

North Linn High School

Student/Parent Handbook



Home of Lynx Pride
2019-2020

The mission of the North Linn High School is to establish an environment which will prepare students to succeed in life after high school by promoting growth academically, socially and emotionally thus developing an individual with a strong work ethic and tolerance for all.

North Linn Iowa Core Vision: Every child will learn the essential concepts and skills that will enable them to reach their personal goals and prepare them for life in the 21st century. In doing so, students shall become compassionate, intelligent, productive and well-adjusted world citizens who have sound moral standards, respect for human dignity, and proper regard for human and natural resources.

TABLE OF CONTENTS

Academic Award - Presidential.....	1
Academic Subject Enrollment	1
Academic Honors	1
Accidents	1
Academic Eligibility	2
Academic Improvement Awards	4
Academic Improvement Certificate	4
Academic Achievement Award	4
Activity Fund	4
Announcements	4
Attendance Policy	5
Automobiles	8
Awards Policy - Athletics ... Appendix A	8/42
Behavior Expectations for Fine Arts Performances and Other Events	8
Beverages / Food in Building	9
Blood Spills - HIV/AIDS Awareness	9
Building Maintenance	9
Cancellations of School and Events	10
Cell Phones	10
Cheating and Plagiarism	10
Child Abuse Reporting	10
Child Abuse by District Employee	10
Child Abuse by Other Individuals	11
Class Rings	11
Closed Campus	11
Code of Conduct	11
College Visits	14
Conduct on School Buses	15
Contract for Student Emergency Personnel.....	44
Copy Machine Use	15
Counseling Services	15
Course and Section Change / Drop Restrictions	16
Correspondence Credits	16
Credits Required for Graduation	16
Detention	17
Discipline	17
Disruption of the Educational Process	21
Dress Code	21
Drills - Fire	21
Drills - Tornado	21
Educational Equity Policy	21
Educational Equity Compliance Violation Grievance Procedure	22
Election of Class Officers	22
Electronic Devices	22

Eligibility for Participation in Co-curricular Activities	22
Emergency Care Situation	43
Emergency Forms	23
Expulsion	23
Fee Schedule	23
Forgery	22
Fund Raising Campaigns	23
Grading System	24
Graduation Expenses	24
Graduation Requirements at Mid-Term	24
Hot Lunch	24
In-School Truant	24
Internet - Appropriate Use	24,45
Interrogation by Outside Agencies	25
Iowa Core Curriculum Vision Statement.....	48
Late Arrival at School	25
Leaving School Early	25
Library Procedures	25
Lockers	26
Lunch Hour Procedures	27
Medication at School	27
North Linn Honor Society	27
Office/School Hours	28
Parental Permission	28
Passes	28
Parking Lot.....	28
Pep Buses	29
Physical Contact Between Students	29
Post-Secondary Enrollment Options	29
Physical Education Policies/Regulations	29
Practices for Co-curricular Activities	30
Prom	30
Respect for School Authority	30
School Spirit	30
Search and Seizure	31
Season Tickets	31
Signs, Posters, Banners	31
Social Activities	31
Social Regulations	31
Special Services	32
Student Activities and Organizations	32
Student Publications	33
Student Records	33
Student Records - Student Rosters	34
Student Records - Parent Access	34
Student to Student Harassment	35
Study Hall Rules	37

Supervision of Students	37
Suspension	37
Telephones	38
Theft Prevention	38
Times for Entering and Leaving School	38
Transferring or Leaving School	39
Transportation for Students	39
Transportation Guidelines	39
Use of Directory Information	40
Vandalism	41
Video/Audio Recording.....	48
Visitors	42
Work Experience Program	42

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

ACADEMIC AWARD -PRESIDENTIAL

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

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

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

ACADEMIC SUBJECT ENROLLMENT

Please refer to the Course Description Book.

ACADEMIC HONORS

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

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

ACCIDENTS

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

ACADEMIC ELIGIBILITY

(as determined by the Iowa Dept. of Ed.)

36.15(2) Scholarship rules.

- a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- b. All contestants must be under 20 years of age.
- c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all times.

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

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

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

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

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

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

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

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

tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration. .

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

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

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

Academic Eligibility (Fine Arts)

36.15(2) Scholarship rules.

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

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

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

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

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

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

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

Superintendents/Principals of the respective schools will verify the eligibility of their contestants at least two and $\frac{1}{2}$ weeks before any contest.

ACADEMIC IMPROVEMENT AWARDS

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

ACADEMIC IMPROVEMENT CERTIFICATE

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

ACADEMIC ACHIEVEMENT AWARD

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

ACTIVITY FUND

The school Activity Fund will be administered through the principal's office. Each class or activity will have an account within this fund. No charges are to be made to the Activity Fund without authorization with a signed purchase order from the superintendent. The Activity Fund is open for inspection at all times and monthly reports will be made for the class sponsor and treasurer. All class and activity receipts are to be turned in to the office for deposit.

ANNOUNCEMENTS

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

ATTENDANCE

It is important that a student display regular and punctual attendance in order to be successful at school and beyond. Because of this, the school has strong expectations for your attendance and timeliness.

ABSENCE: not present for a class or classes

EXCUSED: a parent documented, valid reason

UNEXCUSED: an undocumented or invalid reason

Excused Absences:

- Illness
- Bereavement
- School activities
- Professional appointment
- Religious observance
- Family activities

Others as approved by principal

Unexcused Absences

- Babysitting
- Haircut or hair appointment/pictures (Senior or other)
- Missed bus
- Overslept
- Skipping
- Working

Others as determined by principal

UNEXCUSED ABSENCES: Refer to Code No. 501.10

The district has not, does not, and shall not, recognize, condone or promote any type of "skip day". Students will not be given credit for work missed for unexcused absences.

ABSENCES FROM SCHOOL

If a student accumulates 10 absences per semester (either all excused or a combination of excused/unexcused), serious consideration shall be given to dropping the student from the school rolls for the remainder of the semester, with "no credit" recorded on the report card and permanent record card.

Any absence for two, three, or four period(s) in a given day shall count as one/half day against the total of ten absences. Any absence of five or more periods in a given day shall count as a whole day against the total of ten absences. Excused and unexcused absences are included in the count. Absences due to major illness, hospitalization, and medical/dental appointments shall be exempted from the accumulated count upon **VERIFICATION BY THE DOCTOR'S/DENTIST'S OFFICE**. Verification that would be acceptable would be appointment cards, receipts or copies of bills.

Parents/Guardians must call the school (224-3291), prior to 9:00 AM, on the days students are absent.

Failure of notification will result in the school's attempt to contact the parents/guardians at home or at work.

If there was no parent/guardian contact, students must, upon returning to school, present a note signed by a parent/guardian, STATING THE REASON FOR THE ABSENCE. Failure to contact the school, either by telephone or by note, within two school days of a documented absence shall cause the absence to be recorded as UNEXCUSED.

EXCUSED ABSENCES: Refer to Code 501.9

Those absences resulting from situations that could, logically and reasonably, be classified as excusable. Such situations would include medical/dental care, personal illness, funerals (bereavement), weddings, college visitations (juniors and seniors only), court appearances, legal matters, family work, family emergencies, family vacations (including hunting, trapping, and/or fishing trips with parents/guardians), and other contingencies deemed excusable by the administration.

