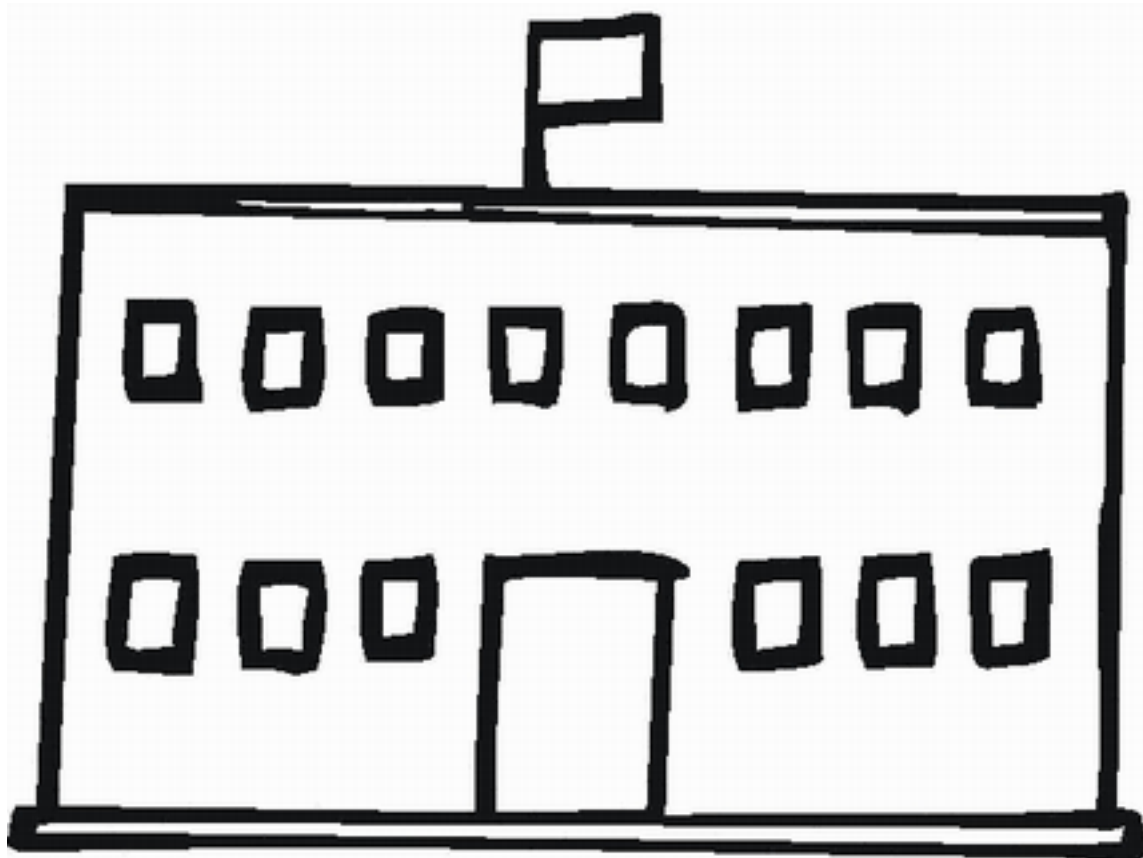


Northwood-Kensett  
Elementary School

Student-Parent Handbook

2014-15



## TABLE OF CONTENTS

Elementary Faculty & Staff-----	3
Equal Education Opportunity-----	4
Jurisdictional Statement -----	4
Lunch/Breakfast-----	5
Milk Substitutions-----	5
Lunchroom Rules -----	5
Negative Lunch Account Balances -----	5
Sending Money To School -----	5
Accidents-----	5
Administration of Medication-----	6
Return of Unused Medication-----	6
Attendance Regulations-----	6
When to Keep Child at Home-----	7
Absences-----	7
Tardiness-----	7
iPods and MP3 devices-----	7
Cell Phones-----	8
School Day-----	8
Grades K-6 School Arrival Time-----	8
Dismissal Time-----	8
Band-----	8
Physical Education-----	8
Discipline-----	8
Detention-----	9
Homework-----	9
Make-Up Work-----	9
Student Behavior at School Events-----	9
Recess-----	9
Playground Rules-----	10
Fire & Tornado Drills-----	10
Field Trips-----	10
Internet Acceptable Use-----	10
Bus Rules-----	11
Bus Passes-----	11
School Buses/School Provided Transportation-----	11
Party Invitations, Balloons & Flowers-----	11
Student Dress-----	11
Boots & Winter Clothing-----	12
Bicycles/Rip Sticks-----	12
Custody-----	12
Emergency Contact Numbers-----	12
Weather Notice -----	12
Lockers-----	13
Parent-Teacher Conferences-----	13
Students Leaving During School Hours-----	13
Telephone Calls-----	13
Interferences in School-----	13
Visitors-----	13
Head Lice Control Advice-----	13
Area Education Agency-----	14
Open Enrollment-----	14
Abuse by School Employee-----	14
Initiations, Hazing, Bullying or Harassment -----	15
Fair Treatment Complaint Form-----	17

## 2013-14 NORTHWOOD-KENSETT ELEMENTARY STAFF

### **ADMINISTRATION**

**Mike Crozier-Superintendent**  
**Brian Costello-Elementary Principal**  
**Deb Athey-Business Manager**

Tina Johnson.....Elementary Secretary  
Heather Rheingons.....School Nurse

### **Faculty**

Stephanie Eskildsen.....Pre-school  
.....Pre-school  
Diane Hanson.....Kindergarten  
Alyssa Hanna.....Kindergarten  
Mari Ann Kroneman.....First grade  
Elaine Hansen.....First grade  
Carrie Wagner.....Second grade  
Jake Urbatsch.....Second grade  
Lori Hill.....Third grade  
Laura Crippin.....Third grade  
Greg Parks.....Fourth grade  
