NORTH POLK

COMMUNITY SCHOOL DISTRICT

ELEMENTARY HANDBOOK

2026-2027

NORTH POLK
COMMUNITY SCHOOL DISTRICT

DISTRICT MISSION

LEARNING FOR ALL, BY LEARNING FROM ALL

DISTRICT VISION

THE NORTH POLK COMMUNITY SCHOOLS EXIST FOR ALL LEARNERS TO BECOME:

Quality Producers
Knowledgeable People
Problem Solvers
Effective Communicators
Collaborative Workers

OUR CORE VALUES

Relationships
Respect
Responsibility
Resourcefulness
Resilience

Contact Information

Big Creek Elementary 3-5
340 East Vista Lake Drive
Polk City, IA 50226
515.984.3400
Principal: Amanda Parker
Dean of Students: Bailey Royer

Central Elementary PK-5
311 NE 141st Ave
Alleman, IA 50007
515.984.3400
Principal: Whitney Longtin
Dean of Students: Sarah Bowser

West Elementary PK-2
1400 W Broadway
Polk City, IA 50226
515.984.3400
Principal: Cory Allison
Dean of Students: Ashley Knock

District Administration Office
13930 NE 6th St
Alleman, IA 50007
515.984.3400
Superintendent: Michael Kline

Welcome to the North Polk Elementary Schools! The North Polk Elementary Handbook is designed to help you work with the school district to obtain the best educational experience for your child. The information contained in this handbook will provide you with some basic knowledge about Central, West, and Big Creek Elementary Schools.

This handbook is an extension of our school board policy and is a reflection of the goals and objectives of the board. The information should clarify school procedures, expectations, and the educational philosophy of North Polk Schools. We hope you will find this handbook a helpful reference throughout the school year. Please review it with your child and contact us if you have any concerns.

At other times throughout the school year, you will receive weekly newsletters and supplementary information, which should be kept along with this handbook. We hope the newsletters and this handbook will be a valuable part of the many ways we can partner with your family.

The partnership between home and school is vital to the success of your child's education. We want to work as a team to ensure your child has an excellent experience.
At any time, please reach out with any feedback, clarification, or needs you may have. We truly believe we are better together.

Respectfully,
Whitney Longtin, Central Elementary Principal
Sarah Bowser, Central Elementary Dean of Students
Cory Allison, West Elementary Principal
Ashley Knock, West Elementary Dean of Students
Amanda Parker, Big Creek Elementary Principal
Bailey Royer, Big Creek Dean of Students

Learning for all BY learning from all

Board approved July 20, 2026

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A. Arrival/Dismissal Schedule

- ➔ Breakfast/Student Drop Off Begins: 7:35 a.m
- ➔ Bus Release: 7:35 a.m.
- ➔ School Start Time and End Time: 7:50 a.m. and 2:50 p.m.
- ➔ AM Preschool: 7:50 a.m.-10:50 a.m.
- ➔ PM Preschool: 11:50 a.m.-2:50 p.m.
- ➔ There will be no Preschool or Transitional Kindergarten on Wednesdays

ARRIVAL

Elementary students who are transported to or from school by means other than the school bus should be dropped off at the dropoff area and arrive at school no earlier than 7:35. Families are asked not to drop students off prior to that time, and students are unsupervised prior to drop-off time. Instructional time begins when the bell rings at 7:50. Students arriving after this bell will be considered tardy and need to sign in at the office with a family member.

DISMISSAL

You must be on time to pick up your student at the end of each day.

- Central families who pick up their students are asked to wait in the carpool line until students exit the building with their teachers.
- West families are to park in the parking lot and pick up their students. PK through 2nd grade students will be at the main doors. We expect students to go directly home after school unless they have made other arrangements with their families.
- Big Creek families who pick up their students are asked to wait in the carpool line until students exit the building.

Notification of change in your student's after school procedure

If there is any change to your student's dismissal procedure, please contact the office and their classroom teacher as soon as possible.

Without communication, your student will follow the normal dismissal procedures.

