

NORTHWOOD-KENSETT CSD



Elementary School
1200 1st Ave. N.
Northwood, IA
Ph.(641)324-1127

MS/HS School
704 7th St. N.
Northwood, IA
Ph. (641)324-2142

Superintendent Office
1496 480th St.
Northwood IA
Ph.(641)324-2021

August 2025 (Disclosure issue)

District Vision Statement: Creating healthy, educated, ethical and productive citizens.

WELCOME BACK!!

Northwood Kensett Equity Statement

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: Anna Blair, Human Resources Director, 1496 480th St, Northwood, IA 50459, Phone 641-324-2021 x304, ablair@nkvikings.com.

Worth County Residents

The WCDA has initiated its Back To School program in August to help fund school supplies for Worth County Residents. After students have been registered for school, parents may go to the WCDA office in Northwood to pick up a gift card for students in grades K-12. Receipts are no longer required to pick up your card. These cards must be picked up by Friday, August 28th by the parents of any Worth County student. New student parents must show an updated driver's license with a Worth County address. The WCDA office is open from 8:30 to 4:00 Monday through Friday in the month of August. WCDA address is: WCDA, 91 8th Street North, Northwood, IA 50459

Hawk-i Insurance

The Children's Health Insurance Program (CHIP) is offered through the Healthy and Well Kids in Iowa program, also known as Hawki. Iowa offers Hawki health coverage for uninsured children of working families. To find out how to cover your kids, just call (1-800-257-8563), email Hawki@dhs.state.ia.us or go online at <https://hhs.iowa.gov/hawki/>.

Illness or Injury

When a student becomes ill or is injured at school, the school district will attempt to notify the student's parents as soon as possible, according to the information on the emergency form. If the student is too ill to remain in school, the student will be released to his/her 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 will contact emergency personnel, if necessary, and attempt to notify parents where the student has been transported for treatment. No sick or injured student will be allowed to leave school unless under the care of a responsible adult.

Medication Information

A Medication Permission form must be filled out for all prescription and non-prescription medication to be given at school. Tylenol and Ibuprofen are an exception. If you have given your child permission to have Tylenol and/or Ibuprofen on his/her Health Information Form/Parent Permission Form, we are able to give the medication without a Medication Permission form.

UNDER NO CIRCUMSTANCES SHOULD A STUDENT HAVE ANY MEDICATION IN HIS/HER POSSESSION. ALL MEDICATION IS TO BE KEPT IN THE OFFICE OR NURSE'S OFFICE.

*Note: Asthma, airway constricting or respiratory distress medications and EpiPens are the exceptions to this rule.

State law prohibits dispensing any medication unless this medication form is completed. Any prescription medication must be in the original bottle. The following information must be on all prescription bottles:

1. Name of medication and dosage
2. Time medication is to be given
3. Name of physician prescribing medication
4. Name of student

Immunization Requirements

Iowa Code, Chapter 139a.8(6) and Iowa Administrative Code, 641-7.7(139) outline immunization requirements for students attending licensed child care centers and elementary or secondary schools: Iowa Immunization Requirements Chart. To attend school or licensed child care, the child needs to present a valid Certificate of Immunization, Provisional Certificate of Immunization, or Certificate of Immunization Exemption (Medical or Religious) at registration.

Families of students should contact their doctor's office for an appointment to receive these required vaccines and submit the completed forms to the school on or before the first day of school.

Seventh Grade: *Tetanus, Diphtheria, Pertussis (Tdap) Vaccination Requirement:* Beginning the 2013-2014 school year and thereafter, students entering 7th grade and above if born on or after September 15, 2000, shall have a one-time dose of tetanus, diphtheria, acellular pertussis (Tdap) vaccine.

Seventh and Twelfth Grade: *Meningococcal Secondary School Vaccination Requirement:*

- Students entering 7th grade (if born after September 15, 2004) – 1 dose of meningococcal vaccine received on or after age of 10 – a booster dose will be needed at age 16.
- Students entering 12th grade (if born after September 15, 1999) – 1 dose of meningococcal vaccine on or after the age of 16.

