



NCSD Elementary Schools

**Parent & Student
Handbook**

2018/19

NCS D Elementary Schools:

Aurora Heights

Emerson Hough

Thomas Jefferson

Woodrow Wilson

Web Page: www.newton.k12.ia.us

District Mission Statement:

The Newton Community School District empowers every learner to achieve a lifetime of personal success.

The purpose of this handbook is to provide information to you about our school. We believe sharing this information will foster improved cooperation and understanding between home and school. Please carefully read this handbook and discuss it with your family. If you have questions at any time throughout the school year or desire more information, please feel free to contact your child's teacher or the principal.

We look forward to working with you!



NCS D K-4 Faculty Commitment

The staff of NCS D K-4 Elementary School are committed to the science of teaching and demand excellence of the students, fellow faculty members, and of themselves. They are committed to enhancing EVERY student's sense of personal self-worth and dignity. NCS D K-4 teachers believe that all students, their parents, and fellow members have worth as individuals and will provide an environment in the classroom that is conducive to learning. They will take learning seriously and expect those present in the classroom to do the same by working on the task at hand. NCS D K-4 teachers will encourage ALL students, and recognize their efforts toward academic achievement. No student in any area will be isolated because of personal bias. NCS D K-4 will strive for excellence in all areas.

THE PARENTS' COMMITMENT TO EXCELLENCE:

As parents of a NCS D K-4 Elementary School student, we want our child to have the best possible education, and we realize that our support for the school system is essential in achieving excellence.

- We will make sure our child arrives on time at school (7:55 a.m.) and stays until 3:15 p.m.
- We will check in with the school office upon entering the school.
- We will do whatever it takes for our child to learn.
- We will check every night to see if our child has homework.
- We will provide a quiet structured time for homework completion each night.
- We will carefully read, sign and return all requested school correspondence.
- We will notify the school prior to the start of school if our child will be absent.
- We will pick up our child's make-up work per teacher policy.
- We expect our child to follow the NCS D K-4 expectations to protect the safety, interests, and rights of all individuals at the school.
- We are responsible for guiding the behavior and actions of our child.
- We will work as partners to provide a successful educational experience for our child.
- We will make ourselves available to our children, the school, and address any concerns.



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AEA 11 SUPPORT SERVICES

Our school district is part of the Area Educational Agency 11 in Johnston. AEA 11 provides support services which assist in the areas of school psychologist, school social worker, educational consultant, speech audiologist, and other personnel as needed. Teachers and/or parent/guardians may consult with the AEA for potential services for their children. Procedures exist to facilitate service delivery and parent/guardians should begin by inquiring with the classroom teacher for more information. The AEA also provides such services as films, videos, books, production services, etc.

ALCOHOL, TOBACCO, AND DRUGS

All Newton Community Schools' facilities are smoke free. The use or possession of alcohol, tobacco in all forms, or drugs, other than those prescribed by a doctor, at school, on school property, or school functions is forbidden. Violation of this policy by students will result in disciplinary action. Possession of alcohol and/or of a controlled substance may be reported to the local law authorities. Board Policy 502.6.

ANIMALS ON THE PLAYGROUND/SCHOOL GROUNDS

Animals on the playground/school grounds constitute a danger to young students. Pets need to be kept at home or in the vehicle during drop off/pick up. If you have a service/therapy animal, please contact the office so that special arrangements can be made. Service/therapy animals should be easily identifiable by their leash/harness/tags. Children often request to share a pet at school. This should be discouraged due to allergies and fears of various students. Permission from the building principal must be granted before a student can bring a pet to school. Animals relating to a curriculum unit being studied will be considered. If an animal is brought to school, an adult must bring the animal, assume responsibility for the animal while it is in the building and transport it to and from school. No animal should be brought into the building which could pose a safety hazard to anyone in the building. Make sure you are aware of any animal allergies students in your child's classroom may have.

ARTICLES PROHIBITED AT SCHOOL

Items that are hazardous to the safety of others or interferes with the learning environment are prohibited. A zero tolerance policy on dangerous weapons (real or toy) is in effect, i.e.: gun, knife, etc. Parents/guardians of students found to possess weapons, dangerous objects, or look-a-likes on school property or on property within the jurisdiction of the school district or of students who are within the control of the school district shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the students will be subject to disciplinary action including suspension or expulsion. Board Policy 502.10.

Students will not be allowed to have electronic devices such as electronic games, radios, IPODS, laser lights, toys, trading cards, etc. in school. These cause interruptions and can become a nuisance. Primary students may bring toys for sharing if requested by the teacher. Students will assume responsibility for any money, valuables, or personal items brought to school.

ATTENDANCE

Research has consistently shown that students who attend school regularly and on time usually experience more academic success. Please make every effort to ensure your child's prompt and regular attendance. Attendance is a shared responsibility and requires cooperation and communication among students, parents, and school personnel.

Students are expected to attend school regularly and to be on time in order to benefit from the instructional program; to develop workplace readiness skills of punctuality, respect, self-discipline, and responsibility; and to keep disruption of the learning environment to a minimum.

State law requires that students be in school. Parents and students are encouraged to ensure an absence from school is a necessary absence. Please call your school office by 8:30 a.m. if your child will not be attending school that day due to illness or if your child will be tardy. **For the safety of your child, parents/guardians who have not called will receive a call from the office, even at work.** If you leave for work prior to the school office being open, you may still call and leave the message on the school's voice mail. An email is also acceptable to your school secretary. Students of compulsory attendance age who are required to be schooled, but who fail to attend school regularly, are consistently tardy, or leave school early, will be considered truant. The building principal or designee shall investigate the cause for a student's truancy. Truant students who have not yet completed sixth grade will be subject to the Attendance Cooperation Process (ACP). Violations of the Attendance Cooperation Process will be turned over to the Jasper County Attorney for mediation.

