

North Linn Handbooks 2024 - 2025



District Handbook

Preschool Handbook

Elementary Addendum

MS/HS Handbook



PARENT STUDENT District HANDBOOK
2024-2025

North Linn Community School District
3033 Lynx Dr. P.O.
Box 200
Coggon, IA 52218

Phone: 319.224.3291
MS/HS: Ext. 1
Elementary: Ext. 3
District: Ext. 4

WELCOME

Welcome to North Linn Community School District. Our teachers and staff members are dedicated to the success of students, and honoring the greatness in each person. We are a Leader in Me school, which means that we provide students opportunities to become leaders in their classrooms and in our school. We want all students to gain leadership skills that they can use beyond our school walls. We are happy you are a part of our school community, and we hope that you find this handbook helpful and informative. If you ever have a question regarding anything in this handbook, or other items, we hope you will reach out to any of our offices. Our office personnel are listed below:

Elementary Office (Preschool - 5th Grade)

Principal- Brendan Schott

Secretary- Char Siddell

Counselor- Sarah Meyer

Middle School/ High School Office (6th - 12th Grades)

Principal- Kaitlyn Stoll

Secretary- Janelle Aberle

Counselor- Julie Schmidt

District Office

Superintendent- Leisa Breitsfelder

Secretary- Dawn Dvorak

Business Manager- Kerry Peyton

Transportation Director- Tony Olson

Athletics and Activities

Activities Director- Brian Wheatley

Curriculum

Food Service

Director of School Improvement- Kimberly Graven

Food Service Director- Pat Kelly

Site Manager- Sheri Letts

MISSION

North Linn Community School District provides a vibrant learning environment that empowers students to grow into engaged and contributing members of their community.

VISION

We create schools where every student shines and every student excels.

CORE VALUES

Growth
Accountability
Leadership
Community

SCHOOL PRIDE

"School Spirit" is the attitude of individuals toward contributing to the total school program. It is based upon interest and appreciation within each individual. It involves such things as self-improvement, cooperation, courtesy, loyalty, sportsmanship, and encouragement of one another. "Lynx Pride" will always be an important part of the North Linn School District – Be a part of it! Spirit and pride relate to spectators as well as participants. Actions such as offensive language, rudeness, drinking, smoking, etc., at events reflect upon you, your classmates, and your school. Be a positive, active member of Lynx Pride!!

School Song- Across the Field

We the Lynx will fight, fight, fight we're out for victory Burgundy and White to you we pledge our loyalty North Linn Lynx fight hard to win we're the team that never gives in Hail, Hail the gang's all here for the Lynx of the North Linn High Fight, fight, fight, fight, fight, fight

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ALL RULES, REGULATIONS, AND DEFINITIONS IN THIS HANDBOOK ARE AN EXTENSION OF BOARD POLICY AND HAVE BEEN APPROVED BY THE BOARD OF EDUCATION.

PROCEDURES

Arrival and Dismissal

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

Attendance Policy

Students and parents are expected to make attendance a top priority. Only through attendance and class participation do students achieve the full benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to absence can never be replaced. Parents make the call as to whether their son or daughter is in school, but the school makes the call on whether the nature of the absence is avoidable or unavoidable. Regular attendance and being well prepared for class helps students in school, and prepares them for success post-secondary.

1. Parents notify Office of absence (319-224-3291 option 3)

Students who know they will be absent should have their parents notify the office prior to the absence. If advance notification is not possible, parents must notify the office at 319-224-3291 on the day of the absence by 9:00 a.m.**

**Failure of notification will result in the school's attempt to contact the student's parent/guardian at home or at work.

2. Absence Classification

Avoidable: Parents have 48 hours to excuse their child for an absence. If a parent does not call, then after 48 hours, the absence is considered avoidable and will be marked as unexcused.

A call is necessary for all absences or a tardy to school, except when on a school event with a sponsor/teacher.

North Linn classifies avoidable absences (examples) as follows:

1. Unavoidable absences NOT called to the office within 48 hours
2. Truancy
3. Haircuts, getting student permits/driver's licenses, shopping
4. Oversleeping, missing the bus
5. Going to work (student's part-time employment)
6. Babysitting
7. Skipping

8. Anything similar that the Principal deems avoidable

Unavoidable: Before a student is readmitted after an absence, the student must have a call by the student's parents to the office explaining the reason for the absence. Parents have the responsibility to provide to the school a written medical doctor's excuse if their child/student misses 5 or more consecutive days of school due to illness.

North Linn classifies unavoidable absences as follows:

1. Personal illness (parent call to validate absence within 48 hours)*
2. Medical/Professional appointments that cannot be made other than during school time (A parent call the day of the appointment, doctor/dental appointments, an appointment card, note or other validation is required) . A reasonable amount of time gone for the appointment will be allotted, otherwise the absence will be listed as unexcused
 - If no doctor's note is provided, it will be marked as an unexcused medical appointment.
3. College visitations for juniors and seniors
4. Funerals, death, or serious illness in the immediate family
5. Important family activities (prior approval)
6. Participation in school scheduled activities (including supporting NL students at state competitions).

3. Make-up Work:

Time to make up work: Students will have one day for each day absent, plus one additional day to make up work assigned. If a student misses the day work is due to be turned in to a teacher, it is due the day the student returns to school at no penalty.

Arranging Make-up work after readmittance: Students are responsible for arranging to make up schoolwork and are allowed to make up schoolwork, working with their teacher, to establish and confirm what they missed and when work is due.

Prior Arrangements: Students who know they are going to be absent, need to make arrangements with their teachers in advance to make up schoolwork whenever possible.

4. Student Truancy

The State of Iowa defines truancy as: Any child between the ages of 6 and 16 years of age on September 15, who fails to attend school in violation of that school board's policy, without a reasonable excuse for the absence, is truant. (See truancy penalties below)

Compulsory attendance: A student who has reached the age of six and is under sixteen years of age by September 15 is of compulsory attendance age. However, if a child enrolled in a school district or accredited nonpublic school reaches the age of sixteen on or after September 15, the child remains of compulsory age until the end of the regular school calendar.

County Attorney: Students that are missing excessive days may meet with the principal and their parents. The County Attorney will be notified if they miss 10-15 days in a semester.

Communication and procedure process for chronic absenteeism:

- a. If a student misses 5 days in any given quarter (either all excused or a combination of excused/unexcused minus those determined by the state as being excused), a letter will be sent to the parent/guardian alerting them we are aware, repeating the expectations and suggesting support services.
- b. At the time a student accumulates 10 days of absence throughout the semester, a 2nd letter will be sent to the parent/guardian. All information will be reviewed and determined when a mediation agreement meeting will be scheduled.
- c. If there is a situation where the student accumulates 12-14 days of absence within the semester, there will be a mediation agreement meeting to set up procedures for their attendance and approval of any absence moving forward. This may or may not involve the county attorney.
- d. If the mediation agreement is broken AND we have reached 15 days absent (see #1) we will move to present the information and documentation to the county attorney.

See Iowa Law - <https://www.legis.iowa.gov/docs/ico/chapter/299.pdf>

Truancy definition: When any student is not in school or an assigned class and his/her whereabouts unknown, the student will be considered truant. Students who leave the building without permission will be subject to the same penalties. Students whose absence from school is considered to be an unexcused absence shall be deemed truant.

Truancy offenses accumulate throughout the school year.

Truancy discipline

1st offense - double time missed in detentions.

2nd offense - 2 In-school detentions; parental-student conference with principal

3rd offense - 4 In-school detentions, Behavior Plan put in place after 2nd conference with parents.

Elementary students will not be assigned in-school detentions, however parent-student conferences with the principal as well as an attendance plan will occur according to the chart above used for 6-12th grade students.

5. Tardies- Elementary

Elementary students are considered tardy if they are not in class by 8:05am. We understand that elementary students are not responsible for getting themselves to school, so if students are tardy to school more than 4 times in a semester, a meeting with the parents and principal will be held. At that time, an attendance plan may be put in place if the student continues to have issues with being tardy to school.

6. Tardies - Secondary

Tardy: It is the student's responsibility to attend class on time. Students not in their assigned classrooms when the second bell rings will be counted tardy.

Three Tardies: If a student receives an accumulation of 3 tardies for a specific class during the semester, they will receive a detention for that class. The student has up to 3 days to serve this detention. If the student skips or refuses to serve the detention the student will be referred to the principal.

Detention after Three: Every tardy after three will result in another detention, same rules apply.

Bell Schedules

Regular Day

Report to Class- 8:01

1st 8:05-8:50
2nd 8:54-9:38
3rd 9:42-10:27
4th 10:31-11:15
5th 11:19-12:27

LUNCH:

1st LUNCH 11:19-11:39 (11:43 tardy)

2nd LUNCH 12:03-12:27

6th 12:31-1:15
7th 1:19-2:03
8th 2:07-2:51
HR 2:55-3:15

3 HR EARLY OUT (12:15)

Report to Class- 8:01

1st 8:05-8:30
2nd 8:34-8:59
3rd 9:03-9:28
4th 9:32-9:57
5th 10:01-10:26
6th 10:30-10:54
7th 10:58-11:22
8th 11:26-12:15

LUNCH

1st LUNCH 11:26-11:46 (11:50 tardy)

2nd LUNCH 11:51-12:15

2 HR EARLY OUT (1:15)

Report to Class- 8:01

1st 8:05-8:34
2nd 8:38-9:07
3rd 9:11-9:40
4th 9:44-10:13
LIM 10:17-10:37
5th 10:41-11:10
6th 11:14-11:44
7th 11:48-12:39

LUNCH:

1st LUNCH 11:48-12:08 (12:08 tardy)

2nd LUNCH 12:21-12:41

8th 12:45-1:15

2 HR DELAY

Report to Class- 10:01

1st 10:05-10:38
2nd 10:42-11:14
3rd 11:18-12:14

LUNCH:

1st LUNCH 11:18-11:38 (11:42 tardy)

2nd LUNCH 11:50-12:14

4th 12:18-12:51
5th 12:55-1:27
6th 1:31-2:03
7th 2:07-2:39
8th 2:43-3:15

Elementary Lunch Times

PS-2nd grade: 11:05-11:30

3rd-5th grade: 11:35-12:00

Building Maintenance

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

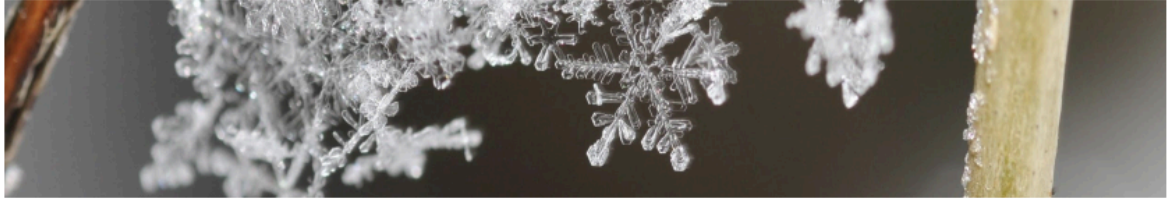
- Use wastebaskets and dispose of all wastes in a proper manner.
- Put all equipment back in its proper place after use.
- Do not spit on floors, walls, or in the drinking fountains.
- Writing or defacing of desktops, tables, walls, bulletin boards, is prohibited.
- Do not sit on desktops, tables, radiators,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

Early Dismissal/Cancellation Procedures

In the event of school cancellations, delays, or early outs due to inclement weather, road condition., emergencies, etc. parents will be notified through the schools text messaging system. (i.e., Infinite Campus). In addition, please see Appendix B for weather information. The administration will determine if any co-curricular activities, events, practices, rehearsals, meetings and/or competitions will be held on days that we are experiencing inclement weather. All co-curricular practices will be canceled if school is dismissed early for inclement weather.

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

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



North Linn CSD Inclement Weather FAQ

How will a school closing or 2 hour delay be announced?

- This information will be announced via the following platforms
 - Infinite Campus - parent text or email notification
 - Radio - KMCH 94.7 fm, KCCK 88.3 fm and KXEL 1450 am
 - Television - KGAN, KCRG & KWWL
 - North Linn Facebook & Twitter accounts

When will a 2 hour delay or closing be announced?

- A decision is generally made before 6:30 am

What time does school start if there is a 2 hour delay?

- High / Middle / Elem school - 10:05 am
- Please do not drop off students before 9:45 am
- Breakfast will NOT be served / Lunch will be served

Will there be pre-school if there is a 2 hour delay?

- PK3 students will NOT attend
- PK4 students will attend

How do I find Hard Surface Routes if buses are unable to travel on gravel roads due to conditions?

- https://www.northlinncsd.org/files/hard_surface_routes_35942.pdf

How are Early Outs handled?

- Parents will be notified on the same platforms as a school closing or 2 hour delay.
Please make sure to have a plan in place for your student for these events.

Please contact your building secretary if you have any additional questions. Thanks!

Dress Code

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

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

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

Emergency Drills

Fire

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

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

Tornado

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

Fees

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

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

All fees can be paid via Infinite Campus, or by check in any of the main offices.

Hot Lunch

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

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

Infinite Campus

All students and families will have an Infinite Campus account. All student demographic information, food service, grades, and fee payments are processed through Infinite Campus.

It is very important that you inform us immediately of any changes in your telephone number, address, or the identification of a person who is to be notified in case of emergency. Changes may be made in Infinite Campus or by contacting the main offices.

Library Procedures

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

Lost and Found

We urge family members and students to frequently check the lost and found box for lost articles. We try to return lost items to the owner. We encourage you to mark your child's

name on clothing. If any clothing items are unclaimed two weeks after school is dismissed for the summer, the staff gives them to a local charity.

Parent Concerns

Parents, guardians, and community members should work with district staff to resolve disagreements or concerns. It is most effective to work as closely with the people who are directly involved so start by contacting the teacher or provider. If your problem is not resolved, contact the principal, then the superintendent, and ultimately the school board if necessary. For more information on this topic, you may visit this Iowa Department of Education website:

<https://educateiowa.gov/pk-12/parent-guardian-and-community-concerns>

Pets

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

Physical Education Program Rules and Regulations - See Secondary Handbook for more detail

Doctors' Excuses

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

Non-Participation Days

Allowable excuses are minor illnesses with parental note.

Dress Code

Proper dress and shoes are required.

Student Records

Family Educational Rights and Privacy Act (FERPA) Please refer to Board Policy #506.01

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

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

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

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

- School officials and teachers within the District and AEA personnel with a legitimate educational interest.
- Officials of other schools in which the student proposes to enroll.
- To the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities
- In connection with a student's educational financial aid applications.
- To comply with a court order or judicially issued subpoena
- Organizations that process and evaluate standardized tests.
- Accrediting organizations for accreditation purposes.
- Parents of dependent children, regardless of child's age.
- In connection with an emergency.
- As directory information

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

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

School Activities and Student Rosters

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

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

Parent Access

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

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

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

Transferring and/or Withdrawing from School

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

SERVICES

Homeless Students

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

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

Special Services – Grant Wood Area Education Agency

Support services are available to assist teachers and families when concerns arise with students. These services include building staff (special education teacher, counselor, nurse, health secretary, etc.) and Grant Wood Area Education Agency staff (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, work experience coordinators, and others). Teachers and families may use input

on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for all students by teacher or parent request through the counselor at the student's school. Grant Wood personnel will not work with a student until a written parental consent has been obtained. Special referral forms are sent to the parents for this purpose.

Student Health- updated 4/19/23

Emergency Information

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

Accidents

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

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

Blood Spills – HIV/AIDS Awareness

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

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

Immunizations

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

- DPT/DT: At least 5 doses with at least 1 dose received after 4 years of age if born on or after September 15, 2003
- Polio: At least 4 doses with at least 1 dose received after 4 years of age if born on or after September 15, 2003
- MMR: At least 2 doses with the first dose after 12 months of age and the second dose no less than 28 days after the first dose,
- Hepatitis B: At least 3 doses if born on or after July 1, 1994,
- Varicella: At least 2 doses if born on or after September 15, 2003; unless the applicant has a reliable history of natural disease.
- Meningococcal- 1 dose of meningococcal vaccine received on or after 10 years of age for the applicant in grades 7 and above, if born after September 15, 2004; and 2 doses of meningococcal vaccines for the applicant in grade 12, if born after

September 15, 1999; or 1 dose if received when the applicant is 16 years of age or older.

Allergies/Medical Alerts

The North-Linn Community School District has recognized that students with life threatening allergies/medical alerts attend our school. In saying this-the district will maintain a system-wide emergency plan for addressing these potential life threatening allergic reactions or medical alerts and maintain a Individual Emergency Medical Plan (IEMP) for any student(s) whose parent/guardian and physician have informed the administration of the school in writing that the student(s) has a potentially life threatening allergy or medical condition. Further, the district will utilize procedures to minimize the chance of a child experiencing a potential life threatening allergic reaction/medical alert.

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

The following safety guidelines are in effect:

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

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

- Holiday Parties — The school will be working with the Food Service department to provide food that meets our allergy guidelines.
- Lower Elementary Snacks — The school will be working with the Food Service department to provide snacks that meet our allergy guidelines.
- Bus Trips — No food may be eaten or open on school buses, except on athletic trips.

- Before School — If your child ate peanut butter for breakfast, we would greatly appreciate your making sure that his/her hands are washed with soap and water before leaving for school. Water alone does not do the trick! Also, it is important to note that sanitizer does not remove peanut protein.

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

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

Medication Procedure at School

According to district policy, parents must complete a medication permission form if a child needs to take any medication, prescription or nonprescription, that you send for the child to be given by the nurses office (over the counter)(i.e. cold tablets, cough syrup). This is not needed for Tylenol, Ibuprofen, and Tums, as this is a question during the registration process. Medications taken at school and dispensed by a school official must be sent in a labeled bottle, from the pharmacy, with specific instructions on the dosage and time to be given. Pharmacists will supply you with such a labeled container, upon request. The medication permission form will need to be filled out each school year.

Inhalers

If a student will be carrying an inhaler with them or in their backpack during the school day, a parent will need to complete a Consent For Student to Self-Administer Inhaler Form. This form can be found on our website under resources->health services. This form will need to be filled out each school year.

Illness

North Linn Illness Protocol

- Students who are sent home due to illness will need to be picked up within 45 minutes or by the end of the day, whichever is sooner. Students who are ill are not allowed to ride the school bus.
- Your child will be sent home from school, or should be kept home from school, if they have a temperature over 100.4 degrees, is coughing uncontrollably, has vomited, or is having diarrhea.
- Temperature is not the only symptom that influences the decision to send a student home. General appearance and functioning are important factors. After a period of observation, a decision will be made whether or not to call the parent/guardian.
- If a student or staff member is sent home due to illness or kept home due to illness, they may return to school when the following criteria have been met:
 - No fever for at least 24 hours without the use of fever reducing medication

- No vomiting and/or diarrhea for 24 hours- regardless if they are feeling Better
- Symptoms have improved
- If a student is treated with antibiotics for any illness, they may return to school when the following criteria have been met:
 - 24 hours of antibiotic treatment complete
 - No fever for 24 hours without the use of fever reducing medications
- If a student tests positive for COVID-19, they will isolate until the following criteria have been met:
 - No fever for at least 24 hours without the use of fever reducing medications
 - Symptoms have improved
 - The 5 day quarantine period is complete. The day symptoms start is day 0.
- If a student or staff member is in a household of someone that tested positive for COVID-19. They may be at school unless they are personally experiencing symptoms.