Meningitis is a very serious disease. Approximately 10–15% of people with meningitis die even with appropriate treatment. Of those who recover, up to 20% suffer from serious after effects such as permanent hearing loss, limb loss or brain damage. Meningococcal vaccines are very safe and 85-100% effective at preventing infection. By law, if a 7th or 12th grader is not fully immunized for meningitis, he or she could be kept out of school and all school-related activities like sports as early as day 1.

Ninth Grade: Proof of Dental Screening required.

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

NK CSD is an Alcohol and Tobacco-Free Campus

Section 123.46 of the Iowa Code states that a person shall not possess or consume alcoholic liquors, wine or beer on public school property. The Northwood-Kensett School Board has approved a policy making all school buildings, grounds and vehicles tobacco-free. Tobacco (including E-cigarettes and other vapor products) and/or alcohol use will NOT be allowed by anyone at any time on school property or in school vehicles.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding the conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include, but are not limited to, the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;

3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

•Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

•Inspect, upon request and before administration or use –

1. Protected information surveys of students and surveys created by a third party;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The Northwood-Kensett School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The district will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The district will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The district will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school district to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information (PII) contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records such as an attorney, auditor, medical consultant or therapist or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Student Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the St. Ansgar Community School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the St. Ansgar CSD may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school publications. Examples include:

- a playbill, showing your student's role in a drama production;
- the annual yearbook;
- honor roll or other recognition lists;
- graduation programs; and
- sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon

request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want the Northwood-Kensett Community School District to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by September 15th. Northwood-Kensett Community School District has designated the following information as directory information:

STUDENT’S NAME, GRADE LEVEL, ADDRESS, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES, HONORS AND AWARDS RECEIVED, PHOTOGRAPH,

Public Conduct on School Premises

The board expects that students, employees and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Others will be subject to discipline according to this policy.

Individuals are permitted to attend school sponsored or approved activities or visit school premises only as guests of the school district, and, as a condition, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity. Visitors, like the participants, are expected to display mature, responsible behavior. The failure of individuals to do so is not only disruptive but also embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate in the education program or activities without fear of interference or disruption and to permit the school officials, employees and activity sponsors and officials to perform their duties without interference or disruption, the following provisions are in effect:

- Abusive, verbal or physical conduct of individuals directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities or at other individuals will not be tolerated.
- Verbal or physical conduct of individuals that interferes with the performance of students, school officials, employees, officials and activity sponsors of sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene or demeaning expression directed at students, school officials, employees, officials and activity sponsors of sponsored or approved activities participating in a sponsored or approved activity or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event. Law enforcement may be contacted for assistance.

Individuals removed from school premises have the ability to follow the board’s chain of command and complaint policies should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term “individual” as used in the policy also includes students and employees.

If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school sponsored or approved activities.

Communication Between Home and School

The administrators at Northwood-Kensett CSD want to know about problems as soon as they occur. The procedure to follow when problems surface is a simple and necessary one. The steps are:

1. Talk with the teacher.
2. If the problem is not resolved, the building principal is the next person to contact.
3. If unresolved at this level, the superintendent becomes involved and renders a decision.
4. If the superintendent's decision does not resolve the problem, the issue may be appealed to the School Board for a final decision.

Notice of Special Education Rights

When your child has been referred for special education classes, federal and state laws both say that you have rights. Some of those rights are:

1. The right to be contacted and told what the school plans to do about your child's education program. This must be done before your child can be tested or placed in a special education program.
2. The right to consent. That means the school has to have your permission before your child is put into a special education program.
3. The right to a full evaluation of your child's needs. If you don't agree with what the school finds out, you can have one done outside of school.
4. The right to see what records are kept on your child. Records include tests, grades, reports and other information the school has kept on your child.
5. The right to privacy of information. No one may see your child's records unless you give your permission in writing. The only people who don't have to have that permission in writing are people like your child's teacher or other school officials who are planning your child's education program.
6. The right to have your child in classes with children who are not in special education classes. This means that as much as possible your child has the right to be with regular education students.
7. The right to be a part of your child's IEP meeting and to help develop your child's IEP.
8. The right to have someone help you develop the IEP for your child. This person can be another parent, a teacher, a lawyer, or a friend and is called an advocate.
9. The right to appeal decisions made by the school about your child's diagnosis or placement.

