

# Viking Student Handbook

## --High School--

*Creating healthy, educated, ethical, and productive citizens.*

### Faculty

Mr. Fritz.....	Principal
Mrs. Abbas.....	Art
Mr. Alverio-Kapka.....	Band
Mrs. Amundson.....	Family and Consumer Science
Mrs. Butler.....	Language Arts
Mrs. Cronbaugh.....	Physical Education, Health
Mrs. Odegaard.....	Alternative Program
Mr. Davidson.....	Business Education
Mr. DeArmoun.....	Social Studies
Miss Einertson.....	Math
Mrs. A. Hansen.....	Guidance
Mrs. J. Hansen.....	Resource Education
Mr. Hartman.....	Industrial Technology
Mr. Hengesteg.....	Social Studies
Mr. Hunt.....	Physical Education
Mrs. Hunt.....	Math
Mrs. Maroo.....	Spanish
Ms. Martin.....	Science
Mr. Miller.....	Vocational Agriculture
Mrs. Odegaard.....	Alternative Education
Mr. Patterson.....	Resource Education
Mr. Samson.....	Science
Mrs. Smalley.....	Talented/Gifted
Mrs. Tabbert.....	Language Arts

## **Equal Educational Opportunity**

The school district does not discriminate in its education programs or activities on the basis of sex, race, color, national origin, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, and socioeconomic status (for programs) in its educational programs and its employment practices. The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. The school district's goal is to educate students in programs and activities that foster a healthy social, intellectual, emotional, and physical self-concept. Each student has the opportunity to use Northwood-Kensett's educational programs and activities. Each student is expected to conduct themselves in a manner that assures each student the same educational opportunity.

There is a grievance procedure for processing complaints of discrimination. Inquiries by students regarding compliance with equal educational opportunity and policies, including but not limited to complaints of discrimination, should be directed to the Affirmative Action Coordinator in writing.

The Affirmative Action Coordinator is Anna Blair Johnson, Human Resources Director, 1496 480th St., Northwood, IA 50459, Phone 641-324-2021 x304, [ablair@nkvikings.com](mailto:ablair@nkvikings.com). Inquiries may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov), the Iowa Civil Rights Commissioner, 6200 Park Avenue, Suite 100, Des Moines, IA 50321.

## **ANNUAL NOTICE OF NONDISCRIMINATION**

It is the policy of the Northwood-Kensett Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. This institution is an equal opportunity provider.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Keith Fritz, Principal, 704 7<sup>th</sup> St., Northwood, IA 50459. (641) 324-2021 x101, [kfritz@nkvikings.com](mailto:kfritz@nkvikings.com). Inquiries may also be directed in writing to the Office for Civil Rights, Chicago Office U.S. Department of Education John C. Kluczynski Federal Building 230 S. Dearborn Street, 37th Floor Chicago, IL 60604 Telephone: (312) 730-1560 Facsimile: (312) 730-1576 Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov) or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5295.

The Northwood-Kensett CSD offers career and technical programs in the following areas of study: Agricultural, Food and Natural Resources; Applied Science, Technology, Engineering and Manufacturing; Business, Finance, Marketing and Management; Human Services

## **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, on school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses, 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 educational program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention (before school, after school, or on Saturday), suspension, removal to the Intervention Center, probation, or expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record. Failure to remain for detention for any staff member who requests this may result in either doubling the time of the detention or suspension.

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 the handbook and comply with it. Students or parents with questions or concerns may contact the MS/HS Office for information about the current enforcement of the policies, rules or regulations of the school district.

## **School Fees**

The school district charges fees for certain items, such as class materials. Students who have concerns about the fees should contact the principal.

## **Waiver of Student Fees**

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who

are in foster care are eligible to have their student fees waived or 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 that they may qualify for financial assistance should contact the principal at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

### **Compulsory Attendance**

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days or hours school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 180 days.

### **Compulsory Attendance--Regulations**

“Chronic absenteeism/absences” means any absence from school for more than ten percent of the days in the semester. “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.

## **SECTION I – Legal Requirements**

### **Chronic Absenteeism**

When a student meets the threshold to be considered chronically absent (10% of school days in a semester), the school official will send notice by mail or e-mail to the county attorney where the district’s central office is located. The school official will also notify the student, or if a minor, the student’s parent, guardian or legal or actual custodian via certified mail that includes information related to the student’s absences from school and the policies and disciplinary processes associated with additional absences.

### **School Engagement Meeting**

If a student is absent from school for at least 15% of the days in the semester, the school official will attempt to find the cause of the absences and start and participate in a school engagement meeting. All of the following individuals must participate in the school engagement meeting:

- The student;
- The student’s parent, guardian or legal or actual custodian if the student is an unemancipated minor;
- and
- A school official.

The purpose of the meeting is to understand the reasons for the student’s absences and attempt to remove barriers to the student’s ongoing absences; and to create and sign an absenteeism prevention plan.

### **Absenteeism Prevention Plan**

The absenteeism prevention plan will identify the causes of the student’s absences and the future responsibilities of each participant. The school official will contact the student and student’s parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and the student’s parent/guardian under the plan. If the student and 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.

## SECTION II – Academic and Disciplinary Requirements

Students are required to be in attendance, pursuant to board policy, for 180 days per school year unless their absences have been excused by the principal for illness (absences of five or more consecutive days due to illness requires a doctor's note), family emergencies, doctor or dental appointment, recognized religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations approved by the building principal if the student's work is finished prior to the trip or vacation. Absences that do not fall within the categories listed above will be considered unexcused unless approved by the principal. Parents are expected to notify the school office to report a student's absence prior to 9:00 a.m. on the day of the absence.

If a student accumulates 18 unexcused absences in a class in a semester, he or she may lose credit for the class. 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 excused absences must be made up within two times the number of days absent, not to exceed 14 days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

If a student loses credit, this will be recorded in the student's record as a "WF".