For more detailed information regarding specific diagnosed illnesses please see the link on our website under resources -> health services -> student illnesses and communicable diseases.

Hearing Screening

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

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

Testing of students with known hearing losses will continue for all students in Transitional Kindergarten through 5th Grade. Screening will occur in the fall, and all parents of students who have been screened will receive a report from the audiologist. Parents of students who have failed the screening will receive information in the mail. Parents who do not want their child's hearing tested will need to indicate in writing to the schools. The school should then notify their school audiologist of these requests.

Vision Screening

Vision screenings are required for Kindergarten and 3rd grade students.

Kindergarten-

- All children are required to have a vision screening no earlier than 1 year prior and no later than six months after enrollment.
- Vision screening certificate or a vision card must be turned into the school.
- An ophthalmologist, pediatrician, physician or professional licensed for this test can perform the screening.

- The Walker Lions Club comes to the school to provide a free screening to preschool and kindergartners with a program called Iowa Kidsight. A consent form is required for this screening. Notification will be sent out about consents and screening date each year. Parents will receive results of the screening from Iowa Kidsight.

3rd grade-

- All students must have a vision screening no earlier than 1 year prior to enrollment and no more than 6 months after.
- A vision screening certificate or a vision card can be turned into the school.
- An ophthalmologist, pediatrician, physician or professional licensed for this test can perform the screening.
- The school nurse will perform these vision screenings on any student that hasn't had a certificate or card turned in. Parents will be notified of non-passing results.

Dental Screening A dental screening is required for Kindergarten and 9th grade students.

Kindergarten-

- The screening must occur no earlier than age 3 and no later than four months after enrollment.
- A licensed dentist, dental hygienist, physician, physician assistant, RN or ARNP can complete the screening.
- The screening must use the IDPH Certificate of Dental Screening.
- The school nurse will complete screenings on students that do not have a screening form turned in. You will be notified if treatment is needed.

9th grade-

- All students entering 9th grade are required to have a dental screening.
- A licensed dentist or dental hygienist can perform the screening.
- The screening must use the IDPH Certificate of Dental Screening.

STUDENTS

Discipline

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

The Discipline Policy shall apply to students:

- while on school premises,
- while on school-owned buses, vehicles and/or on chartered vehicles,

- while engaged in school-sponsored activities,
- while away from school grounds if such conduct would directly affect the good order, efficiency, management, and welfare of the school.
- During periods of mandatory virtual learning or hybrid learning model in the event of school closure

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

- Refusal to conform to rules and regulations, profanity, temper tantrums, loud and boisterous conduct which disturbs the orderly, efficient and disciplined atmosphere and operation of the school.
- Insubordination or disobedience: Refusal to comply with the request or direction of officers, employees, or agents of the school acting within the scope of their employment or duties.
- Display of bigotry or intolerance based on age, race, creed, color, sex, marital status, national origin, religion, sexual orientation, or disability toward teachers, students, any other school personnel or agents of the school
- Disorderly Conduct: A person violates this policy when the person does any of the following:
 - a. Engages in fighting or violent behavior in the school or at school functions, home and away events.
 - b. Makes loud and raucous noise in the vicinity of the school or at school functions, causing unreasonable distress to the occupants or participants thereof, at both home and away events. Directs abusive epithets or makes any threatening or rude gesture which the person knows or reasonably should know is likely to insult or to provoke a violent reaction by another.
 - c. Without lawful authority, disturbs any lawful assembly or meeting of persons by conduct intended to disrupt the meeting or assembly.
 - d. By words or actions, initiates or circulates a report or warning of fire, epidemic, or other catastrophe, knowing or reasonably should know such a report to be false or such warning to be baseless.
 - e. Knowingly and publicly uses the flag of the United States in such a manner as to show disrespect for the flag as a symbol of the United States.
 - f. Without authority or justification, obstructs school premises or any access to school premises with the intent to prevent or hinder its lawful use by others. This shall include premises where any school function is held.
 - g. Telephones another and uses obscene, lewd, or profane language, or threatens to inflict injury or physical harm to the person or property of any person.
 - h. Demonstrates overt displays of affections, i.e., prolonged embracing or kissing or physical fondling
- Student to Student Harassment- see [Appendix A](#)

- False reports: A person who, knowing the information to be false, conveys or causes to be conveyed to any person any false information with the intent that such person will act upon that information violates this policy.

Criminal or Illegal Behavior of Students or Non-students

- Possession of dangerous objects or contraband.
- Theft: A person commits theft when the person does any of the following:
 - a. Uses school funds, equipment, or materials for political purposes not reasonably related to school functions or school-sponsored educational activities.
 - b. Take possession or control of the property in the lawful possession of another, with the intent to deprive the other thereof
 - c. Commits any act that is declared to be theft by any provision of the Code of Iowa.
 - d. Robbery: A person commits a robbery when, having the intent to commit a theft, the person does any of the following acts to assist or further the commission of the intended. Theft or the person's escape from the scene thereof with or without the stolen property.
- Commits an assault upon another.
- Threatens another with or purposely puts another in fear of immediate serious injury.
- Threatens to commit immediately any forcible felony.
- Mischief: Mischief includes damage, alteration, injury, defacing or destruction of any building, fixture, or tangible or intangible property, and includes the willful writing, making marks, drawing characters, etc., on walls, furniture, and fixture.
- Unlawful Assembly: An unlawful assembly is three or more persons assembled together with any or all of them acting in a violent manner with intent that any or all of them will commit a public offense. A person who willingly joins in or remains a part of any unlawful assembly, knowing or having reasonable grounds to believe that it is such, violates this policy.
- Threats: Any person who threatens to place or attempts to place any incendiary or explosive device or material, or any destructive substance or device in any place where it will endanger persons or property, violates this policy.
- Trespass
 1. The term "property" shall include any land, dwelling, building, conveyance, vehicle, or other temporary or permanent structure whether publicly or privately owned, used by or under the contract of the school.
 2. The term "trespass" shall mean one or more of the following acts:
 - a. Entering into or remaining upon property without justification or without the implied or actual permission of the principal/designated person in authority with the intent to commit a public offense or to use, remove, therefrom, alter, damage, harass, or place thereon or therein anything animate or inanimate.
 - b. Entering into or remaining upon property with justification after being notified or requested to abstain from entering or to remove or vacate therefrom by the public employee in authority, or by any peace officer, magistrate, or public employees whose duty it is to help supervise the use or maintenance of the property.

- c. Entering upon or into property for the purpose or with the effect of unduly interfering with the lawful use of the property by others.
- d. Being upon or into property and wrongfully using, removing therefrom, altering, damaging, harassing, or placing thereon or therein anything animate or inanimate, without the implied or actual permission of the principal/designated supervisor in authority.
- 3. The term "trespass" shall not mean entering upon property for the sole purpose of retrieving personal property which has accidentally or inadvertently been thrown, fallen, strayed, or blown onto the school property, provided that the person retrieving the property takes the most direct and accessible route to and from the property to be retrieved, leaves the property as quickly as is possible, and does not unduly interfere with the lawful use of the property.
- 4. Persons should not be in the school building or on school premises at any time without authorization of the school building administrator or designee. Persons who interfere with school procedure will be required to leave the school premises. If their activities or actions disrupt the disciplined, scholarly atmosphere, they may be subject to prosecution.
 - a. School administrators may enlist the aid of the local law enforcement agencies to have any unauthorized persons removed.
 - b. Implementation of procedure dealing with unauthorized persons shall be reasonable, nondiscriminatory and non arbitrary in their operation.
 - Arson: Causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any property with the intent to destroy or damage, is arson, whether or not any such property is actually destroyed or damaged.
 - Weapons (See Board Policy 502.06): School district facilities are not an appropriate place for weapons, dangerous objects, or objects which look like weapons. Weapons, other dangerous objects, and objects which look like weapons shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Enforcement

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

Seclusion, Restraint and Physical Force (Board Policy 503.06)

- Corporal punishment is defined as the intentional physical punishment of a student and is prohibited. It includes the use of unreasonable or unnecessary physical force or physical contact made with the intent to harm or cause pain.
- Physical restraint means a personal restriction that immobilizes or reduces the ability of a student to move the student's arms, legs, body, or head freely.

- Seclusion means the involuntary confinement of a child in a seclusion room or area from which the child is prevented or prohibited from leaving; however, preventing a child from leaving a classroom or school building are not considered seclusion.
- Physical restraint or seclusion is reasonable or necessary only:
 - To prevent or terminate an imminent threat of bodily injury to the student or others; or
 - To prevent serious damage to property of significant monetary value or significant non monetary value or importance; or
 - When the student's actions seriously disrupt the learning environment or when physical restraint or seclusion is necessary to ensure the safety of the student or others; and
 - When less restrictive alternatives to seclusion or physical restraint would not be effective, would not be feasible under the circumstances, or have failed in preventing or terminating the imminent threat or behavior; and
 - When the physical restraint or seclusion complies with all applicable laws.

Suspension

- Suspensions shall be of the in-school variety unless circumstances dictate other arrangements. Students will be completing regular classroom assignments while serving in-school suspension.
- Credit for students placed on out-of-school suspension will be earned for assignments handed in to staff only on the day the student returns to class from out-of-school suspension. Students on out-of-school suspension will not be allowed additional time to make up assignments as stated for regular days of absence. Students must be responsible to call or ask what their assignments are during the time of out-of-school suspension.
- The principal, either shall notify the parents(s)/guardian(s) of students for which out-of-school suspension is a possibility by telephone or certified mail, prior to action being taken by the administrations, unless a question of student safety exists.

Vandalism

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

Disruption of the Educational Process

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

Threats of Violence

Please refer to Board Policy [503.7](#) and [503.7R](#) for detailed descriptions on Threats of Violence in school.

Respect for Public Property

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

Respect for School Authority/Out-of-School Conduct

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

Code of Conduct

The Board of Directors of the North Linn Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in co-curricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. The participant is a representative of his/her school and his/her community and, as such, is in the "spotlight" a lot of the time. Consequently, he/she may be a good or bad influence on the younger members of the student body and school community. The participant should, by his/her actions, be a credit to himself/herself, his/her parents, team, school, and community. Remember, participation in school activities is a privilege, not a right. School activities provide the benefits of promoting additional interests and abilities in the students during their high school years and for a lifetime. The participant should remember that honor, honesty, integrity, self-denial, and sacrifice are basic requirements for successful co-curricular programs.

GOOD CONDUCT POLICY

ELIGIBILITY FOR PARTICIPATION IN CO-CURRICULAR ACTIVITIES

In order to participate in 9th-12th grade co-curricular games, meets, or events, students must, on the day of the event, be in school the entire school day. This also includes eligibility for practices, open gyms and weight room activities. If a student must miss part of the day for physical therapy or medical appointments, a note from that office must be brought to the secretary as proof of absence in order to participate that day. Students in 6th-8th grade need to be present for half a school day to participate in co-curricular activities. Getting your license,

funerals, etc. must have prior approval from the Activities Director in order for a student to participate that day if missing part of the school day. **Students are required to ride the provided school transportation to the event in order to participate on any given day.** Exceptions must be approved with the Activities Director well in advance of the event.

PROCEDURE FOR HANDLING ALLEGED VIOLATIONS OF CODES OF CONDUCT

1. Upon receiving the report of an alleged violation of any of the North Linn Community School District's Codes of Conduct, the Principal or Activities Director will seek information concerning the alleged violation.
2. The Principal or Activities Directors findings shall be based upon evidence presented by school personnel or information provided by the court or legal system. The Principal or Activities Director will then meet with the sponsors and/or coaches of the activities in which the student is involved.
3. A student found guilty may appeal the decision to the North Linn Board of Directors by petitioning the Superintendent within 5 school days after the decision.
4. In case of appeal, the penalty imposed shall be in force until such time that the School Board either affirms or overrules the decision.

RULES

Because it would be extremely difficult to list all possible rule infractions, a sample of possible infractions is listed below.

- Possession, use, or purchase of tobacco products and/or vapes; alcohol beverages, including beer and wine (“use” includes having odor of alcohol on one’s breath), and/or controlled substances regardless of the student’s age.
- Misconduct in school: repeated infractions of school rules, disrespect to staff members, insubordination, hazing or harassment of others, and fighting.
- Misconduct at school sponsored events, either as participants or spectators. This includes home and away activities as well as infractions of transportation rules.
- Criminal offenses, not including minor traffic citations.

If a student transfers in from another school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school district, the student shall be ineligible until the penalty for the violation has been served.

REDUCTION IN PENALTY

1. Evaluation and Treatment: A student who has a third violation of the good conduct code as it pertains to alcohol/tobacco may elect to seek an evaluation and treatment from a North Linn CSD approved substance

abuse facility at the student's or parent/guardian's expense. If the student seeks the evaluation and treatment and agrees to waive confidentiality to allow the facility to report back to the school, the student MAY be eligible to receive a penalty reduction. Any reduction will be at the administrator's discretion and will be dealt with on a case by case basis. Evaluation and treatment does not in any way guarantee a reduction in penalty.

2. Admission of guilt on the part of the student to the Principal and/or Activities Director before the commencement of an investigation of the charges may result in a reduction in penalty at the discretion of the Principal and/or Activities Director.

Field Trips

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

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

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

Grades

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

The grading on academic standards performance is as follows:

Exceeds (E)	Your child has exceeded the standards,
Meets (M)	Your child has met grade-level standards,
Progressing (P)	Your child is progressing toward the standards
Does Not Meet (N)	Your child has not yet met the standards
Not Assessed (X)	This standard was not assessed in this grading period

The grading on academic skills performance is as follows:

1	Consistently
2	Sometimes
3	Seldom

Technology Use

Consequences for violation of our technology use agreement will match the severity of the infraction. Length of time or severity of consequence may also increase with each instance of violation.

Consequences may include:

- Student is not allowed to take technology home (6-12 Chromebooks)
- Student is not allowed to use technology without direct supervision of teacher
- Student is not allowed to use technology for a time period. Student will have to do all assignments via paper/pencil.
- Student is not allowed to use technology for the remainder of the school year.

Textbooks

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

Transportation

Bus Guidelines

The bus driver's attention must be on their driving responsibility at all times. Driving a bus safely is a difficult task. Anything that happens on the bus to divert the driver's attention endangers the safety of the riders. It is necessary that the students riding the bus conduct themselves in the best possible manner. The privilege of bus transportation can be withdrawn from any student who refuses to cooperate with the bus drivers. Precautions are taken to see that your student arrives at his/her destination safely, but this requires the cooperation of the students and parents.

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

- If it is necessary for a student to ride another bus, he/she must bring a note from a parent requesting this. This note should be taken to the Office and a bus pass will be issued.

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

Visitors

North Linn students are welcome to bring a visitor during lunch times in the elementary gym. To ensure student safety, all visitors must report to the office immediately upon arrival, sign in, and wear an identification badge. Please do not go to the classrooms before checking in with the office. If students are needed, the office will notify the classroom teacher. We want our students to feel safe and secure at all times.

Volunteers

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

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

We encourage and welcome parent/adult volunteers to help in our classrooms. If you are interested in helping at North-Linn on a volunteer basis, please notify the office. All volunteers must pass a background check performed by the district office. Background checks performed by other agencies are not accepted.

Student Publications

School-sponsored publications provide a way for students to learn reading, writing, and responsible journalism. The printed materials should not encourage the breaking of laws, cause defamation of persons, or contain obscenity. All publications must identify the author and/or editor and publisher. Administrators shall review student publications and enforce the standards.

Activity Passes

Student and adult season tickets may be purchased in the high school office for the football, volleyball, basketball and wrestling seasons. Yearly/Punch Passes are not valid for tournaments or fine arts presentations.

POLICIES

School Board

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

Anti-Bullying / Anti-Harassment Policy (Board Policy 104)

The North Linn Community School District 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. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived 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, and 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 substantial 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.

- "Volunteer" means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 15 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The Superintendent or the Superintendent's designee will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy. The North Linn Level I Investigator is the building principal and the Level II Investigator is the Linn County Sheriff. See policy 104.R1

Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include 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 measures, which may include 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, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, 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.

Child Custody

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

Child Abuse

Child Abuse Reporting

In compliance with state law and to provide for the greatest possible protection to victims of child abuse, the board believes child abuse should be reported to the proper authorities. School district personnel are encouraged and the law requires certified 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.

Child Abuse by District Employee

Any person, student or parent/guardian of a student believing that child abuse by a district employee has occurred, shall report such occurrence to our Level One Investigator. The report should be within twenty-four hours of said occurrence. The contact number is (319) 224-3291, option 4.

Child Abuse by Other Individuals

Any student or parent/guardian of a student believing that child abuse by another individual has occurred, is encouraged to report such occurrence to the student's building principal or counselor in a timely manner. This usually occurs in the fall and spring when bruises, burns or cuts are more easily seen because less clothing is worn. Please notify a teacher, coach, principal or any school personnel.

Educational Equity Policy

The North Linn Community School District offers career and technical programs in the following service areas: Agricultural Education, Business Education, Health Occupations Education, Family and Consumer Sciences Education, Industrial Education, and Marketing Education. It is the policy of the North Linn Community School District not to discriminate

on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Kaitlyn Stoll, Middle School/High School Principal at 3033 Lynx Drive, P O Box 200, Troy Mills, IA 52344 or by phone at 319-224-3291 Ext. 1 or by email at kstoll@northlinncsd.org.

Educational Equity Policy

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

Please refer to the current Teacher's Handbook or Board Policy Manual for further information.

DISTRICT EDUCATIONAL EQUITY COMPLIANCE OFFICER – Guidance Counselor, North Linn High School, 3033 Lynx Drive, PO Box 200, Troy Mills, IA 52344 (319-224-3291).

Human Growth and Development

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

Fundraising

Any fund raising programs shall have written administrative approval prior to its inception. Approved forms must be turned in to the Business Office and require School Board approval.

Distribution of Materials

Individuals, including students, may have the right to distribute on school premises, at reasonable times and places, unofficial written material, petitions, buttons, badges or other insignia, except expression which:

- a. is obscene to minors;
- b. is libelous;
- c. contains indecent, vulgar, profane or lewd language;
- d. advertises any product or service not permitted to minors by law;

- e. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, gender, disability, age or ethnic origin);
- f. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution on school premises of material in categories (a) through (d) to any student is prohibited. Distribution on school premises of material in categories (e) and (f) to a substantial number of students is prohibited.

Anyone wishing to distribute unofficial written material must first submit for approval a copy of the material to the building principal at least twenty-four hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting request and, if a student, the homeroom number;
2. Date(s) and time(s) of day of intended display or distribution;
3. Location where material will be displayed or distributed;
4. The grade(s) of students to whom the display or distribution is intended. Within twenty-four hours of submission, the principal will render a decision whether the material violates the guidelines.

Multicultural Gender Fair Policy

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

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

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

You may also contact the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204. Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov

Federal References:

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

Iowa Code References:

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

Promotion/Retention of Students

Students will be promoted or retained in school based on the decision of the administrative team consisting of licensed administrators and teachers. The decision will be based on an evaluation of maturation, achievement and other factors outlined in Board Policy No. #505.02.

