

North Mahaska
Junior/Senior High School
Student Handbook
2016-2017

2163 135th Street
New Sharon, Iowa 50207

641-637-4187
Fax 641-637-4559

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Jr./Sr. Directory

Administration

Mrs. Angela Livezey - Superintendent
Mr. Doug Ray - Principal

Instructional Staff:

Mrs. Alicia Arkema - Head Volleyball Coach
Mr. Matthew Augustin - Instructional Coach, 8th Grade Sponsor
Mr. Brant Bollman - Art, Yearbook, 11th Grade Sponsor, All School Play
Mrs. Tara Carrico - Vocal Music, Flags, Technology Integration Coach, Student Council Advisor
Mr. John Colligan - Athletic Training
Mrs. Lisa Conner - Cheerleading Sponsor (Basketball)
Mrs. Bonnie Dawley - Special Education, 9th Grade Class Sponsor
Mrs. Cindy DeGoey - High School Secretary
Mr. Terry Hudson - Archery Instructor
Mrs. Joni Downs – Special Education, 7th Grade Sponsor
Mr. Steve Ehret - Social Science, Athletic Director, Boys Track, 12th Grade Class Sponsor
Mr. Roger Gay - At Risk Coordinator, Edgenuity, Jr. High Co-Health Teacher
Mrs. Shawna Goemaat - Jr./Sr. High TAG, English
Mrs. Tara Grier - Para-educator, Assistant Softball Coach
Mr. Phil Griffin - Jr. High Football, Jr. High Boys Track
Mr. Ryan Groom - Industrial Technology, 7th Grade Class Sponsor, Assistant Football Coach, Boys/Girls Golf
Mr. Tom Hehli - Technology Coordinator
Mrs. Kate Hite - English, 8th Grade Sponsor
Mr. Mike Huffman - Assistant High Girls Basketball Coach
Mrs. Jess Jones - Junior High Girls Basketball Coach
Mr. Kevin Kelderman - Mathematics, JH Football/Basketball, Head Baseball, Editor - Hawkeye, Senior Sponsor
Mrs. Julie Knoot - School Nurse
Mr. Kevin Kubli - Shooting Sports Instructor
Mr. Terry Malone - Social Science, Head Girls Track
Ms. Rachel Martin - Spanish, 10th Grade Class Sponsor, Speech Sponsor
Mr. Mark Mc Culley - Assistant Baseball Coach
Ms. Kelsey Mc Mahan - Cheerleading Sponsor (Football)
Ms. Madison Mitchell - Dance Team Instructor
Ms. MaKenzie Mitchell - Junior High Volleyball Coach
Ms. Lindsay Miller - 11th Grade Sponsor
Mr. L.E. Moore – Physical Education, Head Girls Basketball
Mr. Bruce Peiffer - Instrumental Music, Jazz Band
Ms. Cindy Quang - Board Secretary/Business Manager
Mrs. Kim Robbins - Para-educator
Mrs. Eleanor Robinson - Instructional Support - Library
Mr. Chris Sampson - Business, Head Softball Coach, Assist. Football Coach, Assist. Boys Basketball Coach
Mr. Kipp Schuler - Science, 9th Grade Sponsor, JH Girls Track Coach, Head Cross Country Coach
Mrs. Anne Sellers - English, 10th Grade Class Sponsor, National Honor Society, K-12 Teacher Librarian
Mrs. Danielle Shaw - Shooting Sports Instructor
Mr. Chris Shaw - Shooting Sports Instructor
Mr. Garvin Shaw - Shoot Sports Instructor
Mrs. Angie Smith - Superintendent's Secretary
Mr. Jordan Smith - Science, Jr. High Health, Assistant High School Track Coach
Mrs. Wendy Smith - Assistant Softball Coach, Assistant Volleyball Coach
Mr. Matt Strasser - Junior High and High School Wrestling Coach
Mr. Seth Streebin - Mathematics, Head Boys Basketball Coach
Mr. Carson Stubbs - Guidance, Head Football Coach
Mr. Ross Terpstra - Junior High Baseball Coach
Ms. Brett Timmins - Vocational Agriculture
Mrs. Karina VanderWeerd - Family & Consumer Science, Health
Mrs. Mary Woods - Study Skills

Section 1.1 Welcome

Welcome to North Mahaska Jr. /Sr. High School! If you are in seventh grade, a senior, or any grade in between, North Mahaska offers you a great opportunity to develop the knowledge, skills, and behaviors you will need to be successful in society as an adult. The policies and procedures set forth in this handbook will help you achieve your success, as well as help the school run smoothly. In order for you to achieve the success you desire, North Mahaska Jr. /Sr. High School expects you to demonstrate competence in the following areas:

1. You should attend school on a regular basis.
2. You should have sufficient time and an adequate place to complete your studies at home.
3. You should discuss with your parents your mid-term and quarter/semester report cards.
4. You should speak positively of the school, its efforts, and goals.
5. You should communicate regularly with your parents about your school experiences and educational goals.

As a student here at North Mahaska, you are expected to be knowledgeable of the policies and procedures that affect you as a student. Please take some time to review the policies and procedures in this handbook with your parents.

Section 1.2 Schedules

8:15 – 8:58 1st Period
9:01 – 9:31 Success Period
9:34 – 10:17 2nd Period
10:20 - 11:03 3rd Period
11:06 – 11:49 4th Period
11:52 – 12:58 5th Period (Lunch)
1:01 – 1:44 6th Period
1:47 – 2:30 7th Period
2:33 – 3:15 8th Period

Every Wednesday

2:00 Dismissal Schedule
8:15 - 8:48 1st Period
8:51 – 9:14 Success Period
9:17 - 9:50 2nd Period
9:53 - 10:26 3rd Period
10:29 - 11:02 4th Period
11:05 – 11:38 6th Period
11:41 – 12:48 5th Period (Lunch)
12:51 - 1:24 7th Period
1:27 - 2:00 8th Period

***Lunch Dismissal** – Classes will be dismissed on a rotating basis during 5th period. **After lunch students are to remain in assigned areas until returning to class. Students are to get permission from the lunch room supervisor to go to the restroom.**

School Fees:

All School fees are due by Monday, August 22 and must be paid before students may take lap tops home.

Section 1.3 School Cancellations

Should weather conditions or some other emergency conditions make it impossible to hold school, an announcement to that effect will be made over station KBOE (104.9) Oskaloosa, KNIA (92.1 FM.) Knoxville, KGRN (1410) Grinnell, and WHO (1040) Des Moines. TV Stations 5, (ABC), 8 (CBS) 13 (NBC). Announcements will be made as early in the morning as possible. Please have an emergency plan if school is closed early, so children will know what to do if they arrive home early, and no one is home. Text alerts will be sent out to all those that signed up.

Curfew

There is a curfew from 11:00 pm to 6:00 am every night. Any violators maybe prosecuted with trespassing.

Section 1.4 Telephone Information

You may contact the principal's office, guidance office, or activity director's office by calling **641-637-4187**. Telephone messages and deliveries from home should be left in the office. Students will be called out of class only in an emergency. **Students should use the phone during lunch or study hall (cell phone in the office). Parents please do not call or text your student's cell phone during school hours. Please contact the high school office, and we will get them the message. We appreciate your cooperation.**

Section 2.1 Educational Philosophy

The Board of Education of the North Mahaska Community School District believes it is the responsibility of the school to provide all children of the district an equal opportunity to receive an appropriate education at public expense. The Board believes that, so far as is administratively and economically feasible, each student shall be treated as an individual with his/her own particular capabilities, aptitudes and personality. It is the function of the educational process to provide each student with opportunities for obtaining the knowledge, experience, and skills, which will best prepare him/her to assume a position in adult society, and permit him/her to make the greatest positive contribution to society and to him/herself.

The North Mahaska Board believes each student should have satisfactorily completed a basic course of study as outlined in the current board policy before being awarded a high school diploma.

Section 2.2 Objectives of Our School

Educational Programs—Academic excellence in course material, life skills, and physical fitness at North Mahaska Jr. /Sr. High School involve hard work, which is expected of both teachers and students.

Discipline—North Mahaska holds all students accountable for meeting certain high standards of behavior. **We expect students to have self-discipline and responsibility for themselves, and to develop a concern for others.**

Citizenship—Development of good citizenship is highly valued. It is a commitment to oneself, one's family, peers, staff at school, and all other people. Citizenship is responsibility of a good attitude, good effort, and good behavior.

