

NORTH BUTLER CSD

Annual Back to School State Mandated Information

NB Strategic Plan: 2019 - 2024

VISION

Education to meet tomorrow's challenges.

MISSION

The mission of the North Butler Community School District is to ensure a safe, positive, and student-centered learning environment which empowers all students to achieve lifelong personal excellence.

CORE VALUES

- **The Bearcat Way - Be kind, be respectful, be responsible, be safe.**
- **Integrity - Follow the Bearcat Way even when it's difficult.**
- **Excellence - Strive to be your best and continue to grow.**
- **Empathy - Understand and be sensitive to others' backgrounds and feelings.**

CORE BELIEFS

- **Students learn better in a safe, positive, and collaborative learning environment.**
- **Student learning is maximized by using data and research-based practices.**
- **Differentiated instruction, individualizing interventions, and providing enrichment are keys to high levels of learning.**
- **Learning is enhanced by a high level of engagement.**
- **A guaranteed and viable curriculum based on the Iowa Core ensures high levels of learning at each grade level.**
- **The school board, administration, staff, parents, students, and community members all play a critical role in the educational process.**
- **Learning is a lifelong process requiring a growth mindset.**

GOALS

- **To improve student achievement in math and reading in each grade level as measured by performance on district, state, and other assessments.**
- **To improve the learning environment by following the Bearcat Way as measured by performance on The Conditions for Learning Survey.**

COLLECTIVE COMMITMENTS

Guiding students for success!

North Butler Jr/Sr High Collective Commitments

For the benefit of all students, the North Butler Staff is committed to:

- **Demonstrating professionalism as a staff and modeling The Bearcat Way through positive examples of safety, responsibility, respect, and kindness.**
- **Upholding high expectations for learning, behavior, and citizenship.**
- **Modeling a growth mindset and a passion for lifelong learning.**
- **Providing a safe, trusting, and collaborative environment.**
- **Forming positive relationships through professional communication and collaboration with students, staff, parents, and the community.**
- **Developing and sustaining a guaranteed and viable curriculum.**
- **Implementing best practices based on current research and data.**
- **Delivering instruction that provides differentiation, interventions, and extended learning opportunities based on individual needs.**
- **Assessing students to monitor progress and guide our instruction.**
- **Building a system of academic, social, and emotional supports for students and adults.**

North Butler Elementary Collective Commitments

We will:

- **Model kindness, respect, responsibility, and safety.**
- **Provide a safe, welcoming, and supportive environment.**
- **Use evidence to inform instruction and decision making.**
- **Cultivate relationships to provide high-quality learning experiences.**
- **Strive to inspire and draw out the best in each other to reach our full potential.**
- **Celebrate growth and successes.**
- **Never give up.**

MEETINGS OF THE NORTH BUTLER SCHOOL BOARD

Following are the members of the
North Butler Community Schools Board of Education:

Ty Crawford Miller, President

Laurie Schultz, Vice President

Jordan Nolz

Heather Shook

Amanda Lund

The North Butler Board of Education Directors' regular monthly meeting is currently held on the second Monday of each month beginning at 6:00 p.m. on a rotating basis in either the Media Center at North Butler Jr./Sr. High School at 201 North Fifth Street, Greene, Iowa or at the Media Center at North Butler Elementary School at 513 Birch St., Allison, Iowa. Special meetings are called when needed or required by law. Prior to each meeting, the agenda and background materials are delivered to board members and administrators. All meetings are open to the public and the public is encouraged to attend. Closed sessions, in accordance with law, may be called from time-to-time for certain specific reasons. Minutes of the board meetings are recorded by the Board Secretary, Shellee Bartlett. Unapproved minutes of the meetings and the list of approved bills are published monthly in the Greene Recorder and Butler County Tribune as required by law. Annual salaries of employees are published once per year.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER POLICY

The North Butler Community School District is an Equal Opportunity/Affirmative Action Employer. It is the policy of the North Butler Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation 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, Mr. Bryan Boysen, Superintendent, North Butler Community Schools, 513 Birch Street, Allison, Iowa, 50602 or phone 319.267.2205 or email: bryan.boysen@northbutler.org

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action, including but not limited to complaints of discrimination, may also be directed, in writing, to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri or the Iowa Civil Rights Commission, Des Moines, Iowa. Such inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a grievance are available in the district's central administrative office and the administrative office in each district attendance center.