Regular Dismissal

7:55 a.m. - 1st Bell

8:05 a.m. - Tardy Bell

3:15 p.m. - Dismissal

Early Dismissal

7:55 a.m. - 1st Bell

8:05 a.m. - Tardy Bell

1:45 p.m. - Dismissal

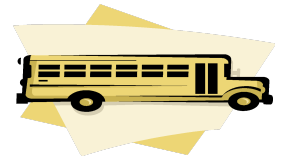
BIRTHDAYS

Birthdays are important and significant events in the life of a child. They afford the opportunity for children to be given special recognition. Accordingly, students who wish to bring treats for the class on their birthday may do so. Please check with your child's teacher for any possible allergies in the classroom. Those who have summer birthdays are welcome to choose a school day to celebrate with their class. We prefer that balloons, flowers, and other gifts be given at home and not sent to school. Any of these items delivered to school will be kept in the office and given to the student at the end of the day. **Invitations to parties out of school which do not include the entire class will not be distributed at school.**

BUS – TRANSPORTATION

Safe, comfortable, efficient, and timely transportation is the purpose and goal of the school buses and bus drivers. Each rider has the responsibility to contribute to safe passage by being courteous to others, obedient to adult supervisors and drivers, and respectful of property. Students will be made aware of desired behavior, as well as consequences that will occur if they do not behave. Parents are encouraged to cooperate with drivers and the transportation director in ensuring that their children behave appropriately.

If a student must have different after school arrangements than normal, parent/guardians should discuss these arrangements with their child before they go to school that morning. A signed note to the teacher is also required explaining the different after school plans. If a student wishes to ride a bus home with another student, **approval must be obtained from the transportation department (792-4493)**. A signed note from the parent of the child wishing to ride the bus is required. A bus pass may be granted from the office upon approval from transportation department to be presented to the bus driver.



CARE OF SCHOOL PROPERTY

Staff, students, parents, and community take great pride in our school and its appearance. We expect students to take care of school property including their desks, chairs, books, lockers, and school equipment. We do not tolerate vandalism. Your child may be asked to reimburse the school for any school property he/she may have damaged or destroyed. We do not permit students to have a lock on their lockers.

CELL PHONES/SMART DEVICES

Students are encouraged not to have cell phones/smart devices in school. If a student does bring a cell phone/device, it must stay in his/her backpack in her/her locker (the school is not responsible for missing devices). The phone/device must be **shut off at all times during the school day**. Absolutely NO text messages, personal emails, social media or cell phone calls will be allowed during school hours. If a student uses his/her phone during the day, the cell phone/device will be confiscated and held for parents to pick up. Students may use the school phones when necessary. Messages will be delivered to the student.

CHILD CUSTODY

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

Disagreements between family members are not the responsibility of the school district. The school district will not take the “side” of one family member over another in a disagreement about custody and parental rights. Court orders that have been issued shall be followed by the school district whether the parent/guardian or student agrees or disagrees with the order. It shall be the responsibility of the person requesting an action by the school district to inform and provide the school district with the court order allowing such action. Board Policy 505.10.

COMMUNICABLE DISEASES

Students with a communicable disease will be allowed to attend school as long as they are physically able to do so and so long as their presence does not create a substantial risk that others will catch the disease. The term "communicable disease" means an infection or contagious disease spread from person to person or animal to person or as defined by the State Department of Health.

A student will be excluded from school when the student's condition has been determined to be injurious to the health of others or when the student is too ill to attend school. The health risk to immuno-depressed students attending school shall be determined by their personal physicians. The health risk to others in the school environment from the presence of a student with a communicable disease shall be determined on a case by case basis by public health officials.

Since there may be greater risks of transmission of a communicable disease for some persons with certain conditions than for other persons infected with the same disease, these special conditions, the risk of transmission of the disease, the effect upon the educational program, the effect upon the student, and other factors deemed relevant by public health officials or the superintendent shall be considered in assessing the student's continued attendance at school. The superintendent may require medical evidence that students with a communicable disease are able to attend school.

It shall be the responsibility of the superintendent or school nurse, when the superintendent or school nurse has knowledge that a communicable disease is present, to notify the State Department of Health. Rumor and hearsay shall be insufficient evidence for the superintendent to act. Health data of a student is confidential and shall not be disseminated.

It shall be the responsibility of the superintendent/designee, in conjunction with the school nurses, to develop administrative regulations stating the procedures for dealing with students with a communicable disease. Appropriate hygienic practices shall be included in the administrative regulations. Once the administration, in conjunction with the school nurse, decides that the student's condition poses a health threat to other students, the student will be excluded from school for the duration of the period of contamination. In order to prevent the spread of communicable diseases, parents should use their good judgment in keeping sick children home from school. When the administration has knowledge of the presence of a communicable disease, the State Department of Health will be notified. Board Policy 504.2.

COMPLAINTS AND GRIEVANCES

It is the goal of the district to resolve student complaints and grievances at the lowest level. Students are encouraged to address problems to the student's teacher or other licensed employee, other than the administration, for resolution of the complaint. If the complaint cannot be resolved by the teacher, the student may discuss this matter with the principal. If the matter cannot be resolved by the principal, the student and/or parents may discuss it with the superintendent. Contact the principal if you have further questions about this procedure.

CONFERENCES/PROGRESS REPORTS

Communication between home and school is very important. The teacher and the parent should not hesitate to contact each other about the progress of a student. By working together, the parent and teacher can help the student make maximum progress in school. Newton Community Schools hold scheduled conferences for every child twice a year after school:

October 23rd and 25th – 1:45 Dismissal
March 12th and 14th - 1:45 Dismissal

NO SCHOOL – Oct 26th
NO SCHOOL – March 15th

At these conferences teachers and parents share important information about students. Parents, teachers or other school staff may request additional conferences. Progress reports are sent home two times a year, January and May.



