

NORTH-LINN ELEMENTARY



Student/Parent Handbook 2018-2019

The mission of the North-Linn Elementary is to provide educational opportunities for the students through a home and school partnership that develops lifelong learners and responsible citizens.

At-Risk Students

An at-risk student is one who is unable to function adequately or is struggling in the areas of social/emotional, career, and/or academic.

Attendance Policy

The school feels that good attendance is important for several reasons. The development of self-discipline, the development of good work habits (for use in later life) and the attainment of the maximum benefits of the educational process are but a few.

Irregular attendance not only disturbs the non-attending student's education; it also disturbs the teaching/learning process of those students in regular attendance.

Behavior Expectations

Dress Code

The students shall be dressed and groomed in a fashion that is complementary to the school and to themselves. If the dress of a student is offensive to a fellow student and/or a faculty member then it has to be disruptive in some degree to the educational process. The Board recognizes that the administration must be final judge of what is appropriate dress.

- No clothing that contains any reference to alcoholic beverages, tobacco or controlled substances will be considered acceptable.
- Hats, sweatbands, bandannas, or other such items will not be worn by students during the school day.
- Sunglasses are for the outside unless prescribed by a doctor and cleared through the office.
- Don't let your undergarments show.
- Flip flops shoes are not allowed.
- Tops should extend to the waist and should not expose midriff, back, belly or navel. Items such as tub tops, spaghetti straps, and halter-tops are not appropriate.

Students will be asked to change the offensive item, reverse the shirt, or sit in the office until the end of the school day. Infractions of the dress code may lead to detentions, suspensions, or expulsion.

Respect for Public Property

Every attempt is made to maintain the school facilities and equipment in the best shape possible. Vandalism and destruction of property will not be tolerated. Detention, suspension, community service, and replacement cost may be imposed for damage to school property.

Respect for School Authority/Out-of-School Conduct

Respect of authority is a cornerstone to an effective school. This respect applies out-of-school as well as in-school as disrespectful treatment of a school authority off school grounds and after school hours may result in disciplinary action. Disrespect off school grounds will not be tolerated, as it will foster inappropriate school governance and hinder the effective functioning of the school.

Absences from School

If your child will be absent from school, please phone or send a note with a brother or sister. It is best to notify the school in advance, if possible, so we will not worry about him/her being absent.

In the event of excessive tardiness or absence, the student's parents may be requested to meet with the Counselor, Social Worker, Principal, Superintendent, or the Board of Directors to discuss the problem and seek a solution. If the problem continues, retention in the same grade for the following school year may be required.

Birthday Treats and Party Invitations

Students may provide birthday treats that are on the "List of Approved Birthday Treats" for classmates and teachers. The teacher will decide when the treats are to be distributed.

Our staff may send home invitations for your child if every child in the classroom is invited to the party or all boys or all girls are invited to the party. We are trying to prevent hurt feelings of the students that may not be invited. Also, because of confidentiality laws, we are not able to give out phone numbers or addresses of our students.

Building Maintenance

Let's all help keep our building one of the nicest in the area by doing what we can to ease the burden of the maintenance personnel as much as possible.

- Use wastebaskets and dispose of all wastes in a proper manner.
- Put all equipment back in its proper place after use.
- Do not spit on floors, walls, or in the drinking fountains.
- Writing or defacing of desktops, tables, walls, bulletin boards, is prohibited.
- Do not sit on desktops, tables, radiators, or any place else not designed for sitting.
- Students are not to carry snow, rocks etc. into the building.

Child Custody

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody or visitation, bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

Discipline

The discipline policy establishes the rules governing the conduct of pupils in order to maintain a disciplined atmosphere, to achieve maximum educational benefits for all students, and to permit the orderly and efficient operation of the school.

The Discipline Policy shall apply to students:

- while on school premises,
- while on school-owned buses, vehicles and/or on chartered vehicles,
- while engaged in school-sponsored activities, and
- while away from school grounds if such conduct would directly affect the good order, efficiency, management, and welfare of the school.