North Butler Community School District 2025-26 Fees and Meal Prices

	<u>2024-25</u>	<u>2025-26</u>
7-12 Book Rental & PE Towel Fee	\$55.00	\$55.00
K-6 Book Rental	\$35.00	\$35.00
Athletic Towel Fee	\$15.00	\$15.00
Drivers Education	\$300.00	\$300.00 (Enrolled Student)
Drivers Education	\$450.00	\$450.00 (Non-enrolled Student)
	\$45.00	\$45.00 (Reduced Rate)

Activity Tickets

Student – All home sports	\$50.00	\$65.00
Adult - All home sports	N/A	\$100.00
Sr. Citizen – All home sports, 60yrs +	\$45.00	\$65.00

Nutrition

	<u>Lunch</u>		<u>Breakfast</u>	
	<u>24-25</u>	<u>25-26</u>	<u>24-25</u>	<u>25-26</u>
PK-6	\$2.75	\$2.75	\$1.65	\$1.85
7-12	\$2.90	\$2.90	\$1.65	\$1.85
Adult	\$4.85	\$5.00	\$1.65	\$1.85

NORTH BUTLER PERSONNEL DIRECTORY 2023-2024
North Butler Community School District Business Office
513 Birch St. Box 428
Allison, IA 50602
Tel. 319-267-2205
Fax. 319-267-2926
www.northbutler.org

Board of Education

Ty Crawford-Miller, President	ty.crawford-miller@northbutler.org
Laurie Shultz , Vice President	laurie.shultz@northbutler.org
Amanda Lund	amanda.lund@northbutler.org
Heather Shook	heather.shook@northbutler.org
Jordan Nolz	jordan.nolz@northbutler.org

Administration

Bryan Boysen	Superintendent	Bryan.boysen@northbutler.org
Beth Endelman	Jr/Sr High Principal	beth.endelman@northbutler.org
Leah Tanney	Elementary Principal	leah.tanney@northbutler.org
Billie Buss	Curriculum Director	billie.buss@northbutler.org

Business Office

Shellee Bartlett	Bus Mgr/Brd Secretary	shellee.bartlett@northbutler.org
Jordan Stirling	HR Director/Secretary	jordan.stirling@northbutler.org

District Transportation/Maintenance Staff

Carol Cole	Bus Driver	carol.cole@northbutler.org
Alanna Eberline	Bus Driver	alana.eberline@northbutler.org
Kevin Hummel	Bus Driver	kevin.hummel@northbutler.org
Charles Mosher	Bus Driver	charles.mosher@northbutler.org
Casie Stroberg	Bus Driver	casie.stroberg@northbutler.org
Amanda Willadsen	Bus Driver	amanda.willadsen@northbutler.org
Richard Burlingame	Bus Driver	richard.burlingame@northbutler.org
Kourtney Spratt	Bus Driver	kourtney.spratt@northbutler.org
Jeffrey Downs	Van Driver	jeffrey.downs@northbutler.org
Mackenzie Hippen	Van Associate	mackenzie.hippen@northbutler.org
Derek Harken	Transportation Director	derek.harken@northbutler.org

North Butler Elementary School (PK-6)

North Butler Elementary School
513 Birch St., PO Box 428
Allison, IA 50602

Tel. 319-267-2212
Fax. 319-267-2924
Website: www.northbutler.org

<u>Employee</u>	<u>Position</u>	<u>Email</u>
Laura Ball	Fifth Grade	laura.ball@northbutler.org
Ryan Black	Fourth Grade Teacher	ryan.black@northbutler.org
Susan Brackett	Instrumental Music	susan.brackett@northbutler.org
Megan Brower	Elementary Secretary	megan.brower@northbutler.org
DeAnn Borglum	Paraeducator	deann.borglum@northbutler.org
Billie Buss	Curriculum Director	billie.buss@northbutler.org
Angie Christensen	EC Special Education	angie.christensen@northbutler.org
	Maintenance/Grounds Director	@northbutler.org
Kirk Clark	6th Grade Teacher	kirk.clark@northbutler.org
Camie Crawford-Miller	Third Grade Teacher	camie.crawford-miller@northbutler.org
Crystal Crawford-Miller	Third Grade Teacher	crystal.crawford-miller@northbutler.org
Amanda Davis	Paraeducator	amanda.davis@northbutler.org
Kristin Detamore	Social Worker	kristin.detamore@northbutler.org
Chelsea Dralle-Knights	Elementary Special Education	chelsea.knights@northbutler.org
Michelle Eberline	Food Service	michelle.eberline@northbutler.org
Rhonda Edeker	Paraeducator	rhonda.edeker@northbutler.org
Deb Friedman	Paraeducator/Custodian	deb.friedman@northbutler.org
Brianna Gibbons	Paraeducator	brianna.gibbons@northbutler.org
Patti Hagen	Second Grade Teacher	patti.hagen@northbutler.org
Dixie Hughes	Paraeducator	dixie.hughes@northbutler.org
Mystie Hummel	Paraeducator	mystie.hummel@northbutler.org
Robin Jacobs	Food Service	robin.jacobs@northbutler.org
Samantha Jacobs	3 yr old Preschool/Title I	samantha.jacobs@northbutler.org
Andrew Johnson	Head Cook	andrew.johnson@northbutler.org
Celsey Kelley	Guidance Counselor	celsey.kelley@northbutler.org
Jocelyn Krueger	Sixth Grade	jocelyn.krueger@northbutler.org
Lindsay Landers	School Nurse	lindsay.landerson@northbutler.org
Shaley Landt	Title I	shaley.landt@northbutler.org
Melissa Lindaman	Student Success Coordinator	melissa.lindaman@northbutler.org

