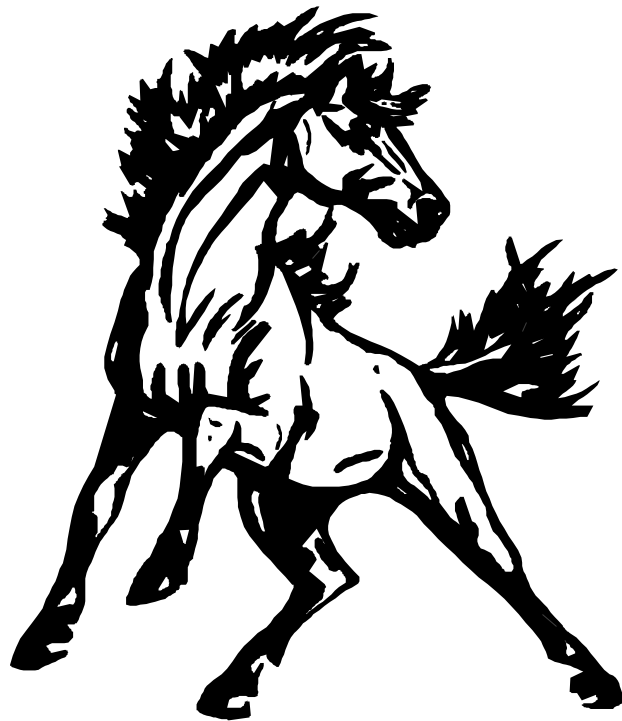


**Newell-Fonda  
2017-2018  
PK-8 Student-Parent  
Handbook**



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## **INTRODUCTION**

### **TO STUDENTS**

The information in this handbook will acquaint you with the policies governing the Newell-Fonda PreK-8 Elementary and Middle School. It is important that each student read and understand the contents of this booklet.

It is our goal to offer to the students at Newell-Fonda the best education possible. It is equally important for you the student to apply yourself to the fullest. It is important you understand that what you get out of school is directly related to what you put into it. The skills you acquire here will be a big asset throughout your life. Take hold of your life, apply your gifts and talents, and work with dedication and self-discipline. Have high expectations for yourself and convert every challenge into an opportunity. Enjoy your days in school, but work hard. A good education is being offered, work hard and it's yours . . . for the rest of your life.

### **THE PARENTS**

You know that you cannot confidently launch your children into today's world unless they are of strong character and well-educated in the use of language, science, and mathematics. They must possess a deep respect for intelligence, achievement, and learning, and the skills needed to use them for setting goals; and for disciplined work.

You have the right to demand for your children the best our schools and colleges can provide. Your vigilance and your refusal to be satisfied with less than the best are the imperative first step. But your right to a proper education for your children carries a double responsibility. As surely as you are your child's first and most influential teacher, your child's ideas about education and its significance begin with you. You must be a living example of what you expect your children to honor and to emulate. Moreover, you bear a responsibility to participate actively in your child's education. You should encourage more diligent study and discourage satisfaction with mediocrity and the attitude that says "let it slide"; monitor your child's study, encourage good study habits; nurture your child's curiosity, creativity and confidence; and be an active participant in the work of the schools.

This school does not discriminate on the basis of sex in the educational program or activities which it operates.

## PreK-8 Staff

Superintendent	Rob Olsen	<a href="mailto:olsenr@newell-fonda.k12.ia.us">olsenr@newell-fonda.k12.ia.us</a>
Principal	Dick Jungers	<a href="mailto:jungersd@newell-fonda.k12.ia.us">jungersd@newell-fonda.k12.ia.us</a>
TLC Instructional Coach	Beth Smith	<a href="mailto:smithb@newell-fonda.k12.ia.us">smithb@newell-fonda.k12.ia.us</a>
Secretary	Deb Lindgren	<a href="mailto:lindgrend@newell-fonda.k12.ia.us">lindgrend@newell-fonda.k12.ia.us</a>

### ELEMENTARY SCHOOL:

Preschool	Lisa Christiansen	<a href="mailto:christiansenl@newell-fonda.k12.ia.us">christiansenl@newell-fonda.k12.ia.us</a>
Preschool	Megan Bennigsdorf	<a href="mailto:bennigsdorfm@newell-fonda.k12.ia.us">bennigsdorfm@newell-fonda.k12.ia.us</a>
Kindergarten	Cindy Wells	<a href="mailto:wellsc@newell-fonda.k12.ia.us">wellsc@newell-fonda.k12.ia.us</a>
Kindergarten	Sherrie Bodholdt	<a href="mailto:bodholdts@newell-fonda.k12.ia.us">bodholdts@newell-fonda.k12.ia.us</a>
Grade 1	Susan Hess	<a href="mailto:hesss@newell-fonda.k12.ia.us">hesss@newell-fonda.k12.ia.us</a>
Grade 1	Jared Elsen	<a href="mailto:elsenj@newell-fonda.k12.ia.us">elsenj@newell-fonda.k12.ia.us</a>
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Grade 3	Julie Sievers	<a href="mailto:sieversjulie@newell-fonda.k12.ia.us">sieversjulie@newell-fonda.k12.ia.us</a>
Grade 3	Courtney Vaughn	<a href="mailto:vaughnc@newell-fonda.k12.ia.us">vaughnc@newell-fonda.k12.ia.us</a>
Title I/TAG	Keisha Boevers	<a href="mailto:boeversk@newell-fonda.k12.ia.us">boeversk@newell-fonda.k12.ia.us</a>
Elem. Special Ed	Arick Loew	<a href="mailto:loewa@newell-fonda.k12.ia.us">loewa@newell-fonda.k12.ia.us</a>
Art/Guidance	Kari Limbert	<a href="mailto:limbertk@newell-fonda.k12.ia.us">limbertk@newell-fonda.k12.ia.us</a>
Music	Leah Rosado	<a href="mailto:rosadol@newell-fonda.k12.ia.us">rosadol@newell-fonda.k12.ia.us</a>
PE	Nathan Baron	<a href="mailto:baronn@newell-fonda.k12.ia.us">baronn@newell-fonda.k12.ia.us</a>

### UPPER ELEMENTARY/MIDDLE SCHOOL:

Art	Katrina Thomas	<a href="mailto:thomask@newell-fonda.k12.ia.us">thomask@newell-fonda.k12.ia.us</a>
Language Arts	Cynthia Walsh	<a href="mailto:walshc@newell-fonda.k12.ia.us">walshc@newell-fonda.k12.ia.us</a>
Grade 4	Kelsey Reifenger	<a href="mailto:reifengerk@newell-fonda.k12.ia.us">reifengerk@newell-fonda.k12.ia.us</a>
Grade 4	Melissa Devereaux	<a href="mailto:devereauxm@newell-fonda.k12.ia.us">devereauxm@newell-fonda.k12.ia.us</a>
Grade 5	Danita Schnell	<a href="mailto:schnelld@newell-fonda.k12.ia.us">schnelld@newell-fonda.k12.ia.us</a>
Grade 5	Tim Gauley	<a href="mailto:gauleyt@newell-fonda.k12.ia.us">gauleyt@newell-fonda.k12.ia.us</a>
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Math	Joanne Nielsen	<a href="mailto:nielsenj@newell-fonda.k12.ia.us">nielsenj@newell-fonda.k12.ia.us</a>
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Social Studies	Cassie Fjerstad	<a href="mailto:fjerstadc@newell-fonda.k12.ia.us">fjerstadc@newell-fonda.k12.ia.us</a>
Special Ed	Jill Johnston	<a href="mailto:johnstonj@newell-fonda.k12.ia.us">johnstonj@newell-fonda.k12.ia.us</a>
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Vocal Music	Leah Rosado	<a href="mailto:rosadol@newell-fonda.k12.ia.us">rosadol@newell-fonda.k12.ia.us</a>
Band	Renee Sundstrom	<a href="mailto:sundstromr@newell-fonda.k12.ia.us">sundstromr@newell-fonda.k12.ia.us</a>
Elem P.E./TAG	Shad Coppock	<a href="mailto:coppocks@newell-fonda.k12.ia.us">coppocks@newell-fonda.k12.ia.us</a>

### TEACHER ASSOCIATES:

Shelly Juilfs	Bonnie Walker	Shari Myers	Moriah McKenna
Ginger Lyman			
Jennifer Kruse	Melissa Witzke	Wendy Sievers	Charlotte Copp
Shelbe Wadle	Ivette Ortega	Roberto Torres	Michele Vanderhoff

LIBRARY	Kellie Wells	<a href="mailto:wellsk@newell-fonda.k12.ia.us">wellsk@newell-fonda.k12.ia.us</a>
LIBRARY ASSOCIATE:	Elaine Palmer	<a href="mailto:palmere@newell-fonda.k12.ia.us">palmere@newell-fonda.k12.ia.us</a>
SCHOOL NURSE	Stacey Tiefenthaler	<a href="mailto:tiefenthalers@newell-fonda.k12.ia.us">tiefenthalers@newell-fonda.k12.ia.us</a>
ELL	Jina Wood	<a href="mailto:woodj@newell-fonda.k12.ia.us">woodj@newell-fonda.k12.ia.us</a>
PK-12 Success Coordinator	Mandy Mahler	<a href="mailto:mahlerm@newell-fonda.k12.ia.us">mahlerm@newell-fonda.k12.ia.us</a>
TECHNOLOGY	Nikki Schubert	<a href="mailto:schubertn@newell-fonda.k12.ia.us">schubertn@newell-fonda.k12.ia.us</a>

### **AFFIRMATIVE ACTION COORDINATOR PK-8**

The Board of Education of the Newell-Fonda Community School District has appointed the High School Principal as the District's Affirmative Action Coordinator. The Principal's office is located at the Newell-Fonda Community School, 205 Clark Street, Newell, Iowa 50568. Telephone: 712-272-3324

The coordinator may be called upon for the following:

- . to provide technical assistance to the administration and Board members
- . to provide program development services related to non-discrimination
- . to provide training to service delivery staff and others regarding legislation
- . to provide information services to students and staff
- . to administer grievance procedures
- . to develop and administer record keeping systems related to various aspects of civil rights compliance
- . to develop and administer equity compliance evaluation and monitoring systems
- . to work with the curriculum director in developing and monitoring MCGF fair curriculum efforts
- . to develop and monitor equal employment opportunity and affirmative action efforts
- . to maintain records of Affirmative Action Advisory Committee meetings, information gathered, and efforts made to carry out the goals of the plan

### **ASBESTOS NOTICE TO PARENTS, STUDENTS, AND EMPLOYEES PK-8**

In accordance with EPA regulations, the Newell-Fonda Community School has been inspected for friable (easily crumbled) materials which contain asbestos. Friable asbestos-containing material may cause health problems.

