twenty percent of the days in the semester established by the district.*

- Level 1: *When a student has been absent from school or a class for 5 days during a grading period (semester), parents/guardians will be notified by the school via email. No further action is taken, this is simply to make families aware.*
- Level 2: *When a student has been absent from school or a class for 8 days during a grading period (semester), the building principal, school counselor, or other assigned staff member will contact parents/guardians via phone call, email, and mail a letter to make them aware. Strategies for improved attendance will be discussed.*

- Level 3: *When a student has been absent from school or a class for 12 days during a grading period (semester), a school engagement meeting with the parent/guardian, student, and building principal will be held to discuss ways to improve attendance and an Absenteeism Prevention Plan put into place. The county attorney will be notified of the student's attendance record and provided with a copy of the plan. If the student and the student's parent/guardian do not attend the meeting, do not enter into a plan, or violate the terms of the plan, the school official will notify the county attorney.*
- Level 4: *When a student has been absent from school or a class for 16 days during a grading period (semester), 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 the 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 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.

### 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](mailto:joe.erickson@northiowa.org) Phone: 641.562.2525

1.

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

### Admits to Class

Any student who is tardy or absent from a class must pick up an admit slip from the 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.

## **Suspension**

### **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.

## **Illness**

The school nurse is on duty each day during school hours. If the nurse is out of the building, the 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 MS/HS 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.***

## **College Visitations- High School**

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.

## **Senior Privilege – High School 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**

**North Iowa 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.

## **STUDENT SCHOLASTIC ACHIEVEMENT**

### **Grading**

#### **Grading Scale/Grade Point Average (GPA) Calculation**

The following grading scale is used for calculating student grades:

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

- 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**
- Middle School- All core classes, P.E./Health and Music will be included in the honor roll. All classes will receive letter grades. For Honor Roll purposes, grades will be converted to the 4.0 scale example: 22 points divided by 6 classes = 3
- High School- 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 Periods and Communications**

North Iowa Middle and High School have 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/permanent record). A semester assessment may be used to calculate a semester grade also.
- Semester grades will be reported along with the 2<sup>nd</sup> and 4<sup>th</sup> 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

### **Homeroom (9<sup>th</sup> Period) Policy**

All students have a homeroom during 9<sup>th</sup> period of our schedule. 9<sup>th</sup> 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. Students may be assigned to report to an academic intervention.
5. 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.
6. 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.
7. 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.
8. Students may get permission to go to the MS/HS Media Center during their homeroom for academic

purposes only. The privilege to come to the MS/ 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 MS/HS Media Center will be at the discretion of the homeroom teacher and the MS/HS Media Center staff.

9. Homeroom groups are encouraged to establish group citizenship goals and/or perform a community service project.
10. 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.

### **WDL/ 9th Period and Advisor**

Students will be notified each week of classes they are deficient in. Students will need to be signed off for all classes and detentions before 9th period privileges are granted.

### **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.

Additional High School requirements:

- 1/2 credit per year minimum for all students. If you do not meet an exemption, you will be scheduled into two semesters of Physical Education.

#### **No Credit (High School)**

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 (High School)**

- 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.

## Credits and Graduation- HIGH SCHOOL ONLY

### **High School 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 English
- 3.0 credits Math (minimum of 1.0 of Algebra 1 and 1.0 credit of Geometry)
- 3.0 credits Science
- 3.0 credits Social Sciences
- 2.0 credits Physical Education
- 1.0 credit Fine Arts (band, chorus, or art)
- 0.5 credit of Personal Finance
- 9.0 credits of Electives

*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.*

*\*Additional diploma options available with special permission from administration.*

### **Honors Distinction for Graduation**

Starting for the Class of 2025, students will have the opportunity to earn a distinction of Honors on his/her transcript. To earn this recognition, students must complete the above graduation requirements plus the following:

- Earn a total of 28 credits
  - No more than 4 of those credits may be earned using Edgenuity Online Courses
- Minimum of a 3.5 GPA

### **High School 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 High School 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 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.

### ***High School 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.

### ***Academic Expectations- Middle School***

#### ***General MS Academic Expectations***

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

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

- Students need to keep track of their own assignments, homework, and grades. Online access to grades is provided for students to keep track of their grades.
- All middle school students will need to take some form of music during each academic school year. A study hall may be assigned when not in a music class.