A student who loses credit due to excessive absences is assigned to supervised study hall for the period(s) in which the course(s) meets or the student may be reassigned to another class or location. A student who loses credit in all courses due to unexcused absences, will not be allowed to participate in any school activities until the following semester.

Students who wish to participate in school-sponsored activities must attend school by 10:00 AM or Period 3 the day of the activity. **Exception:** If a student has an unusual situation pertaining to an absence, s/he may present his/her case in advance to the principal who will make a decision regarding participation privileges.

## **POLICY ON ABSENCES FOR ATTENDANCE AT STATE TOURNAMENTS OR MEETS**

A. If a team or individual from our school is involved in participating in the state finals of an athletic activity, students will be permitted to attend that activity as spectators on an excused basis for the days on which the individual or team from our school participates. A student attending such an event will be required to have written permission from the parent/guardian in order to receive an excused absence. **No student with an F in any class on the day of the event will be excused to attend.**

B. One day's excused absence will be allowed by the school for members of athletic squads or cheerleaders to attend a state tournament or meet of the activity in which they participated during the year. The excused absence would be granted only to those who have permission from their parents/guardians to attend the event. Any absence taken by a student beyond the one day allowed will be recorded as an unexcused absence. **No student with an F in any class on the day of the event will be excused to attend.**

## Northwood-Kensett Tardy procedures

1. If a student enters the room while or after the bell rings, they are tardy to class.
2. The teacher should then mark them Tardy Unexcused in their attendance software, unless:
  - a. The student has a pass from another staff member or the office
  - b. Special circumstances apply and the teacher decides to mark the student Tardy Excused
3. If a student is 10 minutes late or more to class this will count as an unexcused absence, unless special circumstances apply.

## V. LEAVING SCHOOL DURING THE DAY (SIGNING OUT)

- A. Students may not leave school after arrival without signing out on the sign-out sheet in the office. The reason for leaving must be stated on the sign-out sheet.
- B. Students may not sign out without first securing permission to do so from the principal, counselor, or principal's secretary.**
- C. Students signing out for pre arranged appointments (doctor-dentist-court appearances, etc.) should have an excuse from a parent or guardian stating time of leaving and reason for leaving.
- D. Students who sign out for reasons of illness will need to contact a parent or guardian by telephone in order to obtain permission to leave school. Verbal permission is to be given directly to the principal, counselor, or principal's secretary.
- E. Failure to follow the proper procedure will be considered an unexcused absence or truancy.

## VI. QUESTIONS AND APPEALS

- A. If a parent has a question regarding whether an absence will be considered excused or unexcused, that question should be directed to the Principal. The Principal will make decisions regarding special circumstances.
- B. A parent wishing to appeal the registration of an absence may do so to the superintendent.

**Parents must call, e-mail, or send a note to the school to inform us when their son/daughter is absent.**

### **Advanced Notice of Absences**

When a student knows ahead of time that s/he is going to be gone for a day or longer, the student must notify the school as soon as possible. The student is responsible for making up work missed while absent, typically before the absence occurs. The student should make arrangements with his/her teacher regarding timelines for turning in the work.

### **College Visits**

Juniors and seniors are encouraged to visit college campuses on weekends or school holidays. However, if that cannot be arranged, juniors and seniors may be excused to visit two college campuses with the permission of the guidance counselor and with a note signed by the student's parents. Students who attend college visits must provide documentation of their visit to the guidance counselor upon their return.

### **Senior/Junior Work Experience**

Juniors and seniors may be eligible for release for work for a maximum of 2 periods per day at the end of the day. These students must sign out in the office daily before leaving the campus. Students who elect to remain within the school will report to the study hall where they will remain for the entire period. ~~Students who wish to be considered for Work Experience should work with the counselor and ensure they are enrolled in the Work Experience class.~~

### **Bad Weather**

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and rescheduled. The principal may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

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

### **Physical Examinations**

Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

### **Emergency Drills**

Periodically the school holds emergency drills. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

### **Administration of Medication**

Students may need to take prescription or nonprescription medication during school hours. Students may carry prescription medication only with the permission of the parents and principal. The school must be informed of the medication a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication. Appropriate forms must be filed with the office.

Medication is held in a locked cabinet and distributed through the principal's office. Medication must be in the original container with the following information either on the container, on the instruction sheet or on 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.



### **Student Illness or Injury at School**

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. If necessary, the school contacts emergency medical personnel and attempts to notify the parents and advise them where the student has been transported for treatment.

### **Abuse of Students by School Employees**

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 and Mr. Keith Fritz as its Level 1 investigators.

Physical abuse is a non-accidental physical injury that leaves a mark at least 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.

## **STUDENT ACTIVITIES**

### **Assemblies**

Throughout the year, the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students must attend assemblies unless, for disciplinary reasons, the privilege is taken away.



## Field Trips

In certain classes, authorized field trips and excursions are taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

## School-Sponsored Student Organizations

Student Council	FFA	National Honor Society	Drama	Speech	Yearbook
Trapshooting	Math Club	Cross Country	FCCLA	Football	Softball
Baseball	Basketball	Vocal Music	Wrestling	Track	Cheerleading
Instrumental Music	Golf	DECA	Skills USA		

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules or regulations.

## National Honor Society (NHS)

NHS is a highly prestigious honorary organization. The selection process is outlined below.

1. Students in the 10th, 11th, and 12th grades who qualify academically (3.5 GPA) are notified of the selection criteria: scholarship, leadership, service, and character.
2. Students complete a student activity form in order to provide information for the faculty council.
3. Faculty input is solicited.
4. The faculty council is convened. After careful consideration of each student with regards to the criteria, the faculty council makes the selections. The NHS advisors facilitate these meetings but do not vote.
5. The principal reviews the selections.
6. Students are notified of the selections.

## Activity Bus

The school district may sponsor an activity bus to transport students to school activities. A fee may be charged to students riding the activity bus. Riding on the activity bus is a privilege that can be taken away.

