

2019-2020

# North Scott Elementary Schools



North Scott School District

## Parent/Student Handbook

*[\\*For staff contact information please click here to visit the homepage](#)*

***Welcome to the 2019-2020 school year. We hope your summer has been a pleasant one and that you and your children are looking forward to a year of growth and learning.***

***Good education must always be a combined effort of school and home working together for our children. Please let us know if you have concerns about your child.***

***We are confident that you will find all of us: custodians, secretaries, aides, teachers, and administrators willing to help this be a successful year for your child.***

## FORWARD

This handbook has been prepared to assist the students and parents of Alan Shepard Elementary School to become better acquainted with our school policies and procedures. We encourage you to read this handbook carefully. Situations may arise which are not covered in this guide. In these cases, please check with our office. We are here to help you in any way that we can.

## NORTH SCOTT DISTRICT INFORMATION

### MISSION STATEMENT

*The mission of the North Scott Community School District, a unique blend of rural and metropolitan opportunities, is to produce graduates with the capacity to be successful in a changing world, by incorporating abundant resources and offering a broad-based curriculum in a respectful, safe environment.*

### EQUAL EDUCATIONAL OPPORTUNITY

Students enrolled in the North Scott Community School District shall have an equal opportunity for a quality public education without discrimination.

All persons, agencies, vendors, contractors and other persons doing business with or performing services for the school district must subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

No otherwise qualified person will be excluded from educational activities on the basis of race, color, creed, sex, marital status, national origin, religion, age or disability. Further, all students and staff have the right to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, color, creed, sex, marital status, national origin, religion, age or disability of the individual or individuals or creates an intimidating hostile or demeaning environment for education.

Students, parents of students, employees, and applicants for employment in the school district shall have the right to file a formal complaint alleging discriminations under federal or state regulations requiring non-discrimination in programs and employment.

If you feel you have been the subject of harassment or discriminatory behavior, you should contact:

Superintendent, Joe Stutting  
North Scott Community School District  
251 E. Iowa Street  
Eldridge, Iowa 52748  
563-285-9081

### NORTH SCOTT COMMUNITY SCHOOLS

The district covers approximately two-hundred-ten square miles with a population of approximately 3,000 school-age children. Its boundaries roughly are the Wapsi River on the north, the Mississippi River on the east, Interstate 80 on the south, and on the west by a line running generally between the towns of Maysville and Dixon.

The district was formed in 1957, when the current Senior High School was constructed. Four elementary schools in the district were all first occupied during the 1967-68 school year. The Junior High School in the city of Eldridge was completed and has been in use since 1975-76.

### SCHOOL HOURS

School hours vary by building. Please check the district website for more information.

### SCHOOL LUNCH PROGRAM

Hot lunches, which include a carton of milk, are available. Prices for the 19-20 school year are .50 for milk, \$1.70 for breakfast, and \$2.60 for lunch. Milk is available on a daily basis for those that prefer to carry a sack lunch. Menus are posted at school and on the North Scott website.. *Please do not send pop to school with your child's lunch.* Fruit juice or fruit drinks are permitted.

- More information about menus and nutritional information can be found at <http://north-scott.nutrislice.com/>

*\*If you would like information free/reduced lunches please contact Amy Guerrero at 563.285.4612 or [amy.guerrero@northscott.org](mailto:amy.guerrero@northscott.org).*

### REGISTRATION FEES

Registration fees are charged to all students. Reduced or waived fees are available for those who qualify. The registration fee is prorated for those entering the district during the year. Textbooks and consumable workbooks are furnished by the district through funds which come both from the book rental registration fee charged to each student and from tax monies. Registration for the 19-20 school year is \$50.

### LICE

Students with lice nits in their hair must be treated at home. The school nurse will consult with families on recommended treatments. As long as the nits are present, it is impossible to tell if the student has been reinfested.

### COLLECTION OF MONEY

Money that is collected at various times during the school year is banked daily. When money is sent to school with a younger primary student, please seal the money in an envelope and indicate on the outside of the envelope the amount of money contained therein and its purpose.

