

# ***Algona Elementary*** **Student Handbook**



**2024-2025**

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Dear Algona Elementary School Families,

Welcome to another exciting school year at Algona Elementary Schools! Whether you are returning or joining us for the first time, we are thrilled to have you.

At Algona Elementary Schools, we are committed to our core values of Respect, Integrity, Students First, and Excellence. These core values are the foundation of everything we do.

Our mantra is "Rise to the Occasion." This powerful phrase encapsulates our belief in the potential of every student to overcome challenges, embrace opportunities, and achieve greatness. We encourage all members of our school community to embody this spirit, rising to meet every challenge with determination and resilience.

As we look forward to the year ahead, we remain dedicated to providing a safe, supportive, and enriching environment for our students. Together, we will create a nurturing and dynamic educational experience that prepares our children for a bright and successful future.

This handbook is designed to be a comprehensive guide for our school community, offering important information about our policies, procedures, and the various programs and resources available to our students and their families. We believe that clear communication and a shared understanding of our expectations and values are key to fostering a successful and collaborative school experience.

We encourage you to read through this handbook carefully and keep it as a reference throughout the school year. Should you have any questions or need further clarification, please do not hesitate to reach out to us or your child's teacher.

Thank you for your continued support and partnership. We are excited to see our students thrive and "Rise to the Occasion" in all their endeavors.

Warmest regards,

Brad Sudol and Jill Schutjer  
Principals  
Algona Elementary Schools

## School District Information

### **Mission**

Provide an enriching environment to meet the needs of all learners

### **Vision**

Inspiring all learners to be engaged and successful

### **Core Values**

Respect

Integrity

Students First

Excellence

### **Mantra**

Rise to the occasion. Reach to the future.

### **School Board**

Rodney Davis, President

Brent Owen, Vice President

Tom Nugent

Andrea Vinci

Jay Limbaugh

Todd Louwagie

Laney Mitchell

Lisa Chapman, Secretary

Joe Carter, Superintendent of Schools

### **Elementary Schools**

Bertha Godfrey Elementary - Principal Brad Sudol

- 3 & 4 Year Old PreSchool
- Early Childhood Special Education
- Kindergarten Prep
- Kindergarten

Bryant Elementary - Principal Brad Sudol

- 1st – 2nd Grade

Lucia Wallace Elementary - Principal Jill Schutjer

- 3rd – 4th Grade

## Definitions

**“The district”** means *Algona Community School District*

**“Parent”** also means “guardian” unless otherwise stated.

**“School grounds”** includes the school district-owned or operated facilities, school district-owned or operated property, property within the jurisdiction of the school district or school district premises, and school-owned or operated buses, vehicles, and chartered buses.

**“School facilities”** includes school district buildings and vehicles.

**“School activities”** means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

## Equal Educational Opportunity

Algona Community School District does not discriminate in its education programs or activities on the basis of sex, race, color, national origin, disability, religion, creed, marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs). The school district’s goal is to educate students in programs and activities that foster a healthy social, intellectual, emotional, and physical self-concept. Each student has the opportunity to use Algona Community School District’s educational programs and activities. Each student is expected to conduct themselves in a manner that assures each student the same educational opportunity.

Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Mr. Joe Carter and can be contacted at Central Administrative Office by calling (515) 295-3528.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov), the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be made instead of, or in addition to, an inquiry or complaint at the local level.

Algona Community School District, in its educational program, has an intervention process to assist students experiencing behavior and learning difficulties. Jon Huesser is responsible for this process. Parents wanting access should contact [jhuesser@algona.k12.ia.us](mailto:jhuesser@algona.k12.ia.us).

It is the policy of the Algona 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 Equity Coordinator, James Rotert ([jroterter@algona.k12.ia.us](mailto:jroterter@algona.k12.ia.us)), 600 S. Hale St. Algona, Iowa 50511, 515-295-3528.

## STUDENT ATTENDANCE

### Student Registration and Enrollment

Students and parents must register annually at <https://www.algona.k12.ia.us/page/school-registration>

### School Calendar

Algona Community School District's school calendar may be subject to change throughout the school year due to weather, emergencies, or other reasons.



2024-2025

Algona CSD School Calendar

Start-Finish  
August 21-May 21

Summary of Calendar  
Days in the Classroom:  
Hours in the Classroom: 1140  
Conference Days: 2

#### Calendar Legend

- First/Last Day of Classes
- Holidays (6)
- Teacher Workday/Staff Development
- New Teacher Orientation
- Vacation Days (12)

#### Staff Development/Workday

August 19-22  
September 16  
October 14  
December 9-23  
January 20  
February 17  
April 21  
May 22

#### Holidays:

Labor Day (September 2)  
Thanksgiving Day (November 28)  
Christmas (December 25)  
New Year's Day (January 1)  
Good Friday (April 18)  
Memorial Day (May 26)  
School Day 8:10-3:20  
25 minutes for lunch

