

Northwood-Kensett
Elementary School

Student-Parent Handbook

2025-2026



TABLE OF CONTENTS

Elementary Faculty & Staff.....	4
Equal Educational Opportunity.....	5
Jurisdictional Statement.....	5
Peanut Aware School.....	6
Lunch/Breakfast.....	6
Milk Substitutions.....	7
Meal Payment.....	7
Sending Money To School.....	7
Accidents.....	7
Administration of Medication.....	8
Return of Unused Medication.....	8
Attendance Regulations.....	9
Electronic Device/Cell Phones.....	11
School Day.....	12
Arrival Time.....	12
Dismissal time.....	12
Band.....	12
Physical Education.....	12
Student Conduct.....	12
Threats of Violence.....	13
Student Conduct Standards.....	14
Expulsion.....	14
Restraint.....	15
Search And Seizure.....	15
Homework.....	16
Make-up Work.....	16
Student Behavior At School Events.....	16
Recess.....	16
Playground Rules.....	17
Fire & Tornado Drills.....	17
Field Trips.....	17
Internet Acceptable Use.....	17
Bus Rules.....	18
Bus Passes.....	18
School Buses/School Provided Transportation.....	18
Party Invitations, Balloons & Flowers.....	19
Food Items Brought To School.....	19
Student Dress.....	19
Boots & Winter Clothing.....	19
Bicycles.....	20
Custody.....	20
Emergency Contact Numbers.....	20

Weather Notice.....	20
Lockers.....	20
Parent-Teacher Conferences.....	21
Students Leaving During School Hours.....	21
Telephone Calls.....	21
Visitors.....	21
Head Lice.....	21
Area Education Agency.....	22
Open Enrollment.....	22
Competent Private Instruction and Dual Enrollment.....	22
Abuse By A School Employee.....	22
Initiations, Hazing, Bullying, or Harassment.....	23
Fair Treatment Form.....	25

ADMINISTRATION

Tony Hiatt-Superintendent

Brian Costello-Elementary Principal

Tina Johnson

Elementary Secretary

Kaitlyn Anderson

School Nurse

Faculty

Stephanie Eskildsen

Pre-school

Ashley Haxton

Pre-school/Reading

Nichol Hebel

Kindergarten

Jami Tolzmann

Kindergarten

Lauren Bork

Kindergarten

Mari Ann Kroneman

First grade

Samantha Hemann

First grade

Carrie Wagner

Second grade

Jake Urbatsch

Second grade

Chloe Cheney

Third grade

Tiffany Gordon

Third grade

Greg Parks

Fourth grade

Troy Einertson

Fourth grade

Lisa Hagen

Fifth grade

Noah Michels

Fifth grade

Elaine Hansen

Title 1

Becca Cronbough

Physical Education

Kelly Bowman

Guidance Counselor

Loraine Mix

Vocal Music

Sam Alverio-Kapka

Instrumental Band

Kate Hall

Special Education

Caitlyn Maki

Special Education

Alyssa Hanna

Special Education

Jordan Smalley

Reading Recovery/TAG

Associates

Deanna Katcher

Media Center Associate

Rose Hanson

Elementary Associate

Riki Mickelson

Elementary Associate

Diane Conlin

Elementary Associate

Valinda Imus

Elementary Associate

Brooke Anderson

Elementary Associate

Jennie Christianson

Preschool Associate

Preschool Associate

Custodians

Steve Butler

Custodian

Joann Aswaggen

Custodian

Elementary Cooks

Tami Hanson

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

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.

504 Coordinator: Brian Costello, Elementary Principal, 1200 1st Ave N, Northwood, IA 50459, Phone 641-324-1127 x201, bcostello@nkvikings.com

Affirmative Action Coordinator: TBA, Human Resources Director, 1200 1st Ave N, Northwood, IA 50459, Phone 641-324-2021 x304,

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, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or 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 that disrupts or interferes with the education program; conduct that disrupts the orderly and efficient operation of the school district or

school activity; conducts 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, suspension, probation, and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based on the facts and circumstances surrounding the incident and the student's record.