An asbestos management plan has been adopted that identifies areas of asbestos containing materials in the school building.

It is important to note that not all friable asbestos-containing material need be removed from the school. Once such material has been identified, a program can be implemented to ensure that the material is maintained in good condition and that appropriate precautions are followed when the material is disturbed for any reason.

In the Newell-Fonda Community School much of the asbestos-containing material has been encapsulated and is no longer exposed. Encapsulation, when done properly, is an acceptable way of containing asbestos fibers according to E.P.A. guidelines. In addition, a substantial amount of asbestos containing material has been removed.

A record of the inspection, a diagram of the locations of the friable asbestos-containing materials, and a copy of relevant E.P.A. regulations are available in the Superintendent's Office of the Newell-Fonda Community School. For further information, interested persons should call 1-800-424-9065 (Washington, D.C.).

## **CHILD ABUSE REPORTING PK-8**

The board believes child abuse should be reported to the proper authorities. School district personnel are encouraged, and the law requires, certificated employees to report to the State Department of Human Services within 24 hours when, in the course of their employment, they reasonably believe a child has suffered from abuse.

If a school district employee or other member of the school district community believes a child has suffered abuse, which shall include sexual and physical abuse, by a school district employee in the course of their employment, it shall be reported to the superintendent immediately. The superintendent shall be the designated investigator for child abuse complaints against school district employees. However, complaints regarding child abuse by school district employees may also be reported to the high school principal, who shall be the alternate designated investigator for such complaints.

Complaints reported to a designated investigator shall be handled by the designated investigator in a timely manner, and no later than five days. Upon receipt of the report, the designated investigator shall provide a copy of the report to the person filing and to the student's parent or guardian if different from the person filing. In cases where a complaint has been filed against a school employee, the school employee named in the report shall receive a copy of the report at the time the employee is initially interviewed by any investigator. The designated investigator, using an informal process of contacting and conferring with the pertinent parties, shall determine whether the complaint is groundless, inconclusive or founded.

If, in the opinion of the designated investigator, the complaint is unfounded and further investigation is not warranted, the designated investigator shall file a written report with the person making the complaint and the student's parent or guardian if different than the person making the complaint, within fifteen days after receiving the complaint. In cases where a complaint has been filed against a school district employee, the designated investigator shall also give a copy of the report to the employee.

If the designated investigator determines the complaint is founded, the designated investigator shall contact and turn over the complaint to the designated level two investigator(s). In cases where a complaint has been filed against a school district employee, the designated investigator(s) shall give a copy of the investigative report to the employee's supervisor and document all action taken.

In cases of founded abuse involving a school district employee, upon receipt of the level two investigator's report, the designated investigator shall forward copies of the level two investigator's report to the student's parent or guardian, the person filing the complaint, if different from the student's parent or guardian, the school employee named in the complaint, and the school employee's supervisor.

In cases involving a school district employee and a student of the school district, a report must be filed with the Teacher Professional Practice Commission in proven cases of abuse. Counseling services for the student must be arranged upon the request of the parents. Compiled information regarding unproven cases shall not be placed in the employee's personnel file.

The designated investigator shall use prudent discretion in handling the information received and regarding an investigation of child abuse by a school district employee, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation.



Persons found in violation of this policy will be subject to discipline including, but not limited to, reprimand, probation, demotion, suspension or termination, or other sanction as determined appropriate by the board.

**LEVEL ONE INVESTIGATOR**

Name: Superintendent

Office: Newell-Fonda School

Telephone Number: (712) 272-3324

Office Hours: 8:00-4:00

Alternate: High School Principal

Office: Newell-Fonda School

Telephone Number: (712) 272-3325

Office Hours: 8:00-4:00

**LEVEL TWO INVESTIGATOR**

Name: Buena Vista County Sheriff

Office: Buena Vista County Court House

Telephone Number: (712) 749-2530

Office Hours: 24 hours daily - Monday through Sunday

**EDUCATIONAL EQUITY POLICY STATEMENT PK-8**

It is the policy of the Newell-Fonda Community School not to discriminate on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status in its education programs, activities, or employment policies as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964, Title IX, Section 504 of the Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act.

It is also the 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 sex, 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 pluralistic society.

Inquiries regarding this policy may be addressed to the High School Principal at Newell-Fonda Community School, Newell, Iowa, Phone (712) 272-3325, to the Director Iowa Civil Rights Commission, Des Moines, Iowa or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.



## **TITLE VI, TITLE IX, AND SECTION 504 GRIEVANCE PROCEDURES PK-8**

Any student, parent, or employee of the Newell-Fonda Community School shall have the right to file a formal complaint alleging non-compliance with regulations outline in Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act 1973.

### **Level One - Principal or Immediate Supervisor**

Any employee or parent with a grievance of discrimination on the basis of sex, race, national origin or disability may first discuss it with his/her principal or immediate supervisor, with object of resolving the matter informally. A student with a complaint of discrimination on the basis of sex, race, national origin or disability may discuss it with his/her teacher, counselor or building administrator.

### **Level Two - Title VI, Title IX, and Section 504 Compliance Officer**

If the grievance is not resolved at level one and the employee or student wishes to pursue the grievance, the employee, parent or student may formalize it by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the Compliance Officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within fifteen (15) working days from date of the event giving rise to the grievance or from the date the person filing the grievance could reasonably become aware of such occurrence. The person filing the grievance may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

### **Level Three - Superintendent**

If the complaint is not resolved at level two, the person filing the grievance may process it to level three by presenting a written appeal to the Superintendent within ten (10) working days after the person filing the grievance receives the report from the Compliance Officer. The person filing the grievance may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the person filing the grievance to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within ten (10) working days after receipt of the written appeal.

This procedure in no way denies the right of the person filing the grievance to file formal complaints with the Iowa Civil Rights Commission, other agencies available for mediation or rectification of affirmative action grievances, or to seek private counsel for complaints alleging discrimination.

### **Title VI, Title IX and Section 504 Compliance Officer**

NAME	Alynn Coppock, High School Principal
OFFICE ADDRESS	Newell-Fonda Community School
PHONE NUMBER	(712) 272-3325
OFFICE HOURS	8:00 a.m. - 4:00 p.m. Monday through Friday

### **FREEDOM OF EXPRESSION PK-8**

Student expression, other than student expression in student-produced official school publications, made on the school premises or under the jurisdiction of the school district, or as part of a school-sponsored activity may be attributed to the school; therefore student expression must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsibly done. The expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, contain obscenity or indecency or cause a material and substantial disruption to the educational program. The administration, when making this judgment, shall consider whether the activity in which the expression was made is school-sponsored and whether review or the prohibition of the student speech is related to an education purpose.

Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the educational program of the school district.

Students who violate this policy may be subject to disciplinary measures.

### **NOTIFICATION OF RIGHTS UNDER FERPA PK-8**

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

- 1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the principal a written request that identifies the record(s) they wish to inspect. The principal 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. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the Principal, clearly identify the part of the record they want to change and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their rights 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 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); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (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 assisting another school official in performing his or her task.

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.

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

**Family Educational Rights and Privacy Act (FERPA)**  
**Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires education records. However, Newell-Fonda Community School 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 from your child's education records in certain school publications. Examples:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition list
- Graduation programs; and
- Sports activities sheets, such as football, 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 three directory information categories - names, addresses and telephone numbers - unless parents have advised the LEA that they do not want their students information disclosed without prior written consent.

If you do not want Newell-Fonda Community School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the first day of school. Newell-Fonda Community School has designated the following information as directory information; Student Name, address, telephone listing, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, the most recent educational agency or institution attended.

**OPEN ENROLLMENT PK-8**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause. Open enrolled students from low-income families may qualify for transportation assistance. Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the superintendent for information and forms.

## **ANTI-BULLYING/HARASSMENT POLICY PK-8**

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 board prohibits harassment, bullying, hazing or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, national origin, religion, age or disability is also prohibited.

This policy is in effect while student or employees are on property within the jurisdiction of the board; while on school-owned or in school –operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measure up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. “Volunteer” means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

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

Harassment and bullying may include, but are not limited to the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear or suffering to the victim;
- Demeaning jokes, stories or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits.
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administration, judicial, or other proceeding relating to the report.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Building Principal or designee will be responsible for handling all complaints by student alleging bullying or harassment. The Superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent will also be responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in



reducing bullying and harassment in the school district. The superintendent shall report to the board on the progress of reducing bullying and harassment in the school district.

The board will publish this policy annually to the public. The policy may be publicized by the following means:

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in registration materials

A copy shall be made to any person upon request at the central administrative office at 205 S. Clark Street Newell, Iowa.

## **RESPECT POLICY PK-8**

Respect is the cornerstone of all our interactions and behaviors. We acknowledge the dignity and worth of one another, and strive never to diminish another by our conduct or our attitudes.

OUR MISSION: To prepare all students to become successful, well-educated contributors to society.

Newell-Fonda is a community which dedicates itself to the safety and well-being of its citizens and which recognizes that human dignity is the basis for all our relationships and growth. We build community by practicing hospitality, civility, and respect.

DEFINITION OF MISCONDUCT: Any physical, spoken or written act of abuse, violence, harassment, intimidation, extortion, the use of vulgarity, cursing, making of remarks of a personally destructive nature toward any other person, and any restriction or prevention of free movement of an individual. This prohibition applies whether the act is deliberate, intentional or unintentional or is directed toward an individual or group regarding race, color, creed, national origin, sex, sexual orientation, physical or mental disability, political or religious ideology. Federal law and Iowa State rules and regulations will apply.

### **CORRECTIVE ACTION:**

- Discipline file entry, parent notification and counseling; detention;
- In-school suspension, short or long-term suspension;
- Emergency expulsion (may or may not be final, depending on investigation of incident)/final expulsion;
- Police may be contacted; charges may be filed

*Note: The severity of the offense dictates the consequence. These expectations apply to all facets of school life – at school, school activities, on transportation, at bus stops, on field trips, and so on.*

## **SEARCH AND SEIZURE PK-8**

School authorities may, without a search warrant, search a student, student lockers, personal effects, desks, work areas or student vehicles based on a reasonable and articulable suspicion that a school district policy, rule, or law has been violated. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees, and visitors to the school district facilities.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include but are not limited to nonprescription controlled substances, such as marijuana, cocaine, amphetamines and barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student anywhere on the school premises or on property under the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action

including suspension or expulsion and may be grounds for reporting to local law enforcement officials.

Illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises or property within the jurisdiction of the school district.

## **STUDENT COMPLAINTS AND GRIEVANCES PK-8**

Student complaints and grievances regarding board policy or administrative regulation violations and other matters should be addressed to the student's teacher or other member of the certificated personnel, other than administration, for resolution of the complaint. It is the goal of the board to resolve student complaints at the lowest administrative level.

If the complaint cannot be resolved by the teacher, the student may discuss the matter with the principal within a reasonable time. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within a reasonable time after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting.

## **STUDENT CONDUCT PK-8**

Inappropriate student conduct cause material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of student, employees, and visitors on school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity, and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or participation; conduct that is violent or destructive, or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered buses; while attending or engaged in school district activities shall be suspended by the principal. Notice of the suspension shall be sent to the board president. The board shall review the suspension to determine whether to impose further sanctions against the student which may include expulsion. Assault for purposes of this section of this policy is defined as:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- intentionally pointing a firearm toward another or displaying in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

## **TOBACCO - ALCOHOL - DRUGS**

The board prohibits the possession, the use, or being under the influence of beer or alcohol, tobacco, other controlled substances, or “look alike” substances that appear to be tobacco, beer or alcohol or controlled substances by students on school district property or at any activities sponsored by the school district (on or off school district property) or in vehicles used in the transportation of students. Tobacco products include cigarettes, cigars, chewing tobacco, snuff or any other form of tobacco.

Violation of this policy will result in disciplinary action including possible suspension or expulsion. Use or purchase of cigarettes, tobacco, or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession or use of beer or alcohol, for those under legal age, and/or a controlled substance may be reported to the local law enforcement authorities. Possession or use of tobacco, alcohol, or drugs is also a violation of the Good Conduct Policy. Please see policy for consequences.

Removal from the classroom means a student is sent to the building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day or after school has been dismissed for the day. Whether a student will serve detention, and the length of the detention, shall be within the discretion of the licensed employee disciplining the student or the building principal.

Suspension means an in-school suspension, an out-of-school suspension, or a restriction from activities. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. The student may not attend school activities or may not participate in a contest or extracurricular activities. An in-school suspension will not exceed ten days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of school suspension will not exceed ten days. A restriction from school activities means a student will attend school and classes but will not attend or participate in school activities. A restriction from activities will not exceed ninety days.

Probation means a student is given a conditional suspension of a penalty for a definite period of time, not to exceed ten days, in addition to being warned and/or punished for misconduct. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall invoke the penalty temporarily suspended.

Expulsion means the removal of a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Following suspension of a special education student, an informal evaluation of the student's placement shall take place. The IEP shall be evaluated to determine whether it needs to be changed or modified in response to the behavior responsible for the suspension.

If a special education student's suspension, either in or out of school, equal ten days on a cumulative basis, a staffing team shall meet to determine whether the IEP is appropriate.

Other student conduct rules may be contained in the student handbooks which are adopted annually by the Board.

## **DISCIPLINE PROCEDURE 6-8**

Proper student behavior permits the orderly operation of the school and the maintenance of an environment in which maximum education benefits for all students may be achieved. Each disciplinary case will be acted upon individually after all circumstances of each case are considered and students involved have a fair chance to explain their actions.

All or part of the following discipline procedures may be administered to any Newell-Fonda student who displays undesirable conduct and disrupts the school environment and/or educational process.

- Insubordination – defined as the refusal of a student to obey a school rule, regulation, or request of a teacher or school official. For any act of insubordination the penalty may be up to 3 days in-school or out-of-school suspension, loss of morning and noon free time for 3 weeks, loss of TAP participation, loss of Student Achievement Holiday, parent conference, use of AEA services or other measure deemed necessary by the principal.
- Stealing – 3 days in school suspension, loss of Student Achievement Holiday.
- Profanity
  - Incidental profanity – loss of Student Achievement Holiday
  - Severe profanity – 1 day in-school suspension, loss of Student Achievement Holiday.
- Fighting – 1-3 days in-school suspension, loss of Student Achievement Holiday.
- Quarreling – equivalent to two detentions
- Vandalism – students who vandalize school property may be suspended for up to 3 days, make restitution, parents will be notified and other authorities may be called in, loss of Student Achievement Holiday.
- Possession and/or use of unauthorized devices, gadgets, and/or equipment including but not limited to, laser lights, pagers, and cellular phones during school hours or school activities are strictly prohibited without the consent of the building principal or superintendent. Such items will be confiscated and the person in possession will be subject to additional disciplinary action which may include suspension or expulsion.  
\*Cell phone procedure – Cell phones will be allowed unless it becomes a distraction to the learning environment.

These are examples of some of the consequences that may be issued to those who choose to receive them. Discipline is a part of education. The aims of education and classroom discipline are the same: to help you become self-directing people. Punishment is your choice. Rewards are your choice. You are the cause of what you do and are responsible for the consequences you create.

### **STUDENT LOCKERS and DESKS PK-8**

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of each student to keep the locker and desk assigned to him/her clean and undamaged.

To ensure students are properly maintaining their assigned locker and desk, the principal of the building may periodically inspect all or a random selection of lockers and desks. An inspection shall either occur in the presence of the student whose locker and desk is being inspected or the inspection shall be conducted in the presence of at least one other person. Student lockers may also be searched in compliance with board policy regulating search and seizure.

Students must realize that the school is not responsible for personal property taken from lockers and desks or locker rooms. It is recommended that no money or valuables be left in lockers and desks or locker rooms.



## **WEAPONS PK-8**

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 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 or dangerous objects and look-a-likes. Weapons, other dangerous objects, and look-a-likes 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 weapons, dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school or knowingly possessing firearms at school shall be expelled for not less than twelve months. Students bringing to school or possessing dangerous weapons, including firearms, 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 principal may allow authorized persons to display weapons, other dangerous objects or look-a-likes for educational purposes. Such a display shall also be exempt from this policy.

## **HOMELESS CHILDREN AND YOUTH PK-8**

The District shall make reasonable efforts to identify homeless children youth within the District, shall encourage their enrollment in school, shall eliminate existing barriers in District policies and procedures which may serve as barriers to their enrollment, and shall ensure that homeless children and youth have equal access to the same free public education, including public preschool education, as it provided to other children and youth.

## **ADMINISTRATION OF MEDICATION TO STUDENTS PK-8**

Some students may need prescription and nonprescription medication to participate in their educational program.

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by an authorized practitioner with the student and the student's parent. Medication carried by students is allowed only by the approval of the administration of each



building. By law, students with asthma or other airway constricting diseases may self-administer their medication upon approval of their parents and prescribing physician regardless of competency.

Persons administering medication shall include the licensed registered nurse, physician, persons who have successfully completed a medication administration course, or be an authorized practitioner, including, parents. A medication administration course and periodic update shall be conducted by a registered nurse or licensed pharmacist and a record of course completion kept on file at the agency.

A written medication administration record shall be on file including:

- date;
- student's name;
- prescriber or person authorizing administration;
- medication;
- medication dosage;
- administration time;
- administration method;
- signature and title of the person administering medication; and
- any unusual circumstances, actions, or omissions.

Medication shall be stored in a secured area unless an alternate provision is documented. Emergency protocols for medication-related reactions shall be posted. Medication information shall be confidential information.

## **ASSIGNMENT NOTEBOOK OR ELECTRONIC ALTERNATIVE AND STUDY HABITS 6-8**

In order to develop good study habits and become better organized, students are required to write their assignments in an assignment notebook or an electric alternative. Each student will have the option to receive a Newell/Fonda Mustang Assignment Notebook at the beginning of each quarter. Parents and teachers are expected to check student's assignment notebooks from time to time and use the area provided to keep in touch about the student's progress. All students are expected to complete class assignments.

The following are suggestions that you, the parent, can use to help your child study at home:

- 1) Let your child choose a place to study, preferably furnished with a desk or table.
- 2) Provide a good light and a straight-back chair. Study time is not a time to relax or daydream.
- 3) Have available all of the materials and reference books that may be needed, such as paper, pencils, encyclopedia, dictionary, etc.
- 4) Insist that the T.V., record/tape player, or radio be turned off during study time.
- 5) Explain to other members of the family the importance of being quiet during study time.
- 6) Show willingness to assist your child when the need arises.
- 7) Help your child by creating an environment conducive to studying.

Parent involvement in a student's education can mean the difference between success and failure. Helping your child with his/her study skills can make a difference.

These few tips will assist your child in completing a successful school assignment. Work with your child. Developing good study habits can pay big dividends for your child in school.

### **BUS DISCIPLINE POLICY PK-8**

The Bus driver's job is to transport students safely from one point to another. This cannot be done when students are disorderly or acting in an unacceptable manner. Some examples of unacceptable behavior might be swearing, fighting, obscene gestures, opening emergency door, tearing seats, insubordinate towards the driver, hands or arms out of windows, standing on seats, moving from seat to seat and making excessive noise.

By law, any student causing a disturbance on a school bus, may be suspended from riding that bus permanently. The following disciplinary procedure will be followed by the Newell-Fonda Middle School grades 6-8:

1. First Offense – Warning by bus driver 1-5 day assigned seat; parents notified by Principal.
2. Second Offense – 1-3 day in-school suspension; 5 days assigned seat; parents notified by Principal.
3. Third Offense – 1-6 day in-school suspension; assigned seat 10 days to balance of school year; parents notified by Principal.
4. Fourth Offense – 20 days to rest of school year suspension from riding the bus; parent notified by Principal.

The following disciplinary procedure will be followed by the Newell-Fonda Elementary School grades K-5:

1. First Offense – Warning by bus driver, parent notified by Principal.
2. Second Offense – 2-5 day suspension from bus. Parent notified by Principal.
3. Third Offense – 10 day suspension from bus. Parent notified by Principal.
4. Fourth Offense – 30 days to rest of year suspension from bus. Parent notified by Principal.

Depending on the seriousness of the violation, the Principal may find it necessary at times to deviate from the specific order of discipline procedure to either shorten or extend the bus suspension.

### **BUS VIDEO CAMERAS PK-8**

The Newell-Fonda Community School District Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. The content of the videotapes are confidential student records and will be treated accordingly. Videotapes will only be retained if necessary for use in student disciplinary proceedings or other matters as determined necessary by the administration.