Deanne Martzahn	Paraeducator	deanne.martzahn@northbutler.org
Amanda McCormick	Paraeducator	amanda.mccormick@northbutler.org
Leah Tanney	Principal	leah.tanney@northbutler.org
Gail Moyer	K-12 TAG	gail.moyer@northbutler.org
Travis Neve	Van Driver	travis.neve@northbutler.org
Robert Noss	Custodian	robert.noss@northbutler.org
Jamie Osterbuhr	Kindergarten	jamie.osterbuhr@northbutler.org
Jolene Purdy	Elementary Art	jo.purdy@northbutler.org
Carol Rewerts	Paraeducator	carol.rewerts@northbutler.org
Janet Rinken	Fourth Grade	janet.rinken@northbutler.org
Caley Rottler	Kindergarten	caley.rottler@northbutler.org
Patrick Rule	Custodian	patrick.rule@northbutler.org
	Media	@northbutler.org
Kayla Schwarck	4 yr old Preschool	kayla.schwarck@northbutler.org
Kristin Sherburne	Elementary Special Education	kristin.sherburne@northbutler.org
Corrine Thompson	Physical Education	corrine.thompson@northbutler.org
Beth Trulson	Elementary Vocal Music	beth.trulson@northbutler.org
Christine Ubben	Second Grade	christie.ubben@northbutler.org
Stacey Uhlenhopp	First Grade	stacey.uhlenhopp@northbutler.org
Jordan Vanderloop	Fifth Grade	jordan.vanderloop@northbutler.org
Cassie Vieth	First Grade	cassie.vieth@northbutler.org

North Butler Jr/Sr High School (7-12)

North Butler High School
201 N. 5th St. Box 190
Greene, IA 50636

Tel. 641-816-5631
Fax. 641-816-5921
Website: www.northbutler.org

Employees & Staff Members:

Susan Ackerman	Language Arts	susan.ackerman@northbutler.org
Kelly Allan	Study Hall Monitor	kelly.allan@northbutler.org
Isaac Almelien	Math	isaac.almelien@northbutler.org
Cate Anderson	Food Service	cate.anderson@northbutler.org
Emily Ascher	Paraeducator	emily.ascher@northbutler.org
Susan Brackett	Instrumental Music	susan.brackett@northbutler.org
Billie Buss	Curriculum Director	billie.buss@northbutler.org
Kevin Clipperton	Physical Education	kevin.clipperton@northbutler.org
Carol Cole	Food Service	carol.cole@northbutler.org
Mark Dye	Custodian	mark.dye@northbutler.org
Beth Endelman	Principal	beth.endelman@northbutler.org
Abby Engels	FCS & Special Education	abby.engels@northbutler.org
Scott Fenneman	Custodian	scott.fenneman@northbutler.org
Joseph Goodrich	Social Studies	joe.goodrich@northbutler.org
Rebecca Goodsell	Paraeducator	rebecca.goodsell@northbutler.org
Austin Guerrero	7-12 AD/Physical Education	austin.guerrero@northbutler.org
Jodie Johnson	Ag	jodie.johnson@northbutler.org
Arianna Kistler	Art	arianna.kistler@northbutler.org
Sandra Lamborn	Special Education	sandra.lamborn@northbutler.org
Lindsay Landers	School Nurse/Secretary	lindsay.landern@northbutler.org
Ainsley Lovrien	Language Arts	ainsley.lovrien@northbutler.org
Holly McBurney	Food Service	holly.mcburney@northbutler.org
Stephanie Maske	Science	stephanie.maske@northbutler.org
Patrick McAlpine	Tech Coordinator	patrick.mcalpine@northbutler.org
Shiela McCormick	Special Education	shiela.mccormick@northbutler.org
Morgan Mennen	Paraeducator	morgan.mennen@northbutler.org
Jennifer Miller	Math	jennifer.miller@northbutler.org
Gail Moyer	TAG	gail.moyer@northbutler.org
Chelsea Ohloff	Reading	chelsea.ohloff@northbutler.org
Henry Olsen	7/8 Social Studies/Science	henry.olsen@northbutler.org
Rachel Pierce	Paraeducator	rachel.pierce@northbutler.org
Olivia Rademaker	Paraeducator	olivia.rademaker@northbutler.org
Stephanie Paulus	Science	stephanie.paulus@northbutler.org
Renee Salge	Guidance Counselor	renee.salge@northbutler.org
Addyson Shultz	Vocal Music	addyson.shultz@northbutler.org
Anthony Shook	Industrial Technology	anthony.shook@northbutler.org
Chase Stohr	Social Studies	chase.stohr@northbutler.org
Aden Stroup	7-12 Math	aden.stroup@northbutler.org
Corrine Thompson	Health	corrine.thompson@northbutler.org
	Business Ed	@northbutler.org
Patti Winkowitsch	Paraeducator	patti.winkowitsch@northbutler.org

NOTICE OF NON-DISCRIMINATION

The North Butler Community School District offers career and technical programs in the following areas of study:

- Agricultural Education
- Business and Marketing Education
- Family and Consumer Sciences Education
- Industrial Technology Education
- Health Science Education

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with North Butler Community School District are hereby notified that these institutions do not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation and socioeconomic status (for programs).