If you need further information, please contact your principal or the district special education director.

Weapons Policy

The board believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district grounds are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an

explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, any explosive, incendiary or poison gas, or otherwise defined by applicable law.

Weapons under the control of law enforcement officials or other individuals specifically authorized by the board are exempt from this policy. The principal may allow authorized persons to display weapons, other dangerous objects or look-a-likes for educational purposes. Such a display will also be exempt from this policy.

Level One Investigators

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district. The Level I Investigators, Brian Costello (641) 324-1127 and Keith Fritz (641) 324-2142, will be responsible for handling all complaints by employees or students alleging bullying or harassment from an employee.

Child Custody

From time to time custody issues arise regarding students enrolled in school. If specific custody restrictions apply to your child, it is important to file those official restrictions with your child's office of attendance. When no restrictions regarding custodial rights are on file, the school assumes equal rights of both parents regarding access to student information, visitation, and picking the student up from school.

Educational Rights of Homeless Children and Youth

If your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground,
- on the street,
- in an abandoned building, trailer, or other inadequate accommodations, or
- doubled up with friends or relatives because you cannot find or afford housing

then your preschool-aged and school-aged children have certain rights or protections under the **McKinney-Vento Homeless Education Assistance Act**.

Your children have the right to:

- Go to school, no matter where you live or how long you have lived there. They must be given access to the same public education, including preschool education, provided to other children.
- Continue in the school they attended before you became homeless or the school they last attended, if that is your choice and is feasible. If a school sends your child to a school other than the one you request, the school must provide you with a written explanation and offer you the right to appeal the decision.
- Receive transportation to the school they attended before your family became homeless or the school they last attended, if you or a guardian requests such transportation.
- Attend a school and participate in school programs with children who are not homeless. Children cannot be separated for the regular school program because they are homeless.
- Enroll in school without giving a permanent address. Schools cannot require proof of residency that might prevent or delay school enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
- Enroll and attend classes in the school of your choice even while the school and you seek to resolve a dispute over enrolling your children.
- Receive the same special programs and services, if needed, as provided to all other children served in

these programs.

- Receive transportation to school and to school programs.

When you move, you should do the following:

- Contact the school district's local liaison for homeless education (see phone number below) for help in enrolling your child in a new school or arranging for your child to continue in his or her former school. (Or, someone at a shelter, social services office, or the school can direct you to the person you need to contact.)
- Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.
- Ask the local liaison for homeless education, the shelter provider, or a social worker for assistance with clothing and supplies, if needed.

Local Contact:

Brian Costello (Elementary)
Keith Fritz (MS/HS)
PO Box 289
Northwood, IA 50459
Elementary – (641) 324-1127
MS/HS – (641) 324-2142

State Coordinator:

Emily Teeter
Iowa Department of Education
400 E. 14th Street
Des Moines, IA 50319
Phone: (515) 669-8622
Email: emily.teeter@iowa.gov

If you need further assistance, call the National Center for Homeless Education at: 1-800-308-2145

Or e-mail homeless@serve.org

Open Enrollment Procedure

Open Enrollment is the process by which a parent or guardian residing in an Iowa district may enroll their child(ren) into another Iowa school district under the terms and conditions of [Iowa Code 282.18](#) and [Iowa Administrative Code 281-17](#). Open enrollment papers are available in the superintendent's office or on the school website under the DISTRICT tab.

If a parent/guardian moves and wishes for their student to continue at the original resident district under open enrollment (often known as the "continuation rule"), requests cannot be denied due to insufficient classroom space policies.

