

**Northeast Middle/Senior High School
Student Handbook
2018-19**

Educational Equity Statement: It is the policy of the Northeast Community School District not to illegally discriminate the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Federal Rehabilitation Act of 1973 and Section 601A of the Iowa Code. Inquiries and grievances regarding compliance with Title IX, Title VI, Section 504 or Section 601A may be directed to Neil Gray, Superintendent, Northeast Community School District, Goose Lake, Iowa 52750, telephone (563) 577-2249, or to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa or to the Director of the Region VII Office of Civil Rights, Department of Education, Chicago, Illinois.

Open Enrollment

March 1, is the last date for regular open enrollment request for the following school year. The third Thursday of September 1st is the last date for open enrollment request for entering kindergarten students and those students falling under the "good cause" definition. Parents/guardians of an open enrolled student whose income falls below 160% of the federal poverty guidelines are eligible for transportation or in the form of a cash stipend. Parents should be aware that open enrollment may result in the loss of athletic eligibility. Contact the superintendent's office for details.

Human Growth and Development: The Northeast Community School District has identified Human Growth and Development curriculum. Every grade and subject level will provide parents/guardians an outline of these units and their objectives upon request. Parents/guardians who find topics objectionable may choose to remove their child/children from the class during the discussion of these topics.

School Fee Waiver: A student will be granted a full or partial waiver of certain fees charged by the school district if the student or his/her parent meet the financial eligibility criteria for free or reduced meals, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or students who are in foster care. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of fees. An application must be completed and submitted to the superintendent's office. All information submitted in this application process is confidential.

Post-Secondary Enrollment Options: Students in grades nine through twelve may receive class or vocational-technical credits that count toward graduation requirements for successfully completed courses at community colleges, private colleges or state universities. The school district may pay up to \$250 of the cost of a course taken by the ninth and tenth grade talented and gifted students and eleventh and twelfth grade students. The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college or state university. The school district does not pay for the costs of summer school classes; nor are summer school classes eligible for graduation credit. Students who fail the course or fail to receive credit in the course paid for by the school district must reimburse the school district for all costs directly related to the course. Prior to enrolling in a course, students age 18 or over or the parents of students under age 18 shall sign a form indicating they are responsible for the costs of the course should the student fail the course or fail to receive credit for the course. The school district may waive the cost of the course for students who fail the course for reasons beyond their control, including, but not limited to, the student's incapacity, death in the family or a move to another school district. Students interested in participating in this program should contact the Guidance Counselor.

SCHEDULE PROBLEMS: Some students may find errors on their class schedule. It may be that you have not been assigned to a class for which you registered. Regardless of the question, go to your counselor and get it corrected. Don't attempt to remedy the problem yourself.

CLASS TIME: Class will begin at 8:20 AM. in the morning and end at 3:10 PM. in the afternoon.

VISITORS: Student visitors will be limited in the building. Only out of state visitors will be allowed to visit for ½ day.

SCHOOL PARTIES, DANCES AND ACTIVITIES: All school parties and dances are to be approved by the sponsors and then the principal or activities director. The sponsors and chaperones are the representatives of the administration and their authority is to be respected by those in attendance at the party or dance. School rules apply to any school sponsored party, dance, or activity. No one age 21 or over will be admitted into school sponsored parties or dances as “student participants.”

Rules for Prom

1. Students who have dates outside the building must register their dates by the Friday prior to the prom. Those who are registered as dates must accompany the Northeast student that signed them up. No one age 21 or over, or younger than 9th grade will be admitted as a student participant or date to the prom. Students may only bring one date to the prom.
2. All school rules apply at the prom. Students who consume alcohol or illegal drugs and then attend this function will be subject to arrest as well as the appropriate school policy. There is a “No Smoking” policy at the site of the prom.
3. All bags and personal belongings are subject to search.
4. Unacceptable behavior including inappropriate dancing, or disrupting of the entertainment ceremonies, will result in removal from the premises.
5. Once admitted to the prom students will not be allowed to leave and re-enter. This would include going to your vehicle.
6. The prom is a formal event. All students must be in proper attire. Failure to dress properly will result in denial of admission into the prom. Questions about proper dress attire should be addressed with the administration.
7. Prior to the prom, students will be asked to sign up to walk in the Grand March. Those not signing up prior to the prom will be put at the back of the line. Students may choose who they wish to walk with during the Grand March.
8. Sponsors and chaperones are representative of the administration and their authority is to be respected by those in attendance at the dance.
9. The administration and their representatives reserve the right to make any decisions to ensure a safe and responsible night for our students.

STUDENT DRIVING/PARKING REGULATIONS: Since transportation is provided to and from school, driving and parking on school grounds is a privilege. Parking for students is provided as a convenience; parking areas are subject to school supervision, control, and search. Violation of the rules below may result in the loss of driving privileges, the towing of vehicles or other disciplinary action.

- a. All students must be properly licensed by the State of Iowa; state and local traffic laws must be obeyed.
- b. Vehicles are to be driven on school property in a prudent, safe and reasonable manner.
- c. Students will park in assigned student parking areas; parking in other areas is prohibited.
- d. Absenteeism and tardiness attributed to driving to school may result in the loss of driving privileges. Mechanical breakdown and other similar incidents will not be acceptable reasons for absences or tardies.
- e. Students are not permitted in their vehicles or in the parking lot during the school day without permission from the office.
- f. The transporting of other students off school grounds when they do not have permission is not permitted.
- g. Students coming to school or dismissed from school are to yield to school buses.
- h. All ATV's, go-karts, mini bikes, motorized scooters and other off-road, recreational or all-terrain vehicles are banned from school grounds.

LEAVING THE SCHOOL BUILDING AND GROUNDS: Students leaving the school building or grounds during the school day must sign out at the office.

JUNIORS & SENIORS - SIGN IN/OUT PRIVILEGES: State law requires all students to be in school a minimum of 5 1/2 hours per day. Juniors and seniors with the written approval of their parent(s)/guardian(s), may sign-in/out of the building if they have 1st/5th period study hall or 4/8th period study hall. Parent approval forms are to be secured from the office. Students who have late sign in are to sign-in at the office no sooner than 10 minutes before their scheduled class time. Those wishing to enter the building earlier are to sign in at the office and report directly to the library. Students who sign out early are to sign out at the office and leave the building within five minutes of the start of the next class period. Early sign out students returning for an activity are not to re-enter the building until after the busses have left the school grounds. Juniors and seniors that have been identified for failing a course will have sign in/out privileges revoked for two weeks until the next grade check.

