

# North Mahaska Elementary School

Parent/Student Handbook

2015-2016 School Year

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*Motto: Expect the Best – Working Together To Achieve Excellence*



**Mission Statement:** North Mahaska will prepare students to be positive, productive citizens with the passion and skills for lifelong learning.

**Vision Statement:** North Mahaska will be recognized as an educational leader with students who fulfill our mission by being productive citizens who reach their maximum potential.

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## **NOTE FROM THE PRINCIPAL**

We sincerely hope the 2015-2016 school year is the best year yet for your students and you in the North Mahaska Community Schools. We believe that with caring, concerned teachers and staff, and with caring, concerned and involved parents, North Mahaska can be a truly excellent place for children in education. We do care about your children. We welcome questions, concerns, and suggestions for improving the school. We also like to hear good things that are happening.

Please note our student start and end times are different than the jr./sr. high. At the elementary, the School day begins at 8:15 and dismisses at 3:18.

We want to encourage North Mahaska parents to visit your schools. It is our belief when you see the exciting things that are taking place in our classrooms today, you will be more comfortable knowing that your children are receiving a quality education in the North Mahaska Community School District.

We also believe that your children will appreciate the interest you are taking in their education. Educational experts agree when the parents show an interest in the education their children are receiving, the children tend to achieve at a higher level than those whose parents are not involved in their education. If you are able to visit school, please call ahead so the school and the teachers know that you will be visiting. Once you arrive in the building, we ask you check in at the office before you go into the classroom.

If you have the time, volunteer to help in your schools. Every teacher has tasks that you might well be able to help them with. These could include: making or cutting out bulletin boards, typing, reading to students, or having them read to you, reviewing math facts, or helping to monitor students on a field trip. This list could certainly go on and on. If you are interested, please contact Mrs. Livezey at the elementary (637-4041) or Mr. Ray at the High School (637-4187). We will be happy to visit with you concerning your desire to volunteer your services for your schools.

A security system is in use, requiring all doors to the school be locked and controlled by an intercom and video system. Anyone who wishes to enter the building must use the Main Door on the south side of the building. Our staff will have the authority to grant access to visitors from the office. All doors will remain locked until dismissal. For security purposes, we ask that parents wait outside until students are dismissed.

This parent handbook is for you and your child's information. Please review this material and discuss it with your child. If you have questions concerning the handbook, please feel free to contact your child's teacher or the elementary office. The elementary office hours are Monday-Friday 7:50 AM to 4:00 PM.

## **DISTRICT MISSION STATEMENT**

The North Mahaska Community School District will prepare students to be positive productive citizens with the passion and skills for life long learning.

## **NORTH MAHASKA COMMUNITY SCHOOL DISTRICT VISION STATEMENT**

The North Mahaska Community School district will be recognized as one of the best school districts in the state of Iowa.

## **BOARD OF EDUCATION GOAL STATEMENTS**

The North Mahaska School 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 students with opportunities for obtaining the knowledge, experience and skills which careful study indicates will best prepare them to assume a position in adult society and make the greatest positive contribution to society and to themselves.

In striving to meet this goal, the objectives of the educational program shall be to provide students with an opportunity to:

1. Develop and maintain sound physical, mental and emotional health.
2. Develop the ability to think logically and communicate both orally and in written form.
3. Develop skills for effective participation in the democratic process.
4. Develop economic competence as a consumer.
5. Develop personal interests and abilities to provide a useful and satisfying life.
6. Develop wholesome human relationships in work and play with others.
7. Develop the desire for continuous learning and self improvement.
8. Develop wise use of time for work and leisure.
9. Develop appreciation for our country, its' institutions and the way of life it provides.
10. Develop standards of ethics and moral values which give direction to their lives.
11. Prepare a student for post-graduation whether it is for further formal education and/or work.

### **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@n-mahaska.k12.ia.us](mailto:shaferm@n-mahaska.k12.ia.us)

### **EDUCATIONAL EQUITY POLICY STATEMENT**

It is the policy of the North Mahaska Community School District not to discriminate on the basis of race, color, national origin, gender, sexual orientation, gender identity, marital status, social economic status, disability, religion, or creed in its educational programs, activities or employment policies as required by Title IV and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendment and Section 504 of 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 as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of pluralistic society.

Inquiries regarding compliance with Title IX, Title VI, or Section 504 may be directed to Randy Moffit, Superintendent, North Mahaska Community Schools, P.O. Box 89, New Sharon, Iowa 50207, 641-637-4187; to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa; or to the Director of the region VII Office of Civil Rights, Department of Education, Kansas City, Missouri.

### **OPEN ENROLLMENT**

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Application forms for open enrollment for the 2016-2017 school year are available at the superintendent's office. Persons interested in pursuing open enrollment should obtain forms in the near future, because the deadline for filing official applications with the district of residence is March 1, 2016. The last date to file for open enrollment for students who will be entering kindergarten for the 2015-2016 school year is September 1, 2015. When we send you the forms, you will also receive a set of easy to follow instructions for completing the forms. Parents/guardians of open enrollment students whose income falls below the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation, or in the form of a cash stipend. Parents and students should be aware that open enrollment may result in the loss of athletic eligibility for up to one full semester (90 days) for the student or students involved. If you have questions concerning the open enrollment program, or to receive the forms, please contact Angela Livezey at 641- 637-4187.

## **MULTICULTURAL, NONSEXIST POLICY STATEMENT**

7/9/80 Multicultural, Nonsexist Policy Statement - It is the policy of the North Mahaska Community School District not to discriminate on the basis of race, national origin, creed, age, marital status, or physical disability in its educational program, activities, or physical employment policies as 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 as well as men in our society.

One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multi-cultural, nonsexist society.

THE NORTH MAHASKA COMMUNITY SCHOOLS DO NOT DISCRIMINATE ON THE BASIS OF AGE, RACE, CREED, COLOR, SEX NATIONAL ORIGIN, MARITAL STATUS, RELIGION OR DISABILITY IN THEIR EDUCATIONAL PROGRAMS, ACTIVITIES, OR EMPLOYMENT POLICIES.

## **JURISDICTIONAL STATEMENT**

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school ground if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district's policies, rule and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from



participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the office for information about the current enforcement of the policies, rules or regulations of the school district.

## **Notice to Parents about new Iowa legislative requirements**

Iowa Administrative Code 281-62.2 requires school districts to:

- Assess all students K-3 at the beginning of the school year and intermittently throughout the year using a Department-approved screening assessment and to notify the parent or guardian of any student determined to have a substantial deficiency in reading. Parents will also be notified of the services currently provided to the student, what proposed supplemental instructional services and supports the district will provide to the student to remediate the reading deficiency, and strategies the parents/guardians can use to help the child succeed. The district is also required to provide the parent or guardian of any student determined to have a substantial deficiency in reading with a plan outlined in a parent contract.
- Review chronic early elementary absenteeism for its impact on literacy development
- Provide periodic assessments of students who exhibit a substantial deficiency in reading for the purpose of monitoring student progress
- Provide intensive reading instruction, including a minimum of 90 minutes a day of scientific, research-based reading instruction to any student who exhibits a substantial deficiency in reading.
- Provide a reading curriculum for students with substantial deficiencies in reading that assists students in developing skills to read at grade level, provides skill development in phonemic awareness, phonics, fluency, vocabulary, and comprehension, and is implemented during regular school hours by a certified instructional staff
- Continue to provide a student who exhibits a substantial deficiency in reading with intensive reading instruction until the reading deficiency is remediated.