B. Late Starts - (Inclement Weather or Other Reasons)

- ➔ Breakfast/Parent Drop Off Begins: 9:35 a.m.
- ➔ Bus Release: 9:35 a.m.
- ➔ School Start Time and End Time: 9:50 a.m. and 2:50 p.m..
- ➔ If there is a late start due to inclement weather, there will only be preschool in the afternoon

C. Attendance Procedures

Regular attendance is very important for each student's school success. Both the home and the school share a joint responsibility for this attendance, as well as ensuring the safety and well-being of your student. To best accomplish this, it is essential to maintain good home/school communications. Occasionally, it becomes necessary for a student to be absent from school; therefore, we are requesting your continued help and full cooperation with our attendance policy. If a student is absent or tardy, the school will require the following:

1. Call your school to leave a message each day your student is absent or tardy.
2. If calling earlier than 7:25, please leave a message indicating the following:
    a. Your Name
    b. Your Student's Name
    c. Teacher's Name and Grade Level
    d. Reason for the Absence or Tardiness
3. If your student's teacher reports him/her absent or tardy, and the school has not received prior information or a phone call, an attempt will be made to contact you to verify the reason for the absence. If families don't call, and we cannot verify the absence, the student will be marked "unexcused."

Families, NOT students, will be responsible for calling in the absence. In addition, to make this system work efficiently, it will be necessary for all information in Infinite Campus to be updated, including phone numbers, email addresses, and emergency contact information. This information will need to be updated throughout the school year if there are any phone numbers, contacts, or address changes.

Throughout the school year, student vacation and recess days are scheduled. Parents are encouraged to use only these scheduled days for opportunities to take trips or plan special events. It is important that our students are in attendance at school every day, outside of absences for illness or emergencies. **Students need to be fever, vomit, and diarrhea free, without the aid of medication, for 24 hours before returning to school.**

- ➔ **Senate File 2435 requires school districts to follow new protocols for chronic absenteeism, as outlined in Section 14 of Section 299.1 of Iowa Code.**
    - When a student misses 10% of the days in the semester, the following will occur, in accordance with the law:
        - The school notifies the parents. .
        - The school notifies the Polk County attorney.

    - When a student missing 15% of the days in the semester, the following actions are required:
        - Parent meeting where an absenteeism prevention plan

is created.
- The school engages in regular communication with the parent following the meeting.
- Note: if the participants subsequently violate the terms of the absenteeism prevention plan, the county attorney may initiate truancy proceedings under section 299.6 of Iowa Code.

- When a student misses 20% in the semester, the following actions occur:
  - The Polk County attorney is informed, who will then determine the course of action regarding the enforcement of compulsory education laws.
  - The student is classified as truant.

D. Student Behavior Expectations At North Polk Elementary Schools, we will provide a positive educational environment that will produce lifelong learners capable of making, evaluating, and modifying decisions in order to be productive, responsible citizens. The North Polk Community Schools will adhere to our expectations of being respectful, responsible, and safe. The bus is an extension of the school and students are expected to follow bus expectations at school as well as the bus. If the expectations are not followed on the bus, a range of consequences will be put in place which could include bus privileges being revoked.

E. Indoor/Outdoor Recess

Students need the opportunity to be outside for fresh air and exercise each day, weather and health permitting. With the large number of students outside for recess each day, it is necessary to have guidelines, which help minimize problems and accidents on the playground. Students will be expected to go outside for recess each day unless there are individually approved circumstances or inclement weather conditions. If the student has returned after a lengthy illness, he/she will be held in from recess for no more than two days without a doctor's note. During the wintertime, we use the local weather service report, and the students are not permitted to go outside for recess if the WIND CHILL (Feels Like) INDEX drops to 10 degrees Fahrenheit or below.

Guidelines For Indoor/Outdoor Recess

Recess will be held indoors when:

(a) the temperature has a wind chill factor of 10 degrees or heat index of 95 degrees;
(b) precipitation, humidity, or wind would cause outdoor activities to be uncomfortable

Students will be expected to be prepared to go outdoors for recess on all other days. If the students are indoors for a recess they will be involved with quieter activities in their classroom.