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 this handbook and comply with it. Students or parents with questions or concerns may contact the Elementary Office for information about the current enforcement of the policies, rules, and regulations of the school district.

PEANUT AWARE SCHOOL

Northwood-Kensett Elementary is making an effort to create an environment that is "Peanut Aware" to create a safe environment for children with life-threatening peanut allergies. Our goal is to give children with life-threatening peanut allergies a sense of comfort and provide the opportunity for the child to be included in all aspects of the school setting: such as parties, snacks, and special rewards.

Procedures include providing education and support resources to teachers, students, parents, administrators, and any other persons affiliated with the school about maintaining a peanut-aware environment. However, even with every effort being made, please be aware that Northwood-Kensett Elementary cannot guarantee items brought into the building in a peanut-free facility. Therefore, parents should educate and guide their children about eating any shared food.

Guidelines for Parents / Students

1. Speak with your child about the serious consequences of peanut allergies so that they are aware of the serious nature of allergies.
2. When packing your child's lunch, please consider peanut-free choices.
3. Encourage children to wash their hands promptly before and after eating.
4. All snacks or treats brought into the school will be in packaging. We will not allow made-from-scratch or non-packaged food items in the building

LUNCH/BREAKFAST

Breakfast and hot lunch are available for students in grades K-5. A computerized lunch system is used in the accounting of the lunch program. The program is much like a checking/savings account. Each family and student is assigned a meal account number. When you make a deposit, the money goes into a general meal account for your children. When students arrive at the lunchroom, their lunch ID number is entered and funds are withdrawn from their meal account.

If students bring their lunch from home, please provide them with a nutritious meal. Students can opt for milk, which will be deducted from their lunch account. Pop is not accepted as a drink option.

It is expected that students practice appropriate table manners while eating their lunch. If a student persists in demonstrating poor manners, he/she will be removed to an isolated location to finish their meal.

MILK SUBSTITUTIONS

Milk is provided during break times in grades K- 1(for an additional cost), breakfast, and lunch. We do not have refrigeration facilities to store juice and other products. Unless a medical problem exists, no substitution can be given for milk. If a substitution needs to be made, such as for a milk allergy, we need a note from the child's doctor stating the medical reason for the change.

MEAL PAYMENT (see board policy 710.04 for details)

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 JMC, 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.

SENDING MONEY TO SCHOOL

Northwood-Kensett Community Schools participates in online payments through our district website. If you would like to make payments using this tool, log on to our website and follow the simple steps. When it is necessary to send money to school, it should be brought by the student in a sealed envelope with his/her name on it and be given to his/her teacher.

ACCIDENTS

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. The school contacts emergency medical personnel if necessary and attempts to notify the parents where the student has

been transported for treatment. If the above process is not in keeping with the process you would like, please notify us in writing of the procedure you would like us to follow.

Whenever a head injury occurs, we will notify the parents immediately.

ADMINISTRATION OF MEDICATION

Students may need to take prescription or non-prescription medication during school hours. The school must know the medications the student is taking in the event the student has a reaction or illness. Parental authorization and instruction must be provided in order to administer medication.

Medication is kept in a locked cabinet and distributed by the school nurse or authorized personnel. Medication must be in the original container with the following information either on the container, in the instruction sheet, or in the parental authorization: name of the student; the name of the medication; directions for use including dosage, administration method, times, and duration; name, phone number, and address of the pharmacy (if applicable); date of the prescription (if applicable); the name of the physician (if applicable); potential side effects; and emergency number for parents.

RETURN OF UNUSED MEDICATIONS

All medications, prescription or nonprescription must be picked up by an adult at the end of the school year. Medication not picked up will be destroyed. We will call and remind you of the meds to be picked up.

ATTENDANCE REGULATIONS

Regular attendance at school is very important. If it is necessary for your child to be absent, please call the office at (641) 324-1127, before 9:00 am each day. If we have not heard from you, our office staff will call to verify an absence. *Student safety is our first priority.*

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 for a minimum of 180 days.

Students not attending the minimum days or hours must be exempted from 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 quarter. “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 quarter.

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 impact 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 quarter), 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 quarter, 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 the 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 180 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 require 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.