**Beginning May 1, 2017, any student who is not proficient in reading on the universal screening assessment by the end of 3<sup>rd</sup> grade must be retained unless the student meets one of the following criteria: The student completes the intensive summer reading program provided by the district or the student falls under the “Good Cause” exemption: 62.8(1)“Good cause” defined.**

Good-cause exemptions shall be limited to the following:

- a. Limited English proficient students who have had less than two years of instruction in an English language learners program.
- b. Students requiring special education whose individualized education program indicates that participation in a locally determined or statewide assessment required by this chapter is not appropriate, consistent with the requirements of rules adopted by the state board of education for the administration of Iowa Code chapter 256B.
- c. Students who demonstrate an acceptable level of performance on an alternative performance measure approved pursuant to subrule [62.3\(2\)](#).
- d. Students who demonstrate mastery through a student portfolio under alternative performance measures approved pursuant to subrule [62.3\(3\)](#).
- e. Students who have received intensive remediation in reading for two or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten, grade one, grade two, or grade three. Intensive reading instruction for students so promoted must include an altered instructional day that includes specialized diagnostic information and specific reading strategies for each student. The school district shall assist attendance centers and teachers to implement reading strategies that research has shown to be successful in improving reading among low-performing readers.

Beginning May 1, 2017 the district must offer an intensive summer reading program for any student in grades k-3 who exhibits a substantial deficiency in reading

## 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) Eyewitness observations of school personnel;
- (2) Information received from reliable sources;
- (3) Suspicious behavior by the student; or
- (4) The student's past history and school record in conjunction with one or more of the three items above.

B. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search, to be determined based 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; and
- (4) The exigency requiring the search without delay.

### II. Types of Searches

#### A. Personal Searches

1. 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.

2. Personally intrusive searches will require more compelling circumstances to be considered reasonable.

(a) Pat-Down Search: If a pat-down search or a search of a student's garments (such as clothes, socks, pockets, etc.) is conducted, it shall be conducted in private, unless an emergency exists affecting health & safety of students or personnel, by a school official of the same sex and with another adult witness, of that same sex, present. (Same sex note necessary if search does not involve touching a person or removal of normal clothing- i.e. searches of a jacket, sweater, etc.)

(b) 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 an adult of the same sex present, unless the health and safety of students will be endangered by the delay.

(c) It is recognized that strip searches, body cavity searches and the use of a drug sniffing animal to search a student's body are not to be permitted under Iowa statute.

## ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS POSSESSION

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials. Students are not to bring any type of knife to school. Refer to school board policy.

## 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 reasonable and valid interest in insuring 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 upon at least 24 hours notice of the date and time of the inspection. Iowa law now allows some locker searches without notice. The student may be present during this search.

Any contraband discovered during such searches shall be confiscated by the administration. The administration may try to correct the problem through counseling, parental involvement medical referrals, or other such referrals 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.

## DEFINITIONS

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The terms "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved, whether they are school sponsored, school-approved, or an event or activity held on or off school grounds.

## TOWN BUS STOPS - New Sharon bus pick-up/drop off

Bus stop locations are published annually in the registration materials. Parents are to let the school know what bus stop they would like their child picked up and dropped off. Parents will need to let the school know if there is any change at any time otherwise the location will stay the same.

## HOT LUNCHESES/BREAKFAST

A lunch will be available to all students. Both school buildings will be using a computer lunch management program. There will be no lunch tickets purchased. Parents may send an amount of money to school, which will go into their child's account. **The school does not charge meals to any student.**

Current Student Prices are:

|                               |                                   |
|-------------------------------|-----------------------------------|
| 20 day lunch ticket - \$50.20 | 20 day breakfast ticket - \$24.00 |
| 5 day lunch ticket - \$12.55  | 5 day breakfast ticket - \$ 5.50  |
| 1 day lunch ticket - \$ 2.51  | 1 day breakfast ticket - \$ 1.10  |

Current Adult Prices are:

|                               |                                   |
|-------------------------------|-----------------------------------|
| 20 day lunch ticket - \$67.00 | 20 day breakfast ticket - \$22.00 |
| 5 day lunch ticket - \$16.75  | 5 day breakfast ticket - \$ 6.00  |
| 1 day lunch ticket - \$ 3.35  | 1 day breakfast ticket - \$ 1.20  |

One half pint of milk is served as part of the lunch. Students wanting extra milk at lunch may do so by purchasing a single carton. Single cartons are \$.25.

Any student that brings their lunch and does not bring something with them to drink and wants to purchase a carton of milk may do so at the single carton price of \$.25.

The following is the approved Hot Lunch Program Policy.

### HOT LUNCH PROGRAM POLICY

These three steps are followed in the notification of students and parents of low hot lunch balances:

1. Tell the student
2. Send a note home
3. Call the parent

The breakfast, lunch, and additional milk participation will be together. There will not be a separate account for each item.

Lunch and milk prices are subject to change depending upon the reimbursement rates for the Federal and State government. The Federal grant setting up the school lunch program states meals must be available to all students regardless of the ability to pay. If your child received free or reduced price lunches last May, he or she will receive reduced or free meals the first week of school. Applications must be turned in before the second week so that we may determine whether your child is eligible for free or reduced meals for this year. An Application is included with this handbook. If the Application is not turned in by the first week of school, lunches will be full price until the Application is turned in and been approved or denied. Money can be paid to your family lunch account in the school office or on line at *Payforit*.

A breakfast program is being offered at the Elementary and High School. Any student that is eligible for free or reduced lunches is automatically eligible for free and reduced breakfasts. Extra milk in addition to a carton of milk provided with free and reduced meals will cost an additional .25 a carton.

Breakfast is served at 7:50 for elementary students. Any student wishing to eat breakfast should go directly to breakfast when arriving at school.

### STUDENT INSURANCE

The school no longer offers student health and accident insurance. Parents may purchase insurance for their children at their discretion through hawk-i. Parents who would like more information about student health insurance through hawk-i should contact the school office or hawk-i directly at **1-800-257-8563**.

### WAIVER OF STUDENT FEES

Students whose families meet the income guidelines for free and reduced price lunches, the Family Investment Program (FIP), Supplementary Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe that they may qualify for temporary financial hardships should contact the building principal for a waiver form. A waiver form is required for all waivers. A waiver does not carry over from year to year, and therefore must be completed on an annual basis.