PASSES: Students may be dismissed from a study hall only if they have a pass signed by a monitor. Passes to the rest room, lockers, or drinking fountain are at the discretion of the teacher/study hall supervisor.

TELEPHONES/COMMUNICATION DEVICES: In order to maintain an atmosphere focused on education and academic achievement we must limit the potential of distractions to students. As a result, no CD's, iPods, headphones, or other similar electronic devices are allowed in the hallways or the classroom at any time without prior permission from the classroom teacher. Cameras of any kind are only allowed to be used in the school if they are part of a class project. Personal cameras should not be brought to school during regular school hours, and are not allowed to be used. Cameras will be confiscated and kept in the office until a parent can come in and meet with a principal.

CELL PHONE POLICY: Students are not to use cell phones during the school day (phones need to be off in class or preferably in the student's locker), except for the conditions listed below:

1. Students may use cell phones during their lunch time in the Commons and the high school hallway. Students may also use their phones outside during lunch.
2. When the student has been given permission by the principal or associate principal to use their cell phone outside in a specific location.
3. Students may use their cell phones in the hallway during school between classes as long as it is not interrupting their progress to get to class on time or interfering with others. Any type of harassment via a cell phone will immediately result in disciplinary actions under the school's harassment policy and basic discipline steps as outlined in the Good Conduct Policy.
4. Cell phone rules and regulations may be adjusted with notification given to students at any time during the school year.

If students are observed to have a cell phone without permission and at a time that is not allowed by a staff member during the school day (8:20-3:10), the cell phone will be brought to the Principal's office. Consequences for having a cell phone are the following:

- 1st Offense – The principal will return the cell phone to the students at the end of the school day.
- 2nd Offense – The principal will contact the parents of the student to pick up the cell phone from school (if it is within 2 months of the first violation). If longer than 2 months the violation will be considered a 1st violation.
- 3rd Offense and every time thereafter – The principal will contact the parents of the student to pick up the cell phone from school, and the student will be assigned time at "Zero or 9th block." This time will begin with 30 minutes, but will increase to 60 minutes after the 5th offense and every time thereafter.
- If student should be tardy to class due to texting then they will lose their phone privilege for a week. If the problem continues the student may lose their phone privilege for the rest of the semester.

Students are encouraged to use the school phones to place calls that are necessary during the school day, which should be limited. Parents should also rely on the school phone to contact students. Phone calls to students during class are considered a violation by the student as the cell phone is supposed to be off or in the student's locker.

Cell phones are absolutely not allowed to be used for taking pictures or storing data, as this can be considered harassment and cheating respectively. Violation of this will result in student discipline up to and including expulsion.

LOCKERS: A student is provided with a locker to safe guard their personal belongings. Lockers are school property. Lockers are not to be used for illicit purposes such as storing pilfered property, harmful items, or substances. The building principal may periodically inspect all or a random selection of lockers during the school year. Student lockers may be searched pursuant to the school district policy on search and seizure. Student lockers are not to be used to display material which promotes alcohol, drugs, sex, or obscenities.

GRADING SCALE:

100%-90%= A
89% - 80% = B
79% - 70% = C
69% - 60% = D
59% & below = F

ATTENDANCE PROCEDURES: The Northeast Community School District is committed to the principle that every student should attend every class every day. Regular attendance and promptness are expected in all classes and are essential for success in school. Learning to participate in group discussions, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate objectives for any course. What is lost due to absence can never be adequately replaced. Regular attendance promotes the maximum learning potential of the student. It builds continuity in daily classroom learning. It develops excellent work habits which are long lasting. Regular attendance instills self-confidence and a commitment to success. It demonstrates to future employers a positive image of reliability. In addition, it assures greater success toward completing the course of study. Research tells us that those students who attend regularly have better success in school than those who do not.

- a. It is the parent's responsibility to ensure that their children attend school on a daily basis, and when their child is absent, that the absence is necessary and unavoidable.
- b. A complete record of absences and tardies is kept as part of the student's permanent record and is usually one of the first items employers ask about.
- c. School Board policy empowers the building principal to determine what an excused absence is. Parent excuses may not always be acceptable! An excused absence is still an absence.

Truancy Unexcused Absences

- a. Truancy is the failure to attend school for the minimum number of days established by the school district. A Truancy/Unexcused absence is the voluntary act of being absent without a reasonable excuse or, an absence that is avoidable. These absences shall include, but not be limited to: tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations, cutting class(es), tanning sessions, and hair appointments. Students who do not attend each class a minimum 74 days or miss more than 20 days for the entirety of the school year are considered truant. Truancy/unexcused absences will not be tolerated and may be, in extreme cases, referred to the county attorney for prosecution under Iowa's truancy law.
- b. Skipping School or Cutting Class: Any student absent from a class, or a portion of a school day, without prior permission from the principal will receive an unexcused absence. Leaving the school grounds without the principal's permission, and/or without signing out of the building will be treated as an unexcused absence and may result in other penalties. When a student is in attendance and wants to leave the building or grounds, he/she must first have permission from the office and a parent, and then sign-out. If a student does not follow this procedure, he/she will be considered cutting school and is truant.
- c. Students with absences/tardies classified as truant/unexcused will be disciplined with three detentions for each period missed up to one-half day. Failure to make up the detentions will result in a one day suspension from school for each occurrence. It shall be within the discretion of the principal to determine whether a student may make up missed work because of a truancy/unexcused absence. Students are strongly encouraged to voluntarily make-up class work for their own benefit. No credit can be given unless the class work is made up. The student must initiate the effort to make-up the class work. Unexcused absences exceeding one-half day will be disciplined with a one day suspension equal to the number of days skipped. This suspension will be served immediately. Refusal to cooperate may result in further disciplinary measures.

Student Absences-Excused

- a. Student absences approved by the building principal shall be excused absences. These absences include, but are not limited to: illness, family emergencies, recognized religious observances, and school-sponsored or approved activities. Absences because of seasonal work on the family farm will be given fair consideration. Parents should be aware that while excused absences do not count against a student's record for truancy purposes, they are still recorded as days absent from school. Simply put, if a student is not in school, he/she is absent!
- b. Students whose absences are approved shall make-up the work missed and receive full credit for the missed class work. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.
- c. Students who wish to participate in a school-sponsored activity or practice must attend school the entire day of that activity/practice, unless permission has been given to the student to be absent by the building principal or athletic director.
- d. On the day a student is absent, it shall be the responsibility of the parent to notify the school as soon as possible. The building principal may request evidence or written verification of the student's reason for the absence.