Heidi Vansteenburgh.....Fourth grade  
Lisa Hagen.....Fifth/Sixth grade  
Ryan Severson.....Fifth/Sixth grade  
Annette Orvedal .....Fifth/Sixth grade  
Kimberly Odegaard.....Fifth/Sixth grade  
Doreen Cordle.....Developmental Reading  
Michael Kessel.....K-6 Physical Education  
Ashley Shaw.....K-12 Guidance Counselor  
Nikkole Koenig.....K-12 Vocal Music  
Jared Barns.....5-12 Instrumental Band  
Colette Ubben.....Special Education  
Joleen Hansen.....Special Education

### **Associates**

Deanna Katcher .....Elem Media Center Associate  
JoAnn Brunsvold .....Elementary Associate  
Jeanette Berge.....Elementary Associate  
Mary Willand .....Elementary Associate  
Jennifer Chrisianson.....Elementary Associate  
Amy Rollene.....Elementary Associate  
Kristin Boyden.....Elementary Associate  
Teresa Butler .....Preschool Associate  
Kara Stambaugh.....Preschool Associate

### **Custodians**

Randy Werner.....Elementary Custodian

**Elementary Cooks**

Peter Julseth

Penny Miranda

Tami Hanson

**EQUAL EDUCATIONAL OPPORTUNITY**

It is the policy of the Northwood-Kensett Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Superintendent of Schools, 1200 First Avenue North, Northwood, IA 50459, Phone 641-324-2021, who has been designated as the district’s Equity Coordinator and to coordinate the school district’s efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the American with Disabilities Act (ADA), Section 504, and Iowa Code Section 280.3.

**JURISDICTIONAL STATEMENT**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity, or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student’s eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district’s policies, rules and regulations. Students who fail to abide by the school district’s policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conducts which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extra curricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student’s record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of this handbook and comply with it. Students or parents with questions or concerns may contact the Elementary Office for information about the

current enforcement of the policies, rules and regulations of the school district.

