

# **Nevada Middle School**

Student Handbook

2022-2023

*“Preparing Learners Today for Tomorrow”*

Mr. Tony Sneiderman, Principal

Mrs. Vanessa Huber, Assistant Principal & 7th/8th Activities Director



## Nevada Middle School Faculty and Staff 2022-2023

### Administration

Mr. Tony Sneiderman	Principal
Mrs. Vanessa Huber	Assistant Principal & 7th/8th Activities Director

### Counselor

Mrs. Devon Glenn

### Instructional Guide

Mrs. Hailee Bentley

### Student/Family Support

Mrs. Elizabeth Gindt	Academic Coach
Mrs. Jodi Heeren	Student and Family Development Specialist

### 5th Grade

Mrs. Kris Arganbright	LA
Mr. Chris Hinson	Social Studies
Mrs. Kathy Schultz	Science
Mr. Brook Thompson	Math

### 6th Grade

Mrs. Diana Elliott	Social Studies
Mr. Brett Hoffman	Science
Mrs. Samantha Thompson	LA
Mrs. Allison Ingham	Math

### 5/6 Shared

Mrs. Liz Cahill	Special Education
Mrs. Amy Weaver	Special Education

### 7th Grade

Mrs. Kaylee Hager	Math
Mrs. Arlyce Kroese	LA
Mr. Zach Lillquist	Science
Mrs. Karen Niblock	Social Studies
Mrs. Emily Shuka	LA
Mrs. Suzanne Thacker	Special Education

**8th Grade**

Mr. Randy Davis	Social Studies
Mrs. Carrie Dodd	LA
Mrs. Alycia Edson	LA
Mrs. Nicole Galliard	Special Education
Mrs. Crystal Walker	Science
Mrs. Kate Wiczorek	Math

**7/8 Shared**

Ms. Allison Duling	Special Education
--------------------	-------------------

**Specials/Student Programs**

Mr. Drew Barker	Band 8th
Ms. Katlin Bidne	Family Consumer Sciences (FCS)
Mr. Kevin Cooper	Agriculture
Mrs. Heidi Grimm	Health
Mrs. Christine Heintz	Band 5th-7th
Mrs. Teresa Kaloupek	Special Education
Ms. Melissa Knoot	ELL 5th
Ms. Annie Noble	Special Education
Mr. Austin Oborny	PE
Mrs. Lisa Ott	Music/Choir
Mr. John Pelzer	PE
Mr. Colton Shipman	Gateway to Technology (GTT)
Mrs. Toni Smith	Math
Mr. Jonny Sneiderman	TAG
Mrs. Inna Wieland	ELL
Mrs. Meg Young	Art

**Associates**

Michelle Dodd  
Jessie McGaffin  
Colleen Moyer  
Jill Riemenschneider  
Brenda Smith  
Lisa Eyanson  
Cheryl Soto  
Jenny Tufford

Kari Pearce  
Andrea Sutherland  
Sherry Buck  
Renee Maloney  
Areianna Williams  
Josh Lotz  
Brittnee Valline  
Jessica Garcia Rubio  
Christina Fierros

**Support Staff**

Kayla Landhuis	Administrative Assistant
Brenda Dunson	Administrative Assistant
Eileen Patterson	Nurse
	Maintenance
Schelly Main	Custodial
Abigail Kellogg	Custodial
Terri Leslie	Food Service Manager
Amy Carleton	Food Service
Kelly Katzer	Food Service
Mary Smith	Food Service
Kate Huse	Registrar/Technology Assistant

**Annual Improvement Goal Areas**

Academic student goals are set annually to reflect continuous improvement by our students. School-wide student performance goals will meet or exceed the expectations set by the Iowa Department of Education in the areas of reading, math, social studies, and science as measured by the Iowa Assessments and other district curriculum Measures.

Nevada Community School District Board policies referred to in the handbook may be found in full on the district's website: [www.nevadacubs.org](http://www.nevadacubs.org) If you would like to review a paper copy of a policy, you may request one from the Superintendent's Office; the School Board Policy Book is also available at the Nevada Public Library.

**Academic Eligibility (Policy 503.7)**

Students in grades 7 and 8 must meet all standards (receive a 2, 3, or 4) in all classes to be eligible for all school-based extracurricular activities. Anyone deemed ineligible

academically is ineligible for all public performances. A student deemed ineligible may practice, but may not travel with the team or perform.

These guidelines include eligibility for sports, fine arts, student council, and competitions where the student represents Nevada Middle School.

Band and chorus for grades 7 and 8 are considered co-curricular courses with a portion of their course grade based on concert participation. Not meeting standards in a course other than chorus or band will not prevent the student from participating in the NMS concert.

Eligibility will be determined at mid-term and at the end of each term.

#### Mid-term Academic Eligibility

Students who are not meeting a standard in a course (0 or 1), will be placed on an Academic Support list. Students will be ineligible for athletic contests during the time they are on the list. They may attend practices at the coach's and teacher's discretion. Once a student has met the standard or made progress towards meeting the standard at the teacher's discretion, they will be removed from the list.

#### Term Academic Eligibility

Eligibility will be determined at the end of each term (most MS classes will run on a quarterly basis). If a student does not meet a standard (0 or 1) at the end of the term, they will not be eligible for a period of 10 school days.

Coaches, sponsors, students, and parents will be informed on ineligibility.

Students with IEPs: If a student with an IEP is failing a class at the checkpoint and the tasks in that particular class correlate with a student's IEP goal(s), an administrator will check to see if the student is making progress towards his/her IEP goal. If progress and growth are being made, the student will be eligible.

#### **Academic Proficiency – Iowa State-wide Assessment of Student Progress (ISASP)**

Although the ISASPs are just one indicator of a student's growth and proficiency, the Iowa Assessments are the district's main assessment reported to the State Department of Education. Students take the ISASP tests in late winter or early spring. Districts in Iowa now report proficiency and growth using the National Standard Score (NSS) rather than percentile rank.

In order to provide additional support in reading or math, students performing below the Proficient Level on the ISASP may be assigned to a Reading and/or Math Lab. Students not meeting proficiency on the FAST assessment (Reading and/or Math) could be assigned an intervention class for Reading and/or Math.

### **Academic Support**

A method of intervention will be provided to students 5th-8th when needed. Interventions will be determined based on the Iowa Statewide Assessment of Student Progress (ISASP), FAST testing, and course standard scores. Additional support may include tutoring options, re-teaching and re-assessment, progress monitoring, or remediation courses. Parents will be notified if a student is required to repeat a class or take an online course for recovery.

### **Accident Procedure**

From time to time during the school day or during school-sponsored extracurricular activities, a student will have an injury requiring medical attention. The supervising adult will assess the situation and determine whether the student can travel safely with another person to the nurse's office or whether the nurse will need to travel to the student. The nurse will assess the situation and determine the following: the student returns back to class; the parent needs to be called; and/or if emergency services are required. If an ambulance and/or the EMT's are called, the parent will be contacted immediately. If emergency services are warranted, Story County Medical Center will be used, unless the EMT's or parent have stipulated otherwise. If emergency services are not warranted, the nurse may still contact the parent and recommend that the student sees a doctor.

### **Activity Conflicts**

The Nevada School District provides a wide variety of activities from which the students may choose to participate. Because such a large number of students participate in such a wide variety of activities, we may have situations wherein a conflict occurs. It is the responsibility of the activity sponsors to try to resolve these conflicts as best as they can. It is our belief that these decisions concerning student participation should be made by the sponsor and not the student. The policies and guidelines that we have chosen to implement are as follows:

1. Participation in State competitions takes precedence over any other activities that are in conflict with that State competition.

2. If activities are added to a date where other activities have been scheduled, the original activity on the master calendar takes precedence. Qualifiers for this guideline are:

- a. Rescheduled school district events by the athletic director due to bad weather. State competitions that are scheduled on top of master calendar dates, etc. have equal footing with the first activity on any particular date.
  
- b. If a coach or activity sponsor wants to add an extra activity that has not been previously scheduled, the guideline is different. The original activity on the master calendar takes precedence.

### **Admission Charged for Events**

NMS, as well as most other schools we play, charge admission to middle school athletic events. The NMS and Conference charge for home events is \$3.00 for adults and free to students. High School admission is \$5.00 for students and \$5.00 for adults; A student Athletic Pass may be purchased for \$50.00 that allows the student into Nevada High School sanctioned athletic events; Adult Pass is \$75.

Athletic passes may not be used for district or State sponsored events. Passes are available at the High School Office.

### **Allergies to Food**

Parents with a child who has severe food allergies or students with severe food allergies need to inform the school of the allergies. Some students with severe allergies may benefit from a Health Plan through the nurse or a 504 Plan. To start the process for eligibility for a 504 plan, contact the school counselor. 504 Plans are distributed to staff members and maintained in the student file.

Examples of accommodations for students with severe food allergies could include: identifying nut free classrooms; a nut free table in the cafeteria; student education on food allergies and the impact to an impacted student; restricting certain snacks; training for staff and students.

### **Anti-bullying / Anti-harassment / Cyberbullying (Policy 104, 104.E1 form, 104.R1 procedures)**

Bullying, harassment, and cyberbullying are violations of the school district policies. All students have a right to attend school without being bullied, put down, or made to feel inferior.