Search and Seizure

The United States Supreme Court (T.L.O.) and the Iowa Legislature (S.F. 477) agree that school officials may conduct searches in school settings so long as they have a reasonable suspicion that a criminal offense or school rule or regulation bearing on school order has been violated. Such searches apply to students, student lockers, desks, work areas and automobiles. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

Weapons Policy No. 502.06

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

School district facilities are not an appropriate place for weapons, dangerous objects, or objects which look like weapons. Weapons, other dangerous objects, and objects which look like weapons shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon, dangerous objects, or objects that look like weapons on school property shall be notified of the incident. Confiscation of weapons or dangerous objects or objects which look like weapons shall be report to the law

enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion. Students bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

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

Appendix A

BULLYING AND HARASSMENT

Student Rights and Responsibilities

(PK-5th Grade Students)



North Linn Community School District

Troy Mills, Iowa

The North Linn Community School District is fully committed to providing a welcoming and safe environment. To ensure all students are able to achieve their highest learning potential, the district has expectations for student behavior. As part of these efforts, Leader In Me is utilized district wide at North Linn.

The North Linn Board of Directors has stated in board policy series 102 and 104, that harassment based on such characteristics as age, race, color, sex, religion, or disability will not be tolerated.

What is bullying?

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

Why address bullying in schools?

1. For students and their futures
2. For a healthy school climate
3. For the larger community
4. For the purpose of risk management for schools
5. It is the law

School rules against bullying:

1. We will not bully others
2. We will try to help students who are bullied
3. We will include students who are easily left out
4. When we know somebody is being bullied, we will tell an adult at school or an adult at home

Behaviors that will not be tolerated:

- Verbal bullying that includes speaking or writing mean things at school and/or online
 - Teasing
 - Name calling
 - Insults/Unkind comments
 - Physical threats
 - Comments about someone's body
- Social bullying that includes hurting someone's relationship or reputation
 - Excluding someone on purpose
 - Telling other children not to be friends with someone
 - Spreading rumors about someone
 - Embarrassing someone in public
- Physical bullying that includes hurting someone's body or personal items
 - Physical fighting
 - Pulling hair or clothes
 - Taking or damaging another's belongings
 - Gestures with the hands or body
 - Trying to kiss, hug, or touch someone who doesn't want to be kissed, hugged, or touched

Taking part in any of the behaviors listed above will result in:

- Verbal warning/appropriate consequences
- Written warning/appropriate consequences
- Student/parent conference
- Suspension

*****Some behaviors are more severe than others, therefore, complaint managers reserve the right to assign a consequence that will best fit the behavior*****

Questions regarding alternative complaint procedures and/or appeals contact:

North Linn Equity Coordinator

Kaitlyn Stoll, MS/HS Principal

224-3291

It is the policy of the North Linn Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator at 3033 Lynx Drive, P O Box 200, Troy Mills, IA 52344 or by phone at 319-224-3291 Ext. 1 or by email at dgiegerich@northlinncsd.org.

You may also contact the Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204. Telephone: (312) 730-1560 Facsimile: (312) 730-1576, Email: OCR.Chicago@ed.gov

Updated: June 2024

Harassment

Student Rights and Responsibilities



(6th – 12th Grade Students)

North Linn Community School District

Updated: June 2024

The purpose of this brochure is to:

- Provide information on the district's policies and procedures regarding harassment.
- Provide examples of behaviors which may constitute harassment.
- Provide information about what to do if you are a victim of harassment.
- *Provide information about consequences for harassment or failure to report harassing behaviors.

**Documentation will exist that students and staff have received this information.*

Board Policies:

The North Linn school board policy states that all members of the North Linn Community School District are expected to conduct themselves so as to provide an atmosphere free from harassment. Any person proven to be in violation of this policy, while acting as a member of the school community, will be subject to discipline or discharge. (See policy series 102, 104, and 106.)

Why Policies?

Harassment is illegal under federal law, the Code of Iowa, and North Linn school board policies. District staff are obligated to maintain a working and learning environment that is free of harassment. In addition, board policies provide that student conduct shall be governed by the educational purpose underlying all school activities, for the widely-shared use of student

property, and for the rights and welfare of other students. (See policy series 102, 104 and 106)

What is Sexual Harassment?

Sexual harassment means unwelcome behavior or conduct (physical, verbal, written, electronic) that is directed at someone because of that person's sex or gender, and that meets any of the following definitions:

1. **"Quid Pro Quo" Harassment.** A District employee explicitly or implicitly conditions the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct; **OR**
2. **Hostile Educational/Work Environment.** Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; **OR**
3. **Sexual assault.** An offense that meets the definition any one of the following offenses:
 - Rape: the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person without consent of the victim;

- Fondling: the touching of the private body parts of another person for the purpose of sexual gratification without consent of the victim;
- Incest: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; or
- Statutory rape: sexual intercourse with a person who is under the statutory age of consent; **OR**

4. **Stalking:**

- Purposefully engaging in a course of conduct directed at a specific person ("target") that would cause a reasonable person to fear bodily injury to, or the death of, the target or a member of the target's immediate family;
- when the person ("stalker") knows or should know that the target will be placed in reasonable fear of bodily injury to, or the death of, the target or a member of the target's immediate family by the course of conduct; and
- the stalker's course of conduct induces fear in the target of bodily injury to, or the death of, the target or a member of the target's immediate family; **OR**

5. **Dating Violence:** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of:

- The length of the relationship.
- The type of relationship.
- The frequency of interaction between the persons involved in the relationship; **OR**

6. **Domestic Violence:** any felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabiting with, or has cohabited with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Iowa; or
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Iowa.

Behaviors that may Constitute Sexual Harassment:

- Direct propositions of a sexual nature
- Subtle pressure for sexual activity, an element of which may be repeated staring or leering
- A pattern of sexually explicit statements, questions, jokes, or anecdotes
- Unnecessary touching, patting, hugging, or brushing against a person's body
- Gestures with the hands or body; such as flashing or mooning

- Remarks of a sexual nature about a person's clothing or body, about sexual activity, or about previous sexual experiences
- A display of graphic sexual material where others are not free to avoid it
- Display or transmission of sexually suggestive electronic content such as sexting or social media posts
- Sexual cartoons, pictures, messages, texts, notes, or tweets
- Terms of address
- Physical assault

Other Forms of Harassment:

In addition to sexual harassment, North Linn students and staff are also protected from harassing behaviors based on real or perceived 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 family status. Harassing acts may be treated as just cause for discipline or discharge. (See policy series 102, 104, and 106)

Consequences for the Student Harasser*:

Consequences for the student harasser include, but are not limited to:

- Verbal warning/reprimand
- Written warning/reprimand (entered into student's discipline file)
- Internal or external suspension

- Expulsion
- Referral to law enforcement agencies for appropriate action

**Some harassing behaviors are more severe than others and they may merit more severe and immediate consequences.*

Reporting a Complaint:

Any person who believes that they have been a victim of harassment by a student or employee of the district shall report the conduct immediately to a trusted employee, Title IX Coordinator(s), or law enforcement.

Failure to report an unwelcome behavior does not mean the behavior was welcome.

Any District employee who witnesses or becomes aware of sexual harassment has an affirmative obligation to report immediately to the District's Title IX Coordinator(s) or to their building principal or immediate supervisor. Failure to do so may result in disciplinary action against the employee, up to and including termination of employment.

An investigation shall begin immediately, unless the informal resolution process is in place. The investigation may consist of personal interviews with the alleged victim(s), the alleged harasser(s), and others who may have knowledge of the incidents or circumstances that led to the complaint. The investigation may also consist of other methods and documents specified by the investigator.

Confidentiality:

Confidentiality shall be maintained in so far as possible during the investigation of a complaint and regarding any subsequent disciplinary action.

Complaint Procedures:

Equity complaint procedures and equity complaint forms are available in each building. Questions about procedures, forms, appeals, or alternative complaint procedures should be directed to:

North Linn Title IX Coordinator:
Leisa Breitsfelder, Superintendent
224-3291

**Iowa Civil Rights Commission, Des Moines, IA,
515/281-4121 US Office of Civil Rights, Chicago,
IL, 312-886-2359**

Reprisal and/or Retaliation:

Retaliation includes but is not limited to any form of intimidation, reprisal, or harassment. Anyone, student, or staff, who retaliates against an individual reporting alleged harassment may be subject to discipline. Anyone who retaliates against an individual who testifies, assists, or participates in an investigation, proceeding, or hearing related to a complaint of harassment may be subject to discipline. Submission of a complaint or report shall not affect a student's grades, etc.

Services Available to Students: Students who feel the need to talk with a trusted adult following experiences with harassment may find the following services helpful: school counselors, nurses, and prevention/intervention specialists.

It is the policy of the North Linn Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator at 3033 Lynx Drive, P O Box 200, Troy Mills, IA 52344 or by phone at 319-224-3291 Ext. 1 or by email at dgiegerich@northlinncsd.org.

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NORTH LINN PRESCHOOL
PARENT STUDENT HANDBOOK
2024-2025

THIS HANDBOOK IS IN ADDITION TO THE DISTRICT-WIDE STUDENT HANDBOOK. ALL POLICIES LISTED IN THE DISTRICT HANDBOOK ALSO APPLY TO PRESCHOOL STUDENTS.

North Linn Community School District
3033 Lynx Dr. P.O.
Box 200
Coggon, IA 52218

Phone: 319.224.3291
MS/HS: Ext. 1
Elementary: Ext. 3
District: Ext. 4

Welcome To Preschool

Welcome, welcome, we're glad you're here...

We're going to have a wonderful year!

We'll draw and we'll write...

We'll sing and we'll play...

And we'll learn new things...

Each and every day!!

There's lots to learn...

And fun things to do!!

It should be awesome...

For a special child like "You"!!

It is our pleasure to personally welcome you and your child to the North Linn Little Lynx Preschool Program. In July of 2007, the North Linn Community School District was awarded the Statewide Voluntary Preschool Program Grant for four-year-old children. The award was the result of all the dedicated work and collaboration of numerous community members and interested stakeholders. Our program's goal is to provide a high quality preschool program meeting each child's needs, including children with disabilities and those from diverse backgrounds. Establishing a rich learning environment that encourages children's natural curiosity and supports them is essential as we nurture their growth and provide opportunities for them to take risks that lead to new skill development. Children will be in a setting where they feel safe, respected, and cared for. This is an opportunity for all four-year-old children to take part in planned, active learning experiences that enable them to enter school ready to learn.

The Iowa Quality Preschool Program Standards have been adopted by the North Linn Community School District, and the Iowa Early Learning Standards are used to guide expectations for children and instructional practices. The information contained in this handbook is designed to familiarize parents with our program. If you have any questions or concerns about your child's school experience, please feel free to ask our staff.

We are looking forward to a great year!!

Elementary Office (Preschool - 5th Grade)

Principal- Brendan Schott

Secretary- Char Siddell

Counselor- Sarah Meyer

Middle School/ High School Office (6th - 12th Grades)

Principal- Kaitlyn Stoll

Secretary- Janelle Aberle

Counselor- Julie Schmidt

District Office

Superintendent- Leisa Breitfelder

Secretary- Dawn Dvorak

Business Manager- Kerry Peyton

Transportation Director- Tony Olson

Athletics and Activities

Activities Director- Brian Wheatley

Curriculum

Director of School Improvement- Kimberly Graven

Food Service

Food Service Director- Pat Kelly

Site Manager- Sheri Letts

3 Year Old Preschool

Lead Teacher- Beth Dolan

Associate/Wrap Around Care- Yvette Bridgewater

4 Year Old Preschool

Lead Teacher- Amber McGrath

Associate- Cathy Moore

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I. Mission, Vision, Philosophy, and Goals

We are Proud to be a PBIS Program!



What is PBIS?

PBIS is the proactive & intentional structuring of learning environments needed for all students to achieve social, emotional, behavioral and academic success.

Our program has 3 goals for all students:

Be Safe

- Examples: Use walking feet, use nice hands and toys, wash hands

Be Responsible

- Examples: Be a good listener, put things away, participate in class, do your best work

Be a Good Friend

- Examples- Use kind words, take turns, invite others to play

Mission Statement

The mission of the North Linn Community School District Little Lynx Preschool Program is to provide high quality educational opportunities for four year olds so they can experience success and build a foundation for future learning. IQPPS 10.1

Vision Statement

North Linn Community School District in partnership with community members envision that all four-year-old children in the North Linn Community School District and surrounding areas will be provided access to quality preschool programming, thus preparing them for future educational success. IQPPS 10.1

Philosophy

We realize children come to preschool programs with varying strengths, abilities, backgrounds, and interests. Likewise, all children develop at different rates and are ready to engage in learning experiences at various times and levels. We believe children learn best through a research-based curriculum that stimulates developmentally appropriate learning and integrates social, emotional, physical, and cognitive growth. The North Linn Preschool Program community (students, teachers, administrators, staff, parents, and community members) will work cooperatively to ensure a balanced educational program is implemented to nurture the development of the whole child. IQPPS 10.1

Goals for Children IQPPS 2.1, 10.1

- Children will show competency in social/emotional, physical, cognitive, and language development skills.
- Children will be enthusiastic and curious learners.
- Children will be safe and healthy.

Goals for Families IQPPS 4.9, 7.1 – 7.7, 10.1

- Families will feel welcome in the classroom and school.
- Families will work with the school in a meaningful partnership to help their children be better prepared when learning to read and write.
- Families will advocate for their children.

II. Eligibility

Admission Requirements

Children without special needs qualify for preschool under the Statewide Voluntary Preschool Program Grant for four-year-old children. A student must be four years old by September 15th of the current school year. Priority will be given in this manner:

1. Any four-year-old showing financial need as evidenced by qualifying for free and/or reduced lunch
2. Any four-year-old living in the North Linn Community School District
3. Four-year-olds from other school districts

Inclusion

The preschool program provides all children, including those with disabilities and unique learning needs, a supportive and safe environment to learn. Modifications are made in the environment and staffing patterns in order to include children with special needs. Staff is aware of the identified needs of individual children and, they are trained to follow through on specific intervention plans. An inclusive program enriches the experience for our teachers, students,

other children, and their families. Our facilities meet the Americans with Disabilities Act accessibility requirements. IQPPS 2.4, 2.5, 3.1, 9.10

III. School Year and Hours

School Year

The North Linn Little Lynx Preschool Program will conduct classes according to the North Linn Community School District's school calendar. Snow makeup days will follow the district snow makeup days.

The program will provide from a qualified teacher at least ten hours per week of intentional instruction directly related to the program's curriculum, such time to be exclusive of recess.

Hours

Two preschool sessions will be available:

- Monday/Wednesday
- Tuesday/Thursday

Hours are as follows:

- School begins at 8:05
- School dismisses at 3:15 for 4 year olds
- School dismisses at 11:05 for 3 year olds

IV. A Child's Day IQPPS 2.6

Daily Activities

A variety of learning activities are planned each day for the children. Classroom routines are designed to assist children in becoming independent and competent. Our classroom provides the following components:

- Large Group: During large group time, the teacher will provide the students with instruction based around a project or topic. Large group time will foster learning focused on big ideas. Specific skills, especially those relating to literacy, math, science, and social studies will be a focus during large group. The teacher will work with students through the use of literature, songs, stories, and group activities to help cultivate social interaction between the children and adults.
- Center Time: Center time is a time for children to learn through play. Children will be given choices; they can choose what to play with, where to play, who to play with, and how to play with materials and peers. Centers might include dramatic play, sensory play, cooperative games, manipulatives and toys, puzzles, block play, art, discovery, technology, music and

movement, literacy, and project work. Center time also allows for the teacher to assess students' skills using Teaching Strategies GOLD.

- Story Time: The preschool program will use the *Read It Again Curriculum*. This curriculum focuses on the repeated reading of text and also provides activities to help children learn text features. The preschool teacher will also read quality literature to the students while encouraging participation and interaction between the students and book.
- Outside Learning/Large Motor Time: Outside learning time is meant to help promote large motor skills and enhance social interactions between peers. It is also a time for students to explore and play through imagination.
- Snack Time: Snack will be served family style. The teacher will promote social interaction during snack time as well as help students to gain new experiences through food.
- Small Group Time: The teacher and/or associate will work with students individually or in small groups to learn and practice social/emotional, language, literacy, and math skills.

Staff

Program Administrator: Oversight of the preschool program will be the responsibility of the Elementary Principal. Both individuals meet all qualifications described in the Iowa Quality Preschool Program Standards. IQPPS 10.2, 10.3

Teacher: Our teacher is licensed by the Iowa Board of Educational Examiners and holds an early childhood/special education endorsement. IQPPS 6.2

Teacher Associates: Our classroom teacher associates carry out activities under the supervision of the teacher. Teacher associates have specialized training in early childhood education. IQPPS 6.3

Nurse: North Linn Little Lynx Preschool will have the assistance of the school nurse. She is a certified Registered Nurse. She will maintain student health records and attend to the health needs of the students while they are at school. IQPPS 5.1, 5.3, 5.8, 10.8

Grant Wood Area Education Staff: Support services are available to assist teachers and families when concerns arise with students. These staff members include psychologists, social workers, consultants, speech-language pathologists, occupational and physical therapists, and others. Teachers and families may request input on an informal basis or seek formal assistance from these staff members. IQPPS 7.6, 8.2

V. Arrival, Departure, and Transportation of Children IQPPS 10.9

Arrival

Regular school hours are 8:05 – 3:15. Children should not arrive before 7:45 AM. No supervisor is on duty until that time. The front doors are locked at 8:15 AM. After that time, students will need to check into the office before proceeding to their classroom.

Departure

Dismissal time is 3:15 PM for 4 year olds and 11:05 AM for 3 year olds. At the end of the day bus students will be dismissed to their appropriate busses. Students not riding the bus will not be dismissed until all busses have left the elementary parking lot. Once busses have left the parking

lot, parents' vehicles will be allowed to enter the elementary parking lot to pick up their children. 3 year olds will have a mid-day transportation option for a fee, which will leave after lunch at approximately 11:45 AM. Wrap around care is available for 3 year olds for a fee.

Transportation Services

Preschool students whose pick-up point is on the regular route will be allowed to ride the North Linn Community School District's regular school buses daily when school is in session. A transportation request must be completed and on file for efficient scheduling of routes and bussing for all students.

The bus driver's attention must be on his/her driving responsibility at all times. Driving a bus safely is a difficult task. Anything that happens on the bus to divert the driver's attention endangers the safety of the riders. It is necessary that the students riding the bus conduct themselves in the best possible manner. The privilege of bus transportation can be withdrawn from any student who refuses to cooperate with the bus drivers. Precautions are taken to see that each student arrives at his/her destination safely, but this requires the cooperation of the students and parents. Preschool students will follow the same bus guidelines all North Linn Community School District students follow. They are:

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

- Students are required to wait at an attendance center for transportation should stay in the designated area of the loading site.
- Students should not be in any part of the attendance center without being chaperoned by the staff of that attendance center.
- If student is to be picked up, parents will need to contact the school if for any reason the student is not riding the bus home (i.e. older siblings, friends, relatives, etc.)