School Bus Drop Off/Loading Zone

In an effort to promote the safe drop off and pick up of our students, we have a bus drop off/loading zone on the south side of the elementary and MS/HS. The entrance to the bus zones at the elementary building are located just west of the elementary office (Door #1) and the lane near Door #3 in the morning. **These lanes are only for buses.** Any students being dropped off by parents should be dropped off at the MS/HS or elementary main entrances located on the south side of the school. Please do not remain in these zones as they are designated bus lanes.

Iowa School Bus Stop Law

The most frightening and potentially the most dangerous experience that can happen to the school bus drivers and their passengers is the violation of Iowa's school bus law by motorists. It is of the utmost importance that all motorists be aware of their responsibility when following or approaching a school bus. Section 321.372(3) of the Iowa Code states:

"The driver of a vehicle, including the driver of a vehicle operating on a private road or driveway, when meeting a school bus with flashing amber warning lamps shall reduce the vehicle's speed to not more than twenty miles per hour, and shall bring the vehicle to a complete stop when the school bus stops and the stop signal arm is extended. The vehicle shall remain stopped until the stop signal arm is retracted after which time the driver may proceed with due caution. The driver of a vehicle, including the driver of a vehicle operating on a private road or driveway, overtaking a school bus shall not pass a school bus when red or amber warning signal lights are flashing. The driver shall

bring the vehicle to a complete stop no closer than fifteen feet from the school bus when it is stopped and the stop arm is extended, and the vehicle shall remain stopped until the stop arm is retracted and the school bus resumes motion.”

Use of District Owned Recording Devices and Recording Devices on School Buses

The Northwood-Kensett Community School District Board of Directors has authorized the use of recording devices on district owned property including school district buses. The recording devices will be used to enhance safety and security within the educational environment and to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students, employees and parents are hereby notified that the content of the recordings may be used in a student or employee disciplinary proceeding. The content of the recordings may be considered confidential student records and will be retained with other student records. Recordings will only be retained if necessary for use in a student or employee disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view the recording of their child.

Notice Regarding Asbestos In Our Schools

We have had our facilities inspected by a certified asbestos inspector as required by the Asbestos Hazard Emergency Response Act of 1986 (AHERA). The inspector located, sampled, and determined the condition and hazard potential of all material in our buildings suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan. A certified Management Planner has developed an asbestos management plan for our buildings which includes: notification letters; training for our employees; a set of procedures designed to minimize the disturbance of asbestos containing materials; and plans for regular surveillance of the materials.

A copy of the management plan is available for your inspection in the superintendent's office. We are complying with AHERA and related Federal and Iowa Laws. We plan to take whatever steps are necessary to ensure that our students and employees have a healthy and safe environment.

Search and Seizure

Although school lockers and desks are temporarily assigned to individual students; they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches will be confiscated by school officials and may be turned over to law enforcement officials. The contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

Automobile Searches- Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Inspection of Educational Materials

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment material 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's office at (641)324-2021. Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The

written request shall include a proposed alternate activity or study acceptable to the superintendent. The superintendent shall have the final authority to determine the alternate activity or study.

Objection to Instructional and Library Materials

Members of the school district community may object to the instructional and library materials utilized in the school district and ask for their use to be reconsidered. All instructional materials, including teacher's manuals, films, tapes or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any federally funded programs must be available for inspection by parents. Instructional and library materials may be viewed on school premises. The district will publish on the district's website a comprehensive list of all books available to students in libraries operated by the school district. Information related to the process for reconsideration of instructional and library materials will be made available on the district's website.

Parents or guardians of students enrolled in the district have the ability to request that their student not be able to access certain instructional materials or check out certain library materials. For purposes of prohibiting access to instructional materials, Iowa law has defined instructional materials to mean either printed or electronic textbooks and related core materials that are written and published primarily for use in elementary school and secondary school instruction and are required by a state educational agency or district for use by students in the student's classes by the teacher of record. Instructional materials do not include lesson plans.

Nondiscrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Service at (800) 877-8339.

To file a program complaint of discrimination, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at <http://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or write a letter addressed to USDA. The letter must contain the complaint's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The complaint AD-3027 form or letter must be submitted to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: (833) 256-1665 (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Declaración de no Discriminación del Departamento de Agricultura de los Estados Unidos.

