

# **Tri-County Elementary Handbook**

## **2017-2018 School Year**

### **Tri-County Administration**

Chad Straight	Superintendent/Equity Coordinator
Clay Harrold	Principal/ Curriculum Coordinator

### **Tri-County Elementary Faculty**

Dara Fisher	Preschool
Kandi Hull	Preschool Paraeducator
Jen Berg	Kindergarten
Barb Seaton	First Grade
Shelly Andre	Second Grade
Jennifer Eubanks	2nd/6th Grade/Special Ed
Tami Foubert	Third Grade
Paula Kirkpatrick	Fourth Grade, 4-6th Math
Scott Edmundson	Sixth Grade, 4-6th Science
Bari Parrott	Fifth Grade, 4-6th SSt.
Mary Brainard	Resource
Valarie Glover	Media Associate
Peggy Miller	Media Specialist
Connie Quinn	Child Nutrition
Lynn Van Patten	Child Nutrition Associate
Tammy Pierce	Paraeducator
Melanie Tygart	Instrumental
Diana Pollard	Vocal
Aaron Coghlan	Physical Education
Jamie Maxwell	Title I and VoWac
June Williams	Secretary
TBD	Classroom Para
Tiffney McKay	Classroom Para
Tiffini Brown	Classroom Para
TBD	Classroom Para
Tim Ehrman	Custodian
Dan Meyer	Maintenance

### **Message to Students and Parents**

Welcome to Tri-County Schools as we kick off the 2017-2018 school year! We invite you to take advantage of the educational opportunities that are offered. Set goals for yourself which include respect for your classmates, faculty, and school property. Develop good study habits and strive for good attendance. These things will enable you to be successful.

The assignment notebook and handbook are valuable tools. Know and follow school rules. Come prepared to class each day with your assignment notebook. Keep it up to date and take it home at night to share and discuss its contents with your parents. A parent/guardian's signature is required every day. We wish you a rewarding school year.

### **Book/Computer Rental/Hot Lunch Program**

Registration Fee: \$50.00.

The above fee should be paid at Registration. Assignment notebooks are provided for each student. If a notebook should need to be replaced, there will be a \$5.00 fee.

Breakfast:

Breakfast will be served daily, except for late starts. Serving time for breakfast will be 7:55 a.m. – 8:15 a.m. The breakfast program will begin the first day of school.

Lunch:

Every student will have a lunch account. Daily breakfast, lunch, and afternoon milk will be deducted from this account. Students who bring their lunch must eat in the lunch room. No pop is allowed during lunchtime or any time during the day. Guidelines for free or reduced lunches will be made available to all students. Hot lunches will begin the first day of school. Lunch menus are posted at school on a monthly basis. They are listed in the monthly newsletter.

### **Lunch Accounts**

Lunch accounts must have a positive balance. If there is more than one child in a family, they will be under a family account (all money is pooled). Notes will be sent home notifying parents when their lunch account is low or has a negative balance. When an account is \$10.00 in the red, each child will be given a butter sandwich and milk for lunch. The cost for this meal will be \$.50. Afternoon milk/juice will also not be available if the lunch account has a negative balance.

### School Hours

We request parental assistance in scheduling the departure of children from home so that the children (except those riding certain buses) do not arrive at school prior to 8:10 a.m. Students will gather and be supervised in the elementary gym until 8:15 a.m. at which time they will go to their classroom. **Classes begin at 8:20 a.m.**

### Absences

Attendance is very important for success in school as well as to instill a good work ethic. If your child is ill, he/she should stay home. The school requests that parents contact the school by phone or with a note carried to the office by a neighbor or older sibling if a child is unable to attend school. Please contact the school by 8:00 a.m. if your child will be absent. If a parent does not contact the school and the classroom teacher notifies the office of the child's absence, the secretary will contact the home. This plan provides a measure of protection for the safety of the children. Without this procedure, the parent may assume his/her child to be in school, and the teacher may also assume the child to be at home. If you oversleep, please have your child come in to school as soon as possible. If you do not have transportation, please call the school and we will see what we can do to help out. Students will not be excused from school under any circumstances unless the request is made by the parent and the child is picked up by the parent (unless the parent authorizes the school to do otherwise). The school will not send a student home due to illness, etc. without first contacting the parent or another person(s) so designated by the parent on the emergency form filled out at the beginning of each year. **In those cases where students reach eight (8) absences, a note will be sent to parents. Further absences may result in a parent conference. In those cases where students reach eight (8) absences within one semester, those students may be subject to a parental conference as well. If a student is absent for a total of 12 days/semester a parent/administrator/student conference will be held to resolve the attendance issue. After this time, the county attorney may be notified unless other factors prevail. Students are considered truant if they are absent from school or any class without good cause.**

Have your child go directly home after dismissal unless prior arrangements have been made and the school has a note advising them of those arrangements. Without this notification, the usual arrangements will be followed. Bus drivers also appreciate a note or phone call from the parent if the student will not be riding the bus.