Make-up Credit: Students with excused absences from school/class will be required to make up all course work missed in order to receive full credit for the course. A student cannot receive credit for course work that is not completed.

- a. Provisions for Make-up: Course make-up work may be accomplished before 8:20, after 3:10, during study halls, during regular detention times, or at other times approved by the teacher. Students will be given make-up time equivalent to the number of days or periods missed.
- b. Students who know in advance they will be absent and want to have the absence approved should make-up course work prior to the absence. Failure to do so will result in "no credit" until the work requirement is completed and certified at the office. Reminder: Course work not completed may result in a failing grade for that course.

Absence Reporting Procedures: It is the parent's responsibility to report absences to the school office the morning the child is absent. The office will call any parent that we have not heard from that day.

School Reporting Procedures: The school shall report to parents all student absences that are deemed excessive, and each succeeding absence thereafter. The school will also inform parents about the status of make-up requirements.

Loss of credit: A student may lose credit for any course in which he/she has unexcused absences totaling more than 5 per semester. Right of Review: Any student ultimately receiving "no credit" for a course has the right to have their record reviewed by the principal. This may be done by making an oral request to the principal. The review shall be accomplished in no more than 3 school days. The findings of this review are final.

Detentions: All detentions are to be made up within two weeks of notification. Students who fail to make up their detentions two weeks from the date posted on the notification of referral will be placed on in-school suspension. Detentions may be made up at 7:30 a.m. and 3:10 p.m. with the consent of the staff member assigning the detention.

Otherwise, students must make up detentions on Wednesday morning at 7:30 a.m. Repeated violations may result in suspension from school or removal from the class in question. Reminder: Students suspended both in/out of school, will not be allowed to participate/practice in any activity during the day(s) included in the suspension period. The principal has the discretionary authority to make exceptions, consistent with Board Policy, to any of the above procedures. This shall only be done in the case of unusual circumstances.

Student Tardy Policy: A student shall be recorded as tardy to school/class when he/ she is not in his/her assigned seat/area when the bell rings. Additionally, a student will be marked tardy if he/she has to leave the classroom after the bell rings to secure materials he/she has forgotten. The teacher's attitude shall be to discourage students from being tardy to class. Students will have no consequences for the first two tardies to class during the semester. The third and subsequent tardies will result in the assignment of a detention. The student will have two weeks to serve the detention. Failure to serve the detention in the time allotted will result in a suspension of all school privileges (including, but not limited to: student center, library, and sign-in and sign-out privileges) until the detention is made up. Repeated violations may result in suspension from school or removal from the class in question.

SUSPENSION FROM SCHOOL--Make-Up Work

1. In-school suspension-- All class work must be completed during the time of the in-school suspension.
2. Out of school suspension-- Class work may be made up. The student will receive the number of days equal to the suspension to complete the work when he/she returns to school. Failure to complete all work within the allotted time will result in loss of credit for this work. Any student on out-of-school suspension will have to complete this work on their own initiative. Teachers are not to give incomplete grades for course work not made up under this provision. Students suspended, both in/out-of-school, will not be allowed to participate/practice in any activity during the day(s) included in the suspension period.

CAFETORIA/LUNCH REGULATIONS

1. Students are not permitted to leave the school to go to lunch; food is not to be delivered by a commercial vendor without approval from the principal.
2. Cutting in the serving line is not permitted. Students violating the rule will be removed from the line and made to go to the end of the line.
3. Individuals using a table are collectively responsible for making sure that the table and the floor area is clean before leaving.

4. Loud yelling or verbal disruption in the cafeteria will not be tolerated.
5. All food should be eaten in the cafeteria.
6. After eating, middle school students are to remain in the cafeteria; high school students may remain in the cafeteria or lobby area until the end of the lunch period. The academic wings and locker rooms are off-limits.
7. Students are to use the middle school restrooms during the lunch period.
8. During nice weather, the supervisor(s) may allow students to sit at the picnic tables outside the cafeteria doors.
9. Students are to follow the directions of the lunchroom supervisor(s) at all times.

STUDYHALL RULES

1. All students are to be in their assigned seat when the bell rings.
2. Students must bring study materials with them (books, papers, pen, etc.).
3. All students who wish to sign out of study hall must have a signed pass by the study hall supervisor before they may leave. Exception - music students who have their name listed for a lesson on a lesson schedule.
4. Sign-outs to restrooms, lockers, library or the drinking fountain is dependent upon the supervisor's discretion.
5. Permission to talk or work together must be obtained from supervisor.
6. Sleeping is not permitted.
7. The supervisor may have additional rules in the study hall. The study hall supervisor may assign detentions to be made up after school in the office.

STUDENT CENTER

1. Open to all high school students.
2. All students are to report to study hall.
3. There will be no sign-outs to restrooms, lockers or drinking fountains from student center or any other area without permission.

GUIDE FOR RESPONSIBLE STUDENT BEHAVIOR: Responsible student behavior demonstrates a student's respect for the rights of others-- students, teachers, staff and administrators, including their right to work and learn in a safe environment, free from disruption. A student's failure to conduct himself/herself responsibly shall result in disciplinary action. This behavior generally falls into three categories: Behavior that is disruptive, dangerous or unruly; behavior that interferes with the ability of the teacher to teach effectively; or behavior that is inconsistent with class decorum and the ability of others to learn.

DISRUPTION OF SCHOOL: A student shall not engage in violence, force, noise, coercion, threats, intimidation, fear, passive resistance, or any other conduct that results in or is intended to cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school if such a disruption or obstruction is reasonably certain to result from the student's urging. When conduct such as the following is intended to cause or results in a substantial and material disruption or obstruction of any lawful mission, process or function of the school it shall be considered disruption. (Note: The following list of conduct illustrates types of conduct that may be disruptive. It is not an exclusive list of such conduct.)