Students are prohibited from tampering with the video cameras on the school buses. Students found in violation of this regulation shall be disciplined in accordance with the school district discipline

policy and Good Conduct Rule and shall reimburse the school district for any repairs or replacement necessary as a result of the tampering.

#### **CONDUCT AT SCHOOL ACTIVITIES PK-8**

Students are asked to conduct themselves as young adults at all school activities whether at Newell-Fonda or away from home. Remember that at these events, you not only represent our school, but also yourself, your family, and your community.

Inappropriate behavior would include such things as excessive shouting, talking, laughing, booing or catcalls, swearing and other actions that would disrupt the activity and show poor taste. Offenders will have the Discipline Policy applied.

#### **STUDENT CONDUCT RULES FOR HOME FOOTBALL GAMES PK-8**

1. Students will not be allowed to congregate in the parking lot just beyond the west end zone. The only exception would be students who are sitting or standing with their parents and watching the game. Students using the restroom facilities located in this area should go directly to and from those facilities without reasonable delay.
2. No wrestling, football, or other activities involving running or contact will be allowed by student spectators. Remember, you are there as Newell-Fonda fans to watch the games. A simple rule to follow would be: IF YOU DO NOT WANT TO WATCH THE FOOTBALL GAME, DO NOT ATTEND.
3. Good sportsmanship is a goal for all Newell-Fonda Students whether it be players or spectators. Rude or profane shouting or gesturing is uncalled for and will not be allowed.
4. Violators of these rules may be either sent to sit with their parents or escorted out the main gate and not allowed to return. In addition, parents will be notified of their son's/daughter's actions, and the students may be barred from attending one or more future extra-curricular activities.

#### **STUDENT CONDUCT RULES FOR BASKETBALL SEASON PK-8**

1. When you attend a basketball game, the assumption is that you intend to come in and enjoy the game. If you are in grades 6-12, you will be expected to sit in the student section. Third grade or younger you will sit with your parents or another responsible adult. 4th and 5th grades may sit on their own unless poor behavior dictates otherwise.
2. Be Positive-Positive support, whether winning or losing, gives our team the support and respect they deserve for representing Newell-Fonda High School.
3. Students will not stand in doorways into the gymnasium or hallways.
4. The time to "move around" at a basketball game comes at three different times during the evening; halftime of each game and between games. If you do not stay seated during the ball game, but prefer to loiter in the hall while the ball game is in session, you may be asked to leave.
5. There will be absolutely NO student traffic across the gym floor anytime during the evening.
6. Once you are in the building for the ball games, you must stay. If you leave and wish to return, you will be required to pay the admission price. For being readmitted to the games. Activity tickets are not honored for

- second admission.
7. Good sportsmanship is a goal for all Newell-Fonda students, whether it be players or spectators. Rude or profane shouting, gesturing, or throwing an object is uncalled for and will not be allowed.
  8. Students are not to be in the old gym. Students who loiter there will be asked to leave.
  9. NO caps will be worn in the gym.

#### **CONFERENCES PK-8**

Parent-teacher conferences will be held after the first and third quarter. Parents, teachers, or principals may request a conference for students at any time if they feel the circumstances so warrant.

#### **DAMAGE TO SCHOOL PROPERTY PK-8**

Students who damage or destroy school property shall be expected to repair, replace, or pay for it as the damage dictates. Failure to do so may result in some other form of discipline.

## **DISASTER-EMERGENCY EVACUATION PROCEDURE PK-8**

### **FIRE DRILLS**

Fire drills are held periodically during the school year, twice each semester. Students should become familiar with the exits to be used when in any of the rooms assigned during the school day.

During a fire drill, students are expected to empty the building as soon as possible. Walk rapidly but do not run. There should be little or no conversation during a drill and a strict attention to business. The building must be completely evacuated and whenever possible the building must be cleared by fifty (50) feet. The alarm is a siren with flashing strobe lights. Fire drills are timed and should take no more than one minute to empty the building.

### **TORNADO DRILLS**

Tornado drills are held periodically in order to understand the procedures and responsibilities involved should we ever receive a tornado. All students should be aware that tornadoes are a distinct threat in Iowa. At least two drills must be held each semester.

A tornado alarm is a loud high and low pitch tonation. All students, teachers, custodians, secretaries, cooks, and visitors in the school are to be in a secure place on the lower floor within two minutes.

### **LOCATION OF EXIT ROUTE POSTERS**

Each classroom and work area in the building will have a poster that clearly explains the exit route and exit door to use in case of a fire or tornado emergency.

### **LOCATION OF FIRE ALARMS AND THEIR USE**

Fire alarms are located at either end of each hallway in the building. Our alarms are pull-down type. Pulling the switch on the front of the alarm automatically activates the siren which is a continuous horn.

The alarm for a tornado drill is a high and low pitch tonation. The principal, principal's designee, or custodian will activate the signal when word is received from the civil defense office that we should take cover.

### **LOCATION OF FIRE EXTINGUISHERS**

Each main hallway in the building has a fire extinguisher. In addition, the art room, kitchen, science room, and home ec. room has a fire extinguisher and fire blanket located near the exits. The boiler and computer rooms also have a fire extinguisher.

### **FIRE CONTAINMENT PROCEDURES**

Per district procedure teachers will make sure that classroom windows and doors are closed and that lights are turned off. The principal or principal's designee and custodian will then determine if the fire can be extinguished with extinguishers or if they need to evacuate the building and await fire fighters.

### **NOTIFICATION OF EMERGENCY PERSONNEL**

After a determination of severity of the fire has been made by the custodian and principal or principal's designee, either one will call 911.

**DISPLAY OF AFFECTION PK-8**

Indiscriminate display of affection between students is not considered appropriate in the school setting. Therefore, it shall be limited to hand holding in the hallways between classes or during lunch time. Any other forms of affectionate bodily contact within the school or on school grounds may lead to some form of discipline, which could include:

- A. Reprimand and/or conference
- B. Parental notification and/or conference
- C. Detention
- D. Loss of school privileges
- E. Suspension

**DRESS CODE PK-8**

The school takes pride in the appearance of its students. Your dress reflects the quality of the school, your conduct, and your school work. All students are expected to dress and groom themselves neatly in clothes suitable for school activities, including shoes. Clothing which is deemed offensive or which detracts from the learning process will not be tolerated. Examples of this type of clothing include but not limited to, muscle shirts, hats or caps, drug, alcohol, or obscenely worded or pictured apparel, tops with: spaghetti straps, open back, no straps, single straps, tube, halter, or tops that show the midriff, when standing or reaching.

Shorts may be worn in warm weather if they fit properly and are in good taste. The guideline for the length of the shorts is approximately mid-thigh to knee length. Physical education clothes or athletic practice clothing will not be worn to regular classes.

**EMERGENCY SCHOOL CLOSING PK-8**

In the event of inclement weather or other causes, which would close school, an announcement will be made on the following:

- KAYL - Storm Lake - 101.7 FM (Radio)
- KTIV Channel 4 Sioux City (TV)
- KCCI - Channel 8 Des Moines (TV)
- [newell-fonda.k12.ia.us](http://newell-fonda.k12.ia.us) (Website Home Page)

Every effort will be made to cancel school prior to 6:30 a.m. Occasionally, however, school may be delayed for an hour or more to better assess conditions. Similarly, early dismissal may be needed at times when conditions warrant. This also will be broadcast as soon as a decision has been reached. When school is dismissed early because of inclement weather there will be NO activities, practices, or rehearsals held for students.

**EXTRA CURRICULAR ACTIVITIES 7-8**

Our school is proud of its accomplishments in the co-curricular activities. Every student is urged to take part in some co-curricular activity. We should all work hard together to maintain our school's fine name. Remember: To be eligible to take part in any activity involving other schools or public performances, you must be consistently getting assignments handed in. The following is a list of some of the activities you are encouraged to participate in: instrumental and vocal music, basketball, volleyball, football and track.

**ELIGIBILITY FOR ACTIVITIES 7-8**

In order to participate in interscholastic events, students must meet all qualifications set up by the appropriate organizations. In addition, Newell Fonda Middle School requires the completion of all assignments in order for a student to compete or take part in the above mentioned events. This is known as the FDA System.

## **FDA SYSTEM 6-8**

The following procedure will be used to determine academic eligibility for school activities. This is known as the FDA SYSTEM - Failure to Do Your Assignments:

- 1) All students are expected to complete class assignments.
- 2) Every afternoon all instructors will turn into the office the names of all students who were not prepared for class that day. Instructors will use Google docs.
- 3) If a student's name appears on the list 4 or more times during that 5 day period, the student becomes ineligible for all activities (free time and athletic activities) for the following 5 day period. The student has the opportunity to complete the assignment and turn it in for reduced credit the following day's class period. Should the student fail to complete that assignment the following day an FDA will be assigned and the assignment graded accordingly.
- 4) If the ineligible student's name does not appear on the next FDA list that student will become eligible.
- 5) All classrooms will have a designated area in which the FDA list will be posted for students' referral.

We want all students to work up to their ability. We realize some students will find the studies harder than others; therefore, grades will not be used to determine eligibility for co-curricular activities. However, there is no reason for not having assignments completed.

The FDA System is good!!!

The FDA system is good for the students. The FDA system provides three chances for the student to complete the required work. The fourth FDA takes away certain privileges. Yes, these privileges include after school activities such as athletic events. Yet it allows each student three "breaks" before a consequence is issued. It also teaches the students that they have some responsibility in their own education. The student decides if he/she deserves an FDA simply by doing or not doing the assignment. It is the student's choice; it is the student's responsibility. The FDA system encourages the student to do the assignment while placing academics ahead of extra-curricular activities.













## **HEALTH AND IMMUNIZATION CERTIFICATES PK-8**

Students who wish to participate in athletics or are enrolling in the district for the first time, shall have a physical examination by a licensed physician and provide proof of such an examination to the principal. This certificate of health will be kept on file at the building in which the child is attending. Students enrolling for the first time in the district shall also submit a certificate of immunization against diphtheria, pertussis, tetanus, polio myelitis, rubeola, and rubella. Exemptions from this immunization requirement will be allowed only for medical or religious reasons. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement.

## **COMMUNICABLE DISEASES PK-8**

Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and so long as their presence does not create a substantial risk that others will catch the disease. The term "communicable disease" means an infectious or contagious disease spread from person to person or animal to person. Once the administration, in conjunction with the school nurse, decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contagion. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school. When the administration has knowledge of the presence of a communicable disease, the State Department of Health may be notified.

