

Viking Student Handbook

--Middle School--

Creating healthy, educated, ethical, and productive citizens.

Faculty

Mr. Fritz.....	Principal
Mrs. Abbas.....	Art
Mr. Barnes.....	Band
Mrs. Butler.....	Basecamp
Mrs. Clark.....	Language Arts
Mrs. Cronbaugh.....	Alternative Program
Mr. Davidson.....	Business Education
Mr. DeArmoun.....	Social Studies
Miss Einertson.....	Math
Mrs. Hall.....	Resource Education
Mrs. A. Hansen.....	Guidance
Mrs. J. Hansen.....	Resource Education
Mr. Hartman.....	Industrial Technology
Mr. Hengesteg.....	Social Studies
Mr. Hunt.....	Physical Education
Mrs. Hunt.....	Math
Mrs. Johnson.....	Language Arts
Mrs. Maroo.....	Spanish
Mr. Miller.....	Vocational Agriculture
Mrs. Odegard.....	STEM Lab
Mr. Patterson.....	Resource Education
Mrs. Patterson.....	Science, Language Arts
Mr. Samson.....	Science
Mrs. Smalley.....	Talented/Gifted
Mrs. Thorson.....	Family and Consumer Science

Equal Educational Opportunity

The school district does not discriminate in its educational programs or educational activities on the basis of sex, race, religion, color, national origin, age, sexual orientation, gender identity, marital status or disability. Students are educated in programs that foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Brooke Johnson, Human Resources Director, 1496 480th St., Northwood, IA 50459, Phone 641-324-2021 x304, bjohnson@nkvikings.com. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 310 W. Wisconsin Ave., Ste. 800, Milwaukee, WI, 53203-2292, (414) 291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

ANNUAL NOTICE OF NONDISCRIMINATION

It is the policy of the Northwood-Kensett 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. This institution is an equal opportunity provider.

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, Keith Fritz, Principal, 704 7th St., Northwood, IA 50459. (641) 324-2021 x101, kfritz@nkvikings.com. Inquiries may also be directed in writing to the Office for Civil Rights, Chicago Office U.S. Department of Education John C. Kluczynski Federal Building 230 S. Dearborn Street, 37th Floor Chicago, IL 60604 Telephone: (312) 730-1560 Facsimile: (312) 730-1576 Email: OCR.Chicago@ed.gov or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5295.

The Northwood-Kensett CSD offers career and technical programs in the following areas of study: Agricultural, Food and Natural Resources; Applied Science, Technology, Engineering and Manufacturing; Business, Finance, Marketing and Management; Human Services

Jurisdictional Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, on school district property or on property within the jurisdiction of the school district; while on

school-owned and/or school-operated buses, vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the educational program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention (before school, after school, or on Saturday), suspension, removal to the Intervention Center, probation, or expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record. Failure to remain for detention for any staff member who requests this may result in either doubling the time of the detention or suspension.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the MS/HS Office for information about the current enforcement of the policies, rules or regulations of the school district.

School Fees

The school district charges fees for certain items, such as class materials. Students who have concerns about the fees should contact the principal.

Waiver of Student Fees

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe that they may qualify for financial assistance should contact the principal at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

ATTENDANCE POLICY

Compulsory Attendance

Parents within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days or hours school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 180 days.

Students not attending the minimum days or hours must be exempted by this policy as listed below or, referred to the county attorney. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are excused for sufficient reason by any court of record or judge;
- are attending religious services or receiving religious instruction;
- are unable to attend school due to legitimate medical reasons;
- has an individualized education program that affects the child's attendance;
- has a plan under Section 504 of the federal Rehabilitation Act, 29 U.S.C. §794, that affects the child's attendance;
- are attending an approved or probationally approved private college preparatory school;
- are attending an accredited nonpublic school;
- are receiving independent private instruction; or, are receiving competent private instruction.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

Compulsory Attendance--Regulations

"Chronic absenteeism/absences" means any absence from school for more than ten percent of the days in the semester. "Truant/truancy" means a child of compulsory attendance age who is absent from school for any reason for at least twenty percent of the days in the semester.

Daily, punctual attendance is an integral part of the learning experience. The education that goes on in the classroom builds from day to day and absences can cause disruption in the educational progress of the absent student. Irregular attendance or tardiness by students not only limits their own studies, but also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and the school.

