

North-Linn Middle School Student/Parent Handbook



**Home of Lynx Pride
2017-2018**

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

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

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All rules and regulations in this handbook are an extension of board policy and have been approved by the Board of Education.

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TIMES FOR ENTERING AND LEAVING SCHOOL

Students are not to be in the building prior to 7:40 A.M. without permission. Upon arrival at school, students shall immediately enter the building and not leave the building (other than for class purposes) without permission.

All students are to leave the building after dismissal at 3:15 P.M. unless they are supervised for a co-curricular activity.

OFFICE PROCEDURES

Change of Address and Emergency Numbers

It is very important that you inform us immediately of any changes in your telephone number, address, or the identification of a person who is to be notified in case of emergency.

Fees

FEE PAYMENTS ARE DUE PRIOR TO THE FIRST DAY OF CLASS. If fees cannot be made at this time please make arrangements for payment. Awards may be withheld if arrangements are not made to pay fees.

Low-income families may apply for waiver of fees from the Business Manager's office located at the District Office.

Medication - Refer to Student Health

Telephone Use by Students

Use of the telephone is for school business only.

1. Students will not use phones in classrooms
2. The secretary/principal will make the call home if a student is ill.
3. A phone will be made available for emergency use only in the conference room.

These emergencies might include the following:

- early dismissal from school because of weather conditions
 - rides needed after co-curricular practice or games
 - cancellation of games, practices, and/or other co-curricular activities
4. Students will not be called from the class to receive phone calls except for emergency situations.
 5. Any long distance calls must be made collect or by credit card by the student.
 6. Cell phones may be used within the office area only. The principal or secretary will give students permission to use their cell phone.

Transferring and/or Withdrawing from School

A student either transferring or leaving school shall notify the principal of such action in advance. All books and other materials belonging to the school must be returned to the teacher or principal's office. Library fines, lunch account, and other fees must be paid before records will be transferred. No refund due may be paid until a student has checked out properly.

Hot Lunch

The following information is provided to students in order to inform them of hot lunch procedures.

- Students are allowed to charge meals to their accounts. Negative balance slips will be sent home with the students on a weekly basis. Students will not be eligible for ala carte items if they have a negative balance. Once a student reaches a negative balance of -\$10.00 the student will be given an alternate lunch of milk and a butter sandwich. If the matter is not resolved, the superintendent or his designee will contact the parents. If the charges cannot be resolved, the matter will be brought before the Board of Directors at their next regular monthly meeting.
- Students shall eat only during their normally assigned lunch period. Exceptions must be preceded by teacher/administration and hot lunch personnel permission.
- Students are expected to use appropriate behavior according to lunchroom staff.
- Soda may not be purchased and/or brought from home for lunch/breakfast.

VISITORS

North-Linn Middle School maintains an open door policy. The only access to the building from 8:00-3:30 will be the main doors by the middle school office. However, due for concern for student safety, **all visitors must report to the office immediately upon arrival, will sign in, and wear an identification badge. Please do not go to the classrooms before checking in with the office.** If students are needed, the office will notify the classroom teacher. We want our students to feel safe and secure at all time.

Students are allowed to bring visitors to school, for a single day, under certain conditions and with the approval of the principal. Generally no visitors are allowed the two weeks after school starts and two weeks before school ends. Visitors need to be fairly near the grade level of their host. Students are asked to give three days notice prior to expecting a guest to visit school. Visitors will be expected to follow the same conduct procedures as our regular students.

Visitors will not be allowed to school if the visitor's school is in session.

VOLUNTEERS

We encourage and welcome parent/adult volunteers to help in our classrooms. If you are interested in helping at North-Linn on a volunteer basis, please notify the office.

SCHOOL SPONSORED EVENTS AND FIELD TRIPS

Students attending approved school sponsored activities will be expected to follow all rules set forth by their chaperones. The field trip or activity will not count against their attendance.

Students going on field trips in the district do not need field trip permission forms. Students going on field trips outside of the district will need to have field trip permission forms signed by their parents or guardians.

Parents of Middle School students have the option of signing a blanket field trip permission form and receiving information concerning all field trips or they may request to have individual field trip permission forms signed for each trip their child will attend.

STUDENT RECORDS

Please refer to Board Policy #506.7.

Family Rights and Privacy Act

The North-Linn Community School District collects and maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his education and may include but are not limited to the following types of records; identification data, attendance data, record of achievement, family background data, objective educational and vocational plans, honors and activities, discipline data, objective counselor or the teacher ratings and observations, and external agency reports.

The records of each student are generally located in the school building that he or she is attending. Any exceptions will be noted in the student's records found in one of the attendance centers listed below.

<u>School</u>	<u>Name/Position</u>
North-Linn Senior High	High School Principal
North-Linn Middle School	Middle School Principal
North-Linn Elementary	Elementary Principal

The following persons, agencies and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

- School officials and teachers with a legitimate educational interest.
- Officials of other schools in which the student proposes to enroll.
- Representatives of state and local government when auditing and evaluating Federal education programs.
- In connection with a student's educational financial aid applications.
- Governmental officials to whom information is to be reported under state law adopted prior to November 19, 1974.

- Organizations that process and evaluate standardized tests.
- Accrediting organizations for accrediting purposes.
- Parents of dependent children, regardless of child's age.
- In connection with an emergency.

Student records are reviewed and inappropriate materials removed periodically, when a student moves from elementary school to middle school and from middle school to senior high school and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance.

Parents of students under age 18 and students over age 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy or an invasion of privacy, and to have the records explained.

School Activities and Student Rosters

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

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

Parent Access

Dear Parent:

The family Rights and Privacy Act of 1974 requires that we annually notify parents of children enrolled in special education instructional programs operated by the North-Linn Community School District, of their right to review the special education records of their children.

This federal law allows you the following: a) a review of your child's special education records; b) to obtain copies at a nominal fee; c) to write a response to materials in the record; d) to challenge the content of the records on ground of inappropriateness or inaccuracy. You also have the right to have such records explained to you by a professional staff member if you so desire.

Your child's records are filed and may be inspected at the school building in attendance. Unless unusual circumstances arise, please contact the principal of the building your student attends if you wish an appointment to see your student's records.

If you desire further information contact: Superintendent of Schools
 North-Linn Community School
 3033 Lynx Drive PO Box 200
 Troy Mills, IA 5234

STUDENT HEALTH

Emergency Information

For the safety and well being of our students, it is extremely important that the school have current emergency information on file. Please contact the office for any changes you may have or complete the updates on the parent side of PowerSchool.

Accidents

Report all accidents and injuries that occur at school to your teacher.

1. Appropriate office personnel will examine the child.
2. Minor cuts, scrapes, and injuries will be treated with first aid methods.
3. Students with more serious injuries will receive first aid and their parents will be called.
4. A written record is kept on all children seen by office personnel.

Blood Spills - HIV/AIDS Awareness

As concern grows regarding protection from the HIV/AIDS virus, please be advised that if an accident occurs where blood is present, students should use these precautions. First, the closest school official should be contacted. *Students should not make contact with the blood of another student.*

Barriers, such as gloves, masks, etc., must be used to protect yourself from another person's blood if you need to give immediate first aid to a victim.

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

Health Services (Mandatory Immunizations)

State law requires all parents of students K-12 to submit proof of immunization upon school enrollment. These requirements are:

1. Three D.P.T. injections; one must be given after age 4.
2. Three oral polio doses; one must be given after age 4.
3. Measles and Rubella; given after 15 months of age.
4. TDAP given 11-12 years of age.