**HUMAN GROWTH AND DEVELOPMENT  
STUDENT EXCUSE FORM**

Students in grade levels one (1) through twelve (12) shall receive, as part of their health education, instruction about personal health, food and nutrition, environmental health, safety and survival skills, consumer health, family life, substance use and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body, human sexuality, self-esteem, stress management, and interpersonal relationships, emotional and social health, health resources, prevention and control of disease, and the characteristics of communicable diseases, including acquired immune deficiency syndrome.

While the areas stated above shall be included in health education, the instruction shall be adapted at each grade level to aid understanding by the students. Beginning no later than in grade seven (7), characteristics of communicable disease shall include information about sexually transmitted diseases.

Parents who object to health education instruction in human growth and development may file a written request that the pupil be excused from the instruction. The written request may include a proposed alternate activity or study acceptable to Principal. The Principal shall have the final authority to determine the alternate activity or study.

Student Name\_\_\_\_\_Grade\_\_\_\_\_

Parent/Guardian\_\_\_\_\_Telephone\_\_\_\_\_

Please list the curricular objective(s) from which you wish to have your child excused and the class or grade in which each is taught. An example is provided for you to follow.

**OBJECTIVE**

**CLASS/GRADE**

Ex: To understand the consequences of responsible  
and irresponsible sexual behavior.

Health Education/6

1.

2.

3.

I have reviewed the Human Growth and Development program goals, objectives, and materials and wish my child to be excused from class when these objectives are taught. I understand my child will incur no penalty but may/shall be required to complete an alternative assignment that relates to the class and is consistent with assignments required of all students in the class.

Signed\_\_\_\_\_Date\_\_\_\_\_  
(Parent or Guardian)

Signed\_\_\_\_\_Date\_\_\_\_\_  
(School Administrator)

## **INTERROGATION BY OUTSIDE AGENCY PK-8**

As a general rule, students may not be interrogated by individuals from outside of the school district. If an individual, such as a law enforcement officer wished to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order. Prior to allowing the interrogation, the administrator may attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present.

## **MIDTERM REPORTS 4-8**

About midway through each quarter, parents will receive notice of their student's progress in their classes. In case of a low grade, the parents are encouraged to contact the teacher of the course.

## **RECESS ATTENDANCE POLICY PK-8**

All students are required to participate in recess activities. Parents must submit a written request to excuse a student from recess due to medical reasons. After three consecutive days of not attending recess a written doctor's order is mandatory.

## **RELEASE DURING SCHOOL HOURS PK-8**

Students will be allowed to leave school grounds during school hours only with prior authorization from their parents. Approved reasons for a student leaving school during the school day include illness, family emergencies, medical appointments, religious instruction, classes off school grounds, employment for which the student has been issued a work permit, and other reasons approved by the administration.

## **SCHOOL DANCES AND PARTIES PK-8**

School-sponsored social events are open to the students enrolled in grades 6-8 of the Newell Fonda Community School District. Students who come to school social events must stay in the building once they come in. School-sponsored social events must have prior approval from the principal.

In the best interest of the students, grades 6-8, it is hereby recognized that the school officials of NFMS will sponsor a maximum of three dances per school year adhering to the following guidelines:

- The dance will be limited to two (2) hours in which the ending time will be no later than 9:00 p.m.
- Dances will be scheduled on Fridays only.
- Admission price will be no more than \$1.00 per person in which the profit or loss will be charged to the account of the grade level sponsoring the dance.
- There will be a minimum of two to three Teacher Sponsors present at the dance.
- No themes will be established other than those centering on the grade level sponsoring the dance.
- There will be no professional DJ's or bands.
- There will be no "outsiders" from other schools, communities, or grade levels. Only those students attending NFMS grades 6, 7, and 8 are permitted to attend the dances.
- Parents will be responsible for the transportation of their child to and from the attendance center before and after the dance.

### STANDARDIZED TESTING PROGRAM PK-8

A comprehensive testing program has been established to evaluate the educational program and to assist in providing guidance or counseling services to students and their families. No student shall be required, as part of a program funded by the United States Department of Education, to submit without prior written consent from the student's parent, to psychiatric or psychological examination, testing or treatment, in which the primary purpose is to reveal information concerning:

1. political affiliations;
2. mental and psychological problems potentially embarrassing to the student or the student's family;
3. sex behavior and attitudes;
4. illegal, anti-social, self-incriminating and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized, privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
7. income, but not including income required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs;

#### NEWELL/FONDA *Standardized Testing Program Grades K-8*

Test	Kind	Grades
Boulder Valley	Measure of math skills	K-5
Cognitive Abilities Test	Appraise verbal, quantitative and abstract cognitive skills	1, 3, 6
FAST	Measure of reading skills	K-6
Iowa Assessments	Measure of fundamental skills	1-8
Math Aptitude Test	Measure of math skills	Grade 7
Career Assessment Inventory	Measure of vocational interests	Grade 8

### TARDY AND ABSENT

Students arriving to school between 8:30 AM and 10 AM are tardy. Students arriving to school after 10 AM are absent half day. Students leaving school after 1:45 PM are tardy. Students leaving school before 1:45 PM are absent half day.

### STUDENT ATTENDANCE POLICY PK-8

- The Iowa Department of Education has received questions about a 2012 change to Iowa's compulsory attendance laws. The 2012 amendment to the law provided the following:  
"A child who has reached the age of five by September 15 and who is enrolled in a school district" is of compulsory attendance age unless the child's parent or guardian provides written notice to the school district of the "intent to remove the child from enrollment in the school district." Iowa Code § 299.1A(2) (2013).
- This year, the Iowa Legislature adopted changes that place the same requirement on students enrolled in the Statewide Voluntary Preschool Program. Those changes have been signed into law with an effective date of July 1, 2013.
- The purpose of this amended state law is to allow a school district to remove from its enrollment a child who is not regularly attending the district's program. The amendment does not change the parameters of the program; it is intended only to hold parents accountable for ensuring regular attendance on behalf of their students. Requirements for program length and duration are set



locally. The amendment allows school districts to provide a quality education for children and to efficiently allocate public resources. For more information, contact Mike Cormack at 515-281-3399 or [mike.cormack@iowa.gov](mailto:mike.cormack@iowa.gov).

It is the educational philosophy of the Newell Fonda Community School District that regular attendance by all students at school is essential and cannot be duplicated by other methods. Students are unable to obtain the maximum opportunities from the educational program offered without attendance at scheduled classes and activities. Consequently, the Board of Directors, the Administrators and the Staff of the Newell Fonda Community School District expect that students shall be in attendance at scheduled classes and activities for one-hundred and eighty (180) days per academic year.

The only exception to the rule of one-hundred and eighty (180) days per year attendance would be in the case of a bona fide emergency. The only absences which constitute such an emergency would be illness of the student or a death or serious illness in the immediate family. In such cases of bona fide emergency, the absence must still be recognized and excused by the principal of the student's attendance center. Within the discretion of the principal of the attendance center, before an absence for personal illness is granted, the principal may require a physician's statement verifying the illness and the necessity for the absence from school. Within the discretion of the principal, if a student is ill for 3 or more consecutive school days (ex. M, T, W or Th, F, M), the student will need a note from the doctor to return back to school. For the purposes of this regulation, immediate family shall include mother, father, sibling, step-mother, step-father, step-sibling, aunts, uncles or any other individual residing in the immediate household. Two other reasons for which an excused absence may be granted shall be authorized religious holidays and school-sponsored or approved activities. These absences must be recognized and excused by the principal of the student's attendance center.

Students who wish to participate in school-sponsored activities must attend at least one-half of the day of the activity unless permission has been given by the principal for the student to be absent.

In the case of an excused absence as described above, students whose absence is approved shall have an opportunity to makeup, if possible, the work missed and receive full credit for the missed school work. It is the opinion of the Board of Directors, the Administrators and the Staff of the Newell Fonda Community School District, however that a student is never able to "makeup" the educational benefits gained from actual attendance in the scheduled class.

All other absences not described above, including tardiness, shall be unexcused absences. Just as an employer expects an employee to be present during working hours, the Board of Directors, the Administrators, and the Staff of the Newell Fonda Community School District expect students to be present during school hours. Unexcused absences will not be tolerated. Students absent over 12 days of school within a semester will be considered for retention. It is the responsibility of the parent to contact the school before 8:30 a.m. and inform the school that the student shall be absent and the reason for the absence. Failure to receive such information by 8:30 a.m. shall cause the student to be considered truant. A truant student is defined as any child over seven and under sixteen years of age, in proper physical and mental condition to attend school, who fails to attend school regularly without reasonable excuse for the absence. As a truant student, the student may be reported to the local law enforcement officers, and the parents may be prosecuted for violation of the state truancy and compulsory education laws. Unless the student has reached the age of eighteen (18) or has obtained a court order declaring that student a legally emancipated minor, the parent is responsible, under Iowa law and under the policies and regulations of the Newell Fonda Community School District to ensure attendance of the student.

#### **Obtaining Make-Up Work PK-8**

Parents often request make-up assignments for students who must remain at home because of an illness, but still feel well enough to do some school work. Because the teachers are very busy, it is important that **you give us several hours before the work is to be picked up.** Please call the school; be sure to tell the secretary for whom the make-up work is needed, when and how it will be picked up, and any other necessary details. A call in the morning at 8:00-8:30 would be appreciated for make-up assignments that will be picked up after school on that day.

#### Procedure When Returning From an Absence 6-8

##### Excused Absence

- 1) It shall be the responsibility of the student to report to the office to receive an admit slip.
- 2) The student, with his/her assignment notebook or electronic alternative and admit slip, must report to each classroom teacher in which the student was absent to receive assignments and/or instructions concerning make-up work.
- 3) The teacher must sign the admit slip acknowledging that the classroom expectations and make-up work has been discussed.
- 4) The student must write the assignments in his/her assignment notebook/other.
- 5) All assignments that were due before the absence occurred are due upon return.
- 6) The student shall be given the number of days absent plus one to make up work.
- 7) Failure to make up work missed may result in after school makeup sessions for the completion of makeup work.

##### Unexcused Absence:

- 1) The student must follow the same steps as in rules a, b, c, d, e and f above. The student will receive full credit for the make-up work, as long as it is completed when the student returns. No additional time for make-up work will be allowed.
- 2) More than seven unexcused absences may result in after school makeup sessions for the completion of makeup work.