BREACH OF DISCIPLINE is any conduct of a student that interferes with the maintenance of school discipline. Behavior which conflicts with the educational program or which is antagonistic to the rights of other students to attain their education shall not be permitted. Breach of discipline may include, without limitations:

- Refusal to conform to rules and regulations, profanity, temper tantrums, loud and boisterous conduct which disturbs the orderly, efficient and disciplined atmosphere and operation of the school.
- Insubordination or disobedience: Refusal to comply with the request or direction of officers, employees, or agents of the school acting within the scope of their employment or duties.
- Display of bigotry or intolerance based on age, race, creed, color, sex, marital status, national origin, religion, sexual orientation, or disability toward teachers, students, any other school personnel or agents of the school
- Disorderly Conduct: A person violates this policy when the person does any of the following:

1. Engages in fighting or violent behavior in the school or at school functions, home and away events.
 2. Makes loud and raucous noise in the vicinity of the school or at school functions, causing unreasonable distress to the occupants or participants thereof, at both home and away events.
 3. Directs abusive epithets or makes any threatening or rude gesture which the person knows or reasonably should know is likely to insult or to provoke a violent reaction by another.
 4. Without lawful authority, disturbs any lawful assembly or meeting of persons by conduct intended to disrupt the meeting or assembly.
 5. By words or actions, initiates or circulates a report or warning of fire, epidemic, or other catastrophe, knowing or reasonably should know such a report to be false or such warning to be baseless.
 6. Knowingly and publicly uses the flag of the United States in such a manner as to show disrespect for the flag as a symbol of the United States.
 7. Without authority or justification, obstructs school premises or any access to school premises with the intent to prevent or hinder its lawful use by others. This shall include premises where any school function is held.
 8. Telephones another and uses obscene, lewd, or profane language, or threatens to inflict injury or physical harm to the person or property of any person.
 9. Demonstrates overt displays of affections, i.e., prolonged embracing or kissing, or physical fondling
- Student to Student Harassment – see Appendix A
 - False reports: A person who, knowing the information to be false, conveys or causes to be conveyed to any person any false information with the intent that such person will act upon that information violates this policy.

Criminal or Illegal Behavior of Students or Non-students

- Possession of dangerous objects or contraband.
- Theft: A person commits theft when the person does any of the following:
 1. Uses school funds, equipment, or materials for political purposes not reasonably related to school functions or school-sponsored educational activities.
 2. Take possession or control of the property in the lawful possession of another, with the intent to deprive the other thereof
 3. Commits any act that is declared to be theft by any provision of the Code of Iowa.
- Robbery: A person commits a robbery when, having the intent to commit a theft, the person does any of the following acts to assist or further the commission of the intended theft or the person's escape from the scene thereof with or without the stolen property.
- Commits an assault upon another.
- Threatens another with or purposely puts another in fear of immediate serious injury.
- Threatens to commit immediately any forcible felony.
- Mischief: Mischief includes damage, alteration, injury, defacing or destruction of any building, fixture, or tangible or intangible property, and includes the willful writing, making marks, drawing characters, etc., on walls, furniture, and fixture.
- Unlawful Assembly: An unlawful assembly is three or more persons assembled together with any or all of them acting in a violent manner with intent that any or all of them will commit a public offense. A person who willingly joins in or remains a part of any unlawful assembly, knowing or having reasonable grounds to believe that it is such, violates this policy.

- Threats: Any person who threatens to place or attempts to place any incendiary or explosive device or material, or any destructive substance or device in any place where it will endanger persons or property, violates this policy.
- Trespass
 1. The term “property” shall include any land, dwelling, building, conveyance, vehicle, or other temporary or permanent structure whether publicly or privately owned, used by or under the contract of the school.
 2. The term “trespass” shall mean one or more of the following acts:
 - a) Entering into or remaining upon property without justification or without the implied or actual permission of the principal/designated person in authority with the intent to commit a public offense or to use, remove, therefrom, alter, damage, harass, or place thereon or therein anything animate or inanimate.
 - b) Entering into or remaining upon property with justification after being notified or requested to abstain from entering or to remove or vacate therefrom by the public employee in authority, or by any peace officer, magistrate, or public employees whose duty it is to help supervise the use or maintenance of the property.
 - c) Entering upon or into property for the purpose or with the effect of unduly interfering with the lawful use of the property by others.
 - d) Being upon or into property and wrongfully using, removing therefrom, altering damaging, harassing, or placing thereon or therein anything animate or inanimate, without the implied or actual permission of the principal/designated supervisor in authority.
 3. The term “trespass” shall not mean entering upon property for the sole purpose of retrieving personal property which has accidentally or inadvertently been thrown, fallen, strayed, or blown onto the school property, provided that the person retrieving the property takes the most direct and accessible route to and from the property to be retrieved, leaves the property as quickly as is possible, and does not unduly interfere with the lawful use of the property.
 4. Persons should not be in the school building or on school premises at any time without authorization of the school building administrator or designee. Persons who interfere with school procedure will be required to leave the school premises. If their activities or actions disrupt the disciplined, scholarly atmosphere, they may be subject to prosecution.
 - a) School administrators may enlist the aid of the local law enforcement agencies to have removed any unauthorized persons.
 - b) Implementation of procedure dealing with unauthorized persons shall be reasonable, nondiscriminatory and nonarbitrary in their operation.
- Arson: Causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any property with the intent to destroy or damage, is arson, whether or not any such property is actually destroyed or damaged.
- Weapons (see weapons policy)