CONTACTING YOUR CHILD AT SCHOOL

If you need to contact your child during the school day, you may telephone or visit the school office. If you have a change in procedures for the end of the day, please contact the main office. If we have any doubt about the authenticity of a phone call or changes for students, we may contact the parent to verify the change of plans. To prevent disruption of the class, the office will deliver a message to your child. **All messages for the end of the day information must be called in by 2:30.**

DANGEROUS WEAPONS/DRUGS

Knives, matches, lighters, alcohol, guns, tobacco, fireworks, illegal drugs, etc. are not to be brought to school. Students found to possess a dangerous weapon or a look-alike on school property will be subject to disciplinary action which may include expulsion up to one year. The Board of Directors prohibit the use and/or possession of tobacco, alcohol and other controlled substances, drug paraphernalia, “look alike” substances that appear to be tobacco, alcohol or controlled substances, by students during the school day or while attending or engaged in school activities, even while away from school grounds. Violation of this policy by students will result in disciplinary action. Possession of alcohol, for those under legal age, and/or of a controlled substance shall be reported to the local law authorities. Parents/guardians will be notified. Board Policy 502.10, 502.6.

DROPPING OFF/PICKING UP YOUR CHILD

1. For security reasons, school doors will remain locked. Please come to the main doors and press the buzzer for entrance. All visitors must check in at the office.
2. Parents, please DO NOT walk your child to his/her classroom. This is a busy time of the day for us and it makes it difficult to supervise who is in the building. If you need to go to your child’s classroom, you must first sign in at the office and have a current approved background check.

3. At the end of the day, parents must wait outside the school building to pick up their child(ren). After school, students must leave school grounds and check in with guardian. No playground supervision is provided after school.

Aurora Heights Procedures:

Breakfast: 7:35

First Bell to Come In: 7:55

Late Bell School Begins: 8:05 (All students must check in to the office if late)

Arrival:

- **Any student arriving by car should be dropped off curbside from the passenger door facing the school. Please DO NOT drop your child off across any street and expect them to run across the street to the school.**
- All students arriving for breakfast can enter the northwest door. Breakfast begins at 7:35. Students will be dismissed to line up with their classes outside if they finish before 7:55. Otherwise they will be dismissed to their classrooms from the gym.
- Kindergarten and 1st grade students enter the southwest door.
- 2nd and 3rd grade enter the northwest door.
- 4th grade enter the southeast door by the playground.
- *If there is inclement weather (rain or temp. below 25), students will be invited inside.*

Dismissal: All students will be dismissed at 3:15 p.m. unless noted differently.

- Students should enter any vehicle from the school curbside through a passenger door.
- To keep students safe, DO NOT have your child run across the street to get in your vehicle. **If you park on the opposite side, you must escort them to your vehicle in person.**
- Teachers will escort their students to the appropriate exit at dismissal.
- Students who are meeting siblings should wait outside their assigned exit.
- Bus students will immediately go to and get on their assigned bus.
- Students who are picked up should go immediately to those vehicles.
- Walkers are to leave to go home.

Emerson Hough Procedures:

Arrival:

- Doors will open for drop off at 7:35. Please do not arrive earlier than 7:35; students will not be allowed to enter the building before 7:35. Breakfast will start at 7:35 and students will either go to breakfast or to the main gym to wait for the day to start. Children arriving after 8:05 will need to check in at the office.
- Please use the circle drive to drop off your child. Children should exit from the right (passenger) side of your car to ensure that they do not have to cross traffic. Students may only be dropped off along the far right lane. Once your child has exited your car, please pull into the left lane and proceed out the exit. Students may not exit the vehicle from the left lane.
- Students should be ready to exit your vehicle as soon as your car stops along the right lane. Please give your hugs/kisses before leaving home, as we have to keep traffic moving. Parents should not exit their car to open doors for students. If your child needs help opening his/her door, one of the supervising school staff can assist.

- If you need to get out of your vehicle, please park in the main parking lot in the front of the building. Cars may not park, unattended, on the right side of the circle drive.
 - The small parking area on the north side of the building is for busses only. The parking lot on the southeast side of the building is for staff only. Please do not park in these areas.
- Do not drop off children on the surrounding streets. This is extremely dangerous as traffic is blocked and oncoming drivers can not see children.
- Students may enter the building using the main doors, starting at 7:35. Those going to breakfast should go directly to the cafeteria. Those not eating breakfast should go directly to the gym. All students will be dismissed to their classrooms at 7:55.

Dismissal:

- Please use the circle drive to pick up your child. Children should get into the right (passenger) side of your car to ensure that they do not have to cross traffic. Students may only be picked up along the far right lane. Once your child has entered your car, please pull into the left lane and proceed out the exit. Students may not enter the vehicle from the left lane.
- If you need to get out of your vehicle, please park in the main parking lot in the front of the building. Cars may not park, unattended, on the right side of the circle drive.
 - The small parking area on the north side of the building is for busses only. The parking lot on the southeast side of the building is for staff only. Please do not park in these areas.
- All students will be dismissed at 3:15. Teachers will escort their students to the appropriate exit. Students who are meeting siblings should wait outside their assigned exit. Students who are picked up should go immediately to those vehicles. Students who walk must leave school grounds upon dismissal.

Thomas Jefferson Procedures

Arrival:

- Doors will open for drop off at 7:35. Please do not arrive earlier than 7:35 as students will not be allowed to enter the building before 7:35. Breakfast will start at 7:35 and students will either go to breakfast or to the main gym to wait for the day to start. Children arriving after 8:05 will need to go to the main entrance to check in at the office.
- Please use the front drive for dropping students off in the morning. An adult(s) will be monitoring students being dropped off. Please use the right lane to drop off students. **FOR SAFETY, DO NOT DROP OFF STUDENTS IN THE LEFT LANE.**
- The North Bus lane may not be used in the morning for drop offs.

Dismissal:

NO PARKING

- First and foremost, we will enforce the “No Parking” traffic signs on Thomas Jefferson Drive from 1st Avenue to North 4th Avenue. Please do not leave your cars to pick up your children from the school unless you are parked in our south parking lot (this lot is generally full).