Iowa Nondiscrimination Notice. "It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14th St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>."

Please visit the Northwood-Kensett CSD District website for an updated district calendar @ <https://www.nwood-kensett.k12.ia.us/>

Public Release for Schools Operating the National School Lunch and Breakfast Program

The Iowa Department of Education, Bureau of Nutrition and Health Services, has finalized its policy for free and reduced price meals for students unable to pay the full price of meals served under the National School Lunch Program, School Breakfast Program, Special Milk Program and the Afterschool Care Snack Program.

State and Local school officials have adopted the following family size and income criteria for determining eligibility:

INCOME ELIGIBILITY GUIDELINES (Effective 7-1-2025)

Household Size	Free Meals					Reduced Price Meals				
	Yearly	Monthly	Twice a Month	Every two weeks	Weekly	Yearly	Monthly	Twice a Month	Every two weeks	Weekly
1	20,345	1,696	848	783	392	28,953	2,413	1,207	1,114	557
2	27,495	2,292	1,146	1,058	529	39,128	3,261	1,631	1,505	753
3	34,645	2,888	1,444	1,333	667	49,303	4,109	2,055	1,897	949
4	41,795	3,483	1,742	1,608	804	59,478	4,957	2,479	2,288	1,144
5	48,945	4,079	2,040	1,883	942	69,653	5,805	2,903	2,679	1,340
6	56,095	4,675	2,338	2,158	1,079	79,828	6,653	3,327	3,071	1,536
7	63,245	5,271	2,636	2,433	1,217	90,003	7,501	3,751	3,462	1,731
8	70,395	5,867	2,934	2,708	1,354	100,178	8,349	4,175	3,853	1,927
For each additional family member add:	7,150	596	298	275	138	10,175	848	424	392	196

Households may be eligible for free or reduced-price meal benefits one of four ways

- Households whose income is at or below the levels shown are eligible for reduced price meals or free meals, if they complete an application for free and reduced price school meals/milk. Households may complete one application listing all children and return it to your student's school. When completing an application, only the last four digits of the social security number of the household's primary wage earner or another adult household member is needed.
- Supplemental Nutrition Assistance Program (SNAP) households, students receiving benefits under the Family Investment Program (FIP) and students in a few specific Medicaid programs are eligible for free or reduced price meals. Most students from SNAP and FIP households will be qualified for free meals automatically. These households will receive a letter from their student's schools notifying them of their benefits. Households that receive a letter from the school need to do nothing more for their student(s) to receive free or reduced price meals. No further application is necessary. If any students were not listed on the notice of eligibility, the household should contact the school to have free or reduced price meal benefits extended to them. If you feel you would qualify for free meal benefits and received notification qualifying for reduced price benefits, complete an application for free and reduced price meals. Households must contact the school if they choose to decline meal benefits.
- Some SNAP and FIP households will receive a letter from the Iowa Department of Health and Human Services (Iowa HHS) which will qualify the children listed on the letter for free meals. Parents must take this letter to the student's school to receive free meals.
- SNAP or FIP households receiving benefits that do not receive a letter from Iowa HHS must complete an application with the abbreviated information as indicated on the application and instructions, for their students to receive free meals. When the application lists an assistance program's case number for any household member, eligibility for free benefits is extended to all students in a household.

Eligibility from the previous year will continue within the same school for up to 30 operating days into the new school year. When the carryover period ends, unless the household is notified that their students are directly certified or the household submits an application that is approved, the students must pay full price for school

meals and the school will not send a reminder or a notice of expired eligibility. An application cannot be approved unless complete eligibility information is submitted. Applications may be submitted at any time during the year. If a family member becomes unemployed the family should contact the school to complete an application. Households notified of their student's eligibility must contact the school if the household chooses to decline the free meal benefits.