### **Grading- Middle School**

**North Iowa Middle School recognizes that grading and reporting practices should be connected to state standards, research-based, consistent, accurate, fair, and meaningful.**

#### **Grading Goals**

1. Grades that reflect achievement of student learning standards
2. Consistent practices for grading, practice, and retakes

#### **Grading Guidelines**

1. Students will be allowed multiple opportunities to demonstrate their understanding of classroom learning standards on assessments.
2. Teachers will grade students in multiple areas including but not limited to daily work, labs, projects, assessments.

**Responsibility/Organization – One score per quarter based on the responsibility rubric.**

	Acceptable		Unacceptable	
	4	3	2	1
Responsibility/ Organization	Consistently prepared to learn, meets deadlines, and demonstrates academic honesty	Usually prepared to learn, meets deadlines, and demonstrates academic honesty	Inconsistently prepared to learn, meets deadlines, and demonstrates academic honesty	Rarely prepared to learn, meets deadlines, and demonstrates academic honesty

**Effort – One score per quarter based on the effort rubric.**

	Acceptable		Unacceptable	
	4	3	2	1
Effort	Consistently demonstrates initiative and commitment to academic growth	Usually demonstrates initiative and commitment to academic growth	Inconsistently demonstrates initiative and commitment to academic growth	Rarely demonstrates initiative and commitment to academic growth

**Behavior – One score per quarter based on the behavior rubric.**

	Acceptable		Unacceptable	
	4	3	2	1
Behavior	Consistently contributes to a productive learning atmosphere by following expectations	Usually contributes to a productive learning atmosphere by following expectations	Inconsistently contributes to a productive learning atmosphere by following expectations	Rarely contributes to a productive learning atmosphere by following expectations

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **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):

- **1<sup>st</sup> Offense:** suspension of technology privileges for 15 school days
- **2<sup>nd</sup> Offense:** suspension of technology privileges for 30 school days
- **3<sup>rd</sup> 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 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. Therefore, NICS has decided to provide each NIHS and NIMS 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/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 (including wearable devices and/or auditory devices.) 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.

North Iowa will use these designations so students know when cell phones and other electronic devices can be used.

#### **Classrooms**

- Cell phones will be turned into the cell phone *class designated location* at the beginning of every class period in all classrooms. This includes regular classes, physical education, and study hall. Students will retrieve his/her device at the end of the class period.
- No cell phones will be allowed to be used during class time, including during study halls.

#### **Hallways**

- Students may use their phones and devices during passing times in the hallways. If a student is late to class due to using a device, a tardy will be given with appropriate consequences.

## Lunch

- Cell phones will be allowed to be used during lunchtime.

## Restrooms/Locker Rooms

- No cell phones or other electronic devices are allowed to be used while in restrooms, locker rooms, or other locations where students and staff have a reasonable expectation of privacy.

## Other information

- Advisor/9th Period- Cell phones may be used with teacher permission during 9th period if qualifications are met.
- Earbuds and smart watches- Teachers will give classroom expectations related to earbuds, headphones, and smartwatches. Students need to turn in to designated classroom locations when requested by staff.
- 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 that violate state and/or federal law, Board Policy (Acceptable Use Policy, Academic Policy, Unlawful Harassment Policy, and Bullying Policy), or school rules.
- Cell phones are prohibited at all times during school crisis/emergency situations without the permission of NI staff.
- North Iowa Community School is not responsible for cell phones that are damaged, lost or stolen on school property.
- 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. Students will not be available to answer a call or text during class. Please contact the office for emergencies.

## Violations

Consequences for violation or abuse of Cell phone Responsible Use Policy include, but not limited, to the following:

- **1<sup>st</sup> Violation - Phone will be taken to the office for the remainder of the day.**
- 2<sup>nd</sup> and all subsequent Violations: Phone will be taken to the office. A parent will be required to retrieve the phone in person before it is returned to the student.
- Any insubordination relating to directives given by staff may result in disciplinary action including suspension or loss of electronic devices for the remainder of the school year.

## 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 (books, coats, books bags, etc) 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). Students are NOT to enter anyone's locker but their own.

Students cannot bring backpacks into the classroom. Book bags and sports bags must be stored in lockers or above the lockers. Lockers in the locker room are not to be used in place of a student's regular school locker. The locker room lockers should be used for PE and extra-curricular activities only.



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.