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

If your child will be picked up or dropped off at a babysitter/grandparent, etc., you will need to fill out an Alternate Approval Bussing Form. These are provided online or available in the elementary office. If your child will be going home with someone else for one night only and he/she rides the bus, you will need to contact North Linn by a note, email, or phone call before 2:00PM that day in order to make sure the message is passed on to the appropriate people. If you do email, please make sure you get a response back. We must receive communication from the parent in order to allow the student to change his/her normal dismissal routine. Again, please call by 2:00 PM.

As for regular bussing routes, your child's bus driver will contact you with pick up and drop off times, just a few days before school starts.

Special Transportation Needs

For children who have special needs for transportation, the facility will use a plan based on a functional assessment of the child's needs related to transportation that is filled out by the child's physician. This plan will address special equipment, staffing and care in the vehicle during transport. Any accommodations indicated in the child's Individualized Educational Program will be implemented as described.

Vehicle Licensure and Insurance

Program vehicles are licensed and insured in accordance with applicable federal and state laws. Certification of licensing and insurance is available on site.

Early Dismissal/Cancellation Procedures

In the event of school cancellations/delays due to inclement weather, road conditions, emergencies, etc., North Linn Community School District uses the School Reach System. Once your child has been registered into Powerschool, you will automatically receive notifications. If for some reason you do not receive text messages, please contact the school and we will look into the matter.

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

- Tell your child where to go if school is dismissed early.

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

VI. Families

The first teachers of our students are their parents and family members. It is imperative that teachers work in partnership with families, establishing and maintaining regular, on-going, two-way communication. Program staff use a variety of formal and informal strategies (including conversations) to become familiar with and learn from families about their family structure; their preferred child-rearing practices; and information families wish to share about their socioeconomic, linguistic, racial, religious, and cultural backgrounds. Although in-person daily contact cannot be replaced, additional communication tools preschool staff will utilize include notes to and from home, emails, phone calls, newsletters, and bulletin boards as alternatives means to establish and maintain open, two-way communication. Staff also includes a way to receive parent feedback on their child at the bottom of each newsletter sent home. Families are encouraged to provide feedback about the program and program operations through these avenues, or by contacting the school principal. IQPPS 1.1, 7.1 – 7.7, 10.15

Each year, the preschool program shall involve families through at least:

- One Home Visit: These will be scheduled with each family at the beginning of the year. This is the time for the teacher to get to know you, your child, and your family and for you to begin to create a partnership between home and school in order to best meet your child's needs. Home visits are required by the Iowa Quality Preschool Program Standards. During the home visits the classroom teacher and associate will meet the child in his/her home, complete activities, and discuss family needs and programming.
- Two Parent/Teacher Conferences: Two times each year (fall and spring semester) the preschool teacher will meet with parents for parent/teacher conferences. At the conference the teacher will provide a written progress report. These progress reports are based upon ongoing assessment procedures that will be shared with you. We are always interested in your input regarding your child's development so that we can work together to plan a program that best meets the needs of your child.
- One Family Night: This is an opportunity for you and your family to come to school to participate in fun as well as educational activities. Information will be coming home once this night is scheduled.

All families are included in all aspects of the program. Family involvement may include volunteering in the classroom, orientation to the preschool program, parent education, general communications, or other activities. IQPPS 1.1, Chapter 16: 16.3(12)

Program Staff Nurturing Families as Advocates for Their Children

- Encouraging families to raise concerns and work collaboratively with them to find mutually satisfying solutions that staff then incorporate into classroom practice.
- Encouraging and supporting families to make the primary decisions about the services their children need, and encouraging families to advocate to obtain needed services
- Providing families with information about programs and services from other organizations
- Using established linkages with other early childhood education programs and local elementary schools to help families prepare for and manage their children's transitions between programs
- Assisting families with their transitions to other programs or schools by providing basic general information on enrollment procedures and practices IQPPS 7.1 – 7.7

VII. Curriculum IQPPS 2.1, 2.2, 2.3

We believe children learn best through a research-based curriculum that stimulates developmentally appropriate learning and integrates social, emotional, physical, and cognitive growth. Curriculum is the framework that provides a coherent focus for planning children's experiences. The North Linn Little Lynx Preschool follows uses *The Creative Curriculum*. It is flexible and allows for adaptations and modifications to ensure all children are able to be successful and build a foundation for learning. In addition to *The Creative Curriculum*, we use the *Read It Again* Literacy Curriculum, *Jolly Phonics*, and *Handwriting Without Tears*.

VIII. Child Assessment: Gold and Individual Growth & Development Indicators of Early Literacy (IGDIs)

Assessment Overview

Your child will be assessed using informal and formal assessments throughout the school year by the teacher and associate. The purpose of the informal assessments is to inform teachers of your child's daily classroom experiences and growth throughout the school year. The Gold Assessment is from Creative Curriculum which assesses your child over the thirty-eight goals in language development, social/emotional, physical development, cognitive development, math, and literacy. The IGDIs assessment will be used to screen all students on early language and literacy skills. It also allows for more intensive progress monitoring for those students who do not meet seasonal screening benchmarks. IQPPS 4.1, 4.2, 7.3

Informal Assessments

Informal assessments (observation notes) procedures occur throughout the day with teachers and associates taking anecdotal notes of your child's daily activities. Teachers look for informal assessments or observations daily throughout the school year.

Formal Assessments

Formal assessment procedures include teachers and associated observing your child in daily classroom activities. The informal assessment results guide the formal observations. Another component of formal assessment procedures includes sitting with your child one on one to answer and complete questions about basic skills. The formal assessments are completed three times a year: fall, winter, and spring. IQPPS 4.1

Assessments Results will be Used To:

- Provide information to parents about their children's developmental milestones
- Arrange for developmental screening and referral for diagnostic assessment when indicated
- Identify children's interests and needs
- Describe the developmental progress and learning of children
- Improve curriculum and adapt teaching practices and the environment
- Communicate with families confidentially in English or other languages spoken by families

Communicating with Families and Involving Families in the Assessment Process

Families have ongoing opportunities to share the results of observations from home to contribute to the assessment process. Families will be informed about their child's assessment results during conferences and through progress reports. These take place during the fall and spring semester. Unless parents request being informed at an earlier date, these will be the dates the information will be shared. If staff suspects that your child has a developmental delay or other special need, this will be communicated to your family in a sensitive, supportive, and confidential manner. You will be provided with documentation and explanation for the concern, suggested next steps, and information about resources. IQPPS 4.9, IQPPS 7.4

IX. Program Assessment

The North Linn Community School District has adopted the Iowa Quality Preschool Program Standards. A preschool verification visit has become part of North Linn Community School District's comprehensive school visit which occurs every five years. Analyzing student assessment results in another essential component of program evaluation as we continue to move forward and plan program improvement.

X. Supervision Policy

No child will be left unsupervised while attending preschool. Staff will supervise primarily by sight. Supervision for short intervals by sound is permissible as long as teachers check frequently on children who are out of sight (e.g. those who can use the toilet independently, who are in the library area, or who are napping).

Throughout the day, including naptime, the indoor environment is designed so that staff can supervise children by sight and sound at all times without relying on artificial monitoring devices.

In semiprivate areas, it is always possible for both children and adults to be observed by an adult from outside the area.

The outdoor play area is arranged so staff can supervise children by sight and sound.

To prevent drowning accidents, staff supervise all children by sight and sound in all areas with access to water in tubs, pails, and water tables. IQPPS 3.7, 9.2, 9.7, 9.14

XI. Child Guidance and Discipline

Teaching staff anticipate and take measures to prevent potential challenging behaviors. They evaluate and change their responses based on individual needs. Teaching staff vary their interactions to be sensitive and responsive to:

- Differing abilities
- Temperaments
- Activity levels
- Cognitive development
- Social development IQPPS 1.2

Rather than focus solely on reducing the challenging behavior, teachers focus on:

- Teaching the child social, communication, and emotional regulation skills
- Using environmental modifications
- Using activity modifications
- Using adult and/or peer support
- Using other teaching strategies to support the child's appropriate behavior IQPPS 1.8

To promote self-regulation, teaching staff help children manage their behavior by guiding and supporting children to:

- Persist when frustrated
- Play cooperatively with other children
- Use language to communicate needs
- Learn turn taking
- Gain control of physical impulses
- Express negative emotions in ways that do not harm others or themselves
- Use problem-solving techniques
- Learn about self and others IQPPS 1.9

Teachers work to prevent challenging or disruptive behaviors through:

- Environmental design
- Schedules that meet the needs and abilities of children
- Effective transitions
- Engaging activities IQPPS 3.2

Teaching staff never use threats or derogatory remarks and neither withhold nor threaten to withhold food as a form of discipline. IQPPS 1.3

XII. Health and Safety

Health and Immunization Certificates

The program must follow the requirements for enrollment related to immunizations established by the Iowa Department of Public Health [IAC 641-7] IQPPS 5.1

When a child is overdue for any routine health services, parents, legal guardians, or both provide evidence of an appointment for these services before the child's entry into the program and as a condition of remaining enrolled in the program, except for immunizations for which parents are using religious exemption. IQPPS 5.1

Health and Safety Records

Health and safety information collected from families will be maintained on file for each child in one central location within the facility. Files are kept current by updating as needed, but at least quarterly. The content of the file is confidential, but is immediately available to administrators or teaching staff who have consent from a parent or legal guardian for access to records; the child's parent or legal guardian; and regulatory authorities, upon request. IQPPS 10.8

Child Health Records will include:

- Current information about any health insurance coverage required for treatment in an emergency
- Results of health examination, showing up-to-date immunizations and screening tests with an indication of normal or abnormal results and any follow-up required for abnormal results
- Current emergency contact information for each child, that is kept up-to-date by a specified method during the year
- Names of individuals authorized by the family to have access to health information about the child
- Instruction for any of the child's special health needs such as allergies or chronic illness (e.g., asthma, hearing or vision impairments, feeding needs, neuromuscular conditions, urinary or other ongoing health problems, seizures, diabetes, etc.)
- The program must follow the requirements for exclusions related to immunizations established by the Iowa Department of Public Health [IAC 641-7.3] IQPPS 5.1

General Health and Safety Guidelines

- Teaching staff supervise children primarily by sight. Supervision for short intervals by sound is permissible, as long as teachers check frequently on children who are out of sight (e.g., those who can use the toilet independently, who are in the library area, or who are napping) IQPPS 3.7, 9.2, 9.7

- At least one staff member who has a certificate showing satisfactory completion of pediatric first-aid training and satisfactory completion of pediatric CPR is always present with each class of children IQPPS 5.2
- All staff are to follow proper procedures for hand washing, using disinfectant, and following universal precautions to prevent infections IQPPS 5.6
- All staff are familiar with procedures for standard precautions IQPPS 5.19
- Written policies are in place to promote wellness and safeguard the health and safety of children and adults IQPPS 10.5
- All staff are familiar with evacuation routes and procedures IQPPS 10.10

Reporting Communicable Diseases

Staff and teachers provide information to families verbally and in writing about any unusual level or type of communicable disease to which their child was exposed, signs and symptoms of the disease, mode of transmission, period of communicability, and control measures that are being implemented at the program and that the families should implement at home. The program has documentation that it has cooperative arrangements with local health authorities and has, at least annually, made contact with those authorities to keep current on relevant health information and to arrange for obtaining advice when outbreaks of communicable disease occur. IQPPS 5.3

Medication Policies and Procedures

Safeguards are used with all medications for children:

- Staff administer both prescription and over-the-counter medications to a child only if the child's record documents that the parent or legal guardian has given the program written permission.
- The child's record includes instructions from the licensed health provider who has prescribed or recommended the medication for that child.
- Any administrator or teaching staff who administers medication has specific training and a written performance evaluation updated annually by a health professional on the practice of the Five Right Practices of Medication Administration which are closely monitored. These are:
 1. Right Child
 2. Right Medication
 3. Right Dose
 4. Right Time
 5. Right Method of Administration
 6. Documentation of each time medication is given is on file. The person giving the medication signs documentation of items 1-5 above. Teaching staff who are required to administer special medical procedures have demonstrated to a health professional that they are competent in the procedures and are guided in writing about how to perform the procedure by the prescribing health care provider.

- Medications are labeled with the child's first and last names, the date that either the prescription was filled or the recommendation was obtained from the child's licensed health care provider, the name of the medication or the period of use of the medication, the manufacturer's instructions or the original prescription label that details the name and strength of the medication, and instructions on how to administer and store it.
- All medications are kept in a locked container. IQPPS 5.8

First Aid Kit

A first aid kit is located in the preschool classroom and readily available for adult use. It is fully equipped according to guidance from Healthy Child Care Iowa. Following each use of the First Aid kit, the contents will be inspected and missing or used items replaced immediately. The First Aid kit will be inspected monthly. The first aid kit is taken to the outdoor play areas as well as on field trips and outings away from the site. IQPPS 9.12

Outside Play and Learning

Children of all ages have daily opportunities for outdoor play (when weather, air quality, or environmental safety conditions do not pose a health risk). To protect against cold, heat, sun injury, and insect-borne disease, the program ensures that:

- Children wear clothing that is dry and layered for warmth in cold weather.
- Children have the opportunity to play in the shade. When in the sun, they wear sun-protective clothing, applied skin protection, or both.
- When public health authorities recommend the use of insect repellants due to a high risk of insect-borne disease, only repellents containing DEET are used.

When outdoor opportunities for large motor activities are not possible because of conditions, the program provides similar activities inside. IQPPS 5.4

Hand Washing Practices

Frequent and appropriate hand washing is key to prevent the spread of infectious diseases. Community Partners will follow all hand washing guidelines set forth in the Iowa Quality Preschool Programs Standard 5, Criteria 6:

- Staff members and those children who are developmentally able to learn personal hygiene are taught hand washing procedures and are periodically monitored.
- Hand washing is required by all staff, volunteers, and children when hand washing reduces the risk of transmission of infectious diseases to themselves and to others.
- Staff assist children with hand washing as needed to successfully complete the task. Children wash either independently or with staff assistance.

Children and adults wash their hands:

- Upon arrival for the day
- After diapering or using the toilet (use of wet wipes is acceptable for infants)
- After handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or any touching of mucus, blood or vomit)
- Before meals and snacks, preparing or serving food, or handling any raw food that requires cooking (e.g., meat, eggs, poultry)

- After playing in water that is shared by two or more people
- After handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals
- When moving from one group to another (e.g., visiting) that involves contact with infants and toddlers/twos

Adults also wash their hands:

- Before and after feeding a child
- Before and after administering medication
- After assisting a child with toileting
- After handling garbage or cleaning

Proper hand washing procedures are followed by adults and children and include:

- Using liquid soap and running water
- Rubbing hands vigorously for at least 20 seconds, including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; rinsing well; drying hands with a paper towel, or a dryer, and avoiding touching the faucet with just-washed hands (e.g., by using a paper towel to turn off water)

Except when handling blood or body fluids that might contain blood (when wearing gloves is required), wearing gloves is an optional supplement, but not a substitute, for handwashing in any situation listed above.

- Staff must wear gloves when contamination with blood may occur.
- Staff do not use hand washing sinks for bathing children or removing smeared fecal material.
- In situations where sinks are used for both food preparation and other purposes, staff clean and sanitize the sinks before using them to prepare food.
- Hand hygiene with an alcohol-based sanitizer with 60% to 95% alcohol is an alternative to traditional hand-washing (for children over 24 months and adults) with soil and water when visible soiling is not present. IQPPS 5.6

Toilet Learning

For children who are unable to use the toilet consistently, the program makes sure that:

1. Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility, i.e., the bathroom adjacent to the preschool classroom with a fold down changing table. Food handling will not be permitted in this diapering area.
2. Staff will follow all diapering guidelines set forth in the Iowa Quality Preschool Programs Standard 5, Criteria 5:
 - For children who require cloth diapers, the diaper has an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer covering are changed as a unit.
 - Cloth diapers and clothing that are soiled by urine or feces are immediately placed in a plastic bag (without rinsing or avoidable handling) and sent home that day for laundering.

- Staff check children for signs that diapers or pull-ups are wet or contain feces
 - At least every two hours when children are awake
 - When children awaken
 - Diapers are changed when wet or soiled
 - Staff change children's diapers or soiled underwear in the designated changing areas and not elsewhere in the facility
 - Each changing area is separated by a partial wall or at least three feet from other areas that children use and is used exclusively for one designated group of children
 - At all times, caregivers have a hand on the child when being changed on an elevated surface
 - In the changing area, staff
 - Post and follow changing procedures
 - Surfaces used for changing and on which changing materials are placed are not used for other purposes
 - Containers that hold soiled diapers and diapering materials have a lid that opens and closes tightly using a hands-free device (e.g., a step can).
3. All families are asked to provide an extra set of clothing for each child in case of an "accident" or messy play. Please clearly label the clothing with your child's name to reduce the possibility of mistakes. IQPPS 5.5

Ensuring Children's Nutritional Well-Being

Children need healthy meals to learn, and the North Linn Community School District offers healthy meals every school day that is prepared, served, and stored in accordance with the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) guidelines. Children attending Little Lynx Preschool will have the opportunity to eat breakfast, lunch, and an afternoon snack. Birthday treats may be provided by families if they follow Approved Treat List which is found on our district website *Documents and Forms* tab. IQPPS 5.9

1. Staff take steps to ensure the safety of food brought from home:
 - They work with families to ensure that foods brought from home meet the USDA's CACFP food guidelines
 - All foods and beverages brought from home are labeled with the child's name and the date
 - Staff makes sure that food requiring refrigeration stays cold until served
 - Food is provided to supplement food brought from home, if necessary
 - Food that comes from home for sharing among the children are either whole fruits or commercially prepared packaged foods in factory-sealed containers and is on the Approved Treat List IQPPS 5.10
2. The program takes steps to ensure food safety in its provision of meals and snacks.
 - Staff discards foods with expired dates
 - The program documents compliance and any corrections that it has made according to the recommendations of the program's health consultant, nutrition consultant, or a sanitarian that reflect consideration of federal and other applicable food safety standards IQPPS 5.11

3. For all children with disabilities who have special feeding needs, program staff keep a daily record documenting the type and quantity of food a child consumes and provide families with that information. IQPPS 5.12
4. For each child with special health care needs or food allergies or special nutrition needs, the child's health provider gives the program an individualized care plan that is prepared in consultation with family members and specialists involved in the child's care. Children with food allergies shall be protected from the problem food. IQPPS 5.13
5. Clean sanitary drinking water is made available to children throughout the day. IQPPS 5.14
6. Staff do not offer children younger than four years these foods: hotdogs, whole or sliced into rounds; whole grapes; nuts; popcorn; raw peas; hard pretzels; spoonfuls of peanut butter; chunks of raw carrots or meat larger than can be swallowed whole. Staff cut foods into pieces no larger than ½ inch square for toddlers/twos, according to each child's chewing and swallowing capability. IQPPS 5.15
7. The program prepares written menus, posts them where families can see them, and has copies available for families. Menus are kept on file for review by a program consultant. IQPPS 5.16
8. The program serves meals and snacks at regularly established times. Meals and snacks are at least two hours apart but not more than three hours apart. IQPPS 5.17

Communal Water Play

Precautions are taken to ensure that communal water play does not spread infectious disease:

- Children are not allowed to drink the water.
- Children with sores on their hands are not permitted to participate with others.
- Water is drained at the end of an activity period and refilled with fresh water before a new group of children comes to participate. Alternatively, fresh potable water flows freely through the water play table and out through a drain in the table.