adopted by the board on  
full day = 6.75 hours  
full day = 6 hours 45 minutes

#### Algona Community School District 2024-2025

| Total  |     | August |    |    |    |    |       |   | Weekly |    |
|--------|-----|--------|----|----|----|----|-------|---|--------|----|
| H      | D   | M      | T  | W  | T  | F  | S     | S | H      | D  |
|        |     | 5      | 6  | 7  | 8  | 9  |       |   |        |    |
|        |     | 12     | 13 | 14 | 15 | 16 |       |   |        |    |
|        |     | 19     | 20 | 21 | 22 | 23 | 6.75  | 1 |        |    |
|        |     | 26     | 27 | 28 | 29 | 30 | 32.75 | 5 |        |    |
| 39.5   | 6   |        |    |    |    |    |       |   | 39.5   | 6  |
|        |     | 2      | 3  | 4  | 5  | 6  |       |   | 27     | 4  |
|        |     | 9      | 10 | 11 | 12 | 13 | 33.75 | 5 |        |    |
|        |     | 16     | 17 | 18 | 19 | 20 |       |   | 27     | 4  |
|        |     | 23     | 24 | 25 | 26 | 27 | 33.75 | 5 |        |    |
|        |     | 30     |    |    |    |    | 6.75  | 1 |        |    |
| 167.8  | 25  |        |    |    |    |    |       |   | 128.3  | 19 |
|        |     | 1      | 2  | 3  | 4  |    |       |   | 27     | 4  |
|        |     | 7      | 8  | 9  | 10 | 11 | 33.75 | 5 |        |    |
|        |     | 14     | 15 | 16 | 17 | 18 |       |   | 27     | 4  |
|        |     | 21     | 22 | 23 | 24 | 25 | 33.75 | 5 |        |    |
|        |     | 28     | 29 | 30 | 31 |    |       |   | 27     | 4  |
| 316.3  | 47  |        |    |    |    |    |       |   | 148.5  | 22 |
|        |     |        |    |    |    | 1  | 7     | 1 |        |    |
|        |     | 4      | 5  | 6  | 7  | 8  | 33.75 | 5 |        |    |
|        |     | 11     | 12 | 13 | 14 |    | 33.75 | 5 |        |    |
|        |     | 18     | 19 | 20 | 21 | 22 | 33.75 | 5 |        |    |
|        |     | 25     | 26 | 27 | 28 | 29 | 12.5  | 2 |        |    |
| 437.0  | 65  |        |    |    |    |    |       |   | 120.8  | 18 |
|        |     | 2      | 3  | 4  | 5  | 6  | 33.75 | 5 |        |    |
|        |     | 9      | 10 | 11 | 12 | 13 |       |   | 27     | 4  |
|        |     | 16     | 17 | 18 | 19 | 20 | 32.75 | 5 |        |    |
|        |     | 23     | 24 | 25 | 26 | 27 | 0     | 0 |        |    |
|        |     | 30     | 31 |    |    |    | 0     | 0 |        |    |
| 530.5  | 79  |        |    |    |    |    |       |   | 93.5   | 14 |
|        |     |        | 1  | 2  | 3  |    | 13.5  | 2 |        |    |
|        |     | 6      | 7  | 8  | 9  | 10 | 33.75 | 5 |        |    |
|        |     | 13     | 14 | 15 | 16 | 17 | 33.75 | 5 |        |    |
|        |     | 20     | 21 | 22 | 23 | 24 |       |   | 27     | 4  |
|        |     | 27     | 28 | 29 | 30 | 31 | 33.75 | 5 |        |    |
| 672.3  | 100 |        |    |    |    |    |       |   | 141.8  | 21 |
|        |     | 3      | 4  | 5  | 6  | 7  | 33.75 | 5 |        |    |
|        |     | 10     | 11 | 12 | 13 | 14 | 33.75 | 5 |        |    |
|        |     | 17     | 18 | 19 | 20 | 21 |       |   | 27     | 4  |
|        |     | 24     | 25 | 26 | 27 | 28 | 33.75 | 5 |        |    |
|        |     | 31     |    |    |    |    | 6.75  | 1 |        |    |
| 908.5  | 135 |        |    |    |    |    |       |   | 108.0  | 16 |
|        |     | 1      | 2  | 3  | 4  |    |       |   | 27     | 4  |
|        |     | 7      | 8  | 9  | 10 | 11 | 33.75 | 5 |        |    |
|        |     | 14     | 15 | 16 | 17 | 18 |       |   | 26     | 4  |
|        |     | 21     | 22 | 23 | 24 | 25 |       |   | 27     | 4  |
|        |     | 28     | 29 | 30 |    |    | 20.3  | 3 |        |    |
| 1042.5 | 155 |        |    |    |    |    |       |   | 134.0  | 20 |
|        |     |        |    |    | 1  | 2  | 13.5  | 2 |        |    |
|        |     | 5      | 6  | 7  | 8  | 9  | 33.75 | 5 |        |    |
|        |     | 12     | 13 | 14 | 15 | 16 | 33.75 | 5 |        |    |
|        |     | 19     | 20 | 21 | 22 | 23 | 16.5  | 3 |        |    |
|        |     | 26     | 27 | 28 | 29 | 30 |       |   |        |    |
| 1140.0 | 170 |        |    |    |    |    |       |   | 97.5   | 15 |
|        |     | 3      | 4  | 5  | 6  | 7  |       |   |        |    |

#### 1080 Hour Calendar

| Date          | Events                                 |
|---------------|----------------------------------------|
| Aug 14-15     | New Teacher Orientation                |
| Aug 19-22     | Staff Development/Workday              |
| Aug 23        | 1st Day of School Grades 5-12          |
| Aug 26        | 1st Day of School Grades K-4           |
| Aug 30        | 1 hr. Early Dismissal                  |
| Sept 2        | Labor Day/No School                    |
| Sept 16       | Staff Development (No School)          |
| Oct 14        | Staff Development (No School) State PD |
| Oct 28        | Early Dismissal 2:30                   |
| Oct 28        | K-8 Conferences 4:00-7:30pm            |
| Oct 29        | Early Dismissal 2:30                   |
| Oct 29        | K-8 Conferences 4:00-7:30pm            |
| Nov 1         | No School                              |
| Nov 26        | Early Dismissal 2:30                   |
| Nov 27        | No School                              |
| Nov 28        | Thanksgiving (No School)               |
| Nov 29        | No School                              |
| Dec 9         | Staff Development (No School)          |
| Dec 20        | Early Dismissal 2:30                   |
| Dec 23        | Staff Development/Workday              |
| Dec 23-Dec 31 | No School                              |
| Jan 1         | New Years day (No School)              |
| Jan 2         | First Day After Break                  |
| Jan 20        | Staff Development (No School) State PD |
| Feb 17        | Staff Development (No School)          |
| Feb 24        | K-12 Conferences 4:00-7:30             |
| Feb 27        | K-4 Conferences 4:00-7:30              |
| Feb 24        | 1 hr. Early Dismissal                  |
| Feb 27        | 1 hr. Early Dismissal                  |
| Feb 28        | No School                              |
| Mar 17-21     | No School                              |
| Mar 31        | Senior Exit Presentations 4:00-7:30    |
| April 17      | 1 hr. Early Dismissal                  |
| April 18      | No School                              |
| April 21      | Staff Development (No School)          |
| May 14        | Seniors Last Day                       |
| May 18        | Commencement                           |
| May 21        | Last Day of School 11:30 Dismissal     |
| May 22        | Staff Development (No School)          |
| May 26        | Memorial Day                           |



## School Day – Arrival and Departure

### Morning Beginning Time

- 8:10 a.m. Kindergarten through 4th grade
- 8:30 a.m. Morning Kindergarten Prep/Preschool
- 12:30 p.m. Afternoon Kindergarten Prep/Preschool

All building doors will lock at 8:30 a.m. Ring the bell to enter after 8:30.