Students who want to ride a bus other than their assigned regular route bus will need written permission from the parent and approval by the secretary/teacher. This permission slip will then be given to the bus driver when boarding the bus. As our buses are at capacity, if extra students want to ride on a given day, there might not be enough room available. It's a good policy for parents to check ahead of time if they want a group of students to ride a bus (examples-scout meetings, ball practice, child's party, etc.)

### **Administrative Discretion**

**The administration reserves the right to use a certain amount of discretion in determining the severity of any student violation of a policy, rule, or directive of the district and/or any inappropriate act or behavior on the part of the student.**

### **Birthday/Party Treats**

Birthday treats or treats for special occasions may be brought to school. They need to be store-bought. It is recommended that they be nutritious in value. Tri-County is a peanut-free campus.

### **Early Dismissals/Late Starts**

Several times during the year, school will be dismissed or will start late for a variety of reasons. Some are scheduled and you will be notified in writing while others will be emergency situations such as inclement weather. This information will be announced on School Alert and local radio and TV stations - WHO 1040, KBOE 740, KGRN 1410, KCRG-TV channel 9, KCCI-TV channel 8. For emergency dismissals, if you have young children, you should have an alternative place for them to go in case you are not at home and they do not have an older brother/sister to look after them. If you have not already done so, please notify your child's teacher where your child should go in case of emergency dismissals or if the child gets ill at school and you are not at home.

### **Student Health and Immunization Records**

To ensure healthy children at our public schools, the Board requires children to be immunized and received physical examinations in accordance with its policies and the law. A student enrolling for the first time in the district shall also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubella, chicken pox, and any other immunizations required under law. The student will be admitted conditionally to the attendance center, if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement will be grounds for suspension from the school until the immunization process is underway or is complete. Exemptions from the immunization requirement will be allowed only for medical or religious reasons recognized under the law. Complete Tri-County policies and State Codes dealing with immunizations are available in the administrative offices.

### **Allergies**

If a student has food allergies or other allergies that might be impacted by others, a note will be posted outside the classroom door. Every precaution will be taken to ensure the child with the specific allergies is not exposed to the elements that create the allergic reactions. At this time, Tri-County is a peanut-free campus.

### **Accidents and Illnesses at School**

Our primary aim to prevent accidents is by teaching safety. Should an accident occur or your child becomes ill, you will be notified at once. For this reason, it is very important

that the information on the emergency form be kept as accurate and complete as possible. Parents should notify the school of any change in information contained on the emergency form.

If a child is injured or becomes ill at school, he/she will be cared for temporarily in the office until a parent or a person designated by the parent is able to take the child home. The school may only provide emergency first aid in the case of an accident or illness. Complete local policy for Student Injury or Illness at School is available in the administrative offices.

### **Contagious Diseases**

Children with definite signs of illness such as colds, skin diseases, or communicable diseases should be kept at home. Please send a note so the teacher knows about it. This policy is both for the health of the affected student as well as the health of classmates who could become infected. Complete Tri-County policies and State Codes dealing with communicable diseases are available for review in the administrative offices.

### **Head Lice**

If a student is suspected to have head lice, his/her head will be checked. If live lice is detected a note will be sent home stating that the student's hair will need to be treated before returning to class.

### **Administration of Medication**

**NO** medication will be administered without the written authorization from the parent. Medication includes Tylenol, cough drops or cough syrup, and prescription as well as non-prescription medicines. **ALL** prescription medicines **MUST** be in the **ORIGINAL PHARMACY** containers with the pharmacy label of instructions on them. All non-prescription medicines should be in the original containers. If a student gets frequent headaches, parents may send a bottle of pain reliever and a permission slip to give to the student needed and indicated on the form.

### **Student Appearance and Dress**

Student dress and/or appearance which are disruptive to the general operation of the school will not be tolerated. This decision is at the discretion of the building principal or staff member. Several things to keep in mind regarding school dress are:

1. Maintain personal hygiene with clean hair, body, and clothes to avoid offensive odor.
2. Shoes must be worn at all times.
3. Do not wear hats, hoods, or caps inside the school building.