### INCLEMENT WEATHER

When school is canceled because of inclement weather prior to the start of the school day, students and parents are notified over radio and television stations. The missed day may have to be made up at a later date. Cancellations are made on the following stations: KGRN-AM (1410) Grinnell, KBOE-FM (104.9) Oskaloosa, KBOE-AM (740) Oskaloosa, KISS-FM (101.5) Oskaloosa, WHO-AM (1040) Des Moines, KCCI-TV (Channel 8), WOI-TV (Channel 5) and WHO-TV (Channel 13).

If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. The superintendent determines whether buses will follow the regular routes. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the student's school.

Extracurricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and rescheduled. The Principal and/or Athletic Director may determine whether to hold extracurricular activities or practices.

## **STUDENT HEALTH, WELL-BEING AND SAFETY**

### **SMOKE FREE AIR ACT**

By state law, tobacco use is prohibited on any school grounds, in any school facility, in any school vehicle, or at any public school activity. This includes smoking in private cars or vehicles parked on school property or at any outdoor school sponsored activities such as football games or golf meets. Designated smoking areas are not allowed.

### **EMERGENCY DRILLS**

Periodically the school holds emergency fire and tornado drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rule and regulations may be reported to law enforcement officials.

The safety and well-being of the students is very important to the staff of the school district. It is very important for everyone in the school to conduct themselves carefully and with concern for their own safety. We encourage students to notify teachers or administration of risks of injury or harm to themselves or others. Students should always be courteous when passing in the hallways with no running or yelling. Students should obey pedestrian and bicycle safety rules.

The North Mahaska Community School District does comply with the U.S. 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.

### **SCHOOL NURSE**

The North Mahaska School District will have a school nurse available part time. The nurse is here daily from 8:00 AM to 2:00 PM.

### **IMMUNIZATIONS**

Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without the proper certificate are not allowed to attend school until they receive the immunizations or the student makes arrangements with the principal. Only for specific medical or religious purposes are students exempted from the immunization requirements. Parents who have questions should contact the office. Preschool, Prekindergarten, and kindergarten students will not be allowed to attend school without proper immunization records, or permission from the county nurse and/or principal. Dental and Lead screenings are also required for all kindergarten students.

For the purposes of immunization law, health care provider means doctor, physician's assistant, registered nurse, nurse practitioner, certified public health nurse, school nurse or officer of a local public health department.

Iowa law, effective July 3, 1991, required all children entering kindergarten to have received two doses of measles, mumps and rubella vaccine prior to entry. The first dose shall have been given after 12 months of age. The second dose having been given after the child's fourth birthday. Three doses of DPT and polio are also required, one dose having been given after the child's fourth birthday. Beginning with the 1999-2000 school year students must have received three doses of hepatitis-B vaccine. Also required is the varicella vaccine or proof for chickenpox with the date given.

#### BLOOD TESTING REQUIRED BEFORE SCHOOL ENTRY

All Iowa school children must have proof of a blood lead test before starting kindergarten, or as soon after that as the parents are notified that the child needs a test. There is a religious exemption, and a form can be obtained from the school or the Iowa Department of Public Health that must be filled out and notarized.

#### DENTAL SCREENINGS

House File 906, which was passed by the 2007 legislature and is effective July 1, 2008, requires all children entering elementary and high school to have a dental screening. The purpose of the dental screening requirement is to improve the oral health of Iowa's children. Dental screenings will facilitate early detection and referral for treatment of dental disease; reduce the incidence, impact, and cost of dental disease; inform parents and guardians of their children's dental problems; encourage the establishment of effective oral health practices early in life; promote the importance of oral health as an integral component of preparation for school and learning; and contribute to statewide surveillance of oral health. Parents must provide evidence of the completion of the screening to the school district prior to the age of 6.

#### VISION SCREENINGS

The Iowa house and senate have passed a bill requiring vision testing for children before they start kindergarten and again as they approach third grade.

The legislation requires vision screening by a licensed ophthalmologist or optometrist or at a physician's office, child care center, free clinic or health department. The screening can also be performed at a school or even via an online screening conducted by a parent or guardian.

#### PHYSICAL EXAMINATIONS

Parents are encouraged to have their children receive periodic physical examinations. Children entering Pre- Kindergarten or Kindergarten shall submit a certificate of health from a licensed physician.

#### ADMINISTRATION OF MEDICATION

Students may need to take prescription or non-prescription medication during school hours. The school must know the medications a student is taking in the event the student has a reaction or

illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication. A Medication form signed by the parent with the correct information must accompany the medicine.

Medication is held in a locked cabinet and distributed by the school nurse or school office personnel. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of student; name of medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents.

No medication of any kind (aspirin and Tylenol included) will be given to students unless the authorization form is on file. Only medication prescribed by a physician will be given. For aspirin or Tylenol, an authorization form must still be signed by the parent or guardian.

#### STUDENT ILLNESS OR INJURY AT SCHOOL

A student who becomes ill or is injured at school must notify his or her teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency form. If the student is too ill to remain in school, the student is released to the student's parents or sitter if parent can't be notified, or another person approved by the parents. The student may return to school after they have been fever free for 24 hours.

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible. The school contacts emergency medical personnel if necessary and attempts to notify the parents where the student has been transported for treatment.

#### COMMUNICABLE AND INFECTIOUS DISEASES

Students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or employees. If there is a question about whether a student should continue to attend classes, the student shall not attend class or participate in school activities without their personal physician's approval. Infectious or communicable diseases include, but are not limited to, mumps, measles and chicken pox.

#### **Recommended exclusion from school for communicable diseases:**

Chicken pox - minimum of 7 days from onset of pocks unless a physician's statement is otherwise.

Scarlet Fever, Scarlatina, Strep Throat - 7 days from onset if untreated or 24 hours after antibiotics, unless a physician's statement is otherwise.

Scabies - Until adequately treated by a physician.

Impetigo - At the discretion of the principal - until physician permits return

Fever, vomiting, or diarrhea –minimum of 24 hours symptom free



A student shall notify the building principal, or superintendent, when the student learns he/she has a communicable disease. It shall be the responsibility of the principal, or superintendent, when upon investigation has knowledge that a reportable communicable disease is present, to notify the Iowa Department of Public Health.

The parent should be prepared to provide a physician's statement before and after the recommended exclusion from school, if requested. The above precautions are from the welfare of children who have the disease and for the other children in school.

### HEALTH SCREENING

Throughout the year, the school district may sponsor health screening for vision, hearing, scoliosis and height and weight measurements. Students are automatically screened unless the parent submits a note asking the student be excused from the screening. The grade levels included in the screening are determined annually. Upon a teacher's recommendation and with parental permission, students not scheduled for screening may also be screened.

Referral forms for speech, hearing, psychological testing, social work, etc. are available in the elementary school office. Please visit with your child's classroom teacher or the principal if you have questions about the referral process.

### SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Marta Shafer at 637-4041, or Dave Crofts at 637-4187 as its Level I investigators. The alternate Level I investigators are Angela Livezey at 637-4041 or Doug Ray at 637-4187.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

Sexual abuse includes, but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially

interfering with the student's academic performance by creating an intimidating, hostile or offensive educational environment.