Medication Procedure at School According to district policy, parents must complete a medication procedure form if a child needs to take any medication, prescription or nonprescription (over the counter) (i.e. aspirin, cold tablets, cough syrup/drops) his/her parents or guardian must complete a Medication Procedure Form. Medications taken at school and dispensed by a school official must be sent in a labeled bottle, from the pharmacy, with specific instructions on the dosage and time to be given.

Pharmacists will supply you with such a labeled container, upon request.

Illness

A student who becomes ill at school will be dismissed through the office after parent(s) or designated persons have been contacted and come to pick him/her up. Under no circumstances is a student to leave the building without permission of their teacher, principal's secretary, and parent or guardian.

As school health services are used primarily for first aid and on-site care, they should never supplement a visit to your physician's office. We encourage you to get proper diagnosis and care from your own physician.

Hearing Screening

Grant Wood AEA Hearing Department will be providing your school's annual hearing testing during the upcoming school year. Routine screening is performed in grades K, 1, 2, and 5. Students in other grades may be tested if there is a known history of ear problems or if the student is new to the school.

Parents who do not want their child's hearing tested will need to indicate in writing to the schools. The school should then notify their school audiologist of these requests.

Insurance

An insurance policy for students is available on an optional basis. Contact the district office for more information. All students participating in athletics must be insured by purchasing school insurance or having family insurance. (Parents/guardians may sign an insurance waiver and release the school from insurance liability.)

Emergency Care Situation: See appendix B

BEHAVIOR EXPECTATION

North-Linn Middle School is a class act place. All behavior is based on the premise of mutual respect to be a positive representative to community, school, and family. Whenever you are representing the North-Linn Middle School we expect the following behavior.

- Hats/caps will be removed before entering the Middle School building.
- Demonstrate good citizenship by being respectful, courteous, quiet, and supportive of the school performance.
- Be respectful and quiet during the National Anthem.
- Follow the Fine Arts performance rules.
- Zero tolerance will be allowed for inappropriate language.
- Physical contact (public display of affection) between students will not be tolerated. The holding of hands will be considered public display of affection.
- Staff members shall report occurrences of physical contact to the principal.
- 1st offense: Detention
- 2nd offense: Detention
- 3rd and 4th offenses: In-school suspension
- 5th and subsequent offenses: Out-of-school suspension

All employees of the district share the responsibility for seeing that behavior of students meets the standards of conduct conducive to learning situation. Emphasis shall be placed upon the student to discipline himself/herself.

Conduct in Corridors

Students are expected to move in a quick, reasonable quiet and mannerly fashion keeping hands, feet and objects to themselves. Running will not be tolerated. Students should refrain from congregating in groups in the middle of corridors since this impedes the flow of traffic. Middle school and high school are separate organizations. Students from middle school and high school will not fraternize in the hallways.

Assembly Procedure

- No bags or classroom material will be brought to assembly unless otherwise stated.
- Students will be dismissed to the gym by intercom or designated time.
- Teachers and students will sit in designated area following middle school behavior expectations.

Electronic Devices

The following items will not be used in the middle school unless special permission is given by a teacher:

1. Portable electronic devices (of any kind)
2. trading cards or items of like value
3. toys or distracting items
4. cellular phones or personal communication devices

All students have the right to a non-disruptive learning environment. If an item is taken away from a student, it will be placed in the office for up to two days. Students may retrieve items at the end of the day and the items are expected to remain at home.

Dress Code

The students of North-Linn Middle School shall be dressed and groomed in a fashion that is complimentary to the school and to themselves. If the dress of a student is offensive to a fellow student and/or a faculty member then it has to be disruptive in some degree to the educational process. The Board recognizes that the administration must be final judge of what is appropriate dress.

1. No clothing that contains any reference to alcoholic beverage, tobacco or controlled substances will be considered acceptable.
2. Hats, sweatbands, bandannas, or other such items will not be worn by students during the school day.
3. Sunglasses are for the outside unless prescribed by a doctor and cleared through the office.
4. Don't let your undergarments show.
5. Tops should extend to the waist and should not expose midriff, back, belly, or navel. Items such as tube tops, spaghetti straps, and halter-tops are not appropriate. Clothing that accent someone's physical appearance inappropriately is prohibited.

Students will be asked to change the offensive item, reverse the shirt, or sit in the office until the end of the school day. Infractions of the dress code may lead to detentions, suspensions or expulsion.

Respect for Public Property

Every attempt is made to maintain the school facilities and equipment in the best shape possible. Vandalism and destruction of property will not be tolerated. Detention, suspension, community service, and replacement costs may be imposed for damage to school property.

Respect for School Authority/Out-of-School Conduct

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

Study Hall Procedures

- Each student is required to bring all work and supplies to class and a free reading book.
- No one will leave within the first 15 minutes.
- All students must sign out for restroom privileges, library, and office business.
- Library and office personnel will sign assignment notebook pass.
- For project work in the library, students must have a note from the classroom teacher.
- There will only be legitimate study pairs after asking permission from the study hall teacher.
- All privileges can be revoked at the discretion of the study hall teacher.

ATTENDANCE POLICY

The school feels that good attendance is important for several reasons. The development of self-discipline, the development of good work habits (for use in later life) and the attainment of the maximum benefits of the educational process, are but a few.

Irregular attendance not only disturbs the non-attending student's education; it also disturbs the teaching/learning process of those students in regular attendance.

With the knowledge that good attendance is vital to a good education and that a good education is vital to a student's future, the North-Linn community School District encourages all students (and parents) to become familiar with and abide by the following regulations concerning attendance at school.

Absences From School

Any excused absence past the assigned time for tardies (9:15 AM), or for one, two, three, or four periods in a given day shall count as one/half day against the total of ten absences. Any excused absence of five or more periods in a given day shall count as a whole day against the total of ten absences. Unexcused absences are included in the count.

Absences due to major illnesses, hospitalization, and medical/dental appointments shall be exempted from the accumulated 10 absences upon VERIFICATION BY THE DOCTOR'S/DENTIST'S OFFICE. Verification that would be acceptable would be appointment cards, receipts, or copies of bills.

Parents/Guardians will contact the school by 9:00 AM on the day of the absence. The SchoolReach system will contact the parent/guardian at home or place of employment if parents fail to call by 9:30 AM on the day of absence. *Failure to contact the school, either by note or telephone, within three school days of a documented absence shall cause the absence to be recorded as UNEXCUSED.*

Messages concerning absences or other school related items may be left on voice mail.

Students on approved school sponsored events will not be counted as being absent.

Notification of Parents/Guardians for Absences

EIGHTH UNEXCUSED ABSENCE - Dates of absences and a copy of this policy shall be sent to the parents/guardians. A conference will be held with counselor and student.

TENTH UNEXCUSED ABSENCE

- After 10 absences:
 1. Meeting of teachers to discuss concerns.
 2. Principal/Dean of Students sends a letter discussing importance of attendance and sets up meeting with parents.
 3. Under the compulsory attendance law the school has the authority to contact the County Attorney to deal with the matter.

Excused Absences

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

Students shall be allowed to make up class work missed due to excused absences. Two days make up time shall be allowed for the first day absent and one day for the second and subsequent days missed during each period of absence.

Late Arrival at School

Students arriving at school after the 8:05 bell shall acquire a pass from the office secretary prior to going to their scheduled assignment. Tardies are considered from 8:05 to 8:25 AM if you arrive past 10:45 AM it will be considered one-half day absent.

Leaving School Early

1. Parents must call or have the student bring a note from home, signed by a parent or guardian, asking that their student be excused at a specific time. This note should be given to the secretary prior to attending their first class.
2. If student becomes ill at school, office personnel will determine if parent or guardian should be called to provide transportation for the student to go home.
3. Students may leave before regular dismissal without prior notification, if a parent or guardian comes to the school and takes them out. Parents need to stop by the office. Office personnel will call the student from the classroom.

