

Northwood-Kensett
Elementary School
Student-Parent Handbook
2023-2024



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ADMINISTRATION

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Brian Costello-Elementary Principal

Tina Johnson

Kaitlyn Anderson

Elementary Secretary
School Nurse

Faculty

Stephanie Eskildsen

Ashley Haxton

Nichol Hebel

Jami Tolzmann

Mari Ann Kroneman

Samantha Hemann

Carrie Wagner

Jake Urbatsch

Lori Hill

Colette Ubben

Greg Parks

Troy Einertson

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Annette Orvedal

Elaine Hansen

Mike Kessel

Dakota Hansen

William Kochneff

Jared Barnes

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Caitlyn Maki

Alyssa Hanna

Jordan Smalley

Pre-school
Pre-school/Reading
Kindergarten
Kindergarten
First grade
First grade
Second grade
Second grade
Third grade
Third grade
Fourth grade
Fourth grade
Fifth grade
Fifth grade
Title 1
Physical Education
Guidance Counselor
Vocal Music
Instrumental Band
Special Education
Special Education
Special Education
Reading Recovery/TAG

Associates

Deanna Katcher

Rose Hanson

Riki Mickelson

Kristin Craig

Brenda Meland

Diane Conlin

Teresa Butler

Jennie Christianson

Media Center Associate
Elementary Associate
Elementary Associate
Elementary Associate
Elementary Associate
Elementary Associate
Preschool Associate
Preschool Associate

Custodians

Steve Butler

Joann Aswaggen

Custodian
Custodian

Elementary Cooks

Suzanne Senne

Tami Hanson

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

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 7th St., Northwood, IA 50459. (641) 324-2021 x101, 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 or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5295.

504 Coordinator: Brian Costello, Elementary Principal, 1200 1st Ave N, Northwood, IA 50459, Phone 641-324-1127 x201, bcostello@nkvikings.com

Affirmative Action Coordinator: Brooke Johnson, Human Resources Director, 1200 1st Ave N, Northwood, IA 50459, Phone 641-324-2021 x304, bjohnson@nkvikings.com

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 that disrupts or interferes with the education program; conduct that 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 extracurricular activities, including athletics. The discipline imposed is based on 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.

PEANUT AWARE SCHOOL

Northwood-Kensett Elementary is making an effort to create an environment that is "Peanut Aware" to create a safe environment for children with life-threatening peanut allergies. Our goal is to give children with life-threatening peanut allergies a sense of comfort and provide the opportunity for the child to be included in all aspects of the school setting: such as parties, snacks, and special rewards.

Procedures include providing education and support resources to teachers, students, parents, administrators, and any other persons affiliated with the school about maintaining a peanut-aware environment. However, even with every effort being made, please be aware that Northwood-Kensett Elementary cannot guarantee items brought into the building in a peanut-free facility. Therefore, parents should educate and guide their children about eating any shared food.

Guidelines for Parents / Students

1. Speak with your child about the serious consequences of peanut allergies so that they are aware of the serious nature of allergies.
2. When packing your child's lunch, please consider peanut-free choices.
3. Encourage children to wash their hands promptly before and after eating.
4. All snacks or treats brought into the school will be in packaging. We will not allow made-from-scratch or non-packaged food items in the building

LUNCH/BREAKFAST

Breakfast and hot lunch are available for students in grades K-5. 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 in 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- 1(for an additional cost), breakfast, and lunch. We do not have 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.

MEAL PAYMENT (see board policy 710.5 for details)

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.

SENDING MONEY TO SCHOOL

Northwood-Kensett Community Schools participates in online 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 or 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; the name of the medication; directions for use including dosage, administration method, times, and duration; name, phone number, and address of the pharmacy (if applicable); date of the prescription (if applicable); the 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 the meds to be picked up.

ATTENDANCE REGULATIONS

Regular attendance at school is very important. If it is necessary for your child to be absent, please call the office at (641) 324-1127, before 9:00 am each day. If we have not heard from you, our office staff will call to verify an absence. *Student safety is our first priority.* The following are the Northwood-Kensett attendance regulations:

The school principal will consider the following factors when determining if a student is excused.

Examples of excused absences:

Medically documented illness (From doctor, school nurse, etc.)
Medical appointments (Physician, Dentist, etc.)
Funeral
Court documented appointments (DHS, Juvenile Court, etc.)
School Sponsored Activities
Religious Holiday
Family vacations
Approval from the building principal

Reasons not listed above are considered unexcused. School districts define what is excused and unexcused absences. The determination of whether an absence is made by the school principal (or designee), not by the parent.

The following procedures will be followed for students with unexcused absences:

10 days absent, parents will receive a letter from the 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 in a notice sent to the county attorney.

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

WHEN TO KEEP A 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, and chest discomfort.
- 4) Rashes/Skin Lesions. Any lesion that is warm, streaking, or has drainage that cannot be contained (scabies, impetigo, and chickenpox).
- 5) Two or more of the following: Abdominal pain, fever of 101 or greater, swollen lymph nodes, white patches on the tonsils, redness to the 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 that 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 a 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.

CELL PHONES

Cell phones must be left in student lockers from 8:15 to 3:20 PM on a normal school day. Failure to comply with the rule will result in confiscation until after the school day. The school is not responsible for lost/stolen property.