Students who feel that they have been harassed should:

1. Communicate to the harasser that the student expects the behavior to "STOP".
2. Inform a school employee of the situation.
3. Complete an anti-harassment/ bullying form. Forms are available from the counselor or the office.

Anti-harassment training will take place annually for students and staff.

### **Anti-bullying / Harassment Investigation Procedures (Policy 104.R1)**

Individuals who believe that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
  - Tell a teacher, counselor or principal; and
  - Prepare a written report, keep a copy and give another copy of the report to a teacher, counselor or principal.

### **Anti-Bullying - Complaint Procedure (Policy 104.E1, 104.E2, 104.E3)**

An individual who believes that s/he has been harassed or bullied should notify the counselor or principal. The investigator may request that the student complete the Anti-Bullying/Harassment Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, pictures, or items produced by electronic transmission. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible. The investigator or the principal has the authority to initiate an investigation in the absence of a written complaint. Form available at the end of the Handbook.

### **Anti-Bullying - Investigation Procedure (Policy 104.R1)**

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal.



## **Anti-Bullying - Resolution of the Complaint (Policy 104.E3)**

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps that may include discipline. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. Parents may be included in meetings or contacted over the phone. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

## **Attendance, Tardy, and Make Up Work**

### **Attendance**

All students are expected to attend school on a daily basis. If a student is sick or has an appointment, the parent should call before 8:00am (382-2751 ext. 5) and report the student's absence for a verified absence. If no parent contact is made, the office will attempt to reach the parent for verification; if the parent cannot be reached, the student will be listed as unexcused or truant. The principal or counselor may make home visits when a student is habitually absent.

School starts at 9:40 AM on Mondays and 8:10AM on Tuesdays-Fridays. School ends at 3:18PM.

Students arriving after 8:10 are considered tardy. Students must be in attendance by 9:55 on Mondays and 8:25 AM Tuesdays - Fridays in order to participate in an after school or evening activity.

Attendance improvements plans may be developed for students consistently tardy or absent to school.

### **Tardies - Excused**

Any student arriving late to school must sign in at the main office. Students who are late for school will not automatically be excused with a parent call or note. Examples of excused tardies include the following:

- The school bus is late.
  - Conferences in the administrative or counseling offices.
  - Severe/inclement weather making travel hazardous.
  - Medical and dental appointments that cannot be scheduled at any other time.
- The school reserves the right to verify appointments periodically.

## **Tardies - Unexcused**

Students are allowed 5 unexcused tardies per term. Any student who is more than 15 minutes late or misses more than 15 minutes to any period/block will be considered absent unexcused. More than 5 tardies per term will result in the following consequences:

- 6th Tardy - Parent notification and referral to grade-level team for intervention
- 10 or More Tardies - Other disciplinary action could be applied at the discretion of building administrators.

## **Makeup Work**

Makeup homework may be requested. Parents may request homework when they call in the morning. Generally, students will have one day per day absent to make up work.

## **Attendance - (Policy 501.3R1, 501.3)**

The District is committed to ensuring that every reasonable attempt is made to secure the attendance of all children of compulsory age. Children between the ages of six and sixteen are required by state law to be enrolled in and attend an accredited public or private school or be receiving competent private instruction (Iowa Code #299.1A).

Student absences will be marked as:

**V = Verified** – Parent provides verbal or written notification to the school of the student's absence. Students are allowed six (6) verified absences per school year.

Example: Calling the attendance line and leaving a message.

**E = Excused Absence** – Absences with an official slip.

Example: A medically documented illness (note for the doctor); a medically documented appointment (doctor's appointment, dental appointment, therapy appointment; please provide the office with the appointment card or note from the medical personnel.); funeral of a family member; court appearance; school-sponsored activity, or other absences approved in advance by the building principal.

**U = Unexcused** - Any student who after six (6) verified absences does not have an excused absence. Each absence after six will be considered unexcused.

Any student who skips any portion of the school day (i.e. not excused; not verified)

A parent may verify their student from school for a total of six (6) days. Beyond those six (6) days, the student must have an excused absence with the appropriate documentation.

Steps leading to mediation for excessive absenteeism will include:

- 6th unexcused absence = Notification letter to parent
- 9th unexcused absence = Warning letter that if absenteeism continues, the student will be referred to the County Attorney's Office
- 12th unexcused absence = Referral for Mediation Hearing with the County Attorney's Office

### **Band and Chorus**

A student who elects to participate in band in grades 5 - 8 or in chorus in grades 7-8 may only drop that class at the end of a quarter grading period. The student needs written parent permission to drop band or chorus. Course drop requests must be made within the first five school days of the new term.

### **Before and After School Guidelines**

Students should not arrive at school before 7:40 AM Tuesdays through Fridays and 9:10 AM on Mondays unless they have a scheduled practice or appointment with a teacher. Students are not supervised until 7:40 AM. The main front door (NW) and back door (NE) will be unlocked at 7:40 AM and 9:10 AM on Late Start Mondays.

Students may be in the following supervised areas before 8:00 AM:

- in the gym • on the playground/ basketball court/green spaces • in the cafeteria • in a room with teacher permission • in the library

After school, students riding the bus should go to the bus lines. Students riding bikes home or walking should leave after school. Students participating in after school extra curricular activities should report to their assigned practice areas. Students working with teachers should be working with a teacher. Students should not be in the building or on school grounds after 3:40 PM unless they are supervised by a staff member or attending a school event.

## Bell Schedule

### Regular Day

5th grade	6th grade	7th grade	8th grade
1st Period - 8:10-8:52	1st Period - 8:10-8:52	1st Period - 8:10-8:52	1st Period - 8:10-8:52
2nd Period - 8:56 - 9:38	2nd Period - 8:56 - 9:38	2nd Period - 8:56 - 9:38	2nd Period - 8:56 - 9:38
3rd Period - 9:42-10:24	3rd Period - 9:42-10:24	3rd Period - 9:42-10:24	3rd Period - 9:42-10:24
4th Period - 10:28-11:03	4th Period - 10:28-11:03	4th Period - 10:28-11:10	4th Period - 10:28-11:10
Lunch - 10:58 - 11:20	Recess - 11:03 - 11:20		
Recess - 11:20-11:37	Lunch - 11:20- 11:42	5th Period - 11:14 - 11:56	5th Period 11:14 - 11:56
5th Period - 11:39 - 12:26	5th Period - 11:44 - 12:26	Lunch - 11:56 - 12:26	6th Period - 12:00 - 12:42
6th Period - 12:30 - 1:12	6th Period - 12:30 - 1:12	6th Period - 12:30 - 1:12	Lunch - 12:42 - 1:12
7th Period - 1:16 - 1:58	7th Period - 1:16 - 1:58	7th Period - 1:16 - 1:58	7th Period - 1:16 - 1:58
8th Period - 2:02 - 2:44	8th Period - 2:02 - 2:44	8th Period - 2:02 - 2:44	8th Period - 2:02 - 2:44
Cub Pride - 2:48 - 3:18	Cub Pride - 2:48 - 3:18	Cub Pride - 2:48 - 3:18	Cub Pride - 2:48 - 3:18

### Monday (Late Start)

5th Grade	6th Grade	7th Grade	8th Grade
1st Period - 9:40 - 10:15	1st Period - 9:40 - 10:15	1st Period - 9:40 - 10:15	1st Period - 9:40 - 10:15
2nd Period - 10:19 - 10:51	2nd Period - 10:19 - 10:51	2nd Period - 10:19 - 10:54	2nd Period - 10:19 - 10:54
Lunch 10:51 - 11:13	Recess - 10:51 - 11:06		
Recess - 11:08 - 11:25	Lunch - 11:08 - 11:29	3rd Period - 10:58 - 11:33	3rd Period - 10:58 - 11:33
3rd Period 11:28 - 12:03	3rd Period 11:32 - 12:03	Lunch 11:33 - 12:03	4th Period 11:37 - 12:12
4th Period - 12:07-12:42	4th Period - 12:07-12:42	4th Period - 12:07-12:42	Lunch 12:12 - 12:42
5th Period - 12:46 - 1:21	5th Period - 12:46 - 1:21	5th Period - 12:46 - 1:21	5th Period - 12:46 - 1:21
6th Period - 1:25 - 2:00	6th Period - 1:25 - 2:00	6th Period - 1:25 - 2:00	6th Period - 1:25 - 2:00
7th Period - 2:04 - 2:39	7th Period - 2:04 - 2:39	7th Period - 2:04 - 2:39	7th Period - 2:04 - 2:39
8th Period - 2:43 - 3:18	8th Period - 2:43 - 3:18	8th Period - 2:43 - 3:18	8th Period - 2:43 - 3:18
No Cub Pride	No Cub Pride	No Cub Pride	No Cub Pride

### Bikes/ Mopeds/ Skateboard/ Scooters, etc.

Once a student arrives at school, the student is not expected to be using the skateboard, scooter, roller blades, bike and/or moped. These modes of transportation should not be taken on and off the school grounds while waiting for school to start. Mopeds are to be parked in the east parking lot. Bicycles are to be parked in the bicycle racks north of the middle school. Roller blades may be stored in the locker. Scooters and skateboards may be stored in the office or in the teacher's room.