Students shall be allowed to make up class work missed due to excused absences. Two days make up time shall be allowed for the first day absent and one day for the second and subsequent days missed during each period of absence. Students who fail to make up work in the allotted time period will receive a grade of "zero" for that work.

ADVANCED MAKE-UP:

Students are advised to make up work in advance of any known absence.

The advantage of doing advanced make-up work is that students will not have large sums of homework to complete after their return to school.

Make-up work of schoolwork in advance will not be allowed for skip days or other invalid days of non-attendance.

ATTENDANCE NOTIFICATION: EXCUSED ABSENCES

Should a tenth absence occur, the principal will determine whether or not there is sufficient reason to require parents/guardians to attend the next regularly scheduled board of directors meeting in order to explain, to the directors, the reason(s) for the absence(s). Failure of parents/ guardians to cooperate may result in a recommendation to the superintendent and board of directors that the student be removed from the class(es), (this removal will also count against the student's eligibility) or from the rolls for the remainder of the semester.

NOTIFICATION OF PARENTS/GUARDIANS FOR UNEXCUSED ABSENCES (per semester):

(NOT INCLUDING TRUANCY)

- A. **FIRST UNEXCUSED ABSENCE** -An unexcused absence shall result in "no credit" for all classes missed on the day of the unexcused absence, or a student may choose to serve an in-school suspension and make up the work that was missed. The amount of time to be served on the in-school suspension will be determined by the principal.
- B. **SECOND UNEXCUSED ABSENCE** -A second unexcused absence shall result in "no credit" for all classes missed on the day of the unexcused absence. Two days of in-school detention will be assigned.
- C. **THIRD UNEXCUSED ABSENCE** -A third unexcused absence shall result in "no credit" for all classes missed on the day of the unexcused absence. Three days of in-school detentions will be assigned. School Resource Officer notified. School Resource Officer may file a report with the County Attorney for consideration of further action.
- D. **FOURTH AND SUBSEQUENT UNEXCUSED ABSENCES** - The Superintendent of Schools shall be

notified. The superintendent will determine whether or not the absences justify discussion at the next meeting of the board of directors. The School Resource Officer shall be notified. The School Resource Officer may file a report with the County Attorney for consideration of further action.

- E. ** Should a tenth unexcused absence occur, parents/guardians shall, unless there are extenuating circumstances, be required to attend the next regularly scheduled board of directors meeting in order to explain, to the directors, the reason(s) for the unexcused absence. Failure of parents/guardians to cooperate may result in a recommendation to the superintendent and board of directors that the student be removed from the rolls for the remainder of the semester. The School Resource Officer shall be notified. The School Resource Officer may file a report with the County Attorney for consideration of further action.

TARDIES

Students who arrive to school late will be considered tardy. A tardy will be recorded if a student arrives up to 5 minutes late to school and or a class period. Beyond this time period, it will be recorded as an absence. A student's tardy offenses begin accumulating with each new semester. Guidelines regarding whether or not a tardy is excused or unexcused are the same as for absences. Consequences for unexcused tardies are as follows:

- 1st tardy -Recorded; no penalty
- 2nd tardy -Recorded; no penalty
- 3rd tardy -30 minute detention period assigned

A 30 minute detention will be assigned for every 3 tardies, either to school or to a class or a combination thereof.

TRUANCY

When a 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 PROCEDURES (SKIPPING SCHOOL):

1st offense -double time missed in detentions, truancy documented, School Resource Officer notified.

2nd offense - 2 In-school detentions; parental conference with administration. School Resource Officer notified.

3rd offense - 4 In-school detentions; referral to the board of directors for further disciplinary action. School Resource Officer notified. The Resource Officer may choose to file a report with the County Attorney for consideration of further action.

AUTOMOBILES

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

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

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

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

NO DOUBLE PARKING -

1st time - warning

2nd time, towed away

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

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

AWARDS POLICY -ATHLETICS

Please refer to Appendix A of this handbook for further information.

BEHAVIOR EXPECTATIONS FOR FINE ARTS PERFORMANCES AND OTHER EVENTS

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

Performers who are part of the audience before or after their own performance have the added incentive of courtesy for fellow performers and should behave appropriately.

The following guidelines will constitute expected behavior of North Linn students attending concerts at school or under school auspices:

1. Students may leave or move between selections but never during actual performance.
2. During actual performance, students in the audience will be expected to be silent. Speaking is appropriate during the time between selections but never while a selection is actually being performed.

3. Whistling is an inappropriate response as applause or at any other time during a performance.
4. Students are asked to display acceptable audience behavior at all times.
5. Students who leave the building will be required to pay another admission price to re-enter the event unless they had prior permission to leave from the administrator in charge.
6. Students attending events in the gym are restricted to the gymnasium or the concession area if a concession is being offered.

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

BEVERAGES AND FOOD IN BUILDING

Because there are machines located in the lunchroom, there is no need to bring beverages or food (other than a sack lunch) into the school building. Those purchased in the building are to be consumed only in the lunchroom unless special permission is granted. Students shall not keep beverages or snack foods in their lockers. Students shall not go to the weight room, middle school, high school gym lobby, or north addition, or any other area of the campus to purchase beverages for consumption elsewhere. Beverages purchased in the north addition are to be consumed in the north addition. Students shall not have beverages in classrooms. Infractions of this rule may result in detention, suspension or expulsion. Teachers or administrators will confiscate food or beverages taken out of the lunchroom, stored in lockers, purchased off campus. Confiscated food or beverage will not be returned, nor will students be reimbursed for confiscated food or beverages.

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. The school official will handle the blood. 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. Items may be picked up at the office.

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

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.

STAFF MEMBERS can help by making sure that students:

1. Leave a room in good order after a class. (Pick up paper from the floors, straighten chairs. etc.)
2. Do not allow writing on desktops, tables, walls, bulletin boards (keep desks away from bulletin boards), restroom walls or any other walls.
3. Do not allow sitting on desktops, tables, radiators, or any place else not designed for sitting.
4. Do not allow use of candles and/or water in the gym for proms, dances, banquets, etc.
5. Do not allow students to carry snow, rocks, etc. into the building.

STUDENTS are expected to:

1. Use waste baskets and dispose of all waste in a proper manner.
2. Put all equipment back in its proper place after use.
3. Do not clean paint brushes in the restroom sinks.
4. Please wear clean gym shoes in the gym when involved in an activity.

5. Do not spit on floors, sidewalks, walls, or in the drinking fountains.
6. Do not wear steel heel plates on your school shoes.
7. Use the sidewalks whenever possible.
8. Take PRIDE in our campus!! Keep it picked up.

CANCELLATIONS OF SCHOOL AND EVENTS

In the event of school cancellations due to inclement weather, road conditions, etc., we will be using the School Messenger information system. The announcements will also be made on several local radio and television stations.

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.

CELL PHONES

Cell phones can be used between classes, during lunch, in study halls, and with teacher permission, during class. Inappropriate use of a cell phone will result in the confiscation of the phone for a minimum of two days.

CHEATING AND PLAGIARISM

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

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.

CLASS RINGS

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

CLOSED CAMPUS

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

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.

Participants should further remember that he/she is only one member of a squad, team, or activity and that the squad or co-curricular program comes first and can get along without them.

It is understood that the participant will abide by all training rules, regulations, and policies that may be issued by the coaching staff, activity sponsors, and administration of this school. The North Linn Community School District may determine that there has been a violation of its Code of Conduct Policy only if the evidence is presented by a licensed school personnel or information provided by law enforcement agencies, the court or legal system.