SCHOOL DAY

The regular school day runs from 8:25 am until 3:25 pm. Outside supervision starts at 8:00 am and breakfast is served from 7:45-8:20. Bus students are dismissed from class at 3:20 so that buses can leave at 3:25. All other students are dismissed from class at 3:25.

SCHOOL ARRIVAL

- 1) Those students that do not ride a bus to school or are not eating breakfast 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 the Pre-school handbook for details about session times. Grades Pre-K-5 dismiss bus students at 3:20 and all other students at 3:25 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 the band are expected to be actively engaged participants in rehearsals and regularly attend band lessons. Students are required to play at all scheduled performances. In the event that a student can't attend, the parent must notify the instructor prior to the performance date.

Band is an extension of our regular curriculum and should be treated as such. The elementary band is an opportunity to extend ones learning to the arts. However, in the event that a student wants to drop the class after starting, parents and the instructor will communicate a plan of exit. A formal drop can occur at the start of the next grading period.

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.

RESTRAINT--CHAPTER 103

Revised Iowa Code 281-Chapter 103, February 2, 2009

Areas used for behavior intervention will ensure that the students have reasonable space, sufficient light, ventilation, and a comfortable temperature, and students are allowed reasonable break periods to attend to bodily needs (this does not include sleep). The area will be adequately supervised and able to leave the area during an emergency. The room will be free of dangerous objects or instruments

Revised Iowa Code 281 -Chapter 103 applies to all students.

Material restraints will not be utilized.

Adult supervision is maintained in all areas used for student behavior intervention.

Physical restraint, confinement, and detention will only be utilized when reasonable disciplinary techniques have been attempted. (Refer to school behavior management system). Physical restraints will only be utilized to keep the students, staff, and property safe. Prone restraints will not be utilized as a restraint method. If for emergency safety reasons students are placed in a prone restraint position, the staff must take immediate steps to end the prone restraint. School staff will receive adequate and periodic training prior to using physical restraints. Parents/guardians will receive notification of behavior intervention. Building principals have a copy of Iowa Code 281 –Chapter 103 which is available for parent review. Parents/guardians will receive notification from the school if physical restraints were utilized with their child, and/or if their child was removed from the classroom and placed in an intervention area where the student's egress was physically prevented

SEARCH AND SEIZURE

School authorities may, without a search warrant, search a student, coat rooms, desks, or book bags based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities

HOMEWORK

Numerous studies point to the fact that homework for elementary students does not positively impact academic achievement. The Northwood-Kensett Elementary staff works toward developing strong work-study habits in our students. At home the establishment of a quiet time for reading and reviewing in-class schoolwork is beneficial. Reading is always an essential activity and one which is highly recommended. If parents need or want an academic task to do each night, reading is #1 on our suggestion list

MAKE-UP WORK

All work must be made up and turned in accordance 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 has dressed appropriately as the season requires. Students in grades K-3 have a mid-day and afternoon recess. Fourth and fifth 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) Outdoor 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 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 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 as using internet access to support education, and educational activities, and being used in conjunction with the district's educational objectives. Unacceptable use of the internet in school would include the following:

- 1) Sending or receiving vulgar or obscene materials
- 2) Sending of threatening messages

- 3) Inappropriate use of copyrighted material
- 4) Any use for product advertising or political lobbying
- 5) Disrupting the network on purpose
- 6) Using another's password
- 7) Misrepresenting another user of N-K Community Schools
- 8) 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 conversations 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, 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.

FOOD ITEMS BROUGHT TO SCHOOL

The Northwood-Kensett Elementary is making an effort to create an environment that is "Peanut Aware" to create a safe environment for children with life-threatening peanut allergies.

Therefore, all snacks or treats brought into the school will be in packaging. Non-packaged treats or snacks will not be allowed in the building.

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 the 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 for 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 to 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 and 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

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

Riding a bike 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

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 a JMC automated phone call or text. 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 ensure 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 the damage done to a student's locker are charged to the student.

STUDENT-PARENT-TEACHER CONFERENCES

Student-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 at 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.

VISITORS

All visitors are expected to report to the office upon arrival at school. Parents are encouraged to visit the school at 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 to 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 an infestation from spreading at school. Your help is also needed to keep head lice from spreading. Please be sure to follow treatment directions carefully.

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 the 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 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)

COMPETENT PRIVATE INSTRUCTION AND DUAL ENROLLMENT

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.

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 investigator.

Physical abuse is a non-accidental physical injury that leaves a mark 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 to 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 Board Policy 104

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 the 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.

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.

For the purposes of this policy, the defined words shall have the following meaning: "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. "Harassment" and "bullying" mean any repeated or potentially repeated 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:

1. Places the individual in reasonable fear of harm to the individual's person or property.
2. Has a substantial detrimental effect on the individual's physical or mental health.

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3. Has the effect of substantially interfering with an individual's academic or career performance. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Trait or characteristic of the individual" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. "Volunteer" means an individual who has regular, significant contact with students.

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 the complainant:

Position of the 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 on this form is accurate and true to the best of my knowledge.

Signature: _____

Date:

Contact Persons:

Elementary School - Mr. Brian Costello
Alternate - Mr. Mike Crozier

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