This regulation is divided into two sections: Section I addresses legal requirements related to chronic absenteeism and truancy and Section II addresses additional academic, disciplinary and extracurricular consequences students face due to chronic absenteeism and truancy. It is important for students to recognize that chronic absenteeism and truancy impacts all these facets of their educational experience.

SECTION I – Legal Requirements

Chronic Absenteeism

When a student meets the threshold to be considered chronically absent (10% of school days in a semester), the school official will send notice by mail or e-mail to the county attorney where the district's central office is located. The school official will also notify the student, or if a minor, the student's parent, guardian or legal or actual custodian via certified mail that includes information related to the student's absences from school and the policies and disciplinary processes associated with additional absences.

School Engagement Meeting

If a student is absent from school for at least 15% of the days in the semester, the school official will attempt to find the cause of the absences and start and participate in a school engagement meeting. All of the following individuals must participate in the school engagement meeting:

- The student;
- The student's parent, guardian or legal or actual custodian if the student is an unemancipated minor; and
- A school official.

The purpose of the meeting is to understand the reasons for the student's absences and attempt to remove barriers to the student's ongoing absences; and to create and sign an absenteeism prevention plan.

Absenteeism Prevention Plan

The absenteeism prevention plan will identify the causes of the student's absences and the future responsibilities of each participant. The school official will contact the student and student's parent/guardian at least once per week for the remainder of the school year to monitor the performance of the student and the student's parent/guardian under the plan. If the student and student's parent/guardian do not attend the meeting, do not enter into a plan or violate the terms of the plan, the school official will notify the county attorney.

SECTION II – Academic and Disciplinary Requirements

Students are required to be in attendance, pursuant to board policy, for 176 days per school year unless their absences have been excused by the principal for illness (absences of five or more consecutive days due to illness requires a doctor's note), family emergencies, doctor or dental appointment, recognized religious observances and school sponsored or approved activities. Reasonable excuses may also include family trips or vacations approved by the building principal if the student's work is finished prior to the trip or vacation. Absences that do not fall within the categories listed above will be considered unexcused unless approved by the principal. Parents are expected to notify the school office to report a student's absence prior to 9:00 a.m. on the day of the absence.

If a student accumulates 18 unexcused absences in a class in a semester, he or she may lose credit for the class. Prior to imposing the loss of credit in one or more classes, the principal will provide the student an opportunity for an informal hearing. School work missed because of excused absences must be made up within two times the number of days absent, not to exceed 14 days. The time allowed for make-up work may be extended at the discretion of the classroom teacher.

Students will remain in class until the principal makes a decision regarding loss or restoration of credit. Full credit is awarded to all assignments and tests submitted that meet the teacher's specifications until a decision regarding credit has been made.

If a student loses credit, this will be recorded in the student's record as a "W".

A student who loses credit due to excessive absences is assigned to supervised study hall for the period(s) in which the course(s) meets or the student may be reassigned to another class or location. A student who loses credit in all courses due to unexcused absences, will not be allowed to participate in any school activities until the following semester. However, the student is eligible to participate in practice if all other eligibility criteria have been met.

The administration and guidance staff will make reasonable efforts to advise and counsel and may impose discipline upon any student approaching 5 unexcused absences. Such advice, discipline and counseling is in addition to the requirements listed in Section I of this regulation and includes, but is not limited to, oral or written notices to the student and his or her parents, conferences with the student and parents, written contracts, or loss of non-academic privileges such as extracurricular activities, late arrival, and early dismissal.

Students who wish to participate in school-sponsored activities must attend school by 10:00 AM or Period 3 the day of the activity. **Exception:** If a student has an unusual situation pertaining to an absence, s/he may present his/her case in advance to the principal who will make a decision regarding participation privileges.

POLICY ON ABSENCES FOR ATTENDANCE AT STATE TOURNAMENTS OR MEETS

If a team or individual from our school is involved in participating in the state finals of an athletic activity, students will be permitted to attend that activity as spectators on an excused basis for the days on which the individual or team from our school participates. A student attending such an event will be required to have written permission from the parent/guardian in order to receive an excused absence. **No student with an F in any class on the day of the event will be allowed to attend.**

III. TARDINESS

A. Students reporting late to school must secure an admit slip from the office before reporting to their first assignment. If a student is late to the start of the school day for an unexcused reason, they may have a detention with the principal.