IQPPS 5.7

Cleaning and Sanitizing

The routine frequency of cleaning and sanitizing all surfaces in the facility is as indicated in the Cleaning and Sanitation Frequency Table 1 of the Iowa Quality Preschool Program Standards document. Ventilation and sanitation, rather than sprays, air freshening chemicals, or deodorizers, control odors in inhabited areas of the facility and in custodial closets. IQPPS 5.18

Procedures for Standard Precautions

Standard precautions procedures are intended to prevent transmission of infection, as well as decrease the risk of exposure for employees and students. The program has written policies to promote wellness and safeguard the health and safety of children and adults. IQPPS 5.19, 10.5

Smoking

In compliance with the Iowa Smokefree Air Act of 2008, North Linn Community School District buildings and grounds are smoke free. A "No Smoking" sign meeting the law's requirements is posted at the entrance to the elementary building and in all district vehicles to inform people that they are entering a non-smoking place. No smoking is allowed on the school grounds or in the presence of children. IQPPS 9.15, 10.5

Weapons

The North Linn Community School District believes school facilities are not an appropriate place for weapons, dangerous objects, or objects which look like weapons. Weapons, other dangerous objects, and objects which look like weapons shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Parents of students found to possess a weapon, dangerous objects or objects which look like weapons on school property shall be notified of the incident. For further information, please refer to Board Policy Manual, Code Number 502.6. IQPPS 10.5

Disaster Preparedness and Emergency Situations

North Linn Community School District has written emergency evacuation policies and procedures. Each classroom including the preschool room has written and posted disaster evacuation procedures. District policies and procedures include:

- Plans that designate how and when to either shelter in place or evacuate to a specific location
- Plans for handling lost or missing children, security threats, utility failure, and natural disasters
- Arrangements for emergency transport and escort from the program
- Monthly practice of evacuation procedures for preschool with yearly practice of other emergency procedures IQPPS 10.10

Child Abuse

Licensed Teachers are mandatory reporters of child abuse and required by law to report incidents of alleged child abuse to the Department of Human Services. If the mandatory reporter believes the child is in immediate danger, the local law enforcement agency shall also be notified. Within six months of their initial employment, mandatory reporters shall take a two-hour training course involving the identification and reporting of child abuse. Recertification for mandatory reporters is required every five years. IQPPS 10.6

Child Abuse by a Staff Member

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay, but also those who are volunteers of the preschool under the direction and control of the Collaborative Partner. Employees found in violation of this

policy will be subject to disciplinary action. For further information, please refer to Board Policy Manual, Code Number 402.3. IQPPS 10.7

XIII. Other Items

Staff-Children Ratio

There must be at least one staff member present per every ten children in a classroom at all times. A minimum of two staff members shall be present when 11 – 20 children are present. There will be no more than twenty children per classroom. Teaching staff-child ratios within group size are maintained during all hours of operation, including indoor time, outdoor time, and during transportation and field trips. Groups of children may be limited to one or may include multiple ages. IQPPS 10.4

Indoor and Outdoor Equipment, Materials and Furnishings

A variety of age and developmentally appropriate materials and equipment are available indoors and outdoors for children throughout the day. This equipment includes:

- Dramatic play equipment
- Sensory material such as sand, water, play dough, paint, and blocks
- Materials that support curriculum goals and objectives in literacy, math, science, social studies, and other content areas
- Gross motor equipment for activities such as pulling up; walking; climbing in, on, and over; moving through, around, and under; pushing; pulling; and riding IQPPS 9.1

The indoor environment is designed:

- So that staff can supervise children by sight and sound at all times without relying on artificial monitoring devices
- In semiprivate areas, it is always possible for both children and adults to be observed by an adult from outside the area IQPPS 9.2

Materials and equipment are available:

- To facilitate focused individual play or play with peers
- In sufficient quantities to occupy each child in activities that meet his or her interests IQPPS 9.3

Indoor space is designed and arranged to:

- Accommodate children individually, in small groups, and in a large group
- Divide space into areas that are supplied with materials organized in a manner to support children's play and learning
- Provide semi-private areas where children can play or work alone or with a friend
- Provide children with disabilities full access (making adequate adaptations as necessary) to the curriculum and activities in the indoor space IQPPS 9.4

Outdoor Environmental Design

Outdoor play areas, designed with equipment that is age and developmentally appropriate and that is located in clearly defined spaces with semi-private areas where children can play alone or with a friend accommodate:

- Motor experiences such as running, climbing, balancing, riding, jumping, crawling, scooting or swinging
- Activities such as dramatic play, block building, manipulative play, or art activities
- Exploration of the natural environment, including a variety of natural materials such as nonpoisonous plants, shrubs, and trees
- The program makes adaptations so children with disabilities can fully participate in the outdoor curriculum and activities. IQPPS 9.5

The outdoor play area is:

- Protected by fences or by natural barriers to prevent access to streets and to avoid other dangers, such as pits, water hazards, or wells. IQPPS 9.6
- Arranged so that staff can supervise children by sight and sound. IQPPS 9.7

The outdoor play area protects children from:

- Injury from falls (resilient surfacing should extend six feet beyond the limits of stationary equipment)
- Catch points, sharp points, and protruding hardware
- Entrapment (openings should measure less than 3.5 inches or more than 9 inches)
- Tripping hazards
- Excessive wind and direct sunlight IQPPS 9.8

Building and Physical Design

1. There is a minimum of 35 square feet of usable space per child in each of the primary indoor activity areas. IQPPS 9.9
2. Facilities meet Americans with Disabilities Act (ADA) accessibility requirements. Accessibility includes access to buildings, toilets, sinks, drinking fountains, outdoor play space, and all classroom and therapy areas. IQPPS 9.10
3. Program staff protect children and adults from hazards, including electrical shock, burns or scalding, slipping, tripping, or falling. Floor coverings are secured to keep staff and children from tripping or slipping. IQPPS 9.11
4. Fully equipped first-aid kits are readily available and maintained for each group of children. Staff take at least one kit to the outdoor play areas as well as on field trips and outings away from the site. IQPPS 9.12
5. Fully working fire extinguishers, fire alarms, and carbon monoxide detectors are installed in each classroom and are tagged and serviced annually. IQPPS 9.13
6. Smoke detectors, fire alarms, and carbon monoxide detectors are tested monthly, and a written log of testing dates and battery changes is maintained and available. IQPPS 9.13

Volunteers

Parents, friends, grandparents, and other adults are encouraged to take an active part in the educational process of the children. Please contact the teacher or program director if you would like to be a school volunteer. IQPPS 7.2

Parent Concerns

Parents, guardians, and community members should work with district staff to resolve disagreements or concerns. It is most effective to work as closely with the people who are directly involved so start by contacting the teacher or provider. If your problem is not resolved, contact the principal, then the superintendent, and ultimately the school board if necessary. For more information on this topic, you may visit this Iowa Department of Education website:

<https://educateiowa.gov/pk-12/parent-guardian-and-community-concerns>

NORTH LINN ELEMENTARY

Student Handbook Addendum 2024-2025

Birthday Treats and Party Invitations

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

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

Recess

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

North Linn High and Middle School Student/Parent Handbook 2024 - 2025



Growing Greatness

Academic excellence, leadership, arts, athletics—all are important to the development of a North Linn student, but it is their cumulative effect that matters most. Together, they combine to raise a model citizen—a well-rounded, confident, engaged, and enterprising adult. Together, they grow greatness.

Mission

North Linn Community School District provides a vibrant learning environment that empowers students to grow into engaged and contributing members of their community.

Vision

We will create schools where every student shines and every student excel

Core Values

Growth
Accountability
Leadership
Community

School Pride

“School Spirit” is the attitude of individuals toward contributing to the total school program. It is based upon interest and appreciation within each individual. It involves such things as self-improvement, cooperation, courtesy, loyalty, sportsmanship, and encouragement of one another. “Lynx Pride” will always be an important part of the North Linn School District – Be a part of it! Spirit and pride relate to spectators as well as participants. Actions such as offensive language, rudeness, drinking, smoking, etc., at events reflect upon you, your classmates, and your school. Be a positive, active member of Lynx Pride!!

School Song- Across the Field

We the Lynx will fight, fight, fight we're out for victory Burgundy and White to you we pledge our loyalty North Linn Lynx fight hard to win we're the team that never gives in Hail, Hail the gang's all here for the Lynx of the North Linn High Fight, fight, fight, fight, fight, fight.



ACADEMIC AWARDS

ACADEMIC ACHIEVEMENT AWARDS

Students achieving a minimum cumulative semester Grade Point Average (G.P.A.) of 3.33 or more on our 4.00 scale will be eligible to receive an Academic Achievement Award. Students must be enrolled in five full credit subjects. A student earning a 3.5 or more will receive a High Honors Academic Achievement Award. The five academic courses counted for this award must be letter graded and not on a pass/fail option. Grades from Kirkwood or other postsecondary institutions will be figured into the student's G.P.A. This semester average must initially be for a minimum of two (2) consecutive semesters of course work at the North Linn High School. Freshmen will be eligible for this award after they have completed two semesters at North Linn High School.

ACADEMIC IMPROVEMENT AWARDS

Students who meet the requirements for the Academic Improvement Certificate will be recognized at a ceremony to be held in the month of May of the current academic year.

ACADEMIC IMPROVEMENT CERTIFICATE

Students in the senior high will be recognized for improving their cumulative semester grade point by three-tenths of a letter grade point from the preceding semester. Students who raise their Cumulative Grade Point Average by this amount or greater will be awarded a certificate.

ACADEMIC HONORS

North Linn students will be recognized for "Academic Honors" at commencement. To receive this recognition there are specific criteria that a student must meet:

1. A student must have a minimum grade point average of 3.667 on a 4.00 grade point average for three and 1/2 years (7 semesters) of high school.
2. A student must have taken a minimum of three (6 semesters) years of math. (General math and Pre-Algebra will not be used to meet this requirement. The three must be from Algebra I, Geometry, Algebra II, Pre- Calculus, and Calculus.
3. A student must have taken a minimum of three years (6 semesters) of science. (In addition to Physical Science and Biology I, a student must take one or more of the following: Chemistry, AP Biology, Anatomy/Physiology, and/or Physics).
4. A student must have taken a minimum of four years (8 semesters) of English in grades 9-12 including at least one semester writing course of either Creative Writing, Expository Writing, Advanced Composition, Comp 1 and Comp 2. (In addition to English 9 and 10, a student must select from the following: English Literature, American Literature, World Perspectives, Responding to Modern Topics, Public Speaking or Kirkwood Equivalent Literature or Public Speaking Course).

ACADEMIC PRESIDENTIAL AWARD

Presidential awards will be made to graduating seniors who meet the following criteria:

1. Attained an A- average or equivalent, accumulated over grades 9, 10, 11, and the first semester of grade 12. The A- average is defined as equivalent to 3.50 on a 4.00 point scale or a 90 on a 100 point scale.
2. Received a score in the 11th and 12th grade, placing them at or above the 80th percentile on a nationally recognized standardized achievement test or nationally recognized standardized college admissions examination such as the ACT or SAT. The school may decide which composite norm to utilize. North Linn uses the national percentile score on the ACT.
3. Core Classes are defined as English, Math*, Science, Social Studies, Foreign Language, and Computer Science. Students must take 12 credits in any of these areas, but need not take a course in each area. Example: A student who has not taken a foreign language course may still be eligible for an award.

*At North Linn, only Algebra I, Algebra II, Geometry, Pre-Calculus and Calculus apply toward the mathematics requirement.

ACADEMIC TOP OF CLASS HONORS

First student in Class Rank- Governor Scholar*

Second student in Class Rank- KWWL Best of Class*

**tie breaker is ACT scores*

ACADEMIC ELIGIBILITY

(as determined by the Iowa Department of Education)

36.15(2) Scholarship rules.

a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.

b. All contestants must be under 20 years of age.

c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times.

To qualify under this rule, a "subject" must meet the requirements of 281—Chapter 12. Coursework taken under the provisions of Iowa Code chapter 261C, postsecondary enrollment options, for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two semester school year.

(1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of

each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this sub-rule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades. At North Linn this will be at the end of each semester.

(2) If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.

d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.

e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.

f. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.

g. A student is academically eligible upon entering the ninth grade.

h. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior Collegiate Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this sub rule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration. .

i. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.

j. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.

k. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.

Academic Eligibility (Fine Arts)

36.15(2) Scholarship rules.

a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.

b. All contestants must be under 20 years of age.

c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times.

To qualify under this rule, a "subject" must meet the requirements of 281—Chapter 12. Coursework taken under the provisions of Iowa Code chapter 261C, postsecondary enrollment options, for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two semester school year.

Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this sub-rule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades. At North Linn this will be at the end of each quarter.

If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any event sanctioned by the IHSSA/IHSMA or any IHSAA/IHSMA sponsored event within a period of 30 consecutive school days. The period of ineligibility will begin with the first school day following the day grades are issued by the school district

d. A student with a disability who has an individual education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, toward the goals and objectives on the student's individual education program.

Superintendents/Principals of the respective schools will verify the eligibility of their contestants at least two and ½ weeks before any contest.

ACADEMIC SUBJECT ENROLLMENT

Please refer to the Course Description Book.

Course Description book can be found on the North Linn website or by following this link: [Course Description Booklet](#)

ACCIDENTS

Report all accidents to your teacher, who in turn will fill out an accident report form and bring the report to the office.

ANNOUNCEMENTS

Written announcements should be turned in to the office by 9:00 am, staff can update the announcements via the Google spreadsheet. Daily announcements will be made over the intercom at the beginning of the third period. All other announcements should occur in the first or last five minutes of a class period so they do not interrupt classes.

ATHLETIC AWARDS POLICY

Major Letters: will be awarded according to established qualifications.

MAJOR LETTER QUALIFICATIONS

In all sports the following qualifications must be met before the major award will be issued:

1. The athlete must have been a member in good standing at the finish of the season. This means the athlete did not quit the squad or finish the season under suspension. EXCEPTION: injury or illness
2. An automatic major letter is awarded to any senior who has been a member of a squad in any one sport for the full 4 (four) years of high school.
3. If the participant had been a varsity "starter" at the time an injury or illness prevented him/her from meeting playing time qualifications.
4. If the participant achieves the required number of quarters, games, team points, etc. to earn the award.

*An athlete having served a Code of Conduct violation during the season may be eligible for a major letter.

ATTENDANCE POLICY

Students and parents are expected to make attendance a top priority. Only through attendance and class participation do students achieve the full benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to absence can never be replaced. Parents make the call as to whether their son or daughter is in school, but the school makes the call on whether the nature of the absence is avoidable or unavoidable. Regular attendance and being well prepared for class helps students in school, and prepares them for success post-secondary.

1. Parents notify Office of absence (319-224-3291 option 3)

Students who know they will be absent should have their parents notify the office prior to the absence. If advance notification is not possible, parents must notify the office at 319-224-3291 on the day of the absence by 9:00 a.m.**

**Failure of notification will result in the school's attempt to contact the student's parent/guardian at home or at work.

2. Absence Classification

Avoidable: Parents have 48 hours to excuse their child for an absence. If a parent does not call, then after 48 hours, the absence is considered avoidable and will be marked as unexcused.

A call is necessary for all absences or a tardy to school, except when on a school event with a sponsor/teacher.

North Linn classifies avoidable absences (examples) as follows:

1. Unavoidable absences NOT called to the office within 48 hours
2. Truancy
3. Haircuts, getting student permits/driver's licenses, shopping
4. Oversleeping, missing the bus
5. Going to work (student's part-time employment)
6. Babysitting
7. Skipping
8. Anything similar that the Principal deems avoidable

Unavoidable: Before a student is readmitted after an absence, the student must have a call by the student's parents to the office explaining the reason for the absence.

Parents have the responsibility to provide to the school a written medical doctor's excuse if their child/student misses 5 or more consecutive days of school due to illness.

North Linn classifies unavoidable absences as follows:

1. Personal illness (parent call to validate absence within 48 hours)*
2. Medical/Professional appointments that cannot be made other than during school time (A parent call the day of the appointment, doctor/dental appointments, an appointment card, note or other validation is required) .
A reasonable amount of time gone for the appointment will be allotted, otherwise the absence will be listed as unexcused

- If no doctor's note is provided, it will be marked as an unexcused medical appointment.
- 3. College visitations for juniors and seniors
- 4. Funerals, death, or serious illness in the immediate family
- 5. Important family activities (prior approval)
- 6. Participation in school scheduled activities (including supporting NL students at state competitions).

3. Make-up Work:

Time to make up work: Students will have one day for each day absent, plus one additional day to make up work assigned. If a student misses the day work is due to be turned in to a teacher, it is due the day the student returns to school at no penalty.

Arranging Make-up work after readmittance: Students are responsible for arranging to make up schoolwork and are allowed to make up schoolwork, working with their teacher, to establish and confirm what they missed and when work is due.

Prior Arrangements: Students who know they are going to be absent, need to make arrangements with their teachers in advance to make up schoolwork whenever possible.

4. Student Truancy

The State of Iowa defines truancy as: Any child between the ages of 6 and 16 years of age on September 15, who fails to attend school in violation of that school board's policy, without a reasonable excuse for the absence, is truant. (See truancy penalties below)

Compulsory attendance: A student who has reached the age of six and is under sixteen years of age by September 15 is of compulsory attendance age. However, if a child enrolled in a school district or accredited nonpublic school reaches the age of sixteen on or after September 15, the child remains of compulsory age until the end of the regular school calendar.

County Attorney: Students that are missing excessive days may meet with the principal and their parents. The County Attorney will be notified if they miss 10-15 days in a semester.

Communication and procedure process for chronic absenteeism:

- a. If a student misses 5 days in any given quarter (either all excused or a combination of excused/unexcused minus those determined by the state as being excused), a letter will be sent to the parent/guardian alerting them we are aware, repeating the expectations and suggesting support services.
- b. At the time a student accumulates 10 days of absence throughout the semester, a 2nd letter will be sent to the parent/guardian. All information will be reviewed and determined when a mediation agreement meeting will be scheduled.
- c. If there is a situation where the student accumulates 12-14 days of absence within the semester, there will be a mediation agreement meeting to set up procedures for their attendance and approval of any absence moving forward. This may or may not involve the county attorney.

- d. If the mediation agreement is broken AND we have reached 15 days absent (see #1) we will move to present the information and documentation to the county attorney.

See Iowa Law - <https://www.legis.iowa.gov/docs/ico/chapter/299.pdf>

Truancy definition: When any student is not in school or an assigned class and his/her whereabouts unknown, the student will be considered truant. Students who leave the building without permission will be subject to the same penalties. Students whose absence from school is considered to be an unexcused absence shall be deemed truant.

Truancy offenses accumulate throughout the school year.

Truancy discipline

1st offense - double time missed in detentions.

2nd offense - 2 In-school detentions; parental-student conference with principal

3rd offense – 4 In-school detentions, Behavior Plan put in place after 2nd conference with parents.