CIRCLE DRIVE (TWO LANES, ONE WAY – south to north)

- Please use the right lane of the circle drive for pick-up of children. The left lane is for flow-through traffic to move to an open spot in the right lane or to exit the circle drive.
- At the north end of the circle drive, the traffic must turn right to exit and proceed all the way north to North 4th Avenue. Turning left down Waterbury Road is discouraged and traffic laws will be in full enforcement.

Please help us by understanding the importance of the traffic flow designed to keep students safe and traffic flowing. If everyone will follow these procedures traffic will flow more smoothly, evenly, and quickly.



- **NO PARKING** (written in RED) at the top of the picture shows NO PARKING from 1st Ave. to N. 4th Ave. W. (refer to #1)
- The **CIRCLE DRIVE** has two lanes that run one-way (south to north). The right lane (closer to the TJ building) is for pick up. The left lane is for flow-through traffic (refer to #2)
- At the north end of the **CIRCLE DRIVE**, a **RIGHT TURN ONLY** (written in red) will be enforced. Traffic needs to continue north all the way to N. 4th Ave. W. (refer to #3)
- The **SOUTH PARKING LOT** may be used for pick-up. However, a **LEFT TURN ONLY** (written in red) will be enforced. Traffic needs to continue south to 1st Ave. (refer to #4)
- The **NORTH BUS CIRCLE DRIVE** will be closed to traffic.

Woodrow Wilsson Procedures:

Arrival:

- Doors will open for drop off at 7:35. Students arriving by car can be dropped off at the main entrance using the parking lot as a circle drive. Please turn right only on to 7th Street with exiting the parking lot. Students riding their bikes must put their bikes in the bike rack upon arrival.
- Students arriving for breakfast can enter the gym using the main entrance. Students will be dismissed to line up with their classes outside if they finish before 7:55. Otherwise they will be dismissed to their classrooms from the gym.
- Bus students will be dropped off on W. 9th St. and walk up to the building.
- Students will enter from the west door (blacktop) when the 7:55 bell rings.
- *If there is inclement weather (rain or temp. below 25), students will be invited inside*

Dismissal:

- All students will be dismissed at 3:15 p.m. Tuesday-Thursday and 1:45 on Mondays unless otherwise noted.

- Teachers will escort their students to the appropriate exit.
- Students who are meeting siblings should wait outside their assigned exit.
- Bus students will immediately go to and wait under the shelter.
- Students who are picked up by parent should go immediately to those vehicles.

Parking Lot Safety:

- Have students load cars from the sidewalk ONLY. Do not let students walk into the parking lot and load cars without adult escort. Students who are walking home should not cut across the parking lot.
- Students who walk home should leave the school grounds.

Traffic Flow at Dismissal:

- For the safety of all students, parents may pull up and wait for students along the curb of the parking lot, load and allow other cars to pull up and load. Do not park in the drive (2 cars wide) as it will prevent cars from pulling out of parking spots. Do not park on both sides of the street to ensure traffic can flow both ways. Please turn right only on to 7th Street with exiting the parking lot. With everyone’s patience, we can get all students loaded and on their way in a matter of a few minutes.

EMERGENCY DRILLS

To make sure that all children learn how to leave the building safely when they hear the fire alarm, the school will conduct fire drills throughout the school year. In addition to fire drills, the school will also conduct tornado and intruder drills. NCS D K-4 also has comprehensive plans to cover other emergencies.

EQUAL EDUCATIONAL OPPORTUNITY

Children enrolled in the Newton Community School District shall have an equal opportunity for a quality public education without discrimination regardless of their race, religion, sex, color, age, marital status, national origin, or disability in its education programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the Rehabilitation Act of 1973. Inquiries from students, parents, or employees of the Newton Community School District regarding compliance with Title IX, Title VI, or Section 504 may be directed to Director of Curriculum and Instruction, Central Administration Office, Newton, Iowa 50208, telephone number 641-792-5809.

FIELD TRIPS

Properly planned, well-conducted and carefully supervised field trips are a vital part of the curriculum. Student trips allow students to learn from firsthand experiences and observations. They help students view the whole world as their learning environment. Parents will be notified of planned field trips. Chaperones will be assigned on a first come, first serve basis. In order to chaperone a field trip, volunteers **MUST HAVE A COMPLETED CRIMINAL HISTORY BACKGROUND CHECK ON RECORD BEFORE BEING PERMITTED TO CHAPERONE.** Please review our district policy on page 25 of this handbook.

We do not allow siblings to attend the field trips so that adequate attention can be given to the students and their learning process.

It is the school's policy that students will not be permitted to leave school grounds for a field trip until a signed statement of permission from a parent is on file at school. A parent or guardian must sign a permission slip at the beginning of each year giving permission for your child to attend all grade level field trips.

FOOD SERVICE

We utilize a computerized food service cashier system. Each student has a food service account in which they deposit their money and purchase food service items. When students make lunch or breakfast purchases, the computerized system will automatically debit their account and display a "running" balance of funds. Please send money in an envelope with the child's name, teacher's name, and amount to be deposited. This is to be given to the homeroom teacher. Sack lunches may be brought by students. **Students may not bring pop to school.** Menus will be sent home each month with your child. You can also find a menu on our school web site http://www.newtoncsd.org/district_Menu.aspx

To use the School Dining System: go to www.newton.k12.ja.us and click on the "parents" tab. Then click on "infinite campus" and enter your user ID and Password. If you need user ID and password, contact your school secretary. You will then scroll down to pay fees. This is a quick and efficient way of keeping your child's lunch account up to date.

Breakfast Program

FULL PRICE: 1 day -\$1.30 Reduced Price: \$0.30 Milk-\$0.40
Adult Breakfast-\$1.55

*We offer a breakfast program for students on a daily basis. If you qualify for Free or Reduced lunch, you also qualify for Free and Reduced breakfast.