Section 2.3 District Mission Statement

North Mahaska will prepare students to be positive, productive citizens with the passion and skills for lifelong learning. North Mahaska Long Range Goals for School Improvement:

1. To provide effective instruction and learning sequences that will increase achievement of all students toward their maximum potential.
2. To provide new and improved instructional programs through a coordinated curriculum that more fully meets the diverse needs of students in all disciplines.
3. To improve leadership by developing and promoting effective working relationships and communications between administrators, staff, students, and community.
4. To provide an orderly environment and set high expectations for academic achievement of all students regardless of sex, race, ability, or socio-economic origins.
5. To provide for psychological strength of the staff and feeling of success and security of each student.

6. To improve the effectiveness and quality of instruction and administrative leadership through well-planned, long-term staff development and monitoring progress.
7. To develop more effective partnerships with parents, community, and local organizations.

Section 3.1 Courses Offered, Sequence and Credits

7th Grade

English P.E
 Geography Art
 Life Science Literature
 Math Keyboarding

8th Grade

English P.E
 History Art
 Earth Science Health
 Math Vo. Ag.
 Home Ec. Industrial Arts

*In addition, both seventh and eighth graders can participate in band and/or vocal music.

Required Classes:

9th Grade

Physical Science
 English
 Computer Applications
 Math
 Physical Ed.

10th Grade

Biology
 English
 Physical Ed.
 World History
 Math

11th Grade

US History
 Physical Ed
 Math
 English

12th Grade

Government
 Physical Ed.
 English

*In addition, students must complete:

1. One semester of **English**. (1 Credit)*
 *(One and one half years of English (3 Credits) first applies to the class of 2011)
2. One semester of a **Social Studies** elective. (1 Credit)
3. One additional year of **Science**.

Honors Hall:

Honors hall is an incentive based reward or 9-12 students.

- * Honors Hal will take place during success period on Fridays
- * Eligibility is week-to week, based on a grade (reviewed every Monday morning)
- * Eligible students will receive a pass to Friday’s Honor Hall
 (Students can gain or lose Honors Hall privileges during the school week)
- * After attendance is taken during Friday’s success period, Honors Hall students may report to the cafeteria.
- * In Honors Hall, students are able to purchase snacks, and are given latitude to utilize their time in a manner they see fit.
 (Students may work collaboratively or independently, as well as visit with peers)

Eligibility :

- * Students who have an 85% or above in all current classes, and/or
- * Students who display a positive work ethic, desired behavior and character
- * Homework is completed in all content areas
- * Good Attendance, or very few tardies

1:1 Program

North Mahaska has started the 1:1 program. 1:1 means each student grades 7-12 has been given their own computer to complete their assignments. Students will be responsible for caring for the

computer that is assigned to them, making sure the computer is plugged in every night for school the next day, and they will remember to bring the computer to school with them daily. Students will be issued a computer only after the parent/student forms are signed and returned, and the appropriate fees have been paid. Parents/Guardians: please make sure to monitor the sites your child is on, and make sure they contain appropriate materials. All signed forms will be kept on file in the high school office. All students will be responsible for any and all damage done to their computer. Each student will keep the computer assigned to them until they graduate from high school. **All school fees are due by Wednesday, August 24th and must be paid before students may take lap tops home.**

Replacement Prices:

Apple 60W MagSafe Power Adapter:	\$79.00
Brenthaven Trek Sleeve (Computer Bag)	\$20.00
Brenthaven Pack Shoulder Strap	\$ 3.00
Asset Tag Sticker	\$ 5.00

VREP Classes

Virtual Reality Education Pathfinders (VREP) is offered as a semester class for one credit toward graduation under the business/technology category. The class is totally independent where the student will apply math, science, and design concepts to create two high-end 3-D graphics and animation projects. Students must have a 3.0 or better GPA or have special recommendations by a faculty member. Students interested should see Mr. Stubbs, or Mr. Gay for more details. All class changes will be made through the guidance counselor.

Edgenuity Program

High School students will have an opportunity for credit recovery in all courses for a high school diploma. Edgenuity is a leading provider of one-on-one online instruction in core and elective courses for grades six through twelve. Designed to help students graduate from high school, the program is offered as a grade advancement, credit recovery, and class replacement. These online options require students to meet certain requirements. During the school year, students are not eligible to enroll in a virtual course within their eight period schedules if a course with the same content is being taught at North Mahaska. The actual classroom setting takes priority over Edgenuity classes. Only with scheduling conflicts will Edgenuity be used in such cases. Virtual classes may not be used to graduate prior to seven semesters. Edgenuity may also be used as a TAG class for certain students. The final determination if a student can participate in the Virtual Classes is determined by the guidance counselor and school administration. Parents/guardians and students will be required to sign documents indicating that they understand and support the guidelines for the Edgenuity program. For further information, visit www.education2020.com

Edgenuity Guidelines

1. Students taking an E2020 course for a North Mahaska diploma must complete the course in the same semester timelines as regular courses.
2. To receive a North Mahaska diploma, the student must have no more than 2 credits (out of 48) from Edgenuity. Exceptions may be made with administrative approval for alternative diploma programs, transfers-in who are short on credits, accelerated programs, or scheduling conflicts.
3. Edgenuity credits may not be used for graduate early.

4. Students may not take Edgenuity as credit recovery if dismissed from regular class for disciplinary reasons unless given special permission by administration. Students must show that they attempted to pass their regular education class.
5. Edgenuity courses may be taken over the summer, only with administrative approval.
6. If a student falls two weeks behind in an Edgenuity course, he/she will be dropped from the course unless administrative approval is given to continue.
7. Students must consult with the guidance counselor, administration, and the at-risk coordinator prior to entering Edgenuity.

TAG Program

Talented and Gifted services at North Mahaska is designed to help meet the needs of highly capable students who may require modifications/extensions in the general education setting to maximize their potential. Necessary modifications/extensions may include pull-out time with intellectual peers, flexible grouping in the classroom, compacting of the curriculum, the opportunity to test out of classes or units, social/emotional support, the chance to work with a mentor, co-taught classes with content specialist and TAG coordinator, academic competitions, and independent study options. Students at North Mahaska are identified and served in the areas of reading, math, general giftedness, and artistic ability. Gifted students are not always straight - A students, and straight - A students are not always gifted. At the elementary level, North Mahaska has a multi-faceted identification plan for placing students in gifted education. Students identified in elementary school remain eligible for services at the jr/sr. high, unless both the school and family agree that services are no longer warranted.

A student who was not identified in elementary may be identified in jr/sr high using Iowa Assessment scores, MAP scores, teacher recommendations, and parent/peer feedback. Strong communication is a key factor in providing appropriate services. Please direct any questions or concerns to Mrs. Goemaat at goemaats@nmwarhawks.org. Program goals and other information are available in the TAG brochure located in the elementary lobby.

Information on Testing Out of High School Courses

North Mahaska students have the option to earn high school credit for English courses by testing out of the course. Available courses are English I, II or III. **A student who is successful in testing out will be required to take the next available course in the succession of classes for that content area, unless the gifted coordinator and guidance counselor approve an alternative course of study.**

To be eligible for testing out, students must meet at least two of these three criteria:

Iowa Assessments: 85% tile or above in tests related to course

MAP Test: 85% or above in tests related to the course

Cumulative or subject area GPA: 3.5 minimum

The selected testing date will be announced six weeks prior to the test. Students will have two weeks to sign up in the office and acquire the materials from the teacher of the course. Students are required to complete an application form and essay that will be turned into the high school office by the testing date.

Students who score 85% or above on the test will be eligible to have credit awarded for that course. A letter grade will not be awarded for the course, but the student's transcript will show that they have passed the course. The course teacher will notify students of their test score within one week of taking the test.

Because the classroom experience is important for everyone, students will only be allowed to test out of one of the three English courses during their high school career.

To help students prepare for this opportunity, teachers will provide a reading list and materials to study. Students will be required to write an essay to assess their writing proficiency. A grading rubric for the essay will be provided with the study materials.

If you have any questions, please contact Mrs. Goemaat at goemaats@nmwarhawks.org

All class changes will be made through the guidance counselor. **After the sixth day of the semester, if a student chooses to drop a class, he/she will receive a grade of "F" for that class. The only exception to this is if a teacher requests a student movement to another level of the same subject.**

Once students have met the requirements above, they are free to take any other classes we offer. They should plan these classes based on plans for the future with assistance from the guidance counselor and parents.

Students who fail both semesters of English I (9th grade English) will not be allowed to enroll in English II (10th grade English) until the English I requirement is met. They may, however, take the single failed English I and English II simultaneously.

A student who transfers to North Mahaska must have completed a computer applications class. A senior may have an exception to this rule if the student is unable to take computer applications due to a conflict in his/her schedule.

No student will take drivers education if she/he does not have the learner's permit the first day of class.

