

PARENT HANDBOOK
ALGONA COMMUNITY SCHOOL DISTRICT
ELEMENTARY SCHOOLS
ALGONA, IOWA



BULLDOG PRIDE
2023-2024

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(1st – 2nd Grade)

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ATTENDANCE

It is the parents' duty to see that their children are in school every day unless there is a valid reason for an absence.

Regular attendance is important for the student to succeed in school work. Irregular attendance and tardiness tend to discourage children and this leads to unsatisfactory work. If your child needs to be absent, please call the office by 8:30 a.m. with the reason for the absence.

The designated truant officers are the Algona Chief of Police and the Kossuth County Sheriff.

ABSENCES

Student Absences - Unexcused

Students shall attend school unless excused by the building administrator. Absences, which are not approved by the administration, shall be unexcused absences. Students are subject to disciplinary action for unexcused absences. When a child is absent for 3 consecutive days for illness, a doctor's note should be obtained and sent to school for the child's cumulative folder.

The following will be counted as half day absence:

- If the student arrives after 9:45 a.m.
- If the student leaves before 2:00 p.m.
- If the student misses more than 2 hours throughout the school day.

If a student has been absent for 10 days of the school year, the administrator will make contact with parents to make them aware of attendance. If 15 days of the school year has been missed, administration will set up a meeting with parents to discuss a resolution to the problem. If attendance continues to be a problem, the County Attorney's Office will be notified.

A student absent without the building administrator's permission is considered truant. Truant students may be reported to law enforcement officials. Under Iowa law it is a criminal offense when parents or guardians do not ensure that their children attend school on a regular basis.

Doctor or Dental Appointments

Occasionally, there may be a need for children to be excused from school during the day. According to Iowa law, school officials may excuse pupils for health, medical, dental, or religious (special services) reasons. Whenever it is necessary for a child to be excused from class during the school day, arrangements should be made ahead of time with the homeroom teacher or building principal.

Absences for Communicable Diseases

A student may return to school following a contagious illness when no longer considered contagious due to:

1. Resolution of the illness
2. Treatment is in effect for the designated time
3. Doctor gives written approval

Please refer to section Common Communicable Diseases. Please contact Health Services for further information.

Parent Request Following Student Absence

We will keep children in one day without a slip from the doctor. In cases where more time is requested, a doctor's slip must accompany the request. The time spent outside or in physical activity is very important to the child's school day and serves as a necessary break from his/her academic tasks.

CARE OF SCHOOL PROPERTY

The child is responsible for reasonable care of school property. The child responsible will pay for any misuse or mutilation. The child should also exercise respect for other people's property.

The proper care of textbooks and library books is also stressed. Students are encouraged to carry books to and from school in book bags. The child who is responsible for the book must pay for book(s) lost or destroyed.

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

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.

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.

HOMEWORK

Some homework may be necessary in elementary grades. This will vary according to grade levels and individual children's needs.

Parents may wish to contact teachers concerning school work when individual help is necessary.

ILLNESS OR INJURY AT SCHOOL

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. Minor first aid will be given as appropriate. In the case of serious illness or injury, the school shall attempt to notify the parents that their child needs to be taken home or to a doctor as needed. If unable to reach the parents, the school will attempt to notify the listed contact person. If unable to reach these people, the school may transport the child home, to the doctor or to the emergency room.

While the school is not responsible for treating medical emergencies, employees may administer emergency care and/or call 9-1-1 for transport to the local medical facility. Continued attempts to notify the parents or the contact person will be made.

INSPECTION OF EDUCATION RECORDS

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.

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.

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.

Kindergarten Supplies

The supplies that are used in kindergarten are posted on the school website and teacherlist.com.

LUNCH/BREAKFAST PROGRAMS

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.

Quiet, orderly conduct is a necessity in the lunchroom. Proper table manners will also be stressed.

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

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

DUE PROCESS PROCEDURES

When confronted with a problem regarding a school issue, the following procedure is intended to give guidance. The key is to begin at the source of the problem.

1. Take your concern to the person closest to the problem. (A problem you or your child faces may be the result of an oversight or misunderstanding. It might be easily corrected with communication to the staff member.)
2. If not satisfied, present your concern at the next level. (You need to find out who is responsible for supervision of the staff member.)
3. Talk with the superintendent. (Call for an appointment at the Central Administration office (295-3528).)
4. Request to speak to the Board as outlined in Board Policy 102.R1.

PARENT-TEACHER CONFERENCES

Parents are encouraged to confer regularly with their child's teacher. It is important that frequent communications be made in order to provide the best possible service to your child.

Parent-teacher conferences are scheduled three times a year and are typically held in August, November, and March. Parents will be contacted at midterms as need arises.

PARTIES

- A. 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.
- B. Birthdays/other celebrations - Each classroom will have a party once a month to celebrate all birthdays for the month.
- C. 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.
- D. The school does not sanction or sponsor any promotion parties/activities. School time or facilities may not be used for this activity.