B. Students late to class because of a teacher must have a pass signed **from that teacher**. A student late for any other reason, must get an admit from the office.

Northwood-Kensett Tardy procedures

1. If a student enters the room while or after the bell rings, they are tardy to class. The teacher should then mark them Tardy Unexcused in their attendance software.
2. If a student is 10 minutes late or more to class this will count as an unexcused absence, unless special circumstances apply.

VI. LEAVING SCHOOL DURING THE DAY (SIGNING OUT)

1. Students may not leave school after arrival without signing out on the sign-out sheet in the office. The reason for leaving must be stated on the sign-out sheet.
2. Students may not sign out without first securing permission to do so from the principal, counselor, or principal's secretary.
3. Students signing out for pre arranged appointments (doctor-dentist-court appearances, etc.) should have an excuse from a parent or guardian stating time of leaving and reason for leaving.
4. Students who sign out for reasons of illness will need to contact a parent or guardian in order to obtain permission to leave school. Verbal permission is to be given directly to the principal, counselor, or principal's secretary.
5. Failure to follow the proper procedure will be considered an unexcused absence or truancy.

VII. QUESTIONS AND APPEALS

If a parent has a question regarding whether an absence will be considered excused or unexcused, that question should be directed to the principal. The principal will make decisions regarding special circumstances. A parent wishing to appeal the registration of an absence may do so to the superintendent.

Parents must call, e-mail, or send a note to the school to inform us when their son/daughter is absent.

Bad Weather

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and rescheduled. The principal may determine whether to hold extracurricular activities or practices. If the extracurricular activity is to be held, students and parents are notified in the same manner as the notification that school was dismissed.

STUDENT HEALTH, WELL-BEING AND SAFETY

Physical Examinations

Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. Students who cannot afford the cost of the physical examination should contact the coach of their sport.

Emergency Drills

Periodically the school holds emergency drills. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

Administration of Medication

Students may need to take prescription or nonprescription medication during school hours. Students may carry prescription medication only with the permission of the parents and principal. The school must be informed of the medication a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication. Appropriate forms must be filed with the office.

Medication is held in a locked cabinet and distributed through the principal's office. Medication must be in the original container with the following information either on the container, on the instruction sheet or on the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents.

Student Illness or Injury at School

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or, with parental permission, to another person directed by the parents.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid, if possible. If necessary, the school contacts emergency medical personnel and attempts to notify the parents and advise them where the student has been transported for treatment.

Abuse of Students by School Employees

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Mr. Brian Costello and Mr. Keith Fritz as its Level 1 investigators.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or

other verbal or physical conduct of a sexual nature when submission to such 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 a student’s academic performance by creating an intimidating, hostile or offensive educational environment.

STUDENT ACTIVITIES

Assemblies

Throughout the year, the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students must attend assemblies unless, for disciplinary reasons, the privilege is taken away.

Field Trips

In certain classes, authorized field trips and excursions are taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones and guides with respect and courtesy.

School-Sponsored Student Organizations

Trapshooting	Math Club	Cross Country	FCCLA
Football	Softball/Baseball	Basketball	Vocal Music
Wrestling	Track	Instrumental Music	Cheerleading

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach’s or sponsor’s rules as well as for violation of school district policies, rules or regulations.

Activity Bus

The school district may sponsor an activity bus to transport students to school activities. A fee may be charged to students riding the activity bus. Riding on the activity bus is a privilege that can be taken away.

Students who ride an activity bus must ride to and from the event on the bus. Students must ride home on the activity bus unless prior arrangements have been made with the principal, or the student's parent personally appears and signs the student out with the coach/adviser/director of the activity. In no case will a student be allowed to leave with a minor or another student.

Student Funds and Fund-Raising

Students may raise funds for school activities upon approval of the principal and the school board at least two months prior to the fund-raising event or the start of a fund-raising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised.

Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Use of School District Facilities by Student Organizations

School district facilities are available during non-school hours to school-sponsored and non school-sponsored student organizations for the purpose of meetings or activities. Students wishing to use the school district facilities should contact their sponsor, or the principal to reserve a room. School district policies, rules and regulations are in effect during these meetings. A **Facilities Request** must be submitted online and approved prior to the event unless this event was originally placed on the school calendar.