Tardies

Students may receive tardies as a result of arriving late to school and for being late to their assigned areas during the school day.

Students shall be allowed a total of three tardies, either to school, to their assigned areas or a combination of both, before being assigned a detention for their fourth and subsequent tardies each quarter. Please note that the tardy system shall operate on a per quarter basis.

The following is the procedure for tardy discipline:

- after 3 tardies -lunchtime detention
- 4 - 7 tardies -lunchtime detention
- 8-11 tardies -after school detention 3:15 to 3:45

After the 10th tardy and subsequent tardies, the principal will notify the School Resource Officer (SRO). The SRO may file a report with the County Attorney for consideration of further action.

- After 12 tardies -students will serve 1/2 day in-school suspension for each subsequent tardy

If you are tardy you will be expected to get a slip from the teacher that detained you. If the teacher will not give you a note stating why you were late then you will be considered tardy.

Advanced Make-up

Students are strongly advised to make up work in advance of an absence. Green sheets are available in the office for students to collect assignments and notify teachers of an upcoming absence. (Parents still need to notify the office of the pending absence.)

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

Make-up of schoolwork in advance will not be allowed for unexcused absences.

Unexcused Absences - (NOT INCLUDING TRUANCY)

Unexcusable reasons for absences would include, but not be limited to, shopping, hair appointments, trapping, over-sleeping, missing the bus, working for persons other than parents and "skip days". (The district has not, does not, and shall not, recognize, condone or promote any type of "skip day".)

An unexcused absence shall result in "no credit" for all classes missed on the day of the unexcused absence or a student may choose to serve an in-school suspension and make up the work that was missed. The amount of time to be served on the in-school suspension will be determined by the principal.

Truancy

Student absences from school without the knowledge or permission of parents/guardians shall be considered truancy. Students found guilty of truancy, by the administration, shall be in-school suspended for one day for each day truant or less than a full day of in-school suspension for each part of a day truant and shall receive "no credit" for the day(s) truant, but are required to complete the assignments from the day(s) of truancy.

On the days of in school suspension, students will be required to complete all class work and will receive credit.

In School Truancy

A student shall be found to be in-school truant when they are not in attendance at their assigned area. Students that take advantage of or abuse the privilege of the pass system will be considered in-school truant. Students found to be in-school truant shall be subject to disciplinary action as determined by the school principal and individual instructor.

GRADES

System

Letter grades are given in all subjects other than those based on the Pass/Fail system. Midterm/progress reports shall be sent to parents of students in academic difficulty (unsatisfactory performance) but may also be sent prior to or after the halfway point in a grading period. Parents are asked to discuss mid-term/progress reports with their sons/daughters and request a conference with the appropriate staff members/counselor if they deem it necessary. Students should check with each of their instructors to determine grading methods.

Students receiving an "Incomplete" grade on their report card for a course at the end of a marking period must make up the work in **ONE WEEK** following the end of a quarter or semester. Arrangements in writing can be made to extend this period with the instructor and office approval, if necessary. Failure to make up the "Incomplete" grade will result in the student receiving an "F" for the grading period.

Semester Marks: Please check with individual instructors for explanation of how semester grades are figured in each class.

Reduction of grades shall not be used as a disciplinary measure.

A	100 - 93	A-	92 - 90		
B+	89 - 88	B	87 - 83	B-	82 - 80
C+	79 - 78	C	77 - 73	C-	72 - 70
D+	69 - 68	D	67 - 63	D-	62 - 60
F	59 and below				

Honor Roll

An "A" and a "B" Honor Roll may be posted each nine weeks and at the end of each semester. Only marks in full time subjects will be used in computing averages. The honor roll is determined on the average of the following values assigned to your letter marks:

To be on the "A" honor roll a G.P.A. of 3.5 or greater must be obtained.

To be on the "B" honor roll a G.P.A. of 3.0 – 3.499.

Honor Society

The National Junior Honor Society was established to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character and to encourage citizenship. All seventh and eighth grade students are eligible.

Selection of members is based on:

- Candidates must have a cumulative grade average of 3.5 (on a 4.0 scale) for 7th grade and 8th grade students in full-time subjects through the first semester of each respective grade.
- Candidates have participated in a minimum of one co-curricular activity at school.

- Candidates must have been in attendance at North-Linn Middle School the equivalent of one semester.
- Candidates shall be evaluated on the basis of service, leadership, character, and citizenship by the Faculty Council. The selection of members to the National Junior Honor Society shall be by a majority vote of the Faculty Council.

The criteria for evaluation to candidates on the basis of service, leadership, character, and citizenship is available in the office.

Students selected for membership are inducted into the Lynx Chapter at a special ceremony that is held in conjunction with the high school National Honor Society. Requirements to remain a member of good standing and additional information see Appendix E.

Student Success Plan

At this point in your child's life, we as educators and you as parents must work together for the future success of our children. In order to do this, we, as a team must stress the importance of their education and hold them accountable for failure to achieve what each child is capable of doing.

The following plan has been implemented to help students succeed in school.

1. After two weeks into each quarter, teachers will identify any students who are having difficulty in their class. An informal conference will be held with the student to identify the problem, i.e., doesn't understand, lost assignments, etc. Efforts will be made at this time to determine what strategy the student needs to improve their classroom performance.
2. If at mid-term, students are still having difficulty, unsatisfactory performance, D/F grades, reports will be sent home. Parents are encouraged to discuss these mid-term reports with their child and request a conference with the appropriate staff member(s)/counselor.
3. At quarter or if student is continuing to receive D/F after teacher informal conference and parent intervention, student will conference with the principal.
4. Students having difficulty understanding and completing assignments may be assigned an individual mentor.
5. Students that fail a class for a year (average of both semester grades) will retake the class the next year along the current year class (i.e. if student failed 7th grade literature—he/she would take both 7th and 8th grade literature.) This would be done instead of exploratories and/or study halls. Student will complete the first quarter in this manner. If the student is doing well in both retake and current grade level class, the student will drop retake. If not, they will be re-evaluated at semester and third quarter. If they are showing improvement and are successful at re-evaluation, they drop the retake.

Promotion/Retention of Students

Students will be promoted or retained in school based on the decision of the administrative team consisting of licensed administrators and teachers. The decision will be based on an evaluation of maturation, achievement and other factors outlined in Board Policy No. #505.2.

MIDDLE SCHOOL CO-CURRICULAR ACTIVITIES

Good Conduct Policy for Participation

We at North-Linn Middle School believe that co-curricular activities serve as a vital supplement to a student's academic program and we encourage every student to become a part of at least one of the programs available. Students who participate in co-curricular activities represent the community, the school and their peers, as well as themselves; and for this reason they must accept more responsibility than non-participating students. Therefore, the Board of Directors has established the following standards for participation in all Middle School co-curricular activities.

Eligibility for Participation in Co-curricular Activities

Eligibility for co-curricular activities refer to the games and contest in athletics; the contest and performances of vocal and instrumental music, and the school's competition in other activities.

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

Students wishing to take part in co-curricular practices must be at school by the start of the 5th period (1/2 school day) unless excused by the principal. Principal's excuses shall be the result of parent/principal communication.

Eligibility Policy for Co-Curricular Activities

If a student is failing one of the six core courses at mid-quarter or at the end of a quarter, they will be ineligible for 2 weeks. Core classes include Math, Science, Social Studies, and English. Exploratory classes, Band and Vocal will not be counted towards the eligibility of students.

Students will not be allowed to become involved in plays, mock trial competitions, and other academic competitions if they are named on the ineligible list.

During the period of ineligibility the student will still be required to practice with the co-curricular team or activity. Students will not be allowed to dress out for games or events scheduled for that activity if they are ineligible. They will be expected to sit on team benches or stand on the sidelines, because they are still members of the squad. Middle School participants will not be dismissed from school early for an activity if they are on the ineligible list.