Appropriate clothing must be worn to school. No T-shirts with offensive wording, graffiti or advertising logos from an inappropriate organization should be worn to school. Shirts promoting alcohol or tobacco or having

suggestive language will not be allowed. Skirts/shorts must be at least as long as the student's fingertips (with arms down at the student's sides).

### **Tobacco, Drug, or Alcohol Use**

**Any form of** drug, alcohol, or tobacco use, or any other type of behavior which would be detrimental to the welfare of students will not be permitted anywhere on the school grounds, school buses, or during school sponsored activities.

The school will not permit the use, sale or manufacture of **any form of** drugs, alcohol or tobacco on school property. Should such a charge be substantiated, the school will take such action which is consistent with (1) the drug's potential of abuse, (2) the condition under which the offense was committed: i.e. using, sharing, selling or manufacturing, and the (3) the quantity of the substance.

### **Discipline**

Discipline is not a problem of the school alone, and any effort to improve pupil behavior needs support from the home. When parents work cooperatively with teachers to solve problems, pupils emerge with self-discipline and a sense of responsibility.

Our discipline plan is based on the belief that all students can be responsible and self-disciplined. Students need to be involved in making choices and dealing with the consequences, learn what they have done wrong, learn about the consequences of their actions, and help resolve their problems.

Classroom and playground rules have been designed to create a learning environment which is safe and accepting for all students. Rules are clear, specific, and contain realistic expectations and have been designed to create an environment safe, instructional, and accepting of all students. Most of the discipline problems are handled by the classroom teacher and the student. For more severe infractions, a conduct report is filled out and sent to the office. The principal meets with the student to discuss the infraction and consequences may include detention, in-school suspension, out-of-school suspension, or expulsion. Students are expected to help resolve the problem with a reasonable solution. Parents will be contacted about the problem and the solution. We emphasize the positive behavior of our students. Each month an award is given for those students who have exhibited responsible, positive behavior.

You will always be contacted if your child should receive a conduct report either through the assignment book (a parent copy will be stapled to the page to be signed and returned) and/or a phone call.

Conducts may be given by school personnel on buses, playgrounds, and in the school building for any of the following problems:

- \*Disruptive Behavior
- \*Unacceptable Language
- \*Physical Fighting
- \*Damage to School Property
- \*Harassment (of adults or other students)
- \*Or other acts as determined by the principal
- \*Disrespect

If numerous conduct reports are received during one semester, a parent conference may be held to create a constructive action plan.

**Bullying/Harassment**

The Tri-County CSD Board of Education recognizes that a school is physically and emotionally safe and secure for all students, promotes good citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all students and groups for a safe and secure learning environment, the Board of Education prohibits acts of bullying, harassment, and other forms of aggression and violence. Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with both a school’s ability to educate its students and a student’s ability to learn. All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment, and to demonstrate respectful behavior.

“Bullying” is behavior that meets all of the following criteria:

- Is reasonably perceived as being intimidating, aggressive, humiliating, threatening, or otherwise likely to evoke fear of physical harm and/or emotional distress;

- Is directed at one or more pupils;

- Is conveyed through physical, verbal, technological, isolation, or emotional means;

- Significantly interferes with educational opportunities, benefits, or programs of one or more pupils;

- Adversely affects the ability of a student to participate in or benefit from the school district’s or public school’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress;

- Is based upon a student’s actual or perceived distinguishing characteristic, or is based upon an association with another person who has or is perceived to have any of these characteristics; and

- Is a repeated action or behavior and happens over a period of time.

The Tri-County CSD Board of Education expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated

capabilities with a proper regard for the rights and welfare of other students, school staff, and volunteers.

\*\*\*Incidents by the same person will result in stricter consequences with each occurrence.

### **Late Work Policy**

Late work problems will be handled by each classroom teacher. Your support and cooperation is appreciated. Teachers will communicate with you through the assignment book, e-mail, or phone if a problem is perceived. The goal is not to punish the student but to get the work done and to encourage responsibility of such tasks. Students will not be held in from recess for failure to turn in work unless authorized by the principal.

### **Due Process**

Due Process is afforded (awarded) each student regardless of the severity of an offense. This includes an informal or formal investigation of the allegations, written or oral notice to the student of the allegations against him/her and an opportunity to respond. In cases where suspension or Board action is contemplated, further legal procedures will be followed.

Appeal Procedures: Contact the principal for appeal procedures.