All physically able students shall be required to participate in physical education for a minimum of 1/8th unit during each semester they are enrolled, except as otherwise provided in this section.

Seniors may be excused from this requirement by the principal under the following circumstances:

1. The student is enrolled in a cooperative, work-study, or other educational program authorized by the school, which requires the student's absences from the school premises during the school day.
2. The student is enrolled in academic classes every hour physical education is offered.

Freshmen, sophomores, and juniors may be excused for up to one semester per school year (under circumstance number two above) by the principal or guidance counselor.

No student will be excused from physical education because of participation in athletics.

Student Aide Program The Student Aide program allows students enrolled in a study hall the option of serving as a student aide during that period. Those who are accepted in a student aide position will be given one-half credit for each semester that is completed successfully.

Student Aide participants must have a cumulative grade point average of 2.0 and pass all classes in the previous semester. Participants may be removed from the student aide program if they are failing a class or if deemed necessary by the principal.

Section 3.2 Post Secondary Enrollment Options

Students in grades 9-12 may receive class or vocational-technical credits that count toward graduation requirements for successfully completing courses at community colleges, private colleges or state universities. The school district may pay up to \$250 of the cost of a course taken by 9-10 grade talented and gifted students, and any student in grades 11-12. The school district pays only for courses which are not offered by the high school and which are offered during the regular school year by the community college, private college, or state university. The school district does not pay for the costs of summer school classes. However, summer school classes are eligible for credit.

Students who fail the course, or fail to receive credit in the course paid for by the school district, must reimburse the school district for all costs directly related to the course. Prior to enrolling in a course, students age 18 or over, or the parents of the students under age 18, shall sign a form indicating they are responsible for the costs of the course should the student fail the course for reasons beyond his/her control; including, but not limited to, the student's incapacity, death in the family, or a move to another school district.

Section 3.3 Credit Make-up/Correspondence Courses

In conjunction with the Iowa Department of Education Policies and North Mahaska Academic Standards, academic credits taken for the purpose of graduation from the North Mahaska High School, by means of correspondence courses or military academic credit, must be submitted to and approved by the administration. The hours of instruction, course content, and grading evaluation must be compatible with the same course we offer at North Mahaska. Students should submit a course of study to the principal or superintendent to determine if they will get credit. They will be notified within thirty days of the administrative decision. Credit will be given at the successful completion of an approved course. Students may gain a maximum of 2 credits via correspondence courses. Correspondence courses may be taken to replace required classes, only after the student has attempted the course at North Mahaska.

Success Center

The success center will be open for all students wanting or needing extra help before or after school. Hours: Monday, Tuesday, Thursday, and Friday 3:15 to 4:00. Mornings by appointment only, contact Mr. Gay at 641-637-4187. The Success Center will not be available on Wednesday.

Section 3.4 Transfers, Open Enrollment and Dropouts

A student who plans to transfer to another school, or plans to drop out of school must inform the principal of such plans. A withdrawal slip will be issued, so proper clearance can be made, and a parent/guardian must sign it. All books and other materials belonging to the school must be returned to the office and all fines paid at the office. If refunds are due the student, such will be made at the office.

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by **March 1** of the school year, preceding the school year in

which they wish to open enroll. Students interested in open enrolling out of the district must contact the superintendent for information and forms.

Section 3.5 Class Designation

For the purpose of participating in class activities, students are classified as follows:

Freshman: 0-10 credits

Sophomore: 11 or more credits, and 2nd year in HS

Junior: 22 or more credits, and 3rd year in HS

Senior: 32 or more credits, and 4th year in HS

*The principal shall have the right to make exceptions in cases involving unusual circumstances.

General Education Requirements: Each Learning Educational Agent (AEA 15) shall provide general notice to parents on an annual basis about the provision of general education interventions that occur as a part of the agency’s general program and that may occur at any time throughout the school year.

Section 3.6 Graduation Requirements (Board Policy Code No. 605.4)

Students must successfully complete the courses required by the board and Iowa Department of Education in order to graduate.

It is the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete forty eight (48) credits prior to graduation. The following credits will be required:

Language Arts	<u>8</u> credits
Science	<u>6</u> credits
Mathematics	<u>6</u> credits
Social Studies	<u>6</u> credits
Computer Applications	<u>1</u> credit
Physical Education	<u>2</u> credits, unless excused
Electives	<u>19</u> credits

The required courses of study will be reviewed by the board annually.

Students in grades 9-12 must carry a minimum of 6 credits per semester, plus physical education.

Seniors who are on work release may carry a minimum of 5 credits.

Students will receive .5 credits for each semester they are in band or vocal.

Graduation requirements for special education students will be in accordance with the prescribed course of study, as described in their Individualized Education Program (IEP). Each student’s IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date, and the criteria to be used in determining whether graduation will occur. Prior to the special education student’s graduation, the IEP team will determine whether the graduation criteria have been met.

All graduates will need to complete 48 credits, with 4 years of English, 3 years of Math, 3 years of Science and 3 years of Social Studies.

Section 3.7 Early Graduation

Any student contemplating early graduation should notify the high school principal ASAP. Iowa law allows students to graduate early when they meet the district's graduation requirements. Those approved for early graduation will be excused from the May Term requirements of their senior year. Any student choosing to graduate early will NOT be allowed to participate in extra-curricular activities or the senior class trip. Students will, however, be able to attend prom, go through graduation ceremonies, and be eligible for the selection into National Honor Society.

Section 3.8 Graduation Ceremony

Students who do not meet all the requirements for graduation will not be allowed to go through the graduation ceremony. The student and their parents will be notified as soon as it is determined that they are at risk of not graduating.

Section 3.9 Grading

At North Mahaska, grades will be figured using the following percentage scale. The grade points earned for each grade are in parenthesis after each percentage. GPA is figured each quarter and semester.

A 96-100 (4.00)	B 88-90 (3.00)	C 77-80 (2.00)	D 67-69 (1.00)
A- 94-95 (3.67)	B- 85-87 (2.67)	C- 73-76 (1.67)	D- 65-66 (.67)
B+ 91-93 (3.33)	C+ 81-84 (2.33)	D+ 70-72 (1.33)	F 64 & Lower (0)

Midterm reports will be sent out at the end of approximately four weeks each quarter to parents.

*Semester grades, including pluses and minuses, for each class will be carried on the permanent record.

Semester grades will be figured by the two quarter grades and semester test, collectively together. If the course work is not completed, a student may receive an incomplete. **Those receiving incompletes will have two weeks from the end of the grading period to complete the work or be given an "F". The principal shall have the right to make exceptions in cases involving unusual circumstances.**

Classes considered for GPA will be those meeting one period per day, five days per week for one semester.

The "A" Honor Roll will be for students whose GPA is 3.67 or greater.

The "B" Honor Roll will be for students whose GPA is 3.00 to 3.66.

Section 3.10 National Honor Society

Membership in the North Mahaska chapter of the National Honor Society is open to juniors and seniors who have attended North Mahaska for at least one semester, and who have a cumulative scholastic average of more than 3.25 on a 4 point scale. Students who meet the scholastic requirements are then evaluated by the faculty council on the basis of leadership, service, and character. Once selected, members must maintain these standards.

The selection of National Honor Society will be determined by a faculty council of five members, not including the school principal or the National Honor Society advisor(s). The council will be appointed by the principal.

1. **Scholarship** – Building and maintaining a 3.25 GPA qualifies all seniors and second semester juniors for consideration.
2. **Leadership** – The student who exercises leadership
 - ...is resourceful in proposing new problems, applying principles, and making suggestions.
 - ...demonstrates leadership in promoting school activities.
 - ...exercises influence on peers in upholding school ideals.
 - ...contributes ideas that improve the civic life of the school.
 - ...is able to delegate responsibility.
 - ...exemplifies and inspires positive attitudes.
 - ...demonstrates academic initiative.
 - ...successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding.
3. **Service**...is thoroughly dependable in any responsibility accepted. Leadership is willing to uphold scholarship and maintain a loyal school attitude.
 - ...participates in some outside activity such as Boy/Girl Scouts, church, or volunteers services to the aged, disadvantaged, family duties, etc.
 - ...volunteers, is dependable and well organized, is gladly available, and is willing to sacrifice to offer assistance.
 - ...works well with others and is willing to take on difficult or inconspicuous duties.
 - ...cheerfully and enthusiastically renders any requested service to the school.
 - ...does committee and staff work uncomplainingly.
 - ...shows courtesy by assisting visitors, teachers, staff and students.
4. **Character** – The student of character
 - ...takes criticism willingly and accepts recommendations graciously.
 - ...constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability).
 - ...upholds principles or morality and ethics.
 - ...cooperates by complying with school regulations concerning property, programs, office, halls, etc.
 - ...demonstrates the highest standard of honesty and reliability.
 - ...shows courtesy, concern and respect for others.
 - ...observes instructions, rules, punctuality, and faithfulness both inside and outside the classroom.
 - ...manifests truthfulness in acknowledging obedience to rules, avoids cheating, and shows unwillingness to profit by the mistakes of others.
 - ... actively helps to rid the school of bad influences or environment.