Hot Lunch Program

FULL PRICE: 1 day-\$2.70 Reduced Price: 1 day - \$0.40 Milk-\$0.40
Adult lunch \$3.65

*Parents and visitors wishing to eat a hot lunch with their child must contact the office prior to 8:30 a.m. so that a lunch can be ordered for them. Visitors will purchase a lunch ticket in the lunchroom as they go through the line with their child. We encourage you to eat a hot or cold lunch with your child. **Parents wishing to eat lunch with their child(ren) must check in at the office prior to heading to the lunchroom. On your first visit, you will be asked for your driver's license for our building to make a copy and keep on file. This is a once a year procedure; please review our visitor/volunteer policies. For safety purposes, we ask that all parents return to the office after eating lunch and do not go out to recess.**

HARASSMENT

It is the policy of the Newton Community Schools to maintain a learning and working environment that is free from harassment. It shall be a violation of this policy for students to harass other students, or staff, through conduct of a sexual nature, designed to reduce the dignity of that individual with respect to race, color, creed, religion, national origin, gender, age, size, disability, marital status, or any other form of harassment. Violations

of this policy and its procedures will be cause for disciplinary action up to and including expulsion. Students who believe they have suffered harassment shall report such matters in a timely manner to a teacher, counselor, or building administrator. Refer to Board Policy Code No. 104 as outlined on pages 26-28 of this handbook.

HEAD LICE GUIDELINES

Head Lice can be a nuisance for schools and families to deal with. Together, we can ensure that the disruption to school is minimal. We will use the following procedures in Newton Schools based on information from the Iowa Department of Health. Please don't hesitate to contact your school nurse, health para, or school administrator if you have further questions or concerns.

1. When a student is found with live lice in their hair the following procedure will be followed:
 - a. Parents will be asked to take the student home for treatment. This is to ensure that the spread of the Head Lice will not interfere with the learning environment for all students.
 - b. Recommended treatment will be based on the Iowa Department of Health's 14 Day Treatment Protocol.
 - c. If a parent/guardian cannot be found, students with head lice will be sent back to class.
 - d. Following treatment, the student may return to school. When possible, it will be *recommended* that the health para/nurse check the student's head. If for any reason live lice or nits remain, the nurse/health para may offer other suggestions.
 - e. For recurring infestation problems, the parent can consult with a district nurse/health para for other suggestions. Students will not be chemically treated at school due to the chemicals used and possible reactions that students may have.
 - f. Students with nits will be allowed to stay in school, but parents are requested to remove any visible nits or seek treatment as needed.
2. A 14 day treatment protocol from the Iowa Department of Public Health will be sent home with the student to explain the recommended treatment. To protect students' right to privacy, notifications will only be sent home with the other students in that classroom if a significant number of students in that class have had confirmed cases of head lice, alerting parents and recommending routine checking of their children. Only siblings and close associates of the student with lice will be checked by school personnel if we feel it is necessary.
3. Having all students in a classroom checked for head lice will seldom occur due to the disruption of instruction and to protect the students' right to privacy.

HEALTH AND IMMUNIZATION CERTIFICATES

A student enrolling in the Newton Community School for the first time shall provide one of the following:

1. Iowa Immunization Certificate
2. Medical or religious exemption certificate
3. Conclusive proof of immunizations

If one of these is not available, a provisional certificate of immunization will be provided to comply with the Iowa Code 7.1 for a period of time not to exceed 60 calendar days. Board Policy 504.1

HEALTH SCREENING

The school district completes a vision screening for 3rd graders and works with the AEA to complete a hearing screening for all students. Students are automatically screened unless the parent/guardian submits a note asking the student be excused from the screening. However, upon a teacher or parent's recommendation, students not scheduled for screening may also be screened.

ILLNESS AND INJURY

If a student becomes ill or is injured at school, the student's parents will be notified as soon as possible. Ill or injured students will be turned over to the care of the student's parents or qualified medical personnel as quickly as possible. At registration, parents will complete an emergency form providing necessary information to be used in the case of an illness or injury. A registered nurse or health paraprofessional are available daily to assist with health concerns. The district's registered nurse is on-call as needed for each building.

When your child becomes ill at school, the school will contact you at the number provided in your student's contact information. If a parent cannot be reached, other individuals listed will be contacted. For the child's safety, students will be released only to adults whose names appear on their emergency information form. **It is very important that you notify school when there are different phone numbers for emergencies.**

If your child vomits, has diarrhea, or temperature at or above 100 degrees, he/she must stay home from school. He/she should stay at home for 24 hours after the last time he/she has vomited, had diarrhea, or a fever.

INSTRUCTIONAL MATERIALS

As a way of participating in the education of their children, parents/guardians may review instructional materials used by their students. The instructional materials must be viewed on school district premises during regular school hours and will be made available by the building principal upon receipt of a written request identifying the materials to be reviewed.

Members of the school district community may object to the instructional materials utilized in the school district and request that such materials be limited in their use with students or removed from the curriculum. In order for the district to respond to such a request, the concerned person must return to their building principal or to the Office of the Superintendent a completed Reconsideration Request Form.

INSTRUCTIONAL MATERIALS FEES

Instructional material fees for the school year are due and payable at registration. Fees for kindergarten through sixth grade are \$63.00 or completed FEE WAIVER (based on government income guidelines). Only one form is needed per family.

INTERNET USE POLICY

The internet is viewed as an outstanding educational tool for use by students and staff alike. Students will only be allowed to use the internet with parental permission. Parents/guardians will be required to sign a permission form to allow their student to access the internet. Students will sign a form acknowledging they have read and understand this Internet Acceptable Use policy and regulations, and the consequences for violation of this policy or regulations. Refer to Board Policy 604.5 for more information.

Consequences will be as follows for elementary students violating the Internet Acceptable Use policy and regulations:

1st Infraction:	1 week removal from internet access
2nd Infraction:	4 weeks removal from internet access
3rd Infraction:	8 weeks removal from internet access
4th Infraction:	16 weeks removal from internet access

MEDICATION

Any medication taken at school must be left in the health office and given in the health office. Medication shall be administered when the student's parent or guardian provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

It is also necessary that a written, formal request be completed. This medication permission sheet is available in the office. The medication will be kept in a locked place in the nurse's office for safety purposes.