Elementary students will not be assigned in-school detentions, however parent-student conferences with the principal as well as an attendance plan will occur according to the chart above used for 6-12th grade students.

5. Tardies- Elementary

Elementary students are considered tardy if they are not in class by 8:05am. We understand that elementary students are not responsible for getting themselves to school, so if students are tardy to school more than 4 times in a semester, a meeting with the parents and principal will be held. At that time, an attendance plan may be put in place if the student continues to have issues with being tardy to school.

6. Tardies - Secondary

Tardy: It is the student's responsibility to attend class on time. Students not in their assigned classrooms when the second bell rings will be counted tardy.

Three Tardies: If a student receives an accumulation of 3 tardies for a specific class during the semester, they will receive a detention for that class. The student has up to 3 days to serve this detention. If the student skips or refuses to serve the detention the student will be referred to the principal.

Detention after Three: Every tardy after three will result in another detention, same rules apply.

AUTOMOBILES

Students driving to school shall park their vehicles immediately upon arrival and shall directly enter the school building. Driving to school is not an excused reason to be tardy.

Students may be counted as being in-school truant should a staff member or principal find them in the parking area without permission from the office.

Vehicles must be parked in marked parking spaces and shall not be parked in the area near the loading dock, the fuel pump area, and the faculty parking area. Vehicles must not be parked in such a manner as to prevent other cars from entering or leaving.

Student vehicles must be parked in the area designated for student parking. The area designated for student parking is that area along the baseball and softball fields north of the handicapped parking signs, the area north of the fuel island and south of the football field, and the area east of the locker rooms and weight room. The parking spaces adjacent to the district offices and immediately south of the football field are reserved for staff, buses, and district vehicles. All vehicles improperly parked may be towed away at the owner's expense.

NO DOUBLE PARKING –

1st time - warning

2nd time, towed away

Speeding, reckless operation or making excessive noise on school property may result in citations from the legal community. Remember -DRIVE AS IF PEOPLE'S LIVES DEPENDS UPON YOUR ACTIONS! THEY DO. SPEEDING OR DRIVING RECKLESSLY COULD END A PERSON'S LIFE.

Driving to school is a PRIVILEGE and may be suspended at any time by the administration.

BEHAVIOR EXPECTATIONS

North Linn High School and Middle School are a class act place. All behavior is based on the premise of mutual respect to be a positive representative to community, school, and family. Whenever you are representing the North Linn, we expect the following behavior.

1. Hats/caps will be removed before entering the building.
2. Demonstrate good citizenship by being respectful, courteous, quiet, and supportive of the school performance.
3. Be respectful and quiet during the National Anthem.
4. Follow the Fine Arts performance rules. (below)
5. Zero tolerance will be allowed for inappropriate language.
6. Physical contact (public display of affection) between students will not be tolerated. The holding of hands will be considered a public display of affection.
7. Staff members shall report occurrences of physical contact to the principal.
 - a. 1st offense: Detention
 - b. 2nd offense: Detention
 - c. 3rd and 4th offenses: In-school suspension
 - d. 5th and subsequent offenses: Out-of-school suspension

All employees of the district share the responsibility for seeing that behavior of students meets the standards of conduct conducive to learning situations. Emphasis shall be placed upon the student to discipline himself/herself.

Conduct in Corridors

Students are expected to move in a quick, reasonably quiet and mannerly fashion keeping hands, feet and objects to themselves. Running will not be tolerated. Students should refrain from congregating in groups in the middle of corridors since this impedes the flow of traffic.

Assembly Procedure

1. No bags or classroom material will be brought to assembly unless otherwise stated.
2. Students will be dismissed to the gym by intercom or designated time.
3. Teachers and students will sit in designated areas following middle school behavior expectations.

Dress Code

Please see the District Handbook

FOR FINE ARTS PERFORMANCES AND OTHER EVENTS

The purpose of concert attendance is the enjoyment of the performance. The role of the audience at a concert is watching, listening and applauding. Any movement in or out of the auditorium by the audience is distracting and inconsiderate of those performing.

Performers who are part of the audience before or after their own performance have the added incentive of courtesy for fellow performers and should behave appropriately. The following guidelines will constitute expected behavior of North Linn students attending concerts at school or under school auspices:

1. Students may leave or move between selections but never during actual performance.
2. During actual performances, students in the audience will be expected to be silent. Speaking is appropriate during the time between selections but never while a selection is actually being performed.
3. Whistling is an inappropriate response as applause, or at any other time during a performance.
4. Students are asked to display acceptable audience behavior at all times.
5. Students who leave the building will be required to pay another admission price to re-enter the event unless they had prior permission to leave from the administrator in charge.
6. Students attending events in the gym are restricted to the gymnasium or the concession area if a concession is being offered.

Students may be asked to leave the performance or event if they fail to comply with these expectations.

BELL SCHEDULE

Bell Schedules for High School and Middle School can be found on the Resources Page of the North Linn website, or follow this link: [High School and Middle School Bell Schedule](#)

BEVERAGES AND FOOD IN BUILDING

Eating of breakfast and the eating of lunch should occur within your building's cafeteria. Students are encouraged to have breakfast before arriving at school (if they are not having school breakfast) or eat in the school cafeteria. The same goes for a student who brings their lunch, it needs to be consumed in the cafeteria.

Teachers may set up beverage and food rules in their classrooms. Students must adhere to these rules as stated and plan accordingly. Beverage and food privileges may be suspended at any time by staff or administration if students can not handle the responsibility of cleaning up after themselves, or cleaning up accidental spills or drops.

Teachers will monitor their own classrooms and shared general spaces for misuse and may direct students to clean up around them, even if it's "not their mess".

Teachers will assess the area before the end of each period to ensure the area is clean of any and all debris.

Students will be responsible for cleaning up their space and may be asked to contribute to cleaning even if they feel it's not their responsibility.

CELL PHONES

Cell phones must not be a constant distraction, a hindrance to their access to the designed curriculum, delivery of instruction, or the engagement of the student in class and during work time.

Teachers may have, and enforce, classroom specific cell phone rules that limit access to a student's phone by:

1. Requiring phones to be stowed away on their person or in their lockers.
2. Asking for phones to be put on silent and/or face down.
3. Being placed in an agreed upon space in the classroom.
4. Setting phone face down on the teachers desk

****All of these are for the period and students may get them back, and/or access them at permitted times.**

Students will comply with a teacher's request or will go to the office and leave the phone there until the end of the period.

Failure to comply, or repeated violations will result in the following escalating discipline (each a week in duration):

- Student's phone will stay in the office for the remainder of the day on that specific day.
- Student having to turn the phone into the office at the beginning of the day and getting it back at the end of the day
- Student leaves the phone at home (with parental call and verification)
- Parent meeting to determine next course of action.

Phones are embedded in our lives and we must use them responsibly and comply with staff requests when asked to put them away.

CHEATING AND PLAGIARISM

Students found guilty of cheating on examinations, tests, quizzes, etc., shall receive "no credit" for the assignment involved in the cheating. Plagiarism is stealing and passing off as one's own work the words and/or ideas of others. While the focus will be on "prevention" rather than "punishment," such behavior is discouraged. Students should be prepared to provide evidence, such as notes, rough drafts, or other prewriting to prove that such work is not plagiarized. If plagiarism is suspected, the teacher will notify the student and the principal.

CLASS RINGS

Sophomores may purchase class rings during a school arranged showing by a reputable company. The showing usually takes place early in the school year and is scheduled only for the convenience of students/parents. Students are absolutely free of any obligation to buy class rings.

CLOSED CAMPUS

North Linn High School and Middle School maintain a closed campus. All students are expected to remain at the school during the day. Students must sign out in the office prior to leaving with parent/guardian verification as well as that of the principal. Students taking "zero hour" classes or participating in practices, open gym, or weightlifting before school are considered to be on campus and thus may not leave without permission from the office. Any deviation from this procedure, the student will be considered truant.

A student is considered on school grounds after they are dropped off at the attendance site.

COLLEGE VISITS

For college visits to be considered an excused absence, parents need to contact the office to excuse their child for a college visit. Students failing one or more classes will not be allowed to go on a college visit.

College visits are not an excused absence from athletic practices. Please make arrangements to be back in time for practices.

CONDUCT ON SCHOOL BUSES

The school bus driver has the responsibility of safely transporting students to and from school. Students are to remain seated on the buses. No wrestling, fighting, throwing things, bothering other students, etc. will be tolerated. Bus drivers have been instructed to report rule infractions to the principal or superintendent. The privilege of bus transportation can be withdrawn from any student who refuses to cooperate with the bus drivers.

All participants riding to and from extra-curricular activities will travel in school sponsored transportation. Beverages and food are not to be taken on school buses without permission of the administration. When students are allowed to bring on pop or fruit drinks, it must be in plastic bottles or cans (no glass).

Students riding on bus routes will have assigned seating. There will not be assigned seating on shuttle buses.

CONTRACT FOR STUDENT EMERGENCY PERSONNEL

I __agree to respond to emergencies on the second page from the department. I will drive responsibly or ride with a licensed driver to the emergency. I understand that my school license does not permit me to drive to the emergency.

I agree to observe strict confidentiality guidelines by not sharing information I receive by my pager with non-emergency or non-administrative personnel in the school. I will not disrupt class, and I will be responsible for making arrangements with my teachers for making up work I miss on emergency calls.

Department Chief signature _____

Student signature _____

Parent or Guardian signature _____

Principal signature _____

Date _____

COUNSELING SERVICES

Your counselor at North Linn provides a variety of services to help you get the most out of your school experience. The following is a list of counselor services, which many of our students find helpful.

1. Personal Counseling - Many times when a person is having a problem it helps to talk to someone who is not part of the situation. Whenever you have something, whether a personal or school problem or just need to talk, your counselor will be willing to listen. These conversations as well as anything else shared with your counselor will be held in strict confidence.
2. Evaluation - Your counselor is trained in test administration and interpretation. S/he administers tests that help you to know yourself and your potential. These test results as well as results of many other types of evaluation have been placed in your cumulative folder since you were in kindergarten. You should feel free to ask about your test results or anything that may help you to know yourself better.
3. Course Scheduling -Your counselor is in charge of registration. S/he will help you select the courses which will fit your needs best. You should talk to her/him early in your high school career about the courses that you might take for the remainder of your high school years. In addition, you should talk to her/him early in the second semester about specific courses for the following year.
4. Post High School Planning - Your counselor provides information about post high school education and is always willing to help you with the proper steps in your planning. S/he has a great deal of information about colleges, area schools, and trade and business schools. You should ask to see this information and go over it with him/her. It is also important to let your counselor know early on what schools you might be interested in so that s/he can keep you up to date on new information as well as seeing to it that you visit with representatives from these schools.
5. Occupational Information - Your counselor is a source of occupational information. S/he will help you find information on specific occupations and help you find appropriate training for this occupation.
6. Special Needs - Your counselor has contact with many social service agencies that provide a variety of free services designed to meet your needs. These services cover a wide range and include such things as drug abuse, civil rights, dental service, suicide, etc. Your inquiry into any of these will be kept in strict confidence.

7. Licensed Therapist - North Linn offers a licensed therapist during the school day. If you would like more information on this service, please contact the counseling office.

COURSE AND SECTION CHANGE / DROP RESTRICTIONS

Required courses must be taken, initially, the years specified under the section "Course Offerings" in the Course Description Book. Course Description book can be found on the North Linn website or by following this link: [Course Description Booklet](#)

Students will need to obtain permission from the counselor, who may involve the instructor and principal, prior to changing sections. The counselor and principal will have the right of assignment concerning student placement in multiple section courses.

Students may drop courses and enroll in other courses, with the approval of the principal, counselor, and instructors involved, only during the first three school days at the start of each semester. A change of sections will be allowed only if it does not create an imbalance of section sizes and a serious need is present. A change of sections will be at the discretion of the counselor and teachers on an individual case basis.

The reason for adding or dropping courses could include inappropriate placement in the course and/or other educationally related reasons.

A grade of "F" will result from administrative removal from a course due to lack of attendance or due to a serious behavior problem. This grade will be placed on the permanent record and will be averaged with other courses to determine grade point average.

CREDITS REQUIRED FOR GRADUATION

A minimum of 48 credits shall be required of all graduating seniors. Refer to Board Policy #505.5. which can be found on the North Linn Website or by following this link: [Graduation Requirements](#)

A student must have completed all requirements to participate in commencement. Refer to Board Policy #505.7 which can be found on the North Linn Website of by following this link: [Commencement](#)

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individual Education Program (IEP). Prior to the special education student's graduation, the IEP team shall determine whether the graduation requirements have been met.

DETENTION

Detentions may be issued by the superintendent, principal, teachers, or other school personnel for disciplinary purposes. Students receiving detentions will be given 2-3 options to serve their detention verbally before being recorded into the disciplinary system

Students issued detention will likely work on school work, areas of educational concern or community service work for the school.

Students who work after school must make arrangements with their employer. Students with early release must return to school after the dismissal of all students for the day to serve their office detention.

Failure to serve detention will result in additional consequences to be determined by the issuing teacher or principal.

DISCIPLINE

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

The Discipline Policy shall apply to students:

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

TERMINOLOGY AND DEFINITION:

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

1. Refusal to conform to rules and regulations, profanity, temper tantrums, loud and boisterous conduct which disturbs the orderly, efficient and disciplined atmosphere and operation of the school.
2. Insubordination or disobedience: Refusal to comply with the request or direction of officers, employees or agents of the school acting within the scope of their employment or duties.
3. Physical violence or threats of physical violence toward teachers, students, any other school personnel, or agents of the school.
4. Extortion toward teachers, students, any other school personnel, or agents of the school.
5. Possession of dangerous objects or contraband.

6. Display of bigotry or intolerance based on age, race, creed, color, sex, marital status, national origin, religion, sexual orientation, or disability toward teachers, students, any other school personnel or agents of the school.
7. Criminal or illegal behavior of students or non-students.
8. Assault: A person commits an assault when, without justification, the person does any of the following:
 - a. Any act which is intended to cause pain or injury 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. The foregoing does not apply to voluntary participants in athletic events or other school-sponsored activities and risks reasonably associated therewith.
 - b. 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. The foregoing does not apply to voluntary participants in athletic events or other school-sponsored activities and risks reasonably associated therewith.
 - c. Points any firearm toward another, implies the threat of a weapon, or displays in a threatening manner any dangerous weapon or object toward another.
9. Willful injury: any person who does an act which is not justified and which is intended to cause and does cause serious injury to another violates this policy.
10. Theft: A person commits theft when the person does any of the following:
 - a. Uses school funds, equipment, or materials for political purposes or purposes not reasonably related to school functions or school sponsored educational activities.
 - b. Takes possession or control of the property of another, or property in the lawful possession of another, with the intent to deprive the other thereof.
 - c. Commits any act that is declared to be theft by any provision of the Code of Iowa.
11. Cheating: attempting to defraud, copy, mislead or obtain benefit using an article of fictitious value or to obtain property by unlawful means.
12. Robbery: A person commits a robbery when, having the intent to commit a theft, the person does any of the following acts to assist or further the commission of the intended theft or the person's escape from the scene thereof with or without the stolen property:
 - a. Commits an assault upon another.
 - b. Threatens another with or purposely puts another in fear of immediate serious injury.
 - c. Threatens to commit immediately any forcible felony.
13. Mischief: Mischief includes damage, alteration, injury, defacing or destruction of any building, fixture, or tangible or intangible property, and includes the willful writing, making marks, drawing characters, et cetera, on walls, furniture, and fixtures.
14. Unlawful Assembly: An unlawful assembly is three or more persons assembled together with any or all of them acting in a violent manner with intent that any or all of them will commit a public offense. A person who willingly joins in or remains a part of an unlawful assembly, knowing or having reasonable grounds to believe that it is such, violates this policy.
15. Disorderly Conduct: A person violates this policy when the person does any of the following:

- a. Engages in fighting or violent behavior in the school or at school functions, both home and away events.
 - b. Makes loud and raucous noise in the vicinity of the school or at school functions, causing unreasonable distress to the occupants or participants thereof, at both home and away events.
 - c. Directs abusive epithets or makes any threatening or rude gesture which the person knows or reasonably should know is likely to insult or to provoke a violent reaction by another.
 - d. Without lawful authority disturbs any lawful assembly or meeting of persons by conduct intended to disrupt the meeting or assembly.
 - e. By words or action, initiates or circulates a report or warning of fire, epidemic or other catastrophe, knowing or reasonably should know such a report to be false or such warning to be baseless.
 - f. Knowingly and publicly uses the flag of the United States in such a manner as to show disrespect for the flag as a symbol of the United States.
 - g. Without authority or justification, obstructs school premises or any access to school premises with the intent to prevent or hinder its lawful use by others. This shall include premises where any school function is held.
 - h. Telephones another and uses obscene, lewd, or profane language, or threatens to inflict injury or physical harm to the person or property of any person.
 - i. Demonstrates overt displays of affection, i.e., prolonged embracing or kissing, or physical fondling.
16. Sexual Harassment: Can be defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, implied, or physical conduct of a sexual nature when made by any student to another student or when made by a student to a staff member when:
- a. Submission to such conduct is made directly or indirectly a term or condition of an individual's employment or education.
 - b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
 - c. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.
17. False reports: A person who, knowing the information to be false, conveys or causes to be conveyed to any person any false information violates this policy.
18. Threats: Any person who threatens to place or attempts to place any incendiary or explosive device material, or any destructive substance or device in any place where it will endanger persons or property, violates this policy. S. Trespass:
- a. The term "property": shall include any land, dwelling, building, conveyance, vehicle, or other temporary or permanent structure, whether publicly or privately owned, used by or under the contract of the school corporation.
 - b. The term "trespass" shall mean one or more of the following acts:
 - i. Entering into or remaining upon property without justification or without the implied or actual permission of the principal or other designated person in authority with the intent to commit a public offense or to use, remove there from, alter, damage, harass, or place thereon or therein anything animate or inanimate.

- ii. Entering into or remaining upon property with justification after being notified or requested to abstain from entering or to remove or vacate there from by the public employee in authority, or by any peace officer, magistrate, or public employee whose duty it is to supervise the use or maintenance of the property.
 - iii. Entering upon or into property for the purpose or with the effect of unduly interfering with the lawful use of the property by others.
 - iv. Being upon or into property and wrongfully using, removing there from, altering, damaging, harassing, or placing thereon or therein anything animate or inanimate, without the implied or actual permission of the principal or other designated supervisor in authority.
- c. The term "trespass" shall not mean entering upon property for the sole purpose of retrieving personal property which has accidentally or inadvertently been thrown, fallen, strayed, or blown onto the school property, provided that the person retrieving the property takes the most direct and accessible route to and from the property takes the retrieved, leaves the property as quickly as is possible, and does not unduly interfere with the lawful use of the property.
- 19. Arson: Causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any property with the intent to destroy or damage, is arson, whether or not any such property is actually destroyed or damaged.
- 20. Possession or Consumption of Alcoholic Beverages: No person shall Possess or consume an alcoholic beverage on any public school property or while attending any public or private school-related function.
- 21. Intoxication: Attendance or participation in any regular or co-curricular activity in an intoxicated state.
- 22. Possession of Controlled Substances: No person shall possess a controlled substance unless such substance was obtained directly from, or pursuant to a valid prescription or order of a practitioner while acting in the course of his/her professional practice.
- 23. Use of Tobacco or Controlled Substances: The possession or use by any Student of tobacco or any controlled substance shall be prohibited while student is on school premises or in attendance or participating in school related activity.
- 24. Truancy: Absence from school or assigned classes or activity without reasonable excuse.
- 25. Gambling.