Foster children are eligible for free meal benefits. Some foster students will be qualified for free meals automatically through the state direct certification process. Their host family will receive notification of these benefits. Families that receive this notification from the school need to do nothing more for their foster students to receive free meals. If a family has foster students living with them and does not receive notification and wishes to apply for such meals, instructions for making application for such students are contained on the application form. A foster student may be included as a member of the foster family if the foster family chooses to also apply for benefits for other students. Including students in foster care as household members may help other students in the household qualify for benefits. If the foster family is not eligible for free or reduced price meal benefits, it does not prevent a foster student from receiving benefits. Special Supplement Nutrition Program for Women, Infants, and Children (WIC) participants may be eligible for free or reduced price meals based on a completed application.

When known by the school, households will be notified of any child eligible for free meals if the children are enrolled in the Head Start/Even Start program or are considered homeless, migrant or runaway. If any children are not listed on the notice of eligibility, contact the school for assistance in receiving benefits. If households are dissatisfied with the application approval done by the officials, they may make a formal appeal either orally or in writing to the school's designated hearing official. The policy statement on file at the school contains an outline of the hearing procedure. School officials may verify the information in the application, and that deliberate misrepresentation of information may subject the applicant to prosecution under applicable state and federal criminal statutes. Households should contact their local school for additional information.

There will be no discrimination against individuals with Limited English Proficiency (LEP) in the school meal programs.

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** Program.Intake@usda.gov

This institution is an equal opportunity provider.

Iowa Non-Discrimination Statement: (revised 7-1-25) It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, contact the Iowa Civil Rights Commission, 6200 Park Ave, Suite 100, Des Moines, IA 50321; phone number 515-281-4121 or 800-457-4416; website: <https://icrc.iowa.gov/>.

Comunicado Público para las Escuelas que Participan en el Programa Nacional de Almuerzos y Desayunos Escolares

El Departamento de Educación de Iowa, Oficina de Servicios de Nutrición y Salud, ha finalizado su política para proporcionar comidas gratuitas o a precio reducido a los estudiantes que no pueden pagar el precio completo de las comidas servidas bajo el Programa Nacional de Almuerzos Escolares, el Programa de Desayunos Escolares, el Programa Especial de Leche y el Programa de Refrigerios para el Cuidado Después de la Escuela.

Los funcionarios escolares estatales y locales han adoptado los siguientes criterios sobre el tamaño del hogar y los ingresos para determinar la elegibilidad:

GUÍAS DE ELEGIBILIDAD POR INGRESOS (Vigentes a partir del 1 de julio de 2025)

Tamaño del hogar	Comidas gratuitas					Comidas a precio reducido				
	Anual	Mensual	Dos veces al mes	Cada dos semanas	Semanal	Anual	Mensual	Dos veces al mes	Cada dos semanas	Semanal
1	20,345	1,696	848	783	392	28,953	2,413	1,207	1,114	557
2	27,495	2,292	1,146	1,058	529	39,128	3,261	1,631	1,505	753
3	34,645	2,888	1,444	1,333	667	49,303	4,109	2,055	1,897	949
4	41,795	3,483	1,742	1,608	804	59,478	4,957	2,479	2,288	1,144
5	48,945	4,079	2,040	1,883	942	69,653	5,805	2,903	2,679	1,340
6	56,095	4,675	2,338	2,158	1,079	79,828	6,653	3,327	3,071	1,536
7	63,245	5,271	2,636	2,433	1,217	90,003	7,501	3,751	3,462	1,731
8	70,395	5,867	2,934	2,708	1,354	100,178	8,349	4,175	3,853	1,927
Para cada integrante adicional de la familia, agregar:	7,150	596	298	275	138	10,175	848	424	392	196

Los hogares pueden calificar para beneficios de comidas gratuitas o a precio reducido de una de las siguientes cuatro maneras:

