

**North Linn  
District Handbooks  
25-26**



**Preschool Handbook**

**Elementary Handbook**

**HS/MS Handbook**



## **NORTH LINN PRESCHOOL**

PARENT STUDENT HANDBOOK  
2025-2026

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

3033 Lynx Dr. P.O.  
Box 200  
Coggon, IA 52218

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

4 Year Old Preschool

Lead Teacher- Beth Dolan

Associate- 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 15<sup>th</sup> 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:

- 4 Days per Week
  - Monday, Tuesday, Thursday, & Friday
    - AM Preschool
    - PM Preschool

Hours are as follows:

- AM Preschool begins at 8:05 and dismisses at 11:20
- AM Preschool begins at 12:00 and dismisses at 3:15

### 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 AM – 3:15 PM. Children should not arrive before 7:45 AM, as no supervision is available prior to that time. The front doors will be locked at 8:15 AM. After that time, all students must check in at the office before proceeding to their classroom.

- AM Preschool: Families dropping off for AM preschool should arrive between 7:45 AM – 8:05 AM.
- PM Preschool: Families arriving for PM preschool should check in at the office between 11:50 AM – 12:00 PM, where a preschool staff member will be waiting to escort students to the classroom.

#### *Departure*

- AM Preschool Dismissal: 11:20 AM  
Families picking up after AM preschool may park in the elementary loop, where children will be escorted to the front entrance by preschool staff.
- Wrap-Around Care Options:  
Wrap-around care is available for 4-year-old preschoolers both before and after the AM preschool session.
  - Morning Wrap-Around is available starting at 7:45 AM.
  - Midday Wrap-Around is available from 11:20 AM to 3:15 PM.
- PM Preschool and Full-Day Dismissal: 3:15 PM  
At the end of the day, bus riders will be dismissed first to board their assigned buses. Non-bus riders will be released after buses have exited the elementary parking lot. At that time, parent vehicles may enter the lot to pick up students.

#### *Transportation Services*

Preschool students may ride the North Linn Community School District's regular school buses at the start and end of the regular school day only. No mid-day transportation is available.

To arrange busing, families must complete a transportation request form, which must be on file to ensure accurate scheduling and routing.

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

#### *Pyramid Model Implementation Data System (PIDS) Information and Consent*

The North Linn Early Childhood Program implements the Pyramid Model for Promoting Social and Emotional Competence of Infants and Young Children (Pyramid Model). This evidence-based framework supports healthy social and emotional development through trained staff and data-informed practices. To ensure high-quality care and learning experiences, our program collects and analyzes data through the Pyramid Model Implementation Data System (PIDS), a secure web-based tool used statewide.

PIDS allows designated program staff to enter child information (name, birthday), demographics (gender, race/ethnicity, dual language learner status, special education status), behavior incidents, and social-emotional screening results. Data collected helps monitor progress, guide employee training, improve classroom practices, and collaborate with community and state partners. All data is kept confidential and secure in compliance with federal and state privacy laws.

Only authorized program employees have access to identifiable information, and external professionals supporting Pyramid Model implementation access only de-identified data without names or birthdates. Parents/guardians have the right to request their child's data, ask for corrections, or withdraw consent by contacting the program administrator.

This data is never used for evaluative purposes of the child but instead guides decisions that support instructional quality, classroom practices, and early learning outcomes for all students. If you wish to view or request corrections to your child's data, or change your consent at any time, you may do so in writing by contacting the program administrator.

By acknowledging this handbook as part of the enrollment and registration process, you are granting permission for your child's/dependent's information to be entered into the Pyramid Model Implementation Data System (PIDS) for the duration of their enrollment in

our program. You may change this consent at any time by submitting a written request to the program administrator.

#### 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 is 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*

To support your child's successful transition to preschool, we encourage families to begin working on toilet learning at home before your child starts the program. While we understand that every child develops at their own pace, gaining independence in toileting skills can help your child feel more comfortable and confident in the preschool setting. Our staff will partner with you to support your child's progress and provide consistent care.