Skateboarding is not allowed on school property from 7:00AM to 4:00PM. Students need to be respectful of school property, personnel, other people, and drivers.

## **Buses**

Students need to be registered to ride the bus to and from school. If you are not registered, a Bus Form may be picked up in the office.

Due to the large number of students riding the buses, bus passes to ride a different bus than the one you are assigned may not be available. To obtain a bus pass, the parent should contact the Bus Barn at 382-4067. If approved, the Bus Barn will contact the school office and the office will give the student a bus pass.

All students will receive a Bus Handbook to review. The bus is considered an extrusion of the classroom and students are expected to follow standard classroom expectations on the bus. Because all students use school transportation at least for field trips, all students will be asked to read the Bus Handbook. Bus Safety Drills will be conducted twice a year.

Nevada School buses do have recording devices that can be reviewed to locate behavior concerns on the bus.

Transportation Director Jason Sampson will contact parents and the principal if there are concerns. Parents may also contact Mr. Sampson at 382-4067.

Basic Bus Rules include:

- Follow the driver's directions at all times.
- Be courteous and respectful at all times to the driver and other riders.
- Sit in your assigned seat, facing forward with your feet on the floor.
- Remain seated while the bus is moving.
- No food or drinks should be eaten on the bus without the driver's permission; this includes items from Starbucks.
- Talk in a normal tone and volume.
- No items should ever be thrown from the bus.
- Do not extend any part of your body or any items through an open window.
- Do not litter on the bus or at bus stops.
- Bus aisles need to remain clear at all times.
- Use of illegal items (weapons, tobacco, alcohol, etc.) will not be tolerated.

## **Canine Searches**

Random sweeps through the building may occur throughout the school year using specially trained drug-sniffing dogs. Drug-sniffing dogs may be utilized to search items

throughout the building and the school parking lot. For safety reasons, students will not be in the presence of dogs during the search.

### **Capturing Kids' Hearts (CKH)**

Capturing Kids Hearts is a District relationship building initiative based on the EXCEL Model which includes: Engage (handshake and greeting at the door), Xplore (share good things), Communicate (learning target for the class), Empower (student engagement), Launch (positive send off or reflection).

Each classroom develops a Social Contract or guidelines for behavior and monitoring. If an item in the Social Contract is broken, the students will respond to the 4 questions. Refusal to comply or continued behavior concerns could result in the following: Classroom consequence, sent to the office, parent phone call and additional steps depending on the infraction.

### **Cell phones**

Cell phones may be brought to school but are to remain in backpacks or lockers from 8:10-3:18. Cell phones should not be used during the school day. Teacher permission may be granted for educational purposes.

Teachers and staff have the right to restrict electronic devices and can confiscate the items if they are visible or used during the school day. Confiscated items will be turned in to the office and returned to the student at the end of the day. If the student continues to not comply with cell phone expectations or refuses to relinquish an electronic device when asked by a staff member, additional consequences can be assigned for insubordination at the discretion of an administrator.

### ***Additional Considerations:***

Cell phones with cameras and other portable handheld technology devices capable of storing and/or transmitting and/or receiving images are:

- banned from use for any purpose in locker rooms and restrooms at ALL times
- should not be used to take pictures or video of a staff member or student without permission except during a public event.
- prohibited to record performances/activities which contain copyrighted material

Violations may face district and/or legal consequences.

### **Change in phone, email, address**

Students/parents are asked to update their phone numbers, email, and address on PowerSchool when information changes.

### **Cheating/Plagiarism**

Students are expected to do their own work. Cheating by providing information to other students, looking at another student's schoolwork, copying others work, copying from other sources including electronic and technological sources, or similar forms of cheating is not tolerated.

Cheating incidents will be investigated. Discipline may include a failing grade for a specific assignment or loss of credit.

### **Chromebook Basics/ Computer Use and Conduct Policy Agreement**

Refer to 1:1 Device Handbook.

The primary goal of NCSD's available technology is to enrich the learning that takes place in and out of the classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the equipment.

Each student will participate in a 1:1 Chromebook Training prior to the student being assigned a computer. Both student and parent are also asked to read and sign the NCSD 1:1 Program Acknowledgement Form as part of registration process. Parents new to the District will also receive a Parent Chromebook training powerpoint to view. Students will participate in Digital Citizenship lessons throughout the year.

### **Conferences**

Parent/ Teacher/ Student Conferences are held twice a year.

### **Communication Tools – Gmail, PowerSchool, Online Announcements, [www.nevadacubs.org](http://www.nevadacubs.org)**

A variety of communication tools are in place for parents and students. All teachers have a school gmail account of first initial last name@nevadacubs.org. Email teachers for homework updates, reminders, and grade checks.

Parents have access to PowerSchool to view attendance, grades, work completion, and announcements. The Daily Bulletin is shared with students over the PA system each morning and posted on the Nevada Chromebook Extension. These announcements highlight events happening each day as well as those coming up. We will also send mass emails periodically to keep parents up-to-date on important topics.

### **Cubbie's Cupboard**

Cubbie's Cupboard is a local Food Bank available to families on the first and third Wednesday of each month from 4:00 – 7:00 PM or by calling the Middle School Office (382-2751) for an appointment. Cubbie's Cupboard is located in room 13 at the Middle School. Mrs. Gindt and Mrs. Hereen are the school contacts for Cubbie's Cupboard.

### **Curriculum & Instruction**

The basic instruction program of the Nevada School District shall include the courses required for each grade level by the School Board. The instructional approach will be nonsexist and multicultural and include the components of the Core Curriculum. Signed into law in 2008, the Iowa Core adds detail to the state's standards by specifically identifying essential skills and concepts for kindergarten through 12th grade students in literacy, mathematics, science, social studies, and 21st century skills. The Iowa Core was originally called a curriculum, but is not a set of courses or specific classroom materials like a traditional curriculum. It identifies the skills Iowa students must have and the concepts they must know in the areas listed above. In addition, it provides guidance and support for teaching and learning in Iowa classrooms. All Iowa school districts and accredited nonpublic schools are required to implement the Iowa Core by 2014-2015.

The Director of School Improvement oversees curriculum, instruction, professional development, PowerSchool, and State reports.

### **Dental Screening**

House File 906 requires Iowa's kindergarten, ninth grade, and high school transfer students to receive dental screenings. High school student dental screenings must be completed by a dentist or a dental hygienist and the dental form must be returned to Nevada High School.



## Displays of Affection

Middle school students should not be involved in public displays of affection (PDA) at school or school activities. This includes prolonged embraces, kissing, fondling or other inappropriate physical contact. Repeated violations will result in parental involvement to help solve the problem.

## Dress and Appearance

Any students wearing inappropriate clothing may be asked to change, turn inside out or entirely remove, if possible, the inappropriate article of clothing. If this is not possible, or a student refuses to do so, the student's parents will be contacted and asked to pick their child up from school for the remainder of the day. **Examples which will result in the student being asked to change include but are not limited to:**

1. Extremes in attire and/or appearance will not be tolerated. Shirts and tops should cover a student's midriff on all sides. Shirts and tops should also cover the top of the shoulders, the back, and the chest.
2. Undergarments should not be visible.
3. Clothing items that are controversial, have double meaning, or have obscene slogans on them will not be worn.
4. Clothing advertising alcohol, illegal drugs, and tobacco are not to be worn to school.
5. Sunglasses will not be worn in the building, and should not be carried around by a student during the day; sunglasses should be placed in bags or locker.
6. Hats/caps/hoods can be worn but should be removed if requested by the teacher for the following reasons:
  - a. During testing, assessments, presentations, or performances
  - b. If wearing the hat/cap/hood causes a disruption in the learning of other students or prevents the student from fully engaging in the learning as determined by the teacher
  - c. During emergency situations or emergency drills
7. Headgear for religious purposes will be allowed.
8. Footwear is expected for all students.
9. School sponsored events or special days might include any of the above dress items.

### **Emergency Procedures, Drills, and Evacuation Procedure (Policy - 804 Series)**

The district has a variety of evacuation procedures that are dependent on the given situation. Annually, we will practice four fire drills, four tornado drills, at least one ALICE evacuation drill, and two bus drills. Although these are practice situations, students need to follow adult directions and proceed to the proper location quickly, calmly, and quietly.

The middle school tornado drill site is the Tornado Safe Room located at the high school.

In the event of a threatening intruder, students will follow ALICE steps and possibly evacuate to a rally point or safe location. Depending on the situation, students and staff could be asked to go to lock down or evacuation. If evacuating to another location, we will not call parents to notify them of the evacuation. If parents arrive at an evacuation site, an invitation will be extended to the parent to join his/her child, but students will not be released from the evacuation site until the Superintendent or Nevada Safety Director gives the "all clear."

#### **False Alarms:**

A student who pulls the fire alarm or calls in a false alarm, in addition to being disciplined under the school district's policies, rules, and regulations may be reported to law enforcement officials.