ENFORCEMENT:

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

The Board of Directors recognizes that consequences for violations of the policies and regulations of this Student Handbook including breach of discipline as defined by this policy, are at the discretion of the Associate principal and principal.

TRESPASS: (Unauthorized persons) Persons should not be in the school building or on school premises at any time without authorization of the school building administrator or designee. Persons who interfere with school procedure will be required to leave the school premises. If their activities or actions disrupt the disciplined, scholarly atmosphere, they may be subject to prosecution.

1. School administrators may enlist the aid of the local law enforcement agencies to have removed any unauthorized persons.
2. Implementation of procedures dealing with unauthorized persons shall be reasonable, nondiscriminatory and non-arbitrary in their operation.

ACTIONS FOR PHYSICAL ATTACK OR THREATS TO SCHOOL PERSONNEL:

1. Whenever any person or employee acting as an agent of the school district has suffered bodily harm as the result thereof:
 - a. The VICTIM shall notify the principal or designee immediately.
 - b. The local law enforcement agencies will be notified if the person who is attacked, or the principal or designee, deems it necessary.
 - c. The student or students shall be suspended and considered for recommendation for expulsion. Suspensions with provisions for educational services may exceed 10 days if more time is needed to schedule a hearing.
2. Whenever any person or employee acting as an agent of the school district is threatened with bodily harm by an individual or group, he or she shall notify the principal immediately, who will take appropriate action.

RESTRAINT AND PHYSICAL FORCE:

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

DISRUPTION OF THE EDUCATIONAL PROCESS

Students shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct, intentionally cause disruption or obstruction of any lawful mission, process or function of the school. Removal from class for one or more class periods, detention, suspension or expulsion may result from such acts. Students removed from class may be further disciplined at the discretion of the principal.

Dress Code

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

- No clothing that contains any reference to alcoholic beverages, tobacco or controlled substances will be considered acceptable.

- Hats, sweatbands, bandannas, or other such items will not be worn by students during the school day.
- Sunglasses are for the outside unless prescribed by a doctor and cleared through the office.
- Don't let your undergarments show.
- Flip flops shoes are not allowed for Elementary students
- Tops should extend to the waist and should not expose midriff, back, belly or navel.
- Items such as tube tops, spaghetti straps, and halter-tops are not appropriate.

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

ELECTRONIC DEVICES

Electronic devices may be used by students at the discretion of the teacher/supervisor in the particular class/study hall.

Students who are members of fire or other emergency departments may carry pagers after completing a contract signed by the department chief, parent or guardian, student, and principal. As part of the contract, student emergency personnel may respond on the second page. They will observe strict confidentiality guidelines by not sharing information from the pages with non-emergency and non-administrative personnel in the school.

EMERGENCY CARE SITUATION

"911" (Medical, Police, and Fire)
 Unity Point Hospital: 319- 369-7105
 Mercy Hospital: 319-398-6041
 North Linn Jr/Sr High School: 319- 224-3291

In the event of a sudden illness or injury, the following procedure will be followed:

1. Office personnel (administrator) will be notified immediately in order to facilitate the procedure. A qualified staff member will also be called to assist. At no time will the student be left unattended.
2. Office personnel will call 911; giving name, location and address, telephone number from which you are calling, the nature of the illness or injury, and what is presently being done for the student.
3. The student's parents/guardians will be called or an alternate person as listed on the emergency form.
4. Explain the situation as thoroughly and quickly as possible and get any needed information or requests from them.
5. First aid will be given to the student as determined by a qualified staff member until the Emergency Medical Services Personnel and/or ambulance arrives.
6. The area/room is to be cleared of all students and other personnel not needed.

7. A staff member will be placed outside to direct the emergency vehicle to the injured student.
8. A designated school personnel will travel with the student to the clinic or hospital and remain with the student until parents/guardians arrive.

In the event that this situation arises outside of a regular school day, at a co-curricular practice, etc., start at step 2 if there are no office personnel on duty. Then call the school administrator as soon as possible.

EMERGENCY FORMS

At the beginning of each school year, parents/guardians must register electronically in Infinite Campus. This provides us with emergency contact information.

Parents/guardians must update Infinite Campus or notify the office if emergency information changes during the school year.

EXPULSION/STUDENT EXPRESSION

The Board of Directors may, by a majority vote, expel any student(s) from school for a violation of rules and regulations approved by the Board or when the presence of the student(s) is considered to be detrimental to other students or to the purposes for which school is conducted. Refer to Board Policy No. #502.3 which can be found on the North Linn website or by following this link: [Student Expression](#)

FEE SCHEDULE

FEE PAYMENTS ARE DUE AT REGISTRATION OR THE FIRST DAY OF CLASS. If arrangements for payment are not made prior to the end of the first three weeks of the semester (15 school days), the student may be dropped from the class.

Fees are assessed on a semester basis. The Board of Directors may add or change fees at their discretion. Low- income families may apply for a waiver of fees from the business manager.

For a listing of the current fee structure please contact the North Linn Business Office.

FORGERY

Students found guilty of forging the signature/initials of a staff member on passes or other school-related documents shall be subject to detention, suspension or expulsion.

GOOD CONDUCT POLICY

ELIGIBILITY FOR PARTICIPATION IN CO-CURRICULAR ACTIVITIES

In order to participate in 9th-12th grade co-curricular games, meets, or events, students must, on the day of the event, be in school the entire school day. This also includes eligibility for practices, open gyms and weight room activities. If a student must miss part of the day for physical therapy or medical appointments, a note from that office must be brought to the secretary as proof of absence in order to participate that day. Students in 6th-8th grade need to be present for half a school day to participate in co-curricular activities. Getting your license, funerals, etc. must have prior approval from the Activities Director in order for a student to participate that day if missing part of the school day. Students are required to ride the provided school transportation to the event in order to participate on any given day. Exceptions must be approved with the Activities Director well in advance of the event.

PROCEDURE FOR HANDLING ALLEGED VIOLATIONS OF CODES OF CONDUCT

1. Upon receiving the report of an alleged violation of any of the North Linn Community School District's Codes of Conduct, the Principal or Activities Director will seek information concerning the alleged violation.
2. The Principal or Activities Directors findings shall be based upon evidence presented by school personnel or information provided by the court or legal system. The Principal or Activities Director will then meet with the sponsors and/or coaches of the activities in which the student is involved.
3. A student found guilty may appeal the decision to the North Linn Board of Directors by petitioning the Superintendent within 5 school days after the decision.
4. In case of appeal, the penalty imposed shall be in force until such time that the School Board either affirms or overrules the decision.

RULES

Because it would be extremely difficult to list all possible rule infractions, a sample of possible infractions is listed below.

- Possession, use, or purchase of tobacco products and/or vapes; alcohol beverages, including beer and wine ("use" includes having odor of alcohol on one's breath), and/or controlled substances regardless of the student's age.
- Misconduct in school: repeated infractions of school rules, disrespect to staff members, insubordination, hazing or harassment of others, and fighting.

- Misconduct at school sponsored events, either as participants or spectators. This includes home and away activities as well as infractions of transportation rules.
- Criminal offenses, not including minor traffic citations.

If a student transfers in from another school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school district, the student shall be ineligible if the administration determines that there is knowledge in our school district of the fact of the student's violation in the previous district.

REDUCTION IN PENALTY

1. Evaluation and Treatment: A student who has a third violation of the good conduct code as it pertains to alcohol/tobacco may elect to seek an evaluation and treatment from a North Linn CSD approved substance abuse facility at the student's or parent/guardian's expense. If the student seeks the evaluation and treatment and agrees to waive confidentiality to allow the facility to report back to the school, the student MAY be eligible to receive a penalty reduction. Any reduction will be at the administrator's discretion and will be dealt with on a case by case basis. Evaluation and treatment does not in any way guarantee a reduction in penalty.
2. Admission of guilt on the part of the student to the Principal and/or Activities Director before the commencement of an investigation of the charges may result in a reduction in penalty at the discretion of the Principal and/or Activities Director.

SEPARABILITY OF RULE INFRACTIONS AND PUNISHMENT

Degree of punishment shall be determined, as far as first, second, or third, offenses are concerned by the number of infractions.

Coaches and Sponsors may implement consequences above and beyond those required by the Code of Conduct.

Admission of guilt or proof of guilt may result in immediate suspension from all activities.

Punishments will be measured in full events only. Students will not serve fractions of games / events to fulfill their punishments.

NORTH LINN HONOR SOCIETY AND LIGHTHOUSE MEMBERS

FIRST OFFENSE – Probation from the North Linn Honor Society and/or Lighthouse Team for the remainder of the school year.

SECOND OFFENSE – Immediate expulsion from the North Linn Honor Society and/or Lighthouse Team.

Once expelled from the North Linn Honor Society and/or Lighthouse Team, a member can never be reinstated or considered for membership again.

ATHLETICS, CHEERLEADING, POM POMS

FIRST OFFENSE – Ineligible for 25% of the current athletic season or the next season a student-athlete participates in. Ineligible for 25% of the dance/cheerleading season.

SECOND OFFENSE – Ineligible for 50% of the current athletic season or the next season a student-athlete participates in. Ineligible for 50% of the dance/cheerleading season.

THIRD OFFENSE – An expulsion period of twelve months from participating in any co-curricular activities.

SPEECH – INDIVIDUAL/LARGE GROUP

FIRST OFFENSE – Ineligible for 25% of the season or a minimum of 1 (one) next scheduled contest performance. If no contests remain for the speech season, resulting action may be no banquet performance and/or medal.

SECOND OFFENSE – Ineligible for 50% of the season or minimum of 2 (two) scheduled contest performances. If no contests remain for the speech season, resulting action will be no banquet performance and/or medal.

THIRD OFFENSE - An expulsion period of twelve months from participating in any co-curricular activity.

INSTRUMENTAL MUSIC, VOCAL MUSIC, FBLA, FFA AND FCCLA

FIRST OFFENSE – Ineligible for 25% of all events that a student participates in from the fine arts. Ineligible for 25% of the events for all school clubs listed above.

SECOND OFFENSE – Ineligible for 50% of all events that a student participates in from the fine arts. Ineligible for 50% of the events for all school clubs listed above.

THIRD OFFENSE – An expulsion period of twelve months from participating in any co-curricular activities.

GRADES

System

Letter grades are given in all subjects other than those based on the Pass/Fail system. Midterm/progress reports shall be sent to parents of students in academic difficulty (unsatisfactory performance) but may also be sent prior to or after the halfway point in a grading period. Parents are asked to discuss mid-term/progress reports with their sons/daughters and request a conference with the appropriate staff members/counselor if they deem it necessary. Students should check with each of their instructors to determine grading methods.

Semester Marks: Please check with individual instructors for explanation of how semester grades are figured in each class.

Reduction of grades shall not be used as a disciplinary measure.

A	100 - 93	C+	79 - 78
A-	92 - 90	C	77 - 73
B+	89 - 88	C-	72 - 70
		D+	69 - 68
B	87 - 83	D	67 - 63
B-	82 - 80	D-	62 - 60
		F	59 and below

Student Success Plan

At this point in your child's life, we as educators and you as parents must work together for the future success of our children. In order to do this, we, as a team, must stress the importance of their education and hold them accountable for failure to achieve what each child is capable of doing.

The following plan has been implemented to help students succeed in school.

1. If at mid-term, students are still having difficulty, unsatisfactory performance, D/F grades, reports will be sent home. Parents are encouraged to discuss these mid-term reports with their child and request a conference with the appropriate staff member(s)/counselor.
2. The MS/HS data team will review grades and make recommendations for students for interventions in our student success room. This is off of the library (where study halls are located) and are staffed with a teacher who can help them with organization, communication with teachers and next steps in improving their grades.

3. Your student may be referred to our Student Success Program

GRADUATION EXPENSES

Seniors may purchase graduation announcements, cards, jewelry, etc., during a school arranged showing by a reputable company. The showing of these items (styles chosen by senior class officers) usually takes place in October. Students are absolutely free of any obligation to purchase these optional graduation items.

Seniors are required to have their pictures taken (for the yearbook and class composite) by a photographer and two pictures given to the yearbook staff (1 for yearbook and 1 for composite). This requirement ensures quality and standardization of photographs and, thus, a more attractive product as far as the yearbook and class composite are concerned. Students are absolutely free of any obligation to purchase photographs from the annual/class composite photographer.

School related commencement expenses are usually slight or non-existent, depending on the amount of money the senior class has to spend and the type of commencement desired by the graduates.

Students will be asked to pay for their cap and gown.

MS/HS Bell Schedules:

Regular Day

Report to Class	8:01
1st	8:05-8:50
2nd	8:54-9:38
3rd	9:42-10:27
4th	10:31-11:15
5th	11:19-12:27
LUNCH:	
1st LUNCH	11:19-11:39 (11:43 tardy)
2nd LUNCH	12:03-12:27
6th	12:31-1:15
7th	1:19-2:03
8th	2:07-2:51
HR	2:55-3:15

2 HR EARLY OUT (1:15)

Report to Class	8:01
1st	8:05-8:34
2nd	8:38-9:07
3rd	9:11-9:40
4th	9:44-10:13
LIM	10:17-10:37
5th	10:41-11:10
6th	11:14-11:44
7th	11:48-12:41
LUNCH:	
	(12:12
1st LUNCH	11:48-12:08 tardy)
2nd LUNCH	12:17-12:41
8th	12:45-1:15

3 HR EARLY OUT (12:15)

Report to Class	8:01
1st	8:05-8:30
2nd	8:34-8:59
3rd	9:03-9:28
4th	9:32-9:57
5th	10:01-10:26
6th	10:30-10:54
7th	10:58-11:22
8th	11:26-12:15
LUNCH	
1st LUNCH	11:26-11:46 (11:50 tardy)
2nd LUNCH	11:51-12:15

2 HR DELAY

Report to Class	10:01
1st	10:05-10:38
2nd	10:42-11:14
3rd	11:18-12:14
LUNCH:	
	(11:42
1st LUNCH	11:18-11:38 tardy)
2nd LUNCH	11:50-12:14
4th	12:18-12:51
5th	12:55-1:27
6th	1:31-2:03
7th	2:07-2:39
8th	2:43-3:15 (revised 05/30/24)

GRADUATION REQUIREMENTS AT
MID-YEAR

Please refer to the Course Description Book
Course Description book can be found on the North Linn website or by following this link: [Course Description Booklet](#)

IN-SCHOOL TRUANT

In-school truancy is defined to be the act of a pupil who willfully is absent from a class, with no valid or excusable reason, as determined by the school principal or individual instructor.

Students shall be found to be in-school truant when they are not in attendance at their assigned area. Students who take advantage of or abuse the privilege of the pass will be considered in-school truant. Students found to be in-school truant shall be subject to disciplinary action.

LATE ARRIVAL AT SCHOOL

Students arriving at school after the 8:05 bell must acquire a pass from the office secretary prior to going to their scheduled assignment. Please refer to the Attendance Section dealing with tardiness.

LEAVING SCHOOL EARLY

Students must be excused by a parent/guardian via a phone call, email or note from home, asking that the student be excused at a specific time. This should be received by the secretary before attending the first class of the day.

A student who becomes ill in school and wishes to go home before regular dismissal the parent or guardian will be contacted to obtain permission from them in order to be allowed to go home. The parent or guardian must assure the school personnel by telephone that the student has permission to leave. A written note will not be necessary upon return of the student.

LIBRARY PROCEDURES

The library contains materials for student and faculty use. The library staff is ready to assist you with locating information, finding recreational reading, and locating topics of current interest.

We ask for your cooperation in the following areas so the library can operate at its best.

1. Books may be checked out for 2 weeks. Books are renewable for 2 weeks when presented to the circulation desk if no one else has reserved them.

2. Magazines may be checked out for two weeks. Magazines are renewable for 2 weeks when presented to the circulation desk if no one else has reserved them.
3. Reference materials and reserve materials are for short-term use only. Certain items can be checked out overnight and are to be returned by the beginning of the first period the next school day.
4. All materials are to be checked out before being taken from the library.
5. Materials are to be returned in the drop slot in the circulation desk. If the materials will not fit in the drop slot, hand it personally to a staff person. (Do not return materials by placing them on the counter). Remember -you are responsible for all materials until they are in the hands of the library staff.
6. The library staff will request that overdue materials be returned to the library before additional materials may be checked out from the library.
7. Students may come to the library from classrooms with passes from the classroom teacher.
8. Any student restricted from the library may use the library to prepare for assignments if he/she has a pass from a classroom teacher giving the assignment. Prior arrangements will be made with the library staff before the student may return to the library for work on assignments.
9. There will be charges for lost and damaged materials. These charges will be refunded if the material is found and returned directly to the librarians.

LOCKERS

Students shall be assigned lockers by the principal's secretary, usually two students to a locker. Students are NOT to change lockers without permission of the principal. Student lockers are the property of the school district and are merely "on loan" to students. As such, they may be inspected, at any time, by the administration or designated staff members following a 24 hour "inspection notice" to the student body. Such inspections shall be made in the interest of sanitation and maintenance.

LOCKERS CAN BE SEARCHED WITHOUT NOTICE IF IN COMPLIANCE WITH BOARD POLICY. The North Linn Board of Directors reserves the right to have student lockers searched by school personnel at any time, without the student's knowledge and/or presence. School personnel are required to have reasonable cause to conduct such a search.

Student lockers are to be kept clean. Lockers should be closed when not in use. Lockers and locks should not be altered in any fashion in order to eliminate the need for using the locker combination. Failure to meet these stipulations may result in detention or suspension.

LUNCH HOUR PROCEDURES

The following regulations shall apply to students during the lunch (5th) period:

1. Students need to report and are restricted to the cafeteria for the full lunch period.
2. Students are not to take food out of the cafeteria. If you bring your lunch please eat your lunch in the cafeteria.
3. Students are responsible for returning their plate and utensils to the kitchen window as well as disposing of their garbage in appropriate containers.
4. Students shall not be permitted in the library or anywhere else in the building during their lunch period without permission of a staff member or principal.

NORTH LINN National HONOR SOCIETY

- I. Eligibility:
 - A. All Junior and Senior students.
- II. Requirements:
 - A. A cumulative grade point average of 3.5, minimum, through and beyond the first semester of the junior year in school. Course selection shall be reviewed by the selection committee. Courses taken in high school should, at a minimum, meet Proposition 48 requirements as set forth by the NCAA. (Proposition 48 requirements - refer to the Course Description Handbook.)
 - B. Participation/Leadership position in a minimum of three co-curricular/community activities, two of which must be school activities. Simple membership in a club, organization, group, team, or activity will not meet the above requirement. Positions of leadership in at least one of the activities (e.g. Officer, Chairperson, Captaincy/Co-Captaincy, committee membership, etc.) is required of candidates. Demonstration of leadership ability must be required of future members.
 - C. Completion of evaluation by faculty.
- III. Procedures:
 - A. Junior and senior students meeting the grade point (notification by the Adviser) and activities requirements and wishing to be considered for membership shall obtain the questionnaire from the Adviser. This questionnaire does not guarantee selection to the honor society but does guarantee non-consideration if the questionnaire is not returned. At this point copies of the returned questionnaires are made available for the faculty toward consideration of these students.
 - B. After evaluating students, teachers/sponsors shall return the forms to the Adviser. A 4 point scale is used (4 being the highest) toward scoring the candidates in the following four areas: Scholarship, Service, Leadership, and Character. After the faculty rating forms are in, the ratings for each candidate in each of the areas of Scholarship, Service, Leadership, and Character are added, then divided by the total number of evaluations received to determine the average for each area. These

scores from the four areas are then averaged together to determine a total point rating.