Obligations and Opportunities:

All active members of the National Honor Society will be involved in one or more service projects during the year. These projects will be determined by the local organization.

Further information regarding the National Honor Society rules and membership is available from the high school principal, or the advisor(s) of the National Honor Society.

Section 3.11 7th and 8th Grade Retention

Promotion practices in the North Mahaska Community School District strive to place students in an environment where his/her maximum development will take place. Parents shall be informed as early in the school year as possible when, in the judgment of the professional staff, a student in the 7th or 8th grade is to be retained in the same grade or class for another year. Criteria considered will include educational progress, class performance, and age/maturity. Each student will be dealt with on a case by case basis. Each decision will be based on what is in the student's best interest.

Section 3.12 Restricted Lists

At the mid-term, and at the end of each quarter, a restricted list will be established. If a student has one or more grades below a "D", s/he will be placed on the list. The restricted list gets its name from the premise that the students will be restricted to study hall. S/he will be expected to stay in study hall, and work on school work. Grades will be checked after two weeks. To be released from study hall, to obtain the laptop for use during study hall, students must have a pass from a teacher to do work that cannot be done in study hall. Laptops may be taken home, but teacher permission is required. Teachers can put students on the restricted list at any time during the quarter.

Section 3.13 Books

In the majority of classes, students will be issued a book or books for which they will be responsible. Students may be held responsible for the replacement, or repair costs for lost/damaged books. For those books that experience excessive wear, fines may be assessed by teachers/administration.

Section 4.1 Attendance

Daily, punctual attendance is an integral part of the learning experience and is required of all students to receive the maximum benefit of the educational program. The habit of good attendance established early is one which helps a person be successful throughout his or her lifetime. More and more, employers, colleges and vocational schools expect good attendance and are checking attendance records for absences and tardies. They are aware good and prompt attendance indicates dependability in a student.

The education that goes on in the classroom builds from day to day, and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. Irregular attendance or tardiness by students not only limits their own studies, but it also interferes with the progress of those students who are regular and prompt in attendance. Attendance is a shared responsibility that requires cooperation and communication among students, parents and school.

Excused Absences will be as follows:

1. Illness: (Students may be required to submit a doctor's statement if absences from an illness exceed 3 consecutive days.)
 2. Death in immediate family
 3. Serious illness in the immediate family
 4. Medical, eye, and dental appointments (Students may be required to provide a doctor's statement.
 5. Court appearances (documentation is required).
 6. Work at home on a very limited basis.
 7. Junior and senior college visitations: (These are excused only with prior approval from the principal's office, and prior arrangements for all class work to be made up in advance ...
- 2 total for the junior and seniors.**

8. Participation in school sponsored events (such as field trips).
9. Religious Holidays
10. Family members being deployed or returning from military deployment.
11. Legal appointments
12. Family vacations (All work is made-up prior to the vacation).
13. Students attending the Indian hills Academy will not be counted absent when the bell schedule changes due to early/late dismissals.

If a student is absent for any reason not listed above, they will be considered unexcused.

Any time a student loses credit for a course because of attendance, s/he will be provided due process.

****Make up work:** students will be expected to make up the work missed. This must be done within the number of days absent, plus one day, or at the teachers' discretion.

**** It is at the teachers' discretion to accept late work from students . If late work is accepted, the teacher may deduct 10% to 15% from the grade of the accepted work.**

Any student who will be absent should have his/her guardian call the office at **637-4187, by 8:30 am.** If notification is not received, the office will attempt to contact the guardian(s) at home or at work. All absences must be reported to the office by 9:30 to be considered excused. Failure to receive such information shall cause the student to be considered unexcused/truant.

When a student has been excessively absent from school, then the student's parent will be contacted regarding the student's attendance. The classroom teacher, principal, or at-risk coordinator may initiate contact via telephone, email or letter.

When a student's progress has been **"significantly delayed"** due to absences, school administration may notify the student and parent and initiate appropriate sanctions.

A student who is absent from school **six (6)** non-school related days per semester, or in total six (6) periods from one class, is considered to have **"excessive absenteeism."** Students who reach the six (6) class/day level may be contacted by letter, notifying them of their absences, and explaining to them what future consequences could be put in place if attendance does not improve.

A student who obtains **ten (10)** non-school related absences in a semester runs the risk of experiencing **"significant delays"** in their learning and will be placed on **"academic probation."** Probation can entail having the student lose the privilege of participating in extra curricular activities. After a student has been placed on academic probation, the student and guardian will be required to appear before a teacher/administrator committee to discuss the causes of the absences and remedies that will be put in place to improve the student's attendance.

If a student's attendance does not improve and total absences in one semester exceed **fifteen (15)**, a **written contract for school attendance may be put in place.** The teacher and administration may

determine if the student can receive credit for their classes. The student may remain in the class and receive credit if:

*** All class work has been satisfactorily completed.

*** Attendance after the ten-day limit has been satisfactory

Students who know in advance they will be absent should make arrangements with their teachers to complete makeup work in advance. **See attendance policy.

Section 4.2 Tardies

Students will be considered tardy for any class any time they are not in their assigned classroom by the time the bell begins to ring. **“In the room”** means fully through the doorway. This is only the minimum requirement, and teachers can individually make their rules stricter if they so choose. If teachers choose to do this, they will be required to inform the students of their expectations.

Class Tardies – For every 3 tardies in a quarter = 1 unexcused absence

5 unexcused absences in a semester results in no credit for the course

For every 4 tardies, the student will eat his/her lunch in the high school office 2 meal periods for every 4 tardies.

Once a student receives 3 unexcused absences, a letter will go home advising the student and the parent that they will appear before a teacher/administrator panel. If the unexcused absences do not improve, a letter may be sent to the Mahaska County Attorney.

Section 4.3 Leaving School Early (Work Release)

Students who leave school and do not have sign out privileges must have an excuse from their parents before they leave. We will not allow students to go home until we have notified their parents.

Students who leave school early without parents' permission or knowledge, or without signing out in the office, will be subject to making up the time missed.

Work release is open only to juniors or seniors who have a work agreement on file, in the office. This work agreement must be signed by the employer, student, guardian(s), and the principal. Students who abuse the privilege of a work permit, or are not in good standing with the school, may lose the privilege.

Section 5.1 Conduct Code for All Students

The people of North Mahaska take pride in the quality of young people who pass through these halls. They also have the expectation that the students who graduate from North Mahaska will be quality individuals of whom they can be proud. Students will be expected to conduct themselves in a manner befitting young adults. All students will be required to address all staff members in the manner of the staff members' choosing. They will also be expected to show respect for everyone who attends or works at the school.

All students and their parents must sign the code of conduct form, even if they are not out for any sports.

In the classroom, each teacher will set forth guidelines, expectations and procedures. Students will be expected to meet or exceed all of these guidelines and expectations, and follow the procedures

outlined. There will, however, be some common rules that will need to be followed. If students do not meet these expectations, there will be natural consequences that accompany their actions.

*A student who is sent from class three times for behavior could be dropped from the class and receive no credit for that class.

*Students are expected to do their own work. Cheating by looking at another student's work, copying others' work, copying from other sources, or similar methods is not tolerated. Students known to have cheated may face detention, suspension, expulsion, loss of credit for the work and/or class. Parents will also be notified if a teacher finds that a student has cheated.

*A student will not be allowed to skip a class to work on another class; consequence: a student who skips class "A" to work on class "B" shall be required to make up class "A" during class "B".

*Any student caught with water pistols, water balloons or any other foreign objects not pertaining to school or class projects may be given a detention and/or suspension.

*Candy is prohibited during the regular school day, unless a special occasion approved by the teacher. Pop cans and bottles are not allowed in lockers, and their presence may be grounds for consequences.

*Deliberate destruction of school property and equipment shall be considered very serious and will be dealt with severely.

*Passing in the halls at all times should be accomplished as quickly and quietly as possible. Loud talking, scuffling and conduct not in line with orderly passing will not be tolerated. Keep to the right side of the hall.