### **LUNCH/BREAKFAST**

Breakfast and hot lunch is available for students in grades K-6. A computerized lunch system is used in the accounting of the lunch program. The program is much like a checking/savings account. Each family and student is assigned a meal account number. When you make a deposit, the money goes into a general meal account for your children. When students arrive at the lunchroom, their lunch ID number is entered and funds are withdrawn from your meal account.

If students bring their lunch from home, please provide them with a nutritious meal. Students can opt for milk, which will be deducted from their lunch account. Pop is not accepted as a drink option.

It is expected that students will practice appropriate table manners while eating their lunch. If a student persists at demonstrating poor manners, he/she will be removed to an isolated location to finish their meal.

### **MILK SUBSTITUTIONS**

Milk is provided during break times in grades K- 2(for an additional cost), breakfast, and lunch. We do not have the refrigeration facilities to store juice and other products. Unless a medical problem exists, no substitution can be given for milk. If a substitution needs to be made, such as for a milk allergy, we need a note from the child's doctor stating the medical reason for the change.

### **LUNCHROOM RULES**

- 1) Enter in an orderly fashion and sit down at assigned table.
- 2) Students are to stay seated until dismissed.
- 3) All food and paper shall be disposed of properly by the student upon dismissal from the lunch table.
- 4) All food is to stay in the lunchroom.

### **NEGATIVE LUNCH ACCOUNT BALANCES**

Charging of meals (Breakfast and/or lunch) is discouraged when your lunch account shows a negative balance. Parents will be notified by the lunch attendant informing child that he/she needs to bring lunch money or you can access lunch information online. Parents are asked to replenish the account as soon as possible. Families whose accounts reach a substantial negative balance (-\$15.00) will be required to provide their children with sack lunches until a positive balance is reached. If you find it difficult to finance school meals, please contact the elementary office. Your family may be eligible for free or reduced price meals.

### **SENDING MONEY TO SCHOOL**

Northwood-Kensett Community Schools participates in on-line payments through our district website. If you would like to make payments using this tool, log on to our website and follow the simple steps. When it is necessary to send money to school, it should be brought by the student in a sealed envelope with his/her name on it and be given to his/her teacher.

### **ACCIDENTS**

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment. If the above process is not in keeping with the process you would like, please notify us in writing of the procedure you would like us to follow.

Whenever a head injury occurs, we will notify the parents immediately.

### **ADMINISTRATION OF MEDICATION**

Students may need to take prescription or non-prescription medication during school hours. The school must know the medications the student is taking in the event the student has a reaction or illness. Parental authorization and instruction must be provided in order to administer medication.

Medication is kept in a locked cabinet and distributed by the school nurse and authorized personnel. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times, and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents.

### **RETURN OF UNUSED MEDICATIONS**

All medications, prescription or non-prescription must be picked up by an adult at the end of the school year. Medication not picked up will be destroyed. We will call and remind you of meds to be picked up.

### **ATTENDANCE REGULATIONS**

Since good progress in school depends to a great extent upon good attendance, each child should strive to maintain an excellent attendance record. When a child misses a day of school, it actually costs him two days of school work, the day of the absence and the lack of preparation for the day of return.

If your child will not be in school for any reason, please notify the school office by phone between 8:00 a.m. and 8:45 a.m. We would appreciate your cooperation in this matter. This policy has been instituted for the safety of your children. The school number is 324-1127.

If the school office has not been notified of your child's absence by phone, a note must accompany your child upon his/her return to school stating the reason for the absence along with the date of the absence and the parent's or guardian's signature.

**If a student is absent from school on a given day we would not expect to see that child at a school event that same night.**

**The following procedures will be followed for students with excessive absences:**

10 days absent, parents will receive a letter from school detailing the number of absences and days tardy.

15 days absent, parents will receive a letter from the school detailing the number of absences and days tardy.