Poor behavior at events, state conferences, planning sessions, regional meetings, national conferences, and/or any other activities, will not be tolerated. The result will be a telephone call to the parents/guardians and administration, with the probability that parents/guardians will be asked to come and take their child home with them regardless of time or distance. Also, this will warrant investigation by the Activity Council.

Students who attend these above listed events are expected to attend the various contests or sessions, and not be off campus or designated areas without permission from the sponsor(s).

If a participant is placed on a probation period, he/she is required to attend all practices, meetings, and participate in all events or projects during the designated time periods. Failure to do so will result in forfeiture of awards and a possible extension of the probation period. Evaluation of the probation period and requirements for awards is left to the discretion of the coach or activity sponsor.

If a participant is suspended from an activity, he/she must follow all directions of the Associate principal or principal, coach, and/or activity sponsor. Participants allowed to work off periods of ineligibility by means of community service should arrange with the principal or designee to complete the community service as soon as reasonably possible.

The following co-curricular activities are covered by this policy and rules: athletics, instrumental and vocal music performances, drama productions, speech contests, FFA, FBLA, FCCLA, North Linn Honor Society, all co-curricular clubs, all honorary and elected offices (e.g., Homecoming King/Queen, candidates, class officers, student council officer or representative), state contests and performances for cheerleading and pom poms, or any other activity where the student represents the school district outside of the classroom.

ELIGIBILITY

Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the AEA Child Study Team towards the goals and objectives on the student's IEP or accommodation plan.

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 designee will seek information concerning the alleged violation.
2. The principal will convene a meeting of a council consisting of the principal and the sponsors and/or coaches of the activities in which the student is involved. The council's findings shall be based upon evidence presented by school personnel or information provided by the court or legal system.
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 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; alcohol beverages, including beer and wine ("use" includes having odor of alcohol on one's breath), and/or controlled substances regardless of the student's age.
- Misconduct in school: repeated infractions of school rules, disrespect to staff members, insubordination, hazing or harassment of others, and fighting.
- Misconduct at school sponsored events, either as participants or spectators. This includes home and away activities as well as infractions of transportation rules.
- Criminal offenses, not including minor traffic citations.

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

REDUCTION IN PENALTY

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

SEPARABILITY OF RULE INFRACTIONS AND PUNISHMENT

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

Coaches and Sponsors may implement consequences above and beyond those required by the Code of Conduct. Admission of guilt or proof of guilt may result in immediate suspension from all activities.

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

NORTH LINN HONOR SOCIETY and STUDENT COUNCIL

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

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

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

ATHLETICS, CHEERLEADING, and POM PONS

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

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

THIRD OFFENSE - An expulsion period of twelve months from participating in any co-curricular activities. All training rules are to be observed at all times, including summer. The breaking of training rules and/or the non-completion of the season may result in forfeiture of awards.

An athlete may, at the discretion of the head coach of another sport, work out his/her suspension in that sport. If the coach of that sport feels that a safety factor is involved, the athlete may serve as a manager. The athlete may not work out a suspension by participation in a non-athletic activity.

SPEECH - INDIVIDUAL/LARGE GROUP

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

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

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

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

FIRST OFFENSE - 25% of performances or a minimum of the next 1 (one) scheduled performance/activity outside of regular school hours, which includes district, state, or national conferences.

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

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

COLLEGE VISITS

Students planning a college visit must get a green sheet from the office and have that sheet signed by all their teachers. For college visits to be considered an excused absence, parents need to call the office to excuse their child for a college visit. Students failing one or more classes will not be allowed to go on a college visit. Students will need to complete a paper form from the counselor's office or complete the Google form on the counseling website prior to going.

The counseling / administrative team will not grant approval for more than two students to visit the same college, university, technical school, or trade school during the same school day. Visitation days will be scheduled on a first come, first served basis. College visits are not an excused absence from athletic practices. Please make arrangements to be back in time for practices.

CONDUCT ON SCHOOL BUSES

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

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

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

COPY MACHINE USE

Students may have copies made in the office with permission from office staff.

COUNSELING SERVICES

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

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

COURSE AND SECTION CHANGE / DROP RESTRICTIONS

Required courses must be taken, initially, the years specified under the section "Course Offerings" in the Course Description Book.

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

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

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

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

CORRESPONDENCE CREDITS

1. A maximum of five correspondence credits, from an approved educational institution, may be accepted toward the graduation requirement total. The course must receive approval from the counselor and principal prior to enrollment or credit will be denied.
2. Required courses must first be taken at North Linn and then, if failed, may be taken through correspondence.
3. Both required and elective course credits may be accepted. (See #2 in this section).
4. A student must be enrolled, at North Linn, in a minimum of five full time courses each semester (other than P.E) before being allowed to use correspondence credits.
5. Special education students, with the approval of the principal, may be allowed to acquire credits through correspondence beyond the limits set by this policy.
6. Students successfully completing a correspondence study course will receive one North Linn credit toward graduation. The letter grade earned by the student will be entered on the student's transcript and be figured into his/her grade point average.
7. Any deviation from this policy will require specific approval of the Board of Directors.

CREDITS REQUIRED FOR GRADUATION

A minimum of 48 credits shall be required of all graduating seniors. Refer to Board Policy #505.5.

A student must have completed all requirements to participate in commencement. Refer to Board Policy #505.7 Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individual Education Program (IEP). Prior to the special education student's graduation, the IEP team shall determine whether the graduation requirements have been met.

DETENTION

Detentions may be issued by the principal, superintendent, teachers, or other school personnel for disciplinary purposes. Students receiving detentions will have the opportunity to receive a copy of the detention notice by the end of the school day.

Students issued detention will perform community service work for the school.

Detentions issued by a classroom teacher will be served at the discretion of the teacher.

Detentions issued by the office will be served after school on the Tuesday, Wednesday, or Thursday immediately following the issuance of the detention. Exceptions for co-curricular activities will not be made. Morning office detentions will not be issued. Students who work after school must make arrangements with their employer. Students with early release must return to school after the dismissal of all students for the day to serve their office detention.

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

DISCIPLINE

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

The Discipline Policy shall apply to students:

- a) while on school premises,
- b) while on school-owned buses, vehicles, and/or chartered vehicles,
- c) while engaged in school-sponsored activities, and
- d) while away from school grounds if such conduct would directly affect the good order, efficiency, management, and welfare of the school.

TERMINOLOGY AND DEFINITION:

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

- A. 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.
- B. 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.
- C. Physical violence or threats of physical violence toward teachers, students, any other school personnel, or agents of the school.
- D. Extortion toward teachers, students, any other school personnel, or agents of the school.
- E. Possession of dangerous objects or contraband.
- F. 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.
- G. Criminal or illegal behavior of students or non-students.
- H. Assault: A person commits an assault when, without justification, the person does any of the following:

1) Any act which is intended to cause pain or injury or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act.

The foregoing does not apply to voluntary participants in athletic events or other school-sponsored activities and risks reasonably associated therewith.

2) Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting, or offensive, coupled with the apparent ability to execute the act. The foregoing does not apply to voluntary participants in athletic events or other school-sponsored activities and risks reasonably associated therewith.

3) Points any firearm toward another, implies the threat of a weapon, or displays in a threatening manner any dangerous weapon or object toward another.