##### Advance Admits for Anticipated Absences:

- 1) It shall be the responsibility of the student to obtain an admit slip from the office and to get all teacher's assignments and signatures prior to the absence.
- 2) The teacher may require the make-up work to be turned in prior to the absence or immediately upon the return to school. Special arrangements between teacher and student concerning anticipated absences may be made if necessary.

##### Absence for a School Sponsored Activity:

- 1) It shall be the sponsor's responsibility to get a list of all students involved to each teacher. The students do not need an admit slip, but must see that all assignments are received in advance of the absence.
- 2) In all cases, the student will be expected to have school work complete when they return to class.

#### **STUDENT GRADE REPORTING 6-8**

Report cards will be issued each nine weeks and do not have to be returned to the school. The grades will be given on the letter system with the following meanings:

#### **A SUGGESTED FIVE POINT DIVISION OF MARKING AND A WORD STATEMENT OF WHAT THE LETTERS STAND FOR AND WHAT THE TEACHER SHOULD HAVE IN MIND USING THEM.**

##### GRADE A - SUPERIOR

- A. Scholarship - Strong, exceeding the requirements of instructor.
- B. Initiative - Contributions exceeding the assignment, showing independent resourcefulness.
- C. Attitude - Positive benefit to the class.
- D. Cooperation - Forwarding all activities, consistent and spontaneous.
- E. Individual Improvement - Marked and growing

##### GRADE B - ABOVE AVERAGE

- A. Scholarship - Accurate and complete, meeting all requirements of instructor.

- B. Initiative - Good when stimulated by some desirable achievement.
- C. Attitude - Proper and beneficial to the group.
- D. Cooperation - Good in group work
- E. Individual Improvement - Showing marks of progress and responding to stimulation.

#### GRADE C - AVERAGE

- A. Scholarship - Barely meeting assignments and showing evidence of need of encouragement.
- B. Initiative - Uncertain and apparent only at times
- C. Attitude - Generally neutral but not objectionable
- D. Cooperation - Not positive nor very effective and regular
- E. Individual Improvement - Very ordinary, definite marks lacking

#### GRADE D - BELOW AVERAGE, YET PASSING

- A. Scholarship - Not meeting all assignments and requirements of instructor
- B. Initiative - Lacking
- C. Attitude - Indifferent
- D. Cooperation - Just fair at time, lacking at other times
- E. Individual Improvement - Not Noticeable

#### GRADE F - FAILING, NO CREDIT

Work unsatisfactory and is failing grade and hence not defined.

#### GRADE I - INCOMPLETE

Incomplete grades (I) must be made up within two weeks or as arranged by the instructor. Failure to do so may result in an "F" being given. Parents will be informed at approximately the mid-point between issuance of report cards when a student's grade is low or failing, or has changed rather severely. Of course, either positive or negative information may be sent out at any time if the instructor feels the need.

### **STUDENT HONOR ROLL 6-8**

The honor roll will be made up of those students who have a grade point average of at least 3.0. The student must also have no grade lower than a C-.

In figuring the grade point, grades for exploratory classes, chorus, band, and P.E. will not be used. However, students must have a minimum of a C- grade in those areas to be eligible for the honor roll.

### **STUDENT SUSPENSION AND EXPULSION PROCEDURES PK-8**

#### **I. School Policy**

The principals and persons in charge of attendance centers in the Newell-Fonda Community School District shall have the authority to suspend students temporarily. Upon recommendation of the superintendent, the board of directors, by a majority vote, may expel a student for a period of time not to exceed the end of the current school year. Due process shall be observed.

#### **II. Administrative Action**

##### **A. In-School Suspension**

1. In-school suspension is the temporary isolation of a student from one or more classes while under proper administrative supervision. In-school suspensions may be imposed by the principal or other person in charge of the attendance center for infractions of school rules which are serious but which do not warrant the necessity of removal from school.
2. The principal or other person in charge of the attendance center shall conduct an informal investigation of the allegations against the student prior to imposition of an in-school suspension. Such an investigation shall include, but not necessarily be limited to, written or oral notice to the student of the allegations against him and an opportunity to respond. In-school suspension shall not be imposed for a longer period than five (5) school days. Written notice of the in-school suspension and the reasons therefore shall be sent to the student's parents or legal guardian, the Superintendent and the President of the Board no later than the school day following the day in-school suspension was imposed.

B. Suspension

1. Suspension is the removal of a student from the school environment for periods of short duration.
2. A student may be suspended for up to ten school days by a principal or other persons in charge of an attendance center for a commission of gross or repeated infractions of school rules, or when the presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operation of the school. The principal or other person in charge of an attendance center may suspend such students only after conducting an informal investigation of the charges against the student, giving the student:
  - a. Oral or written notice of the allegations against the student.
  - b. The basis in fact for the charges, and
  - c. The opportunity to respond to those charges.

Should the principal or other person in charge of the attendance center find it advisable, the student may be allowed to confront witnesses against the student, or hear witnesses in behalf of the student.
3. The notice to the student, investigation and informal hearing must precede removal of the student from school. However, nothing should prevent the immediate suspension of a student when the student's continued presence on the school grounds would endanger the student's safety or well-being, the safety or well-being of other members of the school, community, or substantially interfere with the proper functioning of the school. In the instance of an immediate suspension, a hearing will be conducted within three (3) school days to determine future action. Such a hearing will be conducted in the spirit of the process envisioned above. In the event the suspension occurred prior to the hearing, the person responsible shall document the basis of the necessity for such actions.
4. Notice of the suspension shall be mailed no later than the end of the school day following the day of discovery of alleged misconduct, to the student's

parents or legal guardians, Superintendent and the President of the Board of Directors. A reasonable effort shall also be made to notify the student's parents by telephone or personal contact, and such effort shall be documented by the person making or attempting to make the contact. Written notice to the parents or legal guardians shall include the circumstances involving the student, which led to the suspension and a copy of the Board Policy and rules pertaining to suspension.

5. Under no circumstances may more than one administrative suspension be imposed upon a student for the same set of facts giving rise to another suspension.

### III. Board Action-Expulsion

- A. Board expulsion for lengthy periods of time is an extreme measure of discipline to be employed only when available school resources are unable to cope constructively with pupil misconduct.
- B. Upon the recommendation of the Superintendent or his designee, the Board of Directors may expel a student for commission of gross or repeated infractions of school rules, or when the continued presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operation of the school.
- C. A Board decision to expel must be made by an absolute majority of the Board and not merely a majority of those in attendance. The vote shall be by roll call.
- D. The Superintendent, student, or his/her representative may request the hearing before the Board be held in closed session. After due consideration, the Board may determine by an affirmative roll call vote of two-thirds (2/3) of its members present that the matter before it involving the possible expulsion of the student is an exceptional reason so compelling as to override the general public policy in favor of public meetings, and hold the hearing in closed session. The student, his/her parents, and their representative may be present. A vote taken on the issue of whether to expel a student shall be an open public meeting and shall be by roll call vote.
- E. Hearing Procedure
  1. A written statement of the alleged misconduct given as grounds for the proposed Board Expulsion will be given to the student's parents or legal guardians at least five (5) calendar days before the hearing. Such statement will include the names of those school officials and teachers having knowledge of the proposed reasons for Board Expulsion. The written statement will be accompanied by a copy of the Board policy and rules pertaining to procedures for Board Expulsion of students.
  2. A written notice of the date, time, and place of the hearing will be given to the student's parents or legal guardians at least three (3) days before the hearing. This provision may be waived by written agreement of the parties.
  3. If the parents or legal guardians of a student cannot be notified or cannot be present at the hearing because of extenuating circumstances, and request a postponement, it should be made at least forty-eight hours prior to the scheduled hearing time.

4. If the student has reached age 18 at the time the alleged acts took place, he/she is then authorized to make decisions, sign documents and obtain representation on his/her own behalf and may elect to be represented by his/her parent or guardian. However, notice shall also be given to the parents as outlined above unless the student shows that he/she is no longer dependent upon or residing with his/her parents and does not want them notified.
5. If the student, his/her parent or guardian, or representative does not request postponement for cause, and are not present at the time and place scheduled in the hearing notice, the hearing shall proceed without them. In such an event, the record will show a factual determination by the Board of Education that sufficient and proper notice was given the parties and no postponement was requested.
6. The opportunity will be granted prior to the hearing, for the student or his/her representative to examine copies of documents to be used as evidence. Permission will be granted for the amount of time his/her representative needs to discuss the matter with administrators, teachers, and other witnesses.
7. The superintendent or his/her designee shall present evidence in behalf of his/her recommendation.
8. Witnesses at the hearing or persons whose testimony has been submitted in written form, if available, shall be subject to cross-examination by any party as it's necessary for a full and true disclosure of the facts.
9. The opportunity will be granted for the student or his/her counsel to present the student's version or refutation of the allegations through documents and witnesses. If the student refuses to testify, he/she shall not be punished for refusal to testify, nor shall refusal in any way be construed as an indication of guilt.
10. The Board's decision will be based solely upon evidence introduced at the hearing.
11. Within ten (10) calendar days of the hearing the Board will mail or have delivered to the student and his/her counsel a written statement of the Board's decision and the factual basis for it.
12. A verbatim record of the hearing shall be made by mechanized means or shorthand reporter. Such record shall be kept by the district for a minimum of one year and shall be made available to the student and his/her representative upon request and at a reasonable cost.
13. Nothing contained in paragraphs 1-12 shall prevent the immediate Board expulsion of a student when the student's continued presence on the school grounds would endanger his/her safety or well-being, the safety or well-being of other members of the school, community or substantially interfere with the proper functioning of the school. In the instance of an immediate Board expulsion, a hearing will be held within ten (10) days to determine future action of the Board. Such a hearing will be conducted in the spirit of due process envisioned in paragraphs 1 through 12.

