



**North Mahaska**  
**Junior/Senior High School**

Student/Parent Handbook  
2019-2020

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*It is the mission of the North Mahaska Community Schools to prepare students to be positive, productive citizens, with the passion and skills for lifelong learning.*

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# Introduction

## Welcome Letter to Students and Parents

Welcome to North Mahaska Junior/Senior High School! 2019-2020 is going to be a fantastic year for the Warhawks. We are excited that you have chosen to join the Warhawk family. Through positive relationships, and collaboration we are looking forward to witnessing continued growth for all of our students here at North Mahaska Junior/Senior High School while ensuring that each student is college and career ready.

We recognize that family is a vital component of the overall success of every student. We invite every parent/relative to be a part of your child's educational experience here at North Mahaska. Thank you for entrusting us to work with your students as we embark upon a new school year.

This handbook serves as a useful guide for all North Mahaska Jr/Sr High School students and parents. Students are expected to know the provisions of this handbook, which includes a description of the policies and procedures under which our school operates. Learning to develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the 21st century. We hope that you will be involved in various activities within our school. Remember, your success at North Mahaska Junior/Senior High School will be directly proportional to your efforts. I have no doubt that our students will experience high levels of success inside the classroom and beyond. "Expect the Best!"

Yours in Education,  
Amber Goemaat  
7-12 Principal

## Educational Philosophy

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

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

## Objectives of Our School

*Educational Programs* - Academic excellence in course material, life skills, and physical fitness at North Mahaska Jr/Sr High School involves hard work, perseverance, and a positive attitude, which is expected of both teachers and students.

**"Intelligence plus character – that is the goal of true education." - Dr. Martin Luther King, Jr.**

Pursuant to our district's mission statement as cited below, we are preparing students to be positive and productive members of society. We seek to educate the whole child.

North Mahaska Elementary has established the common expectations of  
"Be Respectful", "Be Responsible", "Be Safe".

With this in mind, North Mahaska Junior-Senior High School has adopted the following cornerstones to drive our character expectations:

## Warhawk

P  
Preparation

R  
Respect

I  
Integrity

D  
Discipline

E  
Effort

See [North Mahaska Jr/Sr High School's Character Expectations Matrix](#) for a description of common expectations in various school settings.

### **District Mission Statement**

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

North Mahaska Long Range Goals for School Improvement:

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

### **Email Addresses**

To communicate with staff members by email, use the staff member's last name followed by the first initial of their first name with the extension @nmwarhawks.org. Example: John Doe - doej@nmwarhawks.org

### **School Website**

This is an excellent resource for various information regarding the district. The district website is:  
[www.nmwarhawks.org](http://www.nmwarhawks.org)

### **PowerSchool**

PowerSchool is our student management system that allows parents to attain student information, such as

attendance or grades, online at any time. Parents can log on through the district website and access attendance and grade information for their child through your [PowerSchool Parent Portal](#). Log-in information can be obtained through the Jr/Sr High School office.

## **School Fight Song**

(to the tune of the Notre Dame Fight Song)  
*Cheer, Cheer for old N & M*  
*You needn't worry; we're out to win.*  
*Full of pep in every way, we always win every game we play.*  
*We never stagger; we never fall.*  
*Old N&M will win overall*  
*While our loyal sons and daughters, march on to victory.*  
**VICTORY!**

## **Faculty & Staff**

### **Administration**

Mrs. Angela Livezey - Elementary Principal/Superintendent  
Mrs. Amber Goemaat - Jr./Sr. High School Principal  
Mr. Steve Ehret - Activities Director  
Mr. Tim Veiseth - K-12 Dean of Students

### **Instructional Staff**

Mr. Matthew Augustin - Business  
Mr. Brant Bollman - Art, Yearbook  
Mr. Dimitri Boyer - Physical Education - Weights  
Ms. Jenna Carrico - English  
Mrs. Tara Carrico - K-12 Vocal Music  
Mrs. Bonnie Dawley - Special Education  
Mrs. Joni Downs - Special Education  
Mr. Steve Ehret - Social Sciences  
Mr. Roger Gay - K-12 Attendance Liaison, K-12 At-Risk Coordinator, Edgenuity Coordinator, 504 Coordinator  
Mrs. Shawna Goemaat - K-12 Talented & Gifted, English  
Mr. Ryan Groom - Industrial Technology  
Mrs. Mauree Haage - Science  
Mrs. Kate Hite - English  
Mrs. Miranda Johnson - Vocational Agriculture  
Mr. Kevin Kelderman - Mathematics  
Mr. Terry Malone - Social Sciences  
Ms. Rachel Martin - Spanish  
Mr. L.E. Moore - 7-12 Physical Education, Health  
Mr. Bruce Peiffer - 5-12 Instrumental Music  
Mrs. Angela Radcliffe - Jr/Sr High School Counselor  
Mr. Chris Sampson - Instructional Coach, Psychology  
Mr. Kipp Schuler - Science

Mr. Seth Streebin - Mathematics  
Mrs. Karina Vander Weerd - Family & Consumer Sciences, Health

### **North Mahaska Building Leadership Team**

Mrs. Angela Livezey  
Mrs. Amber Goemaat  
Mr. Chris Sampson - Instructional Coach  
Mrs. Jamie Nelson - Writing Lead  
Mrs. Stacie Johannes - Writing Lead  
Mrs. Renee Ferguson - Social-Emotional Lead  
Mrs. Lisa Watts - Social-Emotional Lead  
Mrs. Shayla Schilling - Mathematics Lead  
Mrs. Krysty Huffman - Mathematics Lead