### Afternoon Dismissal

- All elementary buildings dismiss at 3:20 p.m.
- Buses depart - 3:25 p.m.

**STUDENTS ARE NOT TO ARRIVE AT SCHOOL BEFORE 8:00 UNLESS YOUR CHILD EATS BREAKFAST, WHICH BEGINS AT 7:45.**

## Student Attendance

### **CHRONIC ABSENTEEISM (Board Policy 501.09)**

A student is considered "chronically absent" if they are absent for more than 10% of the days in the school calendar. By Iowa code, both excused and unexcused absences count towards the total days to determine if a student is "chronically absent".

### **Notification**

When a student becomes chronically absent, the school will send a notice via certified mail to the parent, guardian, or legal custodian. This notice will include details of the absences and information on policies and disciplinary actions related to further absences.

### **Interventions**

**10% Absenteeism** - When absences reach 10% of school days, the school will notify the parent or guardian via certified mail and may begin interventions to improve attendance.

**15% Absenteeism** - If absences exceed 15% of school days, the school will investigate the causes of the absences and initiate a school engagement meeting. This meeting will involve school officials, the student, and the parent or guardian to identify barriers to attendance and to develop strategies to improve attendance.

**Over 18% Absenteeism** - If a student is absent more than 18% of school days, stricter measures may be taken, including potential involvement of the county attorney.

## Classroom Placement

It is the responsibility of the building principal to assign children to a specific classroom and teacher. Many factors influence that decision. If a parent feels strongly about making a classroom placement for the following year, they need to pick up a form at one of the elementary offices and return it by April 15th.

## Kindergarten

### **Kindergarten Entrance Age**

The state law provides that "no child shall be admitted to school for the year immediately preceding the first grade unless she/he is five years of age on or before the fifteenth of September of the current school year."

### **Kindergarten Entrance Immunizations**

The law provides that 'individuals not presenting the proper evidence of immunization, or exemption, are not entitled to enroll in a licensed child care center or school'. (Iowa Code 139A.8)

### **Kindergarten Entrance Screenings**

The law provides that parents must show that children entering kindergarten have been tested for a blood lead level and have received a screening for dental disease.

### **Kindergarten Roundup**

Each spring, registration is held for children who will enter kindergarten in the fall.

## Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Parents/guardians may apply for open enrollment for their child to attend another Iowa public school. Students wishing to open enroll to another school should contact the superintendent for more information.

## Inclement Weather

Should school be canceled due to inclement weather prior to the start of the school day, students and parents will be notified via KLGA (92.7 FM or 1600 AM) and KCCI News, or by the school alert. These days are typically built into the school calendar, however, there may be instances where missed days will need to be made up.

Should school be dismissed early due to inclement weather, parents will be notified by KLGA (92.7 FM or 1600 AM) and KCCI News, or by the school alert.

In cases of sudden and severe blizzards, it is always appreciated when parents of children in town aid us in making certain that their children reach their destination safely.

## STUDENT RIGHTS AND RESPONSIBILITIES

### Student Dress

- A. Mark all jackets, caps, and boots with a permanent label so that your child can always identify his/her belongings.  
Families should plan early for cold, wet weather.  
The following items of clothing are necessary.
  - 1. Coat
  - 2. Jacket, sweatshirt, or sweater
  - 3. Gloves or mittens
  - 4. Caps, hats, or hoods
  - 5. Snow boots
  - 6. Snow pants to play in the snow
- B. All students are required to wear boots in wet, muddy and cold conditions.
- C. For safety reasons, tennis shoes are suggested for physical education classes.
- D. Students may be asked to remove or change clothing deemed inappropriate or unsafe.

### Telephone Calls

Except in cases of emergency, pupils or teachers are not called to the telephone during the time of classroom instruction. Please call before 8:15 a.m., during the noon hour, or leave a message with the secretary. Pupils are requested to make arrangements for rides or visits to homes prior to coming to school.

## Student Care of School Property/Vandalism

Students must take care of school property including desks, chairs, books, lockers, school equipment, and other school property. Vandalism and/or destruction of school property is not tolerated. Students found to have committed vandalism or to have destroyed or otherwise harmed school property may be subject to discipline. In certain circumstances, students may be reported to law enforcement authorities.

Accidental damages may, but are not required to, be treated differently. Whether an incident is considered accidental will be determined on a case-by-case basis by school administration, depending on the circumstances of the situation, the student's actions leading up to the situation and the student's response after the situation occurred.

## Student Search and Seizure

Algona Community School District believes that in order to maintain and protect the health and safety of students, employees, and visitors to the school district and for the protection of school district property and educational environment, students, students' belongings, school-owned lockers, desks or other facilities may be searched or inspected pursuant to constitutional protections and state and federal law. A student and protected student areas may be searched without a search warrant based on a reasonable and articulable suspicion that a law and/or school district policy, rule, or regulations have been violated.

### **Personal Searches**

A student's person and protected student areas may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal, unauthorized, or contraband materials or has violated law or school district policy, rule, or regulations. A student means a student's person. Student-protected areas are a student's personal effects which include but are not limited to backpacks, satchels, purses, gym bags, etc.

### **Lockers and Desks**

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the district. The school district has a reasonable and valid interest in ensuring the lockers, desks, and other spaces are properly maintained. For this reason, lockers, desks, and other spaces are subject to unannounced inspections and students do not have a legitimate expectation of privacy in the locker, desk, or other space. Any illegal, unauthorized, or contraband materials discovered will be confiscated by school authorities and may be turned over to law enforcement.

## Student Lockers and Desks

Students are allowed to use the lockers and desks for storing school-related materials and personal items where necessary for attendance at school. Students are required to keep their assigned locker and desk clean and undamaged. Expenses to repair any damage done to a student's locker and desk may be charged to the student.

It is highly recommended that students do not store valuables in their lockers or desks. The school district is not responsible for such items.