Iowa Code 714.31 False Alarm of Fire states, "No person or persons shall cause or give a false alarm of fire, by setting fire to any combustible material, or by crying or sounding an alarm, or by any other means, without cause." Making a false alarm is punishable by law (Iowa Code 714.32). The Nevada Fire Department now charges up to \$500.00 for all false alarms that they respond to. Any student(s) responsible for setting off a false alarm will be assessed this \$500.00 fine.

Dialing 911 can also be considered making a False Alarm. If a person accidentally dials 911, please inform the office immediately.

### **Evacuation Procedures For Students With Special Needs (Policy - 804 Series)**

Students who have special needs will have individual evacuation procedures designed for them. Teachers who work with each student will be notified of the individualized evacuation plan(s). A copy of the individualized evacuation plan will be kept on file in the student's cumulative record and by the homeroom teacher. Parents are to notify the school of special considerations for their child in regard to emergency evacuation.

## **Expulsion**

A student may be referred to the Board of Education for expulsion for chronic absences, physical confrontation, excessive insubordination, illegal activities, and other serious or frequent violations of the school policies and regulations.

## **Equity (Policy 102 series)**

It is the policy of the Nevada Community School District not to discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. Any person inquiring about or seeking assistance with the District's compliance with equity regulations may contact the Equity Coordinator: Kody Asmus, Associate Superintendent of School Improvement – [kasmus@nevadacubs.org](mailto:kasmus@nevadacubs.org) / (515) 382-2783. Complaints can also be directed to the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319-1004, (515) 281-4121, or Region VII Office for Civil Rights, Citigroup Center 500 W. Madison Street, Suite 1475 Chicago, IL 60661-4544.

## **Extra Curricular and Co-curricular Activities**

Extra curricular activities are defined as school sponsored activities that take place outside of the regular school day and have a performance component. Co-Curricular activities are defined as activities that have a performance component that is tied to a student's grade, such as band or chorus. Co-curricular students will not miss performances due to academics because their performance is reflected in the course grade.

Every year each student (grades 7-12) shall present a certificate signed by a licensed physician and surgeon, osteopathic physician and surgeon, osteopath, qualified doctor of chiropractic, licensed physician assistant, or advanced registered nurse practitioner, to the effect that the student has been examined and may safely engage in athletic competition. This certificate of physical examination is valid for the purposes of this rule for one (1) calendar year. A grace period, not to exceed thirty (30) days, is allowed for expired certifications of physical examination. Pre-participation physicals must be turned into the high school office or middle school office.

Pre-Participation Physical Examination forms can be found online at [www.nevdacubs.org](http://www.nevdacubs.org) -> Activities -> Physicals -> or picked up in the high school or middle school office.

All students participating in sports and cheerleading must have a current physical, concussion form, emergency contact form, and signed Code of Conduct on file before they can practice and participate.

***Extra Curricular activities include but not limited to:***

Fall: girls' volleyball, football, cross country, football cheerleading

Winter: wrestling, boys' and girls' basketball, basketball cheerleading

Spring: track

Summer: girls' softball, boys' baseball

Throughout the year: Jazz band, Student Council, RSVP

***Co-Curricular activities include but not limited to:***

5th through 8th grade band, 7th and 8th chorus, Local History Day, Geography Bee

**Code of Conduct (Policy 503.1)**

All middle school events will follow the standards as set up by the school board, the administration, and the athletic director. Participating in activities in the Nevada Middle School is a privilege that is extended to all students, and this privilege may also be taken away. Participants will be required to be in good standing as far as the regular school day is concerned. It will be assumed that all members of each team will be a good representative of their school at all times.

The privilege of participation may be suspended or canceled for violating an individual coach or sponsor's rules as well as for violation of school district policies, rules, or regulations. All students participating in an extracurricular activity will be asked to sign the Code of Conduct guidelines.

**Family Night**

Nevada Community School officials will not schedule a school event on Wednesday evening, which is kept open for family functions. Students will conclude school activities and must be out of the building by 6:00 PM. This policy starts on the first day of school and ends the third Wednesday of May. Teachers are asked to give students ample notice prior to a Thursday test or project being due.

## **Fees and Fee Waiver**

Student Fees: Student fees are approved by the Board of Education and are part of the registration process. The district's fee waiver also applies to student fees.

Contact the Superintendent's Office (382-2783) for information on Free and Reduced Lunch and/or Fee waiver application information. Families may qualify for Free or Reduced Lunch and Fees based on income. This status is determined by State or Federal guidelines. Free or Reduced status includes: annual school fees, supplies, and lunch. Please contact the Superintendent's Office or Jodi Heeren for more information and forms.

## **Field Trips**

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals for the school district. Prior to attending a field trip, parents will be notified about the event. Parents will need to notify the teacher if they don't want their child attending. A general field trip permission form is signed by the parent at the beginning of the year during registration.

Students are responsible for getting assignments when they are absent from class for any reason. For special field trips or student activities such as History Day, work should be completed prior to going unless other arrangements have been made with classroom teacher(s).

## **Fighting**

Fighting is never permitted at the Nevada Middle School. Any student caught in the act of fighting, instigating a fight, creating ill feelings between students or engaged in rough and unnecessary horseplay may receive a detention, suspension, parental conference or participate in additional restorative practices.

## **Food and Drink Policy**

1. Food and drinks are restricted to the cafeteria or locker unless permission has been given.
2. Students are allowed to have water in classrooms.
3. Vending machines should only be used before school, during passing periods, or after school. During lunch, a student should purchase from the a la carte in the cafeteria for additional snacks.
4. Students should consume open-packaged food in the cafeteria. Unopened food should only be removed from the cafeteria if placed directly in a locker.

5. Classroom teachers will determine if gum is allowed in their rooms.

Additional classroom expectations may be established and monitored at teacher discretion.

Food distributed to students during the school day must be prepackaged, individually wrapped items or in a sealed package (box or bag). Safe and healthy snack ideas could include, but are not limited to: individually sealed cheese sticks, crackers, graham crackers, goldfish crackers, Ritz Bitz, Chex Mix, yogurt tubes, pretzels, animal crackers, and fruit snacks.

### **Fundraisers**

Profits from school fundraiser sales are divided amongst teams and activities, such as band and chorus. These funds help pay for field trip fees and transportation, grade level initiatives, special activities, band and chorus sheet music, additional PE equipment, and art supplies.

### **Gang Activity**

No student on or about school property or at a school activity shall wear, possess, use, distribute, or display gestures, jewelry, emblem, badge, symbol, sign, colors or other things which are evidence of membership or affiliation with any gang.

### **Grading, Iowa Core Standards, & Progress Reports**

Standards Based Proficiency scores are used at NMS in all classes. Parents and students may view grades and progress in each class using PowerSchool. Twice a term, teachers will email parents and students if the student is earning below a 2 mark on any standard. Students are required to reassess standards scored as a 0 or 1. Quarterly Report Cards may be viewed using the vault; instructions will be emailed annually. For more detailed information on academic progress, contact your student's teacher. Canvas, Remind, and class/grade websites are other communication tools used by the teachers, students, and parents. Teachers will communicate course grading expectations along with ongoing progress updates to parents and students.

All course units are developed around grade level and subject Iowa Core Standards. Standards will be referenced to all assessments and projects. In Quick Look-up, clicking on a "blue" item or score allows you to see which standards were assessed. All incomplete grades must be made up one week after the reporting period has ended unless provisions have been made.

## Grading Purpose Statement

Grades are an accurate reflection of what students know and are able to do at any point in time. Grades are used to communicate to parents and students how students are doing with regards to mastering course standards and benchmarks.

## SBG Levels of Understanding

4: *“Understands deeply and applies beyond expectation”*

- Student is able to demonstrate a **deep** level of understanding, including the ability to apply the understanding to a context **beyond** what was presented in class.

3: *“Strong understanding”*

- Student is able to demonstrate a **strong** level of understanding, including the ability to apply the understanding **within** the context presented in class.

2: *“Baseline understanding”*

- Student is able to demonstrate a **baseline** level of understanding and is **progressing** towards application of the concept/skill.

1: *“Attempt made”*

- Attempt made, but **has yet** to show a baseline level of understanding.