Nonprescription medicine (i.e., aspirin, cough drops, cough syrup, cold tablets, aspirin, etc.) should be sent in an appropriate container labeled with the student's name and the name of the medicine. A parent signed medication permission sheet is also required for nonprescription medication. Refer to Board Policy 504.4.

MONEY-RAISING ACTIVITIES IN THE SCHOOLS

No activity requiring students and teachers to assist in promoting campaigns (financial, educational, charitable, or otherwise) that demand the time of students, teachers, and administrators shall be permitted, except as hereinafter provided, unless such campaigns are in accord with the general policies of the Board of Directors.

No agent, person, or persons shall be permitted to solicit any student or teacher for any purpose, or distribute circulars, handbills, cards, or advertisements of any kind, or make announcements of any nature, or take up contributions in any school building or on school grounds, for any purpose whatsoever, except by approval from the superintendent of schools or designee as being in accord with the general policies of the Board of Directors.

Community person(s), agent(s), or organization(s), when functioning to promote the educational welfare of students, within guidelines of Board of Education policy, and with approval from the superintendent or designee, may provide educational materials for student or district use provided that advertising which could be present be limited to the name of the product, material name, company name, logo or label of sponsoring organizations.

Nonprofit organizations such as Parent Teacher Association, Parent Advisory Committee, Newton Booster Club, and the Newton Band Parents Association, when functioning to promote the welfare and educational development of students, are afforded the following policy exceptions and privileges:

1. Distribution of pamphlets to students urging parents/guardians or relatives to purchase services or products sold for school activities may be made provided approval has been granted by the superintendent or designee.

2. Announcements concerning money-raising activities and/or promotions may be made to students provided approval has been granted by the superintendent or designee. School-sponsored Newton High School activity groups shall be permitted to engage in money-raising activities provided approval has been granted by the superintendent or designee in accordance with the general policies of the Board of Directors.

Participation by students in charitable activities is considered to be a desirable part of their total education. However, as a matter of basic policy, the Board of Directors will authorize the administration to determine the nature and extent of such activity. Board Policy Code No. 1005.5

NEWSLETTERS AND COMMUNICATIONS

A newsletter from your school will be sent electronically to each home email address. If you would like to receive the newsletter electronically please make sure we have your email address and update it if you move. For those who still prefer a paper copy, please notify the office of your preference and one will be sent each month with the students (one per family). Please check your child's backpack daily as teachers may send home classroom newsletters, notes, etc. as the need arises.

NON-DISCRIMINATION POLICY

Policy Code No. 602.1

Each student of this school district will have equal educational opportunities regardless of race, color, creed, gender, national origin, marital status, religion, age, gender identity, sexual orientation, socioeconomic status or disability.

Further, no student shall, on the basis of gender, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted by the district.

Further clarification of this policy can be found on the School Board tab, District Policies on the Newton Community School District website. The link to the policy is:

http://www.newtoncsd.org/Downloads/602_120.pdf

GRIEVANCE PROCEDURE

Policy Code No. 102.R1

It is the policy of the Newton Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you

have questions or a grievance related to this policy please contact Laura Selover, Associate Director of Human Resources, 700 North 4th Avenue East, Newton, Iowa 50208, (641) 792-5809, seloverl@newton.k12.ia.us.

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

Further guidance on the grievance procedure can be found within the Newton Community School District Board Policy 102.R1. A link to the website policy follows:

http://www.newtoncsd.org/Downloads/102_R1.pdf

OPEN ENROLLMENT

Parents who wish to transfer their child out of the district under Open Enrollment may pick up appropriate forms in the office of the superintendent. Forms are due back to the Office of the Superintendent by March 1. Additional questions may be addressed to the superintendent.

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS):

Our PBIS Tier 1 program helps to maintain a safe and effective school environment that maximizes the academic achievement and social-emotional-behavioral competence of ALL students. Students are taught our behavioral expectations and are acknowledged for following these expectations.

A big part of this approach is to ‘catch kids doing the right things’. For students, the acknowledgement system includes collecting Cardinal Cash tickets which will be used for classroom and/or building incentives. Awards for whole group positive behavior will also be given and will be collected by each classroom to earn a special group reward. Together we can partner with encouraging our Cardinal Code: Be Safe, Be Respectful, Be Responsible, and Be Caring. By keeping these four guiding principles in the forefront at home too, it will help us use common language with our children.

Our PBIS Tier 2 supports are for students who need more support than provided in Tier 1 (typically 5-10% of students). In Tier 2, questions that should be answered must be more specific to identify the strengths and needs of the individual student in order to determine how to implement Tier 2 (or Tier 3) interventions. Tier 2 supports are meant to be a temporary service for students not responding to Tier 1 supports. Below we’ll explore Tier 2 using the problem-solving method that our school’s Building Assistance Team uses at their student meetings.

Define the Problem: Universal screening is expected to identify about 10–15% of students for whom the core curriculum and universal interventions are not sufficient. The teacher and the decision-making team within the school may decide to offer more intensive interventions in Tier 2 based upon available student behavior data and assessment results.

Analyze the Problem: It is important that growth areas be identified with as much detail as possible: What is the exact nature of the problem? When does it occur? How often does it occur? How does the identified concern compare with a benchmark or standard for the specific area?

Develop a Plan: The decision-making team selects a research- or evidence-based intervention that will best meet the needs of the student. Student success is contingent upon a consistent match of effective, explicit instruction to the student's needs. Tier 2 instruction consists of the core curriculum supplemented by a targeted intervention which, in most cases, is delivered to small groups (2–4 children). Tier 2 instruction should be provided by school personnel trained in the core curriculum or can be provided by a specialist, as appropriate. A variety of specific instructional programs or standard protocols are available for use during Tier 2.

