



PARENT STUDENT HANDBOOK  
2023-2024

North Linn Community School District  
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MS/HS: Ext. 1  
Elementary: Ext. 3  
District: Ext. 4

## WELCOME

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

### Elementary Office (Preschool - 5th Grade)

Principal- Kimberly Graven  
Secretary- Char Siddell  
Counselor- Sarah Meyer

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

Principal- Dominich Giegerich  
Secretary- Janelle Aberle  
Counselor- Jaci Hilmer

### District Office

Superintendent- Leisa Breitfelder  
Secretary- Dawn Dvorak  
Business Manager- Kerry Peyton  
Transportation Director- Tony Olson

### Athletics and Activities

Activities Director- Mike Hilmer

### 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

## TABLE OF CONTENTS

[PROCEDURES](#)

[Services](#)

[Students](#)

[Board Policy Statements](#)

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

# PROCEDURES

## Arrival and Dismissal

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

## Attendance Policy

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

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

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

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

### 2. Absence Classification

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

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

North Linn classifies avoidable absences (examples) as follows:

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

8. Anything similar that the Principal deems avoidable

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

North Linn classifies unavoidable absences as follows:

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

3. Make-up Work:

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

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

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

4. Student Truancy

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

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

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

Communication and procedure process for chronic absenteeism:

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

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

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

Truancy offenses accumulate throughout the school year.

Truancy discipline

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.

## 6. Tardies - Secondary

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

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

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

### Bell Schedules

#### Regular Day

Report to Class- 8:01

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

LUNCH:

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

2nd LUNCH 12:03-12:27

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

#### 2 HR EARLY OUT (1:15)

Report to Class- 8:01

1st 8:05-8:38  
2nd 8:42-9:14  
3rd 9:18-9:51  
4th 9:55-10:27  
5th 10:31-11:03  
6th 11:07-11:39  
7th 11:43-12:39

LUNCH:

1st LUNCH 11:43-12:03 (12:07 tardy)

2nd LUNCH 12:15-12:39

8th 12:43-1:15

#### 3 HR EARLY OUT (12:15)

Report to Class- 8:01

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

LUNCH

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

2nd LUNCH 11:51-12:15

#### 2 HR DELAY

Report to Class- 10:01

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

LUNCH:

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

2nd LUNCH 11:50-12:14

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

### Elementary Lunch Times

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

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

### Building Maintenance

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

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

### Early Dismissal/Cancellation Procedures

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

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

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





## North Linn CSD Inclement Weather FAQ

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

- This information will be announced via the following platforms
  - Infinite Campus - parent text or email notification
  - Radio - KMCH 94.7 fm, KCKK 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

### 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.

## Respect for Public Property

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

## Respect for School Authority/Out-of-School Conduct

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

## Code of Conduct

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

## GOOD CONDUCT POLICY

### ELIGIBILITY FOR PARTICIPATION IN CO-CURRICULAR ACTIVITIES

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



## **PROCEDURE FOR HANDLING ALLEGED VIOLATIONS OF CODES OF CONDUCT**

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

### **RULES**

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

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

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

### **REDUCTION IN PENALTY**

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

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

### Field Trips

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

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

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

### Grades

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

The grading on academic standards performance is as follows:

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

The grading on academic skills performance is as follows:

1	Consistently
2	Sometimes
3	Seldom

### Technology Use

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

Consequences may include:

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

### Textbooks

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

## Transportation

### Bus Guidelines

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

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

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

### Visitors

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

### Volunteers

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

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

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

### Student Publications

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

### Activity Passes

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

# POLICIES

## School Board

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

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

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

### Definitions

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

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
  1. Places the student in reasonable fear of harm to the student’s person or property.
  2. Has a substantial detrimental effect on the student’s physical or mental health.
  3. Has the effect of substantially interfering with a student’s academic performance.
  4. Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

### Filing a Complaint

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

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

### Investigation

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

### Decision

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

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

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to

have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

### Child Custody

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

### Child Abuse

#### Child Abuse Reporting

In compliance with state law and to provide for the greatest possible protection to victims of child abuse, the board believes child abuse should be reported to the proper authorities. School district personnel are encouraged and the law requires certified employees to report to the State Department of Human Services within 24 hours when, in the course of their employment, they reasonably believe a child has suffered from abuse.

#### Child Abuse by District Employee

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

#### Child Abuse by Other Individuals

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

### Educational Equity Policy

The North Linn Community School District offers career and technical programs in the following service areas: Agricultural Education, Business Education, Health Occupations Education, Family and Consumer Sciences Education, Industrial Education, and Marketing Education. It is the policy of the North Linn Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity

Coordinator, 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**

**Dominic Giegerich, 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: July 2023**

# Harassment

## Student Rights and Responsibilities



(6<sup>th</sup> – 12<sup>th</sup> Grade Students)

North Linn Community School District

Updated: July 2023

### 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:  
Dominic Giegerich, MS/HS Principal,  
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).

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