***Cell phones** can be a disruption to the educational process. For this matter, they should not be on during school hours. The phone of the students found to be in violation of this phone will be turned in to the office. With the first offense, the phone will be turned into the office, and a detention will be given. The second offense will result in two detentions. The third offense will result in a parents picking up the phone from the office. Refusal to turn over a phone will result in immediate consequences. **Parents please do not call or text your student's cell phone during school.**

No I-pods or M3 Players will be allowed in the classroom without approval from Mr. Ray.

Room Phones: Students are **NOT** allowed to use the phones that have been installed in the classroom.

Cell phone use is prohibited for the following:

1. Use of cell phone or any device during the school day for any reason other than teacher directed. (Students should ask permission in the office if they need to use their cell phones during the school day.)
2. Use of cell phone or any device to transmit any form of nudity.
3. Taking any picture of another person for the purpose of ridiculing or embarrassing the other person (locker room, falling asleep, chewing food with mouth open...it doesn't have

- to involve nudity)
4. Use of cell phone or any device to cheat.
 5. Use of cell phone or any device to harass or degrade another person

Consequences of Unacceptable Use:

1. Device shall be confiscated until the end of the day.
2. May be turned over to law enforcement if appropriate.
3. The device may be subject to search.
4. Other discipline: detention and/or suspension from class and/or from activities.
5. Parents shall be informed.
6. Law enforcement shall be informed where appropriate.

Section 5.2 Study Hall Rules

1. No person may speak without special permission from the study hall teacher.
2. Only one boy or girl is to be checked out to the restroom at the same time.
3. No student shall leave the study hall, homeroom, or any class without a hall pass from the teacher or party requesting the student. Trips to the locker and restroom are to be minimized. Students are expected to bring work to study hall and to be busy.
4. All students taking individual lessons for band/choirs, etc. must operate from a schedule posted by the instructor.
5. Students signing out to the library, going to another area with a pass, or using the restroom must sign their names and times on a sheet at the study hall desk. Students are to sign out from the study hall in an orderly manner.
6. Teachers will assign seats if they feel it is necessary.
7. Teachers are in complete charge and have the right to add other rules and/or make stricter rules as they see fit.
8. If a student is listed on the deficiency list, that student will not be allowed to go to the MRC for study hall unless for academic reasons until approved by Mr. Ray
9. Students **MUST** have green slips from their teacher giving them permission to work together in groups.
10. Academic games can be played the last 10 minutes of study hall with the study hall teacher's approval.

Section 5.3 Rules for the Gymnasium

- 1.*Point of Emphasis: students are to stay off the gym floor unless they are participating in activities for which the floor is intended.
2. Use of gymnasium must be checked through the superintendent, athletic director, or principal.
3. Objects to be used in the gymnasium must be checked through the superintendent, athletic director or principal.
4. There will be no shooting baskets from the sidelines by spectators during practice times or games.
5. After all basketball games and wrestling meets, we ask that students and adults should walk around the floor, not across the floor. We have one of the finest gymnasiums around. Help us keep it that way.
6. Students will keep candy wrappers and popcorn off the floor.
7. Students should be enthusiastic and have fun as a spectators, but keep good sportsmanship as a priority. North Mahaska will be known as a school superior in sportsmanship.
8. The gymnasium shall not be used as a passageway between the north and south hall.

Section 5.4 Rules for the Training Room

During the school day:

1. Student are not allowed in the center, unless a North Mahaska staff/coach is present.
2. Only staff or student trainers are allowed to use supplies or equipment.
3. The center is a treatment room; students can come in if injured; otherwise, they should stay out.
4. No horseplay, inappropriate language, or inappropriate activity will be tolerated in the center.
5. Students are to return equipment so others may use it; otherwise, students will be charged for supplies or equipment.
6. Proper clothing shall be worn at all times.
7. Students should have the utmost respect for the center and student trainers.
8. Students are not to take supplies or equipment from the center, unless approved by the staff/coach.
9. Personal items such as backpacks, shoes, clothing, athletic equipment, etc. should not be left in the center. Students should use locker rooms or hall lockers.
10. No food or drink will be allowed in the center, unless for medical reasons.
11. Students shall report to their coach's area if treatment must be done when the center is not supervised.
12. Rules will be posted and additional rules added when appropriate.

Section 5.4 Continued Rules for the Weight Room

1. Need supervision - A person trained on all machines and also trained in CPR.
2. Safety is a priority for everyone.
3. Must cooperate with everyone working with those machines.
4. No beverages or food allowed.
5. Must have shoes on and dressed out in sweat pants, shorts, shirts and shoes.
6. No running.
7. Must be engaged in an activity or machine to be in the weight room. (example - treadmill, bike, stretch bands.)
8. Students, staff and community times will be adjusted.
9. This is a place to work and get stronger.
10. Create environment of positive mindset.
11. Disinfect machines when done - there will be towels on machine with disinfectant spray.
12. Facility will be cleaned twice a week.

Section 5.5 Students' Vehicles

Students who drive to school have an added responsibility. Students' vehicles shall be parked in an orderly fashion in the north parking lot. No student may be in the parking lot during the day, including the lunch period, without permission from the office. Violation of the safe driving practices, driving a vehicle without permission during the day, or inappropriate parking may result in the suspension of driving privileges. Second and succeeding offenses may result in continued suspension of driving privileges and/or Saturday school. Students who park in the fire zone are subject to immediate suspension of driving privileges.

Section 5.6 Student Dress Shirts or other apparel that advertise alcohol, tobacco, drug use, bars, taverns, or sexual innuendo are not allowed. Students are expected to come to school looking clean, neat, and dressed in a manner which is accepted as being in good taste. As the fashion world changes constantly, we have some basic guidelines for what is acceptable at school. The following guidelines are the direct result of community and school standards favoring modesty in dress:

Shorts should have a long enough inseam so that all hips and parts of legs are covered (no tight knit shorts can be worn). Shorts or jeans need to be high enough at the waist so that undergarments do not protrude above the belt line. Shirts need to have a sleeve and cannot be excessively cut low in the front or back. This means tank tops are not acceptable. Shirt and jeans/shorts also need to touch top to bottom, at the waist. Bare or exposed midriffs are not acceptable. Hats or other forms of head covers are prohibited as well. Bandanas are also not allowed. Shoes of some kind must be worn in school. Students who participate in shop or activity classes need to wear shoes which protect the feet and are appropriate for the activity. Jeggings/leggings and yoga pants MUST be worn with a long shirt or sweatshirt that covers your back side. If anyone thinks clothing might not be appropriate, it most likely isn't. Students who wear clothing that is deemed inappropriate will be asked to change. If a student's dress becomes a problem, s/he can be subject to consequences for violation of this rule.

Student Dress for Physical Education

Dress shall include t-shirt with neck and sleeves, athletic shorts of reasonable length and tennis shoes.

Section 5.7 Bus Conduct

1. Students must be on time.
2. There should not be excessive conversation with the driver.
3. Students are not to extend arms or hands out of the bus window, or throw any objects out of windows.
4. Classroom conduct is to be observed by students while riding the bus, except ordinary conversation.
5. Students are to remain seated while the bus is in motion and obey instruction from the driver when entering or leaving bus and crossing the road in front of bus.
6. Any damage to a bus by a student must be paid for by the student who is responsible.
7. A student who does not normally ride a particular bus needs a permission slip from the office before s/he is allowed to ride.

Bus Suspensions

Riding the bus is a privilege. The riding privilege can be suspended for breaking the rules listed above, or for any behavior that disrupts the safe operation of the bus. Generally, for the first offense, students will receive a warning but may be suspended depending on the severity of the offense. On the second incident, privileges may be suspended for up to three days. If there should be a third incident, privileges can be suspended for up to ten days. Students can be suspended by board action for the remainder of the year, if problems would continue past the third offense. All students have a right to due process.

Section 5.8 Public Displays of Affection (PDA)

It is the belief of faculty, administration and the members of the North Mahaska Board of Education that the school promotes a caring and supportive environment. However, there are some displays of affection that are not acceptable in school. The following types of actions are considered improper in

school: kissing, close body contact, holding hands, and similar types of actions. At school activities, behavior must be appropriate to the situation. Violations of the rule may earn consequences.

Section 5.9 Student Pass

A teacher who wishes for a student to report to his/her classroom for special work during study hall time will issue a pass, which must bear his or her signature. This is to be presented to the study hall supervisor. Students are not to leave a study hall to see a teacher unless they have a pass. It is the student's responsibility to arrange for these passes ahead of time.