## Behavior Proficiencies

In addition to content standards, students also receive scores on the behavior standards of respect/integrity, responsibility, accountability, and self-control/self-awareness throughout the year. The following is used for scoring behavior standards:

# Nevada Middle School Behavior Proficiencies

		Respect/Integrity	Responsibility	Accountability	Self-Control/Self-Awareness
<b>Exceeding</b>	<b>4</b>	<b>The student:</b> <ul style="list-style-type: none"> <li>Seeks out different viewpoints</li> <li>Shows an embrace of diversity in others.</li> <li>Uses kind words with others and encourages the same.</li> <li>Does the right thing without being asked.</li> </ul>	<b>The student:</b> <ul style="list-style-type: none"> <li>Arrives on time for class every day.</li> <li>Completes work as assigned every day.</li> <li>Routinely submits work on time.</li> <li>Assumes responsibility for learning by seeking help and asking questions in a timely manner.</li> </ul>	<b>The student:</b> <ul style="list-style-type: none"> <li>Participates every day, actions drive instruction forward.</li> <li>Takes full advantage of retake/redo opportunities and support.</li> <li>Honest in words and actions and encourages others as well.</li> </ul>	<b>The student:</b> <ul style="list-style-type: none"> <li>Consistently does what's expected and helps others do the same.</li> <li>Consistently listens and follows suggestions given by adults.</li> <li>Effectively leads a group of students.</li> <li>Can help resolve most conflicts.</li> </ul>
<b>Baseline</b>	<b>3</b>	<b>The student:</b> <ul style="list-style-type: none"> <li>Shows acceptance of different viewpoints.</li> <li>Shows acceptance of diversity in others.</li> <li>Uses kind words with others.</li> <li>Does the right thing when asked.</li> </ul>	<b>The student:</b> <ul style="list-style-type: none"> <li>Consistently arrives on time to class.</li> <li>Consistently completes work assigned and submits on time.</li> <li>Usually assumes responsibility for learning by seeking help and asking questions when needed.</li> </ul>	<b>The student:</b> <ul style="list-style-type: none"> <li>Participates in class, actions benefit instruction.</li> <li>Takes advantage of retake/redo opportunities and support.</li> <li>Honest in words and actions.</li> </ul>	<b>The student:</b> <ul style="list-style-type: none"> <li>Rarely requires redirection.</li> <li>Usually listens and follows suggestions given by adults.</li> <li>Effectively communicates with other students.</li> <li>Does not participate in conflicts.</li> </ul>
<b>Developing</b>	<b>2</b>	<b>The student:</b> <ul style="list-style-type: none"> <li>Occasionally shows acceptance of different viewpoints.</li> <li>Occasionally shows acceptance of diversity in others.</li> <li>Occasionally uses kind words with others.</li> <li>Occasionally does the right thing when asked.</li> </ul>	<b>The student:</b> <ul style="list-style-type: none"> <li>Arrives on-time, prepared for class inconsistently.</li> <li>Inconsistently completes work as assigned.</li> <li>Inconsistently submits work on time.</li> <li>Occasionally seeks help and asks questions when needed.</li> </ul>	<b>The student:</b> <ul style="list-style-type: none"> <li>Participates in class, actions at times distract from instruction.</li> <li>Occasionally takes advantage of retake/redo opportunities and support.</li> <li>Honest in words and actions with teacher prompting.</li> </ul>	<b>The student:</b> <ul style="list-style-type: none"> <li>Usually follows redirection and changes their actions.</li> <li>Inconsistently listens and follows suggestions given by adults</li> <li>Occasionally communicates effectively with other students.</li> <li>Does not escalate conflicts.</li> </ul>
<b>Emerging</b>	<b>1</b>	<b>The student:</b> <ul style="list-style-type: none"> <li>Does not show acceptance of different viewpoints.</li> <li>Does not show acceptance of others' differences.</li> <li>Does not use kind words.</li> <li>Rarely does the right thing unless asked.</li> </ul>	<b>The student:</b> <ul style="list-style-type: none"> <li>Rarely brings materials to class, even with teacher coaching.</li> <li>Rarely completes work as assigned.</li> <li>Rarely submits work on time.</li> <li>Rarely seeks help and asks questions when needed.</li> </ul>	<b>The student:</b> <ul style="list-style-type: none"> <li>Rarely participates; comments often distract from instruction.</li> <li>Rarely takes advantage of retake/redo opportunities and support.</li> <li>Makes excuses or blames others for wrongdoings.</li> <li>Rarely produces original work.</li> </ul>	<b>The student:</b> <ul style="list-style-type: none"> <li>Does not follow redirection to change their actions.</li> <li>Rarely listens and follows suggestions given by adults.</li> <li>Does not communicate effectively with other students.</li> <li>Initiates or escalates conflicts.</li> </ul>

## Guest Teachers / Substitute Teachers

The general expectation is that students will show substitute teachers the same respect they show their general teacher. A Guest Teacher, or substitute, follows the plans provided by the teacher.

## Hall Passes

Students leaving class during class time or arriving late should have teacher permission and a signed pass.

## Healthy Kids Act

Healthy Kids Act Senate File 2425 requires school districts to ensure that physically able students in grades K-12 engage in physical activity. For students in grades 5-8, the requirement is 120 minutes per week, in which there are at least five school days. At the middle school level, physical activity may be met through physical education.

## Homework Club

Homework Club is a supervised study hall available for students Monday-Thursday from 3:20-4:00. The student's teacher will make a student referral to Homework Club and



contact parents/guardians. Students must have parent/guardian permission to attend. Students are not allowed to leave before 4:00 without parent/guardian permission.

### **Honesty Clause (Policy 503.4)**

The Honesty Clause is part of the Code of Conduct. If a student reports his/her offense within 24 hours of the occurrence to the coach, athletic director, principal, or superintendent, s/he will have the penalty reduced.

### **Human Growth and Development**

Parents may review the human growth and development curriculum prior to use and have their child excused from human growth and development instruction. Alternative assignments will be provided and the student will work in the office during the class instruction. This instruction will occur primarily in health classes. Parents should contact the principal if they wish to review the curriculum.

### **Insubordination**

Insubordination is defined as “refusing to obey.” If a student chooses not to comply with an adult’s request, this could be considered insubordination. Insubordination includes belligerent and/or blatant disrespect to adults. Students who are insubordinate may receive a detention, referral to the office, or suspension. On-going insubordination will result in a student/ parent meeting.

### **Insurance**

Parents who would like more information about purchasing school health and accident insurance should contact the school nurse at 382-2804. The district encourages all students participating in interscholastic athletics to have some type of insurance.

### **Late Start Mondays**

Staff professional development will be held every Monday 7:30 to 9:00 AM. School will start at 9:40 AM. Students are asked not to arrive at school before 9:10AM on these days; doors will remain locked until 9:10.

### **Leaving School During School Hours**

If it should become necessary for a student to leave school during the school day, the student must secure permission to leave. Regardless of the reason for leaving, it is imperative that the office has a record of the student having left. If a student becomes ill or has an accident, the nurse will notify the office. If a student needs to be excused, parents need to call the office or send a note asking that the student be excused. The student needs to get a pass from the office.

## **Lockers**

Students are provided with a hallway locker with a combination lock. Please do not “jam” the locker or give your combination to others. Do not keep valuable items (electronics, cell phones, cameras, money, etc.) in an unlocked locker. You are welcome to check in items in the office for safekeeping.

Lockers are for the student’s convenience and are the property of the school. Please keep them as clean as possible. Lockers should remain sticker and tape free. The outside of the locker should remain blank unless otherwise granted permission by administration. We will have scheduled locker clean-outs throughout the year.

Students may be present during a locker inspection. If a student is not present during the inspection, at least two adults will be present during the inspection.

Backpacks or other items that serve a similar purpose during the school day are allowed in classrooms. Backpacks should be stored in their lockers during assemblies, lunch, and recess, and teachers may limit the use of backpacks in their classrooms if safety concerns or space concerns are an issue.

## **Lost and Found Items**

Numerous items are “lost, misplaced, dropped, or left.” Clothing items will be displayed on the tables by the cafeteria. Monthly, items not claimed will be laundered and donated to Harmony Closet.

Found items should be brought to the office or placed on the “Left/ Lost and Found Table” by the cafeteria.

## **Lunch and Breakfast**

Students receive a lunch number at the beginning of the year. This number is used for lunch as well as library checkout. At lunch, the student will use a keypad to input her/his number. Breakfast and lunch charges are deducted from the student’s lunch balance. Lunch menus are posted in rooms, on bulletin boards, in the cafeteria, and on the District website. Current lunch and breakfast prices are listed on the website. Reimbursable breakfast/Lunch will be offered daily. Students may purchase a full breakfast/Lunch or ala carte items. A regular reimbursable meal consists of a choice of milk (Skim, 1% or Chocolate), assorted fruits, veggies, grain, and a protein.

A student may select any offered a la carte items if there are funds in the account to support the purchase. All a la carte items are USDA Smart Snack compliant. These items are considered extra and will have an additional cost per item. All students, including those on free or reduced lunch, need money in their lunch account to purchase additional items.

When the student's lunch account drops below \$10.00, the student and parent will receive an email reminder from the nutrition department. When the student's account reaches negative \$10.00 and a parent/guardian does not make payment to their student's account then the student will receive only the alternate reimbursable meal that is offered that day for breakfast and lunch. Payment for these meals will be charged to the student's account.

### ***Lunch Times***

5th Lunch/Recess: 10:58-11:37

6th Recess/Lunch: 11:03-11:42

7th Lunch: 11:56-12:26

8th Lunch: 12:44-1:14

### ***2022-2023 Meal Prices***

	Student	Adult
Breakfast	\$2.25	\$2.25
Lunch	\$3.35	\$4.20

### ***General Lunchroom Guidelines:***

- Walk to cafeteria, calmly and quietly.
- No budging, cutting, or saving places in line.
- A la carte items must remain visible on top of the student's tray.
- Use your own lunch account. Borrowing from a friend's lunch account will not be allowed.
- Students bringing sack lunches do not need to go through the lunch line.
- Students should remain seated except when returning their tray.
- Everyone is expected to clean up the immediate area where s/he is sitting and return your tray.
- Juices and water are available for students to purchase.
- All items should be eaten in the cafeteria or the student needs permission to take unopened items to their locker.