Enforcement

Students who violate the regulations or rules established by the Board of Directors of the School District including breach of discipline as defined by this policy, may be suspended or expelled from school or otherwise disciplined, including the denial of co-curricular activities.

Restraint and Physical Force

- Restraint is the act of physically controlling or directing the action of a student. Teachers and administrators are free to use reasonable and appropriate means of restraint as may be necessary to prevent a student from harming himself or herself or another, or to prevent a breach of discipline, to compel compliance with the Discipline Policy. Restraint should not cause serious or permanent harm.
- Deliberately striking a student is specifically prohibited. This shall not preclude the use of reasonable force in self-defense or defense of another.

Suspension

Suspensions shall be of the in-school variety unless circumstances dictate other arrangements. Student will be completing regular classroom assignments while serving in-school suspension.

Credit for students placed on out-of-school suspension will be earned for assignments handed in to staff only on the day the student returns to class from out-of-school suspension. Students on out-of-school suspension will not be allowed additional time to make up assignments as stated for regular days of absence. Students must be responsible to call or ask what their assignments are during the time of out-of-school suspension.

The principal, either shall notify the parents(s)/guardian(s) of students for which out-of-school suspension is a possibility by telephone or certified mail, prior to action being taken by the administrations, unless a question of student safety exists.

Vandalism

Students may be held responsible for damaged books or school property. Payment for breakage of equipment will be assessed immediately, while book fines will be assessed at the end of the school year. Defacing or maliciously damaging school property is in violation of state laws, Chapter 613.16, Code of Iowa and district regulations. Such acts may result in detention, suspension, expulsion, and required financial restitution to the district, and/or notification of local law enforcement officers.

Disruption of the Educational Process

Student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct, intentionally cause disruption or obstruction of any lawful mission, process, or function of the school. Detention, suspension, or expulsion may result from such acts.

Early Dismissal/Cancellation Procedures

In the event of school cancellations, delays, or early outs due to inclement weather, road conditions, emergencies, etc. parents will be notified through the schools text messaging system. (i.e., School Alerts). In addition to School Alerts, we will post information on KCRG, KGAN, and KWWL.

To be sure children are safe and parents know where their children will be, we ask you to follow these suggestions:

- Tell your child where to go if school is dismissed early.
- Plans need to be made ahead of time and clearly outlined for your child since it is impossible to contact each parent.
- Make alternate plans in case the first plan does not work.
- If both parents work and the child is to go home, the child needs to phone a parent as soon as he/she arrives home.

Educational Equity Policy

The North Linn Community School District offers career and technical programs in the following service areas: Agricultural Education, Business Education, Health Occupations Education, Family and Consumer Sciences Education, Industrial Education, and Marketing Education. It is the policy of the North Linn 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. 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, Scott Beaty, Middle School/High School Principal at 3033 Lynx Drive, P O Box 200, Troy Mills, IA 52344 or by phone at 319-224-3291 Ext. 1 or by email at sbeaty@northlinncsd.org.

Educational Equity Policy

Any student or employee of the North-Linn Community School District shall have the right to file a formal complaint alleging non-compliance with educational equity.

Please refer to the current Teacher's Handbook or Board Policy Manual for further information.
DISTRICT EDUCATIONAL EQUITY COMPLIANCE OFFICER – Guidance Counselor, North-Linn High School, 3033 Lynx Drive, PO Box 200, Troy Mills, IA 52344 (319-224-3291).