Dances

School sponsored dances will be closed to the public, and must be approved by the principal at least one month prior to the dance. Students who leave a dance are not allowed to reenter the dance. Dances designated as middle school dances are for middle school students only, grades 6-8.

School district policies, rules and regulations apply to students as well as non-students at school dances.

Students and non-students violating school district policies, rules or regulations will be required to leave the dance and the school grounds.

STUDENT RECORDS

Educational Records

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the Superintendent's Office.

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes NAME, ADDRESS, GRADE LEVEL, ENROLLMENT STATUS, 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, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

Military recruiters and postsecondary educational institutions may legally access this information without prior parental consent. Parents not wanting military recruiters or postsecondary institutions to access the information must ask the school district to withhold the information. Also, school districts that provide postsecondary institutions and potential employers access to students must provide the same right of access to military recruiters. Parents not wanting military recruiters to contact their children, have the right to deny permission for this activity.

Procedures for Students who are Transferring to Another School or School District

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents notified that the student's records have been sent are given an opportunity to view the student's records that were sent and a right to a hearing to challenge the content of the student's records that were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

STUDENT RIGHTS AND RESPONSIBILITIES

Per Iowa Code 279.66, "The board of directors of a school district shall include or reference in the student handbook guidance published pursuant to section 256.9, subsection 63, by the Department of Education for parents, guardians, and community members who have concerns about school districts or their governing boards."

That guidance for parents, guardians, and community members can be found at this website:

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

Threats of Violence

All threats of violence, whether oral, written, or symbolic, against students, staff, or to school facilities are prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening behavior: the background of the student, including any history of violence or prior threatening behavior; the student's access to weapons of any kind; the circumstances surrounding the threat; the age of the student; the mental and emotional maturity of the student; cooperation of the student and his or her parent(s) or

guardian(s) in the investigation; the existence of the student's juvenile or criminal history; the degree of legitimate alarm or concern in the school community created by the threat; and any other relevant information from any credible source.

Intervention Center

An intervention center is available for students in grades 6-8 when their behavior or academic problems hinder their success in school or the success in school of others.

Student Lockers

Student lockers are the property of the school district. Students will use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It is the responsibility of students to keep their assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with board policy regulating search and seizure.

(Opened containers of pop, juice and food are not to be stored in lockers or carried in book bags or pockets.)

A student's locker and its contents (coat, backpack, purse, etc.) can be searched in accordance with state law and whenever an administrator or teacher has a reasonable and articulable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated, and the administrator or teacher has a reasonable and articulable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials.

Locker maintenance inspections are conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept.

Only signs or other notices/postings from school-sponsored organizations are allowed on the outside of lockers.

Book Bags

Students are not allowed to use book bags or backpacks during the school day, unless approved by the principal.

Dress Code

The following are prohibited clothing and apparel (which includes accessories and face coverings) worn at school:

- Clothing or apparel which advertises or promotes drugs, drug use, alcohol, consumption of alcohol, tobacco, e-cigs, nicotine, tobacco use.
- Clothing or apparel which contains obscene comments or designs, lewd or vulgar comments, or embodies sexual implication.

- Clothing or apparel which contains any message directed toward or intended to harass, threaten, or demean an individual or group because of gender, color, race, religion, handicap, national origin, or sexual orientation (e.g. swastika, etc.).
- Clothing or apparel which contains a message of illegal conduct.
- Tops which expose bare skin in the abdomen area. Tank tops or sleeveless tops must be close-fitting in the armpit area. No spaghetti straps. Halter tops/dresses or tube tops/dresses are not acceptable.
- No appearance of underwear, no hats or hoods, no sunglasses.
- Sheer and/or revealing clothing is not allowed, and a reasonable level of modesty is expected.
- Costuming, such as using facial markings, Halloween-type costumes, wigs, etc. is prohibited
- Neither wheeled shoes, heelys, roller skates, roller blades or similar footwear are allowed

Care of School Property

Students are expected to take care of school property including laptops, desks, chairs, books, lockers and other school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district, serve in or out of school suspension, and be reported to law enforcement officials.

Illegal Items Found in School or in Students' Possession

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products, vaping devices, nicotine, or look-a-like substances.

Weapons, and other dangerous items, are not allowed on school grounds or at school activities (with the exception of those in the control of law enforcement officials or those being used for educational purposes and approved by the principal.) Examples include knives, clubs, lighters, chains, guns, ammunition, and "homemade" devices intended to cause injury. Parents of students found in violation of this policy may be contacted, students may be suspended or expelled, and the students may be reported to law enforcement officials. Decisions in regard to this policy rest with the district administration.