Band and Vocal students will be expected to perform in rehearsals, concerts and other North-Linn performances if they are on the ineligible list. Materials covered in Band and Vocal classes can be an extension of classroom and students may earn credit for these classes. Band and Vocal students will not be able to compete in state sponsor contests, Tri-Rivers Conference Festivals, or any trips/tours scheduled during their ineligibility.

Attendance at Practices/Rehearsals

1. Participants are expected at all practices unless excused by the coach or sponsor. Missed practices and rehearsals should be excused by the coach or sponsor in advance.
2. Unexcused absences may result in loss of participation in the next contest, game, or performance. Such decisions are at the discretion of the sponsor in charge.
3. Please refer to the section entitled "ELIGIBILITY for PARTICIPATION for CO-CURRICULAR ACTIVITIES."

Tobacco, Alcohol, and Drugs

In the event a student is found guilty by law officers or school officials of possession or use of tobacco (or tobacco products), alcohol (including low-alcohol beverages and near-beer), or a controlled substance (drugs), he/she will be denied the privilege of participating in the next two scheduled events in which he/she is eligible to participate in as a contestant. The principal, activities director and coach or sponsor of the student athlete will deal with second offenses. Penalty will be at least what is recommended for first time offenders.

Vandalism, Theft, and Criminal Acts

In the event a student is found guilty by law officers or school officials of vandalism, theft, or other criminal acts, he/she will be denied the privilege of participating in the next two scheduled events in which he/she is eligible to participate in as a contestant. Second offenses will be dealt with by the principal, activities director and coach or sponsor of the student athlete. Penalty will be at least what is recommended for first time offenders.

Suspension

Any student placed on either in-school or out-of-school suspension will be ineligible for participation according to our policy dealing with suspension. Please refer to the student handbook concerning "Suspension."

Other Items

All cases involving possible suspension of a student for infractions of this policy will be decided upon by the building principal, activities director, and the coach or sponsor of the activity in which the student was involved.

In the event that a student is not presently involved in a co-curricular activity, the suspension will apply to the next activity in which the student participates in at the Middle School level.

A student who violates this policy and is participating in more than one activity at the time of the violation will lose eligibility in all activities in which he/she is participating.

Appeal Procedure

Whenever a student is suspended from a co-curricular activity for a violation of rules governing the activity, the student or his/her parents may appeal the suspension to the North-Linn Board of Directors by petitioning the superintendent within 5 school days after the decision of the building principal. In case of appeal, the penalty imposed by the principal shall be in force until such time that the Board either affirms or overrules the principal's decision.

AFTER SCHOOL ACTIVITIES

Practices

Practices shall not be scheduled in the school buildings or at other sites on Sundays without prior administrative approval. Non-required or voluntary practices on Sunday or holidays are not allowed without prior administrative approval.

Wednesday evenings are reserved for "Family Activities." No school activities of any type are to be scheduled on Wednesday evenings.

Shuttle Bus - see Transportation

Season Tickets

Student and adult season tickets may be purchased in the high school office for the football, volleyball, basketball and wrestling seasons. Season tickets are not valid for tournaments or musical presentations.

Sportsmanship

School spirit is valuable. Players appreciate the support of the other students and the community more than may be imagined. School spirit will also bring our school respect from other schools. Sportsmanship is as important as school spirit. They both go hand in hand to make our school what it is to be. A good sportsman must:

1. Be considerate of all opponents and make them feel comfortable while at our school.
2. Know when to keep silent - officials' calls should not be questioned.
3. Never "boo" a player or official for any reason whatsoever.
4. Show admiration toward opponents as well as the home team for a good play and sportsmanship.
5. Maintain silence when a player or official might need it--such as a free throw.
6. Be able to win and not brag. Be able to take a loss and not complain.
7. Show class.

Transportation Concerning School Sponsored Events - see Transportation

Transportation Guidelines -see Transportation

COURSE CHANGES FOR BAND AND VOCAL

Students must abide by all rules and regulations given to them at the start of the band and/or vocal. Students will be discouraged from dropping band or vocal classes after the second class meeting of the first semester but may in certain instances be allowed to drop at semester.

TEXTBOOKS

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students will be charged a fine based on the Principal's or teacher's judgment for abuse, misuse, or lost books.

LIBRARY PROCEDURES

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

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

- Books may be checked out for 2 weeks. Books are renewable for 2 weeks when presented to the circulation desk if no one else has reserved them.
- Magazines may be checked out for one week.
- Reference materials and reserve materials are for short-term use only. Some can be checked out overnight and are to be returned by the beginning of the first period the next school day.
Some are for use only in the library.
- All materials are to be checked out before being taken from the library.
- Materials are to be returned to the drop box (DO NOT RETURN MATERIALS BY PLACING THEM ON THE COUNTER.)
- The library staff may request that overdue materials be returned before allowing a student to check out additional materials.
- The library will be a quiet study area for those who wish to use the materials and space. Students using the library for other than study purposes or who are disrupting others will be asked to leave.
- Students are not to go to lockers, rest rooms, etc. from the library.
- There will be fees issued for lost and/or damaged materials.
- No food or drink is allowed in the library.

PHYSICAL EDUCATION RULES AND REGULATIONS

Physical Education is a letter graded class. (A, B, C, D, and F)

Doctors' Excuses

A doctor's excuse will be honored at all time for illness or injury.

Non-Participation Days

Allowable excuses are minor illness with parental note. Failure to dress for class will be, other than parent/Dr. excuses, at the discretion of the instructor.

Dress Code

Students are required to dress out in some type of physical education clothes. (Shorts, sweatpants, and appropriate T-shirts) Students will have 5-7 minutes to get dressed and ready before and after class. Students must dress out and participate in a minimum of 3/4 of the class meetings for physical education for the quarter or they will fail the class.

Make-Up of Classes

If it is necessary to make up a missed class it will be done at the discretion of the instructor.

STUDENTS MUST GIVE VALUABLES TO THE INSTRUCTOR PRIOR TO THE BEGINNING OF CLASS.

HUMAN GROWTH AND DEVELOPMENT

The school board shall provide instruction in human growth and development including instruction regarding human sexuality, self-esteem, stress management, interpersonal relationships, and acquired immune deficiency syndrome. Information about the human growth and development curriculum is available to parents through the curriculum objectives and instructional materials prior to their use in the classroom. A pupil shall not be required to take instruction in human growth and development if the pupil's parent or guardian writes a letter stating that they do not wish their child to be a participant in the Human Growth and Development Curriculum. This letter needs to be presented to the principal prior to removing the child from the class. Your child may be required to spend the time from class in the principal's office studying on other classes.

STUDENT PUBLICATIONS

School-sponsored publications provide a way for students to learn reading, writing, and responsible journalism. The printed materials should not encourage the breaking of laws, cause defamation of persons, or contain obscenity. All publications must identify the author and/or editor and publisher. Administrators shall review student publications and enforce the standards.

Please refer to Board Policy No. #504.3R1

DISCIPLINE: (See also Behavior Expectations)

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

The Discipline Policy shall apply to students:

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

BREACH OF DISCIPLINE is any conduct of a student that interferes with the maintenance of school discipline. Behavior which conflicts with the educational program or which is antagonistic to the rights of other students to attain their education shall not be permitted.