F. Bicycles and Other Wheeled Items

Students may ride bikes to school with family's consent. Students in kindergarten through second grade should not be encouraged to ride bikes to school, and bikes can never be ridden on school property during school hours. This includes the school parking lots, which means that as students arrive at school, they should get off their bikes and walk them up to the bike rack area. Roller blades, roller skates, shoes with wheels, skateboards, scooters, etc. may not be used on school grounds during school hours. All other items brought to school should be inside a backpack or bag.

G. Appropriate School Clothing

Research indicates that there is a direct relationship between a student's dress and academic performance. Simply stated, studies show that students who take pride in their appearance are more apt to take pride in their schoolwork. At North Polk, we want students to get the most benefit from their education. The following guidelines are designed to encourage appropriate clothing and appearance at school. It is the responsibility of our students and their families to see to it that they dress appropriately for school. The best policy to follow is, if you have a doubt do not allow your child to wear it.

1. Short shorts
2. Open midriff shirts and/or open sided shirts
3. Inappropriate tank tops (spaghetti straps or similar) with visible undergarments
4. Items of clothing with alcohol or drug advertising or inappropriate or suggestive language
5. Accessories, jewelry, etc. that may cause a distraction.
6. Tennis shoes are recommended on the playground and in the gym.

Recess Attire Guidelines

The outside temperature determines recess dress guidelines. Recommendations for recess dress including the range in degrees Fahrenheit is as follows:

- 60's or above = short or long sleeves
- 50's = sweatshirt or light jacket
- 40's = coat
- 30's and below = coats, hats/hoods, & gloves Snow = coats, hats/hoods, snow pants, snow boats, & gloves

The monitoring of the outdoor temperature heightens student awareness for making well-informed choices in regard to appropriate dress for outdoor conditions. Transitional periods during seasonal changes require the most preparation. It is important to realize that forecasted highs may not occur until later in the day. A lightweight jacket or sweatshirt may be needed based on the temperature at the time students go outside for recess in the morning. Please help to support attention to the daily forecasts in order to help your student come to school prepared for the day's weather.

H. Personal Items, Phones/Watches/Electronics, Toys
Personal property should be left at home unless specifically requested by the classroom teacher. If a student has a phone or a smart watch at school, it is to remain in the student's backpack in silent mode or off until the child is off school grounds. Electronic devices may be taken from a student for inappropriate use. The school is not responsible for loss of or damage to personal items.
In addition to personal items, having balloons, flowers, lunch, or other gifts delivered to students while at school is not allowed due to the disruption in the learning environment. These items will be held in the office until the end of the school day for pickup.

I. Conferences are scheduled twice during the school year to discuss student progress . Families are expected to meet with the teachers at these scheduled times. Communication between home and school is an essential element in making your student's school experience successful.

J. Individual Progress Reports The elementary schools are on a trimester system in which the year is divided into three periods. Progress reports will be issued at the conclusion of each trimester. Questions regarding progress reports should be directed to the teacher.

K. Health Screenings Hearing and vision screenings are regularly provided. Heartland AEA staff complete hearing screenings annually for students in Preschool through 2nd grade, and for students in 5th grade. Our School nurse conducts an annual vision screening. Families will be notified about the results of these screenings only if problems requiring follow-up are noted. Families should notify the school nurse if they do not want their children to participate in the screenings.

L. Medications at School In order to establish and maintain a system of safe storage, handling and dispensing prescribed medication at school the following procedures are recommended to help insure protection for the student and the school. These guidelines have been developed in consultation with the Department of Health, Board of Nursing, Pharmacy Examiner and related professional associations. To assure that the specific drug is dispensed to the designated student in prescribed amount at the specified time the following procedure is listed below:

1. A licensed medical or osteopathic physician or dentist prescribed the medication.
2. The prescribing physician or dentist signs a request to have a specific medication in a specific amount at a specific time dispensed to a designated pupil by school personnel.
3. The families sign a request to have this prescribed medication dispensed to their child according to the written directions of the prescribing physician or dentist.