I. Willful injury: any person who does an act which is not justified and which is intended to cause and does cause serious injury to another violates this policy.

J. Theft: A person commits theft when the person does any of the following:

1) Uses school funds, equipment, or materials for political purposes or purposes not reasonably related to school functions or school sponsored educational activities.

2) Takes possession or control of the property of another, or property in the lawful possession of another, with the intent to deprive the other thereof.

3) Commits any act that is declared to be theft by any provision of the Code of Iowa.

K. Cheating: attempting to defraud, copy, mislead or obtain benefit using an article of fictitious value or to obtain property by unlawful means.

L. 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:

1) Commits an assault upon another.

2) Threatens another with or purposely puts another in fear of immediate serious injury.

3) Threatens to commit immediately any forcible felony.

M. Mischief: Mischief includes damage, alteration, injury, defacing or destruction of any building, fixture, or tangible or intangible property, and includes the willful writing, making marks, drawing characters, et cetera, on walls, furniture, and fixtures.

N. Unlawful Assembly: An unlawful assembly is three or more persons assembled together with any or all of them acting in a violent manner with intent that any or all of them will commit a public offense. A person who willingly joins in or remains a part of an unlawful assembly, knowing or having reasonable grounds to believe that it is such, violates this policy.

O. Disorderly Conduct: A person violates this policy when the person does any of the following:

1) Engages in fighting or violent behavior in the school or at school functions, both home and away events.

2) 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.

3) 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.

4) Without lawful authority disturbs any lawful assembly or meeting of persons by conduct intended to disrupt the meeting or assembly.

5) By words or action, initiates or circulates a report or warning of fire, epidemic or other catastrophe, knowing or reasonably should know such a report to be false or such warning to be baseless.

6) 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.

- 7) 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.
 - 8) 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.
 - 9) Demonstrates overt displays of affection, i.e., prolonged embracing or kissing, or physical fondling.
- P. Sexual Harassment: Can be defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, implied, or physical conduct of a sexual nature when made by any student to another student or when made by a student to a staff member when:
- 1) Submission to such conduct is made directly or indirectly a term or condition of an individual's employment or education.
 - 2) Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
 - 3) Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.
- Q. False reports: A person who, knowing the information to be false, conveys or causes to be conveyed to any person any false information violates this policy.
- R. Threats: Any person who threatens to place or attempts to place any incendiary or explosive device material, or any destructive substance or device in any place where it will endanger persons or property, violates this policy.
- S. Trespass:
- 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 corporation.
 - 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 or other designated person in authority with the intent to commit a public offense or to use, remove there from, alter, damage, harass, or place thereon or therein anything animate or inanimate.
 - b. Entering into or remaining upon property with justification after being notified or requested to abstain from entering or to remove or vacate there from by the public employee in authority, or by any peace officer, magistrate, or public employees whose duty it is to 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 there from, altering, damaging, harassing, or placing thereon or therein anything animate or inanimate, without the implied or actual permission of the principal or other designated supervisor in authority.
 - 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 takes the retrieved, leaves the property as quickly as is possible, and does not unduly interfere with the lawful use of the property.

- T. 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.
- U. Possession or Consumption of Alcoholic Beverages: No person shall Possess or consume an alcoholic beverage on any public school property or while attending any public or private school-related function.
- V. Intoxication: Attendance or participation in any regular or co-curricular activity in an intoxicated state.
- W. Possession of Controlled Substances: No person shall possess a controlled substance unless such substance was obtained directly from, or pursuant to a valid prescription or order of a practitioner while acting in the course of his/her professional practice.
- X. Use of Tobacco or Controlled Substances: The possession or use by any Student of tobacco or any controlled substance shall be prohibited while student is on school premises or in attendance or participating in school related activity.
- Y. Truancy: Absence from school or assigned classes or activity without reasonable excuse.
- Z. Gambling.

ENFORCEMENT:

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

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

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

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

ACTIONS FOR PHYSICAL ATTACK OR THREATS TO SCHOOL PERSONNEL:

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

RESTRAINT AND PHYSICAL FORCE:

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

DISRUPTION OF THE EDUCATIONAL PROCESS

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

DRESS CODE

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment. Any type of attire which attracts undue attention to the wearer, and thus causes a disturbance in the school is in bad taste and not acceptable.

The Board of Directors recognizes that the principal will make the final determination of the appropriateness of the student's appearance. Students inappropriately dressed will be asked to change their clothing, sit in the office until the end of the school day, or may be sent home (this would count as an absence).

DRILLS -FIRE

At the sound of the fire alarm all students will exit their rooms in an orderly manner. Walk at a moderate speed, do not run. Please, no talking. The most important essential of a fire drill is order. The first person going out of the building should hold open the door until everyone has left the building. When outside, move far enough away from the building so that all other students may come out freely.

DRILLS -TORNADO

Tornado drills will involve the use of voice communication over the intercom. The phrase "Activate the Tornado Shelter Plan Immediately" shall initiate the drill and be repeated several times. Students are to go immediately and quietly to their assigned areas.

EDUCATIONAL EQUITY POLICY

It is the policy of the North Linn Community School District not to discriminate on the basis of gender (sex), race, color, national origin, creed, sexual orientation, gender identity, socioeconomic status, religion, marital status or physical/mental disability in its educational programs, activities or employment policies.

Please refer to the current Teacher's Handbook, Course Description Book, and/or Board Policy Manual for further information.

Inquiries regarding compliance with the policy please contact - Scott Beaty, Educational Equity Coordinator, North Linn High School, 3033 Lynx Drive, Troy Mills, IA 52344 (319-224-3291).

EDUCATIONAL EQUITY COMPLIANCE VIOLATION GRIEVANCE PROCEDURE

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, Scott Beaty, 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 sbeaty@northlinncsd.org.

ELECTION OF CLASS OFFICERS

Officers are elected by their classes during May of each school year. Officers serve for one year and shall consist of a President, Vice-president, Secretary and Treasurer. All officers must have attained a "C" average or above during the semester preceding election to the office. This rule applies to the election of officers for all school organizations.

ELECTRONIC DEVICES

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

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

ELIGIBILITY FOR PARTICIPATION IN CO-CURRICULAR ACTIVITIES

At North Linn we encourage students to be involved in multiple activities. With that being stated, we realize that being involved in multiple activities may cause unavoidable conflicts. When these situations arise, the student should make every effort to meet their commitments. If all commitments are unable to be fulfilled it is recommended that the coach or sponsor be notified immediately to resolve the issue. In an effort to maintain consistency, the issue should be resolved at that level and if not, a meeting with the coaches/sponsors, Activities Director/Principal, parents and student(s) will be convened to resolve the issue. The resolution shall not have any bearing on the status of the student in the activity, i.e. starter, non-starter, 1st chair band, etc.

In order to participate in co-curricular games, meets, or events, students must, on the day of the event, be in school the entire school day unless excused by the principal. Principal's excuses shall be the result of parental contact with the principal as to the reason for the absence. Generally, excuses for medical, dental and legal appointments, funerals and family emergencies shall be honored.

Students wishing to attend or take part in co-curricular practices, or attend open gym or use the weight room must be at school the entire school day unless excused by the principal. Principal's excuses shall be the result of parent/principal communication. Students not in school the entire day must leave the building at the end of the day unless excused by the principal.