20 days absent, parents will receive a letter from the school detailing the number of absences and days tardy. If a student has been truant, the letter will also contain a notice that further absences or tardiness will result a notice sent to the county attorney.

21 days absent, a letter will be sent to the county attorney.

### **WHEN TO KEEP CHILD AT HOME**

Although we strongly encourage daily attendance at school, we also believe that students should not attend school when they are ill. When your child exhibits the following signs, we request that he/she not be in school:

- 1) Generalized flu symptoms, low grade fever, achiness, and chills.
- 2) Diarrhea and vomiting. (If your child has these symptoms in the evening, it is wise to give him/her the next day to completely recover). Sometimes returning to school too soon only prolongs the illness.
- 3) Respiratory symptoms, frequent deep cough, green nasal drainage, fever, chest discomfort.
- 4) Rashes/Skin Lesions. Any lesion that is warm, streaking or has drainage that cannot be contained (scabies, impetigo and chicken pox).
- 5) Two or more of the following: Abdominal pain, fever of 101 or greater, swollen lymph nodes, white patches on the tonsils, redness to soft palate, scalp ringworm.
- 6) Parents are requested to contact the school as soon as a diagnosis of a communicable disease has been made.

Any student that is out of school for an illness that includes a fever must remain so for 24 hours.

**If your child has been ill during the school day, we request that he or she not attend or participate in any school sponsored event that evening.**

### **ABSENCES**

An absence is defined as any absence from school and will be recorded as a half day or full day absence.

1. Half Day Absence - any absence which the student is gone from school for more than 2 hours.
2. Full Day Absence - any absence in which the student is gone from school for more than 5 hours.

A child is considered truant from Northwood-Kensett Elementary School if any absence is not accompanied by notice, either verbal or written, from the parents or guardians.

### **TARDINESS**

Students reporting late to school must report to the office before going to their classroom.

### **iPODS and MP3 PLAYERS**

The school discourages bringing iPods and other MP3 devices to school. If a student brings one to school, it must be located in either the office or in the student's locker. The only time these devices may be on and/or in use during class time is when the teacher or

supervisor has given explicit permission. Failure to comply with the rule will result in confiscation and the device will be returned to parents. The school is not responsible for lost/stolen property.

### **CELL PHONES**

Cell phones must remain off from 8:15 to 3:15 PM on a normal school day. Failure to comply with the rule will result in confiscation and the device will be returned to parents. The school is not responsible for lost/stolen property.

### **SCHOOL DAY**

The regular school day runs from 8:20 am or after 3:20 pm. Outside supervision starts at 8:00 am and breakfast is served from 7:45-8:20. Bus students are dismissed from class at 3:15 so that busses can leave at 3:20. All other students are dismissed from class at 3:20.

### **GRADES K-6 SCHOOL ARRIVAL**

1. Those students that do not ride a bus to school should plan their arrival at school after 8:10 a.m.
2. No one should be in the building before the 8:22 a.m. bell.
3. Students will wait in the designated area.

### **DISMISSAL TIME**

Prekindergarten sessions run in am and pm shifts. Refer to Pre-school handbook for details about session times. Grades K-6 dismiss bus students at 3:15 and all other students at 3:20 pm. To keep order and cut down on confusion, parents picking up students please wait for your child outside the school.

### **BAND**

Students who take part in band are expected to be at every practice. Students cannot drop band classes unless approval has been received from the parents, and the instructor.

Students who are members of the band are expected to be at every performance that has been scheduled on the school calendar. In the event that a student can't attend, the parent must notify the instructor.

### **PHYSICAL EDUCATION**

If a child needs to be excused from participating in physical education, he/she must bring a **written excuse from his/her parents**. If the student is to be excused for more than two periods of physical education, a doctor's note must be presented

### **DISCIPLINE**

One important purpose of education is to help students become effective citizens. Citizenship involves rights and responsibilities to conduct oneself in a manner that will avoid:

1. endangering the welfare and safety of any person.
2. infringing on the rights and properties of others.
3. causing a disruption of educational programs or discipline.
4. causing a loss or destruction of school facilities.
5. violating laws, school district policies and regulations, school building and classroom rules, or bus rules.