Book/Workbook Fees

Students pay an annual fee for workbooks that varies with courses taken. Textbooks must be returned at the end of the class. If books are not returned or if they are damaged beyond repair, students are charged a replacement fee. Damage to a book in excess of normal wear and tear is also charged to the student. A list of other fees is available during registration.

Cell phones

Cell phones must not be used by any middle school student between 8:25 AM and the conclusion of the school day. Middle schoolers will leave their phone with their 1st hour teacher and may only pick it up again at the end of their day. Special, temporary exceptions must be approved by the principal. Failure to comply with the rule will result in the following:

- 1st time: the phone will remain with the office until the end of the school day and the parent is notified
- 2nd time: the phone will remain with the office until the end of the school day, a parent is contacted, and the student will serve a detention
- 3rd time: the phone will remain with the office until the end of the school day, and a parent is contacted, and the student is given in-school suspension.

The school is not responsible for lost/stolen property.

Unauthorized Use of Recording Devices

Cell phones with cameras and other 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 will be disciplined for any use of such devices in school locker rooms or restrooms. At no time are students or visitors allowed to video capture, photograph, or audio record others in the school building, on school property (including school vehicles), or at school activities (unless recording a public performance, such as a game, assembly, or concert, etc.) without the consent of a teacher, coach, or administrator.

Earbuds/Headphones

Headphones and/or earbuds may not be worn.

Interferences in school

Students may not possess laser pointers, water guns, toys, and other similar distractions/safety hazards on school grounds or at school activities. Failure to comply with the rule will result in confiscation and possible discipline, and the property returned to parents.

Academic Integrity (Plagiarism)

Statement of Purpose: All work submitted at Northwood-Kensett Middle and High School is expected to be original work. Without original work, your understanding and knowledge cannot be evaluated. Plagiarism includes:

- Borrowing or restating someone else's work without giving them credit
- Submitting work that has been previously submitted
- Willingly providing work to another student who passes it off as their own
- Cheating

There is no "amount" of plagiarism that is acceptable. One sentence, one paragraph, or an entire essay can be plagiarized.

To avoid plagiarism, it is important to provide credit to the source(s) you used to provide information by using in-text citations and/or parenthetical citations in addition to a Works Cited page that is inclusive of *all* sources utilized to produce the work.

Standards Based Grading practices at Northwood-Kensett Middle and High School allow students the opportunity to re-assess. If an assessment is plagiarized, students will receive the same opportunity.

If a student plagiarizes, the following will occur:

1st Offense: Parents/Guardians are notified of Academic Integrity violation. Student has the opportunity to re-assess per guidelines given by classroom teacher.

2nd Offense: Parents/Guardians are notified of Academic Integrity violation. Student has the opportunity to re-assess per guidelines given by classroom teacher. In addition, students will complete a written reflection before or after school, under teacher supervision prior to the re-assessment being graded.

3rd Offense: Parents/Guardians are notified of Academic Integrity violation and a meeting is scheduled between the student, classroom teacher, administrator, and parents/guardians. Loss of credit may occur and/or an alternative classroom placement may be considered. Administrator will make appropriate recommendations..

Note: All work (including re-assessment and additional expectations) must be completed within two weeks of being notified about Academic Integrity violation.

Bullying/Harassment

The Northwood-Kensett CSD is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board. Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so. Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures.

Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student. If as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district, a parent or guardian of the student may enroll the

student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in Iowa law related to this topic.

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

--Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures. Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

COMPLAINT FORM
(Discrimination, Anti-Bullying, and Anti-Harassment)

Date of complaint: _____

Name of Complainant: _____

Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else): _____

Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)? _____

Date and place of alleged incident(s): _____

Names of any witnesses (if any): _____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

☐	Age	☐	Physical Attribute	☐	Sex
☐	Disability	☐	Physical/Mental Ability	☐	Sexual Orientation
☐	Familial Status	☐	Political Belief	☐	Socio-economic Background
☐	Gender Identity	☐	Political Party Preference	☐	Other – Please Specify:
☐	Marital Status	☐	Race/Color	☐	
☐	National Origin/Ethnic Background/Ancestry	☐	Religion/Creed	☐	

