

North Iowa Community Schools

"Linking Students with Success"



North Iowa Elementary

Student Handbook

2024-2025

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Welcome

Welcome to North Iowa Elementary!

Dear North Iowa Elementary Families,

It is with great pleasure that I extend a warm welcome to each and every one of you to North Iowa Elementary. The entire staff and I are thrilled to have the opportunity to play a role in your child's educational journey.

This handbook is a valuable resource for North Iowa Elementary students and their families. The procedures outlined within these pages aim to foster a positive and secure learning environment, ultimately enhancing student success.

Should you ever have any questions or concerns, please do not hesitate to reach out to us via email, phone, or by stopping by in person. Educating your child is truly a collaborative effort, and I eagerly anticipate a fantastic school year in partnership with your family.

Educationally yours,

Tina Henely, Preschool - 5th Principal

North Iowa Administrators

Superintendent	Joe Erickson
MS/ HS Principal	Joann Kenny
Elementary Principal	Tina Henely
Assistant Principal	Sarah Nachazel

North Iowa Elementary Instructors

Preschool	Brittney Arndorfer
Kindergarten	Gwen Christianson & Emma Stewart
1st Grade	Amanda Blodgett & Stacie Meinders
2nd Grade	Brittany Kirschbaum & Rebecca Kruse
3rd Grade	Shelby Devora & Rachel Haisman
4th Grade	Heidi Engelbarts & Jennifer Lawson
5th Grade	Elizabeth Carlton & Emily VanderPloeg
Special Education	Sara Hamilton, Janet Jutting, & Jordan Lukes
Physical Education	Ethan Welch
Art	Anna Oppedahl
Vocal Music	Faith Sorenson
Title 1/Interventionist	Kari Olson
Media Specialist	Arin Anderson
School Counselor	Kendall Melz
Talented & Gifted	Shelley Current
ELL/ESL	Sara Ahrens
Nurse	Cassidy Gelhaus

Support Staff

Elementary Secretary	Chris Davis
District Secretary	Amanda Heyer
Business Manager	Beth DeGroote

Arrival and Dismissal

Arrival and Dismissal

Students should not arrive at school before 7:45. Students are restricted to the commons, lobby area, and playground which are supervised by staff between 7:45 - 8:05.

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

Students should leave school promptly when school is dismissed.

For safety purposes, **parents are not allowed past the office when dropping off or picking up students without signing in and receiving a visitor's badge.** Students walking or being dropped off should enter the Wellness Center doors. Students riding the buses will be dropped off at the main elementary doors.

Parents are encouraged to urge children to:

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

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

Attendance

Importance of Attendance

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 by the age of 7.

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. All absences must be accounted for to ensure 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*

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 leaving early*. 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. Every sixth (6th) tardy/leaving early, will result in a half-day (0.5) absence.

- Tardy arriving 8:05-9:00
- Leaving Early 2:45-3:45
- Half-Day (0.5) Absence: arriving after 9:00 or leaving before 2:45

Suspensions and Expulsions

When a suspension or expulsion causes a student's absence, such absence will be treated as an administrative absence rather than a voluntary student absence and will not be included under this attendance policy. Students will be given the opportunity to make up for 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, the North Iowa Superintendent. Email: joe.erickson@northiowa.org Phone: 641.562.2525

Behavior Expectations and Consequences for Misbehavior

Behavior is a student's demeanor and conduct in relation to:

- Treatment of other people;
- Care for property;
- Responsibility for personal possessions, and
- Accountability for own actions.

Students are expected to behave in accordance with federal, state and local laws and rules; and District policies, rules and regulations, and in a way that respects the rights and safety of others. Staff will take corrective action to assign consequences for a student and/or to modify a student's behavior when a student's behavior does not fall within these parameters.

Consequences:

- Sets behavioral limits and guidelines to lead students to and through adulthood;
- Develops individual respect for law, authority, property, and the rights of others and self, and
- Develops a mature individual capable of self-control and direction.

Disciplinary efforts are to be as positive as possible and are to include recognizing and strengthening appropriate behavior. Every student and employee is entitled to learn and work in a safe school environment. Therefore, the District is responsible for making reasonable rules and regulations governing student behavior and conduct, and maintaining proper control and discipline. To ensure this, it is important that the District establish and communicate clear student behavior expectations and support these expectations with appropriate consequences that are applied consistently.