Band and choir are full credit classes, and what is taught in these classes extends into activities that the students are graded on outside of the regular classroom days. Ensembles taught in the band class are marching band, concert band and pep band. Ensembles taught in the choir class are concert choir. Because not all pep band performances are required, ineligible students are not allowed to participate in the extra pep band performances. Because the music that is performed at state sanctioned events is also performed at concerts and marching band performances, ineligible students will not perform at state sanctioned events, but must attend the events. Ineligible students will not be allowed to participate in any honor bands or honor choirs during their period of ineligibility.

EMERGENCY FORMS

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

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

EXPULSION

The Board of Directors may, by a majority vote, expel any student(s) from school for a violation of rules and regulations approved by the Board or when the presence of the student(s) is considered to be a detrimental to other students or to the purposes for which school is conducted. Refer to Board Policy No. #502.3.

FEE SCHEDULE

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

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

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

FORGERY

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

FUND RAISING CAMPAIGNS

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

GRADING SYSTEM

Letter grades are given in all subjects other than those based on the Pass/Fail system. Mid-term reports shall be sent to parents/guardians of students in academic difficulty (unsatisfactory performance) but may also be sent prior to or after the halfway point in a grading period. Parents/guardians are asked to discuss mid-term reports with their sons/daughters and request a conference with the appropriate staff members/counselor if they deem it necessary. Students should check with each of their instructors to determine grading methods. Students receiving an "Incomplete" grade on their report card for a course at the end of a marking period must make up the work in ONE WEEK following the end of a quarter or semester. Arrangements in writing can be made to extend this period with the instructor and office approval, if necessary.

Failure to make up the "Incomplete" grade will result in the student receiving an "F" for the grading period.

GRADUATION EXPENSES

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

Students are absolutely free of any obligation to purchase graduation items.

Seniors are required to have their pictures taken (for the yearbook and class composite) by a photographer and 2 pictures given to the yearbook staff (1 for yearbook and 1 for composite). This requirement ensures quality and standardization of photographs and, thus, a more attractive product as far as the yearbook and class composite are concerned. Students are absolutely free of any obligation to purchase photographs from the annual/class composite photographer.

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

GRADUATION REQUIREMENTS AT MID-TERM

Please refer to the Course Description Book.

HOT LUNCH/BREAKFAST

The following information is provided to students in order to inform them of hot lunch/breakfast procedures. It should be especially helpful to freshmen and new students and serve as a reminder for sophomores, juniors and seniors.

Students will be using the Student Dining computerized lunch system. Students will have a family account that will operate on a declining balance basis. You may deposit as much money in your account as you would like. Each student will have their own unique lunch number that will be used for dining purchases.

You will be notified via email when you need to add to your account. Parents can access their family accounts via the internet to monitor and set up guidelines for their students' dining habits.

1. Lunch/breakfast money should be turned in to the kitchen staff by 8:00 a.m.
2. Students shall eat only during their normally assigned lunch period. Exceptions must be preceded by the teacher/administration and hot lunch personnel.
3. Students may eat twice during their assigned lunch period. However, eating twice will not be accepted as an excuse for being tardy to their after-lunch class.
4. When a student reaches \$10.00 negative balance, he/she will not be allowed to purchase a meal and/or breakfast. An alternate meal of milk and a butter sandwich will be served.
5. Ala carte items may not be purchased once the family account has reached a negative balance.

IN-SCHOOL TRUANT

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

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

INTERNET - APPROPRIATE USE

See page 52 for complete use policy. Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

Students will be able to access the Internet with their teacher's supervision. Individual student accounts and electronic mail addresses will not be issued to students. If a student already has an electronic mail address, the student will not be permitted to use the address to send and receive mail at school.

The Internet can provide a vast collection of educational resources for students and employees. It is a global network, which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The North Linn School District makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value.

Student Internet records and access records are confidential records treated like other student records.

Employees and students will be instructed on the appropriate use of the Internet. Parents/guardians will be required to sign a permission form to allow their students to access the Internet. Students will sign a form before use of the Internet acknowledging they have read and understand the Internet Acceptable Use Policy which states that they will comply with the policy and its regulations, and understand the consequences for violation of the policy or regulations.

INTERROGATION BY OUTSIDE AGENCIES

Please refer to Board Policy #502.9.

LATE ARRIVAL AT SCHOOL

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

LEAVING SCHOOL EARLY

1. Students must be excused by a parent/guardian via a phone call, email or note from home, asking that the student be excused at a specific time. This must be received by the secretary before attending the first class of the day.
2. A student who becomes ill in school and wishes to go home before regular dismissal must call a parent or guardian and obtain permission from them in order to be allowed to go home. The parent or guardian must assure the school personnel, by telephone that the student has permission to leave. A written note will not be necessary upon return of the student.

LIBRARY PROCEDURES

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

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

1. Books may be checked out for 2 weeks. Books are renewable for 2 weeks when presented to the circulation desk if no one else has reserved them.
2. Magazines may be checked out for two weeks. Magazines are renewable for 2 weeks when presented to the circulation desk if no one else has reserved them.
3. Reference materials (in the center isle) and reserve materials (behind the circulation desk) are for short-term use only. Certain items can be checked out overnight and are to be returned by the beginning of the first period the next school day.
4. All materials are to be checked out before being taken from the library.
5. Materials are to be returned in the drop slot in the circulation desk. If the materials will not fit in the drop slot, hand it personally to a staff person. (Do not return materials by placing them on the counter). Remember -you are responsible for all materials until they are in the hands of the library staff.
6. The library staff will request that overdue materials be returned to the library before additional materials may be checked out from the library.
7. Students may come to the library from study hall at the beginning of the period to use library resources and must stay for the remainder of the period. Students will sign out from study hall to the library by writing their own name on the study hall sign-out sheet. The original sign-out sheet will accompany students to the library. The carbon copy will remain in the study hall. All students from the study hall will remain in the library until the bell sounds for the end of the period.
8. Students may come to the library from classrooms with passes from the classroom teacher.

9. Students will bring to the library any study materials needed for the period. The library pass is to be used only for the restroom. Students are not to go to their lockers with the library pass.
10. The library is not a place to socialize with your friends. The librarians will insist that you study or read quietly. Following two warnings, students will be asked to leave the library and return to the study hall or classroom. A hall pass will be given to the student if they are asked to return to the study hall or classroom. If a student is removed from the library, the student will begin the first step in the Library Discipline procedure. Additional failure to comply with library procedures will eventually lead to a student being restricted from library use.
11. Any student restricted from the library may use the library to prepare for assignments if he/she has a pass from a classroom teacher giving the assignment. Prior arrangement will be made with the library staff before the student may return to the library for work on assignments.
12. There will be charges for lost and damaged materials. These charges will be refunded if the material is found and returned directly to the librarians.
13. No food or drink is allowed in the library.

LOCKERS

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

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

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

LUNCH HOUR PROCEDURES

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

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

MEDICATION AT SCHOOL

Students in need of physician prescribed medication while at school are required to follow regulations outlined in the district's medication policy. According to district policy, parents must complete a medication procedure form if a child needs to take any medication, prescription or nonprescription (over the counter) (i.e. aspirin, cold tablets, cough syrup/drops) his/her parents or guardian must complete a Medication Procedure Form. 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.

NORTH LINN HONOR SOCIETY

I. Eligibility:

- A) All Junior and Senior students.