Students who ride an activity bus must ride to and from the event on the bus. Students must ride home on the activity bus unless prior arrangements have been made with the principal, or the student's parent personally appears and signs the student out with the coach/adviser/director of the activity. In no case will a student be allowed to leave with a minor or another student.

## Student Funds and Fund-Raising

Students may raise funds for school activities upon approval of the principal and the school board at least two months prior to the fund-raising event or the start of a fund-raising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the

principal prior to spending the money raised.

Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

### **Use of School District Facilities by Student Organizations**

School district facilities are available during non-school hours to school-sponsored and non school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor, the principal or the superintendent to reserve a room. School district policies, rules and regulations are in effect during these meetings. A **Building Use Request** must be submitted online and approved prior to the event unless this event was originally placed on the school calendar.

### **Dances**

School sponsored dances will be closed to the public, and must be approved by the principal at least one month prior to the dance. Students who leave a dance are not allowed to reenter the dance. Dances designated as high school dances are for high school students only, grades 9-12 and those guests approved by the principal. Dances designated as middle school dances are for middle school students only, grades 6-8.

No guest over the age of 20 will be admitted to a high school dance.

School district policies, rules and regulations apply to students as well as non-students at school dances.

Students and non-students violating school district policies, rules or regulations will be required to leave the dance and the school grounds.

### **Student Council**

The student council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise.

## **STUDENT RECORDS**

### **Educational Records**

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the Superintendent's Office.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes NAME, ADDRESS, GRADE LEVEL, ENROLLMENT STATUS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY

## RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

Military recruiters and postsecondary educational institutions may legally access this information without prior parental consent. Parents not wanting military recruiters or postsecondary institutions to access the information must ask the school district to withhold the information. Also, school districts that provide postsecondary institutions and potential employers access to students must provide the same right of access to military recruiters. Parents not wanting military recruiters to contact their children, have the right to deny permission for this activity.

**Procedures for Students who are Transferring to Another School or School District** The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents notified that the student's records have been sent are given an opportunity to view the student's records that were sent and a right to a hearing to challenge the content of the student's records that were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

## STUDENT RIGHTS AND RESPONSIBILITIES

Per Iowa Code 279.66, "The board of directors of a school district shall include or reference in the student handbook guidance published pursuant to section 256.9, subsection 63, by the Department of Education for parents, guardians, and community members who have concerns about school districts or their governing boards."

That guidance for parents, guardians, and community members can be found at this website:

<https://educateiowa.gov/pk-12/parent-guardian-and-community-concerns>

## Threats of Violence

All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information

from any credible source.

### **Intervention Center**

An intervention center, "New Visions," is available for students in grades 6-12 when their behavior or academic problems hinder their success in school or the success in school of others.

### **Student Lockers**

Student lockers are the property of the school district. Students will use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It is the responsibility of students to keep their assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with board policy regulating search and seizure.

**(Opened containers of pop, juice and food are not to be stored in lockers or carried in book bags or pockets.)**

A student's locker and its contents (coat, backpack, purse, etc.) can be searched in accordance with state law and whenever an administrator or teacher has a reasonable and articulable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated, and the administrator or teacher has a reasonable and articulable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials.

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

Only signs or other notices/postings from school-sponsored organizations are allowed on the outside of lockers.

### **Book Bags**

Students are not allowed to use book bags or backpacks during the school day, unless approved by the principal.

### **Dress Code**

The following are prohibited clothing and apparel (which includes accessories and face coverings) worn at school:

- Clothing or apparel which advertises or promotes drugs, drug use, alcohol, consumption of alcohol, tobacco, e-cigs, nicotine, tobacco use.
- Clothing or apparel which contains obscene comments or designs, lewd or vulgar comments, or embodies sexual implication.
- Clothing or apparel which contains any message directed toward or intended to harass, threaten, or demean an individual or group because of gender, color, race, religion, handicap, national origin, or sexual orientation (e.g. swastika, etc.).

- Clothing or apparel which contains a message of illegal conduct.
- Tops which expose bare skin in the abdomen area. Tank tops or sleeveless tops must be close-fitting in the armpit area. No spaghetti straps. Halter tops/dresses or tube tops/dresses are not acceptable.
- No appearance of underwear, no hats or hoods, no sunglasses.
- Sheer and/or revealing clothing is not allowed, and a reasonable level of modesty is expected.
- Costuming, such as using facial markings, Halloween-type costumes, wigs, etc. is prohibited
- Neither wheeled shoes, heelys, roller skates, roller blades or similar footwear are allowed
- Carrying or wearing blankets during the school day

### **Care of School Property**

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district, serve in or out of school suspension, and be reported to law enforcement officials.

### **Driving to School**

Except for seniors with a parking pass, all students must park in the student parking lot located on 7th Street at the entrance to the main driveway. At all times there should be a clear pathway through which cars may enter and exit the parking lot. **At no time during school hours or before school are students to be in the staff parking lots without permission from the office.**

### **Illegal Items Found in School or in Students' Possession**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products, e-cigs, nicotine, or look-a-like substances.

Weapons, and other dangerous items, are not allowed on school grounds or at school activities (with the exception of those in the control of law enforcement officials or those being used for educational purposes and approved by the principal.) Examples include knives, clubs, lighters, chains, guns, ammunition, and "homemade" devices intended to cause injury. Parents of students found in violation of this policy may be contacted, students may be suspended or expelled, and the students may be reported to law enforcement officials. Decisions in regard to this policy rest with the district administration.

### **Book/Workbook Fees**

Students pay an annual fee for workbooks that varies with courses taken. Textbooks must be returned at the end of the class. If books are not returned or if they are damaged beyond repair, students are charged a replacement fee. Damage to a book in excess of normal wear and tear is also charged to the student.

A list of other fees is available during registration.

### **Personal electronic devices and earbuds**

Personal electronic devices and ear buds must not be used in the classroom, study halls, or passing time.