- a. Occupying any school building(s), school grounds (or part thereof) with the intent to deprive others of its use; For purposes of this policy, "School Building(s)" and "School Grounds" are defined as: any and all property and facilities under the control of the School Board, whether owned, leased, borrowed or used by the District. Such property specifically includes vehicles and other special purpose property whose use may be short term or intermittent.
- b. blocking the entrance or exit of any school building or corridor or room therein with the intent to deprive others of lawful access to or from, or use of, the building or corridor or room;
- c. setting fire to or substantially damaging any school building or property;
- d. causing to discharge, displaying, or threatening use of firearms, explosives, or other weapons or replicas on the school premises without prior written permission of the principal;
- e. preventing or attempting to prevent the convening or continued functioning of any school, class, or activity or any lawful meeting or assembly on the school campus;
- f. preventing students from attending a class or school activity;
- g. blocking normal pedestrian or vehicular traffic on a school campus except under the direct instruction from the principal (or a person to whom the principal has delegated authority);
- h. repeatedly and/or intentionally making noise or acting in a manner so as to interfere seriously with the teacher's ability to conduct and/or with another student's ability to participate in a class;

- i. defying or being openly disrespectful of all personnel displayed in words, gestures, or other overt behaviors;
- j. belonging or claiming to belong to a gang that causes or advocates violent, destructive, or substantially disruptive behavior which is reasonably certain to interfere with the school, school activities, and is or would be detrimental to: the safe and proper operation of the educational system; the safety, well-being or education of another student(s); and/or to the safety or well-being of faculty and staff;
- k. having an inappropriate appearance;
- l. sabotaging or attempting to sabotage computers, telephones or other communication hardware, software and data belonging to and/or used by students and/or District staff.

DAMAGE OR DESTRUCTION OF DISTRICT-OWNED PROPERTY: A student shall not intentionally cause, or attempt to cause, substantial damage which may result in the destruction or theft of school property. A student shall not deprive the District, the custodian of the property, any faculty, staff member, or authorized student the right to use District-owned property.

DAMAGE OR DESTRUCTION OF PRIVATE PROPERTY: A student shall not intentionally cause, or attempt to cause, substantial damage which may result in the destruction or theft of private property of another person on the school grounds or during a school activity, function or event off the school grounds.

ASSAULT: A student shall not assault, batter, or cause, threaten to cause, or attempt to cause, physical injury or intentionally behave in such a manner which could reasonably cause physical injury to:

- a. any person on the school grounds or in any building, vehicle or facility owned, leased or borrowed by the school district;
- b. any person at any school sponsored activity or event;
- c. a school district employee at any time or location.

For purposes of this policy, "assault" 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 any firearm toward another or displaying any dangerous weapon in a threatening manner toward another. Neither self-defense nor action taken in the reasonable belief that action was necessary to defend or protect another person shall be considered intentional behavior in a violation of this rule. A student who commits an assault against an employee on school district property while attending or engaged in a school district activity shall be suspended by the Principal. Notice of the suspension shall be sent to the Board President for review by the Board to determine whether further sanctions, which may include expulsion, should be imposed against the student.

POSSESSION OF WEAPONS AND DANGEROUS INSTRUMENTS: A student shall not knowingly possess, handle, or transmit any object of chemical substance that can be reasonably considered or used as an offensive or defensive weapon or a replica thereof:

- a. on the school grounds;
- b. on or off the school grounds at a school activity, function or event; or
- c. in any building, vehicle or facility owned, leased or borrowed by the school district.

For purposes of this policy, the term "Weapons and Dangerous Instruments" does not include standard school supplies like pens, pencils, compasses or pen knives. The term does include any firearm, any explosive (including firecrackers), any other knife, chemical substances, and other dangerous objects. The term also includes replicas which, in the opinion of school faculty or staff, are of no reasonable use to the students at a school, on the school grounds or at school events. Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such an authorized display shall also be exempt from this policy. For purposes of this policy, the term "Firearm" includes an air gun, any weapon designed to expel a projectile by the action of an explosive or compressed gas, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive incendiary or poison gas. Students found to possess a weapon or dangerous object in violation of this rule shall be subject to immediate parental notification, confiscation of the weapon(s) or dangerous instrument, notification, confiscation of the weapon(s) or dangerous instrument, notification of law enforcement officials, and disciplinary action up to and including suspension or expulsion. However, if the weapon or dangerous instrument is a firearm, the student shall be expelled for not less than twelve months. The superintendent shall have the authority to recommend this expulsion requirement be notified on a case-by-case basis.

PARTICIPATION IN GANGS AND GANG ACTIVITIES: Membership in a gang, claiming membership in a gang, or participating in gang activities will not be tolerated. Such conduct that causes or advocates violent, destructive, and substantially disruptive behavior which interferes with the school and/or school activities is detrimental to the safe and proper operation of the educational system. Consequently, the school will keep district schools, its students and personnel free from the violent, destructive, seriously disruptive behavior and resulting harmful effects of gangs or gang related activities. The Northeast Community School District believes that gang and gang activities are most successfully dealt with on a community-wide basis and affirms its intention to work cooperatively with all appropriate community agencies. As used in this policy:

- a. "Gangs" shall mean a group of two or more people who associate with each other and engage in or advocate illegal activity or activities and/or the violation of school policy(s).
- b. "Gang activity": shall mean any illegal activity and any activity prohibited by school policy, including wearing of any distinctive gang clothing, colors insignia or device. It also includes the promotion of the gang, the recruitment of members, the collection of "dues" or other funds or property for the support of the gang or gang activities.

STUDENT APPEARANCE: Inappropriate student appearance causes material and substantial disruption to the school environment and/or presents a threat to the health and safety of students, employees, and visitors on school property or on property within the jurisdiction of the school district. Students are expected to adhere to standards of cleanliness and dress that are compatible with requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting. The District expects students to be clean and well groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are not allowed.