It is also the policy of these districts that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and eliminate bias on the basis of sex, race, ethnicity, religion and disability. The curriculum should foster respect and appreciation of the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Any person having inquiries concerning North Butler Community School District compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Mr. Bryan Boysen, 513 Birch Street, North Butler Community School, Allison, Iowa, phone 319.267.2205 or email: mark.olmstead@northbutler.org. Mr. Boysen has been designated by North Butler Community School District to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Director of the Region VII office Civil Rights, U.S. Department of Education, Kansas City, Missouri, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504 or the director of the Iowa Civil Rights Commission, Des Moines, Iowa.

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the North Butler 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 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 any questions or a grievance related to this policy, please contact Bryan Boysen, Superintendent, PO Box 428; Allison, IA 50602; 319-267-2205 or 641-816-5631; bryan.boysen@northbutler.org.

The board requires all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

HARASSMENT/BULLYING

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 students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

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

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

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

Employees and/or students who believe they have suffered harassment shall report such matters to the building principal or counselor who will refer the complaint(s) to the district's investigative officer (Byran Boysen, Superintendent, 319-267-2205).

CHILD ABUSE REPORTERS

Iowa Code 290.17 requires that schools must notify parents/guardians of the procedures to be followed when there is reason to suspect abuse of their child by any school employee. Parents/guardians wishing to request an investigation of suspected child abuse by a school district employee should call:
Bryan Boysen, Superintendent 319-267-2205.

ANNUAL NOTICE FOR FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee

or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent. Any student over the age of eighteen or parent not wanting this information released to the public must make an object in writing by September 5 to the principal. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS, GRADE LEVEL, ENROLLMENT STATUS, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S.

NOTIFICATION ON STUDENT RECORDS

The North Butler Community School District collects and maintains records on each student in order to facilitate instruction, guidance, and educational progress of the student. Parents of students under 18 years of age and students over 18 may exercise the opportunity to review educational records of the student, to obtain copies, and to write a response to material in the record, to challenge the content of the record on grounds of inappropriate, inaccuracy, or an invasion of privacy, and to have records explained. Parents and students who have complaints regarding the Education Rights and Privacy Act should address correspondence to the Family Education Rights and Privacy Act Office at the Department of Education in Washington, D.C., 20201.

STUDENT DIRECTORY INFORMATION

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent not wanting this information released to the public must make an objection in writing by September 5 to the principal. Forms are available from any building office. The objection needs to be renewed annually.

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, E-MAIL ADDRESS; GRADE LEVEL; ENROLLMENT STATUS; MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

NOTICE OF SPECIAL EDUCATION RIGHTS

When your child has been referred for special education services, Federal Laws and state laws both say that you have rights.

Some of those rights are:

1. The right to be contacted and told what the school plans to do about your child's education program. This must be done before your child can be tested or is placed in a special education program.
2. The right to consent. That means the school has to have your permission before your child is put into a special education program.
3. The right to a full evaluation of your child's needs. If you don't agree with what the school finds out, you can have one done outside of school.
4. The right to see what records are kept on your child. Records include tests, grades, reports and other information the school has kept on your child.
5. The right to privacy of information. No one may see your child's records unless you give your permission in writing. The only people who don't have to have that permission in writing are people like your child's teacher or other school officials who are planning your child's education program.
6. The right to have your child in classes with children who are not in special education classes. This means that as much as possible your child has the right to be with regular education students.
7. The right to be a part of your child's IEP meeting and to help develop your child's IEP .

8. The right to have someone help you develop the IEP for your child. This person can be another parent, a teacher, a lawyer, or a friend and is called an advocate.
 9. The right to appeal decisions made by the school about your child's diagnosis or placement.
- If you need further information, contact your principal or superintendent.

NOTICE OF RIGHTS – SECTION 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The North Butler Community School District has the obligations under Section 504 to identify, evaluate, and, if the student is determined to be eligible, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

HOMELESS CHILDREN AND YOUTH

The McKinney Vento Act: Parent/Student Rights for Those Living in Temporary Housing and Homeless Situations.

North Butler Community School District (NBCSD) shall provide an educational environment that treats all students with dignity and respect. Every student experiencing homelessness or living in temporary housing situations as defined by the McKinney-Vento Act shall have access to the same free and appropriate educational opportunities as students who are not homeless or experiencing temporary housing situations.