II. Requirements:

- A. A cumulative grade point average of 3.5, minimum, through and beyond the first semester of the junior year in school. Course selection shall be reviewed by the selection committee. Courses taken in high school should, at a minimum, meet Proposition 48 requirements as set forth by the NCAA. (Proposition 48 requirements - refer to the Course Description Handbook.)
- B. Participation/Leadership position in a minimum of three co-curricular/community activities, two of which must be school activities. Simple membership in a club, organization, group, team, or activity will not meet the above requirement. Positions of leadership in at least one of the activities (e.g. Officer, Chairperson, Captaincy/Co-Captaincy, committee membership, etc.) is required of candidates. Demonstration of leadership ability must be required of future members.
- C. Completion of evaluation by faculty.

III. Procedures:

- A. Junior and senior students meeting the grade point (notification by the Adviser) and activities requirements and wishing to be considered for membership shall obtain the questionnaire from the Adviser. This questionnaire does not guarantee selection to the honor society but does guarantee non-consideration if the questionnaire is not returned. At this point copies of the returned questionnaires are made available for the faculty toward consideration of these students.
- B. After evaluating students, teachers/sponsors shall return the forms to the Adviser. A 4 point scale is used (4 being the highest) toward scoring the candidates in the following four areas: Scholarship, Service, Leadership, and Character. After the faculty rating forms are in,

the ratings for each candidate in each of the areas of Scholarship, Service, Leadership, and Character are added, then divided by the total number of evaluations received to determine the average for each area. These scores from the four areas are then averaged together to determine a total point rating.

- C. The Adviser shall then make a final selection of all candidates whose total point rating is 3.00 or above.
 - D. A formal ceremony takes place to induct the new candidates. * The selection process is a confidential procedure.
- IV. Non-selection:
- A. Because selection to the honor society is not a legal right, constitutional due process does not apply in cases of non-selection.
 - B. Questions by students and/or parents concerning non-selection shall be directed to the principal, not the selection committee. The principal may reconvene the committee only if a procedural mistake has been made.

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

OFFICE/SCHOOL HOURS

The office will be open from 7:45 a.m. to 4:00 p.m. School hours are 8:05 a.m. to 3:15 p.m.

PARENTAL PERMISSION

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

PASSES

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

PARKING LOT

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

PEP BUSES

Students are reminded that pep buses are offered to some off campus athletic events. The charge for the bus ride must help to defray the cost of the bus and driver. The charge will vary according to the distance traveled by the pep bus. We must have 30 riders paid by the end of the lunch period on the day prior to the scheduled events. Any and all pep buses will be arranged through the office using student interest for setting up the buses.

PHYSICAL CONTACT BETWEEN STUDENTS

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

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

POST-SECONDARY ENROLLMENT OPTION

Please refer to the Course Description Book and Board Policy #602.23 for more information.

PHYSICAL EDUCATION POLICIES/REGULATIONS

Doctor's notes, which excuse a student from participating in a class or classes, will be honored at all times. If a doctor's excuse extends past one week, the student will be given an alternative or modified activity in order to earn his/her physical education credit. Modified activities may include, but are not limited to officiating, weight training, walking, or rehabilitation exercises. A written paper may be assigned if other options are not feasible.

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

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

*Iowa Code (Section 257.25) "Modified physical activities for credit shall be provided as an alternative for those pupils who for health reasons are certified by a physician as unable to take the courses set forth in 257.25."

Non-Participation Days

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

Excused Absences From Class

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

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

Graduation Requirement

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

PRACTICES FOR CO-CURRICULAR ACTIVITIES

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

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

PROM

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

RESPECT FOR SCHOOL AUTHORITY/OUT-OF-SCHOOL CONDUCT

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

SCHOOL SPIRIT

COLORS, NICKNAME AND SONG

"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 COLORS:

BURGUNDY AND WHITE

SCHOOL NICKNAME:

LYNX

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

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.

SEASON TICKETS

Student and adult season tickets may be purchased in the high school office for the football, volleyball, basketball and wrestling seasons. Savings of \$1.00 per event may be realized by the purchase of such tickets. Season tickets are not valid for tournaments or fine arts presentations.

SIGNS - POSTERS - BANNERS

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

SOCIAL ACTIVITIES

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

1. Any group wishing to have a social activity should start plans well in advance to the date on which they wish to hold the event. All dates must be cleared at the principal's office early in the school year and in any event at least two weeks before said event.
2. Plans for the social event must be made with the assistance of the group advisors. Final plans must be submitted to the principal's office at least three days prior to the event.
3. All school functions should be held on Friday or Saturday evenings preceding a vacation. The organization sponsor or a substitute selected by the sponsor must be present. Class parties and all school parties should be disbanded by 11:30 p.m.
4. The principal shall appoint faculty advisors for all organizations in high school. No meeting shall be held without the presence of the advisor or an approved substitute. The faculty representatives of each group are responsible for the conduct of that group at meetings, practices, parties, etc., and are responsible for approving bills to be paid from group funds
5. Students should remember that social functions are educational as well as recreational. Good social etiquette should be the rule at every social event.
6. The principal shall determine parent chaperone requirements.

SOCIAL REGULATIONS

1. The dress code is applicable to social functions unless special permission is given for other apparel due to the nature of the function.
2. Students must show good taste in dancing.
3. Once you are in, you are in; and when you are out, you stay out! This rule applies to ALL school functions. Exceptions must be cleared through the principal or sponsor.
4. When it is permissible to bring guests to school parties and dances, they must be registered in the

principal's office prior to said event. This is on a date basis only. No student below the 9th grade is permitted to attend high school social activities.

5. Students are expected to be hospitable to their guests and obedient to those supervising the activity.
6. The only beverages allowed at school functions are those served by the sponsoring organization. Students under the influence of alcohol or drugs may not attend and will not knowingly be admitted.

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 will be sent to the parents for this purpose.

STUDENT ACTIVITIES AND ORGANIZATIONS

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

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

*Boys: Cross-Country, Football, Basketball, Wrestling, Track, Golf, and Baseball.
(These organizations are covered by Code No. 504.2)*

STUDENT PUBLICATIONS

(Code No. 504.3 and 504.3R1)

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 outlined above; however, it is not the duty of administrators to "censor" materials in any way except on the basis of those standards only. In order to protect students' rights, administrative review of materials must be done quickly within a specific length of time, and students must be informed of the appeal procedure in case they disagree with an administrative judgment.

Non-school-sponsored publications are subject to the same standards listed. The administration may prohibit the distribution of such publications, unless the students submit a copy for administrative review.

The principal may designate the time, place, and manner of distribution for all student publications, school-sponsored or otherwise.

STUDENT RECORDS

Family Rights and Privacy Act

(Code No. 506.1)

The North Linn Community School District collects and maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his/her 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 teacher ratings and observations, and external agency reports.

The records of each student are generally located in the school building which he or she is attending. Any exception will be noted in the student's other records for each school building as listed below.

<u>School</u>	<u>Position</u>
North Linn High School	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.

- A. School officials and teachers with a legitimate educational interest.
- B. Officials of other schools in which the student purposes/intends/proposes to enroll.
- C. Representatives of state and local government when auditing and evaluating Federal education programs.
- D. In connection with a student's educational financial aid applications.
- E. Governmental officials to which information is to be reported under state law adopted prior to November 19, 1974.
- F. Organizations which process and evaluate standardized tests.
- G. Accrediting organizations for accrediting purposes.
- H. Parents of dependent children, regardless of child's age.
- I. In connection with an emergency.