## Restorative Practices

The Algona Community School District believes in dealing with challenging student behaviors with Restorative Practices. Rather than have a set punishment for each consequence, Restorative Practices look at each specific issue on an individual basis to try to determine the best course of action. Restorative Practices at Algona Middle School seeks to answer the following questions when discipline is necessary:

1. What happened?
2. Who was harmed?
3. What needs to be done to repair the harm that was caused?
4. What needs to happen so that there will not be similar issues in the future?

Each classroom may have additional guidelines. Each teacher will explain his/her room procedures. Students are expected to understand and follow all guidelines as explained by their teachers.

## Anti-Bullying and Harassment - Board Policy 104

The Algona Community School District is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. The superintendent is responsible for implementation of this policy and all accompanying procedures. Complaints will be investigated within a reasonable time frame. Within 24 hours of receiving a report that a student may have been the victim of conduct that constitutes bullying and/or harassment, the district will notify the parent or guardian of the student.

If as a result of viewing surveillance system data or based on a report from a school district employee, the district determines that a student has suffered bullying or harassment by another student enrolled in the district, a parent or guardian of the student may enroll the student in another attendance center within the district that offers classes at the student's grade level, subject to the requirements and limitations established in Iowa law related to this topic.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

#### Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

#### Definitions

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

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

2. Has a substantial detrimental effect on the individual's physical or mental health.
  3. Has the effect of substantially interfering with the individual's academic or career performance. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Trait or characteristic of the individual" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
  - "Volunteer" means an individual who has regular, significant contact with students.

NOTE: Anti-bullying/anti-harassment forms can be found [here](#).

NOTE: This is a mandatory policy. School districts are required to collect and report data regarding instances of bullying and harassment as required by law.

NOTE: Some conduct that falls under a school's anti-bullying/anti-harassment policy also may trigger responsibilities under one or more of the federal and state antidiscrimination laws. By limiting the response to a specific application of its anti-bullying/anti-harassment disciplinary policy and the accompanying procedures, a school may fail to properly consider whether the alleged conduct also results in discriminatory bullying and/or harassment.

## Policy for Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence - Board Policy 503.8

### **Threat of Violence**

Threat of violence means a written, verbal, electronic, or behavioral message that either explicitly or implicitly expresses an intention to inflict emotional or physical injury, property damage, or assault.

### **Incident of Violence**

Incident of Violence means the intentional use of physical force or power against oneself, another person, a group or community or property resulting in injury, property damage or assault.

### **Injury**

Injury means "physical pain, illness or any impairment of physical condition." State v. McKee, 312 N.W.2d 907, 913 (Iowa 1981)

## Property Damage

Property damage means any destruction, damage, impairment, or alteration of property to which the individual does not have a right to take such an action. Property means real property, which includes any real estate, building, or fixture attached to a building or structure, and personal property, which includes intangible property (Iowa Code section 41(21)).

## Assault

Assault means when, without justification, a student does any of the following:

An act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace (Following Iowa Code section 708.1)

## Escalating Responses by Grade Band

### Grades PK-2

| Level   | Escalating Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Level 1 | <ul style="list-style-type: none"><li>• Requires Parent or guardian notification.</li><li>• Responses may include any of the following:<ul style="list-style-type: none"><li>○ Parent or guardian conference that includes the student, when appropriate;</li><li>○ When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district;</li><li>○ Behavior intervention student agreement coupled with another response(s);</li><li>○ Restitution or opportunities to repair relationships coupled with another response(s);</li><li>○ Detention; and/or</li><li>○ Temporary removal from class.</li></ul></li></ul> |
| Level 2 | <ul style="list-style-type: none"><li>• Requires parent or guardian notification.</li><li>• Review of response to prior offense, if applicable, to inform increased level of response.</li><li>• Responses to the incident may include the following:</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                |



|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         | <ul style="list-style-type: none"> <li>○ Parent or guardian conference that includes the student, when appropriate;</li> <li>○ When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>○ Detention;</li> <li>○ Temporary or permanent removal from extracurricular activities;</li> <li>○ Temporary or permanent removal from class;</li> <li>○ In-school suspension;</li> <li>○ Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or</li> <li>○ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.</li> </ul>                                                                                                                                                                                                                                                                                                                                                   |
| Level 3 | <ul style="list-style-type: none"> <li>● Requires parent or guardian notification.</li> <li>● Review of response to prior offense, if applicable, to inform increased level of response.</li> <li>● Responses to an incident may include the following: <ul style="list-style-type: none"> <li>○ Parent or guardian conference that includes the student, when appropriate;</li> <li>○ When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>○ Detention;</li> <li>○ Temporary or permanent removal from extracurricular activities;</li> <li>○ Temporary or permanent removal from class;</li> <li>○ In-school suspension;</li> <li>○ Out-of-school suspension;</li> <li>○ Suspension of transportation privileges, if misconduct occurred in a school vehicle;</li> <li>○ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or</li> <li>○ Recommendation for expulsion.</li> </ul> </li> </ul> |

## Grades 3-5

| Level   | Escalating Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Level 1 | <ul style="list-style-type: none"> <li>● Requires Parent or guardian notification.</li> <li>● Responses may include any of the following:               <ul style="list-style-type: none"> <li>○ Parent or guardian conference that includes the student, when appropriate;</li> <li>○ When appropriate and with written parent consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>○ Detention; and/or</li> <li>○ Temporary removal from class.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Level 2 | <ul style="list-style-type: none"> <li>● Requires parent or guardian notification.</li> <li>● Review of response to prior offense, if applicable, to inform increased level of response.</li> <li>● Responses to the incident may include the following:               <ul style="list-style-type: none"> <li>○ Parent or guardian conference that includes the student, when appropriate;</li> <li>○ When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another response(s);</li> <li>○ Detention;</li> <li>○ Temporary or permanent removal from extracurricular activities;</li> <li>○ Temporary or permanent removal from class;</li> <li>○ In-school suspension;</li> <li>○ Suspension of transportation privileges, if misconduct occurred in a school vehicle; and/or</li> <li>○ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate.</li> </ul> </li> </ul> |

|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Level 3 | <ul style="list-style-type: none"> <li>● Requires parent or guardian notification.</li> <li>● Review of response to prior offense, if applicable, to inform increased level of response.</li> <li>● Responses to an incident may include the following: <ul style="list-style-type: none"> <li>○ Parent or guardian conference that includes the student, when appropriate;</li> <li>○ When appropriate, with written parent/guardian consent, counseling, and/or mental health counseling subject to available resources of the district;</li> <li>○ Behavior intervention student agreement coupled with another response(s);</li> <li>○ Restitution or opportunities to repair relationships coupled with another response(s).</li> <li>○ Detention;</li> <li>○ Temporary or permanent removal from extracurricular activities;</li> <li>○ Temporary or permanent removal from class;</li> <li>○ In-school suspension;</li> <li>○ Out-of-school suspension;</li> <li>○ Suspension of transportation privileges, if misconduct occurred in a school vehicle;</li> <li>○ Placement in an alternative learning environment, including a therapeutic classroom, when appropriate; and/or</li> <li>○ Recommendation for expulsion.</li> </ul> </li> </ul> |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Weapons and Weapon Look-a-Likes

Weapons, weapon look-a-likes, and other dangerous objects 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. Weapons, weapon look-alikes, and other dangerous objects in the possession of a student that are brought onto the school district premises or property within the jurisdiction of the school district will be confiscated.