Emergency Drills

Fire

All students and teachers should be aware of their designated routes for protection by signs posted in the classrooms. The fire warning will be a continuous buzzer sound at which time the faculty will immediately evacuate their rooms according to the designated routes. Students are to follow these directions for a speedy and orderly evacuation of the building.

- Leave all classroom materials (books, pencils, notebooks, etc.) in the room.
- Line up and walk single file out of the room and use the designated escape route out of the building.
- Students should remain quiet in the halls.
- Keep hands, feet, and objects to yourself.

Tornado

All students and teachers should be aware of their designated areas for protection by signs posted in the classrooms. The tornado warning will involve the use of voice communications over the intercom. The phrase "Activate the Tornado Shelter Plan Immediately" shall initiate the drill and will be repeated several times. Students are to go immediately and quietly to their assigned areas. Students are to assume a tornado drill position. Students are to remain seated and facing the wall until the "all clear" has been sounded.

Entering and Leaving School

Students are not to be in the building prior to 7:40 AM. Once they enter, they should go directly to the gymnasium/cafeteria for breakfast or to be supervised by school personnel. Students will be counted tardy at 8:10 am. At the end of the school day, students will be dismissed at the same time. Buses will depart first and those walking home or being picked up will proceed after the busses leave.

Field Trips

Students attending approved school sponsored activities will be expected to follow all rules set forth by their chaperones. The field trip or activity will not count against their attendance.

Students going on field trips will need to have field trip permission forms signed by their parents or guardians.

Parents/guardians have the option of signing a blanket field trip permission form and receiving information concerning all field trips or they may request to have individual field trip permission forms signed for each trip their child will attend.

Friday Packets

On Friday, each child, grades TK-5, will bring home an individual brown envelope labeled with their name. Some of the items that may be included are: classroom newsletter, principal newsletter, individual performance update, notes about upcoming events, and student papers. Specific requests for working with your child at home to support school instruction may be included.

Parents are encouraged to write comments or questions about information in the packet. To ensure that parents have had the opportunity to review the packet contents, you will be asked to sign the packet and return it to the teacher on the following Monday.

Grades

We use a standards-based report card for our elementary students. This report card aids in the consistency of expectations from teacher to teacher. It helps teachers and students focus on the standards from the beginning of the school year, giving students the opportunity to get help earlier if they are not making adequate progress. Most importantly it will show how your child is doing based on the standards.

The grading is as follows:

Exceeds (E)	Your child has exceeded the standards,
Meets (M)	Your child has met grade-level standards,
Improving (I)	Your child is improving,
Does Not Meet (N)	Your child has not yet met the standards
Not Used (X)	Not Used

Homeless Students

A homeless student is someone who lacks a fixed, regular and adequate nighttime residence. Examples of homelessness include:

1. Child runs away.
2. Child gets kicked out of the home.
3. Fire, tornado, etc. takes their home.
4. Eviction
5. Financial hardship, can't afford a home.

Human Growth and Development

The school board shall provide instruction in human growth and development including instruction regarding human sexuality, self-esteem, stress management, interpersonal relationships, and acquired immune deficiency syndrome. Information about the human growth and development curriculum is available to parents through the curriculum objectives and instructional materials prior to their use in the classroom. A pupil shall not be required to take instruction in human growth and development if the pupil's parent or guardian writes a letter stating that they do not wish their child to be a participant in the Human Growth and Development Curriculum. This letter needs to be presented to the principal prior to removing the child from the class. Your child may be required to spend the time from class in the principal's office studying on other classes.

Internet Use

Technology is a vital part of the school district curriculum, the Internet will be made available to students, with their teacher's supervision. Appropriate and equitable use of the Internet will allow students access to resources unavailable through traditional means. Students will be instructed on the appropriate use of the Internet. Parents/guardians will be required to sign a permission form to allow their children to access the Internet. Students will sign a form before the use of the Internet acknowledging they have read and understand the Internet Acceptable Use Policy, which states that they will comply with the policy and its regulations, and understand the consequences for violation of the policy or regulations.

Library Procedures

The library provides regular opportunities for children to become better readers, supports the curriculum, and provides resources for enrichment, by offering a wide selection of books and instructional media. Students are given the opportunity to visit the library twice in a six day cycle for check out, story time, and research. Families are invited to visit and encouraged to check out materials to share with their children. Books are checked out for seven school days and may be renewed. There are no fines for overdue books, but the child is expected to assume the responsibility for returning these materials on time. When an item has been damaged beyond use, or is lost, an adult family member will be responsible for the replacement.