### RECESS

A recess is a planned and supervised portion of each day in which we expect students to participate. Weather permitting, students are expected to play outside and should, therefore, be dressed appropriately. Our policy on boots is that the faculty supervising the recess makes a decision whether the ground is dry enough for the children to leave the blacktop play area without getting their feet wet. If they will get wet, the student must have waterproof boots on that will be removed upon re-entering the building. If the student does not have waterproof boots on, he/she must stay on the blacktop play area. In the colder months, students will go outside for recess if the temperature is a real feel of 10 degrees or more.

### VISITATIONS: Locked Doors for Safety

You are always welcome to visit school. Please call us by 9:00 if you are planning to have lunch with your child. All outside doors to the school, with the exception of the main entrance, will be locked during school hours. The lobby doors will be locked after the start of the school day. Persons entering the school during school hours will be asked to enter through the office and sign in using our Raptor Visitor Management System. In order to sign in, visitors will need their driver's license or another photo I.D. Visitors will then receive a printed badge for the duration of their stay. Visitors must sign out in the office when they leave. For more information on Raptor Technologies, please visit <https://raptortech.com/>.

### EDUCATIONAL RECORDS - PARENTAL RIGHTS

Parents have the right to (1) inspect and review educational records, (2) request an amendment of the educational records, (3) consent to disclosure of personally identifiable information in educational records, (4) file a complaint with the U. S. Department of Education regarding alleged noncompliance with the law, (5) obtain a copy of the records policy, and (6) withdraw student's directory information from general release.

### LEVEL I AND LEVEL II ABUSE INVESTIGATORS

As per state statutes in regard to Allegations of Student Abuse by School Employees, North Scott Community School District Board of Directors has designated the following people to investigate allegations of student abuse by school employees for the school year.

Level I: Sue Kane  
North Scott Admin. Bldg.  
251 E Iowa St  
Eldridge, IA 52748  
(563) 285-3428

Level II: Jim Sweeney  
320 LeClaire St.  
Davenport, IA 52801  
(563) 323-5922

## STUDENT SUPPORT SERVICES

### Parent concerns regarding student progress -

If you suspect your child may require special education support at school, please reach out to the building principal or guidance counselor to discuss possible supports or accommodations that could be put in place. Parents always have the right to request an evaluation of their child which is conducted by the AEA.

If you wish to contact the AEA directly, please call 1-800-947-2329. You can request a copy of the booklet entitled Parents Rights in Special Education.

### AEA services -

- Speech and language development therapy
- Psychological (testing and consultation as deemed necessary)
- Occupational Therapy
- Hearing itinerant
- Challenging Behavior
- Traumatic brain injury

### Vera French services -

- The Vera French School-Based Therapy Program provides accessibility to mental health services by offering therapy to children in their school setting. Master's level therapists work in all elementary buildings in our district. The therapists collaborate with parents and educators to enhance functioning of children in their primary settings: home and school.

## RULES FOR STUDENTS

**Rules and expectations will be posted in each classroom and common areas throughout the school. All rules are grounded in respect, responsibility and safety.**

1. Students may not play on the sidewalk outside the building.
2. "Body contact" games and sports are not allowed.
3. To play in the snow students must be wearing waterproof boots that will be replaced by a pair of shoes when re-entering the building. Students without boots must stay on the blacktop if snow on the ground.
4. Guns (or look alike), knives or other sharp objects cannot to be brought to school.
5. Gum is not to be chewed at any time and candy is not to be eaten, except with lunch, while on school property. Pop is not to be brought for lunch.
6. No one while at recess is to return to the building after going outside unless first getting permission from the person on duty.
7. Permission must be obtained from the principal to leave the school property without parental supervision.
8. Students must walk in the hallways.
9. Vulgar language or cursing is not allowed.
10. Students are encouraged to refrain from wearing revealing, vulgar, inappropriate or offensive clothing. Clothing promoting drugs, alcohol or violence will not be permitted. It is the judgment of the principal as to what is acceptable. Alternative clothing will be provided by the school nurse, if necessary.
11. Students are expected to follow the directions given to them by any adult in the school (teacher, secretary, aide, custodian, food service, etc.).
12. HARASSMENT: Harassment of students by other students will not be tolerated. Code No. 502.12 of the District Policy manual defines and gives examples of harassment.