1. Los hogares cuyos ingresos están en o por debajo de los niveles mostrados son elegibles para recibir comidas gratuitas o a precio reducido si completan una solicitud para comidas/leche escolar gratuita o a precio reducido. Los hogares pueden completar una sola solicitud incluyendo a todos los niños del hogar y devolverla a la escuela del estudiante. Al completar la solicitud, solo se necesitan los últimos cuatro dígitos del número de Seguro Social del principal proveedor de ingresos del hogar o de otro adulto miembro del hogar.
2. Los hogares que participan en el Programa de Asistencia Nutricional Suplementaria (SNAP, por sus siglas en inglés), los estudiantes que reciben beneficios bajo el Programa de Inversión Familiar (FIP) y los estudiantes inscritos en ciertos programas específicos de Medicaid son elegibles para comidas gratuitas o a precio reducido. La mayoría de los estudiantes de hogares que reciben SNAP o FIP serán automáticamente aprobados para recibir comidas gratuitas. Estos hogares recibirán una carta de la escuela de su estudiante notificándoles sobre sus beneficios. Los hogares que reciban esta carta de la escuela no necesitan hacer nada más para que sus estudiantes reciban las comidas gratuitas o a precio reducido. No es necesario presentar una solicitud adicional. Si algún estudiante no aparece en la notificación de elegibilidad, el hogar debe comunicarse con la escuela para que se le extiendan los beneficios de comidas gratuitas o a precio reducido. Si usted cree que califica para recibir comidas gratuitas y recibió una notificación que solamente lo aprueba para comidas a precio reducido, debe completar una solicitud para comidas gratuitas o a precio reducido. Los hogares deben comunicarse con la escuela si deciden rechazar los beneficios de comidas.
3. Algunos hogares que reciben SNAP o FIP recibirán una carta del Departamento de Salud y Servicios Humanos de Iowa (Iowa HHS, por sus siglas en inglés) que calificará a los niños mencionados en la carta para recibir comidas gratuitas. Los padres deben llevar esta carta a la escuela del estudiante para recibir las comidas gratuitas.

4. Los hogares que reciben SNAP o FIP pero que no reciben una carta del Iowa HHS deben completar una solicitud con la información abreviada según lo indicado en la solicitud y las instrucciones, para que sus estudiantes puedan recibir comidas gratuitas. Cuando la solicitud incluye el número de caso de un programa de asistencia para cualquier miembro del hogar, todos los estudiantes en ese hogar serán elegibles para recibir beneficios de comidas gratuitas.

La elegibilidad del año escolar anterior continuará en la misma escuela por hasta 30 días escolares al comienzo del nuevo año escolar. Cuando finalice el período de extensión temporal, a menos que el hogar reciba una notificación indicando que sus estudiantes han sido certificados directamente o que se haya presentado una solicitud que haya sido aprobada, los estudiantes deberán pagar el precio completo por las comidas escolares y la escuela no enviará recordatorios ni notificaciones sobre la expiración de la elegibilidad. Una solicitud no puede ser aprobada a menos que se proporcione toda la información necesaria para determinar la elegibilidad. Las solicitudes pueden presentarse en cualquier momento durante el año escolar. Si algún miembro de la familia queda desempleado, la familia debe comunicarse con la escuela para completar una solicitud. Los hogares que reciban una notificación sobre la elegibilidad de sus estudiantes deben comunicarse con la escuela si deciden rechazar los beneficios de comidas gratuitas.

Los niños en estado de crianza temporal (*foster*) son elegibles para recibir comidas gratuitas. Algunos estudiantes en cuidado temporal serán aprobados automáticamente para recibir comidas gratuitas a través del proceso estatal de certificación directa. La familia de acogida recibirá una notificación con respecto a estos beneficios. Las familias que reciban esta notificación por parte de la escuela no necesitan hacer nada más para que sus estudiantes en cuidado temporal reciban las comidas gratuitas. Si una familia tiene estudiantes en estado de crianza viviendo en su hogar y no recibe una notificación, pero desea solicitar estos beneficios, las instrucciones para presentar una solicitud se encuentran en el formulario de solicitud. Un estudiante en cuidado temporal puede ser incluido como miembro del hogar de crianza si la familia de crianza también desea solicitar beneficios para otros estudiantes. Incluir a estudiantes en cuidado temporal como miembros del hogar puede ayudar a que otros estudiantes en el mismo hogar califiquen para recibir beneficios. Si la familia de crianza no califica para recibir comidas gratuitas o a precio reducido, esto no impide que el estudiante en cuidado temporal reciba estos beneficios. Los participantes del Programa Especial de Nutrición Suplementaria para Mujeres, Infantes y Niños (WIC) pueden ser elegibles para recibir comidas gratuitas o a precio reducido si completan una solicitud.