- F. Conditions for Readmission
1. The Board may consider, and by a majority vote of those present, grant readmission to a student expelled by Board action at any time and upon any condition it may determine.
  2. In no event will a student be expelled beyond the school year in which the Board expulsion hearing occurred.
- G. A decision may be appealed under Chapter 290, Code of Iowa. If a student is expelled from school by Board action during the first semester of any given school year, the student's expulsion must be automatically reviewed by the Board of Directors before the beginning of the second semester unless the Board expulsion originally took effect during the last three calendar weeks of the first semester. This review may lead to a recommendation that the student shall be reinstated in school for the second semester.
- III. Notice to Educational Community
- A. Rules regarding student suspension and expulsion shall be published on a regular basis in appropriate school publications.
  - B. Copies of the rules regarding the suspension and expulsion of students shall be maintained in each attendance center of the school district and shall be distributed upon request at no cost.
- Legal Reference:
- |               |                     |
|---------------|---------------------|
| Code of Iowa  | 279.8, 282.4, 282.5 |
| Goss V. Lopez | 95 S Ct. 729 (1975) |

### **STUDENT RECORDS PK-8**

The Newell-Fonda Community School maintains an accurate record for each student. The district abides by the "Family Educational Rights and Privacy Act of 1974". Records of the student are reasonably accessible to the parents of a student or to the student if the student is 18 years of age or older.

The following information may be released to the public in regard to any 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. It is necessary to renew this objection at the beginning of each school year.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, AND PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATE OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, AND THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT.

### **SUBSTITUTE TEACHERS PK-8**

Every student will periodically be taught by a substitute teacher. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately.

Our school uses only highly skilled professionals as substitute teachers. Parents need not be concerned about the presence of a substitute in their child's class.





**CLASSROOM TARDIES 6-8**

Students late to school in the morning may be given an excused tardy if a note from your parents is brought to the office.

Any student reporting late for any class or study hall or activity room from 8:30 to 3:15 shall be counted tardy. It will be excused only if a pass is written by the teacher holding you overtime. If no excuse is presented, the teacher who's class the student is entering will write the student's name on an absence slip form. Tardy students will receive a detention for 3 unexcused tardiness per quarter.

**WEDNESDAY EVENING PK-8**

Wednesday evening has been set aside as family night. No school activities will be scheduled on Wednesday nights after 6:30 p.m. The only exceptions may be when agencies outside the school's control schedule tournaments or meets for Wednesday evening. This rule applies through May 15.

**TRANSPORTATION TO SCHOOL-SPONSORED EVENTS PK-8**

All students MUST use the transportation provided by the school when participating in any school-sponsored activity out-of-town. If extenuating circumstances arise, a student may ride with their parents provided that a written request is made to the activity sponsor by the parents.

**USE OF SCHOOL TELEPHONES PK-8**

Students will not be called out of class to answer the phone unless it is an emergency. Let your parents know the times when you have study hall in case they need to contact you during the day. Students will not be allowed to use telephones unless there is some type of special need, clothes for a particular activity, illness, books left at home, etc., unless this becomes habitual. The reason for the call will be given to the Administrator or Secretary and at that time permission will be given or denied.

**CELLULAR PHONES, PAGERS AND LASER LIGHTS PK-8**

Cellular phones and technology devices will be allowed during school hours as long as they are not causing a distraction to the learning environment. Possession and/or use of laser lights and other gadgets during school hours or school activities are strictly prohibited without the consent of the building principal or superintendent. Such items will be confiscated and the person in possession will be subject to additional disciplinary action which may include suspension or expulsion.

**USE OF THE LIBRARY PK-8**

The library is a place for the student to go to make use of its many resources. Student library usage is considered a privilege and, as such, may be taken away upon violation of library rules.

A quiet atmosphere must be maintained in the library and all books and other materials handled with respect and care. Reasonable rules will be made and posted as necessary to maintain the library and its atmosphere. All students who violate library rules will lose their library checkout privilege according to the following schedule and may be subject to further discipline:

1. Written notice or email will be posted on all overdue books.
2. If books are not returned, a notice for replacement cost will be applied to the students bill at the end of the year.

## **VISITORS TO SCHOOL PK-8**

A student may bring a visitor to school providing the visitor reports to the office and agrees to attend all classes with their host during the day. The host will be fully responsible for their guest's behavior during the visit.

# **Newell-Fonda Community School District Acceptable Use Agreement and Network User Agreement (Including Internet Safety And Appropriate Use Policy)**

## **I. Introduction**

This Acceptable Use Agreement is intended to provide Internet and computer access to students and staff of the Newell-Fonda Community School District and is to encourage educational excellence through use of electronic resources and breed familiarity with technology.

This Acceptable Use Agreement covers all district staff as well as students in grades 5-12. Students in Grades K-4 will use a shortened version of this agreement as well as direct supervision by a district employee since students this age are not mature enough to understand the Acceptable Use Agreement in its entirety.

The Internet is a global network of computers linking users to schools, businesses, universities, and other sites. The district recognizes many sites have educational uses, while others do not. The district wishes to respond to this by encouraging use of sites for educational reasons only.

This agreement applies to all persons accessing and using district network computers, peripherals, and e-mail systems. These users include students, faculty, staff, and other persons affiliated with the district. A user has access to his/her account and hardware. The district owns the access to the account and gives the assigned person the sole privilege of use. Access to computing resources is a privilege, not a right and the privilege can be suspended immediately without notice. The district trusts assigned users to make responsible use of computing resources. Approved visitors who use the district's technology resources are expected to comply with the current Acceptable Use Agreement.

In order for students and staff to use district technology resources, they must follow the guidelines set forth in this Acceptable Use Agreement. The rules written in this agreement are not all inclusive. Newell-Fonda Community School District reserves the right to change this agreement as deemed necessary. If for any reason, a parent or guardian does not want his/her student to have Internet access, then he/she must notify the district in writing. It is a general agreement that all facilities (hardware, software, Internet, etc.) are to be used in a responsible, ethical, and legal manner. By using district technology resources, users acknowledge their understanding of the Acceptable Use Agreement as a condition of using the Newell-Fonda School district resources and Internet access.

Legal References: Children's Internet Protection Act, 47 U.S.C. 254(h) Iowa Code 279.8(1999)

## **II. Ownership**

Newell-Fonda School District provides computing, networking, and information resources for access and use by students, faculty, staff, and other persons affiliated with the district. These resources include the access and use of the district's e-mail system and computer network.

The district owns all hardware, software, user accounts, and e-mail accounts. The district allows user access to the network, hardware, and user accounts for the reasons listed in this agreement. These user guidelines extend outside the school's physical building. (i.e. school e-mail accounts used from home or school hardware used outside of school). Staff members or students will not retain proprietary rights related to the materials designed or created if district hardware/software is used unless those rights are transferred to the user.

Electronic devices and services are provided to contribute to the efficiency of the district and to promote educational excellence in the school. The district has the responsibility to maintain the integrity, operation, and availability of its electronic systems for access and use. The district does not guarantee user privacy or system reliability. It is not liable for loss or corruption of data resulting from using district-owned network resources.

On occasion, duly authorized personnel have authority to access individual files or data to perform repair or maintenance of equipment, or through routine monitoring. Software may be used to track computer usage, system information, and remotely observe and manage network technology.

### **III. User Rights and Responsibilities**

1. The district provides students, staff and other users with access to the district's technologies. However, this use is a privilege and is not to be considered a guaranteed right.
2. Each user assumes full responsibility for their actions while using school-owned resources. Any inappropriate use considered by most prudent and discerning adults as unsuitable for use by elementary and secondary students will be subject to consequences as stated in this agreement.
3. Students should never use teacher computers without that teacher's permission and supervision.
4. Each user is to notify the District Technology Coordinator if he/she believes others know their password and if any user files have been altered. A student that shares their passwords will be considered responsible for any results of such use.
5. A Network User Form needs to be read and signed at the beginning of each school year for grades K-12 before students will be allowed to use district's resources. . All new students to the district will need to sign a Network User form and have it on file with the school prior to network access being granted. Each student's parent/guardian must read the district's Acceptable Use Agreement and sign the Internet Use Agreement form before use is allowed. . Access can be removed at any time and a new Network User Form will need to be submitted.
6. For 5-12 grade students who are receiving a laptop, a signed borrower's agreement must be on file prior to that student receiving their assigned laptop computer.
7. Users are not to post private, identifying information about themselves or others including, but not limited to, home, school, or work addresses and telephone numbers, identification numbers, full names, account numbers, access codes or passwords without that person's consent.

### **IV. District Rights and Responsibilities**

1. Teachers and those assisting students are responsible for teaching proper techniques and standards for participation, for guiding student access to appropriate areas of the Internet, for assuring that students understand what constitutes misuse of the Internet, and the consequences of misuse. Teachers should model appropriate behavior and enforce the Acceptable Use Agreement.
2. All software/hardware purchases need approval of the District Technology Coordinator.
3. Newell-Fonda Community School District reserves the right to monitor all activity and use of the network. This includes, but not limited to, monitoring downloads, files, and documents stored in users' folders, check Internet histories and cache files, observe users screens, read e-mail if deemed necessary, and block what the district considers inappropriate sites.
4. Sanctions may be both internal, involving loss of privileges or other district measures; or external, involving civil or criminal action under state or federal laws. All inappropriate items can be confiscated and only be returned to a parent/guardian.
5. The district technology staff routinely monitors and performs maintenance on file servers, e-mail,

workstations, the Internet, and user accounts. During these procedures, it may be necessary to review e-mail and/or files stored on the network. Users should avoid storing personal and/or private information on the district and/or school's technology resources.

6. If routine maintenance and monitoring of the district's system shows that a user has violated this agreement, another school district agreement or law, school district officials will conduct an individual investigation or search — if there is a reasonable suspicion the search will uncover a violation of law or district agreement.

7. Students are not to bring software from home to install on district hardware, unless ownership of the software is turned over to the district. If a single copy of a given software package is purchased, it may only be used on one computer at a time. Any software on district computers, not owned by the district, will be removed. The district provides all reasonable software. Students are not to download or install software without the knowledge and approval of the District Technology Coordinator.

## **V. District E-mail Accounts**

1. School e-mail accounts will be accessed using the district supported and approved client software. Users are not to download software to use as a mail client, web browser, or similar software, which is not supported by the district. The district purchases and provides appropriate software for each user and there should be no personally selected alternatives used without the knowledge and approval of the District Technology Coordinator.

2. The Newell-Fonda Community School District will grant e-mail accounts to staff members and specified students as needed. This account is owned by the district and can be closed at any time. Staff and other users leaving the district will have their accounts disabled as of their final contract day unless other arrangements are made.

3. Users are responsible for their password and their account. At no time should one give their password to another user. Users are not to use, or allow others to use their e-mail account. Any inappropriate use can result in the loss of the account as specified in the user agreement consequences.