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

WITNESS DISCLOSURE FORM

Name of Witness: _____

Date of interview: _____

Date of initial complaint: _____

Name of Complainant (include whether the Complainant is a student or employee): _____

Date and place of alleged incident(s): _____

Nature of discrimination, harassment, or bullying alleged (check all that apply):

☐	Age	☐	Physical Attribute	☐	Sex
☐	Disability	☐	Physical/Mental Ability	☐	Sexual Orientation
☐	Familial Status	☐	Political Belief	☐	Socio-economic Background
☐	Gender Identity	☐	Political Party Preference	☐	Other – Please Specify:
☐	Marital Status	☐	Race/Color	☐	
☐	National Origin/Ethnic Background/Ancestry	☐	Religion/Creed	☐	

Description of incident witnessed: _____

Additional information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____ Date: _____

STUDENT SCHOLASTIC ACHIEVEMENT

Grade Reports

Students receive progress reports in the form of report cards every four and a half weeks. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

Proficiency Scale

3 = **Advanced**: DEMONSTRATES COMPLEX UNDERSTANDING OF THE SKILLS, CONCEPTS, AND IDEAS INDEPENDENTLY

2 = **Meets**: DEMONSTRATES UNDERSTANDING OF THE SKILLS, CONCEPTS, AND IDEAS INDEPENDENTLY OR WITH MINIMAL SUPPORTS

1 = **Approaches**: MORE TIME IS NEEDED FOR CONSISTENT, INDEPENDENT DEMONSTRATION OF GRADE-LEVEL KNOWLEDGE AND SKILLS TO BE ACHIEVED

0 = **Insufficient evidence/incomplete/does not meet**

The following letter grade system will be used at the classroom level to determine course grades:

A 2.82-3.0	B+ 2.46-2.63	C+ 1.92-2.09	D+ 1.38-1.55
A- 2.64-2.81	B 2.28-2.45	C 1.74-1.91	D 1.2-1.37
	B- 2.10-2.27	C- 1.56-1.73	D- 1.0-1.19 F 0.0-.99

The following letter grade system will be in effect on end-of-semester report cards and permanent records:

A 4.0	B+ 3.3	C+ 2.3	D+ 1.3
A- 3.7	B 3.00	C 2.00	D 1.00
	B- 2.7	C- 1.7	D- .7 F .0

The above system will be used in determining honor roll eligibility for all classes. P.E. grades will **not** be used in honor roll or class rank determination.

Incompletes

Students who receive an incomplete in a class must complete the class within two weeks after the start of the next semester.

Homework

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted

with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete all homework, and complete it on time.

Re-takes and Re-dos

Because learning is our primary mission, we want students to have every opportunity to demonstrate their mastery of a subject or concept. To support this, students will be able to re-take summative assessments for full credit, if the following criteria are met:

- Correct the summative assessment and provide evidence of having satisfactorily completed all assignments leading up to the summative assessment.
- Schedule a time with the teacher to review the summative assessment and collaborate on a plan that will help the student better understand the material and prepare for a re-take or re-do.
- Re-take or re-do the summative assessment, within two weeks of the return of the original assessment.

****If the student does not correct 0's on specific standards or learning targets through re-learning and re-assessing within two weeks of the assessment being returned by the teacher, the grade for that standard will remain a 0 (zero) and be factored into the assessment grade as such.**

Due to the time constraints that occur at the end of a grading period, re-takes and re-dos will not be allowed in the last week of a semester unless granted by the teacher.

Grade Replacement

Any student failing a class at the end of a semester may retake that class, and the better of the two grades will be assigned credit and entered on the student's transcript.

Make-Up Work

Students who are absent for any reason will be required to make-up work missed in each class. A day's absence does not excuse a student from responsibility for all expectations on the day of his/her return in every case. It is the student's responsibility to obtain all make-up work from his/her teachers immediately upon returning to school.

Standardized Tests

Students are given standardized tests periodically. These tests are used to determine academic progress for individual students, for groups of students and for the school district. Students are tested unless they are excused by the principal.

Human Growth and Development

The school district provides students with instruction in human growth and development. Parents may review the Human Growth and Development Curriculum prior to its use and have their child excused from human growth and development instruction. Information regarding the Human Growth and Development Curriculum

is available at the beginning of the school year during registration or in the principal's office during the school year.