Multicultural Gender Fair Policy

It is the policy of the North-Linn Community School District not to discriminate on the basis of race, color, national origin, gender, sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, or creed.

It is also a policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of gender, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, nonsexist society.

Inquiries regarding compliance with the legislation listed below may be directed to Scott Beaty, Multicultural Gender Fair Coordinator, North-Linn High School, Box 200, Troy Mills, Iowa 52344, (319-224-3291), to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, or to the Director of the Region VII Office of Civil Rights, Department of Education's, Kansas City, Missouri.

Federal References:

- 1965 Civil Rights Act, Title VI and Title VII (Race and National Origin)
- 1972 Education Amendments, Title IX (Sex)
- Section 504 of the 1973 Vocational Rehabilitation Act (Disability)
- P.L. 94-142 (Education For All Handicapped Children Act of 1975)

Iowa Code References:

- 257.25 (Multicultural, Nonsexist Education)
- 280 (Nondiscrimination Legislation and Bilingual/E.S.L. Legislation)
- 601 (Sex Equity in Education)

Office Procedures

Change of Address and Emergency Numbers

It is very important that you inform us immediately of any changes in your telephone number, address, or the identification of a person who is to be notified in case of emergency.

Fees

FEE PAYMENTS ARE DUE AT REGISTRATION OR THE FIRST DAY OF CLASS. If fees cannot be made at this time, please make arrangements for payment. Report cards and other awards may be withheld if arrangements are not made to pay fees.

Low income families may apply for waiver of fees. These forms are located on the North-Linn website or can be obtained at any of the North-Linn offices.

Hot Lunch

The following information is provided to students in order to inform them of hot lunch procedures.

- Students are expected to use appropriate behavior according to lunchroom staff.
- Soda may not be brought from home for lunch/breakfast.
- Students may charge any combinations of meals up to a value of \$10.00.
- When charge limit is reached, a peanut butter or cheese sandwich and milk will be served for lunch and toast will be served for breakfast.
- Balance letters for those accounts less than \$5 will be sent home with the students weekly.

Lost and Found

We urge family members and students to frequently check the lost and found box for lost articles. We try to return lost items to the owner. We encourage you to mark your child's name on clothing. If any clothing items are unclaimed two weeks after school is dismissed for the summer, the staff gives them to a local charity.

School Board

The public is welcome to attend each monthly school board meeting. Information about dates, times, and locations will be posted on the North-Linn website.

Transferring and/or Withdrawing from School

A student either transferring or leaving school shall notify the principal of such action in advance. All books and other materials belonging to the school must be returned to the teacher or principal's office. Library fines, lunch account, and other fees must be paid before records will be transferred. No refund due may be paid until a student has checked out properly.

Pets

Children may bring pets to school if the teacher gives prior permission. If a child brings a pet, it should be on a leash or in a cage. The student's pet should be brought to school and returned home by the parent. Please do not send any wild animals to school.

Physical Education Program Rules and Regulations

Doctors' Excuses

A doctor's excuse will be honored at all time for illness or injury.

Non-Participation Days

Allowable excuses are minor illness with parental note.

Dress Code

Proper dress and shoes are required.

Recess

- All students should participate in recess unless you have a valid reason or medical excuse. A daily note is required.
- Dress appropriately for the weather. Boots are necessary on the playground to keep feet dry.
- Students are not allowed to leave the playground without permission.
- When the temperature and/or wind chill is below 10, there "may" be indoor recess.
- Playground equipment is provided by the school. No toys or materials should be brought from home.
- Last but not least, play safely and fairly. Students can lose recess privileges.

Special Services – Grant Wood Area Education Agency

Support services are available to assist teachers and families when concerns arise with students. These services include building staff (special education teacher, counselor, nurse, health secretary, etc.) and Grant Wood Area Education Agency staff (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, work experience coordinators, and others). Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for all students by teacher or parent request through the counselor at the student's school. Grant Wood personnel will not work with a student until a written parental consent has been obtained. Special referral forms are sent to the parents for this purpose.

Student Health

Emergency Information

For the safety and well being of our students, it is extremely important that the school has current emergency information on your child. When it's necessary to update this information, please call the elementary office.