## **STUDENT BEHAVIOR AND DISCIPLINE**

### **NIIHS and NIMS PBIS**

We expect all North Iowa students to: Be Safe, Be Responsible, and Be Respectful. We call these expectations The Bison Way. North Iowa 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 buses to remind students of the The Bison Way expectations. These posters list expectations for our three focus areas - Be Safe, Be Responsible, and Be Respectful.

<u>Bison Expectations</u>	Hallways	Cafeteria (Commons)	Restroom	Locker Rooms	Classroom & Media Center	Bus
<u>Be Safe</u>	<ul style="list-style-type: none"> <li>-Walk</li> <li>-Stay to the right</li> <li>-Keep hallways clear</li> <li>-Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Walk</li> <li>-Wait patiently</li> <li>-Stay seated</li> <li>-Dismiss as instructed</li> <li>-Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Keep hands, feet, and objects to yourself</li> <li>-Tell an adult of any concerns</li> </ul>	<ul style="list-style-type: none"> <li>-Practice good hygiene</li> <li>-Keep hands, feet, and objects to yourself</li> <li>-Tell an adult of any concerns</li> </ul>	<ul style="list-style-type: none"> <li>-Keep classroom clean</li> <li>-Keep all chair legs on the floor</li> <li>-Sign in and out; pass required</li> <li>-Keep backpacks in lockers</li> <li>-Keep hands, feet, and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Stay seated</li> <li>-Get on and off the bus carefully</li> <li>-Keep the aisle clear</li> <li>-Keep hands, feet, and objects to yourself</li> </ul>
<u>Be Responsible</u>	<ul style="list-style-type: none"> <li>- Use your assigned locker appropriately</li> <li>-Keep area clean</li> <li>- Plan ahead and move promptly</li> </ul>	<ul style="list-style-type: none"> <li>-Clean up all food and trash</li> <li>-Use trays and utensils appropriately</li> <li>-Wash tables</li> </ul>	<ul style="list-style-type: none"> <li>-Flush, wash, leave</li> <li>-Throw away paper towels or trash</li> <li>-Follow electronic device policy</li> </ul>	<ul style="list-style-type: none"> <li>-Flush and wash</li> <li>-Throw away paper towels or trash</li> <li>-Follow electronic device policy</li> </ul>	<ul style="list-style-type: none"> <li>-Be prepared to learn</li> <li>-Arrive on time</li> <li>-Follow class procedures</li> <li>-Use technology appropriately</li> </ul>	<ul style="list-style-type: none"> <li>-Pick up after yourself</li> <li>-Report damage or problems to the driver</li> <li>-Be on time for departure</li> </ul>
<u>Be Respectful</u>	<ul style="list-style-type: none"> <li>-Use appropriate volume and language</li> <li>-Respect others' belongings</li> </ul>	<ul style="list-style-type: none"> <li>-Use good table manners</li> <li>-Show courtesy and include others</li> <li>-Use appropriate volume</li> </ul>	<ul style="list-style-type: none"> <li>-Honor the privacy of yourself and others</li> <li>-Use appropriate language and volume</li> </ul>	<ul style="list-style-type: none"> <li>-Honor the privacy of yourself and others</li> <li>-Use appropriate language and volume</li> <li>-Respect others' belongings</li> </ul>	<ul style="list-style-type: none"> <li>-Speak at appropriate levels</li> <li>-Listen while others are speaking</li> <li>-Be a positive learner</li> </ul>	<ul style="list-style-type: none"> <li>-Listen to the bus driver</li> <li>-Use appropriate language and volume</li> <li>-Show courtesy</li> </ul>

## North Iowa Community School ~ The Bison Way

### Student Discipline

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. Disciplinary measures include, but are not limited to, conference, parent contact, removal from class, loss of privileges, community service, detention, suspensions, and expulsion. Discipline can also include prohibition from participation in extracurricular activities including the arts and athletics. Discipline can be given for any violation of any local, state, or federal law.