The possession will be reported to law enforcement and parents or guardians of the student. Students may be subject to appropriate disciplinary measures. Disciplinary measures may include discipline up to and including suspension and expulsion.

## Tobacco, Alcohol, and other controlled substances

Algona Community School Board Policy Number 905.2 states, School district facilities and grounds, including school vehicles, are off limits for tobacco use, including the use of nicotine products that are not FDA (Food and Drug Administration) approved for tobacco cessation.

The elementary counselor, working with appropriate agencies, will provide counseling, treatment, and rehabilitation for students needing alcohol and/or drug programs.

Please be aware and make your child aware that possession of a controlled substance or pretending that passing off a substance as controlled is a serious situation that could lead to suspension or expulsion from school.

## Internet

Students will be able to access the internet at school. Individual student accounts and electronic mail addresses may be issued to students. Students may be permitted to use district-issued email addresses and internet-based collaboration software to send and receive messages at school. Students will receive age-appropriate training prior to using the internet.

Students will be under teacher supervision while on the network and the district uses technology protection measures to block and filter inappropriate/unauthorized use as much as possible and to the extent permitted by law or vendor policies. Additionally, student's internet activities may be monitored by the school district to help ensure students are not accessing inappropriate sites that contain restricted material. However, it is not possible to constantly monitor individual students and filter everything they are accessing. Because the internet is a global network and information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. Some students may encounter information that may not have educational value.

Students will not intentionally access or download any text file or visual depictions or engage in any discussion that includes restricted material. Restricted material includes but is not limited to obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, or will cause the commission of unlawful acts or the violation of lawful school regulations.

Should a student be found to have accessed restricted materials, students may experience the following disciplinary measures and/or, depending on the severity violation may experience disciplinary measures up to suspension and expulsion:

**First Violation:** A verbal and written "Warning" notice will be issued to the student. The student may lose internet access for a period of 5 school days at the discretion of the supervising teacher. A copy of the notice will be mailed to the student's parents and a copy provided to the building principal.

**Second Violation:** A verbal and written "Second Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parents and a copy provided to the building principal. The student will forfeit all internet privileges for a minimum period of 10 school days.

**Third Violation** A verbal and written "Third Violation" notice will be issued to the student. A copy of the notice will be sent to the student's parents and a copy provided to the building principal. The student will forfeit all internet privileges for a minimum period of one month.

## Electronic/Technological Devices

Purpose: Cell phones and other like devices distract from the learning environment. In order to provide a more positive and engaging learning experience for students and staff, the following policy has been created.

- Cell phones and other like devices are not allowed to be out in classrooms in the Algona Community School District. The only exception to this policy shall be for an academic purpose directed by a staff member.
  - First Offense: Cell phone goes to the office for the rest of the day.
  - Second Offense: Cell phone goes to the office, parents pick up cell phone.

### Electronics

To protect privacy, electronic communication devices such as cellular phones or any similar electronic communications devices shall not be used in restrooms, locker rooms, dressing rooms, or other similar situations or locations at any time. This prohibition also includes the use of cameras, either still or video. This applies to all persons except law enforcement personnel or school administrators when taking pictures for investigative reasons.

## Academic Integrity

Students are expected to do their own schoolwork. Academic dishonesty includes but is not limited to looking at another student's schoolwork without permission, copying others' work, copying from other unauthorized sources such as past exams, or unauthorized use of devices. Academic dishonesty is strictly prohibited. Students may face disciplinary measures as outlined in this handbook if found to have engaged in academic dishonesty. In addition to such disciplinary measures, students may face loss of class credit.

## Dual Enrollment

Home schooling/private instruction or home school assistance program students enrolled in classes or participating in school activities in Algona Community School District are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the school administrator.

# STUDENT CONDUCT

## Discipline

It is each student's responsibility to exhibit age appropriate behavior. When student behavior is deemed inappropriate by the supervising school employee, or under extreme circumstances based on the severity of the problem, any of the following steps may be implemented:

1. Warning to student of specific behavior.
2. Appropriate consequences for the action will be used.
3. Persistent misbehavior will result in principal and/or parent being contacted.
4. If results are still not acceptable at this time, the principal will take further action, which may include:
  - \* Removal from activity
  - \* In school suspension
  - \* Out of school suspension
  - \* Exclusion from school

## Temporary Removal from Classroom

Temporary removal from a classroom means that a student will be temporarily removed from the current classroom due to disruption of the learning environment. This is at the discretion of the classroom teacher and school administration.

## Detention

Detention means that a student is required to attend school during non-school hours for disciplinary purposes. Whether detention is to be imposed, the time of detention, and the length is determined by the classroom teacher and school administration on a case-by-case basis.

## Student Suspensions

Suspensions and discipline in lieu of or on condition of suspension, may be considered when a student violates board policy, school rules, or the law. All suspensions will be determined by the school principal after an investigation of the incident or allegation. Written notice and reasons will be given to the parents and student regarding the suspension, probation, or intervention. Students who are suspended from school will still be expected to complete course work to receive class credit.

### **In-School Suspension**

In-school suspension is a temporary isolation of a student from one or more classes while under administrative supervision and remaining on the school property.