Electronic Devices

For purposes of this policy, “personal electronic device” is a device that is used by a student to send or receive information or create or review content, including cellular and mobile phones, watches or other wearable devices in a receive or transmit mode, laptop or notebook computers, tablets, video game devices, portable media players, and any applications or programs installed by the student on a school-owned or issued device. A “personal electronic device” does not include a device possessed by the student for documented legal, health, and safety purposes and used solely for those purposes.

Cell phones and other electronic devices must be left in student lockers from 8:15 to 3:20 PM on a normal school day. Failure to comply with the rule will result in the following:

- First time: The personal electronic device will remain in the office until the end of the school day.
- Second time: The personal electronic device will remain in the office until the end of the day, and parents will be contacted.
- Third time: The personal electronic device will remain in the office until the end of the day, parents will be contacted, and the student will not bring the device to school.

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

A student who has an IEP, 504 Plan, or health plan may maintain access to a personal electronic device during an appropriate portion of the school day as documented in the plan. The device should be used solely in the manner necessary and documented.

SCHOOL DAY

The regular school day runs from 8:25 am until 3:25 pm. Outside supervision starts at 8:00 am, and breakfast is served from 7:45-8:20. Bus students are dismissed from class at 3:20 so that buses can leave at 3:25. All other students are dismissed from class at 3:25.

SCHOOL ARRIVAL

- 1) Those students who do not ride a bus to school or are not eating breakfast should plan their arrival at school after 8:10 a.m.
- 2) No one should be in the building before the 8:22 a.m. bell.
- 3) Students will wait in the designated area.

DISMISSAL TIME

Prekindergarten sessions run in am and pm shifts. Refer to the preschool handbook for details about session times. Grades Pre-K-5 dismiss bus students at 3:20 and all other students at 3:25 pm. To keep order and cut down on confusion, parents picking up students, please wait for your child outside the school.

BAND

Students who take part in the band are expected to be actively engaged participants in rehearsals and regularly attend band lessons. Students are required to play at all scheduled performances. In the event that a student can't attend, the parent must notify the instructor prior to the performance date.

Band is an extension of our regular curriculum and should be treated as such. The elementary band is an opportunity to extend one's learning to the arts. However, in the event that a student wants to drop the class after starting, parents and the instructor will communicate a plan of exit. A formal drop can occur at the start of the next grading period.

PHYSICAL EDUCATION

If a child needs to be excused from participating in physical education, he/she must bring a **written excuse from his/her parents**. If the student is to be excused for more than two periods of physical education, a doctor's note must be presented.

STUDENT CONDUCT

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, while on school owned and/or operated school or chartered buses; and while attending or engaging in school activities on or off school property.

Successful schools need a positive and orderly environment in which students can learn and teachers can teach. Each teacher will acquaint their students with

expectations for classroom conduct. Each teacher will have a planned sequence of consequences for those students who have difficulty following classroom rules. Behavior expectations outside the classroom will promote the same positive and orderly environment. Disrespect for school personnel or refusal to respond to reasonable requests by any member of the school staff will be considered a serious offense and dealt with accordingly. Parent contact and/or referral to the office are a part of the sequence of consequences in each classroom. After school detention may be necessary in some cases. Parents will be contacted in advance if a student is assigned after school detention in order to arrange for transportation if necessary and to ensure the parent is aware of the detention assignment. Students will be excused from detention for medical appointments or religious commitments. When excused, the detention time will be served on the following day.

Students who exhibit inappropriate behavior in the opinion of the staff and/or administration shall be subject to discipline. Inappropriate behavior includes behavior which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere. Disciplinary measures may include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

**DISCIPLINE OF STUDENTS WHO MAKE THREATS OF VIOLENCE
OR CAUSE INCIDENTS OF VIOLENCE (Iowa Code § 279.65A)**

In accordance with Iowa law (Iowa Code § 279.65A), the board of directors of the Northwood-Kensett Community School District prohibits any student from making threats of violence or engaging in violent acts that cause injury to others or damage to property.

Threats include oral, written, electronic, or symbolic statements or acts that could cause a reasonable person to fear harm.

Any reported threat or incident of violence will be promptly investigated by school administration.