## **Media Center**

The middle school library/media center has numerous books available for checkout for students and faculty. If any are lost or damaged, fines will be assessed for replacement.

The library is open every morning for students to checkout, study or research before school from 7:40-8:05 and after school until 3:30, unless prior arrangements are made for additional times. During the school day, when classes, meetings, or groups that have previously reserved the library are in the media center, open checkout will not be available.

## **Mixer Rules**

1. An admission may be charged.
2. Only Nevada students may attend mixers.
3. Once the student is at the mixer, s/he is here. If the student leaves without permission from parents, teachers, or principal, s/he is out for the evening, and parents will be contacted.
4. Teachers and parents chaperone the mixers.

## **Nevada Community Resource Center - NCRC**

The Nevada Community Resource Center (NCRC) offers before and after school programs.

Students attending NCRC may ride the Shuttle Bus from the middle school to the resource center. Contact the NCRC (382-1600) for schedule and activities available.

## **Nurses, Health Services, and Medication**

Students seeking medical attention need a pass before going to the nurse except during the lunch hour. The service of the nurse is for the student's health. The nurse will send a student home if s/he becomes ill at school with parent permission or with parent's designated emergency contact's permission.

Health service responsibilities for grades five through twelve is managed by one nurse shared between the middle school and high school. Not only is the focus on physical care for the students, but also on health promotion and health education. The complete school health program includes elements of health service, health education, and a healthy school environment to help meet the educational and health needs of the student population. Some of the health services for students and staff include:

screening programs, illness care, emergency care and first aid, health counseling, and communicable disease control. The school nurse will administer screening programs including vision, blood pressure, height and weight measurements, and pediculosis. The AEA audiologist may administer the hearing screening. Screenings are used to identify students with problems that might interfere with the learning process.

Another area of school health deals with health education. The school nurse is often a classroom presenter or serves as a resource for the classroom teacher. Programs are provided on subjects such as sex education, sexually transmitted diseases, communicable and chronic diseases, hand washing, dental health, growth and development and CPR.

### ***Medication***

Students may need to take prescription or non-prescription medication during school hours. The school must have permission from parents/guardian and physician to take the prescription medication. Further, the medicine needs to be sent with the regular label from the pharmacist, plus the name and strength of the medicine. The request for non-prescription medication must also be signed by the parents/guardian. School personnel must administer all medication. The forms for administering medication can be picked up at the school nurse's office or your doctor's office. All medications should be taken to the office or nurse's office immediately in the morning. Students with asthma or other airway constricting diseases may self-administer their medication upon approval of parents, prescribing physician, and school nurse.

Students with special health needs such as diabetes, asthma, severe food allergies may benefit from a Health Plan. Please call the principal or nurse for further information.

### **Office Referral**

Following the Capturing Kids Hearts and Discipline Models, if student misbehavior continues past the classroom consequence, the student will be referred to the office to meet with an administrator or designee.

### **Online Learning Option**

Online Learning Student Handbook - [Link](#)

### **Permission Form**

Middle school students and parents are asked to sign a permission form once during their student's middle school career. This form covers release of email addresses, publication permission, photograph use, field trip participation, and Internet use agreement. Parents may limit any or all of these by submitting a written request at the principal's office. Staff are asked to check the permission list before releasing information.

### **Physical Education Excuses**

Anyone to be excused from PE for more than one day must bring a written excuse from a doctor to the office and copies will be made and filed. A parent may write an excuse from PE for only one day due to illness or injury. Students who have more than three absences from PE will be given the option of participating in additional PE class(es) to make up the missed days for full credit.

### **Police Department Involvement**

Nevada Schools do not currently have a Resource Officer on site. The following infractions will be reported to the Nevada Police Department whenever they occur: theft of school funds or school property; forced entry into the buildings/break – ins; vandalism to school/damage or destruction of school property; assault involving personal injury to student or staff; theft of personal property; vandalism, damage or destruction of personal property; possession, use or sale of tobacco, drugs or alcohol; possession of weapons; bomb threats; possible intoxication due to the ingestion of alcohol or drugs; arson (intentionally setting fires). The police may also be contacted to assist in truancy, personal escort home, or overt insubordination.

### **Posting of Information**

All items, posters, and signs posted in the hallways and on lockers need to be approved by the office before being hung or distributed. Announcements for the bulletin also need to be approved by the office.

### **PowerSchool**

PowerSchool (PS) is the District's electronic management system. PowerSchool is used for: Registration, Individual Student Progress, Grades, and Attendance. Student Report Cards will be available electronically under "View Report Card" .

## Resolving Parent, Guardian, or Community Concerns

The following link provides general steps that may be taken by parents, guardians, and community members when they have concerns about public school districts or their governing boards. - [Link](#)

## Schedule Changes

Schedule changes are made at the end of the quarter by the principal or counselor. If a student is requesting to drop or add 7th or 8th band or chorus, a parent note is needed.

## Schedule of Courses

This table is provided to assist in the course selection process. The curriculum of Nevada Middle School has been developed to provide a general education foundation to all students while offering opportunities for exploration in various fields.

5th Grade	6th Grade	7th Grade	8th Grade
<b>Required Courses:</b> Language Arts 5 Reading 5 Math 5 Social Studies 5 Science 5 PE Music	<b>Required Courses:</b> Language Arts 6 Reading 6 Math 6 or Math 6 Compact* Social Studies 6 Science 6 PE Music (Producers or Consumers)	<b>Required Courses:</b> Language Arts 7 (Block) Math 7 or Math 7 Compact* Contemporary Global Studies Science 7 or Advanced Science 7* PE Health	<b>Required Courses:</b> Language Arts 8 (Block) or Honors English 9* Math 8 or HS Algebra* History Science 8 or HS Integrated Science* PE Health
<b>Exploratory Rotation:</b> Art 5 STEM 5 Wellness Math Extension Middle School Basics	<b>Exploratory Rotation:</b> Art 6 STEM 6 Wellness Math Extension	<b>Exploratories:</b> Gateway to Technology 7 Family & Consumer Science 7 Art 7 Painting Digital Storytelling Life 101 Computer Science	<b>Exploratories:</b> Gateway to Technology 8 Agriculture 8 Art 8 Ceramics Geology Current Events Life 201 Leadership 8
<b>Interventions/ Remediation:</b> Learning Lab	<b>Interventions/ Remediation:</b> Learning Lab	<b>Interventions/ Remediation:</b> LA Lab Math Lab	<b>Interventions/ Remediation:</b> LA Lab Math Lab
<b>Electives:</b> Band (Starts 2nd Term)	<b>Electives:</b> Band	<b>Electives:</b> Band Choir (Bass, Treble, Mixed)	<b>Electives:</b> Band Choir (Bass, Treble, Mixed)
TAG 5*	TAG 6*	TAG 7*	TAG 8*
*Teacher placement required.			

### **School Cancellation / Weather Early Dismissal**

Nevada CSD will be using School Messenger to notify parents of things like Weather Cancellations, delays, etc. Notifications will go out as a phone call, text message, and/or email. Please make sure your information in PowerSchool is correct so you get these important messages. Instructions on how to change your notification preferences will be posted to the district web site.

Information will also be updated on the District website [www.nevadacubs.org](http://www.nevadacubs.org), Facebook, and Twitter. School closings, delays, and early dismissals due to weather will be broadcast locally on:

TV Channels 5, 8, 13

Radio Channels 1040, 1430

School website, phone message system, email School Alert

### **School Permit**

Middle school students who are 14 years of age, who have successfully completed an approved Driver's Education Program and who meet the distance requirement could be eligible for a School Permit. School Permits will not be approved until after the student has successfully completed the eighth grade.

### **School Pictures**

School pictures are taken once a year in September. This picture is used for the class composite. Students are asked to dress appropriately for the pictures.

### **Search and Seizure (Policy 502.8)**

The Board of Directors holds all school property in public trust. Without a search warrant, school authorities may search a student, student lockers, desks, or work areas or under the circumstances as outlined in the Appendix B to maintain order and discipline in the schools, to promote the educational environment, and/or to protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized, or contraband materials that cause substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises. All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.



## Special Education

The Nevada Middle School special education program was developed according to Iowa Code 41.408(2)c. Each special education teacher's caseload will be determined annually using the caseload worksheet. The district's special education coordinator is Mr. Asmus. IEP meetings are held at least annually; a parent may request an IEP meeting at any time. To review the District Special Education Delivery System Plan, contact Mr. Asmus, [kasmus@nevadacubs.org](mailto:kasmus@nevadacubs.org).

## Student Assistance

A number of processes and services are available to help at-risk students, learning disabled students, or students with a physical or mental impairment. The processes to identify and deliver these services include: Multi-Tiered System of Supports (MTSS) Team, 504 Plans, and Individual Education Plans (IEP). To inquire about these services, contact the principal, counselor, or teacher. The counselor coordinates 504 Plans. Jodi Heeren, Student and Family Development Counselor, and Elizabeth Gindt, Academic Coach, can also help connect families with numerous community services. Additional services available through Mrs. Heeren, Mrs. Gindt, and/or Mrs. Burling: Cubbies' Cupboard, Backpack Program, School Supply Night, Winter Coat Drive, Angel Tree.