### HOW TO FILE A REPORT IF YOU SUSPECT THE ABUSE OF A STUDENT BY A SCHOOL EMPLOYEE

Any person who has knowledge of an incident of abuse of a student committed by a school employee may file a report with a designated investigator or any other school administrator. To generate an investigation, the report must include basic information showing that the victim of the alleged act or omission of the school employee meets the definition of abuse, and that the person allegedly responsible for the abuse is a school employee.

The report shall be in writing, signed and witnessed, and shall contain all of the following:

- A. The full name, address, and telephone number of the person filing.
- B. The full name, age, address, and telephone number of the student.
- C. The name and place of employment of the school employee(s) or agents who allegedly committed the abuse.
- D. A concise statement of facts surrounding the incident, including date, time and place of occurrence, if known.
- E. A list of possible witnesses by name, if known.
- F. Names and locations of any and all persons who examined, counseled or treated the student for the alleged abuse, including the dates on which those services were provided, if known.

The following have been appointed by the Board of Directors as Level I investigators: Marta Shafer 637-4041 or Dave Crofts 637-4187. Alternate investigators: Angela Livezey 637-4041 or Doug Ray 637-4187.

### **Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention**

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

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education’s web site: [www.iowa.gov/educate](http://www.iowa.gov/educate).

*(Normal detention and suspension of students as currently practiced at North Mahaska is allowed by this law.)*

### INITIATIONS, HAZING OR HARASSMENT

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, color, religion, national origin, sex, disability, age or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs or activities;
  - Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
  - Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile working or learning environment.
- 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; and
  - Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

**Harassment 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, job, etc.; and
- Demeaning jokes, stories or activities.

Harassment 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 should:**

- Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or principal to help.

**If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should;**

- tell a teacher, counselor or principal; and
- write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
  - \*\* What, when and where it happened;
  - \*\* Who was involved?
  - \*\* Exactly what was said or what the harasser did;
  - \*\* Witnesses to the harassment;
  - \*\* What the student said or did, either at the time or later;
  - \*\* How the student felt; and
  - \*\* How the harasser responded.

HOMELESS CHILDREN AND YOUTH

The District shall make reasonable efforts to identify homeless children and youth of school age within the District, encourage their enrollment and eliminate existing barriers which may exist in District policies or practices to their receiving education.

A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent or abandoned building or some other form of shelter not designated as permanent; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age.

So that enrollment of homeless children and youth of school age may be facilitated the following policy areas shall be modified as necessary: school records, immunization requirements, waiver of fees and charges, enrollment requirements/placement, residency and transportation. All services, which are available to resident students, shall be made available to homeless children or youths enrolled in the District. Services include special education, talented and gifted programs, vocational education, English as second language programs, health services and food and nutrition programs.

#### CHILD ABUSE REPORTING

The Board of Directors strongly supports Chapter 232 of the Iowa Code and requires that all employees who are mandatory reporters under this chapter be familiar with the requirements therein. The Code of Iowa requires mandatory reporters (certified school employees, social workers, health practitioners, certified psychologists, licensed day care facility employees, Mental Health Center staff and peace officers) to report to the Department of Human Services all instances of suspected child abuse involving students. The law further states that any mandatory reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor.

#### FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The act provided for access by parents to permanent school records and an opportunity to challenge any content which may be inaccurate, misleading or inappropriate.

The North Mahaska Community School district collects and maintains records on each student in order to facilitate instruction, guidance, and educational progress of the student. The records contain information about the student and his/her education, and may include but are not limited to the following type of records: family background data, aptitude tests, educational-vocational plans, honors and activities, observations, and external agency reports.

The records of each student are located in the school building in which he/she attends.

The following persons, agencies, and organizations may have restricted access to student records without prior written consent of the parent or student over the age of 18 years. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School officials and teachers with legitimate educational interest.
2. Officials of other schools in which the student proposes to enroll.

3. Representatives of state and local government when auditing and evaluating federal education programs.
4. In connection with a student's educational financial aid application.
5. Government officials to whom information is to be reported under the state law adopted prior to 11/19/1974.
6. Organizations which process and evaluate standardized tests.
7. Accrediting organization for accrediting purposes.
8. Parents of dependent children regardless of the child's age.
9. In connection with an emergency.

Student's records are reviewed and inappropriate material is removed periodically. At a minimum, this occurs when a student moves from elementary school to junior high/high school and when a student transfers out of the district. Those records not of permanent importance are destroyed within three years of graduation or discontinued attendance.

Parents of students under age 18 and students over 18 may exercise the opportunity to review the educational records of students, to obtain copies of the records, to write a response to material in the record, to challenge the content of the records on grounds of inappropriateness, inaccuracy or invasion of privacy, and to have the records explained.

The procedure to be followed in exercising any of the rights under school policies or rules may be obtained from any of the aforementioned persons responsible for the maintaining of student records in each building.

## **STUDENT ACTIVITIES**

### FIELD TRIPS/OPEN HOUSE

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip unless extenuating circumstances approved by the principal. Absences in other classes or school activities due to attendance on field trips or excursions are considered excused absences.

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperons and guides with respect and courtesy.

Prior to attending a field trip, students must return a note signed by the student's parents. Registration field trip permission may be used when determined by the principal.

### ACTIVITY BUS

The school district may sponsor an activity bus to transport students to school activities. A fee may be charged to students riding the activity bus. Riding on the activity bus is a privilege that can be taken away.

Students who ride an activity bus must ride to and from the event on the bus. Students ride home on the activity bus unless prior arrangements have been made with the principal or the student's parents personally appear and request to transport the student home.

#### STUDENT FUNDS AND FUND RAISING

Students may raise funds for school activities upon approval of the principal prior to the fund raising event or the start of a fund raising campaign. Funds raised remain in the control of the school district and the board. School sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

#### STUDENT ACTIVITY TICKETS

Students may purchase a student activity ticket for admission to certain school district activities. Students not wishing to purchase an activity ticket must pay regular prices at school district activities.

#### ASSEMBLIES

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away.

Students who are not attending assemblies shall report to the office during assemblies.

### **STUDENT RECORDS**

#### EDUCATIONAL RECORDS

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

#### ANNUAL NOTICE STUDENT DIRECTORY INFORMATION

The Principal or person in charge of each attendance center may release the following types of information to the public as they see fit, keeping in mind the privacy of the students and the student's family, and the totality of the surrounding circumstances: Name, address, telephone listing, date, and place of birth, major field of study, participation in official recognized activities and sports, weight and height of members of the athletic teams, date of attendance, degrees and awards received, and the most recent previous school or institution attended by the students.

Any parent objecting to the public release of such information must file a written objection with the aforementioned person responsible for maintaining students records in each building and that information objected to shall not be publicly released. Opt out forms are available in the high school office.