INTERNET USAGE RULES

Our students will have the opportunity to access information on the Internet. If you would prefer that your child not have access to the Internet, please send the office a notice in writing.

Some guidelines that apply to the use of the Internet are as follows:

1. All use of the Internet must be in support of education and research and consistent with the policies of the district and all written policies.
2. Any use of the Internet for commercial or for-profit purposes is prohibited.
3. Extensive use of the Internet for personal and/or private business is prohibited.
4. Any use of the Internet for product advertisement or political lobbying is prohibited.
5. Internet accounts are to be used only by the authorized owner of the account for the authorized purpose.
6. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to the users, or misrepresent other users on the Internet.
7. No use of the Internet shall serve to disrupt the use of the Internet by other users; hardware or software shall not be destroyed, modified or abused in any way.
8. Malicious use of the Internet (including hate mail, harassment, discriminatory remarks and other antisocial behavior) or the development of programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computer system is prohibited.
9. The illegal installation of copyrighted software for use on district computers is prohibited.
10. Transmission or use of material, information, software, or virus in violation of any district policy, local, state or federal law is prohibited.
11. Use of the Internet to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area Internet are prohibited.
12. Subscriptions to news groups and LISTS will only be initiated by teachers.
13. Mail from news groups and LISTS will be monitored daily by teachers and may be deleted from personal mail directory to avoid excessive use of fileserver hard-disk space.
14. From time to time, the district will make determinations on whether specific uses of the Internet are consistent with appropriate use practice.
15. In the event that students or employees do incur unauthorized costs, besides being subject to discipline, they will be responsible for payment of those costs.

*(The district reserves the right to monitor fileserver space utilization by users.)*

TRANSPORTATION RULES FOR STUDENTS (Code #712.2R1)

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 not extend their hands, arms, or head through the bus window.
5. Students shall converse in normal tones; loud or vulgar language is prohibited. When the bus is crossing a railroad track, all conversation must stop until the bus has crossed the tracks
6. Students shall keep the bus clean, and refrain from damaging it.
7. Students shall be courteous to the driver, to fellow pupils and to passers-by.
8. Students shall enter and leave the bus, at school loading stations and at highway bus stops, in orderly fashion and in accordance with instructions.
9. Students shall refrain from crowding or pushing.

10. Students shall refrain from talking to the driver while the bus is in motion.
11. Each student shall go directly to his or her seat upon entering the bus.
12. Rough housing on the bus is prohibited.
13. Students shall keep their feet off the seats.
14. Students shall keep sharp objects off the upholstery.
15. Students shall not throw objects about in the bus nor out through the windows.
16. Books and other property shall be properly stored out of the way, and the aisle shall be clear at all times.
17. Shooting paper wads or other material in the bus is not permissible.
18. Students shall avoid playing or loitering on the highway when waiting for the bus.
19. Students shall cross the road in accordance with instructions from the driver.
20. The use or possession of alcohol, wine, tobacco, other controlled substances, or “look-alike” substances, is prohibited in the vehicle. (#502.9).
21. The Good Conduct Rule is in effect. (#503.4)
22. Students are prohibited from bringing dangerous weapons on the school buses. (#502.8)
23. There will be no eating or drinking on regular and activity bus routes.
24. Written warnings will be given to students who do not adhere to the school’s behavior rules.