Breach of discipline may include, without limitation:

- Refusal to conform to rules and regulations, profanity, temper tantrums, loud and boisterous conduct which disturbs the orderly, efficient and disciplined atmosphere and operation of the school.
- Insubordination or disobedience: Refusal to comply with the request or direction of officers, employees or agents of the school acting within the scope of their employment or duties.
- Display of bigotry or intolerance based on age, race, creed, color, sex, marital status, national origin, religion, sexual orientation, or disability toward teachers, students, any other school personnel or agents of the school.
- Disorderly Conduct: A person violates this policy when the person does any of the following:
 1. Engages in fighting or violent behavior in the school or at school functions, home and away events.
 2. Makes loud and raucous noise in the vicinity of the school or at school functions, causing unreasonable distress to the occupants or participants thereof, at both home and away events.
 3. Directs abusive epithets or makes any threatening or rude gesture which the person knows or reasonably should know is likely to insult or to provoke a violent reaction by another.
 4. Without lawful authority disturbs any lawful assembly or meeting of persons by conduct intended to disrupt the meeting or assembly.
 5. By words or action, initiates or circulates a report or warning of fire, epidemic, or other catastrophe, knowing or reasonably should know such a report to be false or such warning to be baseless.
 6. Knowingly and publicly uses the flag of the United States in such a manner as to show disrespect for the flag as a symbol of the United States.
 7. Without authority or justification, obstructs school premises or any access to school premises with the intent to prevent or hinder its lawful use by others. This shall include premises where any school function is held.

8. Telephones another and uses obscene, lewd, or profane language, or threatens to inflict injury or physical harm to the person or property of any person.
 9. Demonstrates overt displays of affection, i.e., prolonged embracing or kissing, or physical fondling.
- Student to Student Harassment - see Appendix A
 - False reports: A person who, knowing the information to be false, conveys or causes to be conveyed to any person any false information with the intent that such person will act upon that information violates this policy.

Criminal or Illegal Behavior of Students or Non-students

- Possession of dangerous objects or contraband.
- Theft: A person commits theft when the person does any of the following:
 1. Uses school funds, equipment, or materials for political purposes or purposes not reasonably related to school functions or school-sponsored educational activities.
 2. Take possession or control of the property of another, or property in the lawful possession of another, with the intent to deprive the other thereof.
 3. Commits any act that is declared to be theft by any provision of the Code of Iowa.
- Robbery: A person commits a robbery when, having the intent to commit a theft, the person does any of the following acts to assist or further the commission of the intended theft or the person's escape from the scene thereof with or without the stolen property.
- Commits an assault upon another.
- Threatens another with or purposely puts another in fear of immediate serious injury.
- Threatens to commit immediately any forcible felony.
- Mischief: Mischief includes damage, alteration, injury, defacing or destruction of any building, fixture, or tangible or intangible property, and includes the willful writing, making marks, drawing characters, etc., on walls, furniture, and fixtures.
- Unlawful Assembly: An unlawful assembly is three or more persons assembled together with any or all of them acting in a violent manner with intent that any or all of them will commit a public offense. A person who willingly joins in or remains a part of an unlawful assembly, knowing or having reasonable grounds to believe that it is such, violates this policy.
- Threats: Any person who threatens to place or attempts to place any incendiary or explosive device or material, or any destructive substance or device in any place where it will endanger persons or property, violates this policy.
- Trespass:
 1. The term "property" shall include any land, dwelling, building, conveyance, vehicle, or other temporary or permanent structure, whether publicly or privately owned, used by or under the contract of the school.
 2. The term "trespass" shall mean one or more of the following acts:
 - a) Entering into or remaining upon property without justification or without the implied or actual permission of the principal/designated person in authority with the intent to commit a public offense or to use, remove therefrom, alter, damage, harass, or place thereon or therein anything animate or inanimate.
 - b) Entering into or remaining upon property with justification after being notified or requested to abstain from entering or to remove or vacate therefrom by the public

- employee in authority, or by any peace officer, magistrate, or public employees whose duty it is to help supervise the use or maintenance of the property.
- c) Entering upon or into property for the purpose or with the effect of unduly interfering with the lawful use of the property by others.
- d) Being upon or into property and wrongfully using, removing therefrom, altering, damaging, harassing, or placing thereon or therein anything animate or inanimate, without the implied or actual permission of the principal/designated supervisor in authority.
3. The term "trespass" shall not mean entering upon property for the sole purpose of retrieving personal property which has accidentally or inadvertently been thrown, fallen, strayed, or blown onto the school property, provided that the person retrieving the property takes the most direct and accessible route to and from the property to be retrieved, leaves the property as quickly as is possible, and does not unduly interfere with the lawful use of the property.
4. Persons should not be in the school building or on school premises at any time without authorization of the school building administrator or designee. Persons who interfere with school procedure will be required to leave the school premises. If their activities or actions disrupt the disciplined, scholarly atmosphere, they may be subject to prosecution.
- a) School administrators may enlist the aid of the local law enforcement agencies to have removed any unauthorized persons.
- b) Implementation of procedures dealing with unauthorized persons shall be reasonable, nondiscriminatory and non-arbitrary in their operation.
- Arson: Causing a fire or explosion, or placing any burning or combustible material, or any incendiary or explosive device or material, in or near any property with the intent to destroy or damage, is arson, whether or not any such property is actually destroyed or damaged.
 - Possession or Consumption of Alcoholic Beverages: No person shall possess or consume an alcoholic beverage on any public school property or while attending any public or private school-related function.
 - Intoxication: Attendance or participation in any regular or co-curricular activity in an intoxicated state.
 - Possession of Controlled Substances: No person shall possess a controlled substance unless such substance was obtained directly from, or pursuant to a valid prescription or order of a practitioner while acting in the course of his/her professional practice.
 - Use of Tobacco or Controlled Substances: The use by any student of tobacco or any controlled substance shall be prohibited while such student is on school premises or in attendance or participating in school-related activity.
 - Gambling
 - Weapons (see weapons policy)

Enforcement

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

Restraint and Physical Force

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

Detentions

Detentions may be issued by the principal, superintendent, teachers or other school personnel for disciplinary purposes. Students receiving detentions will receive a copy of the detention by the end of the class period or by the end of the school day. The following guidelines concerning detentions will be observed:

- Students will be served first and will bring their lunches to the detention room.
- Students will eat in silence and when finished eating will sit in silence.
- Students may work on homework; magazines or outside reading materials will not be allowed.
- There will be no talking to other students during detention. Any talking will result in an additional detention period for the violators.
- No food other than the student's lunch will be permitted.
- Failure to co-operate fully with the detention teacher will result in further disciplinary actions being assigned.

Parents are expected to arrange transportation for their student for any after/before school or Saturday detentions.

Suspension

Suspensions shall be of the in-school variety unless circumstances dictate other arrangements. Students shall be eligible for co-curricular activities after serving their suspension. If a student is assigned more than one day of in-school suspension, in a row, they will be ineligible for co-curricular activities that are scheduled during the suspension period. Students serving multiple days of in-school suspension will be expected to participate in co-curricular practices. Students placed on out-of school suspension will be ineligible for all co-curricular activities during their suspension periods.

Student will be completing regular classroom assignments while serving in-school suspension.

Credit for students placed on out-of-school suspension will be earned for assignments handed in to staff only on the day the student returns to class from out-of-school suspension. Students on out-of-school suspension will not be allowed additional time to make up assignments as stated for regular days of absence. Students must be responsible to call to ask what their assignments are during the time of out-of-school suspension.

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

Vandalism

Students may be held responsible for damaged books or school property. Payment for breakage of equipment will be assessed immediately, while book fines will be assessed at the end of the school year. Defacing or maliciously damaging school property is in violation of state laws, Chapter 613.16, Code of Iowa and district regulations. Such acts may result in detention, suspension, expulsion, and required financial restitution to the district, and/or notification of local law enforcement officers.

EXPULSION

The Board of Directors may, by a majority vote, expel any student(s) from school for a violation of rules and regulations approved by the Board or when the presence of the student(s) is considered to be a detrimental to other students or to the purposes for which school is conducted.