The consequences for misbehavior are designed to be fair, firm, and consistent for all students. Because it is not possible to list every misbehavior that occurs, misbehaviors not included will be responded to as necessary by the staff. Minor misbehaviors are dealt with by bus drivers, chaperones, classroom teachers, support staff, administrators, and other appropriate District staff. Major misbehaviors are dealt with by administrators and other appropriate District staff.

Any disruption to the learning environment or concern with physical safety/mental well-being may result in the following:

Conference/Intervention

At this level school staff may conduct a conference with any combination of students, parents/guardians, teachers, administrators, and support staff.

- After a student is removed from class or major misbehavior (1st time), a parent/guardian will be contacted by a teacher and/or administrator. The student will conference with a teacher, administrator, and/or support staff.
- Subsequent removals or repeat major misbehavior will result in a conference with the student, parent/guardian, teacher, and administrator or support staff for any time a student is removed or repeat major misbehavior. In addition to the meetings, the following events may occur:
 - a behavior intervention plan,
 - a behavior contract with the student,
 - a warning to the student and/or parent guardian,
 - loss of privilege,
 - after school detention,
 - or other action authorized by the school in compliance with the school district policy and procedures,
 - suspension, or

- Expulsion.
- A threat of violence or incident of violence that results in injury, property damage, or assault by a student will be reported to the parent or guardian. Repeated events will be subject to escalating levels of discipline for each occurrence. If the student has an individualized education program (IEP), a meeting will be held after each occurrence.

Suspensions and Expulsion

- In-school suspension for students with more than 3 removals or repeat major misbehaviors per semester
- Out-of-school suspension for students with more than 6 removals from class or repeat major misbehaviors within a calendar year
- Meeting with student, parent/guardian, and 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 and a maximum of 12-month expulsion for any student with 5 out-of-school suspensions within a calendar year.

Examples of Misbehavior

Minor*	Major
Defiance/Insubordination Disrespect Disruption Inappropriate Language Physical Contact Property Misuse Unsafe Conduct (unintentional) *Repeated minors result in a major	Abuse Bullying Disruption Theft Harassment Leaving Classroom or School Physical Aggression Vandalism Weapons

Bullying Policy

What is Bullying?

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

The difficulty here is to know when a situation is in 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 is 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](#)

Custody and Court Orders

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

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

Dress

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

Family Night

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

Health

Immunizations

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

Illness or Accident at School

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

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

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

Medication

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

- If it becomes necessary for your child to be medicated at school, a form must be signed, giving school personnel permission to administer the medication, along with any necessary instructions. A physician's signature is necessary for long-term medication administration.
- Send or bring the prescribed medication to the nurse's office in the original container (plastic bags as containers will not be accepted) labeled with:
 - Child's name
 - Name of medication
 - Dosage to be given
 - Time it is to be given
 - Name of the 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 the 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's signature stating that this child may receive this medication on file. The nurse may contact parents with any questions about the administration of medication.

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

Homework

Homework

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

Kindergarten

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

Lost and Found

Items found on the playground, in hallways, classrooms, etc. are returned to a designated location outside the elementary office. We encourage students and parents to periodically check this area for lost belongings. Unclaimed items will be donated or disposed of a few times throughout the school year.

Meals

Breakfast

- Available every morning from 7:45-8:05 a.m. for all children who wish to participate
- Breakfast costs \$1.65

Lunch

- The hot lunch program is available for all children who wish to participate
- Elementary lunch costs \$2.50
- Grades 5 -12 - A la carte (2nd entree) \$1.25
- Extra Milk/Juice \$0.50

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.

Family members are welcome to have lunch with their child(ren). However, food from outside vendors is not allowed.

Parent-Teacher Conferences

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

Parental Involvement

Parental involvement is an important component of 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)

Parties & Outside Food/Beverage

Parties are a part of the regular school program and these activities may be held during the school day. Provisions have been made for a sufficient number of parties to provide interest without taking too much time from the teaching day. It is preferred that all food brought to school be commercially made.

Individual birthday treats may be given at school. Please make arrangements with your child's teacher when planning birthday treats. It is preferred that all food brought to school be commercially made.

To avoid disappointment and hurt feelings, invitations to private children's parties should not be issued at school

unless all boys and girls in the class are invited.

Classrooms may have a snack time due to the timing of lunch, and parents may be requested to help provide them. Students may bring a water bottle to school and drink only water unless otherwise permitted.