**Written warnings will result in the following steps.**

- Step 1: The first written warning will be sent to student parents and/or guardian. No further penalty.
- Step 2: The second written warning will be sent to student’s parents and/or guardian and days will notify parents that student has been suspended from riding the bus for three days.
- Step 3: The third written warning will be sent to student’s parents and/or guardian and days. It will notify parents that student has been suspended from riding the bus for five days.
- Step 4 The fourth written warning will be sent to the parents and/or guardian and notify them that the student is suspended from riding the bus for the rest of the school year.

**This four step-system is designed as a guideline to maintain a positive and safe climate on school buses. The director of operations, in cooperation with the superintendent, may eliminate one or more steps due to the severity of the student behavior.**

CELL PHONES AND SMARTWATCHES

Students are discouraged from bringing cellphones and smart watches to school. **If it becomes necessary to bring a cellphone or smartwatch, they must be off and kept in the student's locker at all times.** If it is not in a locker or not turned off, the phone or watch shall be turned over to the teacher or principal.

TABLETS / IPADS / CAMERAS / OTHER TECHNOLOGY

Students are discouraged from bringing expensive technology to school. If students choose to bring them for use while walking home, they must be kept in a book bag during the school day. Any type of recording device – camera or camera phone – shall not be allowed at recess, on the bus, in the hallways or in the classroom.

### LUNCHROOM RULES

**All rules are grounded in respect, responsibility and safety.**

1. Students will stay in line as their teachers had assigned before entering the lunchroom.
2. Students will sit at the first table in the lunchroom assigned to them by the lunchroom attendant/supervisor.
3. Students will use good manners while eating and use quiet voices.
4. When students are dismissed from their tables, they are to walk to empty their trays in an orderly manner.
5. Students then are to quietly get ready to go outside for recess.

### FACILITY USE RULES

North Scott elementary gyms are used by a wide variety of groups. To use a gym, please call the school office. The following list of rules will be used in administering and scheduling the facility.

1. The gym will be scheduled in a variety of time blocks.

*\*Board Policy 906.1 states all users of our facilities must be out of the building one-half hour prior to the end of the custodian's work day.*

2. Group leaders and the majority of the members of the group must be residents of the North Scott Community School District. A list of names of group/team members must be submitted with the rental form.
3. A rental form must be signed by the group leader.
4. There are occasions when a school function or a youth activity may need to be scheduled on an evening when the gym has been scheduled by a group. If a scheduling conflict arises, the school or youth group will have priority. The leader of the group to be canceled will be notified as soon as possible.
5. The North Scott Board of Directors policy states that the team using the facility will enter into a facility rental agreement which included providing proof of insurance of one million dollars of single limit damage and injury liability insurance. Said coverage shall name the North Scott Community School District as an additional insured.
6. The school secretary is to be notified when your group is canceling for one night or the remainder of the year.
7. North Scott School Board Policies will be used to establish rental fees.
8. The group leader will be notified by the school if attention needs to be given to any aspect of the gym usage.
9. Black-soled gym shoes are not acceptable. The group will be charged for maintenance if floor damage occurs because of wearing inappropriate shoes.
10. No food or drink is permitted in the gym.



11. Only students who are participating in the activity should be in the gym. Please do not bring other children as it becomes a supervision issue for adults and for the custodian. No students should be allowed in other parts of the school. Thank you for your cooperation.

### ENTRANCE/ADMISSION REQUIREMENTS

Children wishing to enroll in kindergarten must be at least five (5) years of age on or before September 15 of the year in which they wish to enroll. A child wishing to enroll must present evidence of age in the form of a birth certificate or other comparable evidence before that child may enroll. It will be within the discretion of the superintendent or the superintendent's designee to determine what is satisfactory evidence for proof of age.

Prior to enrollment, the child must provide the administration with a completed health and immunization certificate. Such certificates may be obtained from the school office.

### ATTENDANCE/ABSENCES

It is the educational philosophy of the North Scott Community School District that regular attendance by all students enrolled at school is essential and cannot be duplicated by other methods. Students are unable to obtain the maximum opportunities from the educational program offered without attendance at scheduled classes and activities. Consequently, The Board of Directors, the Administrators and the Staff of the North Scott Community School District expect that students shall be in attendance at scheduled classes and activities for one hundred and eighty (180) days per academic year.