This commitment to the educational rights of homeless children, youth, and unaccompanied youth, is applied to all services, programs, and activities provided or made available in NBCSD schools. A student may be considered eligible for services under McKinney-Vento Homeless Assistance Act if he or she is presently lacking a fixed, regular or adequate nighttime residence, such as:

- In temporary shared housing, a shelter, or transitional living program
- In a hotel/motel, campground, or similar situation due to lack of alternatives
- At a bus station, park, car, or abandoned building
- In temporary or transitional foster care placement

According to the McKinney-Vento Act, eligible students have rights to:

- Immediate enrollment: permanent address, academic and immunization records cannot serve as a barrier to the enrollment in school.
- Attend classes and participate fully while the school arranges for transfer of documents and immunization records necessary for enrollment.
- Schools cannot require proof of residency that might prevent or delay enrollment.

School Selection: Eligible students have a right to select from the following schools:

- The school he/she attended when permanently housed (School of Origin)
- The school in which he/she last enrolled (School of Origin)
- The school in the attendance area in which the student currently resides (School of Residency or Home School)
- Remain enrolled in his/her selected school for the duration of homelessness, or until the end of the academic year when they are permanently housed.
- Participate in programs for which they are eligible, including Title 1 tutoring programs, free lunch in schools with the National School Lunch Program, Head Start & Even Start Preschool Programs.

Transportation Services: A McKinney-Vento eligible student attending his/her School of Origin has a right to transportation to and from the School of Origin when feasible, under the same guidelines other students in the district receive transportation services

Dispute Resolution: If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The McKinney Vento liaison will assist you in making decisions, providing notice of any appeal process, and filling out dispute forms.

For more information contact:

Celsey Kelley

Liaison for Students in Temporary Housing and Homeless Situations

North Butler Community School District

513 Birch St. Box 428

Allison, IA 50602

POLICY REGARDING CORPORAL PUNISHMENT, RESTRAINT, AND PHYSICAL CONFINEMENT AND DETENTION

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to prevent harm to persons or property.

State law also places limits on school employee’s authority to restrain or confine and detain students. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must keep documentation and must provide certain types of notice to the child’s parent.

If you have questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s website at www.educateiowa.gov

STUDENT CONDUCT

The Board believes inappropriate student conduct causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, personnel, and visitors on school premises.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school premises, while on school owned and/or operated school or chartered buses, while attending or engaged in school activities, and while away from school grounds if misconduct will directly affect the good order, efficiency, management and welfare of the school.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the educational program, conduct which disrupts the orderly and efficient operation of the school or school activity, conduct which disrupts the rights of other students to obtain their

education or participation, or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion.

WEAPONS POLICY

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

School district facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

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

Students bringing a firearm to school shall be expelled for not less than twelve months and will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

STUDENT LOCKERS

Student lockers are the property of the school district. Students shall use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of each student to keep their assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned locker, the principal of the building may periodically inspect the lockers.

CHILD CUSTODY

From time to time custody issues arise regarding students enrolled in school. If specific custody restrictions apply to your child, it is important to file those official restrictions

with the office of the school your child attends. When no restrictions regarding custodial rights are on file, the school assumes equal rights of both parents regarding access to student information, visitation, and picking the student up from school.

OPEN ENROLLMENT PROCEDURE

Open Enrollment applications must be submitted to the resident AND to the receiving districts. Students that open enroll in Grades 9-12, **shall not be eligible** to participate in **varsity** contests and competitions during the first ninety (90) school days of transfer. Please contact the Iowa Girls High School Athletic Union at (515) 288-9741 or the Iowa High School Athletic Association at (515) 432-2011 for questions regarding eligibility.

For more information, contact the district office or go to <https://www.educateiowa.gov/pk-12/options-educational-choice/open-enrollment>.

HUMAN GROWTH AND DEVELOPMENT

In 1988, as a response to national concern about serious health issues in our society and their impact on school children, the Iowa State Legislature passed the Human Growth and Development Act which mandated school districts to develop K-12 Human Growth and Development curriculum. Iowa Code 279.5 requires all Iowa school districts to provide instruction in human growth and development. The law requires the following topics be addressed in an appropriate manner:

- Personal Development
- Human Sexuality
- Sex Stereotypes and Abuse
- Sexually Transmitted Diseases

If you have questions or would like to preview materials, contact the building principal. After review, if you decide you do not want your child to participate in the Human Growth and Development instruction, you may complete an Excusal Form and return it to the building principal.

POST-SECONDARY ENROLLMENT OPTIONS

North Butler High School provides students with opportunities to get a jump start on college by earning credit toward a degree. Courses delivered through this option provides students the opportunity to take a rigorous college curriculum and receive, in many cases, both high school and college credit concurrently. Students may enroll in concurrent enrollment courses or PSEO courses.

A student may enroll in up to 23 credit hours in an academic year at any one eligible postsecondary institution. A student who wishes to enroll in 24 or more credit hours may do so by either: a) enrolling as an independent, tuition-paying student or b) enrolling through another eligible postsecondary institution.