Devices must be on vibrate or silent. Students are permitted to use their devices and ear buds before and after school, and at lunch; and ear buds may be used when required for an online class. Every district staff member is

empowered and expected to assist in the enforcement of this policy and regulation as appropriate.

For purposes of this policy, “personal electronic device” is a device that is used by a student to send or receive information or create or review content, including cellular and mobile phones, watches or other wearable devices in a receive or transmit mode, laptop or notebook computers, tablets, video game devices, portable media players, and any applications or programs installed by the student on a school-owned or issued device. A “personal electronic device” does not include a device possessed by the student for documented legal, health, and safety purposes and used solely for those purposes.

Failure to comply with the rule will result in the following:

- 1st time: the phone or earbuds will remain with the office until the end of the school day
- 2nd time: the phone or earbuds will remain with the office until the end of the school day, a parent is contacted and the student will serve a detention
- 3rd time: the phone or earbuds will remain with the office until the parent comes to pick them up, and the student will serve a detention

A parent or guardian, after verification by school officials, may communicate with a student through the school office. In the event of an emergency, the school will contact the parent or guardian by the methods listed in JMC immediately when it becomes safe to do so. In the event of an emergency involving the broader school community, the school will contact parents and guardians using contact information in JMC and/or social media.

A parent or guardian may petition to allow their child to maintain access to a personal electronic device for a legitimate reason related to the student’s physical or mental health, based on the unique facts of the student’s case. The petition shall be addressed to the building principal. If not granted, the parent or guardian may petition the superintendent, whose decision shall be final. The parent or guardian has the burden of providing a legitimate reason for allowing the child to maintain access of a personal electronic device contrary to this policy.

A student who has an IEP, 504 Plan, or health plan may maintain access to a personal electronic device during an appropriate portion of the school day as documented in the plan. The device should be used solely in the manner necessary and documented.

The school is not responsible for lost/stolen property.

### **Unauthorized Use of Recording Devices**

Cell phones with cameras and other devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at all times. Students will be disciplined for any use of such devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc), without the consent of a teacher, coach, or school administrator.

## **Interferences in school**

Students may not possess laser pointers, water guns, toys, and other similar items on school grounds or at school activities. Failure to comply with the rule will result in confiscation and possible discipline, and the property returned to parents.

## **Academic Integrity (Plagiarism)**

Statement of Purpose: All work submitted at Northwood-Kensett Middle and High School is expected to be original work. Without original work, your understanding and knowledge cannot be evaluated. Plagiarism includes:

- Borrowing or restating someone else's work without giving them credit
- Submitting work that has been previously submitted
- Willingly providing work to another student who passes it off as their own
- Cheating

There is no "amount" of plagiarism that is acceptable. One sentence, one paragraph, or an entire essay can be plagiarized.

To avoid plagiarism, it is important to provide credit to the source(s) you used to provide information by using in-text citations and/or parenthetical citations in addition to a Works Cited page that is inclusive of *all* sources utilized to produce the work.

Standards Based Grading practices at Northwood-Kensett Middle and High School allow students the opportunity to re-assess. If an assessment is plagiarized, students will receive the same opportunity.

If a student plagiarizes, the following will occur:

*1st Offense:* Parents/Guardians are notified of Academic Integrity violation. Student has the opportunity to re-assess per guidelines given by classroom teacher.

*2nd Offense:* Parents/Guardians are notified of Academic Integrity violation. Student has the opportunity to re-assess per guidelines given by classroom teacher. In addition, students will complete a written reflection before or after school, under teacher supervision prior to the re-assessment being graded.

*3rd Offense:* Parents/Guardians are notified of Academic Integrity violation and a meeting is scheduled between the student, classroom teacher, administrator, and parents/guardians. Loss of credit may occur and/or an alternative classroom placement may be considered. Administrator will make appropriate recommendations..

Note: All work (including re-assessment and additional expectations) must be completed within two weeks of being notified about Academic Integrity violation.



## **Bullying/Harassment**

“Harassment” and “bullying” mean any repeated and targeted electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual 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 the 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.

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. It also includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.

The Northwood-Kensett CSD is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board. Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so. Complaints may be filed with the superintendent or superintendent’s designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures.

Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student. If as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district, a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes at the student’s grade level, subject to the requirements and limitations established in Iowa law related to this topic.

A school employee, volunteer, or student, or a student’s parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

### **--Retaliation Prohibited**

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements

in an investigation may be subject to discipline by appropriate measures. Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds..

**COMPLAINT FORM**  
(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_

Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else): \_\_\_\_\_

Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)? \_\_\_\_\_

Date and place of alleged incident(s): \_\_\_\_\_

Names of any witnesses (if any): \_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

## WITNESS DISCLOSURE FORM

Name of Witness: \_\_\_\_\_

Date of interview: \_\_\_\_\_

Date of initial complaint: \_\_\_\_\_

Name of Complainant (include whether the Complainant is a student or employee): \_\_\_\_\_

Date and place of alleged incident(s): \_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Description of incident witnessed: \_\_\_\_\_

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Additional information: \_\_\_\_\_

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

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

## STUDENT SCHOLASTIC ACHIEVEMENT

### Grade Reports

Students receive progress reports in the form of report cards every four and a half weeks. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

### Proficiency Scale

3 = **Advanced**: DEMONSTRATES COMPLEX UNDERSTANDING OF THE SKILLS, CONCEPTS, AND IDEAS INDEPENDENTLY

2 = **Meets**: DEMONSTRATES UNDERSTANDING OF THE SKILLS, CONCEPTS, AND IDEAS INDEPENDENTLY OR WITH MINIMAL SUPPORTS

1 = **Approaches**: MORE TIME IS NEEDED FOR CONSISTENT, INDEPENDENT DEMONSTRATION OF GRADE-LEVEL KNOWLEDGE AND SKILLS TO BE ACHIEVED

0 = **Insufficient evidence/incomplete/does not meet**

The following letter grade system will be used at the classroom level to determine course grades:

A 2.82-3.0	B+ 2.46-2.63	C+ 1.92-2.09	D+ 1.38-1.55
A- 2.64-2.81	B 2.28-2.45	C 1.74-1.91	D 1.2-1.37
	B- 2.10-2.27	C- 1.56-1.73	D- 1.0-1.19    F 0.0-.99

The following letter grade system will be in effect on end-of-semester report cards and permanent records:

A 4.0	B+ 3.3	C+ 2.3	D+ 1.3
A- 3.7	B 3.00	C 2.00	D 1.00
	B- 2.7	C- 1.7	D- .7    F .0

The above system will be used in determining honor roll eligibility for all classes. P.E. grades will **not** be used in honor roll or class rank determination.