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

- o At all times, caregivers have a hand on the child when being changed on an elevated surface
  - In the changing area, staff
    - o Post and follow changing procedures
    - o Surfaces used for changing and on which changing materials are placed are not used for other purposes
    - o 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 if interested in opportunities throughout the year to be involved. 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:



## **NORTH LINN ELEMENTARY**

PARENT STUDENT HANDBOOK  
2025-2026

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

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

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 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

## 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.

### Chronic Absenteeism Communication & Procedure

The North Linn Community School District believes that regular student attendance is foundational to academic success, social-emotional development, and long-term engagement in learning. As such, the district is aligned with Iowa Code SF 2435, which requires proactive and collaborative responses to chronic absenteeism and truancy.

Under this law, school districts must:

- Monitor attendance closely
- Communicate consistently with families
- Create intervention plans when needed
- Refer unresolved chronic absenteeism to the county attorney, as appropriate

The district recognizes two key terms:

- Chronic Absenteeism: Defined as missing 10% or more of school days in a semester, regardless of whether absences are excused, unexcused, or due to suspension
- Truancy: Defined as missing 20% or more of school days in a semester without exemption

### Chronic Absenteeism Communication & Response Process

#### Step 1: Notification Sent Home – 10% Absent (Per Semester)

When a student has missed 10% of the semester, the school will send a notification letter to the parent/guardian.

This notification will:

- Acknowledge the current attendance rate
- Reaffirm the importance of regular attendance
- Provide information about school-based supports (e.g., nurse, counselor, support staff)

No legal action or meeting is required at this stage.

#### Step 2: Planning & Monitoring – 15% Absent (Per Semester)

At 15% absenteeism, the school will schedule a School Engagement Meeting.

This meeting must include:

- The student
- Parent(s) or guardian(s)
- A school administrator or designee

During this meeting, the team will:

- Review attendance history
- Discuss barriers to attendance
- Develop and sign an Absenteeism Prevention Plan
- Clearly define expectations for future absences, including approval procedures

The school will assign a staff member to monitor plan compliance weekly for the remainder of the semester.

Failure to attend the meeting or follow the plan may result in a referral to the county attorney, as permitted by SF 2435.

### Step 3: Legal Referral – 20% Absent (Per Semester)

If a student reaches 20% absenteeism, the district will initiate the truancy process.

- The school will submit attendance records and documentation to the county attorney
- The referral may result in further legal steps depending on the case circumstances

This step reflects the district's legal obligation to uphold compulsory attendance laws and respond to persistent absenteeism that jeopardizes a student's academic progress.

See Iowa Law - <https://www.legis.iowa.gov/legislation/BillBook?ga=90&ba=sf2435>

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

1<sup>st</sup> offense - double time missed in detentions.

2<sup>nd</sup> offense - 2 In-school detentions; parental-student conference with principal

3<sup>rd</sup> 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.

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.

#### 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 & KWVL
  - 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](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, 1<sup>st</sup>, 2<sup>nd</sup>, and 5<sup>th</sup> grades.
- All new students, in Grades 3<sup>rd</sup> and 4<sup>th</sup>.

Testing of students with known hearing losses will continue for all students in Transitional Kindergarten through 5<sup>th</sup> 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

## North Linn Elementary Behavior Plan

### Purpose:

Our behavior plan ensures that students learn in a positive, safe environment. We aim to teach expected behaviors, respond consistently to misbehavior, and promote growth. Responses are aligned with a developmentally appropriate **behavioral response**, emphasizing **teaching, reflection, and restoration**.