The only exception to the rule of one hundred and eighty (180) days per year attendance would be in the case of a bona fide emergency. The only absences, which constitute such an emergency, would be illness of the student or a death or serious illness in the immediate family. In such cases of bona fide emergency, the absence must still be recognized and excused by the principal of the student's attendance center. Within the discretion of the principal of the student's attendance center, before an absence for personal illness is granted, the principal may require a physician's statement verifying the illness and the necessity for the absence from school. For the purposes of this regulation, immediate family shall include mother, father, sibling, stepmother, stepfather, step-sibling, aunts, uncles or any other individual residing in the immediate household.

Two other reasons for which an excused absence may be granted shall be authorized religious holidays and school-sponsored or approved activities. These absences must be recognized and excused by the principal of the student's attendance center. In case of an excused absence as described above, students whose absence is approved shall have an opportunity to make-up, if possible, the work missed and receive full credit for the missed school work. It is the opinion of the Board of Directors, The Administrators and the Staff of the North Scott Community School District, however, that a student is never able to "makeup" the educational benefits gained from actual attendance in the scheduled class.

All other absences not described above, including tardiness, shall be unexcused absences. Just as an employer expects an employee to be present during working hours, the Board of Directors, the Administrators, and the Staff of the North Scott Community School District expect students to be present during school hours. Unexcused absences will not be tolerated. Any student who wishes to be absent without approval will be considered truant.

It is the responsibility of the parent to contact the school before 9:00 a.m. and inform the school that the

student shall be absent and the reason for the absence. Failure to receive such information by 9:00 a.m. shall cause the student to be considered truant. A truant student is defined as any child over six and under sixteen years of age, in proper physical and mental condition to attend school, who fails to attend school regularly without reasonable excuse for the absence. As a truant student, the student may be reported to the local law enforcement officers, and the parents may be prosecuted for violation of the state truancy and compulsory education laws. Unless the student has reached the age of eighteen (18) or has obtained a court order declaring that student a legally emancipated minor, the parent is responsible, under Iowa law and under the policies and regulations of the North Scott Community School District to ensure attendance of the student.

For attendance purposes, students who arrive after 8:10 a.m. are considered tardy. Students who arrive at school after 9:00 a.m., but before 12:00 p.m. will be marked as absent for half of a school day. Students who leave school between the times of 12:00 p.m and 2:00 p.m. will also be marked as absent for half of a school day.

**Parents will receive a letter after their student's seventh and tenth day absent from school. After fifteen school days, parents are required to have a conference with school district personnel.**

#### TRANSFERS IN/OUT OF THE DISTRICT

Students who transfer into the district must meet the same requirements as those students who initially enroll in the district. If possible, the student must provide the district with proof of the student's grade level and a copy of the student's permanent records from the student's prior school district. If the student is unable to provide the superintendent with proof of the student's grade level or permanent records (for example a homeless student), the superintendent will make the grade level determination. For students wishing to transfer out before graduation, the student's parents should notify the administration in writing.

#### DISCIPLINE AND BOARD POLICY

Board policy addresses behavior of students at school. Below is a brief summary of portions of that policy and how it applies. This information does not replace board policy. For a complete understanding, please read the official policy. Each policy brief listed has the appropriate policy number listed so that you can easily find it.

#### STUDENT APPEARANCE - Board Policy 502.1

Clothing or other apparel promoting products which are illegal for use by minors such as alcohol, tobacco or drugs, or clothing displaying obscene material, profanity or reference to subversion are not appropriate. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not. Hats may not be worn in the building.

#### CARE OF SCHOOL PROPERTY / VANDALISM - Board Policy 502.2

Students shall treat school district property with care and respect. Students found to have destroyed or otherwise harmed school property may be subject to disciplinary action and required to reimburse the school district. They may also be turned over to local law enforcement authorities.