Student records are reviewed and inappropriate material 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.

STUDENT RECORDS OF SCHOOL ACTIVITIES AND STUDENT ROSTERS

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

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

STUDENT RECORDS -PARENT ACCESS

Dear Parent:

The family Rights and Privacy Act of 1974 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 ground 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.

If you desire further information contact:

Superintendent of Schools
North Linn Community School
3033 Lynx Drive Box 200
Troy Mills, IA 52344

ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

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

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

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures which may include suspension or 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. "Volunteer" means an individual who has regular, significant contact with students.

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

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

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

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

- Repeated remarks of a demeaning nature
- Implied or explicit threats concerning one's grades, achievements, property, etc
- Demeaning jokes, stories, or activities directed at the student and/or
- Unreasonable interference with a student's performance

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

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

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

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

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

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

ANTI-BULLYING/HARASSMENT POLICY

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The [state the title of the investigator] or designee will be responsible for handling all complaints by students alleging bullying or harassment. The [state the title of the investigator] or designee will be responsible for handling all complaints by employees alleging harassment.

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

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

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,
- (other) _____,

and a copy shall be made to any person at the central administrative office.

STUDY HALL RULES

1. Study hall teachers will make a seating chart for all study halls.
2. All students must be in their assigned seats and quiet when the bell rings
3. Students will not leave the study hall during the first ten minutes of the period.
4. Students must have a pass to leave study hall for any reason other than to go to the restroom or get a drink.
5. Students must sign out every time they leave the study hall and sign back in upon returning.
6. There will be a limit of ten students in the library during study hall. Preference will be given to students with a pass from a teacher for the purpose of working in the library. Students will be permitted to go to the library only to use library resources. Students will sign their own name on the study hall sign out sheet. This sheet will accompany students to the library. Students signing out to the library will remain in the library the entire period. Please use the north hall when going to the library. Student use of the library will be at the discretion of the librarian.
7. Students may not sign out to North Campus during study hall hours.
8. Any faculty member has the right to suspend study hall privileges
9. There will be no talking or whispering unless permission has been granted by the study hall teacher. Permission will be granted only for the purpose of completing school related tasks.
10. Permanent passes must be cleared through the principal.
11. Students are expected to pick up after themselves at the end of the period. Students are to arrange chairs so that there are four chairs on each side of each table at the beginning and/or end of each study hall.

SUPERVISION OF STUDENTS

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

SUSPENSION

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

alert the proper authorities.

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

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

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

TELEPHONES

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

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

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

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

THEFT PREVENTION

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

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

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

TIMES FOR ENTERING AND LEAVING SCHOOL

Students are not to be in the building prior to 7:45 A.M. or after 3:30 P.M. without permission. Upon arrival at school, students shall immediately enter the building and not leave the building (other than for class purposes) without permission.

All students are to leave the building no later than 10 minutes after dismissal unless they are supervised for a co-curricular activity.

TRANSFERRING AND LEAVING SCHOOL

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

TRANSPORTATION FOR STUDENTS

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

The only exception to the above statement shall involve:

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

TRANSPORTATION GUIDELINES

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

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

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

Students with a School License:

1. As per Iowa Department of transportation regulations, students must not be driving prior to 6:00 a.m. and cannot legally drive past 10:00 p.m. There are no exceptions to this rule. Please remember that some games can last past 10:00 p.m. and your child could receive a ticket from the law enforcement authorities.
2. Students with school licenses must take the most direct route to school within the school district. Technically they are not even allowed to stop for gas. Leaving the most direct route may result in a fine and revocation of the school license.
3. Students with school permits are not allowed to drive to practice sites if school transportation is available.
4. Students will not be allowed to transport other athletes to practice.
5. As per Iowa Department of Transportation regulations, a school license may be suspended for conviction of one violation and shall be revoked for conviction of two or more violations of traffic laws other than parking violations. If revocation occurs, the Department of Transportation shall not issue a motor vehicle license or permit for one year or until the licensee's 16th birthday, whichever period is longer. A revocation requires proof of financial responsibility (SR22) for two years. The parent or guardian is subject to prosecution for permitting the child or ward to drive when not authorized or in violation of a state traffic law.

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

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

Students who use an alternative form of transportation to practice other than the shuttle and are late for practice may be considered as unexcused for that practice. The coaching staff will have the right to assign discipline during practice on the first offense. Penalties for second violations could include further discipline in practice and/or game/partial game suspensions. The third offense will be a meeting with student athlete, parents, and coaches to determine if the student will be able to continue driving to practice

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

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

USE OF DIRECTORY INFORMATION

(CODE # 506.2R1)

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

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing by October 1 to the principal. The objection needs to be renewed annually.

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

DATED _____, 20____

VANDALISM

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

VISITORS

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

WORK EXPERIENCE & SCHOOL-TO-WORK PROGRAMS

Junior and Senior students will have the opportunity to become part of the work force and find what is necessary to become successful employees. If interested contact Mrs. Jaci Hilmer, Career and College Readiness, or Mr. Scott Beaty, Principal.

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

(APPENDIX A) ATHLETIC AWARDS POLICY

Major Letters: with accompanying hardware, (pins & etc.) will be awarded according to established qualifications.

MAJOR LETTER QUALIFICATIONS

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

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

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

EMERGENCY CARE SITUATION

"911" (Medical, Police, and Fire)
St. Lukes Hospital - 369-7105
Mercy Hospital - 398-6041
North Linn Jr/Sr High School - 224-3291

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

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

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

CONTRACT FOR STUDENT EMERGENCY PERSONNEL

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

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

Department Chief signature _____

Student signature _____

Parent or Guardian signature _____

Principal signature _____

Date _____

NORTH LINN TECHNOLOGY CODE OF ETHICS FOR STUDENTS

APPROPRIATE USE OF COMPUTERS, COMPUTER NETWORK SYSTEMS, AND THE INTERNET

The Board of Directors of the North Linn Community School District is committed to making available to students access to a wide range of electronic learning facilities, equipment, and software, including computers, computer network systems, and the Internet. The goal in providing this technology and access is to support the educational objectives and mission of the North Linn District and to promote resource sharing, innovation, problem solving, and communication.

Access to the District's computers, computer network systems, and the Internet shall be available to all students within the District. However, access is a privilege, not a right. Each student must have a signed acceptable use agreement on file prior to having access to and using the District's computers, computer network systems, and the Internet. The amount of time and type of access available for each student may be limited by the District's technology and the demands for the use of the District's technology. Even if students have not been given access to and/or use of the District's computers, computer network systems, and the Internet they may still be exposed to information from the District's computers, computer network systems, and/or the Internet in guided curricular activities at the discretion of their teachers.

Every computer in the District having Internet access shall not be operated unless Internet access from the computer is subject to a technology protection measure (i.e. filtering software). The technology protection measure employed by the District shall be designed and operated with the intent to ensure that students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are otherwise harmful to minors. The technology protection measure may only be disabled for an adult's use if such use is for bona fide research or other lawful purposes.