### Definitions: Types of Behaviors

<b>Hot Button (Handled Immediately by Staff)</b>	<b>Minor (May Interrupt Learning for Self/Others)</b>	<b>Major (Disrupts Learning or Safety Significantly)</b>
Off-task behavior	Refusal to follow directions	Physical aggression/fighting
Calling out	Low-level defiance	Threatening or intimidating others
Tattling	Mildly inappropriate language	Harassment or bullying
Annoying others	Not keeping hands/feet to self	Vandalism/property destruction
Excessive talking	Disruption affecting others' learning	Theft
Wandering classroom	Unsafe choices (running indoors, climbing)	Insubordination (repeated or serious)
Making noises	Inappropriate use of materials/tech	Dangerous object/weapon
Minor dress code	Tardy (repeated or chronic)	Use of controlled substances
Mild teasing	Lying/cheating	False alarm or threat
Cell phone out (if applicable)	Leaving class without permission	Severe discriminatory or offensive remarks

*If a Hot Button behavior occurs three times, it is treated as a Minor behavior and tracked accordingly.*

## Responding to Behavior:

### Hot Button Behavior

Staff Response:

- Address immediately with student (redirect or reteach).
- If it continues 3 times, it is tracked as a Minor Behavior.
- Consider a classroom consequence or reteaching activity.

### Minor Behavior

Flow of Consequences (Based on Occurrence):

<b>Step</b>	<b>Action</b>	<b>Caregiver Contact</b>	<b>Documentation</b>
<b>1st</b>	Office Referral sent home	Parent/Guardian email	Infinite Campus Behavior Log
<b>2nd</b>	Phone call home + Office Referral	Parent/Guardian Phone Communication	Infinite Campus Behavior Log & Restorative Response
<b>3rd</b>	Loss of Privilege/Reward	Phone Communication and Option for Parental Meeting	Infinite Campus Behavior Log, Restorative Response, & Possible Behavior Plan

### Major Behavior

Immediate Office Referral Required

Administrator Response Includes:

- Investigate and assign consequences (loss of privilege, suspension, safety plan, expulsion, etc.)
- Parent phone call and Behavioral Debrief completed.
- Student complete Restorative Response before returning to class.

## **Restorative Practices & Social-Emotional Growth**

At North Linn Elementary, we believe that discipline should foster learning, accountability, and personal growth. Restorative practices are used to help students reflect, repair relationships, and develop social-emotional skills that lead to better decision-making in the future. These practices are tailored to individual situations and help students take ownership of their actions in a supportive environment.

The following are restorative strategies possibly used as part of our response to behavior:

- Behavioral Reflection Form (Think-About): Students complete a reflection form to think about their actions, understand the impact, and consider better choices moving forward.
- Restorative Conversation: A guided discussion with an adult to talk through the behavior, its effects, and appropriate resolutions.
- Peer Mediation: Trained student mediators help peers resolve conflicts and reach a mutual understanding.
- Apology Letter: Students write a letter of apology to acknowledge their actions and express regret to those affected.
- Community Service: Tasks that contribute positively to the school, such as helping in shared spaces, to make amends.
- Role-Playing: Students act out scenarios to practice appropriate responses and build empathy.
- Restorative Circle: A facilitated group discussion where participants reflect on the incident and explore collective solutions.
- Repairing Harm: Encouragement and guidance to take specific actions that address and fix the harm caused.
- Mentorship Program: Students are paired with a trusted mentor who offers guidance, support, and modeling of positive behavior.
- Social Skills Training: Instruction on empathy, communication, and conflict resolution to enhance student relationships and behavior.

## 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.

## Elementary Cell Phone Policy

To support a focused and safe learning environment for all students, North Linn Elementary does not allow student cell phone use at any time during the school day, including before school, during class time, lunch, recess, and passing periods.

### Expectations

- Students may bring a cell phone to school, but it must remain powered off and stored in their backpack or locker upon entering the building.
- Phones may not be used for any reason during the school day, including texting, calling, checking the time, or listening to music.
- Smartwatches and other wearable devices must be placed in airplane or school mode and may not be used to send or receive messages.

### Communication During the Day

If a parent or guardian needs to contact their child during the school day, they should call the school office. Likewise, students needing to contact home will do so through the office.