### **Search and Seize of Students**

Students will be subject to searches according to Board policy and State Code of Iowa. District authorities may without warrant search students, student lockers, desks, personal effects, work or protected areas. This search must be based on a reasonable suspicion that a district policy, rule, regulation or law has been violated.

The search shall be reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the district facility.

It is within the school's authority to seize any substance or item found during a search that violates school policy and/or state/federal law. Law enforcement may be contacted to perform a search along with administration. A dog may accompany law enforcement, but the dog cannot legally search a student. Any school activity, function, or trip will be subject to this Board policy and subject to disciplinary action by the school and authorities.

### **Weapon Policy**

Children will not bring toy or real guns, knives, matches, etc. to school. All weapons including water pistols, sling shots, and other nuisance items will be taken away and **will**



**only be returned to parents.** The complete Tri-County Weapons Policy is available in the administrative offices.

### **Use of Profanity**

The use of vulgar, obscene, or profane language and/or gestures is expressly forbidden. Students who use such language or gestures may be subject to disciplinary measures.

### **Electronic Equipment**

Portable radios, portable games or electronics, cell phones, ipods, mp3 players, and pagers will not be allowed from the time students walk into the building until the time they leave at the end of the day unless authorized by a supervising adult. If a student is using an item that falls under this description, it will be taken away and given back at the end of the day. If the student brings the item a second time, it may be taken away and will be returned only to the parent or guardian. Individual bus drivers will establish a rule at the beginning of each school year in regards to the use of electronic equipment on their buses.

### **Bus Riding Regulations**

Although the law requires the district to provide transportation, it does not relieve parents from the responsibility of supervision until such time as the child boards the bus and after the child leaves the bus at the end of the school day. Nor does it relieve students from the responsibility to behave in an orderly and safe manner on the bus. School bus transportation is a privilege that can be taken away at any time a student's conduct jeopardizes the safety of other passengers. The right to safe transportation will not be taken away from the entire busload of students because a few disobey the rules.

The bus driver will have complete control of the bus and the students he/she is transporting for the duration of the bus ride. Any problem arising with a student will be promptly reported to the principal who shall discipline the student in accordance with procedures developed by the superintendent and approved by the Board.

Those students guilty of flagrant, repeated or gross disobedience or misconduct on school buses are subject to suspension within the guidelines of the District's Student Suspension Policy. Continued violation of bus rules will be considered sufficient cause of refusing to transport the student(s) involved, and may lead to suspension from school, depending upon the seriousness of the misconduct.

### **Recess**

Students go outside for recess unless the weather is too cold or too wet. Children should be properly dressed for outdoor play. This includes wearing boots when conditions necessitate (mud, rain, or snow). In fall and late spring, old shoes vs. boots are permitted

because of wet grass or mud caused by rain. Children who are not wearing the proper footwear will not be allowed off the hard surface areas at recess on those days protection is needed.

The following policy allows for flexibility to satisfy the health needs of the students. Parents should dress their children warmly and provide adequate protection for their shoes to keep them dry.

1. The teachers and paraeducators on duty will make the decision if it's advisable to go out.
2. Written requests from a doctor for the child to stay in because of illness must be provided.
3. Children will not be permitted to go out to play when raining.

### **Telephone Use**

The school telephone is reserved for school business. Student use of the phone is limited to cases of absolute necessity.

### **Computer Usage**

The use of technology must be in support of education and research consistent with the educational objectives of the Tri-County Community School District. Use of computer, networks, and/or computing resources of any other organization must comply with Tri-County's 1:1 Computer Initiative Policies and Procedures. Annually, this computer policy and procedure agreement must be signed by student, parent, and administrator.

### **Holidays**

Holidays which are celebrated with school parties are Halloween, Christmas, and Valentine's Day. The types of celebration will vary from grade to grade. Information relevant to individual parties will be sent home from the teacher. Only prepackaged treats are acceptable. Other parties for students or teachers will be permitted only by administrative approval. Personal party invitations should not be brought to school unless the whole class or all the boys or all the girls are to receive one.

### **School Building and Property**

Students are expected to use all possible care in dealing with the building and property. The school belongs to the community. Students should accept the responsibility of seeing that the buildings, grounds, and equipment are kept in good condition. Pride and care shown for the school facilities are gratifying and appreciated.

### **Visitors**

The school welcomes parents and alumni as visitors. All visitors should stop at the elementary office and receive visitor permission before visiting anyone in the building.

We ask that there be no visitors during the first 10 days and last two weeks of school. We ask that a visiting student spend no more than half of the day (including lunch) at school.