The use of the District's computers, computer network systems, and Internet access shall be for educational purposes only. Students shall only engage in appropriate, ethical, and legal utilization of the District's computers, computer network systems, and Internet access. Students' use of the District's computers, computer network systems, and Internet access shall also comply with all District policies and regulations. Inappropriate use and/or access will result in the restriction and/or termination of this privilege and may result in further discipline for students up to and including expulsion and/or other legal action. The District's administration will determine what constitutes inappropriate use and their decision will be final. The technology coordinator may close a user account at any time as required and administrators, faculty, and staff may request the technology coordinator to deny, revoke or suspend user accounts. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the District's computers, the District's computer network systems, and the Internet. Students will be instructed by the District's technology coordinator or other appropriate personnel on the appropriate use of the District's computers, computer network systems, and the Internet.

The following are rules for appropriate use by the District's students of the District's computers, computer network systems, and the Internet:

- Do not make offensive or harassing statements or use offensive or harassing language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs.
- Do not swear, use vulgarities or any other inappropriate language. Be polite and follow the same privacy, ethical,

educational, and other considerations observed regarding other forms of communication.

-Do not send or solicit sexually oriented messages or images.

-Do not transmit your credit card information or other personal identification information, including your home address or telephone number from any District computer.

-Do not publish personal or private information about yourself or others on the Internet without prior written permission. If any information is to be provided regarding students, it should be limited to the student's first name and the initial of the student's last name only.

-Do not arrange or agree to meet with someone met online.

-Do not use the District's computers and/or computer network systems to participate in illegal activities. Illegal activities include, but are not limited to, gambling, fraud, and pornography.

-Do not subscribe to Listservs, bulletin boards, online services, e-mail services or other similar services without prior permission from the technology coordinator or other appropriate personnel.

-Do not use, possess or attempt to make or distribute illegal/unauthorized copies of software. Illegal/unauthorized software means any software that has been downloaded or copied or is otherwise in the user's possession without the appropriate registration and/or license for the software, including the payment of any fees to the owner of the software.

-Do not alter, modify, corrupt or harm in any way the computer software stored on the District's computers or computer network systems. Do not install any software on the hard drive of any District computer or on the District's computer network systems or run any personal software from either floppy disk, CD-ROM or other storage media or alter or modify any data files stored on the District's computers or computer network systems without prior permission and supervision from the technology coordinator or other appropriate personnel.

-Do not download any programs from the Internet without prior permission from the District's technology coordinator or other appropriate personnel. Any programs downloaded from the Internet shall be strictly limited only to those that you have received permission from the technology coordinator or other appropriate personnel to download.

-Do not use any encryption software from any access point within the District. -Do not access the Internet from a District computer using a non-District Internet account. -Do not share a personal user account with anyone. Do not share any personal user account passwords with anyone or leave your account open or unattended.

-Do not access the District's computers or computer network systems or use the District's Internet connection from a non-District computer without prior authorization from the technology coordinator or other appropriate personnel.

-Do not use an instant messenger service or program, Internet Relay Chat or other forms of direct electronic communication or enter a chat room while using the District's computers, computer network systems, and/or the District' Internet connection.

-Do not disable or circumvent or attempt to disable or circumvent filtering software.

-Do not play any games that are not related to the District's educational program.

-Do not vandalize the District's computers or its computer network systems. Vandalism is defined as any attempt to harm, modify, deface or destroy physical computer equipment or the computer network and any attempt to harm or destroy data of another user. All users are expected to immediately report any problems or vandalism of computer equipment to the administration, the technology coordinator or the instructor responsible for the equipment.

-Do not commit or attempt to commit any act that disrupts the operation of the District's computers or computer network systems or any network connected to the Internet, including the use or attempted use or possession of computer viruses or participation in hacking or other unlawful/inappropriate activities on line. Users must report any security breaches or system misuse to the administration or technology coordinator.

-Do not demonstrate any security or other network problems to other users; give your password to another user for any reason; and/or use another individual's account.

-Do not attempt to log on to any device as a system administrator.

-Do not use the network in such a way that you would disrupt the use of the network by other users or would waste system resources (e.g. listening to Internet radio, printing web pages without prior permission from the technology coordinator or other appropriate personnel).

-Do not use the District's computers and/or computer network systems for any commercial or for-profit purposes, personal or private business (including but not limited to shopping or job searching), product advertisement or political lobbying.

-Do not use the District's computers, computer network systems, and/or the Internet to transmit any material in violation of any federal or state law, copyrighted material, obscene material, hate literature, material protected by trade secret, computer viruses, offensive material, and/or any threatening or harassing materials. If a user encounters potentially inappropriate information, the user shall immediately terminate contact with such information and notify the technology coordinator or other appropriate personnel of the contact with inappropriate information.

-Do not plagiarize information accessed through the District's computer, computer network systems, and/or the Internet. Students shall obtain permission from appropriate parties prior to using copyrighted material that is accessed through the District's computer, computer network systems, and/or the Internet.

Although reasonable efforts will be made to make sure students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify the student's teacher or other appropriate personnel of what occurred.

Students will be able to access the District's computers and computer network systems, including use of the Internet, through their teachers and/or other appropriate supervisors. Individual electronic mail addresses will be issued to students. Students will not be allowed to use e-mail except under very specific, limited educational circumstances. If a student has an electronic mail address that has been set up outside of school, the student will not be permitted to access that e-mail account or use that address to send and receive mail at school.

Parents will be required to sign a permission form to allow their students to access the District's computers, computer network systems, and the Internet. Students will sign a form acknowledging they have read and understand the District's policies and regulations regarding appropriate use of the District's computers and computer network systems, that they will comply with the policies and regulations, and understand the consequences for violation of the policy or regulations. Prior to publishing any student work and/or pictures on the Internet, the District will obtain written permission from the student's parents to do so.

The District has the right, but not the duty, to monitor any and all aspects of its computers, computer network systems, and Internet access including, but not limited to, monitoring sites students visit on the Internet and reviewing e-mail. The administration and the technology coordinator shall have both the authority and right to examine all Internet activity including any logs, e-mail, computer disks and/or other computer related records of any user of the system. The use of e-mail is limited to District and educational purposes only. Students waive any right to privacy in anything they create, store, send or receive on the District's computers and computer network systems, including the Internet.

No warranties, expressed or implied, are made by the District for the computer technology and Internet access being provided. The District, including its officers and employees, will not be responsible for any damages including, but not limited to, the loss of data, delays, non-deliveries, misdeliveries or service interruptions caused by negligence or omission. Individual users are solely responsible for making backup copies of their data. The District also is not responsible for the accuracy of information users access on the Internet. Any risk and/or damages resulting from information obtained from the District's computers, computer network systems, and/or Internet access is assumed by and is the responsibility of the user.

Students and parents may be asked from time to time to sign a new consent and/or acceptable use agreement to reflect changes and/or developments in the law or technology. When students and parents are presented with new consent and/or acceptable use agreements to sign, these agreements must be signed for students to continue to have access to and use of the District's computers, computer network systems, and the Internet.

The interpretation, application, and modification of this policy are within the sole discretion of the North Linn Community School District. Any questions or issues regarding this policy should be directed to the Superintendent, any building principal or the technology coordinator. The Board of Directors will review and update this policy as necessary.

Iowa Core Curriculum Vision Statement

Every North Linn student will learn the essential concepts and skills that will enable them to reach their personal goals and prepare them for life in the 21st century. In doing so, students shall become compassionate, intelligent, productive and well-adjusted world citizens who have sound moral standards, respect for human dignity, and proper regard for human and natural resources.

Video/Audio Recording

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