Refer to Board Policy No. #502.3.

FORGERY

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

EDUCATIONAL PROCESS PROCEDURES

- All school rules, as set forth by the administration will be enforced in the classroom.
- Students will be expected to bring materials, as assigned by the instructor, to class each day. You will not be allowed to go to your locker for materials that you may have forgotten unless teacher has given permission.
- Upon entering the room. Students must go directly to their seats and be seated. Students should be ready for class when the tardy bell rings.
- All safety procedures as outlined by the instructor must be followed.
- Students will be held responsible for all school property and materials.
- In addition to the procedures and regulations outlined above each teacher may add rules and other regulations as needed for specific situations.
- Detention(s), in-school or out-of-school suspension will be assigned for disruptive behavior.

Cheating

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

Students found guilty of cheating on examinations, tests, quizzes, etc., shall receive "no credit" for the assignment involved in the cheating. Letting someone copy an assignment is cheating.

Disruption of the Educational Process

Students shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct, intentionally cause disruption or obstruction of any lawful mission, process or function of the school. Detention, suspension or expulsion may result from such acts.

Educational Equity Policy

The North Linn Community School District offers career and technical programs in the following service areas: Agricultural Education, Business Education, Health Occupations Education, Family and Consumer Sciences Education, Industrial Education, and Marketing Education. It is the policy of the North Linn Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Scott Beaty, Middle School/High School Principal at 3033 Lynx Drive, P O Box 200, Troy Mills, IA 52344 or by phone at 319-224-3291, Ext. 1 or by email at sbeaty@northlinncsd.org.

Educational Equity Compliance Violation Grievance Procedure

Any student or employee of the North-Linn Community School District shall have the right to file a formal complaint alleging non-compliance with educational equity.

Please refer to the current Teacher's Handbook or Board Policy Manual for further information.

DISTRICT EDUCATIONAL EQUITY COMPLIANCE OFFICER – Secondary Principal,
North-Linn High School, 3033 Lynx Drive PO Box 200, Troy Mills, IA 52344, (319-224-3291)

OUTSIDE OF CLASSROOM POLICIES

Passes

Students are not to be in the halls during class periods, unless they have a pass authorized by a teacher or other school authorities. Study hall sign-outs are limited to those students going to the restroom and occasionally lockers. Students should make every effort possible to take all materials necessary to study halls. Students wishing to see a teacher during a study hall need to get a pass prior to that study hall period.

When an instructor detains a student after class, that teacher may send a pass with the student to the teacher of the next class indicating that the student's tardiness was excused. If the instructor does not feel that a pass is warranted the student will be considered tardy.

Lockers

- Students shall be assigned lockers by the principal's secretary.
- Students are NOT to change lockers without permission of the principal.
- Lockers are not to be decorated on the outside. (Please use appropriate decorations for the inside of the lockers.)
- Appropriate decorations are pictures of friends and family held by magnets.
- Inappropriate locker decorations will not be allowed.
- No pop or candy may be kept in the lockers.

Locker Inspection

Student lockers are the property of the school district and are merely "on loan" to students. As such, they may be inspected, at any time, by the administration or designated staff members following a 24-hour "inspection notice" to the student body. Such inspections shall be made in the interest of sanitation and maintenance.

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

EMERGENCY DRILLS

Fire

All students and teachers should be aware of their designated routes for protection by signs posted in the classrooms. The fire warning will be a continuous buzzer sound at which time the faculty will immediately evacuate their rooms according to the designated routes.

Students are to follow these directions for a speedy and orderly evacuation of the building.

- Leave all classroom materials (books, pencils, notebooks, etc.) in the room.
- Line up and walk single file out of the room and use the designated escape route out of the building.
- Students should remain quiet in the halls.
- Keep hands, feet, and objects to yourself.

Teachers are to follow these directions:

- Must have class list or grade book.
- Close doors.
- Students should be in class groups and quiet.
- Teachers must take head count and are responsible to report missing student(s).

Tornado

All students and teachers should be aware of their designated areas for protection by signs posted in the classrooms. The tornado warning will involve the use of voice communication over the intercom. The phrase "Activate the Tornado Shelter Plan Immediately" shall initiate the drill and will be repeated several times. Students are to go immediately and quietly to their assigned areas. Students are to assume a tornado drill position. Students are to remain seated and facing the wall until the "all clear" has been sounded.

THEFT PREVENTION

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

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

- Must have lockers locked and shut after each use.
- Do not bring large sums of money to school unless absolutely necessary.
- Valuables that must be brought to school should be left in the office for safekeeping until needed.
- **We will only be responsible for valuables if given to a coach, teacher, or office.**

BEVERAGE/FOOD IN BUILDING

Beverages are not to be brought into the building.

- Soda is not to be brought into the middle school building unless prior arrangements have been made with staff/principal.
- Any juice purchased during lunch/breakfast must be consumed in the lunch area.
- At no time will beverages be allowed in any carpeted area by students.
- At no time are glass containers permitted.
- Students may not purchase soda from the teachers' lounge.
- Candy, suckers, etc. are only allowed for specified reasons designated by the teacher and must be consumed in that classroom.
- Soda may not be purchased and/or brought from home for lunch/breakfast.

Vending Machines

Vending machines **may not** be used by middle school students at any time. Exceptions to this are:

- Juice machine during breakfast/lunch
- Discretion of coaches after practice or before event

Infraction of these rules may result in detention, suspension, or expulsion.

BUILDING MAINTENANCE

Let's all help keep our building one of the nicest in the area by doing what we can to ease the burden of the maintenance personnel as much as possible.

- Use wastebaskets and dispose of all wastes in a proper manner.
- Put all equipment back in its proper place after use.
- Do not clean paintbrushes in restroom sinks.
- Please wear clean gym shoes in the gym when involved in an activity and do not practice athletics or participate in horseplay in hallways or classrooms.
- Do not spit on floors, walls, or in the drinking fountains.

- Writing or defacing of desktops, tables, walls, bulletin boards, restroom walls or any other walls is prohibited.
- Do not wear steel heel plates on your school shoes.
- Do not sit on desktops, tables, radiators, or any place else not designed for sitting.
- Students are not to carry snow, rocks, etc. into the building.
- Only backpacks or gym bags less than 20 inches are allowed.
- Keep gym bags/backpacks out of the hallways. Hang them from the coat hooks in the lockers.

Infractions of these rules will result in parent/student restitution.

Signs, Posters, Banners, Etc.

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

TRANSPORTATION

Bus Guidelines

The bus driver's attention must be on their driving responsibility at all times. Driving a bus safely is a difficult task. Anything that happens on the bus to divert the driver's attention endangers the safety of the riders. It is necessary that the students riding the bus conduct themselves in the best possible manner. The privilege of bus transportation can be withdrawn from any student who refuses to cooperate with the bus drivers. Precautions are taken to see that your student arrives at his/her destination safely, but this requires the cooperation of the students and parents.

- Students are under the authority of the bus driver. Pupils shall be courteous to the driver, fellow pupils, and to the public.
- Pupils shall be on time for the bus both morning and evening. Drivers are not required to wait.
- Students shall remain seated while the bus is in motion.
- Pupils shall not extend their hands, arms, or head through bus windows.
- Students shall converse in normal tones; loud or vulgar language is prohibited.
- Pupils shall keep the bus clean, and refrain from damaging it. Damage in any manner or vandalism of any kind to the seats or any other part of the bus will not be tolerated.
- Students shall enter and leave bus, at school loading stations and at highway bus stops in orderly fashion and in accordance with instructions.
- Crowding or pushing, roughhousing on the bus is prohibited. Students are not to fight, kick, or spit while using school transportation.
- Students must keep feet off the seats.
- Pupils must not throw objects in the bus or through the bus windows. Shooting paper wads or other materials in the bus is not permissible. No snow is to be brought on the bus.
- Students are not to light matches, lighters, or to have other potentially dangerous materials on the bus.