Accidents

Report all accidents and injuries that occur at school to your teacher.

1. Appropriate office personnel will examine the child.
2. Minor cuts, scrapes, and injuries will be treated with first aid methods.
3. Students with more serious injuries will receive first aid and their parents will be called.
4. A written record is kept on all children seen by office personnel.

Blood Spills – HIV/AIDS Awareness

As concern grows regarding protection from the HIV/AIDS virus, please be advised that if an accident occurs where blood is present, students should use these precautions. First, the closest school official should be contacted. Students should not make contact with the blood of another student. Barriers, such as gloves, masks, etc., must be used to protect yourself from another person's blood if you need to give immediate first aid to a victim.

If you have any further questions, please contact your doctor or the office.

Health Services (Mandatory Immunizations and Medication Procedures)

State law requires all parents of students K-12 to submit proof of immunization upon school enrollment. These requirements are:

DPT/DT: At least 5 doses with at least 1 dose received after 4 years of age if born on or after September 15, 2003, or 4 doses with 1 dose received after 4 years of age if born after September 15, 2000, but before September 15, 2003, or 3 doses with 1 dose after 4 years of age if born on or before September 15,

Polio: At least 4 doses with at least 1 dose received after 4 years of age if born on or after September 15, 2003; or 3 doses with 1 dose received after 4 years of if born on or before September 15, 2003,

MMR: At least 2 doses with the first dose after 12 months of age and the second dose no less than 28 days after the first dose,

Hepatitis B: At least 3 doses if born on or after July 1, 1994,

Varicella: At least 2 doses if born on or after September 15, 2003; or 1 dose received greater than 12 months of age if born on or after September 15, 1997, but before September 15, 2003, unless the applicant has a reliable history of natural disease.

Life Threatening Allergies/Medical Alerts Awareness

The North-Linn Community School District has recognized that students with life threatening allergies/medical alerts attend our school. In saying this-the district will maintain a system-wide

emergency plan for addressing these potential life threatening allergic reactions or medical alerts and maintain a Individual Emergency Medical Plan (IEMP) for any student(s) whose parent/guardian and physician have informed the administration of the school in writing that the student(s) has a potentially life threatening allergy or medical condition. Further, the district will utilize procedures to minimize the chance of a child experiencing a potential life threatening allergic reaction/medical alert.

The administration, school nurse, or health associate, will be responsible for notifying teachers, classroom associates, and parents of students in classrooms where one or more students have a life-threatening allergy. This allergy must be clearly documented by the primary care physician or a board certified allergist. Notification will include an explanation of the severity of the health threat, a description of signs and symptoms to be aware of and a concise list of foods and materials to avoid.

The following safety guidelines are in effect:

- **Lunch** --- Please do not send any peanuts/nuts, peanut butter or foods containing peanuts/nuts or peanut butter to be eaten as snacks in the classroom. It is fine to send these products for lunch, which is eaten in the cafeteria at a table that is specifically marked and cleaned.
- **Classroom Projects** --- We will not be doing any classroom projects that involve peanut butter (like bird feeders) or peanut shells (art projects). Please do not send any of these projects into the classroom with your child.
- **Birthday Parties** --- In an effort to provide clarification and improve the ease to which parents can purchase items for their child's birthday, we provide a list of acceptable. The acceptable items list includes both food and non-food items. This list is available on the District Web page.

***ONLY ITEMS ON THE ACCEPTABLE ITEMS LIST MAY BE DISTRIBUTED FOR BIRTHDAYS. ANY ITEMS NOT ON THE LIST, WILL NOT BE DISTRIBUTED. THE NON-APPROVED ITEMS WILL BE AVAILABLE FOR PICK-UP IN THE OFFICE OR RETURNED WITH THE STUDENT AT THE END OF THE SCHOOL DAY.**

- **Holiday Parties** --- The school will be working with the Food Service department to provide food that meets our allergy guidelines.
- **Lower Elementary Snacks** ---- The school will be working with the Food Service department to provide snacks that meet our allergy guidelines.
- **Bus Trips** --- No food may be eaten or open on school buses. Except on athletic trips.
- **Before School** --- If your child ate peanut butter for breakfast, we would greatly appreciate your making sure that his/her hands are washed with soap and water before leaving for school. Water alone does not do the trick! Also, it is important to note that sanitizer does not remove peanut protein.