### LEVEL ONE

**Examples of Level One Offenses (may include, but are not limited to)**

- Disrespect
- Willful disobedience- failure to comply with reasonable request from any adult in the school community
- Disruptive
- Insubordination
- Clothing that is deemed offensive or inappropriate.
- Property damage/vandalism (Damage under \$50)
- Abusive and/or inappropriate language, profanity
- Inappropriate shows of affection
- Leaving the assigned area without permission
- Academic dishonesty (could include no credit on assignment/course)
- Tardiness/skipping/Leaving school without permission
- Possession of nuisance devices or objects which cause distraction
- Violation of parking or school traffic rules and regulations (could include driving on school property in such a manner as to endanger persons or property)
- Improper use of lockers including not following guidelines or improperly gaining access

**Examples of Level One Consequences (may include, but are not limited to the following):**

- If the offense is deemed minor by the adult, the adult will conference with the student. An apology may suffice.
- If the offense is deemed more serious **or** is a repeat offense, then the student will be referred to the office and parent/guardians will be notified of the consequences.
- First offense- Conference with teacher and plan to change action
- Second offense- 30 minute Detention (before or after school, or lunch detention)-
- Third and subsequent offenses- 1 hour detention, In-school suspension.
- If any serious offense is repeated two or more times, the consequence may be in-school suspension.
- If any serious offense is combined with disobedience, the first offense level will be by-passed.

**LEVEL TWO**

**Examples of Level Two Offenses (may include, but are not limited to):**

- Bullying/Harassment
- Hazing
- Fighting/Physical Contact
  - Includes inflicting great bodily harm upon another person, even though accidental or a result of poor judgment
- Threatening behavior (Physical, verbal)
- Gambling
- Vandalism (Damage over \$50)
- Theft (Value over \$50)
- Major Classroom Disruption
- Using, possessing, or distributing tobacco or tobacco paraphernalia (including any look-alikes, ex-cigarettes) on school grounds.
- Using, possessing, distributing, or being under the influence of alcohol or other intoxicating substances or look-alike substances;
- Possession or use of dangerous items (small pocket knives, ignition devices, etc.)
- Insubordination with physical force or violence
- Possession or distribution of slanderous, libelous, or pornographic material

**Examples of Level Two Consequences (may include, but are not limited to the following):**

- First Offense- Detention, In-school suspension, out-of-school suspension
- Bullying, harassment, fighting, or physical fighting may constitute a more severe offense and suspension

- may be out-of-school.
- Second Offense- Up to 10 days of in-school or out-of-school suspension.
- Third Offense- Out-of-school suspension and may include expulsion from school. Possible recommendation to Alternative Learning Center.
- Law enforcement may be notified when appropriate.

### **LEVEL THREE**

#### **Examples of Level Three Offenses (may include, but are not limited to)**

- Possession, use or distribution of weapons or look-alike weapons on school grounds; and violations of the school district Weapons Policy
- Possession of ammunition, including but not limited to bullets or other projectiles designed to be used in a weapon
- 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
- Use, possession, distribution or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances
- Use, possession, or distribution items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia
- Threats including but not limited to improper activation of fire alarms and bomb threats
- Falsification or tampering with school documents and/or records
- Arson
- Extortion

#### **Examples of Level Three Consequences (may include, but are not limited to the following):**

- May include detention, in-school suspension, out-of-school suspension, transition to alternative high school, or expulsion.
- Discipline determined by school administration.
- Law enforcement will be contacted when appropriate.

#### **Removals from Class and Repeat Suspensions**

- Removals from class
  - After a student is removed from class (1st time), a parent/guardian will be contacted by a teacher and/or administrator. The student will meet with a teacher, administrator or counselor.
  - Subsequent removals will result in meeting with the student, teacher, parent/guardian and administrator or counselor for any time a student is removed from the class. In addition to the meetings, the following events will occur if the level of suspension is reached with the removal from class.
    - For student removals of more than 3 times per semester, in school suspension in place within a calendar year.
    - Out of school suspension for students with more than 6 removals from class within a calendar year
- Suspensions
  - For student removals of more than 3 times per semester, in school suspension in place within a calendar year.
  - Out of school suspension for students with more than 6 removals from class or repeat in-school suspensions within a calendar year

- Meeting with student, parent/guardian, administration for consideration of expulsion for any student with more than 3 out of school suspensions of multiple days within a calendar year.
- Minimum 30-day expulsion for any student with 5 out of schools suspensions within a calendar year

### ***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.

### **Description of 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**. **Students must serve their detention within one week of when it was assigned. Detentions will not be allowed to accumulate.** If students do not serve the detention by the end of the week, it will be doubled and must be served immediately. If a student does not serve their detention, a parent meeting will be held. 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. Transportation is the sole responsibility of the student/parent/guardian.