Cuando la escuela tenga conocimiento, los hogares serán notificados si algún niño es elegible para recibir comidas gratuitas debido a que está inscrito en el programa Head Start/Even Start, o si se le considera un menor sin hogar, migrante o fugitivo (*runaway*). Si algún niño no está incluido en la notificación de elegibilidad, comuníquese con la escuela para recibir asistencia y obtener los beneficios. Si los hogares no están satisfechos con la decisión de aprobación hecha por los funcionarios escolares, pueden presentar una apelación formal, ya sea verbalmente o por escrito, ante el funcionario designado por la escuela para audiencias. La declaración de política que se encuentra archivada en la escuela contiene un resumen del procedimiento para llevar a cabo la audiencia. Los funcionarios escolares pueden verificar la información proporcionada en la solicitud, y se informa que una representación falsa deliberada de la información puede resultar en un proceso judicial bajo las leyes penales estatales y federales aplicables. Los hogares deben comunicarse con su escuela local para obtener información adicional.

No habrá discriminación contra personas con dominio limitado del inglés (LEP, por sus siglas en inglés) en los programas de comidas escolares.

Declaración de No Discriminación: Esto explica qué hacer si usted cree que ha sido tratado injustamente. De acuerdo con la ley federal de derechos civiles y las regulaciones y políticas de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA, por sus siglas en inglés), esta institución tiene prohibido discriminar por motivos de raza, color, origen nacional, sexo (incluyendo identidad de género y orientación sexual), discapacidad, edad, o en represalia por actividades previas relacionadas con los derechos civiles.

La información del programa puede estar disponible en otros idiomas además del inglés. Las personas con discapacidades que necesiten medios alternativos de comunicación para obtener la información del programa (por ejemplo, Braille, letra grande, grabación de audio o Lengua de Señas Americana) deben comunicarse con la agencia estatal o local responsable que administra el programa o con el USDA a través del Centro TARGET llamando al (202) 720-2600 (voz y TTY) o ponerse en contacto con el USDA a través del Servicio Federal de Retransmisión (Federal Relay Service) al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe completar el Formulario AD-3027, Formulario de Queja por Discriminación en Programas del USDA, el cual se puede obtener en línea en:

<https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>,

en cualquier oficina del USDA, llamando al (866) 632-9992 o escribiendo una carta dirigida al USDA. La carta debe incluir el nombre del reclamante, su dirección, número de teléfono y una descripción escrita de la acción discriminatoria alegada, con suficiente detalle para informar al Subsecretario de Derechos Civiles (Assistant Secretary for Civil Rights, ASCR) sobre la naturaleza y la fecha de la supuesta violación de derechos civiles. El formulario AD-3027 completado o la carta deben enviarse al USDA por:

1. **correo postal:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410; o
2. **fax:** (833) 256-1665 o (202) 690-7442; o
3. **correo electrónico:** Program.Intake@usda.gov

Esta institución es un proveedor que ofrece igualdad de oportunidades.

Declaración de No Discriminación de Iowa: (revisado el 1° de julio de 2025) Es la política de este proveedor de Programas de Nutrición Infantil (CNP, por sus siglas en inglés) no discriminar por motivos de raza, credo, color, sexo, orientación sexual, origen nacional, discapacidad, edad o religión en sus programas, actividades o prácticas de empleo, como lo requieren los Códigos de Iowa 216.6, 216.7 y 216.9. Si tiene preguntas o quejas relacionadas con el cumplimiento de esta política por parte de este proveedor de CNP, comuníquese con: Iowa Civil Rights Commission, 6200 Park Ave, Suite 100, Des Moines, IA 50321; phone number 515-281-4121 or 800-457-4416; sitio web: <https://icrc.iowa.gov/>.