4. The medication is brought to school and kept in the prescription container filled by the pharmacist. Nonprescription medications are acceptable if in the original container.
5. All medication must be accompanied by the medical form or a note complete with all of the information the form requires from the families. Please contact the school nurse for the necessary form.
6. All medications are appropriately identified for each child, kept in a locked file drawer or cabinet and the employee responsible for dispensing the medication has custody of the key. When required, refrigeration will be provided.
7. All medication permission slips will be filed in the student's cumulative health folder.
8. At vacation time, end of school year, or end of dispensing time any remaining medication shall be returned to parents and/or legal guardians or destroyed.
9. The school does not provide any over the counter drugs to students. These must be supplied by families and accompanied by the appropriate medication form. The above guidelines also include all over the counter drugs (i.e. aspirin, cough drops, throat lozenges, etc.). Please send medication only if it is necessary.

M. Field Trip Letter/Permission Form

Permission for school-sponsored field trips is given by checking the appropriate box on the Student Information Sheet included in your registration packet. Your student's teacher will coordinate volunteers for field trips. If you are planning to volunteer, please keep in mind that no siblings or other small children will be allowed to attend in order for you to give your full attention to the students. To ensure safety for students, all volunteers must adhere to volunteer guidelines outlined by the District and school(s) in which they serve. Any volunteer who plans to work directly with students or assists staff five or more times per school year; supervises/chaperones students; or acts as a primary authority figure must complete volunteer information and disclosure statements, and submit to a criminal background check, which is found in our Volunteer Handbook. Volunteers shall work under the direct supervision of staff members. In accordance with the privacy rights of staff, students and families, volunteers must keep personal and personnel matters confidential. (see board policy 903.99) All volunteers attending field trips will need to have a name badge from our Raptor system.

N. School Parties and Birthday Parties

School Parties

Elementary students have scheduled school parties throughout the year, scheduled at the discretion of each elementary school. Please refer to communications from your student's school for details. Homeroom families and other school volunteers are contacted to provide assistance and healthy treats for these parties. Other

celebrations occur throughout the year, which are tied into various curricular areas or special projects.

Birthday Celebrations
Invitations to birthday parties or other celebrations outside of school will not be distributed at school no matter if they are for a select number of students or for the entire classroom.

Treats for Parties and Birthdays
Treats that are brought in for special occasions should be store-bought and have all ingredients properly labeled.
Some classrooms may have certain restrictions. Please check with your teacher before sending treats.

O. Daily Snacks/Cold Lunch

Daily Snacks
Grade level teams will use their schedules to determine if student snacks will be part of the daily routine. If your student's classroom has snacks as part of their daily routine, then students are responsible for bringing their own individual snacks if they choose. Daily snacks are not to be shared and may need to follow any classroom restrictions. Here is a list of healthy snack options:

- ➔ Fruit
- ➔ Vegetables
- ➔ Crackers
- ➔ Popcorn
- ➔ Cheese
- ➔ Yogurt

Cold Lunch
Cold lunch is a daily option for your student. If your student chooses to bring a cold lunch from home, pop and/or energy drinks are not allowed.

P. Money Students should not carry extra money to school. Lunch/milk money should be carried in a safe place. If you send lunch/milk money to school with your child, please have them give it to their teacher or bring it to the office upon arrival. Students are not allowed to sell or trade items of any kind at school; this includes sports and trading cards.

Q. Lost And Found There is a lost and found area in each building. Please assist your student and the school by labeling all articles of student clothing and other possessions, which may get lost or mixed up. If an article is lost, the students or families should check

the box, and in most cases the article can be located. Articles not claimed will be sent to a charitable organization at various times throughout the year.

R. Telephone Messages Students will be permitted to use the phone in emergency situations only. If a family needs to contact a student for any reason, they should leave a message with the office. Students must have permission from their teacher, administrative assistant, or principal before using the telephone. Teachers will not be called out of class for telephone calls. The office will take a message or direct you to the teacher's voice mail.