Disciplinary measures may include removal from class, detention, suspension, expulsion, referral to law enforcement, or other actions deemed appropriate.

Parents/guardians will be notified, and students will be afforded due process protections. Students with disabilities will be disciplined in accordance with state and federal law.

The purpose of this policy is to maintain a safe and secure learning environment for all students and staff.

STUDENT CONDUCT STANDARDS (Iowa Code § 279.66)

In accordance with Iowa law (Iowa Code § 279.66), the Northwood-Kensett Community School District establishes and publishes standards of conduct to promote a safe, respectful, and productive school environment.

Students are expected to act as good citizens, respecting the rights, safety, and property of others.

Standards apply on school grounds, in school vehicles, at school activities, and off-campus when conduct affects the school environment.

Inappropriate conduct that disrupts learning, threatens safety, or violates the rights of others will not be tolerated.

Disciplinary consequences may include loss of privileges, detention, suspension, expulsion, or other measures that help students learn from mistakes.

These standards are designed to support positive student growth, responsibility, and accountability.

EXPULSION

Only the board may remove a student from the school environment. The removal of a student from the school environment, which includes, but is not limited to, classes and activities, is an expulsion from school.

Students may be expelled for violations of board policy, school rules or the law. It shall be within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It shall be within the discretion of the superintendent to recommend to the board the expulsion of a student for disciplinary purposes. Only the board may take action to expel a student and to readmit the student. The principal shall keep records of expulsions in addition to the board's records.

When a student is recommended for expulsion by the board, the student shall be provided with:

1. Notice of the reasons for the proposed expulsion;
2. The names of the witnesses and an oral or written report on the facts to which each witness testifies unless the witnesses are students whose names may be released at the discretion of the superintendent;
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
4. The right to be represented by counsel; and,
5. The results and finding of the board in writing open to the student's inspection.

In addition to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.

If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

RESTRAINT--CHAPTER 103

Revised Iowa Code 281-Chapter 103, February 2, 2009

Areas used for behavior intervention will ensure that the students have reasonable space, sufficient light, ventilation, and a comfortable temperature, and students are allowed reasonable break periods to attend to bodily needs (this does not include sleep). The area will be adequately supervised and able to leave the area during an emergency. The room will be free of dangerous objects or instruments

Revised Iowa Code 281 -Chapter 103 applies to all students.

Material restraints will not be utilized.

Adult supervision is maintained in all areas used for student behavior intervention. Physical restraint, confinement, and detention will only be utilized when reasonable disciplinary techniques have been attempted. (Refer to the school behavior management system). Physical restraints will only be utilized to keep the students, staff, and property safe. Prone restraints will not be utilized as a restraint method. If, for emergency safety reasons, students are placed in a prone restraint position, the staff must take immediate

steps to end the prone restraint. School staff will receive adequate and periodic training prior to using physical restraints. Parents/guardians will receive notification of the behavior intervention. Building principals have a copy of Iowa Code 281 –Chapter 103, which is available for parent review. Parents/guardians will receive notification from the school if physical restraints were utilized with their child, and/or if their child was removed from the classroom and placed in an intervention area where the student’s egress was physically prevented

SEARCH AND SEIZURE

School authorities may, without a search warrant, search a student, coat rooms, desks, or book bags based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized, or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities

HOMEWORK

Numerous studies point to the fact that homework for elementary students does not positively impact academic achievement. The Northwood-Kensett Elementary staff works toward developing strong work-study habits in our students. At home, the establishment of a quiet time for reading and reviewing in-class schoolwork is beneficial. Reading is always an essential activity and one that is highly recommended. If parents need or want an academic task to do each night, reading is #1 on our suggestion list

MAKE-UP WORK

All work must be made up and turned in accordance with the teacher’s instructions.

STUDENT BEHAVIOR AT SCHOOL EVENTS

We ask that students who attend a school event whether at the elementary or high school building conduct themselves in a proper manner. If any student gets out of hand with his/her behavior, the student will either be asked to sit with his/her parents or be asked to leave the event. This will be enforced by all school employees. When students come to an event they should be prepared to watch the event.