All students are expected to conduct themselves in an orderly and respectful manner at all times. This includes in the classroom, the halls, the lunchroom, the playground and on the bus. Misconduct of any nature will not be tolerated.

Each student is responsible for his/her own actions and is answerable to all members of the staff. Most students conduct themselves well in the classroom. For the most part the teachers handle those situations affecting classroom behavior. However, when the teacher deems a situation serious enough, a student may be referred to the office so that the administrative staff may work with the student to correct the situation. In such situations, the cooperation and help of parents may be sought.

When students violate a school rule or disrupt the school day, there are several options which may be used to bring about acceptable behavior. These include, but are not limited to, the following: removal from class, restriction during free time, loss of privileges, detention, suspensions and in extreme cases -- expulsion.

### **DETENTION**

Detention will be used if a student violates school rules or displays improper behavior. A detention may be assigned by any teacher or paraprofessional. All students will be given a one day notice, if needed in order to notify parents and/or arrange transportation.

### **HOMEWORK**

It is the policy of the Northwood-Kensett School District to encourage and require as homework those extra-class activities and assignments which may properly be considered as extensions and enrichment of the regular classroom instructional program. The purpose of homework assigned and encouraged will include: research and exploratory activities, sharing and discussing ideas, reviewing and summarizing materials studied, becoming acquainted with the libraries and other sources of reference material, organizing the thoughts and thinking processes of pupils in preparation for classroom activities, and making up incomplete course or subject assignments.

It should be understood that in the lower grades, homework as we commonly think of it, is not present or is very minimal. It also should be known that the amount of homework will increase as your son or daughter becomes older.

We try to use the following guidelines for homework:

- From kindergarten to third grade, no more than 20 minutes per day.
- From fourth to sixth grade, 20 to 40 minutes per day.

Please understand these are guidelines, which is why it is important that students use their free time to complete assignments.

### **MAKE-UP WORK**

All work must be made up and turned in accordance to and with the teacher's instruction.

### **STUDENT BEHAVIOR AT SCHOOL EVENTS**

We ask that students who attend a school event whether at the elementary or high school building conduct themselves in a proper manner. If any student gets out of hand with his/her behavior, the student will either be asked to sit with his/her parents, or be asked to leave the event. This will be enforced by all school employees. When students come to an event they should be prepared to

watch the event.

### **RECESS**

Recess is a part of our daily activities. Except during rainy or extremely cold weather, recesses will be held outside. Be sure your child is dressed appropriately as the season requires. Students in grades K-2 have a morning, mid-day and afternoon recess. Students in grades 3 and 4 have a mid-day and afternoon recess. Fifth and Sixth graders have recess once per day. Students are expected to play in a safe and courteous manner. Students are expected to follow the playground guidelines that have been established. These guidelines are explained to all students at the start of the school year and are defined below as well.

### **PLAYGROUND RULES**

All students should know that teachers or paraprofessionals are on duty and feel free to come to them for help or in the event of any injury.

1. Students should play only on the blacktop and field areas.
2. Out door equipment, swings, bars, etc., will be shared by all and used in the manner they were intended. Any deviation from safe practice will be corrected by the staff member on duty.
3. Students can only play with staff approved equipment. If you are unsure of what is allowed on the playground ask your playground attendant.
4. Do not bring pets to school or play with any animals that might roam onto school grounds.
5. Paper and litter should be deposited in trash containers that are provided.
6. Children are to stay out of the building during recess and noon hour unless they have been given permission by the duty teacher.
7. Baseballs, other hard balls and bats are not allowed on the playground.

### **FIRE AND TORNADO DRILLS**

A minimum of four fire drills and four tornado drills will be held during the year. Cooperation by all is extremely necessary and expected.