PLAYGROUND SUPERVISION

The playgrounds are supervised by staff members between 8:00 and 8:20 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. Games that are prohibited because they cause injury are:

1. Tackle football
2. Crack the Whip
3. Roller skating, roller blades, or skateboards
4. Any other activity the supervisor may decide is dangerous to students
5. Children are not permitted to bring guns, knives, or explosives to school

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 8:10 and after 3:20, town students are requested not to arrive before 8:10 and to leave promptly when school is dismissed.

SAFETY

The school makes an intensive effort to teach and encourage good safety habits. However, parents should remember that they are primarily responsible for their children when they give them permission to ride bicycles in the street.

Bicycles (also skateboards, scooters, roller blades)

We have no school rules regarding the age of students riding bicycles to school, nor the distance from home to school. We would encourage students who live near the school to walk due to the limited parking space. **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.

The police recommend that children ride with the traffic on the right-hand side of the street. Students are also susceptible to being ticketed for traffic violations on bicycles. Please discuss these bicycle safety rules with your child.

Bus

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.

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.

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.

Building Evacuation Drill

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).

Fire and Disaster Drills

Fire and disaster drills are held at regular intervals in compliance with state code.

THE SCHOOL DAY

Morning Beginning Time

All classes: 8:20 a.m.
(Prep Kindergarten, (AM 8:20 - 11:15)
E.C.S.E., & Pre School) (PM 12:30 - 3:20)

All building doors will lock at 8:30 a.m. Visitors will have to ring the bell to enter.

Dismissal For Lunch

Will vary by building/grade level

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 8:10 UNLESS YOUR CHILD EATS BREAKFAST, WHICH BEGINS AT 7:45.

SCHOOL CLOSING

On days when weather causes cancellation or early dismissal of school, we urge you to listen for this information from 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.

SPECIAL SERVICES

Support Class

This program is designed to assist students in Kindergarten through Fourth grade that need extra instructional assistance in the area of math and reading.

Title I

This program is designed to help remediate identified reading difficulties. Federal and state guidelines are utilized in the selection of students. The ACSD meets the requirements of having qualified reading teachers. Parents have the option of checking the licenses of Title I staff by contacting the Central Administration office.

Special Education

Appropriate special education classes are provided, with Area Education Agency staff providing support services to teachers and special needs students.

Talented and Gifted Program (TAG)

This program is designed to serve those students who have been identified as excelling in skill areas.

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.

STUDENT ABUSE BY SCHOOL EMPLOYEES

If parents or students feel that there is an alleged case of student abuse by a school employee, they may contact Brad Sudol, the Level 1 Investigator of alleged student abuse (515-295-3586). An alternate Level 1 Investigator, the school superintendent, is also available. Contact your building principal if necessary.

STUDENT DIRECTORY/STUDENT ACCESS

Student class lists, addresses, and phone numbers are public record and often available to class members and others during the school year. This information is also available for the required state reports. Pictures are sometimes taken and used by media for related articles, as well as our local access TV channel.

If you do not wish to have your student included, you may request that your child's name be taken off the list or excluded from the event by calling the building secretaries. We are mandated to allow students to be accessible to DHS personnel and law officials without parental notification.

Internet

The Internet has become an essential tool for learning. Teachers create instructional activities that include the use of the Internet, and the internet has become an integral part of the educational system and as a result, all students will obtain automatic internet access. Algona Community School District has connected every computer to a local area network that brings the Internet to the computers in the classroom, computer labs, and media center. All Internet activity is monitored and filtered. While this approach to removing unwanted and inappropriate content from the Internet is desirable, it is not fully guaranteed. If staff or students access inappropriate content, they must leave that web site immediately and report it to a staff member.

The Internet is provided for the purpose of obtaining educational resources for school use. Entertainment (such as online games, music, videos, etc.), email, and interpersonal chatting as well as downloading or copying files are prohibited activities on the Internet. Students will be monitored in computer labs, media centers, and classrooms. Elementary students will be directly supervised, while middle and high school students will have supervised and independent use of the Internet. Students who do not use the Internet for the educational purposes in which it is intended will lose Internet access and as a result, the student will be required to use traditional resources to complete assignments.

STUDENT LOCKERS/DESKS

Student lockers/desks are the property of the school district. Students shall use the lockers/desks assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's assigned locker/desk clean and undamaged. The expenses to repair damage done to a student's locker/desk are charged to the student.

A student's locker/desk can be searched whenever an administrator or teacher has a reasonable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers/desks are confiscated. Illegal items may be given to law enforcement officials.

Locker/desk maintenance inspections are conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers/desks are clean and well kept. Prior to a maintenance inspection, students may be given 24 hours notice.

STUDENT PERSONAL SERVICES

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. They may be present in a school building, or accessible to a school building by a paging system. 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

Josie Bjustrom
josie.bjustrom@mercyhealth.com

Melissa Woodyard
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.

Counseling

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.