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 North Iowa are required to check-in at the office on each day of their suspension. The students have until 8:05 a.m. to make contact with their teachers and pick up any makeup work and day's instructions/assignments. When the bell rings at 3:30 p.m. to end the school day, in-school suspension students have until 4:00 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 North Iowa 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, extra-curricular, 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.

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 for a period of time not to exceed five (5) days, pursuant to this discipline policy.

See note above for additional information about removals from class and repeat suspensions.

### **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.

## **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](#)

## **STUDENT ACTIVITIES**

### **Extracurricular Activities**

#### **Extra-curricular Activities Information**

Students at North Iowa Schools, in grades 7-12, 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

##### Semester Grades:

**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; this means the final grades that are recorded on transcripts. North Iowa students will follow the guidelines provided under the Iowa Scholarship Rule (Iowa No Pass No Play). A student will regain ineligibility after the appropriate time has elapsed. A student's ineligibility status will start on the next activity desiring to participate in and with the first scheduled event. Any student with

an incomplete for a semester grade will also be ineligible until the coursework has been completed; eligibility will be determined after the incomplete grade has been updated. The principal or the athletic director will inform a student and his/her parents of their ineligible status. High/middle 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.

All college courses in which dual-credit (both college credit and credit towards meeting high school graduation requirements or elective requirements) fall under No Pass/No Play criteria.

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

***Middle school students will be able to sign off at any eligibility period. If unable to earn a passing grade, a 20-day ineligibility period will be enforced at semester time only. This ineligibility period includes transitioning from 8th grade to 9th grade. If failing a semester class during 8th grade, the ineligibility will be enforced during the next event participation. This could mean being ineligible for a 9th grade event/sport.***

#### Midterm and Quarter Grades:

A student who has one or more F's/Incompletes reported on the *grade* report of 1st, 2nd, 3rd and 4th mid-quarter and 1st and 3rd end-of-quarter 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 or athletic director's and have all teachers sign off to confirm satisfactory progress. The form will need to be given to the AD/office of whatever activity that the student is currently enrolled in.

This policy will cover all extracurriculars. A student can go to practice/meetings/rehearsals, but cannot participate/play/perform in public events until eligibility is restored.

***Middle school:*** At North Iowa Middle School, competitive athletics are scheduled for only 7<sup>th</sup> and 8<sup>th</sup> graders. A student may lose her/his eligibility at any time, and for an indefinite period, due to disciplinary action.

### **Family Night**

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

### **Dance Regulations- High School**

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.

### **Middle School Specific Activity Information**

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

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

### **STUDENT HEALTH AND WELL-BEING**

#### **Accident a School**

In case a student 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.

#### **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.

The following medication policy applies to the North Iowa:

- 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 the administration of medication.

## **MISCELLANEOUS STUDENT-RELATED MATTERS**

### **Announcements**

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

### **Dress Code**

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.

### **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**

Parents may contribute as much as they wish to their student's account. The federal hot lunch program will not allow our school district to maintain negative hot lunch balances; therefore, families will be notified when each account reaches a set amount. Payments should be made the following day. Online payments can be made and balances checked through JMC or the JMC Family app. Cash or check payments may also be sent with your child to the office.

### **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 building secretary.. 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.

### **Visitors**

All visitors must check into the Main Office upon arrival, receive, and wear a visitor badge. Parents are welcome to visit but need to check in with the Main Office.

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

## 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.***

MOPEDS – Students riding mopeds to school will be required to abide by the following rules:

1. the moped will be properly parked on the school premises in the west parking lot
2. the moped will not be moved during the school day.

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

### School 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 middle school/ 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.

### **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- High School**

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.

### **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.

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## **ALTERNATIVE PROGRAMS**

### **Senior Year Plus- High School Only**

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 41<sup>st</sup> 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 41<sup>st</sup> 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.

## **ALTERNATIVE LEARNING CENTER**

The High School Graduation Incentives program is designed to encourage students who are not succeeding in the traditional high school or who have dropped out of high school to have an alternative option available if they meet one of the requirements listed below. Admission is based on meeting one of the requirements listed below as well as having seats available for students. If space is not available, students will be placed on a waiting list. Some requirements listed below may require documentation. Final admittance into the program is based on the discretion of the high school principal.