### **FIELD TRIPS**

At the beginning of school you will be asked to sign a blanket field trip permission slip which will cover all field trips that your child takes throughout the year. You will be notified each time a trip is taken but no permission slip will be necessary.

### **INTERNET ACCEPTABLE USE**

The Northwood-Kensett School District will provide internet access for the students in the elementary school provided rules and regulations are followed. Acceptable use is defined by using the internet access to support education, educational activities, and be used in conjunction with the district educational objectives. Unacceptable use of the internet in school would include the following:

- a. sending or receiving vulgar or obscene materials
- b. sending of threatening messages
- c. inappropriate use of copyrighted material

- d. any use for product advertising or political lobbying
- e. disrupting the network on purpose
- f. using another's password
- g. misrepresenting another user of N-K Community Schools
- h. any illegal activities that violate federal, state, or local laws or the policies of our district

If a student finds unacceptable material on the internet by accident, that student is expected to exit the screen/website as soon as possible. The district makes no warranties of any kind, whether expressed or implied, for the internet service that is provided.

Students will not use the internet unless directly supervised by a staff member. All students must have a signed internet agreement before they will be allowed access to the internet.

### **BUS RULES**

Riding the school bus is intended to be a safe and enjoyable experience for the student. It is of utmost importance that the students obey the rules of conduct on buses. Failure to abide by these regulations may result in the student being denied the privilege of riding the bus for a period of time.

Bus rules are as follows:

1. Students are under the authority of the bus driver.
2. Students shall be on time for the bus both morning and evening.
3. Students shall remain seated while the bus is in motion.
4. Students shall converse in normal tones; loud or vulgar language is prohibited. When the bus is crossing a railroad track, all conversation must stop until the bus has crossed the tracks.
5. Students shall not extend their hands, arms or head through the bus windows.
6. Students shall get permission from the bus driver to open or close the bus windows.
7. Students shall keep the bus clean.
8. Students shall be courteous to the driver, to fellow pupils and to passers- by.
9. Each student shall go directly to his or her seat upon entering the bus.
10. Books and other property shall be properly stored out of the way, and the aisle shall be clear at all times.
11. Students shall avoid playing or loitering on the roadway when waiting for the bus.
12. Students shall cross the road in accordance with instructions from the driver.

### **BUS PASSES**

If a student is to ride a bus they normally do not ride, he/she must present a note to the office.

When a note is received at the office, the secretary will give the student a bus pass, which needs to be presented to the bus driver by the student.

**Due to the limited number of seating spaces, students riding to a single residence for special occasions such as birthday parties will be limited to 5 students.**

### **SCHOOL BUSES AND/OR SCHOOL PROVIDED TRANSPORTATION**

Students who ride to the various activities on school provided transportation are expected to return by the same means of transportation. An exception will be made if your parent or legal guardian appears in person with a written request and secures permission from the bus chaperone for you to

return home with them.

### **PARTY INVITATIONS, BALLOONS AND FLOWERS**

We strongly encourage parents not to send personal party invitations to school to be distributed. Many times in these situations students have been excluded, leaving the classroom teacher to deal with children's hurt feelings. Balloons, flowers, etc., sent to the school office for students will be delivered to the classroom during a time that is not distracting to the learning environment.

### **STUDENT DRESS**

Students are encouraged to dress in an appropriate manner for the school day. Hats will not be worn in the building during the school day.

We ask that parents help us in making sure that students are dressed appropriately for school, both in taste and for weather. Please do not send your child to school with a shirt that endorses alcohol or tobacco.

Shorts of acceptable length will be allowed during the fall and spring. Tight fitting shorts are not appropriate for school wear: (biking shorts, skin tight elastic shorts.)

### **BOOTS AND WINTER DRESS**

Following the first measurable snowfall, snow boots must be worn by all students. We ask your help in this matter. Children need breaks from demanding school work, therefore, we plan an outdoor recess or break for all grades K-6; except on the most extreme cold and windy days. We expect them to participate, so please see that they are appropriately dressed.