### Violations

- First Offense: The device will be taken and returned to the student at the end of the day. A reminder of the policy will be sent home.
- Second Offense: The device will be held in the office until a parent or guardian picks it up. A phone call home will be made.
- Third Offense: The student will be required to check in their phone at the office each morning and pick it up at the end of the day for the remainder of the semester. A parent meeting may be scheduled.

## 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, Dominic Giegerich, 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 [dgiegerich@northlinncsd.org](mailto:dgiegerich@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 Dominic Giegerich, 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](mailto: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-5<sup>th</sup> 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](mailto: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](mailto:OCR.Chicago@ed.gov)

**Updated: June 2024**

# Harassment

## Student Rights and Responsibilities



(6<sup>th</sup> – 12<sup>th</sup> 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 Breifelder, 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](mailto: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](mailto:OCR.Chicago@ed.gov)

# North Linn High and Middle School Student/Parent Handbook 2025 - 2026



**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 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.



# Academics

## ACADEMIC AWARDS

### Academic Achievement:

Students in grades 6-12 that achieve 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 quarters of course work at the North Linn High School.

### 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 8, 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 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, Algebra II w/ Trig, Statistics, Geometry, Pre-Calculus and Calculus apply toward the mathematics requirement.

#### Top of Class Honors:

Governor Scholar  
KWWL Best of Class  
Academic All-State

#### **NORTH LINN NATIONAL HONOR SOCIETY**

##### I. Requirements:

- A. Students in their Junior and Senior years are eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of 3.5 or better on a 4.0 scale, after a minimum of four completed semesters as reported on the student's official transcript. The transcript must reflect completion of required courses for graduation, as determined by the District School Board.
- 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.

##### II. 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. Once the Scholarship criterion is met, membership is considered for those students who have completed the application by the determined deadline, and meet the required standards at or above an average evaluation rubric score of 3.25 out of 4 in the remaining three Pillars of the Society: Leadership, Service, and Character. Students are selected for membership by a review and scoring of each application by the secondary faculty, and/or by majority vote of a 5-member Faculty Council, appointed annually by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each year. The Principal and the Advisor do not vote in the selection process.
- D. No application will be considered after the deadline, unless a faculty member requests in writing an extension for a candidate. Such requests are considered on a case by case basis, and must include the reason for the extension, and date the application will be completed. If a candidate is granted an extension, their notification may be delayed.
- E. To evaluate a candidate's character, the Faculty Council may request additional input. First, official school records may be reviewed at the discretion of the Advisor and Principal. Second, members of the faculty are requested to provide their professional reflections on a candidate's service activities, character, citizenship, and leadership, using the approved candidate scoring rubric. The Candidate applications are carefully reviewed by the Faculty to determine whether each candidate meets the criteria for membership. If the criteria is met, the candidate and the candidate's family will be notified by the Advisor in writing.
- F. A formal ceremony takes place to induct the new candidates. \* The selection process is a confidential procedure.

III. 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. Candidates who do not reach the scoring threshold for membership are notified in person by the Advisor. If a candidate does not meet the threshold for membership in their first year of eligibility, they are strongly encouraged to reapply the following year if they remain eligible.

- C. Once the notification process is completed, a formal induction ceremony is held at the school to recognize the newly selected members in the Fall of the current school year.
- D. 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.

### **ACADEMIC 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](#)

### **STUDENT SUCCESS**

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 and is staffed with a teacher who can help them with organization, work completion, and communication with teachers to determine the next steps in improving their grades.
3. Your student may be referred to our Student Success Program

### **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

## **WORK EXPERIENCE**

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 Dana Schmid (Work Base Learning Coordinator), or Kaitlyn Stoll , Principal.

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

### **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.

### **PHYSICAL EDUCATION POLICIES/REGULATIONS**

Graduation Requirement:

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

Physical Education Dress:

Students are required to dress out in some type of physical education clothes. (Shorts, sweatpants, appropriate T-shirts, and tennis shoes) Students will have 5-7 minutes to get dressed and ready before and after class.