Open Enrollment

By September 30 of each school year, the district shall notify parents of open enrollment procedures and transportation assistance for open enrollment pupils. This notification may be published in a school newsletter, a newspaper of general circulation or a parent handbook provided to all patrons of the district.

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend. For further details, contact the school office.

Physical Education

P.E. dress should be neat and clean. 6th graders should wear appropriate clothes for PE on days they have PE, including tennis shoes. 7th and 8th graders will have gym lockers assigned for their gym and athletic clothes.

If a student cannot participate in Physical Education, a note from the family physician is to be given to the office and to the physical education instructor. This requirement may be waived at the discretion of the principal.

Honor Roll and Academic Honors

The school district honors students who excel academically with either "Honors" for a 3.4 - 3.79 GPA, or "High Honors" for a 3.8+ GPA.. An Honor Roll is published at the conclusion of each semester.

Class Acceleration

Students who are accelerated but earn lower than a 2.0 in the accelerated class/es at the end of the semester will either repeat the course the following semester/year, or switch to the previous level course, at the discretion of the principal.

NKCSD-Request for Acceleration

Please return the completed form to the building counselor.

Name: _____
Present Grade: _____ Age: _____ Grade Point or Typical Grades: _____
Parent/ Guardian: _____ Phone: _____
Email: _____
Type of Acceleration requested: _____ Date: _____

Subject Acceleration - Provides student advanced content, skills, and understandings before expected age or grade level.

- Single-subject acceleration
- Compacted curriculum
- Distance learning (ICN, online courses)
- Talent search programs
- Independent study/Mentoring
- AP courses

Grade Based Acceleration-Shortens the number of years a student remains in the K-12 school system.

Forms include:

- Grade skipping
- Multi-grade classrooms, multi-grade by core subject
- Grade telescoping (2 years in one)
- Early entrance to college

How will acceleration meet academic needs?

Expected Benefits:

Student Signature: _____

Parent/Guardian Signature: _____

Data Reviewed by: _____ **Yes or Not at this time**

Acceleration Process :

*Please attach the Revised Personalized Education Plan and Four Year Plan.

Academic Eligibility for Extracurricular Activities

Middle school students' academic status will be monitored regularly. Students in extracurriculars with one or more failing grades will be required to attend the after school program Monday through Thursday until the grade/s are up to passing.

Middle School Course Completion

A middle school student failing two semesters in an academic course in a given school year will be required to successfully recover one of the two semesters during summer school or repeat the course the following year.

MISCELLANEOUS

Telephone Use During the School Day

Generally, students receiving telephone calls during school hours are not called to the telephone. The office personnel will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call. Students may use the telephone in the office with permission.

School Announcements

Students who wish to have an item included in the announcements must have permission from the principal. Announcements are made daily.

Visitors/Guests

Visitors to the school grounds must check in at the principal's office. If a student wishes to bring a guest to school, the student must receive permission from the principal prior to the guest's visit.

Legal Status of Student

If a student's legal status, such as the student's name or the student's custodial arrangement, should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure the school district has a current student record.

Cafeteria

The school district operates a closed campus lunch program. Students may either bring their own lunch to school or purchase a lunch and other items, including milk. **Students are not allowed to leave school for lunch.**

Conduct during the lunch period: The following items are behavior standards expected of each student during the lunch period:

1. Students will line up for lunch in the back (west) hall outside the gym.
2. Excessive noise will not be tolerated. It is not necessary to shout or yell at any time, either while waiting in line or in the lunch room.
3. Lunch tables are to be left in an acceptable condition. This means picking up food or other debris immediately surrounding your area.
4. All students are to report to the Student Center for lunch unless requested to remain with a teacher or other staff member.
5. Middle school students will use the main area of the cafeteria only. The high tables in the back are reserved for high school students.

Payment of Meals

Students have use of a meal account. Families will be notified of an outstanding negative balance once the negative balance reaches the cost of five (5) meals. Families may add money to student accounts by electronic payment through the school website on PaySchools, pay at the school office, or use cash at the point of sale.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases.

Buses and Other School District Vehicles

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading, unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow school district policies, rules and regulations for student violations.

- Riders must be at the designated loading point before the arrival time.
- Riders must wait until the vehicle comes to a complete stop before attempting to enter.
- Riders must not extend their arms or their head out the window at any time.
- Aisles must be kept cleared at all times.
- Riders shall load and unload through the right front door. The emergency door is for emergencies only.
- Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
- Riders may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the school district for the cost of repair or replacement.