RECESS

Recess is a part of our daily activities. Except during rainy or extremely cold weather, recesses will be held outside. Be sure your child has dressed appropriately as the season requires. Students in grades K-3 have a mid-day and afternoon recess. Fourth and fifth graders have recess once per day. Students are expected to play in a safe and courteous manner. Students are expected to follow the playground guidelines that have been

established. These guidelines are explained to all students at the start of the school year and are defined below as well.

PLAYGROUND RULES

All students should know that teachers or paraprofessionals are on duty and feel free to come to them for help or in the event of any injury.

- 1) Students should play only on the blacktop and field areas.
- 2) Outdoor equipment, swings, bars, etc., will be shared by all and used in the manner they were intended. Any deviation from safe practice will be corrected by the staff member on duty.
- 3) Students can only play with staff approved equipment. If you are unsure of what is allowed on the playground ask your playground attendant.
- 4) Do not bring pets to school or play with any animals that might roam onto school grounds.
- 5) Paper and litter should be deposited in trash containers that are provided.
- 6) Children are to stay out of the building during recess unless they have been given permission by the duty teacher.
- 7) Baseballs, other hard balls, and bats are not allowed on the playground.

FIRE AND TORNADO DRILLS

A minimum of four fire drills and four tornado drills will be held during the year. Cooperation by all is extremely necessary and expected.

FIELD TRIPS

At the beginning of school, you will be asked to sign a field trip permission slip which will cover all field trips that your child takes throughout the year. You will be notified each time a trip is taken but no permission slip will be necessary.

INTERNET ACCEPTABLE USE

The Northwood-Kensett School District will provide internet access for the students in the elementary school provided rules and regulations are followed. Acceptable use is defined as using internet access to support education, and educational activities, and being used in conjunction with the district's educational objectives. Unacceptable use of the internet in school would include the following:

- 1) Sending or receiving vulgar or obscene materials
- 2) Sending of threatening messages
- 3) Inappropriate use of copyrighted material
- 4) Any use for product advertising or political lobbying
- 5) Disrupting the network on purpose
- 6) Using another's password
- 7) Misrepresenting another user of N-K Community Schools

- 8) Any illegal activities that violate federal, state, or local laws or the policies of our district

If a student finds unacceptable material on the internet by accident, that student is expected to exit the screen/website as soon as possible. The district makes no warranties of any kind, whether expressed or implied, for the internet service that is provided.

Students will not use the internet unless directly supervised by a staff member. All students must have a signed internet agreement before they will be allowed access to the internet.

BUS RULES

Riding the school bus is intended to be a safe and enjoyable experience for the student. It is of utmost importance that the students obey the rules of conduct on buses. Failure to abide by these regulations may result in the student being denied the privilege of riding the bus for a period of time.

Bus rules are as follows:

- 1) Students are under the authority of the bus driver.
- 2) Students shall be on time for the bus both morning and evening.
- 3) Students shall remain seated while the bus is in motion.
- 4) Students shall converse in normal tones; loud or vulgar language is prohibited. When the bus is crossing a railroad track, all conversations must stop until the bus has crossed the tracks.
- 5) Students shall not extend their hands, arms, or head through the bus windows.
- 6) Students shall get permission from the bus driver to open or close the bus windows.
- 7) Students shall keep the bus clean.
- 8) Students shall be courteous to the driver, fellow pupils, and to passers-by.
- 9) Each student shall go directly to his or her seat upon entering the bus.
- 10) Books and other property shall be properly stored out of the way, and the aisle shall be clear at all times.
- 11) Students shall avoid playing or loitering on the roadway when waiting for the bus.
- 12) Students shall cross the road in accordance with instructions from the driver.

BUS PASSES

If a student is to ride a bus they normally do not ride, he/she must present a note to the office. When a note is received at the office, the secretary will give the student a bus pass, which needs to be presented to the bus driver by the student.

Due to the limited number of seating spaces, students riding to a single residence for special occasions such as birthday parties will be limited to 5 students.

SCHOOL BUSES AND/OR SCHOOL PROVIDED TRANSPORTATION

Students who ride to the various activities on school provided transportation are expected to return by the same means of transportation. An exception will be made if your parent or

legal guardian appears in person with a written request and secures permission from the bus chaperone for you to return home with them.