#### NON – MOTORIZED TRANSPORTATION - Board Policy 502.3

Riding a bicycle, scooter, skateboard, and rollerblades to and parking it at the student's attendance center is a privilege. Students who fail to follow the regulations set by the principal of their attendance center or the school district will be subject to withdrawal of their privilege to ride a bicycle to their attendance center and may also be subject to other disciplinary action.

DANGEROUS WEAPONS- Board Policy 502.8

School district facilities are not an appropriate place for weapons or dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within jurisdiction of the school district or from students who are within the control of the school district.

Confiscation of weapons or dangerous objects and look-a-likes may be reported to law enforcement officials, and students will be subject to disciplinary action, including suspension or expulsion.

Students bringing a firearm to school or knowingly possessing firearms at school shall be expelled for not less than one year.

TOBACCO – ALCOHOL/DRUGS - Board Policy 502.9

The board prohibits the possession, or use, or being under the influence of alcohol, wine, tobacco, other controlled substances, or “look-a-like” substances that appear to be tobacco, alcohol, wine, or controlled substances, by students on school property or at any activities sponsored by the school district, on or off school property.

Violation of this policy by students will result in disciplinary action including possible suspension or expulsion.

STUDENT-TO-STUDENT HARASSMENT - Board Policy 502.12

Harassment of students by other students will not be tolerated in the school district.

Harassment prohibited by the school district includes, but is not limited to, harassment, including bullying, on the basis of race, color, creed, gender, sexual orientation, marital status, national origin, religion, age or disability. Students whose behavior is found to be in violation of this policy after an investigation may be disciplined, up to and including, suspension and expulsion.

STUDENT CONDUCT - Board Policy 503.1 through 503.5

Students shall conduct themselves in a manner fitting to their age level and maturity, and with respect and consideration for the rights of others while on school district property or on property within jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the educational program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or participation; conduct which is violent or destructive; 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.

### RELEASE DURING SCHOOL HOURS

Students will be allowed to leave school grounds during school hours only with prior authorization from their parents or school principal. Approved reasons for a student leaving school during the school day include illness, family emergencies, medical appointments, religious instruction, classes off school grounds, and other reasons approved by the administration.

### SEARCH AND SEIZURE

School authorities may, without a search warrant, search a student, student lockers, desks, work areas, 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.

### INTERROGATION BY OUTSIDE AGENCY

Generally persons other than parents and school district officials and personnel will not interrogate students during the school day.

Requests from law enforcement officers and those other than parents, school district officials, and personnel to interrogate students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. In making this determination, the principal shall consider the welfare of the students and directives to the principal from the courts. Prior to granting a request, the principal shall attempt to contact the parents to inform them of the request and to ask them to be present.

If a child abuse investigator wishes to interrogate a student, the principal will defer to the investigator's judgment as to whether the student should be interrogated independently from the student's parents, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students will not be taken from the school without the consent of the principal and without proper warrant.

### FINES - FEE - CHARGES

Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property.

### REPORTING STUDENT PROGRESS

Student progress is reported to parents by two scheduled conferences. We have a goal setting conference in September and another one after the start of the second semester. Progress reports are sent home quarterly. Parents or teachers may request additional conferences whenever they feel there is a need. Progress updates may also be sent home from time to time. In addition, twice a year, parents of K-3 students will receive diagnostic and assessment information relative to their child's reading performance.

### PROMOTION - RETENTION - ACCELERATION

Students will be promoted to the next grade unless, in the judgment of the licensed staff and the building principal, the student lacks the academic achievement, maturity, emotional stability, and social adjustment needed to advance. Should this be the case, parents will be informed of the possibility that their child will not be promoted and a conference will be scheduled to discuss the situation before a final decision is made.

### TESTING

A comprehensive testing program has been established to evaluate the educational program and to assist in providing guidance or counseling services to students and their families.