## Student Behavior Expectations

The goal of the student behavior expectations at NMS is to provide a safe and healthy learning environment for all people who enter our building.

NMS follows the CKH Student Behavior Expectations Model:

- Refer to the social contract (warning)
- Ask the four questions
- Classroom consequence
- Communication to parent and administration
- Behave out to the office
  - Meet with building administrator or designee
  - Review the classroom and building expectations
  - Possible additional consequence depending on behavior
  - Additional communication may be made to parent/guardian if necessary
  - Re-entry plan

### **Student Conduct (Policy-503 Series)**

An important part of the educational process is helping young people become aware of their rights and responsibilities that accompany those rights. The school has the duty to create an atmosphere in which self-discipline is approached both positively and productively. Parents must be the first to foster self-discipline within the child at home; the school provides an environment in which this training can be developed further, enabling all students to have the right to pursue their own educational needs without unnecessary disruption by others. Inappropriate student conduct that causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on the school premises will be addressed.

Students should recognize that each of us must adhere to some minimum standards of conduct so as not to interfere with the rights and property of others. We expect students and employees to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others.

Public displays of affection not appropriate for the age level of the student are not acceptable; consequences will be put in place. Examples of public displays of affections (PDA) could include: holding hands, touching, kissing, or other displays of affection that would be disruptive to the educational environment.

### **Student Fee Waiver and Reduction Procedures**

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

### **Surveillance and School Security**

To improve our security, the middle school doors will remain locked throughout the school day except for the main (NW) front door. The back bus door (NE) will be unlocked from 7:30 – 8:15 AM and from 3:15 – 7:00 PM for activities.

The main front entrance door (NW) will be open from 7:40 AM to 4:00 PM on school days and from 9:10 AM to 4:00 PM on Mondays. The Activities Entrance (NE) will be unlocked during after-school activities.

Security cameras have been installed at the main entrances and in the hallways. The building will be under 24-hour video surveillance both inside and outside the building. Visitors are asked to check in at the office. A security check in system requires all visitors to participate in a quick background check using a valid driver's license. The system will also produce a Visitor's Badge.

## **Suspension**

Depending on the circumstances, suspensions could be In-School (ISS) or Out of School (OSS).

Class work missed during a suspension must be made up for all classes missed.

Examples of suspension include, but are not limited to:

- Insubordination – refusal to follow reasonable requests from an adult
- Failure to complete referrals/ detention
- Fighting, including excessive pushing, shoving, tripping
- Profanity
- Disrespect of property or vandalism
- Theft
- Disruption of the educational process or learning environment
- Unsafe choices - to self or others
- Inappropriate use of technology
- Illegal activity or actions
- Other items as determined by the administration

If a student is assigned a suspension, the parent will be contacted and a letter/ email will be sent detailing the suspension.

**In School Suspension:** If a student is assigned ISS, the student will report to the office upon arriving to school. The student will receive credit for all work done in the office during the ISS. The student will be given a school lunch. The student will use the office restroom. Students are expected to complete their daily work or read. Students are responsible for not damaging the furniture.

**Out of School Suspension:** If a student is assigned OSS, the student is expected to complete the work missed during the OSS.

Students receiving a suspension will not be allowed to participate in or attend any school activities, events, games, or practices until they have served their suspension and returned back to their regularly scheduled classes.

### **TAG: Talented and Gifted Program**

The middle school offers a 5-8 Talented And Gifted Program (TAG). Students are identified through a matrix that consists of numerous tests and recommendations. Each TAG student has a Personal Education Plan (PEP). For more information on the TAG Program, please contact Mr. Sneiderman, [jsneiderman@nevadacubs.org](mailto:jsneiderman@nevadacubs.org).

### **Telephone Messages and Items**

Parents/guardians needing to contact their child during the school day should do so by calling the main office. Non-emergency telephone messages will be delivered to students at the end of the day. Items brought to the office by parents will be delivered to students as needed. Students expecting items may check in the office between classes or during lunch.

### **Textbooks**

A number of courses have replaced the standard text book with web-based materials. When textbooks are issued to a student, use them with care; keep them free from pencil and ink marks other than those prescribed by the faculty and free from other unnecessary defacement. Remember that a student is responsible for any damage to books or other school equipment issued to the student and must pay for all damages.

### **Theft**

If a student takes an item that does not belong to him/her, it could be considered theft. Thefts will be reported to the police to cover legal matters, and suspension could also be assigned at school. Keep all items of value in your locked locker or check them into the office.

### **Tobacco, Alcoholic Beverage, Drugs (Policy 502.7)**

The use or possession of tobacco, and the use, possession or distribution or being under the influence of alcohol, other controlled substances or "look-a-like" substances by students on school property or at school sponsored events or activities is strictly forbidden. Violation of this rule will result in disciplinary action, which may include detention, suspension, Code of Conduct, and/or a recommendation for expulsion. Such violation may also be reported to law enforcement.

Tobacco: Possession of or use of tobacco is not permitted on the school premises. Offenders will be dealt with according to School Board Policy. Consequences could

involve suspension, parental conference, Code of Conduct, and/or notification of law enforcement.

Alcohol: Being under the influence or possession of any type of alcoholic beverage on the school premises or at a school sponsored function will be dealt with according to School Board Policy. Consequences could involve suspension, parental conference, and/or notification of law enforcement.

Drugs: The use of drugs, pep pills, etc. is prohibited. The student will be suspended and dealt with according to School Board Policy. Parents and proper authorities will be notified. This includes the sharing of prescription medication between students.

### **Vandalism**

Destruction or misuse of school property is unacceptable. The student(s) may be held responsible for paying for damages, including labor to replace or repair the damaged property. Vandalism may result in suspension, a Code of Conduct, and/or involvement of law enforcement.

### **Visitors, Guests, and Relatives**

Visitors may enter the school using the north door (by the entrance to the district office). All other doors are locked from 8:15 am to 3:15 pm. The northeast entrance (doors closest to the back parking lot) is unlocked during middle school sporting events in the gym.

Visitors are asked to check in at the office. Raptor, a security check in system will be used. This system requires all visitors to participate in a quick background check using a valid driver's license. Raptor will create a visitor's badge.

Former students, relatives, friends, etc. will not be allowed to visit classes unless administration has granted permission.

### **Weapons (Policy 502.6)**

Possession of weapons, dangerous objects, or "look-a-likes" in the school building or on the premises is prohibited. All weapons will be confiscated. If a school official feels an item not ordinarily deemed a weapon is being used by a student in a way threatening bodily harm to another, it shall be termed a weapon and confiscated. Disciplinary action may include suspension, Code of Conduct, and/or expulsion in accordance with Board Policy. Law enforcement officials may be contacted regarding the use or possession of a weapon. A student may get permission from the building principal to display a

weapon, dangerous object or look-a-like for educational purposes. Any item approved will be kept in the office except when the item is being displayed in class.

### **Withdrawal from School**

Students withdrawing from Nevada Middle School due to moving to another district or homeschooling should have their parent contact the middle school office prior to the student leaving. The student will pick up a Check Out Form; the students will ask staff to fill out the form and the student will return the form to the office. Any reimbursement funds including lunch account will be mailed to the parent. Records will be mailed to the new district once we have received a formal request from the school. Parents may request a copy of the student's current report card, a copy of health records, and a copy of an IEP or 504 Plan to take with them.

### **Specific District Policies – summary provided.**

Complete District Policies may be located on the District’s website [www.nevadacubs.org](http://www.nevadacubs.org) under District – School Board – Policies.

#### **Asbestos (Policy 804.4)**

Pursuant to the requirement of the Asbestos Hazard Emergency Response Act (AHERA), a copy of the Asbestos Management Plan for each school building is available for review in each respective facility. A complete set of Management Plans is available for review in the District Administrative Office and on the website.

#### **Child Abuse Policy (Policy 402.2)**

School district personnel are encouraged and the law requires certified employees to report to the State Department of Human Services within 24 hours when, in the course of their employment, they reasonably believe a child has suffered from abuse.

If a school district employee or other member of the school district community believes a child has suffered abuse, which shall include sexual and physical abuse, by a school district employee in the course of their employment, it shall

be reported to the superintendent immediately. The building principal (Tony Sneiderman, 382-2751) and/or superintendent (Steve Gray, 382-2783) shall be the designated investigator(s) for child abuse complaints against school district employees. However, complaints regarding child abuse by school district employees may also be reported to the school nurses (Lesa Davis, Eileen Patterson) who shall be the alternate designated investigator(s) for such complaints. If the designated investigator determines the complaint is founded, the designated investigator shall contact and turn over the complaint to local law enforcement authorities, who shall be considered level-two investigators.