Grades for Physical Education, Band and Vocal Music will be as follows: Band students will receive 1 credit per semester. Vocal Music students who attend Vocal Music all 6 days of the 6 day cycle will receive 1 credit. Those students who attend half the number of days or those in band who are out for football will receive .5 credit.

### Incompletes

Students who receive an incomplete in a class must complete the class within two weeks after the start of the next semester.

## **Homework**

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete all homework, and complete it on time.

## **Re-takes and Re-dos**

Because learning is our primary mission, we want students to have every opportunity to demonstrate their mastery of a subject or concept. To support this, students will be able to re-take summative assessments for full credit, if the following criteria are met:

- Correct the summative assessment and provide evidence of having satisfactorily completed all assignments leading up to the summative assessment.
- Schedule a time with the teacher to review the summative assessment and collaborate on a plan that will help the student better understand the material and prepare for a re-take or re-do.
- Re-take or re-do the summative assessment, within two weeks of the return of the original assessment.

**\*\*If the student does not correct 0's on specific standards or learning targets through re-learning and re-assessing within two weeks of the assessment being returned by the teacher, the grade for that standard will remain a 0 (zero) and be factored into the assessment grade as such.**

Due to the time constraints that occur at the end of a grading period, re-takes and re-dos will not be allowed in the last week of a semester unless granted by the teacher.

## **Grade Replacement**

Any high school student failing a class at the end of a semester may retake that class, and the better of the two grades will be assigned credit and entered on the student's transcript.

## **Make-Up Work**

Students who are absent for any reason will be required to make-up work missed in each class. A day's absence does not excuse a student from responsibility for all expectations on the day of his/her return in every case. It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon returning to school.

## **Standardized Tests**

Students are given standardized tests periodically. These tests are used to determine academic progress for individual students, for groups of students and for the school district. Students are tested unless they are excused by the principal.

## **Human Growth and Development**

The school district provides students with instruction in human growth and development. Parents may review the Human Growth and Development Curriculum prior to its use and have their child excused from human

growth and development instruction. Information regarding the Human Growth and Development Curriculum is available at the beginning of the school year during registration or in the principal's office during the school year.

### **Open Enrollment**

By September 30 of each school year, the district shall notify parents of open enrollment procedures 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 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 school office.

### **Class Loads**

Students must be registered for at least 6 semester credits, plus PE, per semester unless prior permission is granted by the principal.

### **Physical Education**

P.E. dress should be neat and clean. If a student cannot participate in Physical Education, a note from the family physician is to be given to the office and to the physical education instructor. This requirement may be waived at the discretion of the principal.

### **Study Hall**

While in study hall, students are expected to conduct themselves as they would in class. Students must bring enough work to occupy them for the entire study hall. Once in study hall, students are only allowed to leave with the permission of the study hall monitor.

### **Honor Roll and Academic Honors**

The school district honors students who excel academically with either "Honors" for a 3.4 - 3.79 GPA, or "High Honors" for a 3.8+ GPA.. An Honor Roll is published at the conclusion of each semester. Students who have achieved a 3.5 grade average for both semesters during the school year are also eligible to receive an Academic Letter at the conclusion of that year.

### **Class Acceleration**

Students who are accelerated but earn lower than a 2.0 in the accelerated class/es at the end of the semester will either repeat the course the following semester/year, or switch to the previous level course, at the discretion of the principal



## NKCSD-Request for Acceleration

Please return the completed form to the building counselor.

Name: \_\_\_\_\_ Present Grade: \_\_\_\_\_ Age: \_\_\_\_\_

Grade Point or Typical Grades: \_\_\_\_\_

Parent/ Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Acceleration requested: \_\_\_\_\_ Date: \_\_\_\_\_

### **Subject Acceleration - Provides student advanced content, skills, and understandings before expected age or grade level.**

- Single-subject acceleration
- Compacted curriculum
- Distance learning (ICN, online courses)
- Talent search programs
- Independent study/Mentoring
- AP courses

### **Grade Based Acceleration-Shortens the number of years a student remains in the K-12 school system.**

Forms include:

- Grade skipping
- Multi-grade classrooms, multi-grade by core subject
- Grade telescoping (2 years in one)
- Early entrance to college

How will acceleration meet academic needs?

Expected Benefits:

Student Signature: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

Data Reviewed by: \_\_\_\_\_

**Yes or Not at this time**

## Academic Eligibility for Extracurricular Activities

**Note: All school sponsored activities fall under the following two rules, including but not limited to trapshooting and cheerleading.**

### Local rule:

If a student is failing any class at midterm or the end of the quarter, the student may be required to attend an after school program Monday through Thursday from 3:30 to 4:00 PM until he/she earns a passing grade in those classes he/she failed.

The after school program supervisor must excuse all absences from the study center in advance. Any unexcused absences will result in immediate ineligibility from participation in extracurricular activities for a period of one week.

### State rules:

#### -----Athletics-----

The state rule from the IHSAA (36.15(2) Scholarship Rules) states that, “Each contestant shall be passing all course work for which credit is given and will be making adequate progress toward graduation requirements at the end of each grading period. The grading period shall mean the period of time at the end of which a student in grades 9-12 receives a final grade and course credit is awarded for a passing grade. If, at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contest and competitions in which the contestant is a contestant for 30 consecutive calendar days.”