#### PROCEDURES FOR STUDENTS WHO ARE TRANSFERRING TO ANOTHER SCHOOL OR SCHOOL DISTRICT

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents notified that the student's records have been sent are given an opportunity to view the student's records that were sent and a right to a hearing to challenge the content of the student's records that were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

#### STUDENT PHOTOGRAPHS

Student pictures are taken in the fall of each year and sometimes spring pictures. Picture information is sent home prior to the picture date. Parents are not required to purchase pictures.

### **MISCELLANEOUS INFORMATION**

#### BUSES AND OTHER SCHOOL DISTRICT VEHICLES

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct.

Persons riding in school district vehicles shall adhere to the following rules. The driver, sponsor and chaperones are to follow the school district policies, rules and regulations for student violations

Riders must be at the designated loading point before the arrival time.

Riders must wait until the vehicle comes to a complete stop before attempting to enter.

Riders must not extend arms or heads out of the windows at any time.

Aisles must be kept cleared at all times.

Riders shall load and unload through the right front door.

The emergency door is for emergencies only.

Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.

The driver may assign riders a seat.

Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or replacement.

Riders are not permitted to leave their seats while the vehicle is in motion.

Loud and vulgar language is prohibited.

Waste containers are provided on all vehicles for the riders' use.  
Permission to open and close windows may be needed from the driver.  
Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.  
The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.  
Riders should assist in looking after the safety and comfort of younger riders.  
Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.  
Riders must not throw objects about the vehicle not out through the windows.  
Shooting paper wads squirt guns or other material in the vehicle is not permitted.  
Riders must keep their feet off the seats.  
Roughhousing on the vehicle is prohibited.  
Riders must refrain from crowding or pushing.  
The use or possession of alcohol, tobacco or look-a-like substances is prohibited in the vehicle.

Bus routes will provide transportation for North Mahaska Students. The school district is doing everything possible to insure the safety of the children and at the same time provide dependable and convenient service. A successful transportation program involves the bus driver, the student and the parent. Riding the bus is a privilege and you should treat it as such. A student's bus riding privileges can be suspended for breaking the rules or for any behavior that disrupts the safe operation of the bus. Bus drivers will take care of the minor problems without a written warning at their discretion.

**First Offense:**

Students will receive a written warning and a copy will be sent to the parent(s). A student may be suspended on the first offense, (without warning) depending on the severity of the offense.

**Second Offense:**

The students' privileges may be suspended for up to 3 days.

**Third Offense:**

The students' privileges may be suspended for up to 10 days.

**Subsequent Offenses:**

A student can be suspended by Board action for the remainder of the year if problems would continue beyond the third offense.

**CHEATING**

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources or similar cheating is not tolerated.



## COMMUNICATIONS TO AND FROM SCHOOL

When sending a note or money to school, the student should receive clear instruction from the parents about who is the appropriate person to receive the note or the money. Also, the school regularly sends notes and papers home with students. Parents need to remind their child to notify them of notes or papers from school for the parents. Parents are responsible for knowing the contents of the notes or papers sent home.

## DUAL ENROLLMENT STUDENTS

Home school or home school assistance program students enrolled in classes or participating in school activities in the school district are subject to the same policies, rules and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the elementary principal.

## HUMAN GROWTH AND DEVELOPMENT

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction. An alternative curriculum may be requested by the principal. It is our hope that the parent and staff can work together to obtain an alternate curriculum.

## INTERFERENCES IN SCHOOL

Students may not possess radios, televisions, pets, water guns and other similar items on school grounds or at school activities. The items are taken away from the students and may be returned at a later date.

## WEAPONS

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

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

## INSPECTION OF EDUCATIONAL MATERIALS

Parents and other members of the school district community may view the instructional materials used by students in the office. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the building principal.

## LEGAL STATUS OF STUDENTS

If a student's legal status, such as a student's name or the student's custodian arrangement, should change during the school year, the parent or guardian must notify the school district. The school

district needs to know when these changes occur to ensure that the school district has a current student record.

#### TELEPHONE USE DURING THE DAY

Generally, students receiving telephone calls during school hours are not called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call. Teachers will provide permission for students to make necessary telephone calls home.

#### VISITORS

Visitors to the school grounds must check in at the principal's office. If a student wishes to bring a guest to school, the student must receive permission from the principal and classroom teacher prior to the guest's visit.

#### PARENT/TEACHER VISITS

If a parent comes to school before and/or after hours to visit with a teacher, please check with the office so we can help locate the teacher. They may be in a meeting in another location within the building.

### **STUDENT RIGHTS AND RESPONSIBILITIES**

#### SCHOOL ATTENDANCE

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the board. Truancy is the act of being absent without a reasonable excuse. Truancy will not be tolerated by the board.

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, At-Risk Coordinator, or guidance counselor may initiate contact via telephone, email, home visit, 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.

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, and the student/parent may be referred to the county truancy officer.

The Principal shall investigate the cause for a student's truancy. If the Principal is unable to secure the truant student's attendance, the Principal shall refer the matter to a mediator for mediation (Truancy Intervention Process).

Students who know they will be absent must notify the office prior to absence. If advance notification is not possible, parents must notify the office at 637-4041 on the day of the absence prior to 8:30 A.M. If notification is not received, the office attempts to contact the parents at their emergency number. Before a student is readmitted after an absence, the student must bring a note signed by the student's parents or call the office explaining the reason for the absence. Otherwise, it is an unexcused absence.

The school determines whether an absence is excused or unexcused. Excused absences include, but are not limited to, illness, family emergency, recognized religious observances and school activities. Students are expected to be in class on time. Being tardy for class is considered an unexcused absence unless approved by the principal.

Students who need to leave school during the school day must receive permission from the office and have a note signed by the student's parents, have their parents telephone the office or have their parents pick them up. Students who return to class or arrive after the school day has begun must present a signed note from their parents to the office for readmission, without this admission slip, students are considered absent.

If the student arrives after the tardy bell, they are to report to the principal's office for a tardy slip. An attempt will be made to inform the parent of any unexcused tardiness. Tardy is also considered not being in your homeroom at 8:30 without teacher's excuse. If you arrive late to school because the bus is late, this is not counted as being tardy.

If a student arrives between 8:30 and 8:45 and they have been to a doctor, dentist, etc. they are not counted Tardy.

If a student arrives between 8:30 and 9:30 they are counted Tardy. If they arrive after 9:30 they are counted 1/2 day absent.

If a student leaves anytime before 2:00 they are counted 1/2 day absent.

Students participating in school activities must be in school at least one-half day on the day of the event in order to participate in a school activity. The remaining half-day is considered an excused absence. Only in extraordinary circumstances, may this rule be waived by the principal.

All Absences are recorded and become part of the permanent record and will remain a permanent part of the official school file. The administration has the right to investigate absences, even when excuses are furnished by the parents, if there is reason to believe the absence was not justified. Iowa has a compulsory attendance law which makes parents responsible for their children's regular attendance (Iowa Code).