- You are at least two grades below performance on a local achievement test.
- You are at least one year behind in satisfactorily completing course work.
- You are pregnant or a parent.
- You have been assessed as chemically dependent.
- You have been physically or sexually abused.
- You have experienced mental health/medical problems. (Documentation required)

- You have been homeless sometime in the last six (6) months.

## **ATTENDANCE POLICY**

Good attendance is vital to school success. Students are expected to be in attendance when the Area Learning Center is in session. This includes all field trips, which are part of the curriculum.

**Beginning in the 2017-18 School Year the attendance policy will be as follows:**

**\*Students will be required to be in attendance 85% of the time. Absences, regardless of reason are all considered missed days. The director's discretion will be the determining factor if absences exceed 85%.**

**\*At the end of each grading period Midterm, Quarter, Semester, etc. Student attendance percentages will be figured. If a student falls below the 85% threshold they will be given a chance to continue using a 2 week contract. Should the student not make satisfactory progress in that period of time, they will be dropped from the ALC and have their Edgenuity account disabled until the remainder of the grading period. If they would like to continue the following grading period, they must have a meeting with the director and request admittance. No seats will be held and there is not a guarantee that space will be available to be reinstated.**

**The Alternative Learning Center hours run from 8:05 a.m. until 12:00 p.m. each day. Those students eating lunch will be dismissed following the completion of their lunch.**

### **Parental/Guardian Responsibility:**

It is still the responsibility of the parent/guardian to CALL or e-mail the office at the ALC on the day of the absence or prior to the absence explaining why the student will not be in school. Parents/Guardians should call before 8:00 a.m. each day. Parents should send a signed note with their student to the office when their child returns to school after being absent. **Written notes, admits, and calls are required for all students, regardless of age. Chronic absence may require a medical excuse to be acquired by the parent/guardian.**

### **Leaving the Building:**

Students must have parental permission to leave during the day. Students must sign out before going to various appointments such as court, medical appointments, etc. and sign in when they return. (Keep in mind these may affect 85% attendance Rule)

## **TRUANCY**

A student is considered truant if he/she is willfully absent from school without the knowledge and approval of the school. Truancy as indicated here includes absence of one or more periods of the school day. Leaving the school grounds during the school day without permission constitutes truancy. Truancy will be considered an unexcused absence and may affect the 85% attendance rule.

## Academic Eligibility for Students Participating in Extracurricular Programs

### Semester Grades:

**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; this means the final grades that are recorded on transcripts. North Iowa students will follow the guidelines provided under the Iowa Scholarship Rule (Iowa No Pass No Play). A student will regain ineligibility after the appropriate time has elapsed. A student's ineligibility status will start on the next activity desiring to participate in and with the first scheduled event. Any student with an incomplete for a semester grade will also be ineligible until the coursework has been completed; eligibility will be determined after the incomplete grade has been updated. The principal or the athletic director will inform a student and his/her parents of their ineligible status. High/middle 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.

All college courses in which dual-credit (both college credit and credit towards meeting high school graduation requirements or elective requirements) fall under No Pass/No Play criteria.

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

### Midterm and Quarter Grades:

A student who has one or more F's/Incompletes reported on the *grade* report of 1st, 2nd, 3rd and 4th mid-quarter and 1st and 3rd end-of-quarter 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 or athletic director's and have all teachers sign off to confirm satisfactory progress. The form will need to be given to the AD/office of whatever activity that the student is currently enrolled in.

This policy will cover all extracurriculars. A student can go to practice/meetings/rehearsals, but cannot participate/play/perform in public events until eligibility is restored.

### **Class Enrollment and Progress for Eligibility**

Students who participate in extracurricular activities will need to be enrolled in a minimum of **six classes per semester and must be at the following completion percentages as well as passing each of their four classes:**

- **Mid-quarter 1 and 3:** 25%. Students will follow the above Mid-Term procedures if they are not at this percentage to be reinstated.

- End of quarters 1 and 3: 50%. Students will follow the above End of Quarter procedures if they are not at this percentage to be reinstated.
- Mid-quarter 2 and 4: 75%. Students will follow the above Mid-Term procedures if they are not at this percentage to be reinstated.
- End of quarter two/four: 100%. Students who are not at 100% in their three courses at the end of each semester will follow the No Pass No Play rules listed above.

This policy will cover all extra-curricular activities. Students can go to practice/meetings, but cannot be part of public events until eligibility is restored.