### 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 the student's 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, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings and observations, and external agency reports. The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School officials, teachers, and AEA personnel with a legitimate educational interest.
2. Officials of other schools in which the student proposes to enroll.
3. Representatives of state and local government when auditing and evaluating Federal education programs.
4. Officials connected with a student's educational financial aid applications.
5. Governmental officials to whom information is to be reported under state law adopted prior to 11-19-74.
6. Organizations that process and evaluate standardized tests.
7. Accrediting organizations for accrediting purposes.
8. Parents and legal guardians of dependent children, regardless of child's age.
9. Appropriate parties in a health or safety emergency.

### USE OF DIRECTORY INFORMATION

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

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT, AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION. THE FOLLOWING INFORMATION MAY BE PUBLISHED ON THE INTERNET: STUDENT PHOTOGRAPHS (FIRST NAME, LAST INITIAL ONLY) AND OTHER LIKENESSES, ARTWORK, OR WRITING.

Students' records are reviewed and inappropriate material removed periodically and, at a minimum, whenever a student moves from the elementary level to middle school level and from middle school to high school level and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance. Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy, and to have the records explained.

### HEALTH AND IMMUNIZATION CERTIFICATES

Students who wish to participate in athletics or are enrolling in Kindergarten or First Grade in the district for the first time, shall have a physical examination by a licensed health professional and provide proof of such an examination. This certificate of health will be kept on file at the building in which the child is attending. Students enrolling for the first time in the district shall also submit an up to date certificate of immunization. Exemptions from this immunization requirement will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this requirement.

### ADMINISTRATION OF MEDICATION

No medication shall be dispensed to any student unless the following rules are observed:

1. A licensed medical or osteopathic physician or dentist must prescribe the medication.
2. A statement of the physician's directions requesting the specific medication to be dispensed, and the time at which it is to be dispensed at school must be filed at the school, in the building where it is to be dispensed. This statement must be accompanied by the physician's description of the anticipated reactions of the pupil to the aforementioned medication.
3. The parent or guardian must sign a request to have this prescribed medication dispensed to the child according to the written directions of the prescribing physician or dentist.
4. The prescription and the parent's signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed.
5. The medicine shall be maintained in the original prescription container which shall be labeled with (a) name of pupil, (b) name of medication, (c) directions for use, (d) name of physician or dentist, (e) name and address of pharmacy, and (f) date of prescription.
6. The medication, while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration will be provided.
7. A written record will be kept on any medication(s) given at school. This record will include the pupil's name, the name of the medication, the amount of medication to be given, and the time at which it is to be given. After the medication is given, the person dispensing the medication will initial the medication sheet with his/her initials. The record shall be kept each time the medication is given at school, on the appropriate "Medication List" form.
8. At the end of the school year, or at the end of a dispensing time, any remaining medication shall be returned to the pupil's parents or destroyed. This action, if medication is destroyed, should be noted on the pupil's health record.

Although these are the rules required by law as to the administration of medication, because of legislation recently passed, there are now restrictions as far as which individuals may be required by the school district to administer any medication.

No aspirin will be dispensed at school unless a written permission note from the parent is on file in the school office, which will be dispensing the aspirin. These over-the-counter medications must be in the original

container (cannot give any medication that is not properly labeled.) The note from the parent must be dated and signed by the parent, and written directions for giving enclosed. These prescriptions must be renewed at the beginning of each school year, and all previous aspirin prescriptions will be destroyed at the end of each school year. The school district has the right to refuse to issue certain over-the-counter medications to students. \*\*\*Please call your school nurse if you have any questions on these matters.\*\*\*

### COMMUNICABLE DISEASES

Students with a communicable disease will be allowed in 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 infectious or contagious disease spread from person to person or animal to person. 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 contagion. 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.

### ILLNESS AND INJURY

If a student becomes ill or is injured at school, the student’s parents will be notified as soon as possible. Emergency or minor first aid will be administered if a person competent to do so is available. In any event, ill or injured students will be turned over to the care of the student’s’ parents or qualified medical personnel as quickly as possible. Every year parents will be required to complete an emergency medical form providing necessary information to be used in the case of an illness or injury. Injuries shall be reported and with 24 hours a “Preliminary Accident Report” will be filed in the principal’s office.