Section 5.10 Supervision

Students may not study or work in unsupervised class areas, including before, during, or after school. They are not to be west of the double doors before 8:08 or after 3:15 without a teacher's permission and supervision. While we would encourage students not to be at school until after 8:00 a.m., we know that due to some activities or circumstances students arrive before that time. If they are here for an activity or to work with a teacher, they should report to that area. If parents drop students off early, they need to report to the cafeteria and stay there, unless they get a pass from the office to go elsewhere.

Section 5.11 Smoking, Drinking, and Drugs

Federal and state laws state, "Smoking or the possession of drugs, tobacco, or drinking on school grounds is just cause for suspension or expulsion." It also bans the possession and use of these substances on school grounds. The regulations are also in effect for night activities, such as athletic contests and dances. If students are found to be in possession of or using these materials on school property, the consequences will be as follows:

*For possession or use of alcohol on school property, the consequence is three days out-of-school suspension.

*For possession or use of tobacco on school property, the consequence is two days out-of-school suspension and can be up to ten days. Parents of students found in violation of this policy will be contacted. Underage students will also be reported to law enforcement officials for these violations. This will not include use of medications that are prescribed by a doctor, and in accordance with the medication policy.

Section 6.1 Disciplinary Code

North Mahaska Jr. /Sr. High students are prohibited from engaging in behavior that will endanger or threaten to endanger- the safety of others, that will damage property, or that will impede the orderly conduct of the school program.

When any school employee observes a student engaging in behavior that does not conform to the expectations of the student body, the employee is immediately required to intervene by informing the student that s/he has engaged in unacceptable behavior, requesting that such behavior cease, and informing him/her of the consequences of the failure to follow staff directions. If the employee is unable to secure the cooperation of the student in terminating the offending behavior, or if the behavior is of such seriousness that the intervention of other staff is necessary, a prompt report must be made to the principal describing information pertinent to the pursuit of disciplinary action. Whenever the principal becomes aware of the prohibited behavior, either by his/her observations of such behavior or as a result of a report from a staff member, s/he is required to take prompt and effective action to resolve the problem. When appropriate, such action may include disciplinary action against the student. **Any student who engages in behavior off school premises that causes**

law enforcement officials being involved, or any other type of improper behavior that is reported back to the school administration, still fall under the code of conduct, students will face the same punishment at school they would have received had the incident occurred on school property.

Mere Presence Rule: There are times when students find themselves in an environment where minors are consuming prohibited substances. It is up to the individual to leave the event. The student **MUST** call a parent or an adult within 15 minutes of arriving to come and get them. The student must try to stay away from the illegal activity while waiting for a ride. If law enforcement arrives at the party, and they have no alcohol in their system, we will check their cell phones to see when and if they called to leave the event. If they are there and have made no attempt to call and leave, they will be considered in violation of the code of conduct and will be punished accordingly.

The penalties will be enforced for all activities.

National Honor Society has their own rules and regulations and will self discipline.

FFA students will follow student rules. If any student is in violation before state or national conventions, they will not be eligible to participate.

If any student on the student council or a class officer is in violation, they will forfeit their office for the remainder of the year.

All School Play/Musical

For this activity, any violation will result in 15 hours of community service. The play season begins when official rehearsals begin.

This penalty does not absolve the student from activities aside of the code. It will be followed according to how it is written with penalties for the in-season activity.

Added to the rules part:

Any behavior or action not specifically mentioned above and the administration feels is in violation of the code will be handled on a case by case situation.

In those instances in which the seriousness of the offense does not indicate an immediate disciplinary response, the principal, or his/her designee, will take actions designed to encourage a change in the student's behavior. For example, the administrator will inform the student his/her behavior is unacceptable, and the reason why such behavior is so defined. Where necessary, the assistance of the parents, other educational supportive services, and/or other professional community agencies may be utilized.

The following are methods of dealing with discipline problems:

DETENTION— Students who create discipline problems or fail to meet class expectations may be required to stay after school. If any employee of this district feels more time is needed, s/he could assign more if the principal approves. All detention time should be spent doing schoolwork. Students will have two opportunities to serve the time. The teacher or principal will phone or write the parents about the situation. All detentions will be served by the teacher who issued the detention, so they can

have time to discuss the situation and work out a solution to deter further incidents. Detentions will be served in the teacher's classroom after school. All students have a right to due process.

Students will make up detentions with the teacher who issued the detention, on the date given by the teacher, or made up within three days from the date the detention was issued. If the student does not make up the detention, the student will serve an in-school suspension at the end of the third day.

SUSPENSION—Suspension can be warranted for excessive school tardies, excessive unexcused absences, use of tobacco, alcohol, or other controlled substances, drug paraphernalia or look-alike drugs, not completing detentions with a teacher, unsafe driving on school property, vandalism, physical or verbal abuse or intimidation, theft, possession of an instrument or weapon designed to produce serious bodily harm, gambling, and all areas that disrupt the educational process. All students have a right to due process. During an in-school and out-of-school suspension, a student may not attend or participate in extracurricular activities.

IN-SCHOOL SUSPENSION— occasionally, a student may be assigned to in-school suspension if that consequence is deemed appropriate by the principal or his/her designee. Students assigned to in-school suspension shall have the opportunity to get school work done and get credit.

An in-school suspension is considered an unexcused absence for the day.

OUT-OF-SCHOOL SUSPENSION—Students given out-of school suspensions will not be allowed to attend school. They must still do the required school work during the suspension time to receive credit. **An out-of-school suspension is considered an unexcused absence for the day.**

EXPULSION—The action of expulsion must be taken by the North Mahaska Board of Education and prevents a student from attending school the remainder of the semester or longer. The student can be readmitted by the North Mahaska Board in the manner prescribed by the board. All students have the right to due process (Chap. 282, Sections 4 and 5 Code of Iowa). Reasons for expulsion include, but are not limited to suspendible offenses or if the student is considered to be a detriment to other scholars, or the purpose for which school is conducted.

A student who receives three suspendible offenses in a semester may be taken in front of the Board for possible expulsion.

The building administrator shall have the authority to suspend a student from attendance until such time as a special meeting of a majority of the members of the North Mahaska Board of Education can be held to weigh the charges, act upon them, and notify the student and his/her guardian(s) of its decision. The provision for "suspension pending hearing" shall exist as a means by which the student and/or the school may be protected from further unpleasant or harmful consequences of the incident, which prompted the expulsion request. In cases where there is to be unusual delay in assembling the board, the superintendent may, at her discretion, place the student on probationary status and allow him/her to return to classes, pending the arrangement of a meeting of the board as mentioned above. Every effort shall be made to hold such a meeting within five days following the incident or action, which led to the proposal of expulsion. When a student is suspended pending a hearing, said student shall be afforded means of alternative education during the period of such suspension. Such education shall be of a type which guards against the loss of credit for classes missed.

Section 6.2 Due Process for School Infraction

Students who earn consequences for an infraction of school rules are entitled to due process. In general, due process consists of: **1)** students being informed of the infraction, **2)** the opportunity for some type of hearing, during which the students are informed of the evidence against them and can defend themselves, **3)** the right to some type of appeal. Any appeal usually begins with the staff member who issued the consequence and then proceeds to the principal, the superintendent, and finally to the school board. If the matter is still not settled to the satisfaction of either party, they may appeal to the school board. During the hearing or appeal, the student may be represented by a third party. During due process, an effort shall be made to involve the parent or guardian. A student may be removed immediately from school when the student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process. In case of immediate removal from school, the necessary notice and hearing shall be given as soon as practical. Parents shall be notified by a phone call and in writing that suspension has occurred and the reason(s) therefore.

Section 7.1 Extra Curricular Activities

We are happy to offer a wide range of extracurricular activities in which students may participate. **However, they should always remember that academic work comes first.** Students may need to limit the number of activities they participate in, so they have time for studies. In order to participate, they must meet all the eligibility requirements, and abide by the rules and regulations as established by the Iowa State Activity Association. Individual activities will be governed by individual sets of rules and regulations provided to students by coach or sponsor.

Everyone participating in athletics is required to have a completed physical exam form. Each participant must use the physical forms provided by the coaches or athletic director. These must be signed by a doctor and turned into the athletic director before a student may participate in a sport.

Students in an activity that requires transportation to the event must ride the bus. After the activity, they may ride home with parents if they make arrangements with the coach or sponsor. Arrangements to ride home from activities with anyone else must be made in advance. Students must fill out a **Parent Permission Form** from the office, and it must be on file before the bus leaves to go to the event. Students may not ride home with other students.

On the day of any extracurricular activity, students must attend at least the last four class periods in order to participate in a practice, performance, or contest, unless advanced arrangements have been made with the principal.