- Riders are not permitted to leave their seats while the vehicle is in motion.
- Waste containers are provided on all vehicles for riders' use.
- Permission to open windows must be obtained from the driver.
- Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
- The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
- Riders should assist in looking after the safety and comfort of younger riders.
- Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
- Riders must not throw objects about the vehicle nor out the windows.
- Shooting paper wads, squirt guns or other material in the vehicle is not permitted.
- Riders must keep their feet off the seats.
- Roughhousing on the vehicle is prohibited.
- Riders must refrain from crowding or pushing.
- The use or possession of alcohol, tobacco, vaping devices, nicotine, or look-a-like substances is prohibited in the vehicle. Also, no weapons are allowed.
- The good conduct rule is in effect.

Library (Media Center)

The school library (Media Center) is available to students during school hours. The library is a place for study and research; it is not a place to socialize. Students are expected to conduct themselves as if they were in class while in the library.

Inspection of Educational Materials

Parents and other members of the school district community may view in the office the instructional materials used by students. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the superintendent.

Good Conduct Rule

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school.

Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral, or unhealthy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal shall keep records of violations of the good conduct rule.

It shall be the responsibility of the superintendent to adopt rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

The following activities are covered by the board's policy and these rules:

Athletics, instrumental and vocal performances, drama productions, speech contests, FFA, National Honor Society, all co-curricular clubs, all honorary and elected offices (e.g. Homecoming King/Queen and court, class officer, student government officer or representative), cheerleading, or any other activity where the student represents the school outside the classroom.

Any student who is found to have violated the school's Good Conduct Rule will be ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- Possession, use, or purchase of tobacco products, e-cigs, or nicotine regardless of the student's age
- Possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use"; "possession" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband)
- Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act
- Exceedingly inappropriate or offensive conduct such as assaulting staff or students, gross insubordination (talking back or refusing to cooperate with authorities), serious hazing or harassment of others. NOTE: This could include group conduct!

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

Penalties

Any 7-12 student who, after a hearing before the administration, is found to have violated the Good Conduct Policy, during the school year or the summer, is subject to loss of eligibility as follows:

- First offense—3 days suspension to the Intervention Center, 25% ineligibility from all activities the student is currently involved in or the next activity the student is involved in, and seek, if appropriate, evaluation from a counselor at the student's expense and complete the recommendations. The student must practice and attend activities but can not dress. Ineligible students may also be a spectator. Game suspension will count only in Varsity or Junior Varsity contests, not both. Suspension from a Varsity and Junior Varsity game only counts as one game, contest or event. The number of games will be prorated in increments of one half of a game. All penalties will be carried over to the next activity if they are not fulfilled in the present activity.
- Second offense—3 days suspension to the Intervention Center, 50% ineligibility from all activities the student is currently involved in or the next activity the student is involved in and seek, if appropriate, evaluation from a counselor at the student's expense and complete the recommendations
- Third offense—3 days suspension to the Intervention Center and one year suspension from all activities from the date of the hearing before administration
- Additional penalties will incur the same penalty as the third offense.

Honesty provision: The penalty will be reduced by 10% if a student admits violating the policy in person to the principal within 5 calendar days of the violation.

Rules and regulations affecting this policy

If a student accumulates any violations in middle school, these violations are erased from the records when the student enters high school. All high school violations are cumulative for a four-year period and are not erased at the end of each school year.

The first day of an athletic season is defined as the first official date of practice as determined by the Iowa High School Athletic Association.

If a student drops out of an activity prior to completion of the ineligibility period, the full penalty or the remainder of the penalty will attach when the student next seeks to go out for an activity.

All service and/or evaluation must be completed before a student resumes eligibility.

Students serving penalties under the Good Conduct Rule must continue to attend all practices and follow all rules and regulations of the program to be eligible to participate at the end of the ineligibility.

Any student violating the Good Conduct Policy on school grounds or at a school event (either home or away) will have their penalty doubled. (A third offense will remain at one year's ineligibility, but will add 20 hours community service.)

Due Process Provision

Any student who is found by the administration to have violated the Good Conduct Rule may obtain review of this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect until reversed.

If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least 24 hours prior to the next board meeting. A special meeting of the board will not be called. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.