DENTAL SCREENING

Per Iowa Code it is mandatory that children newly enrolling in Kindergarten and high school (ninth grade), or students transferring from out of state, present documentation of a dental screening to their respective school. This mandate by the Iowa Department of Public Health means that all students entering Kindergarten or ninth grade at North Butler High School this school year, and any out of state transfer, must have completed a dental screening. A screening completed within one year prior to enrollment can be accepted. If your child has not completed a dental screening, a screening needs to be

completed as soon as possible. If you have any questions or concerns, please contact the school offices at North Butler Elementary (319) 267-2212 or North Butler Jr./Sr. High School at (641) 816-5631.

IOWA SCHOOL BUS STOP LAW

The most frightening and potentially the most dangerous that can happen to the school bus drivers and their passengers is the violation of Iowa's school bus law by motorists. It is of the utmost importance that all motorists be aware of their responsibility when following or approaching a school bus. Section 321.372(3). The Code states:

"The driver of any vehicle when meeting a school bus on which the amber warning lights are flashing shall reduce the speed of said vehicle to not more than twenty miles per hour, and shall bring said vehicle to a complete stop school bus stops and stop signal arm is extended and said vehicle shall remain stopped until stop arm is retracted after which driver may proceed with due caution.

The driver of any vehicle overtaking a school bus shall not pass a school bus when red or amber warning signal lights are flashing and shall bring said vehicle to a complete stop not closer than fifteen feet of the school bus when it is stopped and stop arm is extended, and shall remain stopped until the stop arm is retracted and school bus resumes motion, or until signaled by the driver to proceed."

The safety of the district's and state's children is important. **Please drive safely!**

TEACHER QUALIFICATIONS

Federal legislation in the No Child Left Behind Act (NCLB) (formerly the Elementary and Secondary Education Act) requires that schools provide, upon request, the qualifications of teachers on staff. Those classroom qualifications would include licensure and endorsements only. At North Butler Community Schools, we are proud of our teaching staff and the quality of education they have received. If you would like to review the qualifications of one or more of our teaching staff, please contact the district office at 319-267-2205 during regular office hours (7:45 a.m. – 3:45 p.m.).

NORTH BUTLER SCHOOLS ARE TOBACCO-FREE FOR A HEALTHIER ENVIRONMENT

The North Butler School Board has approved a policy making all school buildings, grounds and vehicles tobacco free. Tobacco use and E-Cigarette use will NOT be allowed by anyone at any time on the school property or in vehicles.

NOTICE REGARDING ASBESTOS IN OUR SCHOOLS

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as a guide in formulating asbestos management policies for the schools. Asbestos has been used as a building material for many years. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

We have had our facilities inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled, and determined the condition and hazard potential of all material in our buildings suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan. A certified Management Planner has developed an asbestos

management plan for our buildings which includes: notification letters, training for our employees, a set of procedures designed to minimize the disturbance of asbestos containing materials, and plans for regular surveillance of the materials. Implementation of the plan began July 9, 1989.

A copy of the management plan is available for your inspection in the Superintendent's office. We are complying with AHERA and related Federal and Iowa laws. We plan to take whatever steps are necessary to ensure that our students and employees have a healthy and safe environment.

ACTIVITY TRANSPORTATION

All students are required to ride school transportation to and from school activities unless proper procedures have been followed which would allow the student to ride with his/her parent(s).

The student's parent must personally inform the coach or person in charge of the activity or sign a form stating that the student is riding home with the parent. In very limited circumstances a student may also ride with the parents to the activity if the student's parent has informed the coach/sponsor in advance and with the coach/sponsor approval.

RETURNING AFTER AN ILLNESS

Students who have been ill and were running a temperature (greater than 100 degrees) need to wait 24 hours before returning to school after the temperature returns to normal and without fever reducing medication. Please contact the office if you have any questions. Thank you.

SCHOOL CANCELLATIONS

As soon as a decision regarding the cancellation or delay of start for school has been made, the media will be contacted.

There will be no required athletic or fine arts practice when school is canceled or when school is released early due to bad weather. When school is closed once the school day has started, all activities are canceled.

GOOD CONDUCT POLICY

Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year whether at or away from school. Students who wish to have the privilege of participating in school extra-curricular activities and other school sponsored activities, must conduct themselves in accordance with board policy, "Student Conduct" throughout the calendar year.

Students disciplined under the good conduct rule shall receive appropriate due process in concert with the nature of the misconduct. It shall be the responsibility of the principal to maintain a record of violations of the good conduct policy and supporting administrative regulations.

Good Conduct Policy (Board Policy 503.4R1) Effective August 23rd, 2018

Programs Covered: Extra-curricular programs/activities are defined:

- A school sponsored activity that happens outside of the regular curricular program and receives no credit towards graduation.
- Graded/required musical performances are considered part of the curricular program and are not covered under the Good Conduct and Academic Eligibility Policies. All

Music Contests, Solo and Ensemble Festivals, Speech and Drama Contests, Plays, Musicals, and other non-graded performances or contests ARE covered by the Good Conduct and Academic Eligibility Policies.