### **TRUANCY LAWS OF THE STATE OF IOWA**

1. A "TRUANT" IS DEFINED AS A CHILD WHO HAS REACHED THE AGE OF SIX AND IS UNDER THE AGE OF 16 YEARS BY SEPTEMBER 15 WHO FAILS TO ATTEND SCHOOL WITHOUT A REASONABLE EXCUSE FOR BEING ABSENT.

2. A PARENT, GUARDIAN, OR LEGAL OR ACTUAL CUSTODIAN OF A CHILD WHO IS OF COMPULSORY ATTENDANCE AGE IS RESPONSIBLE FOR THE CHILD ATTENDING SCHOOL.

3. THE SCHOOL BOARD MAY APPOINT A PERSON AS A TRUANCY OFFICER TO ENFORCE THE TRUANCY LAWS WITHIN THE SCHOOL DISTRICT.

4. THE TRUANCY OFFICE HAS THE AUTHORITY TO TAKE ANY TRUANT CHILD INTO CUSTODY AND DELIVER THEM TO SCHOOL.

5. IF THE SCHOOL'S EFFORTS TO GET A CHILD BACK TO SCHOOL ARE UNSUCCESSFUL, THE SCHOOL IS REQUIRED TO TURN THE CASE OVER TO THE COUNTY ATTORNEY FOR MEDIATION OR PROSECUTION.

6 A PERSON WHO VIOLATES AN AGREEMENT REACHED THROUGH MEDIATION OR WHO REFUSES TO PARTICIPATE IN MEDIATION IS, UPON CONVICTION, GUILTY OF A MISDEMEANOR AND CAN BE PUNISHED BY IMPRISONMENT OR A FINE. THE COURT CAN ALSO ORDER THE PERSON TO PERFORM UNPAID COMMUNITY SERVICES INSTEAD OF ANY FINE OR IMPRISONMENT.

7. A CHILD WHO DOES NOT ATTEND A PUBLIC SCHOOL, AN ACCREDITED NON-PUBLIC SCHOOL, COMPETENT PRIVATE INSTRUCTION, AN ALTERNATIVE SCHOOL, ADULT EDUCATION CLASSES, OR WHO IS NOT EMPLOYED AT LEAST TWENTY HOURS PER WEEK IS NOT ENTITLED TO A MOTOR VEHICLE OPERATOR'S LICENSE UNTIL THE PERSON IS 18 YEARS OF AGE. A PERSON UNDER THE AGE OF 18 YEARS OF AGE WHO HAS BEEN ISSUED A MOTOR VEHICLE LICENSE, AND WHO DOES NOT ATTEND SCHOOL IS REQUIRED TO SURRENDER THEIR DRIVER'S

LICENSE TO THE DEPARTMENT OF TRANSPORTATION, AND MAY BE ISSUED A TEMPORARY RESTRICTED LICENSE.

Students are responsible for arranging to make up schoolwork and are allowed to make up schoolwork only upon the approval of their teacher. Students who know they are going to be absent prior to an absence must make arrangements with their teachers in advance to make up schoolwork. Students have 2 days for each day absent to make up schoolwork upon return from the absence.

### STUDENT LOCKERS

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

You will be assigned a locker, it is expected that you retain that locker or make arrangements with the office to obtain another one. You are expected to keep your locker neat. The outside of the locker can not be decorated except with posters issued by teachers or the school activity sponsors. You are responsible for anything you put into your locker. For this reason it is suggested you leave valuables at home.

Administrators do have the right to inspect lockers without notice. In this case, the student must be present. (See locker searches pg. 11)

### DRESS CODE

Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment. Short shorts are inappropriate clothing. Hooters shirts, Coed Naked shirts, Big Johnson shirts, Beavis and Butthead shirts, and the like are not allowed. Students can be subject to suspension for violation of this rule.

Students are prohibited from wearing clothing advertising or promoting items illegal for use by minors including, but not limited to, alcohol or tobacco; advertise bars or taverns from wearing clothing displaying obscenity, profanity, vulgarity, racial or sexual remarks, making reference to prohibited conduct or similar displays. The principal makes the final determination of the appropriateness of the student's appearance. Students inappropriately dressed are required to change their clothing.

### CARE OF SCHOOL PROPERTY

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

### BIKING TO SCHOOL

All bicycles are to be parked at the north side bicycle rack. Once the student reaches the school grounds, the bike must be parked until school is dismissed or permission from the principal is given.

### PHYSICAL EDUCATION

Students in grades K-6 will have P.E. twice a week. Students in sixth grade may be required to shower after P.E. The sixth grade student will furnish their own gym clothes, which will be described by the gym teacher. Students will be required to have gym shoes while participating on the gym floor. Sixth grade students will be assigned a locker.

A signed note (preferably by a physician) must be presented to the gym teacher if an excuse from participation is needed. Permission from the principal may be required. A note from the physician may be required.

### HEALTHY KIDS ACTS

In 2008, the Iowa Legislature enacted the “Healthy Kids Act”, **requiring that all students in grades 6-12 engage in physical activity for a minimum of 120 minutes per week in which there are at least five days of school.** The law also requires that we monitor how students fulfill this requirement.

## **STUDENT SCHOLASTIC ACHIEVEMENT**

### FIFTH AND SIXTH GRADE STUDY SKILLS

The fifth and sixth grade format will be a semi-departmental program where students will work with 5th and 6th grade teachers. We would like for your child to have an assignment book (being provided), 3 pocket folders to keep their papers organized and a plastic pencil holder. We feel this material has proven to be very helpful in keeping your child's material organized.

If you have any questions about the semi-departmental program, please contact a 5th or 6th grade teacher or the elementary principal.

### GRADE REPORTS / GRADING / RETENTION

Students receive progress reports in the form of report cards at the end of each quarter and semester. Students who have concerns about their child’s report should talk to their teacher(s) to determine how they can improve their performance.

Students who receive an incomplete in a class must complete the class within 1 week after the start of the next quarter. Extensions may be granted by the teacher with the permission of the principal. Failure to finish an incomplete may result in a failing grade.

Two methods of reporting student progress to parent will be used by the North Mahaska School District. Report cards will be sent home following each quarter and parent-teacher conferences will be scheduled in the fall and spring. Mid-quarter reports will also be sent home. Parents wishing a conference with a teacher at anytime during the school year, should call the principal or teacher and make arrangements.

Elementary conferences will be scheduled twice a year, and you will be notified of the date and time.

### **GRADING**

The North Mahaska Elementary uses Standards Based Reporting for K-6. Teachers report what students know and are able to do relative to the academic standard. **The following markings will be used for reporting: R- Reinforcement needed P- Progressing adequately M- Meets expectations**

In the spring of 2008, the Iowa Core was signed into law. The Iowa Core outlines Essential Concepts and Skill Sets that all students should be exposed to in grade level bands in the subjects of: literacy, math, social studies, science, and 21<sup>st</sup> century skills. All schools are expected to implement the Iowa Core in 2012 for grades 9-12 and 2014 for grades K-8.