- C. The Adviser shall then make a final selection of all candidates whose total point rating is 3.20 or above.
- D. A formal ceremony takes place to induct the new candidates. * The selection process is a confidential procedure.

IV. Non-selection:

- A. Because selection to the honor society is not a legal right, constitutional due process does not apply in cases of non-selection.
- B. Questions by students and/or parents concerning non-selection shall be directed to the principal, not the selection committee. The principal may reconvene the committee only if a procedural mistake has been made.

The school requires that each member maintain the standards of scholarship, service, leadership, and character that were used as a basis for his/her membership. The faculty committee has the responsibility for issuing probation or dismissal for failing to maintain standards. Once a member has been dismissed, they are never again eligible for membership.

OFFICE/SCHOOL HOURS

The office will be open from 7:45 a.m. to 3:45 p.m. School hours are 8:05 a.m. to 3:15 p.m.

PARENT CONCERNS

Parents, guardians, and community members should work with district staff to resolve disagreements or concerns. It is most effective to work as closely with the people who are directly involved so start by contacting the teacher or provider. If your problem is not resolved, contact the principal, then the superintendent, and ultimately the school board if necessary. For more information on this topic, you may visit the Iowa Department of Education [website](#).

PARENTAL PERMISSION

If a student is in the care or custody of a parent or legal guardian he/she must have excuses for absences and all other communication with the office signed by the parent or legal guardian. This includes all students even if they are 18 years of age or older.

PARKING LOT

Students are not to be loitering in the parking lot or going to their vehicles for any reason during school hours. Those students needing to go to their vehicles may be allowed only at the discretion of the principal or secretary.

PASSES

A student must have a hall pass to leave a classroom during class time for any reason. When an instructor detains a student after class, that teacher may send a pass with the student to the teacher of the next class indicating that the student's tardiness was excused. If the instructor does not feel that a pass is warranted, the student will be considered tardy.

Students wishing to see a teacher during a study hall need to get a pass prior to that study hall period.

PEP BUSES

Students are reminded that pep buses are offered to some off campus athletic events. There may be a charge for the bus ride to help to defray the cost of the bus and driver. The charge will vary according to the distance traveled by the pep bus. Any and all pep buses will be arranged through the office using student interest for setting up the buses.

PHYSICAL CONTACT BETWEEN STUDENTS

Physical contact between students, beyond holding hands, shall be considered inappropriate conduct. (Public display of affection)

Staff members shall report occurrences of physical contact between students, other than the holding of hands, to the principal. Action will be taken as warranted.

PHYSICAL EDUCATION POLICIES/REGULATIONS

Dress Code

Students are required to dress out in some type of physical education clothes. (Shorts, sweatpants, and appropriate T-shirts) Students will have 5-7 minutes to get dressed and ready before and after class. Students must dress out and participate in a minimum of 3/4 of the class meetings for physical education for the quarter or they will fail the class.

Doctor' Excuse

Doctor's notes, which excuse a student from participating in a class or classes, will be honored at all times. If a doctor's excuse extends past one week, the student will be given an alternative or modified activity in order to earn his/her physical education

credit. Modified activities may include, but are not limited to officiating, weight training, walking, or rehabilitation exercises. A written paper may be assigned if other options are not feasible.

Doctor's excuses, which extend for the entire year for an unusual or major health problem, will be reviewed by the instructor and administration for a possible waiver of physical education credit for that year.

Physician *modified/prescribed physical programs are allowable and students will receive physical education credit counting toward graduation.

Excused Absences From Class

Students will be allowed two excused absences from class per quarter. Excused absences beyond the two allowable will need to be made up. If classes are not made up by the end of the quarter the final outcome could be a lowering of the student's grade and possibly even failure of the course. Parent notes do not work as excused absences from class.

Graduation Requirement

It is hereby reaffirmed that the successful completion of physical education (a state requirement) shall be necessary for graduation.

Make up of Classes

Students required to make up physical education classes will do so at the discretion of the instructors. Failure to make up classes will result in the failure of physical education and the resulting loss of credit for either the quarter or semester.

Non-Participation Days

Students, when in physical education class, will be allowed two non-participation days per semester. Any reason is valid. An excess of the allowable number on non-participation days will result in the failure of the physical education course. Students may not make up physical education classes for non-participation days. If students go beyond the allotted number of days they will fail physical education for that semester and the entire semester will need to be retaken to gain this credit.

STUDENTS MUST GIVE VALUABLES TO THE INSTRUCTOR PRIOR TO THE BEGINNING OF CLASS.

PRACTICES FOR CO-CURRICULAR ACTIVITIES

Practices shall not be scheduled in the school buildings or at other sites on Sundays without prior administrative approval. Non-required or voluntary practices on holidays are not allowed without prior administrative approval. Practices during the winter season are to end by 5:30 p.m. if there is another event scheduled for the gym.

Wednesday evenings are reserved for "Family Activities." Practices on Wednesday night are to end by 6:00 p.m. No activities of any type are to be scheduled on Wednesday evenings except for State sponsored events.

PROM

Only juniors, seniors and their dates (grades 9-12 or older) are allowed to attend. No one 21 years of age or over will be allowed unless prior approval by administration. Prom is a formal dance, which means formal dress is required. If there are any questions, contact the high school principal.

RESPECT FOR SCHOOL AUTHORITY/OUT-OF-SCHOOL CONDUCT

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

SEPARABILITY OF RULE INFRACTIONS AND PUNISHMENT

Degree of punishment shall be determined, as far as first, second, or third, offenses are concerned by the number of infractions.

Coaches and Sponsors may implement consequences above and beyond those required by the Code of Conduct.

Admission of guilt or proof of guilt may result in immediate suspension from all activities. Punishments will be measured in full events only. Students will not serve fractions of games / events to fulfill their punishments.

NORTH LINN HONOR SOCIETY and STUDENT COUNCIL

FIRST OFFENSE – Probation from the North Linn Honor Society and/or Student Council.

SECOND OFFENSE – Immediate expulsion from the North Linn Honor Society and/or Student Council with pin and certificate to be returned immediately to the sponsor.

Once expelled from the North Linn Honor Society and/or Student Council, a member can never be reinstated or considered for membership again.

ATHLETICS, CHEERLEADING, and POM POMS

FIRST OFFENSE – 25% of the season or a minimum of (one) next scheduled event from playing or cheerleading activity.

SECOND OFFENSE – 50% of the season or a minimum of (two) next scheduled events from playing or cheerleading activities.

THIRD OFFENSE – An expulsion period of twelve months from participating in any co-curricular activities. All training rules are to be observed at all times, including summer.

SPEECH - INDIVIDUAL/LARGE GROUP

FIRST OFFENSE – 25% of the season or a minimum of one next scheduled contest performance. If no contests remain for the speech season, resulting action may be no banquet performance and/or medal.

SECOND OFFENSE – 50% of the season or minimum of two scheduled contest performances. If no contests remain for the speech season, resulting action will be no banquet performance and/or medal.

THIRD OFFENSE - An expulsion period of twelve months from participating in any co-curricular activity.

INSTRUMENTAL, VOCAL MUSIC, FBLA (Future Business Leaders of America), FFA (Future Farmers of America), and FCCLA (Family, Career and Community Leaders of America)

FIRST OFFENSE – 25% of performances or a minimum of the next one scheduled performance/activity outside of regular school hours, which includes district, state, or national conferences.

SECOND OFFENSE – 50% of performances or a minimum of the next two scheduled performances/activities outside of regular school hours, which includes district, state, or national conferences.

THIRD OFFENSE – An expulsion period of twelve months from participating in any co-curricular activities.

SIGNS - POSTERS -BANNERS

Students are not to exhibit any type of sign, poster, banner, picture, etc. on any part of the building proper or its contents without permission of a class/activity sponsor and the administration. Such illicit signs, posters, banners, pictures, etc. shall be removed immediately and those who post them may be subject to detention, suspension or expulsion.

SOCIAL ACTIVITIES

The following suggestions shall govern both faculty and students as they plan social endeavors under school sponsorship:

1. Any group wishing to have a social activity should start plans well in advance to the date on which they wish to hold the event. All dates must be cleared at the AD's office early in the school year and in any event at least two weeks before said event.
2. Plans for the social event must be made with the assistance of the group advisors. Final plans must be submitted to the principal's office at least three days prior to the event.
3. The organization sponsor or a substitute selected by the sponsor must be present.
4. The principal shall appoint faculty advisors for all organizations in high school. No meeting shall be held without the presence of the advisor or an approved substitute. The faculty representatives of each group are responsible for the conduct of that group at meetings, practices, parties, etc., and are responsible for approving bills to be paid from group funds
5. Students should remember that social functions are educational as well as recreational. Good social etiquette should be the rule at every social event.
6. The principal shall determine parent chaperone requirements.

SOCIAL REGULATIONS

1. The dress code is applicable to social functions unless special permission is given for other apparel due to the nature of the function..
2. Once you are in, you are in; and when you are out, you stay out! This rule applies to ALL school functions. Exceptions must be cleared through the principal or sponsor.
3. When it is permissible to bring guests to school parties and dances, they must be registered in the principal's office prior to said event. This is on a date basis only. No student below the 9th grade is permitted to attend high school social activities.

4. Students are expected to adhere to all school rules during the activity.
5. The only beverages allowed at school functions are those served by the sponsoring organization. Students under the influence of alcohol or drugs may not attend and will not knowingly be admitted.

SPORTSMANSHIP

School spirit is valuable. Players appreciate the support of the other students and the community more than may be imagined. School spirit will also bring our school respect from other schools. Sportsmanship is as important as school spirit. They both go hand in hand to make our school what it is to be. A good sportsman must:

1. Be considerate of all opponents and make them feel comfortable while at our school.
2. Know when to keep silent - officials' calls should not be questioned.
3. Never "boo" a player or official for any reason whatsoever.
4. Show admiration toward opponents as well as the home team for a good play and sportsmanship.
5. Maintain silence when a player or official might need it--such as a free throw.
6. Be able to win and not brag. Be able to take a loss and not complain.
7. Show class.

STUDENT ACTIVITIES AND ORGANIZATIONS

ALL STUDENTS: Instrumental Music, Vocal Music, Student Lighthouse teams,, North Linn Honor Society, Newspaper, Cheerleading, Yearbook Staff, FBLA, FFA, FCCLA, Speech.

Girls: Cross-Country, Volleyball, Basketball, Track, Golf, and Softball.

Boys: Cross-Country, Football, Basketball, Wrestling, Track, Golf, and Baseball.

(These organizations are covered by Code No. 504.2 found on the North Linn Website or by following this link: [Student Organizations](#))

STUDENT RECORDS OF SCHOOL ACTIVITIES AND STUDENT ROSTERS

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

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

STUDY HALL RULES

1. Attendance will be taken at the bell.
2. Students need to check email, announcements, Canvas, and be there until attendance is taken.
3. **Supervisors need to check in with students** who are missing assignments or have failing/below average grades on where they are at in those classes.
4. Teachers are to give passes to leave study hall only when they have something to work on with them in their classroom and it's not a deterrent to running their class (if there is one).
5. Students can present passes to study hall monitors five minutes after the bell and study hall monitors can deny passes if they deem other things take precedence (MTSS, other classes with poor grades, etc.)
6. Study Halls must maintain an environment that students can read and work. If students are being disruptive, they may be asked to move to another place in the room.
7. Have student's put classrooms back together towards the end of the study hall.

SUPERVISION OF STUDENTS

All employed personnel have the authority to help maintain discipline. Students failing to comply with requests of employed personnel shall be subject to disciplinary action. Students in the building before or after school hours must be under the supervision of a faculty member.

SUSPENSION

Suspensions shall be of the in-school variety unless circumstances dictate other arrangements. Students shall be eligible for co-curricular activities after serving their suspensions. If a student is assigned more than one day of in-school suspension, in a row, he/she will be ineligible for co-curricular activities that are scheduled during the suspension period. Students serving multiple days of in-school suspension will be expected to participate in co-curricular practices. Students placed on out-of school suspension will be ineligible for all co-curricular activities during their suspension periods. Students placed on out of school suspension will not be allowed to attend co-curricular events at North Linn as a spectator or as a participant. During the suspension period, suspended students are forbidden to be on any property owned by North Linn Community School district. Should a suspended student be on district property, we will consider him or her to be trespassing and alert the proper authorities.

Once a student reaches a combined total of five days of in school detention, in school suspension, or out of school suspension per semester, that student will be suspended at home pending a meeting between the parent / guardian and school officials. The school officials may include the principal, and/or superintendent.

The student, while serving in or out-of-school suspension can make up homework.

The parent(s)/guardian(s) of students for which suspension is a possibility shall be notified by the principal or associate principal, either by telephone or mail, prior to action being taken by the administration, unless a question of student safety exists.

TELEPHONES

Students, while in class, shall not be called to the telephone unless an emergency situation arises involving the student's family.

Student use of the office telephones shall be strictly limited to calls to parents/relatives concerning family/school situations. Students must obtain permission from the principal or secretary before using the office telephones.

Messages which are not of an emergency nature are discouraged. Messages will be delivered between classes, as to not disrupt a class or activity.

Students will not use telephones in teachers' classrooms or in the faculty lounge.

THEFT PREVENTION

With hundreds of people making use of the building at one time or another, at least a small percentage will be dishonest and take advantage of any opportunity presented to them by individuals careless with their valuables.

The following procedures are strongly recommended as ways of reducing the loss of valuables due to theft:

1. Do not bring large sums of money to school unless absolutely necessary. (This applies to any type of valuable item.)
2. Valuables that must be brought to school should be left in the office for safekeeping until needed.
3. Be especially careful of your valuables during physical education classes and extracurricular activities. Give your valuables to your instructor or coach.

TRANSFERRING AND LEAVING SCHOOL

A student either transferring or leaving school shall notify the principal of such action in advance. All books and other materials belonging to the school must be returned to the principal's office. No refund due may be paid until a student has checked out properly.

TRANSPORTATION FOR STUDENTS

All students participating in school sponsored events, for which school transportation is provided, shall ride school transportation to said events and shall return to the district on school transportation at the conclusion of said events.

The only exception to the above statement shall involve:

1. A request by a parent asking that their son or daughter be allowed to ride to or leave an event with the parent. This type of request must involve parent/administration contact prior to the event or direct supervisor/parent contact at the conclusion of an event.
2. A request by a parent, either orally to the administration prior to an event or in the form of a note bearing the parent's signature, that son or daughter be allowed to leave an event with a member of the immediate family. The note must be presented to the supervisor prior to leaving for the event.
3. A request by a parent asking that their son or daughter be allowed to leave an event with the parent of a fellow participant/student. This type of request must involve parent/administration contact prior to the event. The note must be presented to the supervisor prior to leaving for the event. The above exceptions also apply to pep buses.

TRANSPORTATION GUIDELINES

Transportation to practice sites at Coggon, Troy Mills, Walker or any other site in the North Linn District should follow the prescribed guidelines.

Students are highly encouraged to ride shuttle bus transportation provided for events by the District, when such service is provided.

Students who do drive to practice must be at the practice site on time.

Students with a School License:

1. As per Iowa Department of transportation regulations, students must not be driving prior to 5:00 a.m. and cannot legally drive past 10:00 p.m. There are no exceptions to this rule. Please remember that some games can last past 10:00 p.m. and your child could receive a ticket from the law enforcement authorities.

2. Students with school licenses must take the most direct route to school within the school district.
3. Students may get gas only if on direct route, any other time may result in a fine and revocation of the school license.
4. Students with school permits may only drive to practice sites if it results in a short amount of time or distance when using school transportation. If school transportation is available, the student athlete must work out an arrangement with the MS/HS principal.
5. Students will not be allowed to transport other athletes to practice.
6. As per Iowa Department of Transportation regulations, a school license may be suspended for conviction of one violation and shall be revoked for conviction of two or more violations of traffic laws other than parking violations. If revocation occurs, the Department of Transportation shall not issue a motor vehicle license or permit for one year or until the licensee's 16th birthday, whichever period is longer. A revocation requires proof of financial responsibility (SR22) for two years. The parent or guardian is subject to prosecution for permitting the child or ward to drive when not authorized or in violation of a state traffic law.

Those students who do not take advantage of the shuttle bus transportation must adhere to the following guidelines.

Participants may share rides with each other to practices and/or games. Please be aware that if a parent allows their student/athlete to ride with another student/athlete there should be a concern that accidents could happen. Liability factors should be considered before rides are shared

Once a bus enters back into the District from a game or meet players and other students associated with the team may be let off at the following points: Coggon, Middle/High School, and Walker. We hope that parents are waiting for their son or daughter. If in the coaches' and/or bus driver's opinion the weather is too severe they may take the child to a phone and attempt to have the child call home. Activity buses are not allowed to stop at individual residences even if they are on the road that is being traveled.

The school and coaching staff will honor different requests brought up by parents/guardians concerning these guidelines. These requests, in writing, must be made by the morning of the day they are going to occur.

USE OF DIRECTORY INFORMATION **(CODE # 506.2R1)**

The student handbook or similar publication given to each student containing general information about the school shall contain the following statement which shall be published at least annually in a prominent place or in a newspaper of general circulation in the school district:

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 an objection in writing by October 1 to the principal. The objection needs to be renewed annually.

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

DATED _____, 20 __

VANDALISM

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

VIDEO/ AUDIO RECORDING

Cell phones with cameras and other portable Handheld Technology Devices capable of storing and/or transmitting and/or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students may be disciplined for any use of Handheld Technology Devices in school locker rooms or restrooms. At no time are students or visitors authorized to video capture, photograph, or audio record others in the school building, on school property (to include school vehicles), or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.), without the consent of a teacher, coach, or school administrator.

VISITORS

Students are allowed to bring visitors to school with them under certain conditions and with the approval of the principal. Generally no visitors are allowed the first two weeks and the last two weeks of each semester. Students are asked to give three days' notice prior to expecting a guest to visit school. Visitors will be expected to follow the same conduct procedures as our regular students. Visitors who fail to follow North Linn conduct procedures will leave the premises. Students will not be allowed to visit North Linn High School if the visitor's school is in session

WORK EXPERIENCE & SCHOOL-TO-WORK
PROGRAMS

Junior and Senior students will have the opportunity to become part of the work force and find what is necessary to become successful employees. If interested contact Julie Schmidt, Career and College Readiness, or Kaitlyn Stoll , Principal.

Work Experience Program: Grant Wood AEA is the sponsor for resource students and has a work experience coordinator.