### 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. This policy does not pertain to the five elementary buildings in the North Scott District.

### EMERGENCY DRILLS

Emergency drills for fire, weather, ALICE and other disasters will be conducted periodically throughout the school year.

### TELEPHONE CALLS

Students may use the school phone with the permission of an adult. Students receiving calls will have a message forwarded to the student. Only in an emergency will the student be called to the phone. Cell phones are not to be used during school hours.

### MULTICULTURAL AND GENDER-FREE EDUCATION

Enrolled students have an equal opportunity for a quality public education without discrimination, regardless of their race, creed, sex, marital status, national origin, ability or disability. The educational program is free of such discrimination and provides equal opportunity for the participants. The educational program fosters knowledge of and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. It also reflects the wide variety of roles open to both men and women and provides equal opportunity to both sexes. Any complaints or grievances concerning equal educational opportunity should be handled as per board policy.

### FIELD TRIPS

The principal must give prior authorization for all field trips and/or excursions. Written parental permission will be required prior to the student's participation in a field trip or excursion outside of the school district. "Typical" field trips – usually local ones – are part of the educational experience and do not require individual parental permission.

### SCHOOL CLOSING

The district will notify families via email, text message, and a phone call. Make-up days for days lost due to weather are announced as they occur. Please have a plan in place so that your child knows what to do if school is dismissed early.

### CIVIL RIGHTS COMPLIANCE

It is the policy of the North Scott Community School District not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its Civil Rights Act Title IX of the 1972 Education Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also a policy of this district that the curriculum content and instruction materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to men and women in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotype and to eliminate bias on the basis of sex, race ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, nonsexist society.

Inquiries regarding compliance with Title IX, title VI or Section 505 may be directed to the superintendent of the North Scott Community School district, 251 East Iowa Street, Eldridge, Iowa 52748--563-285-4819, or to the Director of Iowa Civil Rights Commission, Department of Education, Kansas City, Missouri.

### STUDENT TESTING

The Iowa Statewide Assessment of Student Progress (ISASP) is given to students in grades third through sixth each year. The dates of this testing will be announced but typically fall during the Spring Semester. The main emphasis of the testing is to improve our overall educational program and provide information regarding student progress. Other tests will be given by classroom teachers in various subject areas throughout the year for student placement and/or evaluation. Another standardized test given is the Cognitive Abilities Test, which is administered to the third and sixth graders.

### STUDENT FEE WAIVER

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



### PICKING UP STUDENTS IN CRISIS SITUATIONS

The following procedures are to be used by parents to pick up students from school or an off-campus evacuation site should a crisis arise. All parties should keep in mind that the school one of the safest places that students can be located during most crisis situations.

**During Normal School Hours:** In most situations, students will be kept at school until the crisis is over. Students will be released to parents who sign and document the time and date that the student was picked up. Only persons identified on emergency cards may pick up students. School personnel will attempt to contact the custodial parent before releasing a student to a non-parent and will request driver's license information when deemed necessary. Parents should listen to local broadcast media as well as e-mail, for instructions regarding picking up their children.

**After Normal School Hours:** All students must report to the individual(s) responsible for the event. In most situations, this will be a teacher, coach, or activity sponsor. Students will be released as explained above and the time and date will be noted.

### WELLNESS POLICY

North Scott schools implemented a new wellness policy during the 2008-2009 school year in response to a federal mandate that will address childhood obesity and promote healthy eating and physical activity.

Food served in classrooms, such as birthday or party treats, must also meet the nutritional guidelines of the policy unless approved by the building administrator. Food items should contain no more than 15 grams of sugar per serving and no more that 40% of total calories derived from fat.

Please refer to the Nurse's webpage for a list of acceptable snacks and treats.

Our district food service will also be available to provide birthday/party treats that meet the nutritional guidelines of this policy. More information about this option will be available at registration.