Speech and Hearing Services

The Area Education Office provides speech and hearing specialists who serve the Algona Community Schools. They aid pupils with speech and hearing difficulties by working with them in small groups and individually in the correction of their difficulties. They also recommend to teachers and parents of pupils appropriate supportive procedures in the classroom and in the home.

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 8:25 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.

CELL PHONES

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.

TOBACCO-ALCOHOL-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.

VISITATION

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. We ask that you not visit the first week of school nor the last week. We feel this does not give a fair presentation of school work since the first week of school we are getting organized and settled, and in the last week time is devoted to testing, evaluating, and making final summaries and reports. Pre-school children unaccompanied by an adult are not permitted to visit school.

We sometimes have requests to allow visitation by school age children who are visiting in the homes of our regular students. 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.

WEAPONS

School district facilities are not an appropriate place for weapons or dangerous objects and look alike. Weapons, other dangerous objects, and

look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons or dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

SPECIAL NOTIFICATION

Asbestos Compliance Plan

Compliance procedures include an inspection of all buildings by a certified asbestos inspector, sampling and laboratory analysis of all suspected asbestos containing material, and notification of all parents, students, and patrons that asbestos or suspected asbestos containing materials may be present in the buildings. The regulations also require the District to prepare a detailed Asbestos Management Plan with very comprehensive record keeping requirements.

The Algona Community School District contracted with the Institute for Environmental Assessment to provide inspection, sampling, and Management Plan development activities. As a result, all areas that contain asbestos or suspected asbestos containing materials have been identified and are noted in the Management Plan. In addition, the Management Plan indicates the location, condition, and response act suggested to minimize the risk of asbestos exposure to inhabitants of each building. The District is taking immediate action in accordance with the Management Plan to maximize the safety of all students, employees, and visitors to our facilities.

Management Plan copies are available for inspection in each school building, Principal's office and the District Central Administration Office.

Fee Waivers

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

Homeless

If you or your family lives in any of the following situations: 1) in a shelter, motel, vehicle or campground; 2) on the street; 3) in an abandoned building, trailer or other inadequate accommodations; or 4) doubled up with friends or relatives because you could not find or afford housing, then you and your school-age children have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. If you encounter any of these circumstances, contact the local homeless liaison, Mrs. Jill Schutjer, Elementary Principal, 600 S. Hale Street, Algona, Iowa, Phone (515) 295-7296.

Informed Consent Statement

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.

Please notify the Superintendent's Office, in writing, if you do not want information about your son or daughter to appear in any of the above examples. 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.

Non-Discrimination Policy / Equity Coordinator

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 Mr. James Rotert, 600 S. Hales Street, Algona, Iowa 50511, 515-295-7207, jrotert@algona.k12.ia.us.

Public Records

The Code of Iowa, Chapter 22, gives each individual the right to examine and copy public records of the school district. The Algona Community School has delegated two officials with the responsibility of implementing the requirements of this Chapter. Those two individuals are the Superintendent of Schools and the Board Secretary. Requests to examine or copy public records should be made to one of these two

designated officials. Such requests shall be honored within a reasonable period of time as outlined in the law and a reasonable fee may be charged for the copying of public records. Those public records, which deal with personnel, are covered under the Federal Family Education Rights and Privacy Act shall not be available for examination or copying. Principals or other employees are instructed to refer requests for public records to the office of the school secretary.

Records and Information Release

The Algona Community School District routinely releases information or communicates with the residence(s) and parent(s), which are listed. Other biological parents split by divorce or separation may request a copy of all communications by submitting a request to the appropriate building administrator (unless parents rights have been terminated by court order).

Right to Know

The Iowa law provides each employee with the "Right To Know" of any dangerous chemicals, which may be in the building or workplace in which an employee is assigned. The Algona Community School offers parents the information about any cleaning supplies or chemicals, which may be used in the educational environment. Any requests for information should be filed with the Superintendent of Schools.

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.

HEALTH

Head Lice

Head lice are tiny insects that live in human hair. Assume that there are lice in the school/community at all times of the year. It is the parent's responsibility to screen their own children. Confidentiality will be maintained. Instructions for treating lice and home are available in the nurse's office.

Immunizations

Every student enrolled in the district shall have on file a Certificate of Immunization that fulfills the requirements of the law. Students may be conditionally admitted to a school without this Certificate of

Immunization if:

1. Records are in transfer from a previous school.
2. Students present an immunization record that does not meet the requirements of law but the Certificate of Immunization shows progress toward completion.

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.

Certificate of Immunization Exemptions are allowed as recognized by the law for certain medical or religious reasons.

Physical Examinations

Physical examinations are recommended for all students prior to Kindergarten (a Prep Kindergarten or Pre School 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.

HEALTH/HUMAN GROWTH AND DEVELOPMENT

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.

ANTI-BULLYING/ANTI-HARRASSMENT - Board Policy 104

The 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-harrassment 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.

MEDICATION AT SCHOOL

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.

4. 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.

Medicine to be given three times a day can be given: 1) before school 2) after school and 3) at bedtime, and need not require school assistance unless specifically ordered during the school day.

5. 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

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.