- Prom and graduation exercises are not covered under the Good Conduct and Academic Eligibility Policies. Students are expected to exhibit proper conduct at these events.

Good Conduct Code

1. Students must respect and obey the law, conducting themselves both in and out of school, during the school year and during the summer months, in a manner consistent with the concept of good citizenship.
2. Any student who, if found to have violated the school's Good Conduct Code, will be deemed ineligible for a period of time as described below. A student is said to be in violation if:
 - a. He/She admits to violating one of the guidelines to a staff member
 - b. He/She is observed and/or reported by law enforcement violating the Good Conduct Code
 - c. He/She is observed by a school employee violating the Good Conduct Code
 - d. He/She is found guilty by a court, or charged by law enforcement, or referred to juvenile court services
 - e. When the administration believes it is more likely than not the student violated the Good Conduct Rule.
3. Any student will be considered to be in violation of the Good Conduct Code and may become ineligible for the following behaviors or conditions:
 - a. students who use, possess, or purchase any one of the items below regardless of the student's age:
 - i. alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use"); "possession" has been defined by the Iowa Supreme Court as being within reach of or in "close proximity to" the contraband (e.g., alcohol or other drugs);
 - ii. tobacco products or look-a-like products such as "e-cigarettes", etc.;
 - iii. vaporizing devices containing nicotine or any other substance in any form (includes the device itself and any products which may be used to refill or reload them;
 - iv. illegal drugs or other controlled substances or the unauthorized possession, use, purchase, or sale of otherwise lawful drugs
 - b. students who attend functions (without their own parent or guardian supervision) where alcohol is present and being used and not immediately leaving such functions
 - c. students who attend functions where illegal drugs or other controlled substances are present and being used and not immediately leaving such functions
 - d. a student who commits any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor traffic, municipal curfew, or hunting/fishing violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s) - this includes acts of destruction, vandalism, theft, shoplifting, etc.
 - e. a student who is placed on probation by the court system
4. As not every possible act of misconduct can be anticipated and listed herein, students who do not conduct themselves in accordance with the concept of good citizenship may be declared ineligible with the determination, nature, and length thereof being the responsibility of the school administrator.
5. The school district reserves the right to investigate and rule ineligible any student

who violates the Good Conduct Code for behaviors mentioned above.

Penalties

It is to be understood that the school is a separate body and that while a student may not have violated a city, state or federal law, the student may still have violated the school's rules of conduct. If a school rule is broken or an offense is committed against school personnel or their property, ineligibility may result immediately. For students found in violation of the Good Conduct Code, the following penalties will apply:

First Offense:

- a. **Honesty Provision:** Students who violate the Good Conduct Code and report said violation on their first offense to a school administrator or designee prior to the school gaining factual information will be ineligible for fourteen (14) consecutive days or two extra-curricular programs/activities of ineligibility whichever is longer beginning on the date of the ruling issued by the school administrator.
- b. **Violation Not Admitted but Substantiated:** Students will be ineligible for twenty-eight (28) consecutive days of ineligibility in all extracurricular activities or four extra-curricular programs/activities of ineligibility whichever is longer beginning with the date of the ruling issued by the school administrator. In addition the student will be required to perform ten hours of approved community service to be completed within twenty-eight consecutive days of the decision.
- c. **Mere Presence Provision:** The first time students are found in violation of sections b and c, by their attendance at such functions, and not having tested positive for use, will be issued a notice letter. The notice letter will state that upon a second such violation of either b or c, the student will then be subject to the penalties prescribed for first offense of use. Subsequent violations will follow second offense and third offense penalties.

In the above periods of ineligibility, the activities must be scheduled **and take place** to be counted toward serving the ineligibility period. Events cancelled due to weather or other circumstances will not count.

Second Offense: (Doubles from 1st)

Students with a second offense in their high school career will be eligible for fifty-six (56) consecutive days of ineligibility in all extracurricular activities or eight extra-curricular programs/activities of ineligibility whichever is longer beginning with the date of the ruling issued by the school administrator. The activities must be scheduled **and take place** to be counted toward serving the ineligibility period. Events cancelled due to weather or other circumstances will not count. In addition, twenty hours of approved community service to be performed within fifty-six consecutive days of the decision.

A student may not serve the second offense penalty until the first offense penalty has been completed.

Third Offense:

Third or subsequent offense within the student's middle or high school career: One calendar year of ineligibility in all extracurricular programs/activities beginning with the

date of the ruling issued by the school administrator.

Violations occurring while in junior high school are not cumulative in the high school total. However, penalties assessed for offenses during junior high school years must be completed before the student is eligible in high school. August 1 of the year in which the student enters grade nine will be considered the starting point for high school regarding good conduct procedures.