Wet shoes worn inside the building can only increase a child's susceptibility towards illness. Let us help you keep your child healthy during the winter months. Make sure he or she has a dry pair of shoes to wear inside the building each school day. Those students not wearing boots will still be required to be outside will be restricted to a dry area to stand until the break is over.

When the "boot rule" is in effect, you must wear your boots on the playground before school.

### **BICYCLES/RIP STICKS**

Bicycles and rip sticks may be ridden to school by students whose parents feel their child/children have the ability and are responsible. Students must walk their bikes and rip sticks to and from the street to the racks upon reaching and leaving the school grounds. All bikes and rip sticks must be placed in the bike racks.

**Riding a bike or rip stick to school is a privilege. If this privilege is misused it will be removed.**

### **CUSTODY**

If there is a court ruling concerning custody and parental visitation rights, please let us know so that we can be on top of these situations.

All school communications will be sent to the primary custodial parent unless otherwise requested.

### **EMERGENCY NUMBERS**

Please keep your school emergency card phone number up to date. If a number changes please call the school office to notify us of the change. This is very important for the welfare of your child.

### **WEATHER NOTICE-ONE CALL NOW**

Occasionally it is necessary to delay the start of or call off school because of extreme weather or other emergencies. If this situation occurs you will be notified by ONE CALL NOW, a notification system that we have implemented into our program at Northwood Kensett CSD. This service will call the numbers provided at the beginning of the year with early dismissals, late starts, and routine reminders, as well as other changes in the regular schedule. **Please make sure you provide the school with up-to-date phone numbers.** We can call up to four numbers per student.

Please listen to radio stations KGLO, KLSS, KRIB, and KIA- Mason City; KATE- Albert Lea; and TV stations KAAL-TV Austin; and KIMT-Mason City.

It is the parents' responsibility to be tuned into the radio whenever the weather is threatening. If bad weather develops during the day, parents should feel free to come and pick up their children.

It is important that each family have a plan to follow that their children can understand if parents are not home for an early school closing. Every effort will be made by the school to insure the students' safety. There are Early Dismissal Instructions on the Student Information Form at the beginning of each school year for you to provide instruction to the school in the event of an early dismissal.

### **LOCKERS**

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student.

### **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences are held in the fall and spring for all grades. These conferences provide an avenue of communication that cannot be accomplished in any other way, thus we encourage all parents to attend.

### **STUDENTS LEAVING THE SCHOOL GROUNDS DURING SCHOOL HOURS**

In order for a student to leave the school grounds during school hours, he/she must present a written request signed by the parents to the principal or secretary. Students leaving or returning during school hours must check out/in through the office first. Parents are expected to report to the office upon arrival to school for the purpose of picking up their child.

### **TELEPHONE CALLS**

Except in cases of emergency, pupils or teachers will not be called out of class to answer the telephone. Messages can be left with the secretary or on voicemail. If you need to talk to a teacher, please call before 8:20 a.m. or after 3:30 p.m.

Students will be allowed to use the telephone in the office only if the call is an emergency or necessary for the completion of the school day. All other requests for telephone use will be denied.

### **INTERFERENCES IN SCHOOL**

To insure the best educational environment in school all students must get permission to bring non-educational items to school. (This includes toys, radios, sports equipment, excessive amounts of money, etc.)

### **VISITORS**

All visitors are expected to report to the office upon arrival at school. Parents are encouraged to visit school any time. However, it is requested that visits be limited to no more than 2 hours during the day. Students may not bring guests or relatives to school for visits. These visits prove to be disruptive of the educational setting.

### **ADVICE ON HEAD LICE AND STRATEGIES FOR CONTROL**

From time to time, students may become infected with head lice. This is a problem in every school in the Midwest. If a child is discovered to have live lice or nits, parents will be notified and the child sent home. The school has guidelines prepared by the Iowa Department of Health for treating lice. Students may return to school after being treated with a recommended product.