S. Visiting School If you plan to visit school to eat lunch with your student or to volunteer, please be sure to have your driver's license or state ID with you upon arrival. The district utilizes a security screening system called Raptor. Upon scanning your ID, the system electronically checks the Sex Offender Registry and then confirms your status against the database. After completion of the scan, your information is stored into the system. A badge is printed with your picture, name and reason for being in the building. While visiting the building for these reasons, please protect student and staff privacy and confidentiality at North Polk Schools. **Taking photos, videos, or audio recordings are strictly prohibited.** As a courtesy to our students and staff, please turn off cell phones and while on school property.
Whether you are visiting for lunch, as a classroom guest, or a volunteer we ask you do not bring younger siblings with you. Students not currently enrolled at North Polk will not be permitted to visit. This is for the safety of our students and staff.

Lunch Visit Upon checking into the office, you will be asked to meet your student in the lunchroom. At the completion of lunch please check out in the office as your student returns to their classroom.

Classroom Guest Visit Occasionally, teachers will extend an invitation for guest readers or other special classroom events. If your child's teacher has invited you to the classroom, please check into the office to receive your badge and proceed to the classroom. At the completion of your visit please check out in the office.

Volunteer Visit To ensure safety for students, all volunteers must adhere to volunteer guidelines outlined by the District and school(s) in which they serve. Any volunteer who works directly with students or assists staff on a regular basis; supervises/chaperones students; or acts as a primary authority figure must complete volunteer information and disclosure statements, and submit to a criminal background check, which is found in our Volunteer Handbook. Volunteers shall work under the direct supervision of staff members. In accordance with the privacy rights of staff, students and families, volunteers must keep personal and personnel matters confidential. (see board policy 903.99)

T. Parent-Teacher Organization (PTO) A volunteer Parent Teacher Organization (PTO) enhances the educational program of North Polk's elementary schools. Activities include fund-raising events, which support a variety of projects in the schools, organize a variety of community activities, book fairs and supporting students and staff. This outstanding group welcomes your active support and involvement. Membership information is available at all elementary schools. More information will be shared in the fall.

U. School Newsletter Each school will provide a weekly newsletter which can be accessed on the district website under Our School/Weekly Newsletter tab. The newsletter will provide you with information about upcoming events, student activities, breakfast/lunch menus and building celebrations. Please take time to read the newsletter with your student.

V. Class Lists Careful attention is given to the process of determining class sections. North Polk has attempted in the past to provide reasonable class sizes. However, other considerations are given to this process. The number one priority is to create class sections which will best fit the needs of the individual students involved. Many factors are considered in balancing of classroom assignments. For example, classes may be balanced in terms of the number of students, boys/girls, personality, student needs, and academics. Occasionally the separation of students is a part of the process. Relatives, close friends, and personality clashes are factors considered when separating students from one another. The intent is to create a classroom setting that is beneficial to the students and does not inhibit teaching staff from doing the best possible job. The public must be aware that the placement of students is a task that is not taken lightly. There is considerable time and effort put into the process. **With this in mind, the school does not accept requests for specific teachers; however, families may provide the school with input into their child's learning needs**. Families should put their input in writing and address it to the attention of the building principal. The principal has the authority to make the final decision regarding the class lists. Classroom placements for the upcoming school year can be viewed through your student's Infinite Campus Portal in August.

W. Pets Due to health and safety reasons, students and families are discouraged from bringing pets to school. No pets or animals will be allowed in the school without specific permission from the principal.

X. Drills

Proactive safety drills will take place periodically throughout the school year. Procedures for each type of drill have been prepared for each building. After the completion of a drill, feedback is given to students and staff and action steps are put into place to realize a safer procedure in the future.

Learning for all BY learning from all

-- District Policies --

BUILDING USE POLICY The schools are available to be rented. School board policy 905.1 outlines the procedures and fees for building use. These forms are available on the North Polk web page at, www.northpolk.org, click District Information, and then Request a Facility.