Section 7.2 Eligibility for Extra Curricular Activities

In order to be eligible to participate in extracurricular activities, students must meet the requirements of North Mahaska Good Conduct and Academic Eligibility policies, as well as the State of Iowa and the State Associations that govern the activities (i.e. The Iowa High School Athletic Association and The Iowa Girls High School Athletic Union). These eligibility rules cover all participating students in both junior high and senior high school for conduct both in and out of school year around. Copies of the good conduct policy are available in the parent registration packet, or from activity coaches or sponsors, the athletic director, or the office. Whenever students violate the rules and regulations and/or discipline policy of the school district, and/or any rules or regulations governing

conduct, they may be declared ineligible by the principal, or the superintendent after consulting with the coach or sponsor.

Ineligible students will be excluded from participation in all extracurricular activities until reinstated to eligibility by the school administration. All students shall be entitled to due process in relation to eligibility.

Academic Eligibility Requirements:

State Eligibility Rule

A student who receives an “F” for the **semester will not** be eligible for athletics for **thirty days**. The **thirty days** starts on the first official competitive date of the next sport for which a student is considered a participant. If a student is in music, s/he must sit out **thirty days**. The thirty days will start immediately.

Local Policy

- 1) Any student who has **two or more F’s** on mid-term or quarter grades is ineligible. That eligibility can be regained at the next mid-term or quarter grade reporting time (4 weeks). This includes all classes in which the student is enrolled.
Any student who receives an in-school or out-of-school suspension is not eligible for participation until the suspension has been served.

Section 7.3 Extra Curricular Trips and Field Trips

Students will conduct themselves on these trips in the same manner as in the classroom. Students who are going on field trips must have teachers’ signatures verifying that all work has been made up in advance of trips and written permission from parents. All students must use the school transportation to and from the activity unless the student follows the sign out policy in Section 7.1.

Section 7.4 Family Night

Wednesday night is designated as family night. The school cooperates by not scheduling activities on Wednesday unless assigned to participate in a state association activity. School sponsored practice and activities should not be scheduled after 6:15 p.m. on Wednesdays.

Section 8.2 Media Resource Center (MRC)

The Media Resource Center is designed primarily for reference and research work. Individual work is stressed as students are not usually allowed to work together. Students are, however, encouraged to ask the librarian or student assistant(s) if they need help in locating materials. ** Students should have a pass which contains the student’s name, the date, time, and signature of the instructor when entering the MRC from another classroom. Those staff members in charge of the MRC and classrooms have the right to establish other policies to ensure the efficient use of the MRC. Students should sit one student to a table when possible.

Students are responsible for materials signed out in their name. The cost of material lost or damaged through neglect will be assessed to the student who has the material checked out. Study hall rules apply in the MRC when a study hall is held in the MRC. Students **MUST** have green slips from their teacher giving them permission to work together in groups.

Do:

Return materials promptly.
 Ask for help
 Make suggestions for future purchases.
 Return materials to a designated drop site.
 Do ask librarian or assistant for help.
 Recommend books to others.

Do Not:

Mend the books or magazines yourself.
 Return books to the shelf.
 Turn down corners to mark your place.
 Do not cut out of books or magazines or mark them up.

Section 8.3 Permanent Records

From the time students enter school, until the day they graduate or leave school, a record of their activity in school is compiled. This is a permanent record and will remain a permanent part of the official school file. It indicates the students' performance in the following areas of your school career:

1. **Attendance** – The total number of days absent or tardy during each year.
2. **Extra-curricular activities** – A list of all activities in which they have participated, honors they have earned, and offices they have held during the school years.
3. **Scholarship** – The semester grade received in each subject, and, upon graduation, the four year average.
4. **Tests** – Results of all tests (ITBS, ITEDS, Iowa Assessments, etc.) taken under supervision of the teachers and counselors.

Section 8.4 Use of Copier

Students must pay for copies made unless they are directed by the teacher to make them. Students must check in the office and ask before running copies. **Students will only print to the MRC.** Teachers may print off materials from their computers for students to pick up in the teachers' lounge.

Section 8.5 Lockers

Students will be assigned a locker. **Students must remain in the locker that they are issued**, or make arrangements in the office to obtain another one. **Students are expected to keep their lockers neat, clean, and closed at all times.** The outside of the lockers cannot be decorated except with items issued by a teacher or the school activity sponsors, and they must be taken down when the season is over or event is done. Students are responsible for anything they put into their lockers. For this reason, it is suggested that they leave valuables at home. Students are responsible for anything they bring to school.

The lockers (including PE lockers) remain the property of the school. School administrators or designated personnel have the authority to conduct reasonable inspections of the lockers. Administrators do have the right to inspect lockers without notice. Students do not have to be present for this inspection. However, more than one school employee must be present (See also Section 11.1).

During P.E, students are encouraged to check all valuables (money, rings, watches, etc.) with the teacher in charge of the activity in which they are engaged. Students should use this service.

Section 8.6 Lunches

Lunch account deposits must be made before 9:30 a.m. to be credited for that day. Students need to keep track of lunch accounts, and keep them from going too far in debt. Payment arrangements must

be made or payment in full if account gets past a negative \$6.00. **If arrangements have not been made, your son/daughter will not be able to eat breakfast or lunch.**

***Lunch periods are not open lunch times. Students will not be allowed to leave during lunch time. Students need to check the lunch menu the day before, and if they do not want to eat the lunch provided by the school, then they need to bring a sack lunch to school with them.**

Section 8.7 Student Purchases

Students will not be allowed to make purchases or charge items in the name of the school or any of its organizations. Further information concerning school purchasing can be gathered from the sponsor or school office.

The use of resale accounts through which the school buys materials for students, for music, art, or the like, will be monitored closely. **Students will be expected to pay in advance for such materials.**

Section 8.8 Guidance and Counseling Program

The North Mahaska School District has established a 7-12 guidance counseling program whose responsibility is to help students and satisfy their needs in the school environment. The following is a brief outline of the guidance and counseling program:

1. Personal and group counseling.
2. Occupational information and career education materials.
3. College admissions information and representatives.
4. Scholarships and loans.
5. Testing (including Iowa Assessments and Educational Development, PLAN, and Vocational Aptitude Test, and others).
6. Course Planning and Scheduling.

Students may encounter problems with which they need assistance. These problems may be of a personal nature, educational, and/or vocational. Teachers and parents are encouraged to refer or schedule student conferences with the guidance counselor at any time of the school day. Students should remember that the guidance program is a service offered for their benefit. Guidance counseling and information resulting will be considered confidential.

Section 9.1 Testing

North Mahaska Jr./Sr. High School uses some established tests to evaluate the educational program and to assess student needs. No student shall be required, however, to submit, without written consent from the student's parents, to psychiatric or psychological examination, testing, or treatment, in which the primary purpose is to reveal information concerning the following:

1. Political affiliations.
2. Mental and psychological problems potentially embarrassing to the student or their family.
3. Sex behavior and attitudes.
4. Illegal, anti-social, self-incriminating, and demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged relationships, such as those of lawyers, physicians, ministers.
7. Income, but not including income required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs.

Section 9.2 Visitors

Visitors are to stop and sign in at the main office.

Section 9.3 Dances

Regular school rules are in effect for dances at school. Dances are meant for entertainment for all students. Reasonable hours shall be established; dances would not likely exceed three hours. Guests from other schools are allowed at some dances (high school), and such guests must be registered in advance in the office. 7-8 grade dances will for 7-8 grade only, no out of town guests.

Section 9.4 Student Funds and Fund Raisers

All Fundraisers **MUST** be approved by Mrs. Livezey, Mr. Ray or Mr. Ehret. Approval forms may be picked up in the high school office. When students participate in fund raising activities for classes or groups, it is of utmost importance to collect and turn in the money as promptly as possible. Money should be turned in to the activity sponsor or the office. It should not be held in student lockers. Sponsors and activity supervisors are responsible for detailed record keeping and for student promptness.

Section 9.5 Performances and Assembly Programs

At school performances, such as drama, music, assemblies, or the like, students are expected to behave like ladies and gentlemen. Utmost respect should be afforded to performers and speakers. During performances, there should be no talking.

Some assembly programs requiring no admission charge may be held during the school day. During the time the program is being presented, every student must be in attendance at the program. (If not cleared by the principal ahead of time). Please remember that your behavior reflects upon the school.

Section 9.6 Policy on Student Recognition Books and Organizations

Some students may receive invitations to have their names listed in publications by organizations such as: American's Outstanding Names and Faces, Society of Distinguished American High School Students, Who's Who Among American High School Students, and the United States Achievement Academy. North Mahaska High School does not nominate students or release their names without the written permission of the student or his/her parent or guardian. The school neither endorses nor discourages participation with these organizations. However, students should be aware that the expense of publishing their name is financed by the sale of the books to students and their family. Some of the organizations legitimately perform the function of recognizing scholars/leaders in the high schools. Other organizations have not been honest in their advertising. If students have questions about any of these publications, they are urged to visit their guidance counselor.