Implement the Plan: Tier 2 instruction is in addition to Tier 1 instruction; it does not replace it. Students identified as needing Tier 2 intervention may receive an additional 20-30 minutes of support 2–5 days per week.

Evaluate the Plan: Progress is closely monitored, weekly. The implementation of the intervention can be for a period of 6–12 weeks as determined by the student's response to the intervention program's implementation with fidelity.

For some students, Tier 2 interventions may give them the boost they need to achieve proficiency. They may stop receiving Tier 2 instruction completely, or they may continue receiving the intervention if progress has been made, but not sufficient enough to independently apply skills learned. For about 5% of students, Tier 2 interventions will not be enough to help achieve proficiency.

For those students who are not successful in Tier 2, the decision-making team needs to consider a variety of factors:

- Has the correct intervention been used?
- Is the instructional match appropriate?
- Has the intervention been implemented with fidelity?
- Has the engaged learning time been maximized?
- Has consistent, correct feedback been provided?
- Has explicit instruction been offered consistently?

If these criteria have been met, the team will need to determine whether Tier 3 interventions would be appropriate. The problem-solving cycle begins again.

PROCEDURES FOR REPORTING ALLEGATION OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES

The District will respond promptly to allegations of abuse of students by District employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The Newton Community School District has appointed the Director of Educational Services as Level I Investigator. Director Tina Ross will investigate allegations of abuse on the PreK – 6th grade level. She can be reached at 641-792-5809 – 1302 1st Ave W, Newton, Iowa 50208. Board Policy 408.16.

PTA – A Vital Partnership for Student Success

The Parent Teacher Association has been very supportive partner of the school. PTA offers an excellent opportunity to show support for our children. The PTA holds monthly meetings. Memberships are available for \$5.00 and parents are encouraged to get involved. Please contact your school if you would be interested in being involved with PTA.

RELEASE OF PHOTOGRAPHS

In the Newton Community School District, photographs or a likeness may be released without written consent unless qualified parent/guardian objectors contact the building principal in writing by **September 15** each year. Photographs may be released to media outlets including Newton Daily News, NCSD website, School Newsletters, and building or classroom Facebook pages.

SCHOOL CYCLE DAYS

School activities are scheduled by cycle days. Each school day is given cycle days #1-6. Rather than schedule special classes such as P.E., music, art, etc. on Monday, Wednesday, Friday or Tuesday, Thursday; they are scheduled on cycle days. Cycle days are never skipped and only counted when school is held. For example: if school was not held on December 5, cycle day 2 due to inclement weather and school resumed on December 6, December 6 then becomes cycle day 2, December 7 cycle day 3, etc.

SCHOOL SPIRIT DAYS

Show your school spirit every Wednesday by wearing school elementary shirts. Fridays will be designated as Newton Cardinals Spirit Days, so wear red and/or black shirts.

SCHOOL TELEPHONE USE

The office telephone is to be used for school business. Students will not be called from class to answer the telephone except in the case of an emergency. Messages will be delivered to the student. Arrangements should be made and explained to children before coming to school regarding after school care, going to a friend's house, overnight guests, books, lunch money, and other items needed for school. Please have an emergency care giver in place. Likewise, teachers will not be removed from classroom instruction to answer the telephone except in the case of an emergency.

SECURITY CAMERAS

Video surveillance cameras may be used on school district grounds and inside and outside of school district buildings to assist in the security and safety of students, staff, and property.

SHOES, SOCKS AND BOOTS

During snowy, wet or muddy weather, please have your child bring an old pair of shoes or a pair of boots to wear outside. For safety reasons it is extremely important that students wear tennis shoes while participating in physical education. Flip flops, Crocs and other open toed shoes are discouraged.

STAFF COMMUNICATIONS

The staff of NCSD K-4 Elementary School is eager to welcome you to our NCSD K-4 team. It is only through teamwork that we can maintain a commitment toward educational excellence. With your support and positive cooperation, we can successfully meet the needs of the children attending NCSD K-4 Elementary Schools.

Throughout the year, a continual effort will be made to maintain communication between home and school. If you ever have any questions, comments, or concerns; please contact us immediately. Good communications between home and school will provide a better education for our children.

STAYING IN AT RECESS

All students are expected to go outside for recess. Please do not request that your child stay in for recess. If there is a special health concern and there is a reason your child must remain indoors, you need to send a note stating the concern. If a health condition requires your child to stay in for recess beyond one or two days, we need to have a note from your doctor.

STUDENT APPEARANCE AND DRESS

Student dress and grooming must be neat and in good taste so that each student shares in a positive, healthy and safe environment. A student's clothing often sets the stage for his/her actions, as well as that of other children in the school. Parents are encouraged to guide their children on their choice of clothes. Please do not send your child to school with clothing that is suggestive or attention getting. Shoes with wheels are not to be worn or brought to school. Clothing making reference to alcohol, tobacco, or other inappropriate substances or wording will not be worn in school. Student dress should be appropriate for the weather. Students may be outside for 30 minutes. Hats, gloves and boots are necessary in cold weather. **Hats and caps are not to be worn in the building.**

STUDENT DESK AND LOCKERS

All desks and lockers are the property of the Newton Community School District. The administration or designee has the right to examine desk or locker contents in the event of an emergency, believed serious violation of school board policy, or for the purpose of safety, health, and welfare of students and/or staff. Students are not allowed to have locks on their lockers.



STUDENT DIRECTORY INFORMATION

The Newton Community School District and/or the principal of each building may release the following types of directory information to the public using discretion relative to the privacy of the student, family and the totality of the surrounding circumstances: Name, Address, Telephone, Date of Birth, Participation in Officially Recognized Teams and Activities, Height and Weight of Members of Athletic Teams, and Awards Received. Parents not wanting their child's directory information to be given out and/or published must notify their principal in writing no later than **September 1st** or within two weeks of the student's enrollment should it occur after the September 1st date.