EDUCATIONAL EQUITY POLICY STATEMENT It is the policy of the North Polk Community School not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.
It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.
Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to the Superintendent's Office, North Polk Community School, Alleman, Iowa 50007, 515-984-3400; to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa; or the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri. 25

ANTI-BULLYING/ANTI-HARASSMENT POLICY The North Polk harassment policy states; "harassment of employees and students will not be tolerated in the school district." The policy further states; "harassment includes, but is not limited to, harassment, including bullying, on the basis of race, sex, creed, color, national origin, religion, marital status or disability." The policy covers administrators, board members, employees, families, students, vendors, and others doing business with the school district. An employee whose behavior is found in violation of this policy will be disciplined up to and including discharge or other appropriate action. Other individuals found in violation of the policy will be subject to appropriate sanction as determined and imposed by the superintendent or board. (See board policy 104)
Harassment is illegal and there can be serious consequences for students harassing others regardless of their age. There may also be serious consequences for the families of minor children of those who harass others. Harassment, both physical and psychological,

will not be tolerated. Harassers must learn they will be held accountable for illegal actions and victims must feel free to speak up when they are being harassed.
Employees and students who believe they have suffered harassment shall report such matters to the building principal, counselor or teacher. The elementary principal will be the investigator for harassment complaints and the curriculum director shall be the alternate investigator.
In section 708.7 of the Iowa code subsection 1B it states:
A person commits harassment when the person, purposefully and without legitimate purpose, has personal contact with another person, with the intent to threaten, intimidate, or alarm that other person. As used in this section, unless the context otherwise requires, "personal contact" means an encounter in which two or more people are in visual or physical proximity to each other. "Personal contact" does not require physical touching or oral communication, although it may include these types of contacts.

INITIATIONS, HAZING, BULLYING OR HARASSMENT Hazing, harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials. (See board policy 104)
Harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics, is prohibited: 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. Students who feel that they have been harassed or bullied should:

- Communicate to the alleged harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should tell a teacher, counselor or principal; and write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including; what, when and where it happened; who was involved; exactly what was said or what the harasser or bully did; witnesses to the harassment or bullying; what the student said or did, either at the time or later; how the student felt; and how the harasser or bullying responded.

Sexual harassment is prohibited. Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of 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,

socioeconomics status or familiar status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- 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.

Sexual harassment includes, but is not limited to:

- Verbal, physical or written harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications; and
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- Verbal, physical, or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, job, etc.; and
- Demeaning jokes, stories or activities

HOMELESS POLICY The district follows the Department of Education guidelines for posting information in regard to homeless children. This information is posted in the community and in all school buildings. Please see the secretary or building principal for assistance if you have not been able to access this information. (See appendix and board policy 501.16) Local School District Liaison: Mr. Seth Poldberg, 515-984-3400

NOTICE OF NONDISCRIMINATION It is the policy of the North Polk Community School District not to illegally discriminate on the basis of race, color, national origin, gender, 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.

NONDISCRIMINATION GRIEVANCE PROCEDURE – (Board Policy 102.E4) Students and parents of students have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.
Level One - Informal Students and parents of students with a grievance of discrimination based upon race, color, national origin, creed, socio-economic status, religion, sex, disability, sexual orientation, gender identity or marital status (refer to Board Policy 102.E4) are encouraged first to discuss it with their instructor, counselor, or program or building administrator, with the objective of resolving the matter informally.

Primary Contact:
Maranda Van Cleave
Director of Teaching and Learning
13930 NE 6th St.
Alleman, Iowa 50007
(515) 984-3400
maranda.vancleave@northpolk.org

Level Two – The District Equity Coordinator If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, he/she may file a complaint in writing on a Grievance Filing Form, which may be obtained from the District Equity Coordinator. The complaint shall state the nature of the grievance and the remedy requested. Filing of the formal, written complaint at Level Two must be within fifteen (15) working days from the date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the District Equity Coordinator. A minor student may be accompanied at that meeting by a parent or guardian. The District Equity Coordinator shall investigate the complaint and attempt to resolve it. A written report from the District Equity Coordinator regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

Contact:
Amelia Clark
Human Resource Specialist
13930 NE 6th St.
Alleman, Iowa 50007
(515) 984-3400
amelia.clark@northpolk.org

Level Three – Superintendent If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the Superintendent within five (5) working days after receiving the report from the District Equity Coordinator. The grievant may request a meeting with the Superintendent or the Superintendent may request a meeting with the grievant to discuss the appeal. The Superintendent will render a decision within a reasonable time after the receipt of the written appeal. If, in cases of disability, grievances at the elementary and secondary level, the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue.
This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission by calling (515) 281-4121 [toll free (800) 457-4416], or the United States Equal Employment Opportunities Commission (EEOC) by calling (800)

669-4000. Individuals with hearing impairments can call the (EOCC's toll free TDD number: (800) 669-6820. The complaint must be filed within 180 calendar days from the date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of the occurrence.