This means that, if a student fails any class at the end of a semester, the state penalty of ineligibility for 30 consecutive calendar days applies to athletics.

#### -----Speech -----

For speech competitors, the IHSSA states, “If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any event sanctioned by the IHSSA or IHSSA sponsored event within a period of 30 consecutive calendar days. The period of ineligibility will begin with the first school day following the day grades are issued by the school district.”

#### -----Music-----

According to the IHSMA Constitution ARTICLE VI, Eligibility, Section 1 “If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any competitive event sanctioned by the IHSMA or any IHSMA sponsored event that is non-graded (event doesn’t affect course GPA) within a

period of 30 consecutive calendar days.”

Due to the fact that the music curriculum culminates in a public performance, there must be a distinction between curricular and extracurricular activities wherein students are ineligible only from the extracurricular events and competitive events.

Performances that have been prepared for primarily during class time (excluding pep band) that affects the course GPA would be considered curricular. Those events would include Marching Band for football games and parades, Fall Vocal Concert, HS Christmas Concert, Fine Arts Awards/Spring Concert, State Large Group Festival, POPS performances by the whole band/choir, and Graduation. These are considered graded, non-competitive events. These performances are our main opportunity to assess progress as an ensemble.

Events considered extracurricular that do not affect the course GPA (prepared outside of class time) would include Jazz Choir, Jazz Band, All-State, Pep Band, State Solo/Ensemble Festival, the Fall Musical, any solo or small group event at any concert including POPS, and all Honor Choirs and Honor Bands. These are considered non-graded or competitive events.

### **Concurrent Enrollment Options**

Students in grades 9 through 12 may receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges or state universities.

Students must meet the “Senior Year Plus” requirements outlined in the registration handbook.

Students will earn on their N-K grade report the same grade issued by the post-secondary institution from which they are taking their coursework. If a student withdraws from a concurrent enrollment class after the second week of enrollment in the course, then the student shall receive a grade of “F” on his/her high school transcript.

Students withdrawing from or earning an F on any concurrent enrollment course must meet with and receive approval from the principal before enrolling in additional concurrent enrollment courses.

Students interested in participating in this program should contact their guidance counselor.

### **Early Graduation**

Students who meet the graduation requirements set by the board may apply to the counselor for early graduation. Students must apply at least one semester prior to the completion of the graduation requirements. In order to graduate early, students must have the approval of the superintendent and principal and receive approval by the Board of Education.

Students who graduate early become alumni of the school district and are not allowed to participate in school activities except for prom and graduation ceremonies.

### **Graduation**

Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. It is possible that students who are serving discipline at the time of the graduation ceremony or other senior activities will not be allowed to participate.

Student participation in the graduation ceremony is voluntary, and only students who have successfully completed all required credits by the date set by the principal may participate in the ceremony.

Academic standards for graduation at Northwood-Kensett are successful completion of 50 credits, to include 4 years of English, 3 years of math, 3 years of science (including Science 9 and Chemistry), 3 years of social studies (including American History, American Government and Economics), Personal Finance Class, a Health credit, and a Life Skills credit.

The distinction of being named salutatorian at graduation is reserved for the graduating senior with the second highest GPA in their class. The valedictorian is for the graduating senior with the highest GPA. In case of a tie, the students' RAI scores will be used to break the tie.

### **Students receiving CPI and are Dual Enrolled**

According to the Iowa Department of Education, under Iowa Code 299.A.8 homeschooled "students MAY dual enroll with the district for academics (including special education) or extracurricular activities (including athletics). Form A and annual assessment results MUST be filed with the district if the student is dual enrolled." At N-K, students who are dual enrolled are given an activity pass and may attend school-related social functions such as dances and Prom commensurate with their age and grade level. If enrolled in courses which require the use of a laptop, one will be issued for the duration of those courses. Participation in other class activities is expected, such as field trips. Because dual enrolled students are not full-time public education students, they are not considered part of a particular graduating class and will not be represented as such in the yearbook, in class composites, nor will they receive a diploma or participate in class graduation ceremonies.

### **Students Receiving Competent Private Instruction Wanting to Enroll Full Time**

Students that have been receiving competent private instruction and enroll full time in the district will only be eligible for graduation if the student meets the district's graduation requirements. The counselor will do an evaluation of transferring credits. Students must be enrolled full time the last four semesters of their high school education to be eligible for graduation.

### **Summer Credit Recovery Program**

- Credit Recovery is held at the secondary building, and is available to students who have been identified by the counselor and/or principal as needing to recover credits.
- Students will be enrolled in one course at a time, with the potential to earn up to three credits.
- Students will be allowed to take only those courses they failed. This program is not designed to advance credit completion requirements.
- The session begins in early June and runs Monday-Friday, until the middle of July. Class is from 8:30 AM to 11:30 AM and is staffed by a certified teacher.
- Note that Summer Credit Recovery is a closed campus. Students are expected to arrive on time and promptly leave the premises when class is dismissed.
- Students who leave the building or are absent for more than 3 days may be dropped from the class.
- Students attending Summer Credit Recovery are expected to adhere to the N-K Student Code of Conduct.
- Credit Recovery is a self-paced program. You may finish a course before the deadline.
- Please bring headphones or earbuds with you.
- To earn credit, students must pass the course with an overall grade of 62% or higher by the end of the summer term.

- All tests will be taken on campus and proctored by a staff member

### **Foreign Exchange Students**

Students from other countries attending N-K full time are considered part of their class for purposes of course placement, activities like Prom and other school-related social events, and athletics/extracurriculars. They will not receive a diploma nor participate in graduation ceremonies.

## **MISCELLANEOUS**

### **Telephone Use During the School Day**

Generally, students receiving telephone calls during school hours are not called to the telephone. The office personnel will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call. Students may use the telephone in the office with permission.