A student may not serve the third or subsequent offense penalties until the previous offense penalties have been completed.

Other Requirements

Students serving a penalty for a Good Conduct violation must attend practices, rehearsals, and games with the team or group. Students may not dress in school-issued uniforms at events.

Student Rights and Due Process

In cases of Good Conduct ineligibility, the student has the right to tell his/her side of the incident and the right to a fair and impartial decision based on the evidence.

Appeal

Students and/or parents who are still aggrieved with the decision of the school administrator may file a request for a review with the Superintendent or designee within three school days after the giving of notification of the school administrator's decision. The student will remain ineligible during any appeal period. At the conclusion of the review, the Superintendent or the Superintendent's designee shall affirm, reverse, or modify the school administrator's decision.

Students and/or parents who are aggrieved with the decision of the Superintendent of Schools or his/her designee may appeal to the Board of Education within two school days. The student will remain ineligible during any appeal period.

North Butler High School Academic Eligibility Policy

Students must be earning passing grades in a minimum of five full credit academic subjects and passing all courses at the end of the quarter to remain eligible for extracurricular activities. At the end of a quarter, a student who has failed to pass a minimum of five courses or any course taken for credit will return to eligible status when the next mid-quarter reports indicate passing grades in all courses (minimum of 5 required). *Students who do not earn passing grades in five full credit academic subjects or fail a course for the fourth quarter will be ineligible for four and one-half weeks from the time grades are issued during the summer athletic seasons if they participate in baseball or softball or will be ineligible in the fall at least until midterm grade checks.*

During the summer, to regain eligibility in the fall, and at the student's own cost, the student may take an off-campus course(s) approved by the administration to reinstate his/her eligibility for the following quarter. Academic eligibility cannot be regained in this

manner when a student fails a course for the semester.

Passing means any grade of A, B, C, D, or P. A grade of incomplete "I" shall be considered a failing grade. Failing grades also include F and any grade of W.

STATE ACADEMIC ELIGIBILITY

To be eligible for an activity, students participating must

- Be enrolled or dual-enrolled in school;
- Have earned credit in at least four full-time classes the previous and current semester, and passed **All** courses taken for credit;
- For students in athletics, music, or speech activities, be under 20 years of age;
- For students in athletics, music, or speech activities, be enrolled in high school for eight semesters or less;
- For students in athletics, have not been a member of a college squad or trained with a college squad, nor participated in a college contest nor engaged in that sport professionally;
- Have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student.

A student is academically eligible upon entering the ninth grade.

Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the student's team, towards the goals and objectives on the student's IEP or 504 plan.

A student who is eligible at the close of a semester is academically eligible until the beginning of the subsequent semester.

The superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible.

Scholarship Rule 36.15(2) of the Iowa Administrative Code requires:

- 1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each semester.
- 2) Subject to the provision below regarding contestants in interscholastic baseball or softball, if at the end of any semester a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.
- 3) If a student contestant is NOT passing all courses at the end of a semester the student is ineligible for the first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. At the end of

the final semester in a school year, a contestant in interscholastic baseball or softball who receives a failing grade in any course for which credit is awarded is ineligible to dress for and compete in interscholastic baseball or softball for 30 consecutive calendar days following the end of the second semester.

If the season ends before 30 calendar days expire, the extra days carry over to the next sport in which the student is a competitor. A student may NOT use summer school or other means to regain eligibility to make up failing grades during any semester. Ineligibility for academic reasons applies to all levels of competition (varsity and non varsity) and prohibits ineligible competitors from competing in scrimmages other than intra-squad scrimmages.

If a student contestant in athletics is NOT passing all courses at any checkpoint – any mid-term as well as first and third quarter, North Butler High School shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the Department of Education and the community regarding those interventions on the comprehensive school improvement plan. These interventions will include but not be limited to required study sessions for any student contestant who has a failing grade at any mid-term reporting period or at the end of any quarter or semester.

Passing means any grade of A, B, C, D, or P. A grade of incomplete “I” shall be considered a failing grade. Failing grades also include F and any grade of W.

A final grade is that grade that goes on the student’s transcript and which credit is awarded. A final grade is NOT the grade on the progress report that goes to students and their families at mid-term or the end of the 1st and 3rd quarter. **All courses at North Butler High School including all PSEO/concurrent enrollment courses are credit coursework.**

Grades are considered “issued” on the day they are made available to students or parents. The “look back” period is one full academic year only (if a student has a failing grade at the end of first semester and does not go out for any for the next two semesters during which he/she has NO academic failure, he/she will be eligible without setting out the additional 30 days in the next sport in which he/she competes).

Be aware that if North Butler High School permits or allows participation in any event by a person in violation of the eligibility rules, the sanctions may include, but not limited to, the following: forfeiture of contests or events or both, involving any ineligible student(s); adjustment or relinquishment of conference/district/tournament standings; and return of team awards or individual awards or both.