STUDENT RECORDS

In order to facilitate the educational process of the student, records on each student are kept in the building in which the student is currently attending. The custodian of the records is the building principal. Questions regarding student records should be directed to the principal's office. The records contain information about the student and their education and may include but are not limited to the following types of records: identification data, attendance data, record of achievement, family background data, aptitude tests, education and vocation plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports.

STUDENT RELEASE AND ADULT VISITATION DURING SCHOOL HOURS

All school guests including volunteers and parents must use the main entrance and must come directly to the office and check in, where you will be given a guest pass. Please wear this pass during your visit and return it to the office before leaving.

If you are picking up your child other than at the regular dismissal time for an appointment, etc., please send a signed and dated note to school or call the school office stating what time your child is to be dismissed if you know of the appointment prior to the beginning of the school day. When you come to pick up your child, you must check in at the office. Your child will be sent to the office to check out and leave with you. This will minimize the disruption to the student's classroom. No student will be allowed to leave until you come to the office to check your child out. We know this may be less convenient for you, but be assured we want school to be a safe environment for your child.

Students will be allowed to leave school grounds during school hours only with prior authorization from their parent/guardian. Approved reasons for a student leaving school during the school day included illness, family emergencies, medical appointments, religious instruction, classes off school grounds, and other reasons approved by the administration. Students leaving the building must sign in and out at the office. **In the interest of our students' security and safety, parent/guardians are REQUIRED to report directly to the office when picking their child up early rather than going to the child's classroom.**

TEACHER QUALIFICATIONS

As parents/guardians in the Newton Community School District, you have the right to information regarding your child's teacher's qualifications, state license status, special endorsements for grade level/subject areas taught, and certification/degree. Parents/guardians may request this information from the office of human resources by calling 792-5809 or by sending a letter of request to NCSO Office of Human Resources, 1302 1st Ave W, Newton, Iowa 50208.

USE OF BICYCLES, SKATEBOARDS, ROLLER BLADES, SCOOTERS

We discourage students from riding these items to school due to the number of students attending elementary buildings and the traffic pattern near school. There should be no riding of bicycles on the playground or school sidewalks during school hours or during dismissal time. Bicycles are to be placed in the bike rack in the corner of the building. The school is not responsible for damaged or stolen bicycles. We strongly encourage students to wear helmets if they ride bikes to school. No skateboards, roller blades, skate shoes, or roller skates should be worn or brought to school. These guidelines are established for everyone's safety.

VISITOR POLICY

The NCSO Board of Education has adopted procedures for visitors at all schools. Please read our visitor procedures below:

- In order to facilitate a controlled point of access, all doors at NCSO K-4 Elementary shall be closed and locked. The marked main door of each building will be the only access for visitors.
- Visitors shall request access by pushing the buzzer by the main door.
- Visitors shall report to the main office, sign in on the visitor's log, and show photo identification, e.g. drivers' license. Our secretary will then make a photocopy of the identification and issue the visitor a "visitor's badge." The visitor is required to display the badge in a prominent fashion on their person at all times while on campus.
- At the conclusion of the visitor's business, they shall return to the secretary's desk to sign out on the visitor's log and return their badge.
- Visitors who do not comply with these district requirements for identification shall be asked to leave school grounds.

VOLUNTEERS, SPEAKERS, AND CHAPERONES POLICY

- All volunteers are required to officially register and complete the necessary paperwork as a volunteer prior to becoming able to volunteer in any of the schools or school programs.
- Volunteers, speakers and chaperones who wish to volunteer their time must first contact the classroom teacher to determine if there is a time, need, and educationally relevant content to the visit.
- If you are interested in volunteering, you must complete a volunteer packet containing the following forms (application, statement of confidentiality, State of Iowa criminal history record check request form, Iowa Courts Online, child abuse clearance, sex offender law compliance). You must also either

turn in a copy of your valid driver's license or stop by the office and we'll copy it for you (you can have our office copy it on your first visit to volunteer, after your application has been approved).

- You can request a volunteer packet be sent home with your child or stop by our office to complete.
- Below are some examples of volunteer roles in our schools:
 - Chaperoning a field trip
 - Classroom volunteer during celebrations/parties
 - Instructional volunteer
 - Making classroom materials
 - Copying papers
 - Assisting with small group or 1:1 instruction
- A volunteer packet is not required to eat lunch with your child(ren).
- Individuals who do not meet the appropriate requirements established by the state law or the NCSD procedures, will not be permitted to volunteer.
- When the volunteer reports to school, he/she is expected to follow the visitor sign-in procedures.
- Thank you for complying with these procedures designed to keep all of our students safe. We appreciate your cooperation. If you have any questions, please contact the office.

WEATHER-RELATED SCHOOL CANCELLATIONS

Whenever it becomes necessary to cancel, delay, or early release on a day of school because of a weather emergency, this information will be broadcast over the following radio and television stations: KCOB (1280 am, WHO (1040 am), KGRN (1410 am), and other area stations. The Newton Community School District will also be using an alert system to inform parents through phone message, text, and/or email. If you do not receive these updates, please contact your school office. Parents and students should discuss contingency plans for such events. Please listen to the radio and refrain from calling the school.



Board Policy Code No. 104 - Anti-Bullying/Harassment

The Newton Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students and employees with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and harassment will not be tolerated in the school or school district.

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

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

Definitions

For the purposes of this policy, the defined words shall have the following meaning: “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means.

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

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

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

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

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

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

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 45 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

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

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee (hereinafter "Investigator") will be responsible for handling all student complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The Directors of Educational Services or designee will be responsible for investigating all complaints by employees alleging bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.

Decision

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

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

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

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment. The superintendent shall report to the board on the progress of reducing bullying and harassment.

Publication of Policy

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

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion on the school or school district's web site, and a copy shall be made to any person at the central administrative office at: 1302 1st Ave W, Newton, Iowa 50208.

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Review Date 11/23/2015

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