### **Areas of Study**

Health	Spelling	Title I Reading
Penmanship	Special Education	VoWac/KWac (K-3)
Language Arts	Physical Education	Talented and Gifted
Mathematics	Music	Speech
Social Studies	Library	Reading
Science	Arts and Crafts	

All students take physical education. When playing in the gym, students are required to wear tennis shoes. Stocking feet are not permitted as most starting, running, stopping, and especially jumping on the hard floor can be injurious to unsupported feet and may be a health and/or safety hazard. Please note: If your child is attending school, but cannot participate in P.E. class for a period of time because of illness or injury, a physician's note to the instructor explaining the reason will be required. When your child is ready to join the class, a note of a doctor's release will be needed from you in order to admit your child back into the class activities.

### **Student Assessment**

The Iowa Assessments are administered to students in grades 2-6. This standardized testing is a systematic means of monitoring student progress. Students in grades K-6 will be given FAST three times a year. Report cards are sent home following all four quarters. Midterms are sent out in grades 4-6. Parent-teacher conferences are held twice a year.

### **Upper Elementary Advancement to the Next Level**

If a student in fifth or sixth grade fails two or more of the four core classes per academic year (reading, mathematics, social studies, and science), the teachers along with the parent will determine what option the student will pursue. Possible options are:

- 1) Take the entire grade again.
- 2) Summer school, at the parent's expense.
- 3) Tutoring, as determined by the teacher, at parent's expense. Attendance and progress will be monitored to insure compliance with any agreement made at the meeting. Failure to meet with compliance may refer back to option #1.
- 4) Additional measures may be taken after a meeting with teachers, parents, administration and possibly AEA staff.

Concern will be stated as soon as possible if a student falls into this category. Intervention with parents will be sought to try and resolve the problem. AEA evaluations may become a possibility, to determine a possible learning disability or behavior problem.

### **Area Education Agency**

Great Prairie AEA provides consultants in the various academic areas, hearing clinicians, preschool instruction for children with developmental problems, social workers, psychologists, and speech clinicians. If you wish further information regarding the services offered, please feel free to call the school or contact the parent coordinator at the AEA.

### **Equal Opportunity/Non Discrimination**

The Tri-County Community School District offers career and technical programs in the following service areas:

Agriculture Education

Business Education

Health

Industrial Technology

It is the policy of the Tri-County Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Chad Straight, Superintendent, 3003 Hwy 22 PO Box 17, Thornburg, IA 50255, (641) 634-2636, [chad.straight@tri-countyschools.com](mailto:chad.straight@tri-countyschools.com).

Director of the Office for Civil Rights U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661-7204, Telephone: (312)730-1560 Facsimile: (312) 730-1576, Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov))

### **Section 504 - Notice of Nondiscrimination**

Students, parents, employees and others doing business with or performing services for the Tri-County Community School District are hereby notified that this school district does not discriminate on the basis of race, color, creed, national origin, age, gender identity, physical or mental ability or disability, religion, sexual orientation, marital status, physical appearance, ancestry, political party preference, political belief, socioeconomic status, or familial status in admission or access to, or treatment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII Title IX, the American with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact:

Superintendent of Schools  
3003 Hwy 22 PO Box 17  
Thornburg, Iowa 50255  
641-634-2636

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII Title IX, the ADA, § 504 or Iowa Code § 280.3.

## ANTI-BULLYING/HARASSMENT POLICY

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

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

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

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

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

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

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

Approved \_\_\_\_

Reviewed \_\_\_\_

Revised \_\_\_\_

## ANTI-BULLYING/HARASSMENT POLICY

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

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

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

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

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

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

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

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

## ANTI-BULLYING/HARASSMENT POLICY

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

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

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

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

and a copy shall be made to any person at the central administrative office at 3003 Hwy 22, Thornburg, IA 50255.

Legal References:           20 U.S.C. \*\* 1221-1234i (20004).  
                                  29 U.S.C \* 794 (1994).  
                                  42 U.S.C \*\* 2000d-2000d-7 (2004).  
                                  42 U.S.C \*\* 12001 *et.seq.* (2004)  
                                  Senate File 61, 1<sup>st</sup> Regular Session, 82<sup>nd</sup> General Assembly, (2007).  
                                  Iowa Code \*\* 216.9; 280.3 (2007).  
                                  281. I.A.C. 12.3(6)  
                                  Morse v. Frederick, 127 S.Ct. 2618 (2007).

Cross References:       502     Student Rights and Responsibilities  
                                  503.     Student Discipline  
                                  506     Student Records