PARTY INVITATIONS, BALLOONS, AND FLOWERS

We strongly encourage parents not to send personal party invitations to school to be distributed. Many times in these situations students have been excluded, leaving the classroom teacher to deal with children's hurt feelings. Balloons, flowers, etc., sent to the school office for students will be delivered to the classroom during a time that is not distracting to the learning environment.

FOOD ITEMS BROUGHT TO SCHOOL

The Northwood-Kensett Elementary is making an effort to create an environment that is "Peanut Aware" to create a safe environment for children with life-threatening peanut allergies.

Therefore, all snacks or treats brought into the school will be in packaging. Non-packaged treats or snacks will not be allowed in the building.

STUDENT DRESS

Students are encouraged to dress in an appropriate manner for the school day. Hats will not be worn in the building during the school day.

We ask that parents help us in making sure that students are dressed appropriately for school, both in taste and for the weather. Please do not send your child to school with a shirt that endorses alcohol or tobacco.

Shorts of acceptable length will be allowed during the fall and spring. Tight-fitting shorts are not appropriate for school wear: (biking shorts, skin-tight elastic shorts.)

BOOTS AND WINTER DRESS

Following the first measurable snowfall, snow boots must be worn by all students. We ask for your help in this matter. Children need breaks from demanding school work, therefore, we plan an outdoor recess or break for all grades K-6; except on the most extreme cold and windy days. We expect them to participate, so please see that they are appropriately dressed.

Wet shoes worn inside the building can only increase a child's susceptibility to illness. Let us help you keep your child healthy during the winter months. Make sure he or she has a dry pair of shoes to wear inside the building each school day. Those students not wearing boots will still be required to be outside and will be restricted to a dry area to stand until the break is over.

When the "boot rule" is in effect, you must wear your boots on the playground before school.

BICYCLES

Bicycles may be ridden to school by students whose parents feel their child/children have the ability and are responsible. Students must walk their bikes to and from the street to the racks upon reaching and leaving the school grounds. All bikes must be placed in the bike racks.

Riding a bike to school is a privilege. If this privilege is misused it will be removed.

CUSTODY

If there is a court ruling concerning custody and parental visitation rights, please let us know so that we can be on top of these situations.

All school communications will be sent to the primary custodial parent unless otherwise requested.

EMERGENCY NUMBERS

Please keep your school emergency card phone number up to date. If a number changes please call the school office to notify us of the change. This is very important for the welfare of your child.

WEATHER NOTICE

Occasionally it is necessary to delay the start of or call off school because of extreme weather or other emergencies. If this situation occurs you will be notified by a JMC automated phone call or text. This service will call the numbers provided at the beginning of the year with early dismissals, late starts, and routine reminders, as well as other changes in the regular schedule. **Please make sure you provide the school with up-to-date phone numbers.** We can call up to four numbers per student.

Please listen to radio stations KGLO, KLSS, KRIB, and KIA- Mason City; KATE- Albert Lea; and TV stations KAAL-TV Austin; and KIMT-Mason City.

It is the parents' responsibility to be tuned into the radio whenever the weather is threatening. If bad weather develops during the day, parents should feel free to come and pick up their children.

It is important that each family have a plan to follow that their children can understand if parents are not home for an early school closing. Every effort will be made by the school to ensure the students' safety. There are Early Dismissal Instructions on the Student Information Form at the beginning of each school year for you to provide instruction to the school in the event of an early dismissal.

LOCKERS

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for

attendance at school. It shall be the responsibility of each student to keep the student's locker clean and undamaged. The expenses to repair the damage done to a student's locker are charged to the student.

STUDENT-PARENT-TEACHER CONFERENCES

Student-Parent-Teacher conferences are held in the fall and spring for all grades. These conferences provide an avenue of communication that cannot be accomplished in any other way, thus we encourage all parents to attend.

STUDENTS LEAVING THE SCHOOL GROUNDS DURING SCHOOL HOURS

In order for a student to leave the school grounds during school hours, he/she must present a written request signed by the parents to the principal or secretary. Students leaving or returning during school hours must check out/in through the office first. Parents are expected to report to the office upon arrival at school for the purpose of picking up their child.