Reporting student progress on the essential skills and concepts at the elementary level requires a different method of reporting. The new method of reporting is called standards based reporting. The new method of reporting will provide parents with essential skills and concepts and skill sets all students should know, understand, and be able to do by the end of each grade span or grade level. The purpose of standards-based reporting is to raise the student achievement by clearly communicating students' progress toward learning targets.

Standards-based reporting aligns grading with the state academic standards as measured by consistent and accurate student achievement data and common criteria for grading. Standards-based reporting also accurately communicates achievement of learning targets to students, parents, and educators. The influence of positive and consistent work habits on student learning is reported separately from the academics.

### **RETENTION**

Promotion practices in the North Mahaska Community School District shall have as their objective the placing of a student in the environment where their 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 is to be retained in the same grade or class for another year.

### **HOMEWORK**

Teachers assign homework, extra class activities or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities or to make up incomplete class work. Students are expected to complete homework on time. Failure to complete homework may result in loss of class credit and a failing grade in the class.

### **STANDARDIZED TESTS**

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students and for the school district. Students are tested unless Individual Education Plan (IEP) indicates differently. Students participating in Title I or potential Title I students may be given reading and/or math evaluations to report school growth to the state office. The talented and gifted program may administer a standard test to help determine eligibility to the program.

### PRESIDENTIAL AWARD

To be eligible for the President's Award for Educational Excellence, students must maintain a grade point average of 3.5 and achieve in the 85th percentile or higher in math or reading on the Iowa Assessments throughout 4th, 5th, and 6th grade.

The President's Award for Educational Improvement recognizes students that show outstanding educational growth, improvement, and commitment to their learning. This award is presented at the conclusion of 6th grade.

## **STUDENT DISCIPLINE**

### DISCIPLINE

School discipline is an issue everyone is concerned about. Parents, teachers, students, administrators - everyone wants learning to occur at our school. In order for that to happen, we need cooperation from everyone so there is a caring, orderly atmosphere in the classroom, cafeteria, halls, gym or playground.

Students will show all adults equal and due respect. With the many faculty members and guests in our building, it is important to remember this at all times. Students should obey each teacher and associate even if they are not in the teacher's class. Any profanity and disrespectful language or actions toward staff members will not be tolerated.

Passing in halls should be orderly and as quietly as possible. Loud talking, running and conduct not in line with orderly passing will not be accepted. 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. If you do not, there will be natural consequences that accompany your actions.

At North Mahaska Elementary School we will be implementing Positive Behavior Intervention and Supports. Positive Behavior Interventions and Supports is a school-wide program supported by research. Schools who have implemented PBIS have seen an increase in student achievement and positive school climate. With the implementation of PBIS, students better understand behavioral expectations, less time is spent redirecting students, and more time is available for instruction. In additions, the school environment is conducive to students feeling safe and connected.

The underlying theme is teaching behavioral expectations in the same manner as any core curriculum subject.



The school will focus on three to five behavioral expectations that are positively stated and easy to remember. In other words, rather than telling students what not to do, the school will focus on the preferred behaviors and positively reinforce the desired behaviors.

At this time, the three behavioral expectations we are focusing on are respect, responsibility and safety.

Some basic steps are followed to deal with behavior problems when they occur:

1. Our goal is to have the students recognize what they have done.
2. Determine if it was the right thing, and
3. Plan a better course of action in the future.

We want to help students learn they are responsible for their own actions. When they decide to do something that is wrong, they will learn there are natural consequences to their actions. At the same time, when they do what is right, our goal is to give them recognition for that behavior. When a student misbehaves and disregards the school rules, the Consequences may include:

- "Time out" in isolation in their classroom
- Verbal reprimand
- Behavioral contract with student
- Counseling
- Writing behavioral essays
- Withdrawal of privileges (as in no recess)
- Parent Conference
- Referrals for evaluation
- Principal's "Time Out" area
- Detention
- Suspension

Other behavior modification activities may be used. The degree of Consequence is related to the severity of the misbehavior and continuation of the misbehavior.

Persistent behavior problems with a youngster may warrant referrals to outside agencies for assistance, such as social workers, psychologists, and behavior design interventionists.

#### DETENTION

Students may be retained by the staff after dismissal for disciplinary reasons. The school will not be held responsible for transportation of students who are retained. Unless there is an emergency, a town student may stay the same afternoon the problem occurs. A rural student may stay the same afternoon or the following school day afternoon if transportation needs to be arranged.

#### SUSPENSION AND EXPULSION - ELEMENTARY

Students may be suspended by the principal or superintendent for a reasonable time. Only the Board of Education can exclude or expel a student from school.

## SUSPENSION

Students may be suspended for misconduct and in violation of school district policies by those school officials designated by the school board. For suspensions of three (3) days or less:

1. Prior to suspension, a hearing shall be held with the student at which the student is given oral or written notice of what he or she is accused of doing.
2. During the hearing the student shall be told the basis for the accusation and shall be given an explanation of the evidence. It may be advisable to have the person who observed the misconduct present when this accusation and explanation is given. An effort shall be made to involve the parent or guardian in this hearing.
3. The student shall be given an opportunity during the hearing to present his or her side of the story.
4. The hearing may be held immediately following the notification of alleged misconduct as provided in No. (1) Above.
5. A student may be immediately removed 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 followed as soon as practical.
6. Immediately following the suspension of a student his or her parents shall be notified in writing that suspension has occurred and the reason(s) therefore.

## EXPULSION

The Board of Education may, by a majority vote, expel any student from school for a violation of rules and regulations approved by the Board of Education when the presence of the student is considered to be detrimental to other scholars or to the purpose for which school is conducted.

The following are some of the behaviors that may warrant suspension or expulsion:

- A. Use or possession of tobacco on school property, including chewing tobacco.
- B. Open or persistent defiance of authority and/or school rules and regulations, including verbal abuse or recognizable derogatory gestures.
- C. Striking or assaulting any student or school employee.
- D. Threat of physical assault or intimidation of other including efforts to obtain money or materials of value.
- E. Damaging school property-vandalism.
- F. Profanity or obscenity.
- G. Theft.
- H. Failure to abide by corrective measures for misconduct.
- I. Possession of an instrument or weapon designed to produce serious bodily harm.
- J. Use, sale or possession of narcotics, look-alike drugs, or intoxicating liquors.
- K. Habitually creating classroom disturbances.
- L. Habitually arriving at class without required materials.
- M. Habitual absence or tardiness.
- N. Gambling.
- O. Other inappropriate behavior.

## **MISCELLANEOUS**

## CAFETERIA

The school district operates a lunch and breakfast program. Students may either bring their own lunches to school or purchase a lunch, including milk.

If cafeteria privileges are suspended, students will report to eat in a supervised area. We want the lunchtime to be an enjoyable time of the day. It doesn't take much to make it quite noisy in our lunchroom. Students need to limit unnecessary noisy talking. Respect for the program, food, cooks and good manners must be maintained.

## LIBRARY

The school library is available to students during school hours. The library is a place for study and research. It is not a place to socialize. Students are expected to conduct themselves as if they were in class while in the library.