### **Student Behavior Expectations and Rules**

Same behavior and expectations as listed earlier in the handbook.

1. All students will remain on school grounds during assigned hours unless they have permission to leave and it has been granted by high school office staff.
2. Students may enter and exit the school by the Alternative Learning door only. Students are only allowed in the commons before the school day starts and the Alternative Learning Classroom throughout the day. Students are not allowed in any other part of the building unless they have permission from the Alternative Learning Director.

### **REMOVAL OF STUDENTS FROM CLASS**

If a student is removed from class, the staff 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.

Students are held to the same behavior expectations and consequences as listed previously including information relating to removals and suspensions

### **Graduation**

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 English
- 3.0 credits Math (minimum of 1.0 of Algebra 1 and 1.0 credit of Geometry)
- 3.0 credits Science
- 3.0 credits Social Sciences
- 2.0 credits Physical Education
- 1.0 credit Fine Arts (band, chorus, or art)
- 0.5 credit of Personal Finance
- 9.0 credits of Electives

*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.*

\*Additional diploma options available with special permission from administration.

### **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.

### **Course Layout for Alternative School (Sample)**

\*Courses may be a semester or year-long. 26 credits must be earned to graduate.

- 9th Grade
  - English 9
  - Physical Science
  - Social Studies
  - Math
  - Health
  - Elective 1
  - Elective 2
- 10th Grade
  - English 10
  - Biology
  - Social Studies
  - Math
  - Physical Education
  - Elective 1
  - Elective 2
- 11th Grade
  - English 11(Comm/ Writing)
  - Environmental Science
  - Social Studies
  - Math
  - Physical Education
  - Elective 1
  - Elective 2
- 12th Grade
  - English 12
  - English Elective
  - Social Studies
  - Elective 1
  - Elective 2
  - Elective 3

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## CREDIT RECOVERY

Credit recovery is a program meant to help students get back on track for graduation. There are parameters and set programs to help students achieve success

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9th Grade Students- Only allowed to take credit recovery during the summer months/program.

10th-12th Grade Students- May take credit recovery courses during the school year and during the summer.

Only one credit recovery course may be taken at a time. Upon completion, additional courses, if needed, will be added to the student's Edgenuity account. At mid-quarter and end of quarter/semesters, a student's progress in regular enrolled classes will be evaluated. If a student is failing regular enrolled classes, the credit recovery courses will be paused until all other enrolled courses are passing.

Deadline of summer course completion needs to be by July 31st. At this point, any course work is reset and the course will need to be restarted when the next appropriate term, depending on the grade of the student.

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## HOMESCHOOL ASSISTANCE PROGRAM

### General Information

[North Iowa Home School Assistance Program \(NIHSAP\)](#)

The mission of the North Iowa Community Schools is:  
**"LINKING STUDENTS WITH SUCCESS"**

The North Iowa Community School District is dedicated to seeing that every child in the district, whether they are taught in public classrooms, in private school settings, or in the homes of their parents, receives a quality education.

As a part of that district the NIHSAP provides the following services to help parents educating their children at home fulfill the broad goals and essential learnings of the North Iowa District:

- **Provide licensed teacher to meet with parents and students for planning and assistance and maintain a log of visits**
- **Provide Curriculum Laboratory from which parents and students may borrow books, curriculum, games and supplemental materials**

- **Provide annual testing using the Iowa Tests of Basic Skills**
- **Provide information about district activities and opportunities to participate in student assemblies, class field trips, musical events and athletics**
- **Provide the opportunity to graduate high school with a North Iowa Diploma or a North Iowa HSAP Diploma**
- **Allow participation in public school's Driver's Education program**
- **Provide services from the Area Education Agency with vision and hearing screenings and other services that might be needed**
- **Annual/semi-annual meeting(s) with participating parents, supervising teacher and superintendent**

### **OUR EDUCATIONAL PHILOSOPHY**

- We believe all children can and will learn.
- We believe the relationship between the teacher and the learner requires a commitment to learning by all parties involved.
- We believe the school should actively develop a partnership involving parents and the community. The purpose of the partnership is to help insure the learner achieves success.
- We believe the school should provide equal opportunities for students to develop their individual potential regardless of disability, race, sex, and/or socioeconomic background.
- We believe parents, the school, and the community must impart to students a system of moral standards and beliefs allowing them to function in a democratic society.