TELEPHONE CALLS

Except in cases of emergency, pupils or teachers will not be called out of class to answer the telephone. Messages can be left with the secretary or on voicemail. If you need to talk to a teacher, please call before 8:20 a.m. or after 3:30 p.m.

Students will be allowed to use the telephone in the office only if the call is an emergency or necessary for the completion of the school day. All other requests for telephone use will be denied.

VISITORS

All visitors are expected to report to the office upon arrival at school. Parents are encouraged to visit the school at any time. However, it is requested that visits be limited to no more than 2 hours during the day. Students may not bring guests or relatives to school for visits. These visits prove to be disruptive to the educational setting.

ADVICE ON HEAD LICE AND STRATEGIES FOR CONTROL

From time to time, students may become infected with head lice. This is a problem in every school in the Midwest. If a child is discovered to have live lice or nits, parents will be notified and the child sent home. The school has guidelines prepared by the Iowa Department of Health for treating lice. Students may return to school after being treated with a recommended product.

All parents should be conducting head checks on their children periodically. If you find your child(ren) have head lice and/or nits, please contact the school. When the school is notified by the parent, we will screen that child(ren)'s class. The siblings of all students found with head lice and/or nits will also be screened.

Though a case of head lice is something we would all like to avoid, it is not a major health risk. We will do all we can to stop an infestation from spreading at school. Your help is

also needed to keep head lice from spreading. Please be sure to follow treatment directions carefully.

AREA EDUCATION AGENCY

The Area Education Agency is an education agency that is located regionally at the Mason City Airport Complex and centrally located in Waterloo. It serves school districts in three ways: Special Education, Media, and Educational Services.

Students are directly served through the Special Education Division. Specialists in the field of Psychology, Speech, Therapy, Audiometry, Physical and Occupational Therapy, Learning Disabilities, etc., work with children upon request by the teacher or parent and then only after preliminary testing to see if the child qualifies for the program. Before any testing is started, parental consent will be sought.

OPEN ENROLLMENT

By September 30 of each school year, the district shall notify parents of open enrollment deadlines 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 superintendent's office. (641-324-2021)

COMPETENT PRIVATE INSTRUCTION AND DUAL ENROLLMENT

According to the Iowa Department of Education, under Iowa Code 299.A.8 homeschooled "students MAY dual enroll with the district for academics (including special education) or extracurricular activities (including athletics). Form A and annual assessment results MUST be filed with the district if the student is dual enrolled."

At N-K, students who are dual-enrolled are given an activity pass and may attend school-related social functions such as dances and Prom commensurate with their age and grade level. If enrolled in courses, which require the use of a laptop, one will be issued for the duration of those courses. Participation in other class activities is expected, such as field trips.

ABUSE BY SCHOOL EMPLOYEE

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, at 641-324-1127 as the Level I investigator.

Physical abuse is a non-accidental physical injury that leaves a mark 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 to 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.

INITIATIONS, HAZING, BULLYING, OR HARASSMENT Board Policy 104

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 the 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.

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.

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

"Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. "Harassment" and "bullying" mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:

1. Places the individual in reasonable fear of harm to the individual's person or property.
2. Has a substantial detrimental effect on the individual's physical or mental health.

Board Policy Manual Northwood-Kensett CSD

3. Has the effect of substantially interfering with an individual's academic or career performance. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Trait or characteristic of the individual" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. "Volunteer" means an individual who has regular, significant contact with students.

Fair Treatment Complaint Form

Name of the complainant:

Position of the complainant:

Date of Complaint:

Name of alleged harasser:

Date and place of incident or incidents:

Description of misconduct:

Name of witnesses (if any):

Evidence of harassment, i.e., letters, photos, etc. (attach evidence if possible.)

Any other information:

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

Signature: _____

Date:

Contact Persons:

Elementary School - Mr. Brian Costello

Jr/Sr High School - Mr. Keith Fritz

Alternate - Mr. Tony Hiatt

Alternate - Mr. Tony Hiatt