Whenever students travel on field trips, a clear plan to activate Emergency Medical Services (911) should be reviewed by all teachers and chaperones. Field trips should be chosen carefully; no child should be excluded from a field trip do to unavoidable allergen exposure.

The district transportation department (both regular and substitute drivers) will be notified of the student(s) who have life threatening allergies/medical alerts.

Medication Procedure at School

According to district policy, parents must complete a medication procedure form if a child needs to take any medication, prescription or nonprescription (over the counter) (i.e. aspirin, cold tablets, cough syrup). His/her parents or guardian must complete a Medication Procedure Form. Medications taken at school and dispensed by a school official must be sent in a labeled bottle, from the pharmacy, with specific instructions on the dosage and time to be given. Pharmacists will supply you with such a labeled container, upon request.

Illness

Students may appear ill or become injured during the school day. We will attempt to understand the student's complaint by asking the student some questions about how he/she feels, taking a temperature, making observations, talking to the teacher, and/or contacting the school nurse or health associate. If the student's temperature is 100 degrees or over, the parent/guardian will be called, and the student sent home. The student is to be fever free for 24 hours before returning to school. Temperature is not the only symptom that influences the decision to send a student home. General appearance and functioning are important factors. After a period of observation, a decision will be made whether or not to call the parent/guardian.

Hearing Screening

Personnel from Grant Wood AEA will conduct our hearing screening. They will screen:

- All regular education students in Transitional Kindergarten, Kindergarten, 1st, 2nd, and 5th grades.
- All new students, in Grades 3rd and 4th.

Testing of students with known hearing losses will continue for all students in Transitional Kindergarten through 5th Grade.

Screening will occur in fall, and all parents of students who have been screened will receive a report from the audiologist. Parents of student who have failed the screening will receive information in the mail.

Parents who do not want their child's hearing tested will need to indicate in writing to the schools. The school should then notify their school audiologist of these requests.

Student Records

Family Rights and Privacy Act Please refer to Board Policy #506.7

The North-Linn Community School District collects and maintains records on each student in order to facilitate the instructions, guidance, and educational progress of the student. The records contain information about the student and his education and may include but are not limited to the following types of records; identification data, attendance data, record of achievement, family background data, objective educational and vocational plans, honors and activities, discipline data, objective counselor or the teacher ratings and observations, and external agency reports.

The records of each student are generally located in the school building that he or she is attending. Any exceptions will be noted in the student's records found in one of the attendance centers listed below:

<u>School</u>	<u>Name/Position</u>
North-Linn Senior High	High School Principal
North-Linn Middle School	Middle School Principal
North-Linn Elementary	Elementary Principal

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

- School officials and teachers with a legitimate educational interest.
- Officials of other schools in which the student proposes to enroll.

- Representatives of state and local government when auditing and evaluating Federal education programs.
- In connection with a student's educational financial aid applications.
- Governmental officials to whom information is to be reported under state law adopted prior to November 19, 1974.
- Organizations that process and evaluate standardized tests.
- Accrediting organizations for accrediting purposes.
- Parents of dependent children, regardless of child's age.
- In connection with an emergency.

Student records are reviewed and inappropriate materials removed periodically, when a student moves from elementary school to middle school and from middle school to senior high school and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance.

Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have the records explained.

School Activities and Student Rosters

The following information may be released to the public by the North-Linn Community School District in regard to any individual student of the school district as necessity or desirability arises. Any student, parent, or guardian not wanting this information released to the public must make objection in writing to the principal or other person in charge of the school that the student is attending. It is desirable to renew this objection at the beginning of each school year.

Name, Address, Telephone Listing, Date and Place of Birth, Major Field of Study, Participation in Officially Recognized Activities and Sports, Weight and Height of Members of Athletic Teams, Dates of Attendance, Degrees and Awards Received and the Most Recent Previous School or Institution Attended by the Student.

Parent Access

The family Rights and Privacy Act of 1974 requires that we annually notify parents of children enrolled in special education instructional programs operated by the North-Linn Community School District, of their right to review the special education records of their children.

This federal law allows you the following: a) a review of your child's special education records; b) to obtain copies at a nominal fee; c) to write a response to materials in the record; d) to challenge the content of the records on ground if inappropriateness or inaccuracy. You also have the right to have such records explained to you by a professional staff member if you so desire.