#### **Corporal Punishment, Restraint, and Physical Confinement and Detention (Chapter 103)**

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or Property. State law also places limits on school employees’ abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent. If you have any questions about this

state law, please contact Superintendent Gray. The complete text of the law and additional information is available on the Iowa Department of Education's web site: [www.iowa.gov/educate](http://www.iowa.gov/educate)

### **Equal Educational Opportunity / Discrimination (Policy 102.1)**

It is the policy of the Nevada Community School District not to illegally discriminate in 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, Kody Asmus, 1035 – 15th Street, Nevada, IA 50201 515-382-2783 email: [kasmus@nevadacubs.org](mailto:kasmus@nevadacubs.org)

### **Grievance Procedure (Policy 102.R1)**

It is the policy of the Nevada 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 Equity Coordinator Kody Asmus, 1035 - 15th Street, Nevada, IA 515-382-2783, email: [kasmus@nevadacubs.org](mailto:kasmus@nevadacubs.org). Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others. A complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

### ***Filing a Complaint Form (Policy 102.E4)***

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in



the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 15 working days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

### **Homeless Statement (Policy 502.16)**

Students between the ages of 5 and 21 and who lack a fixed, regular or adequate nighttime residence; live on the street, in a car, tent or abandoned building or some other form of shelter not designated for living; live in community shelter facility; live with non-nuclear family members or with friends are considered “homeless” by the district’s policy and qualify for additional assistance. Services include: immunization, free school breakfast and lunch, payment of school fees, support services to help students be successful, transportation to and from school. Contact Superintendent Gray at 382-2783 for more information on services available.

### **Internet and Technology Appropriate Use (Policy 605.6R1)**

The use of the Internet must be in support of education and research and consistent with the District educational objectives. Use of other organizations’ networks or computing resources must comply with the rules appropriate for those networks. Access to, or transmission of, any material in violation of District policy, rules, regulations, or local, state, or federal laws and regulations are prohibited. Use for commercial activities, product advertisement, or political lobbying is prohibited. The use of the network is a privilege and may be taken away for violation of Board policy or regulations. As a user of the Internet, students may not engage in online gaming, download music, software or games, use online radio or video services, engage in instant messaging or chat rooms, etc. These activities unnecessarily tax the network bandwidth and our computer hard drive space. Students will not intentionally access or download any text file or picture or engage in any conference that includes material that is obscene, libelous, indecent, vulgar, profane or lewd. If an employee or student gains access to a service that has a cost involved, the individual making that access will be held responsible for the costs.

All electronic mail (e-mail) will be handled through staff accounts. E-mail is not guaranteed to be private. The Technology Coordinator will have access to all mail. Messages relating to or in support of illegal activities, including but not limited to threats, harassment and fraud, may be reported to the authorities. E-mail cannot be used for political purposes, religious purposes, private purposes, or for commercial offerings of products or services for sale, or to solicit products or services.

Security on any computer system is a high priority, especially when the system involves many users. Employees and students may not use an individual's account without permission from that individual. Attempts to logon to the Internet or network as a system operator will result in permanent cancellation of user privileges. Any user identified as a security risk may be denied access to the district's computer resources.

Vandalism is a serious breach of the privilege of Internet and network use, and may result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data. This includes, but is not limited to, the uploading or creation of computer viruses or breaching security measures. Students and employees will be responsible for replacing any damaged equipment. Use of the Internet is a privilege, not a right.

Failure to abide by local, federal, and state laws and regulations, or by District policy and administrative regulations governing use of these resources may result in the suspension and/or revocation of system access for a period of up to one year. Additionally, any student violation may result in discipline up to and including expulsion. Employee violations may also result in discipline up to and including dismissal. Students may request reinstatement of privileges within 7 days of suspension or termination. This request must be in writing and delivered to the building principal. The request will be reviewed by that principal and the Technology Coordinator who will reply to the request within seven days of receipt. All privileges will be suspended during the appeal process. If the decision does not meet with the student's satisfaction, the student may appeal the decision, in writing, to the superintendent. The superintendent will reply to the request within seven days. If the decision of the Superintendent does not meet with the student's satisfaction, the student may appeal, in writing, to the Board. The Board will discuss the request at their next scheduled meeting and reply to the student.

### **Nondiscrimination Grievance Procedure (Policies 102.2, 102, & 102.1)**

It is the policy of the Nevada Community Schools to afford equal opportunity and not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), veteran status or disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

This equal opportunity for participation by all persons includes but is not limited to employment, career advancement, educational programs, activities and experience.

It shall also be the policy of this district that the curriculum content and instructional materials used will reflect the cultural and racial diversity present in the United States and in this community. The objectives of a multicultural nonsexist curriculum and teaching strategy is to reduce stereotyping and eliminate inequality based on race, religion, gender, age, national origin, sexual orientation, veteran status, or disability. Any student, parent of a student, or employee of the Nevada Community School District shall have the right to file a formal complaint alleging noncompliance with regulations outlined in Title VI, Title IX, or Section 504. Inquiries of concerns regarding the grievance procedure may be directed to Kody Asmus (382-2783), 1035 15th Street, Nevada, Iowa 50201, or to the director of Civil Rights Commission, Des Moines, Iowa, and/or to the Director of the Region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

### **Open Enrollment (Policy 501.14)**

Parents/guardians considering the use of the Open Enrollment option to enroll their child/ren in another public school district in the State of Iowa should be aware of the following dates:

1. September 1 - Last date for Open Enrollment requests for students entering Kindergarten in the fall.
2. March 1 - Last date for regular Open Enrollment requests for the school year. Parents/guardians of Open Enrollment students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Parents/guardians should be aware that the Open Enrollment may result in the loss of athletic eligibility. For further details, contact the Superintendent's Office at 382-2783.

### **Parent / Student Grievance Procedure (Policy - 600 Series)**

One of the goals of the middle school staff is to provide honest responses about student successes and failures in the classroom and school building. Also, we wish to have open dialogue with students and parents about concerns s/he may have heard or seen relating to the classroom, programs, or other topics. If the student or parent has a complaint, please go directly to that individual and express the concern(s). If the problem/concern is not resolved, please follow the chain of command: Teacher, Principal, Superintendent of School, then the Board of Education.

### **Posting of Information or Signs and Distribution of Materials (Policy 903.5)**

Distribute information or posting of signs on school property must receive approval by the building principal. This applies whether the information deals with school-sponsored

or non-school sponsored activities. Signs or posters should be attached with masking tape or staples; do not use scotch tape.

### **Section 504 of the Rehabilitation Act of 1973 (Policy 102.E4)**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill the obligation under Section 504, the Nevada Community School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system. The Nevada Community School District has the responsibilities under Section 504, which include the obligations to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If there are questions, please contact Kody Asmus, the Section 504 / ADA Coordinator for the Nevada Community School District 1035 – 15th Street, Nevada, IA (515)-382-2783  
[kasmus@nevadacubs.org](mailto:kasmus@nevadacubs.org)

### **Student Records, Directory Information, and FERPA (Policy 506.2)**

Federal Family Education Rights and Privacy Act (FERPA): This federal law protects the privacy of student education records and provides for access by parents to permanent school records and an opportunity to challenge any contents, which may be inaccurate, misleading, or inappropriate. FERPA rights are annually published in the district newsletter at the beginning of the school year and may be found on the district website. Directory Information: The following information may be released to the public in regard to any individual student of the Nevada Community School District as necessity or desirability arises. Any student over the age of eighteen (18), parent, or guardian, not wanting this information released to the public must make objection in writing to the middle school principal. Information released may include: name, address, telephone listing, date & place of birth, 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 and other similar information.

### **Tobacco Free Environment (Policy 905.2)**

In the best interest of students and adults, the Board of Directors has established a smoke free environment in all school buildings and on all school grounds. Knowing that smoking is physically addictive, all persons will be provided the opportunity of breathing clean air in the district's public buildings. All school district owned or operated buildings shall be off limits for smoking at all times. The ban is extended to all persons. This

includes all school-sponsored events as well as non school-sponsored events. Persons violating this policy shall be asked to refrain from smoking. Persons failing to abide by this request shall be required to leave the school district premises immediately. School district personnel failing to abide by the request will be subject to disciplinary action.

**Complete District Policies may be located on the District's website  
[www.nevadacubs.org](http://www.nevadacubs.org)**

**Under District – School Board – Policies.**

District Policies of Interest

Abuse of Students by School Employee (402.3)

Academic Eligibility (503.7)

Annual Notice of Nondiscrimination (102.E1)

Anti-Bullying / Harassment (502.10)

Appropriate Use of Technology (605.6)

Asbestos (Policy 804.4)

Child Abuse Policy (402.2)

Continuous Notice of Nondiscrimination (102.E2)

Corporal Punishment, Restraint, and Physical Confinement and Detention (Chapter 103)

Emergency Drills & Evacuation Procedures (804 series)

Equal Educational Opportunity/ Discrimination (102)

Equity (102.1)

Extra-Curricular Code of Conduct (503.4)

Homeless Statement (502.16)

Internet and Technology Appropriate Use (605.6R1)

Nondiscrimination on Basis of a Disability (102.1)

Nondiscrimination Grievance Procedure (102.2)

Open Enrollment (501.14)

Parent/ Student Grievance Procedure (600 Series)

Posting of Information or Signs and Distribution of Materials (903.5)

Search & Seizure (502.8)

Section 504 of the Rehabilitation Act of 1973 (102.E4)

Student Complaint Procedures (502.4R1)

Student Conduct (503 Series)

Student Records, Directory Information, and FERPA (506.2)

Tobacco, Alcoholic Beverages, Drugs (502.7)

Tobacco Free Environment (905.2)

Weapons (502.6)