- Book bags, musical instruments and other property must be properly stowed out of the way and the aisle must be clear at all times.
- When a pupil leaves the bus, he/she must follow bus driver instructions. Pupils who must cross the road to get on, or after leaving the bus, must cross in front of the bus. Pupils must never cross behind the bus.
- Beverages/food are not to be taken on school buses.
- Students that are required to wait at an attendance center for transportation should stay in the designated area of the loading site.
- Students should not be in any part of the attendance center without being chaperoned by the staff of that attendance center.
- Bus students are not allowed to leave school grounds after arriving on a shuttle.
- If student is to be picked up, parents will need to contact the school if for any reason the student is not riding the bus home. (i.e. older siblings, friends, relatives, etc.)

All participants riding to and from co-curricular activities will travel in school-sponsored transportation. Please refer to the Transportation Policy.

Students are discouraged from riding buses other than the one to which they are assigned. If it is absolutely necessary for a student to ride another bus, he/she must bring a note from a parent requesting this. This note should be taken to the office.

Students choosing to not follow the above regulations are subject to bus suspension and/or bus detention. Continual bus problems may result in more severe consequences.

We sincerely hope you will cooperate with us in helping make our buses safe for all children who ride them.

School Sponsored Events

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

The only exception to the above statement shall involve:

- A request by a parent asking that their son or daughter be allowed to ride to or leave an event with the parent. This type of request must involve parent/administration contact prior to the event or direct supervisor/parent contact at the conclusion of an event.
- A request by a parent, either orally to the administration prior to an event or in the form of a note bearing the parents signature, that son or daughter be allowed to leave an event with a member of the immediate family. The note must be presented to the principal prior to leaving for the event.
- A request by parents asking that their son/daughter be allowed to leave an event with the parent of a fellow participant/student. This type of request must involve parent/administration contact prior to the event. The note must be presented to the principal prior to leaving for the event.

District Guidelines

After practice the coaching staff expects students to be picked up immediately.

Once a bus reenters the District from a game or meet, players and other students associated with the team may be let off at the following points: Coggon, High School, Troy Mills, or

Walker. We hope that parents are waiting for their son or daughter. If, in the coaches and/or bus drivers opinion the weather is too severe they may take the child to a phone and attempt to have the child call home. Activity busses are not allowed to stop at individual residences even if they are on the road that is being traveled.

The school and coaching staff will honor different requests brought up by parents/guardians concerning these guidelines. The requests must be made in a timely manner (i.e. by at least the morning of the day they are going to occur). Requests should be made in writing.

Shuttle Busses – Middle school students involved in the following extra-curricular activities: football, track, and volleyball will be eligible to ride the shuttle bus to Walker and Coggon.

After School Activities

Busses will leave the Middle School at approx. 5:00 and arrive at Walker and Coggon at approx. 5:15.

Shuttle bus times may be altered for good reason. Changes in the schedule will be given to the students at either activity practices or during the daily announcements.

Bicycles/Mopeds

If bicycle or moped is ridden to school, we are not responsible for personal injury, theft, or damage to property of the bicycle or moped.

CANCELLATIONS OF SCHOOL AND EVENTS

In the event of school cancellations due to inclement weather, road conditions, etc., we will be using the School Messenger information system. The announcements will also be made on several television stations. The North-Linn website will also be used.

CLOSED CAMPUS

North-Linn Middle School maintains a closed campus. All students are expected to remain at the school during the day. Student must sign out in the Middle School Office prior to leaving. If student leaves the school during the normal school day without parental permission and without signing out in the principal's office they will be considered truant. Students are not to leave the school grounds during the school day without parental (guardian) consent and/or signing out at the office.

A student is considered on school grounds after they are dropped off at the attendance site.

CHILD ABUSE

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 limits the rights of one parent in matters such as custody or visitation, bring a copy to the office. Unless your court order is on file with us, we must provide equal rights to both parents.

INTERROGATION BY OUTSIDE AGENCIES

Please refer to Board Policy #505.5.

SEARCH AND SEIZURE

The United States Supreme Court (T.L.O.) and the Iowa Legislature (S.F. 477) agree that school officials may conduct searches in school settings so long as they have a reasonable suspicion that a criminal offense or school rule or regulation bearing on school order has been violated. Such searches apply to students, student lockers, desks, work areas and automobiles. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Please refer to Board Policy #502.5.

SPECIAL SERVICES - GRANT WOOD AREA EDUCATION AGENCY

Support services are available to assist teachers and families when concerns arise with students. These services include building staff (special education teacher, counselor, nurse, health secretary, etc.) and Grant Wood Area Education Agency staff (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, work experience coordinators, and others). Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for all students by teacher or parent request through the counselor at the student's school. Grant Wood personnel will not work with a student until a written parental consent has been obtained. Special referral forms are sent to the parents for this purpose.

WEAPONS

Code No. 502.6

The board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for weapons, dangerous objects, or objects that look like weapons. Weapons, other dangerous objects, and objects which look like weapons shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Parents of students found to possess a weapon, dangerous objects, or objects that look like weapons on school property shall be notified of the incident. Confiscation of weapons or dangerous objects or objects which look like weapons shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. Weapons under the control of law enforcement officials shall be exempt from this policy. The superintendent may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Legal Reference: Improving America's Schools Act of 1994, P.L. 103-382.

McClain v. Lafayette County Bd. of Education, 673 F.2d 106 (5th Cir. 1982).

Iowa Code 279.8; 724 (1995).

Cross Reference: 502 Student Rights and Responsibilities

503 Student Discipline

507 Student Health and Well-Being

Approved 1/15/98

Reviewed_____ Revised_____

Board Policy North-Linn Community School District

ANTI-BULLYING/HARASSMENT POLICY

Appendix A

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

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

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

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

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

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

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

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

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

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

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;

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

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

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

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

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

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The school counselor or designee will be responsible for handling all complaints by students alleging bullying or harassment. The school counselor or designee will be responsible for handling all complaints by employees alleging harassment.

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

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

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

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

EMERGENCY CARE SITUATION

Appendix B

“911”

(Medical, Police, and Fire)
St. Luke’s Hospital – 369-7105
Mercy Hospital – 398-6041
North-Linn – 224-3291

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

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

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

NORTH-LINN TECHNOLOGY CODE OF ETHICS FOR STUDENTS

Appendix C

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

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

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

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

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

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

- Do not make offensive or harassing statements or use offensive or harassing language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs.
- Do not swear, use vulgarities or any other inappropriate language. Be polite and follow the same privacy, ethical, educational, and other considerations observed regarding other forms of communication.
- Do not send or solicit sexually oriented messages or images.
- Do not transmit your credit card information or other personal identification information, including your home address or telephone number from any District computer. Do not publish personal or private information about yourself or others on the Internet without prior written permission. If any information is to be provided regarding students, it should be limited to the student's first name and the initial of the student's last name only. Do not arrange or agree to meet with someone met online.
- Do not use the District's computers and/or computer network systems to participate in illegal activities. Illegal activities include, but are not limited to, gambling, fraud, and pornography.
- Do not subscribe to Listservs, bulletin boards, online services, e-mail services or other similar services without prior permission from the technology coordinator or other appropriate personnel.
- Do not use, possess or attempt to make or distribute illegal/unauthorized copies of software.