STUDENT COMPLAINT PROCEDURE (Board Policy 502.04) Student complaints regarding board policy, building, or administrative regulations and other matters should first be addressed to the student's teacher, or the counselor rather than the building or district administration. It is the goal of the Board of Education to resolve student complaints at the lowest organizational level.
If the teacher or counselor cannot resolve the matter, the student may discuss it with the building principal within five (5) working days of the teacher or counselor's decision. If the building principal cannot resolve the matter, the student may discuss it with the superintendent within ten (10) working days after speaking with the principal. If the superintendent cannot satisfactorily resolve the matter, the student may ask to have the matter placed on the Board of Education agenda of a regularly scheduled Board of Education meeting in compliance with Board Policy 213.

PROBLEM SOLVING North Polk Schools believe we all want what is best for our children. We believe that the sooner a problem is resolved, the better the solution will be. We believe solutions will be best reached if given time to work and have consistent follow up. However, in rare circumstances when a problem or solution cannot be reached, the District has a problem solving process to follow. (Board policy 213)

SEARCH AND SEIZURE School district authorities may, without a search warrant, search students, student lockers, personal effects, desks, or work areas based on a reasonable suspicion that a school district policy, rule, regulation, or laws has been violated. The student has the right to be present during the inspection. The search shall be in a manner reasonable in scope to maintain order and discipline in the school, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities.

TOBACCO/NICOTINE/ALCOHOL/DRUGS The school campus is a smoke free zone. The board prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of beer, wine, alcohol, tobacco, nicotine, other controlled substances, or "look alike" substances that appear to be tobacco, nicotine, beer, wine, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Violation of this policy by students will result in disciplinary action, including suspension or expulsion. Use of, purchase of, or being in

possession of cigarettes, tobacco or tobacco products for those under the age of eighteen may be reported to the local law enforcement authorities. Possession of, or being under the influence of alcohol and/or a controlled substance may also be reported to the local law enforcement authorities.

STUDENT ABUSE BY AN EMPLOYEE

103 Annual Notification Statements

This text was prepared and approved by the Department of Education.
Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property. State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.
Any person who has knowledge of an incident of abuse of a student committed by a school employee may file a report with the designated investigator or any school employee. To generate an investigation, the report must include basic information showing that the victim of the alleged abuse is a student, that the alleged act or omission of the school employee meets the definition of abuse, and that the person allegedly responsible for the abuse is a school employee.
The report shall be in writing, signed and witnessed, and shall contain the following:

1. The full name, address, and telephone number of the person filing.
2. The full name, address, and telephone number of the student.
3. The name and place of employment of the school employee(s) or agents who allegedly committed the abuse.
4. A concise statement of the facts surrounding the incident, including date, time, and place of occurrence, if known.
5. A list of possible witnesses by name, if known.
6. Names and locations of any and all persons, who examined, counseled or treated the student for the alleged abuse, including the dates on which those services were provided, if known.

The Board of Directors has appointed the following person to investigate:, Amelia Clark, Human Resources Specialist, (515) 984-3400. (See board policy 402.3)

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's website: www.iowa.gov/educate

STUDENT SUSPENSION FOR ASSAULT ON AN EMPLOYEE The Safe School Bill contains a provision that a student who assaults or threatens an employee in a school building, on school grounds or at a school sponsored function shall be suspended by the principal. The principal may request the board to meet to discuss whether further sanctions, including expulsion, should be ordered against the student. The principal may also call a law enforcement agency to let them know about the threat.

WEAPONS POLICY Students bringing firearms, other weapons or dangerous objects, including look-a-likes shall be expelled for not less than one calendar year. Weapons will be confiscated and shall be reported to law enforcement officials. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on an individual case-by-case basis. (See board policy 502.06)