### LIBRARY RULES - CARE OF BOOKS (at all times)

Any overdue books are given 1 day grace then, a note is sent to the room. If the student is not through with the book, he or she may renew the book for one (1) more period. When a book is overdue, the student is not allowed to check any other books out until it is taken care of. One notice will be sent and if the book is not returned within 2 weeks a letter will be sent to the parents by Mrs. Livezey. If the book is never accounted for, the replacement cost will be charged.

Encyclopedias and magazine are NEVER to be taken home.

Encyclopedias and magazines are checked out for one (1) week to the classroom.

## LOST AND FOUND

Whenever possible, we encourage parents to put a label or name tag on items. Lost items are kept in the office. Because of lack in space, items not identified may be disposed of after two weeks. Make sure you or your child checks for lost items.

## CITIZENSHIP

Being a citizen of the United States, of Iowa and of the school district community entitles students to special privileges and protections as well as requiring the students to assume civic, economic and social responsibilities and to participate in their country, state and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students have an opportunity to learn about their rights, privileges and responsibilities as citizens of this country, state and school district community. As part of this learning opportunity, students are instructed in the elements of good citizenship and the role quality citizens play in their country, state and school district community.

## RECESS AND PLAYGROUND RULES

There is no before school recess.

Morning Bell 8:00

Room Bell (students are in their rooms) 8:00

Tardy Bell 8:15

Afternoon dismissal bell 3:18 P.M.

- Students must obey the adult supervising the playground or gym and not just their classroom teacher.
- If a ball or other items leaves the playground, students must get the playground supervisors permission to retrieve the item.
- Prohibited behavior - horseplay, snowballs, roughhousing, throwing dangerous objects, etc.
- No tackle football.
- No skateboards
- No radios or cassette players.
- Toys or other items brought from home are the responsibility of the student who brought them.
- Students must get permission from the playground supervisor before entering the building during recess.
- Recess privileges can be taken away completely, or a "time out" area may be used.
- Only one student to a swing.
- Students are not encouraged to play on the school grounds after school since there is no playground supervisor on duty.

#### BIRTHDAY TREATS AND PARTIES

Recognizing ones birthday by bringing treats is acceptable. **ALL TREATS MUST BE COMMERCIALY WRAPPED. Teachers would appreciate knowing before the day of the treats. This may be done by sending a note to school with your child for the teacher.**

#### INVITATIONS TO PARTIES

If invitations are not given to all students in a class, the school district prefers the invitations be mailed.

#### SHARING TIME

Guns and knives are not permitted at school any time.

Special pets may be brought to school to show classmates, only with permission from the teacher and principal. Pets are to be brought in cages, and **MUST** show proof of shot updates. Pets are not to be brought onto the bus. Items brought to school for sharing are the responsibility of the student, and not the school district.

#### SCHOOL SUPPLIES

Room supply lists are given to parents with **registration materials. Local stores will also have a copy of supply lists for parents.** These items should be brought to school on or near the first day of school.

#### AFTER SCHOOL DESTINATION

Parents are to notify their child's classroom teacher if they desire their child to go somewhere else rather than the child's normal after school destination. Bus stops will not be made at other than the regular destination without prior permission from the Superintendent.

## RESTROOMS

Restrooms are not a place to loiter. Students will be instructed on the appropriate use and times to use restrooms, as well as how to handle emergency needs by each homeroom teacher.

## GUM CHEWING

No gum chewing is allowed during school time unless special times are designated by the teacher. In this case, gum will be disposed of properly before leaving the room.

## ELEMENTARY SCHOOL WIDE PROCEDURES

To maintain and improve school-wide climate to help strengthen academic performance the following school-wide procedures have been adopted:

Students are expected to maintain:

- 1) Hall courtesy which includes: staying to the right, single file when possible, no switching, no lockers during class time, hands to self, walking, and quiet voices. We will use Line Basics
- 2) Appropriate restroom behavior and proper hygiene.
- 3) Quiet voices in computer labs and put away materials.
- 4) Proper playground manners such as walking to and from recess while in the building use designated exits, appropriate language, proper use of equipment, treat others with respect, appropriate clothing, and problem solving skills.
- 5) Proper lunch room manners such as table manners, noise level, and respect for one another.

## GRIEVANCE PROCEDURE

Step 1- Informal Discussion

Step 2- Written Complaint

Step 3- Written Appeal

Step 1: A student or parent with a grievance of discrimination may first discuss the matter informally with the teacher counselor or building principal involved. Any employee with a grievance may discuss it with their principal or immediate supervisor. Such discussion may resolve the matter.

Step 2: If the grievance cannot be resolved informally, complainant may, within fifteen (15) working days of the alleged discrimination, make a formal written complaint on a compliance violation form, clearly stating the date and nature of grievance and remedy requests to the Title VI, Title IX and Section 504 Compliance Officer. The Compliance Officer will remain impartial at all times and will be an advocate for thorough inquiry and investigation. Following the investigation, and with fifteen (15) working days after receipt of the complaint, a written report will be filed with the person or department causing such complaint and a report sent to the grievant of this action.

Step 3: If no agreement can be reached through the Compliance Officer, the grievant may present a written and dated appeal to the Hearing Officer with ten (10) working days after receiving the report from the Compliance Officer. The Hearing Officer has the option of a formal hearing of the grievant and/or alleged discriminator or department for discussion of the appeal. Any minor student may be accompanied by the parent or guardian. A written decision must be filed by the Hearing officer within 10 working days of the appeal date and sent to the complainant, the alleged discriminatory source, and the Compliance Officer.

None of the preceding steps in the grievance procedure preclude the right of the complaining party from directing a complaint to the Iowa Civil Right Commission, the Federal Office of Civil Rights or other agencies available for mediation or rectification of civil rights grievances, or to seek private counsel.

Compliance Office  
Counselor

Hearing Officer  
Superintendent

North Mahaska Community Schools, New Sharon, Iowa 50207  
641-637-4187 Weekdays 8 a.m. to 4 p.m.

## **Electronic Social Networking Sites and Devices – Acceptable Use Policy**

Examples of social networking sites include but are not limited to Facebook, Twitter, and YouTube.

*For students:*

*Cell phone use is prohibited for the following:*

*(Cell phones should be set on silent or turned off during the school day.)*

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 phone 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.

*Guidelines for staff regarding the social networking they do on their own time:*

1. Prohibit student access to any personal site not maintained solely for instructional purposes.
2. If using a site for instructional purposes, keep school administrators and parents informed of your use. Keep up a strictly professional relationship with students on such a site.
3. Never post images of students on a social networking site.
4. Never discuss students or colleagues on a social networking site
5. Do not ask to be a student's friend on the student's site and do not accept a student's invitation to be his/her friend.

6. Monitor your site regularly and remove postings that are inappropriate.
7. Google yourself to find out what others see. If you don't like what comes up, fix it!
8. Do not access your site or other non-school sites using school equipment, time, or other resources.
9. Do not display any communication or picture on a social networking site that you would not want to see on the front page of a newspaper.