Your child's records are filed and may be inspected at the school building in attendance. Unless unusual circumstances arise, please contact the principal of the building your student attends if you wish an appointment to see your student's records.

Textbooks

All basic textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students will be charged a fine based on the Principal's or teacher's judgment for abuse, misuse, or lost books.

Transportation

Bus Guidelines

The bus driver's attention must be on their driving responsibility at all times. Driving a bus safely is a difficult task. Anything that happens on the bus to divert the driver's attention endangers the safety of the

riders. It is necessary that the students riding the bus conduct themselves in the best possible manner. The privilege of bus transportation can be withdrawn from any student who refuses to cooperate with the bus drivers. Precautions are taken to see that your student arrives at his/her destination safely, but this requires the cooperation of the students and parents.

- Students are under the authority of the bus driver. Pupils shall be courteous to the driver, fellow pupils, and to the public.
- Pupils shall be on time for the bus both morning and evening. Drivers are not required to wait.
- Students shall remain seated while the bus is in motion.
- Pupils shall not extend their hands, arms, or head through bus windows.
- Students shall converse in normal tones; loud or vulgar language is prohibited.
- Pupils shall keep the bus clean, and refrain from damaging it. Damage in any manner or vandalism of any kind to the seats or any other part of the bus will not be tolerated.
- Students shall enter and leave bus, at school loading stations and at highway bus stops in orderly fashion and in accordance with instructions.
- Crowding or pushing, roughhousing on the bus is prohibited. Students are not to fight, kick, or spit while using school transportation.
- Students must keep feet off the seats.
- Pupils must not throw objects in the bus or through the bus windows. Shooting paper wads or other material in the bus is not permissible.
- No snow is to be brought on the bus. Students are not to light matches, lighters, or to have other potentially dangerous materials on the bus..
- Book bags, musical instruments and other property must be properly stowed out of the way and the aisle must be clear at all times.
- When a pupil leaves the bus, he/she must follow bus driver instructions. Pupils who must cross the road to get on, or after leaving the bus, must cross in front of the bus. Pupils must never cross behind the bus.
- Beverages are not to be taken on school buses.
- If student is to be picked up, parents will need to contact the school if for any reason the student is not riding the bus home (i.e. older siblings, friends, relatives, etc.)

If your child will be transported somewhere other than your home, an alternate Pick-Up/Drop-Off form must be filled out. See Appendix E. If it is necessary for a student to ride another bus, he/she must bring a note from a parent requesting this. This note should be taken to the Office and a bus pass will be issued.

Students choosing to not follow the above regulations are subject to bus suspension and/or bus detention. Continual bus problems may result in more severe consequences.

Bicycles

If a bicycle is ridden to school, we are not responsible for personal injury, theft, or damage to the bicycle.

Visitors

North-Linn Elementary School maintains an open door policy. Because we are concerned for student safety, all visitors must report to the office immediately upon arrival, sign in, and wear an identification badge. Please do not go to the classrooms before checking in with the office. If students are needed, the office will notify the classroom teacher. We want our students to feel safe and secure at all time.

We do discourage visitors during testing, the first few days of school, days before vacation, during parties (unless you are helping), and the last week of each semester. Please notify the office in advance if you're coming.

Volunteers

Volunteers are an essential part of the school team. Volunteers perform many tasks:

- Working with the students and teachers in the classroom or individual tutoring outside the classroom.
- Performing clerical tasks such as paper correcting and typing at home or at school.

We encourage and welcome parent/adult volunteers to help in our classrooms. If you are interested in helping at North-Linn on a volunteer basis, please notify the office.

Weapons Code No. 502.6

The board believes weapons and other dangerous objects 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 facilities are not an appropriate place for weapons, dangerous objects, or objects which look like weapons. Weapons, other dangerous objects, and objects which look like weapons shall 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 a weapon, dangerous objects, or objects that look like weapons on school property shall be notified of the incident. Confiscation of weapons or dangerous objects or objects which look like weapons shall be report to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion. Students bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term “firearm” includes 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, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The superintendent may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Legal Reference:

Improving America’s Schools Act of 1994, P.L. 103-382.

McClain v. Lafayette County Bd. Of Education, 673 F.2d 106 (5th Cir. 1982).

Iowa Code 279.8; 724 (1995).

Cross Reference:

502 Student Rights and Responsibilities

503 Student Discipline

507 Student Health and Well-Being