## **Out-of-School Suspension**

Out-of-school suspension is used when other available school resources are unable to constructively remedy the student's behavior. Out-of-school suspension is the removal of a student from the school environment for short periods of time. Out-of-school suspension may mean attending another attendance center. A student may be removed from school for periods not to exceed 10 school days by the principal due to gross or repeated infractions or when the student's presence causes interference with the educational environment or operation of the school. The principal may use out-of-school suspension after an investigation and the student is afforded due process as outlined in school policy and the law.

## **Student Expulsions**

An expulsion occurs when a student is removed from the school environment, including but not limited to classes, activities, and other school related events. Students may be expelled for violation of board policy, school rules, or the law.

At the recommendation of the superintendent, a student may be considered for expulsion for disciplinary purposes. Only the board may make the determination to expel a student. Students considered for expulsion will be given due process as outlined in school policy and the law.

## **Fines and Fees**

Students may be assessed for fines, fees, and other similar charges for materials needed in a course, overdue school materials, activity participation, misuse of school property, or any other reason permitted by law. Parents and students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction upon parental request. Should a parent or student seek a waiver, they should contact the school principal for more information and waiver forms.

# **STUDENT HEALTH AND WELLBEING**

## **Insurance for Students**

Children's Health Insurance Program (CHIP) is offered through the Healthy and Well Kids in Iowa program (Hawki). Hawki is the state of Iowa's medical insurance program for uninsured children. Parents can apply for low-cost health insurance for their children through the program. For more information contact the school administrator.

## School Nurses

School nurses work with all students to reduce barriers to learning and to enhance the learning process by one of the following activities: evaluation of illness, injury and health, referral for illness, injury or health screenings, prevention activities, health education – individual and classroom, health counseling, and health plans to ensure that individual health needs are met.

School nurses are available throughout each school day. School nurses may be contacted by calling your child's building and asking for the nurse or requesting the nurse call you. The school nurses are also employed at Community Health and can be contacted there in one of the following ways. Both voice and email are confidential, thus messages of any nature can be left.

Karen Garman  
[garmank@mercyhealth.com](mailto:garmank@mercyhealth.com)

Josie Bjustrom  
[josie.bjustrom@mercyhealth.com](mailto:josie.bjustrom@mercyhealth.com)

Melissa Woodyard  
[melissa.woodyard@mercyhealth.com](mailto:melissa.woodyard@mercyhealth.com)

School Nurse Cell Phone Number: 515-341-4727

School health records are updated yearly at registration or entrance to Algona Schools. New forms are available from the school nurses, the school secretaries, or online at the school website. All health information is kept confidential.

## Immunizations

Prior to starting school or transferring into the school district, students must submit a certificate of immunization as required by law. Students without a proper certificate are not allowed to attend school until they have received the required immunizations or may be admitted on the condition that the student is in the process of completing the immunization process. Should a student fail to meet the immunization requirements, this is grounds for suspension, expulsion, or denial of admission.

Students have a maximum of 60 days to submit the Certificate of Immunization that fulfills the compliance of the law. If a student is not in compliance with this law, the parent will be notified. The child may be excluded from school if compliance to the law is not followed within the 60 days.

Exemptions are recognized only for specific medical or religious purposes as recognized by the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption.



## Physical Examinations

Physical examinations are recommended for all students prior to Kindergarten (a Prep Kindergarten or PreSchool physical within one year will be accepted). Physical medical examinations are used as part of the health appraisal. Copies of the examinations are entered in the child's cumulative health record.

## Administration of Medication

Students may need to take prescription or non-prescription medication during school hours.

Medication can be administered at the school by authorized school personnel following specific conditions and procedures.

1. A school medication authorization and instruction form must be completed and on file with Health Service.
2. All medication will be furnished by the parent and will be in the original container with all information properly labeled.
3. Proper labeling for prescription medicine includes:
  - A. Child's name
  - B. Name of medication
  - C. Time of day to be given
  - D. Amount of medicine to be given
  - E. Doctor's name

Pharmacists will cooperate and supply an additional container marked specifically for school use.

Non prescription medicines will be administered at the product prescribed levels only. These medicines need to be in the original package clearly marked with the student's name.

The Board assumes no responsibility for medical treatment of students. The School assumes no responsibility for monitoring the usage of medication by a school child during school hours when the student carries and self-administers his/her own medicines.

The school supplies Ibuprofen. This medication is administered for all students who have signed a parent consent. The signed parental consent is on registration forms for grades K-4 and in the student planner for grades 5-12.

If your child needs to take medicine at school, it is necessary for you to fill out a medical form. These can be obtained from the school nurse, the school secretary or from the school website at [www.algona.k12.ia.us](http://www.algona.k12.ia.us)

## Student Illness or Injury at School

A student that becomes ill or is injured at school must notify their teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify

the parents according to the information on the student's emergency contact form. If the student is too ill to remain in school, the student will be released to the student's parents or, with the parents' permission, to another person directed by the parents.

While the school is not responsible for treating medical emergencies of an ill or injured student, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student may have been transported for treatment.

## Communicable and Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school provided they are able to do so, and their presence does not create a substantial risk of illness or transmission to other students or employees. The health risk to others in the school district environment will be determined on a case-by-case basis by the student's physician, a physician chosen by the school district, or public health officials. Infectious or communicable diseases include but are not limited to mumps, measles, chicken pox, etc.

## Health Screenings

Throughout the year, Algona Community School District sponsors health screenings for vision and hearing. Parents are notified prior to the screening and may opt out through a written, signed note.

## Sexual Abuse and Physical Abuse of Students by School Employees

Algona Community School District does not tolerate physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees. Students who are physically or sexually abused by an employee should notify their parent or guardian, and report to a principal or other trusted school employee. A report may also be made directly to the Level 1 investigator.

The Iowa Department of Education has established procedures adopted by the district for investigating allegations. The procedure requires the district to identify the Level 1 investigator and Level 1 investigator alternative. Algona Community School District's Level 1 investigator is Brad Sudol and can be contacted at 515-295-3586.

Algona Community School District's Level 1 investigator alternative is the superintendent. Allegations will be handled promptly and confidentially to the maximum extent possible.

## Health Education

Each year parents are given the opportunity to review health curriculum materials, which are used in the classroom. Parents may make a written request that their child be excused from specific instruction. Board Policy 603.5

## Emergency Drills

Periodically the school holds emergency drills for fire, tornado, and other threats or disasters. At the beginning of each semester students are notified by their teachers of the emergency drill procedures. Additionally, the procedures and proper exit areas are posted in each room.