### **North Iowa School District BROAD PROGRAM GOALS**

1. We must create a caring environment in which academic learning is a top priority and students are committed to lifelong learning. As a community of learners and educators it is our responsibility to mold a learning environment that is centered on student needs and committed to helping every learner reach her/his greatest potential.
2. We must help students develop a positive self-concept, understand themselves, have confidence in their abilities, and accept responsibility for their own education and personal development.
3. We must produce students who can adapt to change, respect others, and work cooperatively to become contributing members of society.
4. We must help students understand and acquire the skills, knowledge, attitudes, and values necessary to participate in a democratic society.



5. We must provide students with an understanding of the global nature of society, the interdependence of the world's people, and their effect on the world's environment.  
Sept., 1992, Revisited Jan., 1996 and Jan., 1998, Reviewed June, 1998.

### **North Iowa Community School Essential Learnings Indicators of Success**

#### **North Iowa students will be successful communicators.**

##### **Successful communicators:**

- express needs and ideas so others understand,
- interprets experiences,
- evaluates and analyzes information,
- listens and perceives information from others.

#### **North Iowa 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,
- demonstrates appropriate risk taking,
- demonstrates flexibility in their thinking,
- shows conflict management skills.

#### **North Iowa students will be life-long learners.**

##### **Life-long learners:**

- demonstrate self-sufficiency/self-directed learning,
- demonstrate appropriate use of resources,
- demonstrate adaptability to various situations,
- demonstrate perseverance.

#### **North Iowa students will practice good citizenship.**

##### **Good citizens:**

- demonstrate responsibility and active participation in the democratic community,
- demonstrate effective use of social skills,
- shows responsibility for themselves, to others, and to the world.

##### **Procedures to receive a North Iowa HSAP diploma:**

Students who would like to earn a North Iowa HSAP Diploma must meet the course requirements listed below. Students who choose to earn this type of diploma must be dual enrolled minimum of their Senior year at North Iowa High School. Students will be required to present a portfolio of their work/proof of coursework to the HSAP Coordinator. At the end of each academic year, the HSAP Coordinator will submit a list of courses passed and the percentages obtained in each course to the High School Principal and Guidance Counselor. Students will not

participate in the North Iowa High School Graduation Ceremony and are not eligible for any local scholarships.

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### **Graduation Credits for the Class of 2019 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 (Must include one semester of Speech)
- 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
- 2.0 credits (4 years) of physical education
- 1.0 credit fine arts (band, chorus, or art)
- 0.5 credit of Personal Finance
- 9.0 credits of elective

To satisfactorily complete a course and earn credit, students must receive a grade of 65% or higher for the semester.

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Students who are currently enrolled in the HSAP that would like to have a North Iowa HS Diploma instead of a North Iowa HSAP diploma must meet the following requirements:

· Students who are currently in the HSAP, who would like to earn a North Iowa High School Diploma will need to meet the above requirements and must be fully enrolled the second semester of their Senior year at North Iowa High School. In addition to the above requirements, students will need to complete a CPR certification. Students who meet these requirements will be able to participate in the graduation ceremony. In order to be eligible for North Iowa awards and scholarships, students will need to complete 6 credits at North Iowa High School.

Transcripts will reflect all coursework taken at North Iowa High School and will include a notation that all other coursework and graduation requirements were met in a home school setting.

Post-secondary institutions may require additional documentation, portfolio evidence, and testing to meet their specific requirements.

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## **NOTICES**

### **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 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 the 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:

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)

### **Physical or Sexual Abuse Notice to Students**

If a student enrolled in the North Iowa Schools 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: Stephany Plathe**

**Level Two Investigator: To be appointed by Central Rivers AEA – 1-800-392-6640**

### **School Cancelation**

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

### **Open Enrollment**

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

## **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)

## **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 discriminate on the basis of race, color, religion (creed), gender, age (for employment), national origin (ancestry), disability, marital status, sexual orientation, gender identity, military status, or socioeconomic status, in any of its educational programs, activities, operations, or employment practices. (Ref. Title VI of the 1964 Civil Rights Act and Title IX of the 1972 Educational Amendment).

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 with Title VI or Title IX may be directed in writing to Joann Kenny, High School & Middle School Principal 111 Third Avenue NW, Buffalo Center, Iowa 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!!**