While the primary responsibility for appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of the principal, a student's appearance or mode of dress unduly disrupts the education process or constitutes a threat to health or safety, the administration may take appropriate disciplinary action and/or require modifications in the student's appearance. To further support district policy, the Northeast Middle/High School restricts:

- a. The wearing of caps, hats, hoods, sweatbands, hairnets, bandanas, or headgear during the school day.
- b. The wearing of clothing with profanity, sexual innuendoes, violence, alcohol/ drug/tobacco endorsements, gang symbols or other offensive illustrations.
- c. The wearing of coats, gloves, or blankets during the school day.
- d. The wearing of excessive and/or symbolic jewelry, chains or ornamental accessories.
- e. The carrying of backpacks, gym bags, or other carrying cases during the school day (exception: gym bags when going to P.E. class and the school provided laptop carrying case).
- f. The wearing of sunglasses during the school day (exception: medical problems).
- g. All tattoos (temporary or permanent) must conform to dress code guidelines. If a tattoo does not do so, it must be covered or removed. If clothing does not cover it, the student must cover it with a band-aid or other covering.
- h. The wearing of shirts and tops exposing bare midriffs or bare shoulders or deeply/narrowly cut in the front, back, or under the arms. Shirts and tops must not be halter-tops or not be made of see-through fabric. Clothing must cover the entire buttocks and a modest area of the legs. Clothing that exposes underwear will not be tolerated.
- i. The wearing of clothing with holes or undergarments worn as outer garments.
- j. The wearing of hair in a manner that is disruptive to the learning environment
- k. In the interest of student safety no bare feet, appropriate shoes must be worn at all times
- l. Body piercings that pose a safety hazard or distract from the educational process.
- m. Face painting that causes a disruption.
- n. Displaying the confederate flag and/or attire representing the confederate states of America.

School administrators will make the final decision regarding the appropriateness of any appearance. Any class time missed due to dress code violations will be considered unexcused. Failure to comply with the above dress code may lead to suspension.

USE OF TOBACCO: A student shall not use tobacco in any school building(s) or on school grounds. Disciplinary action for such use may include suspension and/or expulsion from school.

For purposes of this policy, "School Building(s)" and "School Grounds" are defined as: any and all property and facilities under the control of the school board, whether owned, leased, or borrowed or used by the District. Such

property specifically includes vehicles and other special purpose property whose use may be short term or intermittent.

POSSESSION AND/OR USE OF ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES: The use, possession, distribution and/or giving the impression of the use, possession or distribution of illegal drugs, controlled substances, drug look-alikes and apparatus used for the administration of the same by students is prohibited:

- a. in school buildings or on school grounds;
- b. at school events;
- c. in any situation in which the school is responsible for student(s) and the community and will not be permitted or tolerated. Disciplinary action for violations of this rule may include suspension and/or expulsion from school.

For the purposes of this policy, "Controlled Substances" shall include all such items as defined in Iowa Code Section 204.101, including but not limited to: marijuana; prescription drugs without a valid prescription; and steroids.

VIOLATION OF SCHOOL RULES: FAILURE TO COMPLY WITH DIRECTIONS: A student shall not refuse to comply with the school policies, rules or regulations nor display any conduct which disturbs or interferes with the orderly, efficient, and disciplined atmosphere of the school and/or related activities. Student behavior inconsistent with basic classroom decorum or behavior that interferes with the ability of others to learn is also a violation of school rules. Behaviors may include sleeping in class, blatant inattention or other overt or passive actions such as refusal or inability to engage in class activities.

INAPPROPRIATE CONTACT: A student shall not kiss, touch, or have inappropriate physical contact intended or likely to hurt, distract or annoy others such as hitting, biting, pushing, shoving, poking, pinching or grabbing in school, on school grounds or at school building sponsored activities.

THROWING OR PROPELLING OBJECTS: Students shall not throw objects by hand or other methods while on the school grounds or in a school building.

INAPPROPRIATE LANGUAGE: Students shall not use obscene or vulgar language while on school grounds, busses, vehicles or attending school activities.

SKATEBOARDS/ROLLERBLADES: The use of skateboards or rollerblades is not permitted on school property.

CARD PLAYING/CARD GAMES: No card playing or card games are permitted any time during the school day.

Harassment/Bullying: The Northeast Community School District believes that all persons should be treated with dignity and respect in word and action. **When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student or staff member which is based on any actual or perceived trait or characteristic of the student or staff member which creates an objectively hostile school environment that meets one or more of the following conditions:**

1. **Places the student in reasonable fear of harm to the student's person or property.**
2. **Has a substantially detrimental effect on the student's physical or mental health.**
3. **Has the effect of substantially interfering with a student's academic performance.**
4. **Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school. ♦**

"Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

Harassment/hazing of students will not be tolerated in the school district.

Harassment includes, but is not limited to:

- a. Racial, religious, national origin, age disability and sexual harassment. Harassment of students by any school employee or other students is prohibited. Harassment of teachers by students is also prohibited.
- b. Behavior resulting in an environment that causes a student fear, anxiety, shame or embarrassment and may affect the student's ability to be in school. Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with an individual's

academic performance or creating an intimidating, hostile, or offensive school environment. Sexual harassment may also include, but is not limited to the following:

- verbal or written harassment or abuse,
 - pressure for sexual activity,
 - repeated remarks to a person with sexual or demeaning implications,
 - unwelcome touching or gestures,
 - staring or leering,
 - suggesting or demanding sexual involvement, accompanied by implied or explicit threats.
- c. Other types of harassment/hazing may include, but not be limited to, jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean certain protected individuals or groups.
- d. Students who feel they have been harassed/hazed or who feel they have witnessed incidents of harassment/hazing by a school employee or another student are encouraged to contact the principal, counselor, or a teacher with whom they feel comfortable and to file a formal complaint.
- e. Penalties for Harassment/Hazing:
- First Offense: two detentions, parent contact, guidance contact (conflict mediation and/or harassment education)
 - Second Offense: one day suspension, parent contact, guidance contact
 - Third Offense: three day suspension, parent contact, superintendent contact
 - Fourth Offense: five day suspension, parent contact, superintendent contact, possible board action

Harassment/Bullying: Harassment and bullying are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials. Students who feel that they have been harassed or bullied should:

- a. Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- b. If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
- tell a teacher, counselor or principal; and
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser or bully did;
 - witnesses to the harassment or bullying;
 - what the student said or did, either at the time or later;
 - How the student felt; and
 - How the harasser or bully responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying 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 includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- 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 a school.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;

- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- demeaning jokes, stories or activities.

DISCIPLINARY ACTIONS FOR VIOLATIONS OF THIS POLICY: Any serious student misconduct may result in disciplinary action. Penalties may include the assignment of detentions, suspension, removal from class, violation of the good conduct policy or expulsion by the board of education. All disciplinary action taken against students will include appropriate protection of the student's due process rights. The degree of protection of such student rights may vary with the seriousness of the type and severity of the violation but will always include:

- informing the student (and/or their parents) of the rule violated and the nature of the violation; AND
- providing an opportunity for the student to explain their conduct ("Tell their side of the story").