Building level plans are in place and published in the event that an entire building needs to be evacuated. In the event that we use the evacuation plan, parents will be notified by KLGA and by the school alert. You can sign-up for the school alert by visiting the school's webpage ([www.algona.k12.ia.us](http://www.algona.k12.ia.us)).

Students are expected to remain quiet and orderly during a drill or an emergency. Fire alarms and other calls to alarm should be taken very seriously. Students who pull the fire alarm or call in false alarms, will be disciplined up to and including suspension or expulsion. Additionally, depending on the situation, they may be reported to local law enforcement authorities.

## Physical Restraint and Seclusion of Students

Corporal punishment, mechanical restraint and/or prone restraint is prohibited in all schools by Iowa law. Employees are prohibited from administering corporal punishment, mechanical restraint and/or prone restraint.

That said, trained district employees and others may have to use behavior management interventions, physical restraint and/or seclusion of students. The school uses the least restrictive behavioral interventions appropriate for the situation.

Physical restraint or seclusion may be used for the following reasons:

- To prevent or terminate an imminent threat of bodily injury to the student or others; or
- To prevent serious damage to property of significant monetary value or significant non monetary value or importance; or
- When the student's actions seriously disrupt the learning environment or when physical restraint or seclusion is necessary to ensure the safety of the student or others; and
- When less restrictive alternatives to seclusion or physical restraint would not be effective, would not be feasible under the circumstances, or have failed in preventing or terminating the imminent threat or behavior; and
- When the physical restraint or seclusion complies with all applicable laws.

All physical restraints and seclusions will be conducted and documented in accordance with the adopted policy and state law. Board Policy 503.6

## STUDENT SCHOLASTIC ACHIEVEMENT

### Conferences and Student Progress

Students receive progress reports in the form of report cards at the end of the trimester. Students who have concerns about their grades should talk to their teachers to determine how they can improve performance. Teachers will notify parents and students should the student be doing poorly in the class.

If parents have any concerns or questions about their child's progress, they may contact their child's teacher. Additionally, parent-teacher conferences are regularly scheduled and held three times a year. Individual conferences are also available to parents with ongoing concerns. They are held outside of regular school hours and can be scheduled through the child's teacher.

### Testing/Survey Programs

Students undergo standardized testing annually. These tests are used to determine academic progress for individual students, for groups of students, and for the school district and to comply with state law.

### Health Education Program for Students

Algona Community School District provides instruction in health education in compliance with the Iowa Department of Education's Human Growth and Development Education requirements adapted appropriately for each grade level.

Upon request, parents may review the health education curriculum prior to their use. Parents who object to the health education instruction in human growth and development may file a written request that the student be excused from the instruction. Written requests must include a proposed alternative activity or study that is subject to the approval of the principal. Parents who wish to review or file a written request must contact the principal.

## STUDENT ACTIVITIES

### Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district.

### Fundraising

Students may raise funds for school activities upon approval of the principal. Funds raised remain in the control of the school district and the board.

# STUDENT RECORDS AND INSTRUCTIONAL MATERIALS

## Student Records; Family Educational Rights and Privacy Act Notice (FERPA)

Under the Family Educational Rights and Privacy Act (FERPA) student records containing personally identifiable information, except for directory information, are considered education records and are confidential.

It is the parent's right (or any student 18 years of age or older who has graduated from high school) to inspect and review the Algona Community School official records, files and data related to their children. This includes all material that is incorporated into that student's cumulative record folder and intended for school use or to be available to parties outside the school or system. This is the annual notification of this right.

Procedure for inspection of student records:

1. The parent or student over 18 years of age should make a written request to the building principal one week prior to the date of inspection.
2. The cumulative folders are in the elementary school principal's office. Requests should be made there.
3. Any information in the student's record may be copied for \$.10 per page.

FERPA affords parents and students over the age of 18 (eligible students) certain rights with respect to a student's education records. These rights are:

1. Right to inspect and review the student's education record.
2. Right to seek amendment(s) of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. Right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent.
3. The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the law. Complaints should be made to the following:

Student Privacy Policy Office  
US Department of Education  
400 Maryland Avenue  
Washington, DC 20202-8520

[File a Complaint | Protecting Student Privacy \(ed.gov\)](#)

## Student Directory Information

Under FERPA, there is certain information that is contained in a student's education files that may be released to the public without prior consent from the parent or eligible student. This information is called directory information and is generally not considered harmful or invasive. Parents and eligible students may restrict the disclosure of directory information by making the request in writing. Written requests should be turned into the principal by September 15 of the current school year.

We are mandated to allow students to be accessible to DHS personnel and law officials without parental notification.

## Informed Consent

Throughout the school year many opportunities are made available for students' participation in school activities. From time to time students are video recorded, photographed, interviewed and included in printed articles. This information may be used in the newspaper, on the radio, on television or in other publications such as the yearbook, daily announcements, the school's website, and other teacher or school newsletters, brochures, etc.

If you do not want information about your son or daughter to appear in any of the above examples, please select that option in Infinite Campus. It will be the responsibility of the parent or student to inform the Principal, teacher, supervisor, or advisor to the activity that you do not want the release of student information to be used.

## Student Disclosure of Identity -Board Policy 503.07

It is the goal of the district to provide a safe and supportive educational environment in which all students may learn. As part of creating that safe educational environment, no employee of the district will provide false or misleading information to the parent/guardian of a student regarding that student's gender identity or intention to transition to a gender that is different from their birth certificate or certificate issued upon adoption.

If a student makes a request to a licensed employee to accommodate a gender identity, name, or pronoun that is different than what was assigned to the student in the student's registration forms or records, the licensed employee is required by Iowa law to report the request to an administrator. The school administrator receiving the report is required by Iowa law to report the request to the student's parent/guardian. This requirement also applies to all nicknames.

To maintain compliance with Iowa law and also provide efficiency in the reporting requirements listed above, the Superintendent will provide the opportunity for parents and guardians to list in the student's registration paperwork any and all nicknames used for students.

## Student Legal Status

If a student's legal status, such as a student's name or the student's custodial arrangement, should change, the parent must notify the district. These changes are important to keep up-to-date to ensure that the school district is maintaining a current and accurate student record.