Excused Absences From Class:

Students will be allowed five absences from class each semester. Additional absences beyond the five allowable will need to be made up. If classes are not made up by the end of the semester the final outcome could be a lowering of the student's grade and

possibly even failure of the course. Makeup can be done before/after school as well as during a study hall if there is a PE class offered during that time unless the student is failing another class in which the study hall is needed. The student will need to communicate with the teacher when they are making up their time.

#### 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.

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

### **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.

## **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.

# Attendance

A call is necessary for all absences or a tardy to school, except when on a school event with a sponsor/teacher. Please inform the office in one of two ways:

<p><u>Call the 24 - hour attendance line:</u> 319-224-3291 option 1 State your name, the student's name, the date of absence, and the reason.</p>	<p><u>Email our Attendance Secretary:</u> <a href="mailto:jaberle@northlinncsd.org">jaberle@northlinncsd.org</a> State your name, the student's name, the date of absence, and the reason.</p>
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## **BUILDING & CLASS HOURS**

- North Linn MS/HS is open to students 7:50am-3:35pm. Students may be present before or after these times for activities when supervised by a staff member.
- 1st period begins at 8:05am.
- The last period of the day ends at 3:15pm for normal days & 1:15 on early dismissals
- 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](#)

## **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.

## **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. If a student is more than 10 minutes late to class they will be counted absent for the period.

## **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.

## **ABSENCE CLASSIFICATION**

### **Examples of Absent Exempt and will *not* count towards truancy:**

- Religious holiday, service, or instruction
- Student is home ill with a doctor's note
- Student is sent home by the school nurse
  - Must have a Dr. note after 3 days of absence (Ex. Sent home Monday, Thursday they would need a Dr. note for it to remain exempt)
- Student has a planned surgery/medical appointment with a doctor's note
- Recurring appointments (physical therapy, counseling, etc.) with a doctor's note
- Court directed activity/Jury duty
- IEP/504 plan that restricts attendance

### **Examples of Absent Not Exempt that *counts* towards truancy:**

- Attending a state tournament that the student is not participating in
- Family vacations or leaving out of town
- Student is home ill without a doctor's note
- Student goes home ill by parent permission but is not required to go home per the school nurse
- College visits that are not approved by the school
- Transportation related absences
- Helping family (planting, harvest, farm work, working a shift at family business)
- Arrived to school then skipped classes
- Not at school and no parent contact is made
- Any non medical related reasons

## **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.

## **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% of the days in a semester.

## **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.

## **CHRONIC ABSENTEEISM:**

- a. If a student misses 5 days in any given semester (either all excused or a combination of excused/unexcused minus those determined by the state as being exempt), a letter will be sent to the parent/guardian alerting them we are aware, repeating the expectations and suggesting support services.
- b. 10% of days missed: Counts all absences; exempt, not exempt, and suspensions. Chronic absenteeism is defined as missing 10% of the school days in a semester. The school will send a letter home and contact the county attorney. No legal action will be taken at this time.
- c. When a student misses 15% of school days in a semester, a school engagement meeting will be required. This meeting is required to have the following participants: student, parent/guardian, and a school official.

- d. Truancy is defined as missing 20% of the school days in a semester. The school will follow Iowa Law and notify the county attorney that the threshold was met related to truancy. At North Linn Community School District for the 2024 - 2025 school year, 20% absenteeism in a semester would be the following:

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.

### **TARDIES**

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.

## **Graduation & Post Secondary Readiness**

### **CREDITS REQUIRED:**

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 or 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.

### **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.

### **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](#)

### **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.

### **COLLEGE VISITS**

For college visits to be considered an excused absence, parents need to contact the office and complete the college visit [form](#) 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.

## **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 Pledge Of Allegiance.
4. Follow the Fine Arts performance rules.
5. Zero tolerance will be allowed for inappropriate language.
6. 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 public display of affection to the principal.