Section 9.7 Senior Trip

In order to qualify for the senior class trip, a senior must meet the necessary requirements for graduation. The senior trip is classified as an extra- curricular activity, so all rules governing extra-curricular activities are enforced. **All students will sign two Code of Conduct sheets governing the senior class trip. One will be for the school's Code of Conduct; the other will be for the senior trip.** Foreign exchange students who are in good standing, regardless of age and school classification, are eligible for the senior trip. Those students must earn or pay for the trip. Students may lose the privilege to go on the trip for the following reasons:

1. The student has violated the North Mahaska Good Conduct Code more than once.

- 2.The Student Assistance Team determines the trip would be detrimental to the student’s academic progress toward graduation.
- 3.The Student Assistance Team determines the student’s recent behavior would indicate that
- 4.The student owes time due to excessive absences or for disciplinary reasons.

Section 10.1 Student Health

A certified school nurse will be on duty in the elementary each day from 8:00 am to 2:00 pm. Students who become sick or are injured should be sent to the office or remain in the room while the principal is called. Basic first aid will be given, but no medicine (even aspirin) can be given without parental consent. **All students MUST sign out in the high school office before going to see the nurse.** Students bringing medicine to school must take it to the office when arriving at school. A note signed by the parent with the correct information (instructions, dosage, etc.) must accompany the medicine. Medication should be in the original bottle with the dosage prescribed by the physician. North Mahaska Community School District does comply with the US Government and OSHA standards for potential transmission of blood borne pathogens (Hepatitis B and AIDS-HIV).Only trained staff members will participate in cleaning up blood or dealing with injuries involving blood. The jr. /sr. high school, students will be asked to tend to their own blood spills and disposal of their own blood-containing paper towels or tissues. Students do not handle other student’s blood.

Section 10.2 Search and Seizure

I. Searches, in general.

A. Reasonable suspicion – A search of a student will be justified when there are reasonable grounds for suspicion that the search will turn up evidence that the student has violated or is violating the law or the rules of the school. Reasonable suspicion may be formed by considering factors, such as the following:

- 1). Information received from reliable sources.
- 2) Suspicious behavior by the student.
- 3) Student’s past history when combined with one or more of the three items above.

B. Reasonable scope: Search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search determined on factors, such as the following:

1. The age of the student.
2. The sex of the student as it relates to the sex of the person conducting the search.
3. The nature of the infraction.
4. Search without delay.

5. II Types of Searches

6. **A. Personal Searches** – A student’s person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal or contraband items. Items found in the search are evidence of the violation of school rules and policies.
7. **Pat-Down Search** – If a pat-down search, or a search of a student’s garments (clothes, socks, pockets, etc.) is conducted, it shall be conducted in private, unless an emergency exists affecting the health and safety of students or personnel. It shall be conducted by a school official of the same sex and with another adult witness, of the same sex, present (Same sex is not necessary if search does not involve touching of the person or removal of normal clothing – i.e. search of jackets, sweater, etc.) A more

intrusive search of the student's person is permissible in emergency situations when the health and safety of the students, employees, or visitors on the school premises are threatened. Such a search may only be conducted in private by a school official of the same sex with another of the same sex present, unless the health and safety of students will be endangered by the delay. It is recognized that strip searches, body cavity searches, and the use of drug sniffing animals to search a student's body are not permitted under Iowa law.

8. **B. Locker Searches**

1. Maintenance Searches: Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in ensuring that the lockers are maintained. For this reason, periodic inspection of lockers is permissible to check for cleanliness and vandalism. General maintenance inspections may be conducted by school authorities at any time. Any contraband discovered during such searches shall involve counseling, parent involvement, medical referrals, or other such referral depending on the severity of the situation.

2. Non-Maintenance Searches: The student's locker and its contents may be searched when a school authority has reasonable suspicion that the locker contains illegal or contraband items. Such searches should be conducted in the presence of another adult witness.

C. Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not as a right. The school retains authority to conduct routine patrols of the student parking lot. The interior of a student's automobile on the school premises may be searched if the school authority has reasonable suspicion to believe that illegal, unauthorized, or contraband items are contained inside.

9. **III. Searches Occurring During Extra Curricular "Field Trips" or Events**

During field trips or events, school administrators and teachers shall have the same authority over students participating in the field trip as a parent or guardian with parental rights, duties, and responsibilities. Consequently, an administrator or school teacher on a field trip retains authority to search the student, the student's automobile, temporary dwelling, and luggage, if such school authority has reasonable suspicion to believe that illegal, unauthorized contraband items are present. There must still be reasonable individualized suspicion to support a search during such a field trip.

Section 10.3 Equal Educational Opportunity Statement

The school district does not discriminate in its educational programs or educational activities on the basis of sex, race, religion, color, national origin, sexual orientation, marital status, or disability. Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups to society. Students who feel they have been discriminated against are encouraged to report the incident to the school district. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, US Department of Education, 310 W. Wisconsin Avenue, Ste. 800, Milwaukee, WI, 53203-2292, (414) 291-1111, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

Section 10.4 Multicultural, Nonsexist Policy Statement

It is the policy of the North Mahaska Community School District to not discriminate on the basis of race, national origin, creed, age, marital status, or physical disability in its educational program, activities, or physical employment policies required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and the Federal Rehabilitation Act of 1973. It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to women and well as men in our society. One objective of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sexual orientation, respect and appreciation for the cultural diversity found in our country and awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, nonsexist society.

North Mahaska Community Schools do not discriminate on the basis of age, sexual orientation, race, creed, color, national origin, marital status, religion or disability in their educational programs, activities or employment policies.

Questions about this policy can be addressed to the jr./sr. high principal, at the school office.

Initiations, Hazing, Bullying, or Harassment Law

Harassment, bullying, and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should communicate to the harasser or bully that the student expects the behavior to stop. If the student needs assistance communicating this with the harasser or bully, the student should ask a teacher, counselor or principal to help.

If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should tell a teacher, counselor, or principal, and write down exactly what happened. He/she should keep a copy and give another copy to the teacher, counselor or principal telling the following information:

- A) What, when and where it happened.
- B) Who was involved.
- C) Exactly what was said, or what the harasser or bully did.
- D) Witness to the harassment or bullying.
- E) What the student said or did, either at the time or later.
- F) How the student felt.
- G) How the harasser or bully responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal /physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons. Behavior is considered “bullying” or harassment if it places the student in reasonable fear of harm to the student’s person or property; has a

substantially detrimental effect on the student's physical or mental health; has the effect of substantially interfering with the student's academic performance; or has the effect of substantially interfering with the student's ability to participate in or benefit from the service, activities, or privileges provided by a school.

- Sexual harassment includes, but is not limited to
- Verbal, physical or written harassment or abuse.
- Pressure for sexual activity.
- Repeated remarks to a person with sexual or demeaning implications.
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.
- Harassment or bullying based upon factors other than sex includes but is not limited to
- Verbal, physical, or written harassment or abuse.
- Repeated remarks of a demeaning nature.
- Implied or explicit threats concerning one's grades, jobs, etc, and
- demeaning jokes, stories or activities.

Section 10.6 Weapons Policy

School district facilities are not an appropriate place for weapons or dangerous objects. A weapon shall be defined as any object which could be used to injure another person, and which has no school-related purpose. An object which has a school-related purpose but is used to threaten or inflict injury will also be called a weapon. Weapons include, but are not limited to: knives of all types, guns, any items that expel a projectile by the action of an explosive or blow, metal pipes, chains, metal knuckles, blackjacks, fireworks, explosives, incendiaries, poison gas, or other chemicals.

Students bringing a firearm to school shall be expelled for no less than twelve months. The superintendent shall have the authority to recommend this expulsion on a case-by-case basis. For purposes of this portion of the policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary device or poison gas. Weapon exceptions would be those in control of law enforcement officials or those being used for educational purposes and approved by the principal.

Nondiscrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activities in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or Local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complain Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html.

and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866)-632-9992. Submit your completed form or letter to the USDA by:

- (1) Mail:
U.S. Department of Agriculture
Office of at the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax; (202)-690-7442 or
- (3) Email: program.intake@usda.gov.”

EQUITY STATEMENT

It is the policy of the North Mahaska Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, 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, Marta Shafer, Elementary At-Risk Coordinator, 2163 135th Street, New Sharon, IA 50207 at 641-637-4041 or at shaferm@nmwarhawks.org