- Illegal/unauthorized software means any software that has been downloaded or copied or is otherwise in the user's possession without the appropriate registration and/or license for the software, including the payment of any fees to the owner of the software.
- Do not alter, modify, corrupt or harm in any way the computer software stored on the District's computers or computer network systems. Do not install any software on the hard drive of any District computer or on the District's computer network systems or run any personal software from either floppy disk, CD-ROM or other storage media or alter or modify any data files stored on the District's computers or computer network systems without prior permission and supervision from the technology coordinator or other appropriate personnel.
 - Do not download any programs from the Internet without prior permission from the District's technology coordinator or other appropriate personnel. Any programs downloaded from the Internet shall be strictly limited only to those that you have received permission from the technology coordinator or other appropriate personnel to download.
 - Do not use any encryption software from any access point within the District.
 - Do not access the Internet from a District computer using a non-District Internet account.
 - Do not share a personal user account with anyone. Do not share any personal user account passwords with anyone or leave your account open or unattended.
 - Do not access the District's computers or computer network systems or use the District's Internet connection from a non-District computer without prior authorization from the technology coordinator or other appropriate personnel.
 - Do not use an instant messenger service or program, Internet Relay Chat or other forms of direct electronic communication or enter a chat room while using the District's computers, computer network systems, and/or the District's Internet connection.
 - Do not disable or circumvent or attempt to disable or circumvent filtering software.
 - Do not play any games that are not related to the District's educational program.
 - Do not vandalize the District's computers or its computer network systems. Vandalism is defined as any attempt to harm, modify, deface or destroy physical computer equipment or the computer network and any attempt to harm or destroy data of another user. All users are expected to immediately report any problems or vandalism of computer equipment to the administration, the technology coordinator or the instructor responsible for the equipment.
 - Do not commit or attempt to commit any act that disrupts the operation of the District's computers or computer network systems or any network connected to the Internet, including the use or attempted use or possession of computer viruses or participation in hacking or other unlawful/inappropriate activities on line. Users must report any security breaches or system misuse to the administration or technology coordinator. Do not demonstrate any security or other network problems to other users; give your password to another user for any reason; and/or use another individual's account. Do not attempt to log on to any device as a system administrator.
 - Do not use the network in such a way that you would disrupt the use of the network by other users or would waste system resources (e.g. listening to Internet radio, printing web pages without prior permission from the technology coordinator or other appropriate personnel).
 - Do not use the District's computers and/or computer network systems for any commercial or for-profit purposes, personal or private business (including but not limited to shopping or job searching), product advertisement or political lobbying.
 - Do not use the District's computers, computer network systems, and/or the Internet to transmit any material in violation of any federal or state law, copyrighted material, obscene material, hate literature, material protected by trade secret, computer viruses, offensive material, and/or any threatening or harassing materials. If a user encounters potentially inappropriate information, the user shall immediately terminate contact with such information and notify the technology coordinator or other appropriate personnel of the contact with inappropriate information.
 - Do not plagiarize information accessed through the District's computer, computer network systems, and/or the Internet. Students shall obtain permission from appropriate parties prior to using copyrighted material that is accessed through the District's computer, computer network systems, and/or the Internet.

Although reasonable efforts will be made to make sure students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify the student's teacher or other appropriate personnel of what occurred. Students will be able to access the District's computers and computer network systems, including use of the Internet, through their teachers and/or other appropriate supervisors. Individual electronic mail addresses will be issued to students. Students will not be allowed to use e-mail except under very specific, limited educational circumstances. If a student has an electronic mail address that has been set up outside of school, the student will not be permitted to access that e-mail account or use that address to send and receive mail at school.

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

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

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

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

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

North-Linn Community School District

Appendix D

Permission for Medication Form

I hereby authorize the school nurse or delegated certified personnel at North-Linn Community Schools to administer the following medication.

Students name: _____

Medication (name): _____ Strength: _____

Dosage to be given each time: _____

At what hour is the dosage given at home? _____

At what hour is the dosage to be given at school? _____

The above medication is to be given until: _____

Reason medication is given: _____

Medication prescribed by: _____ M.D.

Parent/Guardian signature: _____

Date: _____

On late start days: I will give medication at home _____

Please give medication at school _____

Early dismissal days: I would like medication given at school _____

Child will take medication at home _____

Any special instructions: _____

Examples: Medication crushed; takes whole in applesauce; give with food provided; etc.

A permission form must be on file for each medication given during school hours. Forms must be renewed annually and updated as changes occur.

Medications must be sent to school in their original container. Do not send medications in zip-loc bags or envelopes. Improperly labeled medications will not be given.

National Junior Honor Society

Eligibility Requirements for Membership And Selection Procedures

Appendix E

1. Eligibility: All 7th and 8th grade students.
2. Requirements:
 - Scholastic – A cumulative grade point average of 3.5 in full time subjects through the 1st semester of the academic year. Students are required to maintain a 3.0 GPA throughout middle school to remain a member in good standing. Students must also take an active role in the chapter. Grades will not be rounded for calculation of grade point and GPA will not be rounded to meet criteria.
 - Participation in a minimum of 1 co-curricular activity.
 - Attendance – Candidates must have been in attendance at North-Linn Middle School the equivalent of one semester.
3. Procedures:
 - Students meeting the scholastic requirements will be considered for membership. Students will provide student activity information in regard to school co-curricular activities, community activities, home responsibilities on a regular basis (chores), leadership positions, and note any honors or awards.
 - National Junior Honor Society Selection Committee shall consist of all Middle School Faculty and Staff. Each member of the faculty/staff shall complete an evaluation of each student based on character, leadership, citizenship, and service which shall be considered in the selection process along with grade point and activity participation.
 - Total tabulated average of the above data will be 3.20 or higher.
 - This procedure will be updated annually in accordance with National Junior Honor Society standards.

In all cases, only those students who have a cumulative GPA of 3.5 or higher standard of excellence meet the scholarship requirement for membership in the National Junior Honor Society. Candidates meeting this standard shall then be evaluated on the basis of service, leadership, character, and citizenship. Students may not apply for membership and membership is not guaranteed. A faculty council will meet to decide the acceptance of members. The activity form received will need to be filled out and turned in to the sponsor by a stated date and no later. Because this organization is based on responsibility, if a form is not turned in the school will interpret that the student does not wish to be considered for membership and his/her name will be dropped from the list of candidates being considered for membership. Remember it is the student's responsibility to return the form on time.

August 2017

Appendix F

Dear Middle School Parent,

The 17-18 school year is here at North Linn Middle School. Mrs. Russ, Curriculum Director, and I are working with our faculty to provide great opportunities for our students. The middle school students and faculty have developed a code of conduct to stress the importance of respect for ourselves, others, and property.

Our staff has implemented a few changes to benefit all of the students at North-Linn Middle School. Your student will receive a new North Linn Middle School Student Handbook. We would like you to review it with your student and send back the form at the end of this letter.

Our goal is developing responsible middle level students. Three areas that are critical for the development of responsibility are:

Phone Policy: Students will not be using the telephone unless there is an emergency. The procedure is defined in the handbook.

Assignment notebooks: Each student will be given an assignment notebook. They will be required to record assignments and students' notebooks will be checked by their advisors daily. The notebook will also be used as their hall pass.

Classroom Success Plan: Our staff has developed a plan to keep a closer eye on student progress. It has a series of levels for the students ranging from supplemental study hall to peer coaching to tutoring and eventually repeat of the course. Please read the section on course retake.

We are always ready to listen to any concerns or ideas that you might like to share to improve the educational community throughout the North Linn Community School District. Please feel free to call or stop by the school.

Again, the staff is ready to go for a tremendous year.

Thank you.

Sincerely,

Scott Beaty
Middle School Principal

I (We) _____ have reviewed the North Linn Middle School Student Handbook with our student _____.

Parent/Guardian Signature

Date