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

### **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.

### **BEHAVIOR PLAN**

The Behavior Plan was developed to support a positive school climate by clearly outlining expectations and a process for addressing inappropriate behavior. Staff focus on reteaching, build relationships with students and caregivers, and progressively assign consequences as needed. Administration supports the Respect Plan by expecting students to work with their teachers and getting involved if a student has earned several violations, or if a certain student behavior warrants an immediate office referral.

## Middle School & High School Behavior Plan

Major (may result in a suspension)  
Automatic Office Referral

Minor (may result in a detention)

- Profanity towards another person
- Physical contact with aggression or fighting
- Insubordination
- Skipping class (10 minutes late without a pass)
- Walking out of class
- Harassing/bullying comments or actions towards other students/staff
- Controlled substances
- Disruptive behavior
- Theft
- Vandalism
- Weapons
- Student Misconduct - Misuse of technology, false alarms, threats towards students or staff
- Racial comments

- Talking back/disrespect
- Tardy to class - 3 tardies = Detention
- Inappropriate comments
- Use of cell phone when prohibited
- Use of backpack
- Wearing a hat/hood
- Inappropriate language
- Dress code

### Detention Expectations

Failure to follow detention expectations will result in another assigned detention

- Detentions will be 20 minutes
- Monday, Tuesday, Wednesday(not on early outs), and Thursday
  - Can be served before or after school only (communicate with staff member)
- Students must be on time
- Students must have work to do - No electronics unless monitored by staff
- Students must follow all detention expectations
- Students have 3 opportunities to serve a detention - The day they received it and 2 more days. Failure to serve will result in a suspension.

### BEHAVIOR PROGRESSION FOR MINOR VIOLATIONS

STEP	CONSEQUENCE	CONTACT	DOCUMENTATION
1	Teacher identifies behavior observed, redirects/reteaches expectations.	Teacher meets w/ student.	---- 1st Minor School Wide Doc

			Contact Log
2	Teacher identifies behavior observed, redirects/reteaches expectations.	Teacher meets w/ student. Teacher contacts the caregiver.	---- 2nd Minor School Wide Doc Contact Log
3	Teacher identifies behavior observed, redirects/reteaches expectations. ONE detention is assigned	Teacher meets w/ student. Teacher contacts the caregiver.	---- 3rd Minor School Wide Doc Contact Log
4	Teacher identifies behavior observed, redirects/reteaches expectations. ONE detention is assigned	Teacher meets w/ student. Teacher contacts the caregiver.	---- 4th Minor School Wide Doc Contact Log
5	Teacher identifies behavior observed, redirects/reteaches expectations. ONE detention is assigned	Admin meet w/ student. Admin calls caregiver.	---- 5th Minor School Wide Doc Contact Log
6	Teacher identifies behavior observed, redirects/reteaches expectations. Mandatory Caregiver Meeting assigned.	Admin meet w/ student. Admin calls caregiver.	---- 6th Minor School Wide Doc Contact Log
Back to step 3 and continue on the progression			

### **BEVERAGES & FOOD**

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.

North Linn Community School District has the following phone policy (Code No. 714).

Middle School: Phones are prohibited during the school day. Phones are to be securely stored in the students locker.

High School: Phones are allowed during passing time and during lunch. Students will be required to check their phone into the teacher at the beginning of each class period.

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

Please see below the North Linn School District's Policy on Personal Electronic Devices:

### **USE OF PERSONAL ELECTRONIC DEVICES BY STUDENTS**

It is the policy of the North Linn Community School District that students may not use or possess personal electronic devices during classroom instructional time.

### **Definitions**

For purposes of this policy, a "personal electronic device" is a device that is used by a student to send or receive information or create or review content, including cellular and mobile phones, watches or other wearable devices in a receive or transmit mode, laptop or notebook computers, tablets, video game devices, portable media players, and any applications or programs installed by the student on a school- owned or issued device.

A “personal electronic device” does not include a device possessed by the student for documented legal, health, and safety purposes and used solely for those purposes.