All parents should be conducting head checks on their children periodically. If you find your child(ren) have head lice and/or nits, please contact the school. When the school is notified by the parent, we will screen that child(ren)'s class. The siblings of all students found with head lice and/or nits will also be screened.

Though a case of head lice is something we would all like to avoid, it is not a major health risk. We will do all we can to stop any infestation from spreading at school. Your help is also needed to keep head lice from spreading. Please be sure to follow treatment directions carefully.

We thank you for your assistance in this pesky matter.

### **AREA EDUCATION AGENCY**

The Area Education Agency is an education agency that is located regionally at the Mason City Airport Complex and centrally located in Waterloo. It serves school districts in three ways: Special Education, Media, and Educational Services.

Students are directly served through the Special Education Division. Specialists in the field of Psychology, Speech, Therapy, Audiometry, Physical and Occupational Therapy, Learning Disabilities, etc., work with children upon request by teacher or parent and then only after preliminary testing to see if the child qualifies for the program. Before any testing is started, parental consent will be sought.

### **OPEN ENROLLMENT**

By September 30 of each school year, the district shall notify parents of open enrollment deadlines and transportation assistance for open enrollment pupils. This notification may be published in a school newsletter, a newspaper of general circulation or a parent handbook provided to all patrons of the district.

Parents/guardians considering the use of the open enrollment option to enroll their child(ren) in another public school district in the state of Iowa should be aware of the following dates:

1. March 1- last date for regular open enrollment requests for the following year school year. (KINDERGARTEN ONLY deadline is September 1 of the enrolled year)

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend. For further details, contact the superintendent's office. (641-324-2021)

### **ABUSE BY SCHOOL EMPLOYEE**

The school district does not tolerate employees' physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Mr. Brian Costello, at 641-324-1127 as the Level I investigators.

Physical abuse is a non-accidental physical injury that leaves a mark at 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile or offensive educational environment.

### **INITIATIONS, HAZING, BULLYING OR HARASSMENT**

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - ✓ tell a teacher, counselor or principal; and
  - ✓ write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
    - what, when and where it happened;
    - who was involved;

- exactly what was said or what the harasser or bully did;
- witnesses to the harassment or bullying;
- what the student said or did, either at the time or later;
- how the student felt; and
- how the harasser or bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis or age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- places the student in reasonable fear of harm to the student's person or property;
- has a substantially detrimental effect on the student's physical or mental health;
- has the effect of substantially interfering with the student's academic performance; or
- has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

Any complaints or grievances concerning equal educational opportunity should be handled in the following manner. Any employee or student who believes that they have been discriminated against or treated unfairly shall notify the Elementary Principal, the designated investigator. The alternate investigator is the Secondary Principal. The investigator may request that the employee or student complete the Fair Treatment Complaint Form, available in the principal's office, and turn in evidence of harassment, including, but not limited to letters, tapes, or pictures. Information received during the investigation shall be kept confidential to the extent possible. The investigator, with the approval of the superintendent, or the superintendent has the authority to initiate a harassment investigation of a written complaint.

**Contact persons include:**

Elementary School, Brian Costello-Elementary Principal;  
 Jr/Sr High School, Mr. Keith Fritz-Secondary Principal.

The alternate contact person for either school is Mr. Mike Crozier, Superintendent.



**Fair Treatment Complaint Form**

Name of complainant:

Position of complainant:

Date of Complaint:

Name of alleged harasser:

Date and place of incident or incidents:

Description of misconduct:

Name of witnesses (if any):

Evidence of harassment, i.e., letters, photos, etc. (attach evidence if possible.)

Any other information:

I agree that all of the information of this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date:

Contact Persons:

Elementary School - Mr. Brian Costello Jr/Sr High School - Mr. Keith Fritz  
Alternate - Mr. Mike Crozier Alternate - Mr. Mike Crozier