### **School Announcements**

Students who wish to have an item included in the announcements must have permission from the principal. Announcements are made as needed.

### **Visitors/Guests**

Visitors to the school grounds must check in at the principal's office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit.

### **Legal Status of Student**

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure the school district has a current student record.

### **Cafeteria**

The school district operates a closed campus lunch program. Students may either bring their own lunch to school or purchase a lunch and other items, including milk. Students are not allowed to leave school for lunch.

**Conduct during the lunch period:** The following items are behavior standards expected of each student during the lunch period:

1. Students will line up for lunch in the back (west) hall outside the gym.
2. Excessive noise will not be tolerated. It is not necessary to shout or yell at any time, either while waiting in line or in the lunchroom.
3. Lunch tables are to be left in an acceptable condition. This means picking up food or other debris immediately surrounding your area.
4. All students are to report to the Student Center for lunch unless requested to remain with a teacher or other staff member.

## **Payment of Meals**

Students have use of a meal account. Families will be notified of an outstanding negative balance once the negative balance reaches the cost of five (5) meals. Families may add money to student accounts by electronic payment through the school website on PaySchools, pay at the school office, or use cash at the point of sale.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases.

## **Buses and Other School District Vehicles**

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading, unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow school district policies, rules and regulations for student violations.

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend their arms or their head out the window at any time.
- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Riders may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the school district for the cost of repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must not throw objects about the vehicle nor out the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Riders must keep their feet off the seats.
- Roughhousing on the vehicle is prohibited.

- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco, e-cigs, nicotine, or look-a-like substances is prohibited in the vehicle. Also, no weapons are allowed.
- The good conduct rule is in effect.

### **Library (Media Center)**

The school library (Media Center) is available to students during school hours. The library is a place for study and research; it is not a place to socialize. Students are expected to conduct themselves as if they were in class while in the library.

### **Inspection of Educational Materials**

Parents and other members of the school district community may view in the office the instructional materials used by students. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the superintendent.

### **Good Conduct Rule**

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school.

Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral, or unhealthy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal shall keep records of violations of the good conduct rule.

It shall be the responsibility of the superintendent to adopt rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

The following activities are covered by the board's policy and these rules:

Athletics, instrumental and vocal performances, drama productions, speech contests, FFA, National Honor Society, all co-curricular clubs, all honorary and elected offices (e.g. Homecoming King/Queen and court, class officer, student government officer or representative), cheerleading, or any other activity where the student represents the school outside the classroom.

Any student who is found to have violated the school's Good Conduct Rule will be ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:



- Possession, use, or purchase of tobacco products, e-cigs, or nicotine regardless of the student's age
- Possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband)
- Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act
- Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others. NOTE: This could include group conduct!

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of the Good Conduct Rule in the previous school, the student shall be ineligible if the administration determines that there is general knowledge in our school district of the fact of the student's misconduct or violation in the previous district.

### Penalties

Any 7-12 student who, after a hearing before the administration, is found to have violated the Good Conduct Policy, during the school year or the summer, is subject to loss of eligibility as follows:

- First offense—3 days suspension to the Intervention Center, 25% ineligibility from all activities the student is currently involved in or the next activity the student is involved in, and seek, if appropriate, evaluation from a counselor at the student's expense and complete the recommendations. The student must practice and attend activities but can not dress. Ineligible students may also be a spectator. Game suspension will count only in Varsity or Junior Varsity contests, not both. Suspension from a Varsity and Junior Varsity game only counts as one game, contest or event. The number of games will be prorated in increments of one half of a game. All penalties will be carried over to the next activity if they are not fulfilled in the present activity.
- Second offense—3 days suspension to the Intervention Center, 50% ineligibility from all activities the student is currently involved in or the next activity the student is involved in and seek, if appropriate, evaluation from a counselor at the student's expense and complete the recommendations
- Third offense—3 days suspension to the Intervention Center and one year suspension from all activities from the date of the hearing before administration
- Additional penalties will incur the same penalty as the third offense.

Honesty provision: The penalty will be reduced by 10% if a student admits violating the policy in person to the principal within 5 calendar days of the violation.

### Rules and regulations affecting this policy

If a student accumulates any violations in middle school, these violations are erased from the records when the

student enters high school. All high school violations are cumulative for a four-year period and are not erased at the end of each school year.

The first day of an athletic season is defined as the first official date of practice as determined by the Iowa High School Athletic Association.

If a student drops out of an activity prior to completion of the ineligibility period, the full penalty or the remainder of the penalty will attach when the student next seeks to go out for an activity.

All service and/or evaluation must be completed before a student resumes eligibility.

Students serving penalties under the Good Conduct Rule must continue to attend all practices and follow all rules and regulations of the program to be eligible to participate at the end of the ineligibility.

Any student violating the Good Conduct Policy on school grounds or at a school event (either home or away) will have their penalty doubled. (A third offense will remain at one year's ineligibility, but will add 20 hours community service.)

#### Due Process Provision

Any student who is found by the administration to have violated the Good Conduct Rule may obtain review of this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect until reversed.

If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. A special meeting of the board will not be called. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by 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 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 record of the ineligibility period and violation deleted from the student's record.

# Alternative Program Student Handbook

## Purpose

The purpose of the Northwood-Kensett Alternative Program is to allow students who may not have been successful in a traditional high school to earn a high school diploma.

## Mission

The goal of the program is to educate all students to be healthy, educated, ethical, and productive citizens.

## Approach

The school's approach is to reward responsible conduct with flexible scheduling, individualized instruction, and a low teacher/student ratio.

## Graduation Requirements

To receive a diploma each student will complete the courses necessary to fulfill the graduation requirements. To receive credit for a course, assignments must be completed with 70% accuracy.

For graduation every student must earn 50 credits.