4. Information transported using e-mail and e-mail accounts is not to be considered private, secure, or confidential.

5. With regards to personal e-mail use, occasional sending and/or receiving of personal messages by staff and/or students are inevitable. This type of incidental personal use is allowed providing such use does not involve the conduct of any personal, discriminatory, or unlawful business (including commercial purposes, advertising, and political lobbying), does not violate district agreement and/or adversely affect others, the speed of the network, or the employee's professional responsibilities, including using instructional time for personal communication.

6. E-mail use should reflect professional standards at all time. School email accounts should only be used for school related correspondence.

7. All e-mail generated on system equipment, created using a Newell-Fonda district e-mail account, or residing on a school district computer or server is the property of the school district and may be reviewed and deleted as needed to ensure network integrity and confidentiality.

8. All e-mail content is understood to represent the author's point of view and not of the school district.

## **VI. Appropriate Use**

All computer services shall be used in a responsible, efficient, ethical, and legal manner. Each user is expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Any form of cyber bullying or harassment will not be tolerated.

- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal your personal address or phone numbers of students or colleagues.
- We expect all users to obey Federal, State, and Local laws.
- Do not use the network in such a way that disrupts the use of the network by other users.
- All users are expected to know and follow all copyright laws.
- Do not bypass the school's Internet filter or proxy.

**\*\*Violation of these expectations will lead to consequences determined by the building administrator. Newell-Fonda Schools reserve the right to administer additional consequences at the discretion of the administration.**

The Newell-Fonda Community School district uses Internet filtering hardware/software and an Internet proxy as required by federal law in an attempt to filter access to inappropriate material via the World Wide Web and e-mail

communications as well as track all Internet traffic in and out of the schools. Federal law requires the district to provide an Acceptable Use Agreement which must be signed and returned to the school office and is kept on file for one year for students in K-12<sup>th</sup>. If a user encounters inappropriate material via the World Wide Web or e-mail, he/she is required to immediately notify a teacher, administrator, or the network administrator. Newell-Fonda Community School District will comply fully with any investigation relating to network activity.

Parents/Guardians will be notified of all violations of this Acceptable Use Agreement in a written letter from a school administrator or the technology coordinator.

#### **VII. Network Access and Personal Storage on the Server**

Individual student access to on-line resources and network services is a privilege granted to students at Newell-Fonda High School. Students shall use the on-line resources and network services provided them by the school for the purposes of data retrieval and storage.

To ensure students are properly maintaining their network storage privileges, the principal of the building and the network administrator may periodically inspect all or a random selection of student network accounts. An inspection shall either occur in the presence of the student whose network account is being inspected or the inspection shall be conducted in the presence of at least one other person.

## **INTERNET SAFETY AND APPROPRIATE USE POLICY (Developed by E-Rate Central)**

### **Introduction**

It is the policy of Newell-Fonda CSD to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

### **Definitions**

Key terms are as defined in the Children's Internet Protection Act.

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Newell-Fonda CSD online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Supervision and Monitoring**

It shall be the responsibility of all members of the Newell-Fonda CSD staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Building Administrator or designated representatives.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information which may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students' Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

- ⌚ The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
- ⌚ Student safety with regard to:
  - safety on the Internet;
  - appropriate behavior while on online, on social networking Web sites, and
  - in chat rooms; and
  - cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act

### **Adoption**

The Board of Newell-Fonda CSD adopted this Internet Safety Policy at a public meeting, following normal public notice, on June 11, 2012. Code No. 605-1.7

In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

### **CIPA definitions of terms:**

**TECHNOLOGY PROTECTION MEASURE.** The term "technology protection measure" means a

specific technology that blocks or filters Internet access to visual depictions that are:

- **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
- **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
- Harmful to minors.

**HARMFUL TO MINORS.** The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

**SEXUAL ACT; SEXUAL CONTACT.** The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

# Newell-Fonda Middle/High School Laptops Responsibilities and Rules 2014-2015



## Parent Responsibilities and Terms

Your child has been loaned a MacBook computer to improve and personalize his/her education this year. It is essential that the Newell-Fonda Community Schools Acceptable Use Policy be followed to ensure the safe, efficient and ethical operation of the district's computer. In order for your child to use the MacBook in class and to take it home, you must be willing to accept the following terms and responsibilities:

- ✱ Will read the Acceptable Use Policy and discuss it with my child.
- ✱ Will supervise my child's use of the MacBook at home.
- ✱ Will instruct my child to keep the MacBook in a secure location when not in use in class.
- ✱ Will make sure my child brings the MacBook to school.
- ✱ Will discuss appropriate use of the Internet and supervise my child's use of the Internet.
- ✱ Will not attempt to repair the MacBook, or have the laptop repaired through a private service.
- ✱ Will report any problems or damage to the MacBook to the Technology Coordinator
- ✱ Will not change or attempt to change the configuration of software or hardware.
- ✱ Will not download or attempt to install any programs or files from the Internet or other sources.
- ✱ Will not remove any program or files on the MacBook except personal documents of my child.
- ✱ I agree to make sure that the MacBook is returned to the school when requested and upon my son's/daughter's withdrawal from Newell-Fonda Community Schools.

## Student Responsibilities and Terms

Your MacBook should be used for **EDUCATIONAL PURPOSES ONLY**. In order to use the MacBook in class and to take it home, you must be willing to accept the following terms and responsibilities:

- ✱ Will read the Acceptable Use Policy and discuss it with my parents/ guardian
- ✱ Will adhere to the terms of the Newell-Fonda CSD Acceptable Use Policy and District guidelines each time the MacBook is used, at home or at school.
- ✱ Will recharge the MacBook nightly and begin the school day with a fully charged battery
- ✱ Will bring the MacBook to school each day and keep it in a secure location when not using it in class.
- ✱ Will keep the MacBook in its assigned protective case at all times when not being used.
- ✱ Will make the MacBook available for inspection by an administrator or other staff member upon request.
- ✱ Will use appropriate language in all communications.
- ✱ Will abide by copyright laws.
- ✱ Will not use or attempt to use another student's assigned hardware, subscriptions, logins, files, or personal information.
- ✱ Will not give out personal information, such as name, address, photo, or other identifying information online, including username and password.
- ✱ Will report loss/theft of the MacBook to parents, school and proper authorities (police) within 24 hours.
- ✱ Will not use the MacBook to record (audio/visual) others without their permission.
- ✱ Will not download or attempt to install any programs or files from the Internet or other sources.
- ✱ Will not change or attempt to change the configuration of, install, or remove software or hardware.
- ✱ Will report all problems and damage immediately to the Technology Coordinator.
- ✱ Will not remove or attempt to remove identification tags on the MacBook or deface with stickers, marking pens, etc.
- ✱ Will regularly back up my files to CD-R, flash drive, or to the server.

**Failure to abide by the above guidelines may result in the student losing the privilege of using the MacBook**





# **PBIS Student/Parent Information 2017-2018**

## **The Mustang Way!**



### **PBIS stands for Positive Behavior Intervention Supports.**

It is a proactive, school-wide program to help students gain social and academic skills while preventing inappropriate behaviors.

#### **The main strategies are:**

- Prevention through Defining Expectations
- Teaching Classroom Lessons
- Practicing in Groups or Individually
- Reinforcing and Acknowledging Positive Behaviors
- Correction of Behavioral Errors
- Using Information for Decision-Making

## **Universal Expectations**

Students and teachers work together to create a welcoming, safe learning environment.

Expectations are taught for classroom behaviors and in all school areas such as bathrooms, hallways, playground, gym, and the lunchroom.

## **Voice Level Expectations**

All teachers and students follow a system for appropriate voice levels in classrooms and non-classroom locations. Level 0 means no talking. Level 1 means students may whisper with others. Level 2 means students may talk quietly with others. Level 3 is used when sharing with the class. Level 4 is only used outside or in the gym.

## **Hallway Expectations**

Students are expected to walk in the hallways at all times, using a Level 0 voice when walking in line and no louder than a Level 1 voice when walking with a partner or small group. All people should use the right side of the hall, use respectful manners, keep hands and feet to self and go directly to and from locations.

## **Other Areas**

There are specific expectations for other areas in the building. Students are guided through the expectations on a regular basis and acknowledged for following the expectations.

## **Acknowledgments and Incentives**

Teachers acknowledge students who are appropriately demonstrating positive behaviors with Mustang Tickets. These tickets can be exchanged for various incentives.

### **Some of the elementary incentives include:**

- Eat lunch in a special place
- Bring a stuffed animal to school
- Read to another class
- Sit in the teacher's chair
- Spend time with middle school or high school student
- Email or call home

### **Some of the middle school incentives include:**

- Play a computer game
- Seconds at lunch
- Wear a hat to school
- Erase an FDA
- 15 minutes of gym time
- Free test question

**Celebrations** are held periodically throughout the year to promote and acknowledge positive behavior. All students are invited to participate in school-wide celebrations. These include swimming, a movie at the theater and the end of the year picnic or games. Other celebrations will be scheduled throughout the year to provide for group cohesion and the promotion of positive behaviors.

## Behavior Management

While the goal of PBIS is the prevention of inappropriate behaviors, there are times when infractions may occur. Behaviors are divided into “teacher managed” and “office managed” categories depending on the severity of the situation. When an infraction occurs that is “teacher managed”, teachers may use a variety of strategies to help the student to get back on track. **Strategies may include:**

- nonverbal cues
- proximity
- verbal reminders
- student conference
- modified seating
- supervised out of class time
- phone call or email home
- retraining session to practice skills

If a behavioral infraction persists, the teacher will fill out a PBIS referral form. This form is used for documentation of infractions and the strategies being used by the teacher. The form is not “punishment”, it is used to relay information to a student’s parents/guardians and to help track student progress.

If an infraction warrants a visit to the office, Mr. Jungers will conference with the student and decide the appropriate consequence and contact parents/guardians.

## Additional Support Systems

The PBIS program has support systems in place to assist teachers and students when behavioral strategies are not being successful and individual interventions are needed. Teachers and parents may ask for assistance from the “Tier II” problem-solving team. This team meets to discuss student behaviors, while focusing on their individual strengths. The team will work on devising a plan with interventions to be used to help support the student. Teachers, parents, administration and students all work together as a team in this process. Other options are available to assist and support teachers, parents and students. CICO (Check In Check Out), may be used to help a student make a connection between their choices and actions. This program is based on a daily point recording and building a connection with a staff member. Students might also participate in SAIG (Social Academic Instructional Groups), to help build skills in various areas such as conflict resolution, study skills, communication, etc. We also have the Check and Connect program which provides a student with an adult mentor to build a supportive, safe relationship in which to work on behavioral skills and academic skills.