The penalty for fighting may be a five-day out of school suspension. For any disciplinary action that involves suspensions from school, transportation, and/or extracurricular activities or expulsion from school, refer to the District's policies on Suspension and Expulsion.

The purpose of discipline is to modify individual behavior through positive and supportive actions whenever possible. Permissible disciplinary actions include, but are limited to:

- Any action (which does not violate school policies, regulations or state or federal law) designed to punish or modify behavior deemed appropriate by a building administrator.
- Limited time away from normal school activities.
- Loss of special privileges including participation in extra-curricular activities.
- Detention before or after school. (Notification will be given twenty-four hours prior to the detention date unless head of household contact is made that same day and the student's transportation needs are resolved.)
- Referral to a licensed substance abuse program for counseling and treatment.
- Required attendance on a non-teaching day.
- In-school suspension.
- Probation.
- Individual management plan.
- Out-of-school suspension.
- Recommendation to the Superintendent and the Board of Education for long term suspension or expulsion from school.

Financial Liability: Any student found to be responsible for physical damage to a person, to the school and its' property or any personal property shall be asked to pay the expenses of the medical treatment, replacement or repair.

Procedure: If a student is referred to the administration for alleged misconduct, the administration has the responsibility to investigate the allegations as thoroughly as possible. If in the judgment of the administration the allegations meet the test of reasonable suspicion, a hearing will be scheduled. The student(s) will be informed of the allegations. The evidence will be presented giving the student(s) the opportunity to respond and present a defense. Parents may or may not be informed depending on the severity of the misconduct.

Minimum Rules and Procedures Relating to Student Suspension Out of School: The building principal may temporarily suspend a student for a period not to exceed 10 days for disciplinary reasons by following the due process procedure. Minimal due process procedures shall include the right of students to:

- Be given oral and/or written notice of the charges.
- Be given the opportunity to admit or deny such charges.
- Be given an explanation of the evidence against them if he/she denies the charges.
- Be given an opportunity to explain the situation.

The building principal may recommend to the superintendent and Board of Education a long term suspension (over 10 days) when the disciplinary situation warrants such action (alternative placement may be sought and the student may be given the opportunity to complete his/her work in accordance with the policies set forth by the Northeast Community School District). The Board of Education will set the length of time for a long term suspension.

Criminal Behavior/Police Notification. The Northeast Middle School/High School officials will involve law enforcement personnel in any action that involves criminal behavior. Those activities may include, but are limited to: assault with intent to harm, possession of a weapon, theft, possession or sale of illegal drugs (including look-alikes)

and/or drug paraphernalia. Further, school officials may notify law enforcement personnel concerning gang activity including gang graffiti/drawings and/or other gang related symbols being displayed.

SEARCHES: In order to guarantee a safe school environment, the Northeast Middle School/ High School officials reserve the right to search lockers, desks, personal items, and/ or individuals when there is reasonable cause to believe that school safety may be jeopardized. Vehicles on school property are subject to search by school officials providing reasonable cause has been established.

STUDENT SEARCH RULE: Searches of Students and Protected Student Areas “A protected student area” includes, but is not limited to:

- a. a student's body
- b. clothing worn or carried by a student
- c. a student's pocket book, brief case, duffel bag, book bag, backpack, knapsack, or any other container used by a student for holding or carrying personal belongings of any kind and in the possession or immediate proximity of the student.

All searches of students or protected student areas shall be reasonably related in scope to the circumstances which gave rise to the need for the search and be based upon consideration of relevant factors which include, but are not limited to, the following:

1. The nature of the violation for which the search is being instituted.
2. The age or ages and gender of the students who may be searched pursuant to this rule.
3. The objectives to be accomplished by the search.

A school official may search individual students and individual protected student areas if both of the following apply:

1. The official has reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law or a school rule or regulation; AND
2. The search is conducted in a manner which is reasonably related to the objectives of the search and which is not excessively intrusive in light of the age and gender of the student and the nature of the infraction.

A search of a protected student area may be conducted without the student present; however, if a student is not or will not be present at the time a search of a protected student area is conducted, the student shall be informed of the search either prior to or as soon as is reasonably practicable after the search is conducted.

Any contraband discovered during searches of a student or a protected student area shall be confiscated by school officials and may be turned over to law enforcement officials.

A school official shall not conduct a search that involves: a) a strip search; b) a body cavity search; c) the use of a drug sniffing animal to search a student's body; or d) a search of a student different gender than the official.

Automobile Searches: Students are permitted to park on school premises as a matter of privilege, not right. The school retains authority to conduct routine patrols of the student parking lots. As part of its routine patrols of the student parking lots, school officials may use such methods including, but not limited to, visual inspections of student parking lots, student automobiles, and/or the interior of a student's automobile or the use, by school officials or others hired at their direction, of a drug sniffing animal in inspect student parking lots and student automobiles. The interior of a student's automobile on school premises may be searched pursuant to the terms of this Student Search Rule for the search of students and protected student areas.

Inspection of Lockers, Desks, and Other Facilities or Spaces Owned by the School:

- a. School officials may conduct periodic inspections of all, or a randomly selected number of, school lockers, desks and other facilities or spaces owned by the school and provided as a courtesy to the student. The school provides lockers, desks or other facilities or spaces owned by the school as a courtesy to the student. Such areas assigned to students are not protected student areas, and no student should expect privacy with respect to that locker, desk, facility or space. Nor is the student's lack of privacy affect when the school permits students to use a separate lock on a locker, desk or other facility or space owned by the school and provided to the student.

- b. At the beginning of each school year, the District shall provide written notice to all students and the student's parents, guardians, or legal custodians, that school officials may conduct periodic inspections of school lockers, desks and other facilities or spaces owned by the school and provided as a courtesy to a student without prior notice.
- c. Any contraband discovered during searches of school lockers, and other facilities or spaces owned by the school and provided as a courtesy to a student shall be confiscated by school officials and may be turned over to law enforcement officials.
- d. An inspection of a school locker, desk or other facility or space owned by the school and provided as a courtesy to a student may be accomplished by using such methods including, but not limited to, a visual inspection by school officials, employees or agents, or the use by the school officials or others hired at their discretion, of a drug sniffing animal.
- e. An inspection of a school locker, desk, or other facility or spaces owned by the school and provided as a courtesy to a student shall either occur in the presence of the student whose locker is being inspected or shall be conducted in the presence of at least one other person.

EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES: It is the policy of our school to establish guidelines for participation in extra-curricular activities (see board policy for definition). An extracurricular activity is not part of the regular curriculum and does not meet during the school day. These activities include athletics, school plays/musicals, cheerleading, contest speech, National Honor Society, Future Teachers of America, Future Business Leaders of America, Student Council, or any other student function which meets the definition in board policy.

Co-curricular

activities include classes that meet during the school day, are part of the school curriculum, and have both in-school and out-of-school activities. These include Band, Chorus, Yearbook and vocational clubs (FFA). All students are encouraged to become members of these activities.

The guidelines for participation in extra-curricular activities shall be as follows:

- a. Must pass ALL courses at the end of each semester.
- b. All incoming 9th graders are eligible.
- c. If you are ineligible, you must sit out 30 calendar days for the next sport that you are participating in.
- d. 9th grade students will be subject to sit out 30 calendar days during 2nd semester if they fail any courses 1st semester.

Speech and Music Guidelines

- a. Must pass ALL courses at the end of each semester.
- b. All incoming 9th graders are eligible.
- c. You are ineligible for 30 calendar days after grades are posted if you fail a course.

Conduct (Good Conduct Policy): Be a lady or a gentleman at all times; unsportsmanlike conduct, poor citizenship or an alleged law violation* resulting in an arrest, is unacceptable behavior. The offender will be disciplined according to the guidelines outlined in the Northeast Good Conduct Policy. The policy must be signed by each participant and parent prior to the school year. Copies of the policy are on file in the principal's and/or activities director's office. Other information concerning good conduct includes:

- a. Refrain from using profanity. The coach /sponsor will take reasonable measures to deter and prohibit this type behavior.
- b. Practices(If applicable): Students are to be in school the entire day in order to participate in the activity or practice. Exceptions to this rule shall only be made by the principal. Students who wish to participate in school-sponsored activities must attend school the entire day of the activity unless permission has been given by the building principal for the student to be absent. No unexcused absences will be accepted. If you must miss an activity or practice for a valid reason, other than being ill and not in school, notify the head coach or activity sponsor as far in advance as possible. The final determination on absences shall be made by the head coach or activity sponsor.

PHYSICAL INTERVENTION AND RESTRAINT: The Northeast M.S./H.S. staff may, within the scope of their employee duties, use and apply physical restraint to a student to prevent a student from self harm, harming others, or to prevent a breach of discipline. The purpose of physical restraint is to assist a student who cannot regain self control after becoming physically aggressive. Physical restraint may be used to protect a person(s) from physical

injury, obtain a weapon or other dangerous object, restrain an irrational student, protect school property or the property of others, or remove a student refusing a lawful command in order to restore order. The student will be informed by the staff member regarding the specific behaviors which may lead to physical restraint prior to using the procedure. The reasonableness and appropriateness of the action depends upon the gravity of the situation.

INTERNET USE: Students who access restricted and/or inappropriate items on the Internet shall be subject to disciplinary action. This action will include but may not be limited to the following consequences:

First Offense: The student will be “sandboxed” and restricted to classroom needed websites.

Second Offense: If the student has violated the Student Internet Policy by intentionally accessing restricted material for a second time, the student will lose Internet access for a period of 14-45 school days.

Third Offense: If the student has violated the Student Internet Policy by intentionally accessing restricted material for a third time, the student will forfeit all Internet privileges for a period of one calendar year or the balance of the school year.

SPECIAL EDUCATION SERVICES: The Northeast Community School District and the Mississippi Bend Area Education Agency provide a wide variety of special education programs and/or services to students with disabilities. If you believe your child may have a disability that requires such special education programs or services, you may contact your child’s building principal or the district’s central office for more information.

CHILD ABUSE: The school district does not tolerate employee’s physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. This procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated the following Level 1 investigators: Jennifer Huling, Middle/High School Principal - 577-2249, ext. 106 - Northeast Middle/High School Goose Lake, IA 52750, Leigh McEwen, Elementary Principal 577-2249, ext. 616 Northeast Elementary School Goose Lake, Iowa 52750

A.L.i.C.E.:

A.L.i.C.E. is a non-sequential plan that stands for Alert, Lockdown, Inform, Counter and Evacuate. As quickly as possible, students will decide what they need to do in order to survive the danger of an intruder, and then do it. Use the information provided or your sensory inputs to make good decisions.

Alert	Stay alert and be aware of your environment. Know evacuation routes. Pay attention to any emergency notifications.
Lockdown	Securing in Place means more than locking doors. Make door hard to open. Lockdown does not mean Locked-In. Barricade or get obstacles between the danger and you. You can always leave a room or building, even if the door is locked. If exiting is possible and a better option, do it.
Inform	A two-way street of information must exist. Make good safety decisions based on information being provided by all possible means. If you have information that will help, contact 4111 or 911.
Counter	If contact is made with a dangerous person, engage in Counter strategies, and then evacuate or swarm. Secure any weapons controlled. Don't hold weapon when police are entering.
Evacuate	Remove yourself from the danger area if a safe route exists.

Proceed to the Reunification point where help and assistance will be provided.

Do not use your vehicle when evacuating the campus due to a dangerous situation.

NOTICE OF NORTHEAST COMMUNITY SCHOOL DISTRICT STUDENT RECORDS PROCEDURES AND

PARENT/STUDENT RIGHTS: The Northeast Community School District maintains confidential records for all students currently or previously enrolled as is consistent with the District's responsibility for the provision of educational programs and services and the requirements of state/federal law and regulation. Copies of the District's student records policy are available upon request to the office of the superintendent or the principal of any District school. Content and Location of Records: A student record may include, but is not limited to the following types of records: identifying data; grades; academic work completed; scores on standardized intelligence and achievement tests; aptitude and interest inventory results; health data; family information; teacher or counselor ratings or observations, verified reports of serious or recurrent behavior patterns; reports, other documents and information related to special education evaluation and/or the provision of special education services. Only information related to the planning and provision of appropriate educational services may be generated and maintained as part of a student's record. Student records are normally maintained at the school at which the student is enrolled and, as necessary, at other facilities housing staff, programs or services. Officials Responsible for Records: The superintendent is administratively responsible for assuring the confidentiality of personally identifiable student information on a district-wide basis. The principal of each school within the District is administratively responsible at the building level for the management of student records in a confidential manner and in accordance with District policy and procedures. The following is a listing of the titles and office addresses of these individuals. Superintendent, Neil Gray - Northeast Community School, 1450 370th Ave., Goose Lake, Iowa 52750 Principal Jennifer Huling - Northeast Community High School, 3690, Hwy 136, Goose Lake, IA 52750