The “school day” is defined as once the first bell rings until the end of day school bell minus lunch period.

“Instructional time” is any time during which a student is under the guidance and supervision of licensed instructional staff or instructional assistants, including independent study time during the school day and homeroom.

## **General Rules**

The following are the district-provided educational technologies and devices that will be made available to students for instructional purposes:

### **LIST TECHNOLOGIES AND DEVICES**

A student’s personal electronic device, not otherwise allowed to be used under this policy, must be securely stored at all times in a school provided device in each classroom at the high school level and in the student lockers for elementary/middle school. High school students may utilize their personal electronic device during passing time and at lunch.

A parent or guardian, after verification by school officials, may communicate with a student through the school office. If there is an emergency requiring the student’s immediate attention, a parent or guardian may contact the school office or the district office. In the event of an emergency, the school will contact the parent or guardian by the method most recently listed by the parent in the school’s student information system immediately when it becomes safe to do so. In the event of an emergency involving the broader school community, the school will contact parents and guardians by the district wide mass notification system.

## **Violations of Policy**

For the first offense in a semester of using a personal electronic device in violation of this policy, the student will surrender the device to school officials, to be returned to the student at the end of the school day. For the second violation of this policy, the student will surrender the device to school officials at the beginning of each school day and returned to the student at the end of each school day for the remainder of the semester. Confiscated devices will be logged and secured. For third or subsequent offenses, the school will apply the following consequences, as well as considering further restrictions on the student’s use of personal electronic devices: the student will surrender the device to school officials at the beginning of each school day and returned to the student at the end of each school day for the remainder of the school year and a parent meeting to determine the next course of action.

If the student uses a personal electronic device during the administration of any assessment, the student will receive no credit for the assessment without the ability to

retake and will also face the consequences identified in the prior paragraph. If the student uses a personal electronic device in a state or federal mandated assessment, the school will follow any protocols for that assessment's security.

### **Student-Specific Exceptions to Policy**

*Petition by Parent or Guardian:* A parent or guardian of a student may petition to allow their child to maintain access to a personal electronic device for a legitimate reason related to the student's physical or mental health, based on the unique facts of the student's case. The petition shall be addressed to the building principal. If not granted, a parent or guardian may appeal to the superintendent or designee, whose decision shall be final. A parent or guardian has the burden of providing a legitimate reason for allowing the child to maintain access to a personal electronic device contrary to North Linn's policy.

*Student Plans:* A student who has a current Individualized Education Program, a plan under section 504 of the federal Rehabilitation Act, or health plan may maintain access to a personal device during an appropriate portion of the school day as documented in the plan. The device should be used solely in the manner necessary and documented.

### **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.

**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.

**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.

**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.

### **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.

- Failure to wear footwear, a shirt, or shorts/pants.
- Eyewear that obstructs a student's eyes or pupils (unless w/ medical documentation)  
Caps, hats, hoods, bandanas, head gear or other such items will not be worn by students during the school day
- Items that may disrupt the learning environment or pose a safety concern
- Items that advertise or promote drugs, alcohol, or tobacco
- Items that promote violence, racism, gang affiliation, or hate
- Items that are sexual or obscene in content
- Items that expose undergarments or private areas of the anatomy.

- 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, and cutoff shirts that are cut below the armpit 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.

If your child is in need of appropriately fitting clothing and financial assistance would be helpful, please don't hesitate to contact your building administrator or school counselor. We are here to support and assist however we can.

### **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](#)

### **GOOD CONDUCT POLICY**

The North Linn Good Conduct Policy can be found in our activities handbook.

## **Registration**

### **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.

# Transportation

## **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 16<sup>th</sup> 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.

### **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.

## **Student Vehicles**

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.

### **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.

# **Emergency Situations**

### **ACCIDENTS**

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

### **EMERGENCY CARE**

“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.

### **CONTRACT FOR STUDENT EMERGENCY PERSONNEL**

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.

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 \_\_\_\_\_