## Eligibility

To be eligible for the program, a student must:

- Have attempted and/or completed 12 high school credits, or
- Be recommended by a school administrator, and
- Meet with a school administrator, counselor, alternative program teacher, and parent/s at an intake meeting before starting  
(Special circumstances may exist that could cause a student to enter the program at an earlier point in time)

## Policies Related to Attendance

This attendance policy provides a student with the framework for management of time. It is a student's responsibility to accept these policies and manage their time. Time management is a critical job skill. It is particularly critical for Alternative Program students who must complete their learning assignments in half the time given to students in traditional high school programs. The alternative program's teacher feels students who are unable to manage their time under these guidelines are not ready to be successful. Such students are encouraged to re-apply when they are ready to make a commitment to success in their education.

Length:

The school year is divided into 8 terms in the Alternative Program.

Days:

We will follow N-K's regular school calendar.

Time:

8: 15 AM – 11:00 AM **or** 12:30 PM – 3:15 PM

### **Policy related to delayed starts and early dismissals**

When classes are canceled at Northwood-Kensett, classes in the alternative program will also be canceled.

In the event of a 2 hour late start, the morning session will run from 10:30 to 12:30, and the afternoon session from 1:30 to 3:30.

In the event of an early dismissal the morning session will run from 8:15 to 10:15, and the afternoon session will run from 11:30 to 1:30

### **Tardiness**

A student must be in the classroom and ready to work at the beginning of a scheduled class period.

**5 tardies equal 1 unexcused absence.**

### **Absences**

An absence is not attending school or being more than 30 minutes late to school on any day that N-K Schools are in session.

1. A student must call the Alternative Program at 324-2142 extension 104 within 1 hour of his or her scheduled class time if the student will not attend class that day. As an alternative a parent or legal guardian may call the Alternative Program at any time during the school day to indicate the student will not attend school that day.
2. A student who fails to call or arrange for his or her parents or legal guardian to call will earn an unexcused absence. Bringing a note from a doctor's office allows an absence to be excused.
3. Students who are absent more than 3 times in an academic term will be suspended from the Alternative Program for the balance of the current academic term. Readmission to the Alternative Program must be approved by **the principal**.
4. Any absence due to unusual circumstances such as vehicle break downs en route or inclement weather conditions can only be approved by the alternative program teacher or principal. In such cases the student must contact the alternative program on the same day the absence occurs.
5. Students who are taking elective credits from the high school's regular program are expected to follow the regular program's attendance policy, regardless of the student's enrollment status in the alternative program.

### **Policies Related to Conduct and Discipline**

The behavior or discipline policies are intended to insure a learning environment that is not only safe but also conducive to students achieving their educational goals. Standards of behavior are strict so that each student has the opportunity to receive individual help from the staff and can use group and individual study time

effectively. No behavior code can anticipate every possible situation; if a student creates through his or her actions a situation that disrupts the learning environment for either students or staff, the student has violated the behavior guidelines and is subject to discipline. Discipline ranges from permanent removal from the alternative program, removal for 1 academic term, removal for 1-6 days from the program, and assignment of extra work time from 10-30 minutes. Application of the other disciplinary measures are at the discretion of the administration.

Students are prohibited from using their cell phones during class. If a student has his/her phone out or is using it, the phone will be stored by the teacher for the day. Repeat offenses will result in either the student being required to turn in the phone daily at the start of class or removal from the program.

Students must also comply with the building dress code at all times, whether in the classroom or in the 'main' part of the building.

The following are examples of behaviors that could result in disciplinary action, up to and including permanent removal, removal for 1 academic quarter, or removal for 1 to 6 days:

1. the use or threat of violence against another student or staff member
2. intentionally damaging school property or the personal property of other students or staff
3. possessing or using alcohol or drugs other than medicine prescribed by a doctor to the student
4. tobacco use, e-cigs use, nicotine use or possession on the school grounds
5. refusal to complete work assignments or follow the instructions of the alternative program teacher related to work assignment or refusal to comply with instructions intended to maintain a safe and productive learning environment
6. leaving the area of the school building designated for use by alternative school students
7. Lack of productivity during group or individual study
8. The use of profane language
9. Arguing with the staff or another student
10. Socializing during group or individual study
11. Dress code violation

Again, it is not possible to anticipate and list every behavior that would distract other students and staff from their work. Be polite and productive during class and you will have a good experience at the Alternative Program and graduate as well.

### **Policies Related to Productivity**

Ultimately a student is placed in the alternative program because his or her school and parents or guardians have decided that the student will have the best chance of earning high school credits in a more individualized learning environment. The alternative program has high expectations. Put into plain language, the alternative school does not give away academic credit or high school diplomas for attendance alone. Students must be productive not only to earn a diploma, but also to be prepared for success in the workplace.

Similarly, students should only access non-class related websites during break time. Social media,

chatting/messaging, and games are not allowed while taking a class.

For graduation every student must earn 50 credits. Students in the alternative program must complete 2 work-based credits as part of the 50 total credits.

### **Course Goals**

Each course has a checklist of required reading, assignments, and assessments. At the beginning of each term, the student and instructor will review the checklist.

If a student does not show satisfactory progress toward achieving the goals, he/she may be dropped from the alternative program and referred back to the high school.

### **Work Credit**

For 30 hours of successful employment at one job, you can earn a ½ credit per quarter. For 60 hours of successful employment at one job, you can earn 1 credit per quarter. You must be employed by a non-family member, and your employer must deduct the appropriate federal and state taxes from your wages. You may also earn an employment credit over summer vacation.

The goal of the employment credit is to establish a positive work record while earning elective credits.

### **Classroom Responsibilities** – general guidelines to help you be successful

1. Treat everyone with respect and care. Respect the staff, our school, and our classroom.
2. Attend classes regularly. Be where you are supposed to be. Be on time.
3. Be cooperative and not disruptive. Be polite and courteous. Be honest.
4. Do your work. Try every assignment, even if you don't want to, don't know how, or haven't done it before.
5. When in doubt, ask.