Parent/Eligible Student* Rights: *An "eligible student" is one who has attained 18 years of age or is attending an institution of post secondary education. With regard to records directly related to their child or to themselves, in the case of an eligible student, parents and eligible students have the right to:

1. Annual notice of their rights related to student records with provision for the need to effectively notify parents of students identified as having a primary or home language other than English.
2. Inspect and review records without undue delay and in no case more than 45 days after the request is made.
3. Copies of records at the cost of reproduction or at no cost if the fee charged would prevent exercise of the right to inspect and review student records.
4. A description of any circumstances in which the District feels it has a legitimate cause to deny a request for a copy of records.
5. A listing of the titles and office addresses of District officials responsible for student records.
6. A listing of the types and locations of student records maintained by the District.
7. A response to reasonable requests for explanation and interpretation of student records.
8. Request amendment of records and/or a hearing to seek amendment of records they feel are inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student and, if subsequent to a hearing the request is denied, to place in the records a statement commenting on information in the records and/ or setting forth reasons for disagreeing with the hearing decision. Any comment so placed in a student record shall be maintained as a part of the record so long as the contested portion(s) of the record is maintained and shall accompany any release or disclosure of the contested portion(s) of the record.
9. Inspect the record maintained by the District of any third party disclosure or request for disclosure of personally identifiable information without parent consent. (See following section entitled "Record Access and Disclosure".)
10. Be informed of where copies of the District's student records policy may be obtained.
11. File a complaint with the Family Rights and Privacy Act Office, United States Department of Education, concerning alleged failure of the District to comply with requirements of the Family Rights & Privacy Act.

Parent Notification Rights: Requests to exercise any of these rights or to determine procedures established to provide for the exercise of these rights should be directed to the school in which the student is enrolled or to the office of the District superintendent. It shall be assumed that the parent or eligible student has the right to access records

and the authority to grant consent for disclosure of records except when the District has evidence or reasonable cause to believe that there is a legally binding instrument, state law or court order which provides to the contrary. Anyone alleging that record access should be denied for the reasons indicated shall be given up to 15 days to

provide evidence supporting the allegation during which access will not be given. When a student becomes an eligible student, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student with the following exception. Student records may be disclosed to the parents of a dependent student as defined by Section 152 of the Internal Revenue Code of 1954 without written consent of the eligible student regardless of the age of the student. It shall be presumed that a currently enrolled student is a dependent of his/her parents until such time as substantial proof to the contrary is shown. Anyone alleging facts to the contrary shall be given up to 15 days to produce substantial evidence of the fact during which time access shall not be provided. Record Access and Disclosure: Except as provided in district policy and by state/ federal law and regulation, no access shall be provided in any manner to personally identifiable information contained in student records without written consent signed by the parent or eligible student. The following may have restricted access to student records without prior consent of the parent or eligible student under the conditions specified and in accordance with state and federal regulation.

1. Staff of the District and the Mississippi Bend Area Education Agency (20) Division of Special Education having a legitimate educational interest and need to know by virtue of being appropriately involved in carrying out their assigned responsibilities for the administration or provision of educational programming or services and/ or for the generation and maintenance of student records. The District maintains in each school for public inspection a listing of names and positions of district and MBAEA staff having access to student's records for educational purposes.
2. The District Board of Education as an official body when acting in its official capacity with regard to matters pertaining to an individual student.
3. Officials of another school or school system in which the student enrolls or proposes to enroll upon request by an appropriate representative of the school or school system.
4. State and federal officials and others only as prescribed by state and federal law and regulation.
5. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.
6. Appropriate individuals in connection with a health or safety emergency.
7. Appropriate parties in compliance with a judicial order or legally issued subpoena, under the condition that a reasonable effort is made to notify the parents prior to compliance with the judicial order or subpoena.
8. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests; administering student aid programs; and improving instruction; under the condition that the studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization, and the information will be destroyed when no longer needed for the purposes for which the study was conducted.**
9. Accrediting organizations in order to carry out their accrediting functions.**
10. In limited circumstances in connection with financial aid for which the student has applied or has received.**

Many children and youth experience homelessness each year. These young people may be living on the streets, but they are most often in shelters or temporarily living with family or friends after losing housing or having financial problems. If you need assistance with homelessness please contact our local homeless liaison: Bryce Bielenberg (563) 577-2249.

**In these cases a record of access to or disclosure of personally identifiable student records shall be maintained as required by federal regulation. This record and copies of records disclosed shall be available to the parents or eligible students upon request. Directory Information: The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by September 1st to the principal. The objection needs to be renewed annually. Name; address; telephone number; date and place of birth; grade level; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent previous educational agency or institution attended by the student; photograph and other likeness; and other similar information. Destruction of Special Education Related Student Records: Record information related to the provision of special education services is maintained for a period of FIVE YEARS following the student's graduation or termination of enrollment in the district. At that time, all records except those which must be kept permanently (basic enrollment, grades, and attendance information etc.) are destroyed. Parents or eligible students may request the opportunity to review or receive copies of these records at any time prior to their destruction. Such requests should be directed to the school

principal or the office of the superintendent. Parents and eligible students should be aware that in some cases records documenting the nature and extent of a handicapping condition may be of use in the future in obtaining social security benefits or for other purposes. Record information related to the provision of special education services will be destroyed at any time at parent request if determined to be no longer needed for educational purposes.

Updated June, 2018

It is the policy of the Northeast Community School not to illegally discriminate on the basis of race, color, national origin, gender, gender, disability, religion, creed, age (for employment) , marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs), in its educational programs and its employment practices **as required by the Iowa Code, sections 216.9, 256.10(2) and 19B.11, Titles VI and VII of the 1964 Civil Rights Act (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. § § 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), the Americans with Disabilities Act (42 U.S.C. V 12101, et seq.), and Section 601A of the Iowa Code.** There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator: Neil Gray, Superintendent, Northeast Community School District, Goose Lake, Iowa 52750, Telephone (563) 577-2249, (neil.gray@northeastcsd.org), **to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa, or to the Director of the Midwest Office of Civil Rights, Department of Education, Chicago, Illinois.**