Positive Behavioral Interventions and Supports (PBIS)

The Bison Way

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

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

North Iowa Community School ~ The Bison Way

Property

Care of School Property

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

Care of Personal Property

Students are discouraged from bringing personal items on the bus or brought to school unless requested to do so, such as a class assignment. Any item including, but not limited to, cell phones, wearable technology, portable technology, sports equipment, money, or toys should be kept at home. The district is not responsible for

damage to, theft, or loss of personal property brought on the bus or to school. If cell phones are brought to school, they should **not** be turned on, seen, heard, or used until the dismissal bell at the end of the school day (this includes lunch and recess). Other electronics, including wearable technology, will not be used for communication. Unauthorized or inappropriate use of items will cause them to be confiscated, parent/guardian notified, and may not be permitted for the remainder of the school year.

Recess and Playground

Students may have up to three recesses a day. The playground is supervised by staff members during all recesses. The playground is not supervised outside school hours, 7:45-3:45.

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

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

Safety Drills

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

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

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

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

School Bus Conduct Policy

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

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

Regulations Governing Pupils Riding the Bus

- Students are under the authority of the bus driver.
- Students will be on time.
- Students will remain seated while the bus is in motion.
- Students will not swear while riding the bus.
- Students will not take property from another bus rider.
- Students will talk in a normal voice and not shout at other students or the driver.
- After entering the bus, students will be moved to their seats and remain in those seats until leaving the bus.
- Students will not destroy property belonging to another student, nor will the student deface or destroy school property while on the bus.
- Students will keep their feet on the floor, not on the seats.
- Students will not threaten or strike another student while on the bus.
- Students will keep hands and arms inside the bus and will not throw items out of the bus windows.

- Students will not throw or spit items while on the bus.
- If an elementary student is to leave school by means other than his/her regular arrangement, a note or phone call to the school from the parents will be necessary, preferably by 1:00 p.m.
- The following list of behaviors shall not be permitted on the North Iowa Coalition School buses. This list shall include but is not limited to the following: hitting, spitting, profanity, out of seat, throwing objects, obstructing aisles, making loud noises, hanging out of windows, assault, fighting, vandalism, insubordination, possession of a weapon, possession or use of tobacco and possession or use of alcohol and/or any other controlled substance.
- If the infraction/behavior is a violation of the law, the proper authorities shall be notified and all riding privileges for the student shall be suspended for a period not to exceed the remainder of the school year. If the infraction results in property damage, restitution must be paid or a plan for restitution must be agreed upon before riding privileges are reinstated.

Consequences for Infractions

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

School Closings Procedures

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

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

Student Records

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

- Student's 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:
 - o By the prior written consent of the student's parent/guardian or the eligible student.
 - o As directory information that the parent or guardian or eligible student has not prohibited from disclosure.
 - o 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 that 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:

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

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

Technology Access

North Iowa Electronic Technology Access

NICS believes in the "many to one" philosophy and recognizes that no single device meets all of our current society's needs. This is also true with our students and their educational experience. Multiple electronic devices are often needed to complete various tasks. Students will have supervised access to technology during their day at North Iowa. Various technologies will require students to have accounts including usernames and passwords. The district will manage students accounts and work to provide a safe, supervised, and positive environment with this access. Student access to technology is part of the educational environment and appropriate usage will be taught throughout the year. Staff and administration will engage or remove technology as appropriate for the environment and student needs.

Visitors

All visitors must check in at the office to sign in and obtain a visitor's badge. At the end of the visit, report back to the office to sign out and return the visitor's badge.

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

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

Weapons

Guns, knives, and other weapons (including toy weapons) are not permitted at school. Having a weapon at school could result in an automatic out-of-school suspension, at a minimum, as mandated by federal law.

Other Notifications

504 Rehabilitation Act/Policy

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

Asbestos Management Notification

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

Complaints

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

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 the maximum age allowable in accordance with the law. Students requiring special education shall attend general education classes, participate in extracurricular activities and receive services in a general education setting to the maximum extent appropriate to the needs of each individual student. The appropriate education for each student shall be written in the student's Individualized Education Program (IEP).

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

Parent's Rights in Special Education:

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

1. inspect and review the child's education records;
2. ask for an explanation of any item in the records;
3. have copies made at a reasonable cost;
4. be informed of locations of records being collected by the district or the AEA;

5. ask for the amendment of any record if considered inaccurate, misleading, or violating privacy rights;
6. request a hearing if the district or the AEA does not voluntarily amend records about which there are concerns;
7. give or withhold consent to disclose your child's records;
8. be told whom information has been disclosed;
9. be informed before information in your child's file is to be destroyed.