## School Library

Algona Community School District maintains a school library for use by employees and students during the school day. Materials maintained in the library are consistent with all applicable laws and board policy. All parents and guardians of students enrolled in the district have access to the online catalog on the district website.

## Inspection of Instructional Materials

Parents and other members of the school district community may view the instructional materials used by the students upon request. Copies may be obtained according to board policy 605.2. Tests and assessment materials are only available for inspection with the consent of the principal and/or curriculum director. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the principal and/or curriculum director.

Should a parent or other members of the school district community have any objections regarding instructional materials, they may contact the principal and/or curriculum director who will provide all necessary forms, or they may access the objection forms through the school district's policy.

## MISCELLANEOUS

### Student Guidance and Counseling Program

Our elementary counselor will work with all elementary students in large group activities. Small groups and individual sessions will be provided on an as needed basis. Messages may be left for the counselor at any of the elementary centers.

### Visitors/Guests

Visitors are welcome to Algona Community School District. All visitors must check in at the office.

We maintain an "open door" policy for adult visitation. We suggest that, in general, a visit of an hour of the school day should be sufficient.

If a student wishes to bring a guest to school, the student must receive prior permission from the principal prior to the visit. We feel that if they choose to visit either their parent or the parent of our regular student should accompany them. We recommend that the visit be no longer than one hour. We follow the same guidelines for former students of the district.

## School Nutrition Program and Free and Reduced Lunch

The Algona Community School District provides nutritious lunch/breakfast programs and these are available for all children, elementary through high school, who wish to participate.

Cost of the meals is announced at the beginning of each school year.

Free and reduced lunch applications are available from any school office.

## Buses and Other School District Vehicles

Buses and other school district vehicles (“vehicles”) are primarily used to transport students to and from school. The children are instructed in the proper conduct while riding school buses. We urge parents to insist that their children comply with safety, courtesy, and bus rules. Persistent failure of a child to comply with regulations will result in the loss of bus riding privileges.

## District Owned Recording Devices

The Algona Community School Board of Directors has authorized the use of recording devices on school district owned property to the extent permitted by law. The recording devices will be used to enhance safety and security within the educational environment. Students, employees, and parents are hereby notified that the content of the recording may be used in a student or employee disciplinary proceeding. The content of the recordings may be considered confidential student records and may be retained with other student records. Recordings may be routinely recorded over and only be retained if necessary for use in a student or employee disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view the recording of their child.

## Parent-Teacher Association/Organization and Booster Clubs

Algona Community School District has parent-teacher associations/organizations and booster clubs that may be run and funded separately from the district. Should a parent be interested, or a student require services, contact an administrator for more information.



## Citizenship

Being a citizen of the United States, of Iowa, and of the school district community entitles students to special privileges and protections as well as requires students to assume civic, economic and social responsibilities and to participate in their country, state, and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students will have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state, and school district community. As part of this learning opportunity students are instructed in the elements of good citizenship and the role quality citizens play in their country, state, and school district community.

## ELEMENTARY SCHOOL RULES

### Admission and Attendance

Kindergarten students must be five years of age and first grade students must be six years of age by September 15 of the current school year to be considered for admission and admitted. Under certain circumstances, children five years of age, in the judgment of the school board, may not be admitted into kindergarten. These circumstances include maturity level, physical or mental inability to attend due to a physical or mental condition, or whose presence in the school has been found to be injurious to the health of other pupils. Special education programs and services will be provided for all children requiring special education.

### Communications To and From the School

When sending a note or money to the school, the student should receive clear instruction from the parents about who the appropriate person is to receive the note or money. The district will not be responsible for money that may be lost or stolen when sent to school with a student. Additionally, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school. Parents are responsible for knowing the contents of the notes or papers sent home.

### Playgrounds

The playgrounds are supervised by staff members between 7:45 and 8:10 a.m. and at recess periods.

During extremely cold or stormy weather, pupils will be admitted into the building upon arrival and will be expected to wait quietly in their respective activity areas or in the entrance hallway.

Students are encouraged to participate in organized games. Unsafe activities are not

permitted.

We discourage children from bringing personal toys, including trading cards to school. Problems may occur with breakage, loss, and/or hurt feelings.

Because we are concerned about the safety of your child and wish to know the whereabouts of each child at all times, no student is to leave the school grounds during school hours unless he/she presents a written request from parents.

Since supervision is not provided on the playground before 7:45 and after 3:20, town students are requested not to arrive before 7:45 and to leave promptly when school is dismissed.

## Parties

Parties are a part of the regular school program and these activities for students, kindergarten through grade four, will be held during the school day.

To avoid disappointment and hurt feelings, invitations to private children's parties should not be issued at school unless all boys and girls in a homeroom are invited.

The school does not sanction or sponsor any promotion parties/activities. School time or facilities may not be used for this activity.

## Gift Exchange

Any gift exchange is discouraged. At times, collections may be sanctioned under specific circumstances, such as a tribute of appreciation, or serious illness, or death.

Flowers, balloons, and other gifts will not be given to students during the day. They may pick them up at the office at the end of the day.

## Outside Food/Treats

Algona Elementary Schools allow for outside food/treats to be brought to a classroom by a student. If a student would like to bring outside treats, they must first notify and receive permission from their teacher.

## Pets

From time to time students like to bring in their pets to school to show their classmates. Due to allergies and the potential that an animal may react adversely to unfamiliar people or surroundings, we will not permit pets to visit without permission from the building principal.

Parents -- Please do not bring your pet into the school building when dropping off or picking up your child. Your cooperation is appreciated.

## Band

Fourth grade students are given the opportunity to try each band instrument in the spring to determine which instrument they are best suited to play. During the summer following fourth grade they participate in the beginner band summer program.

## Walking/Biking to School Safety

The school makes an intensive effort to teach and encourage good safety habits.

### **Safety On The Street**

Parents are encouraged to urge their children to:

1. Walk on the sidewalks.
2. Cross streets at intersections between the white lines.
3. Refuse to ride with strangers.
4. Board the cars from the side of the sidewalk rather than from the traffic side of the car.
5. When dropping off or picking up children, please stay out of the bus loading zone.

Students must walk their bicycles on school property.

Suggested rules for bicycle safety are as follows:

- Ride in a single file.
- Only one person on a bike.
- Give hand signals when turning.
- Observe all traffic signals.
- Wear a helmet.