### **Class Sponsors**

<b>7th Grade</b>	<b>8th Grade</b>
Mrs. Joni Downs Mr. Ryan Groom	Mrs. Kate Hite Mr. Seth Streebin
<b>9th Grade</b>	<b>10th Grade</b>
Mrs. Bonnie Dawley Mr. Kipp Schuler	Ms. Rachel Martin Mrs. Mauree Haage
<b>11th Grade</b>	<b>12th Grade</b>
Mr. Brant Bollman Ms. Madison Mitchell	Mr. Steve Ehret Mr. Kevin Kelderman

### **Support Staff**

#### **Administrative Assistants**

Mrs. Cindy DeGoey - Jr./Sr. High School Office  
Mrs. Angie Smith - Superintendent's Office  
Ms. Cindy Quang - Business Manager, School Board Secretary

#### **Custodial/Maintenance**

Mr. Kiah Bucklin - Head Custodial/Maintenance  
Mr. Ken Broadway  
Mr. Craig Montgomery  
Mrs. DeeAnn Bokhoven

#### **Para-Educators**

Mrs. Eleanor Robinson - Library  
Mrs. Elaine Sampson

Mrs. Courtney Schock

### Transportation

Mr. Jeff Walston - Transportation Director

Mrs. Terri Burch

Mr. Gary Strobel

Mr. Wes White

Ms. Wendy Sampson

### Food & Nutritional Services

Mrs. Nancy Dunnick - Food Service Director

Mrs. Toni Hull

Mrs. Brenda Spoelstra

Mrs. Darla Sterling

Mrs. Jan Wehrle

### Student Health Services

Mrs. Julie Knoot - School Nurse

Mr. Chris Sampson - Student Athletic Training

Mrs. Jana Vink - Clinical Social Worker - *Funded through Mental Health Supports Grant*

## **Student Support Services**

### **School Counseling Office/Career Planning**

The North Mahaska School District has established a 7-12 school counseling program whose responsibility is to help students and satisfy their needs in the school environment. The School Counseling Program includes:

- Personal and group counseling
  - Mental Health Screening provided to all 7-12 students three times per year.
- Occupational information and career education materials
  - Four Year Planning
- College admissions information and representatives
- Scholarship and Free Application for Federal Student Aid (FAFSA) information
- Testing (Including Iowa Assessments, Iowa Statewide Assessment of Student Progress (ISASP), Measures of Academic Progress (MAP), and others)
- Course planning and scheduling

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

## **Talented & Gifted Program (TAG) - Board Policy 604.3**

Talented & Gifted (TAG) Services at North Mahaska are designed to help meet the needs of highly capable students who may require modifications/extensions in the general education setting to maximize their potential. Necessary modifications/extensions may include:

- Pull-out time with intellectual peers
- Flexible grouping in the classroom
- Compacting of the curriculum
- Opportunities to test-out of classes or units
- Social/emotional support
- Chances to work with a mentor
- Co-taught classes with a content specialist and TAG coordinator
- Academic competitions
- Independent study options.

Students at North Mahaska are identified and served in the areas of reading, mathematics, general giftedness, and artistic ability. Gifted students are not always “straight-A” students and “straight-A” students are not always gifted.

At the elementary level, North Mahaska has a multi-faceted identification plan for placing students in gifted education. Students identified in elementary school remain eligible for services at the Jr/Sr High, unless both the school and family agree that services are no longer warranted.

A student who was not identified in elementary may be identified in Jr/Sr High using:

- Iowa Assessment Scores
- Iowa Statewide Assessment of Student Progress (ISASP) Scores
- Measures of Academic Progress (MAP) Scores
- Teacher recommendations
- Parent/Peer feedback

Strong communication is a key factor in providing appropriate services. Please direct any questions or concerns to the K-12 TAG Coordinator, Shawna Goemaat at [goemaats@nmwarhawks.org](mailto:goemaats@nmwarhawks.org).

## **At-Risk Program - Board Policy 604.4**

The board recognizes some students require additional assistance in order to graduate from the regular education program. The school will provide a plan to encourage and provide an opportunity for at-risk students to achieve their potential and obtain their high school diploma. Students who are in danger of not graduating with their class can participate in this program. Intensive assistance is provided for students in this program to help them earn a diploma.

## **Special Education & Related Services - Board Policy 603.3**

The North Mahaska Community School District strives to make every student's educational experience a successful one. To ensure the success of all students, we sometimes must make accommodations and/or modifications for particular students. These modifications and accommodations are referred to as general education interventions. They involve attempts to correct a student's academic or behavioral difficulties in a systematic fashion in a student's regular classroom. Teachers, sometimes working with a team of teachers, develop interventions to provide for a student's difficulties. If initial interventions are ineffective at

correcting the difficulty, further interventions may be attempted or a child's parent(s) may be contacted about the possibility of a full and individual evaluation for their child.

The school often enlists the support of professional staff from Area Education Agency to assist in developing these accommodations and modifications. Professional staff from the AEA consists of:

- Speech-Language Pathologists
- Hearing and Vision Specialists
- Occupational Therapists
- Transition/Work Experience Instructors
- School Social Workers
- School Psychologists.

Prior to any direct involvement of the AEA staff with a particular student, a parent's permission must be secured through their signing of an "Informed Consent" form.

The board recognizes some students have different educational needs than other students. The school will provide a free appropriate public education program and related services to students identified in need of special education. The special education services will be provided from birth until the appropriate education is completed, age twenty-one or to maximum age allowable in accordance with the law. Students requiring special education will attend general education classes, participate in nonacademic and extracurricular services and activities and receive services in a general education setting to the maximum extent appropriate to the needs of each individual student. The appropriate education for each student is written in the student's Individualized Education Program (IEP). Special education students are required to meet the requirements stated in board policy or in their IEPs for graduation. It is the responsibility of the superintendent and the area education agency director of special education to provide or make provisions for appropriate special education and related services.

## **Student Assistance Team**

In addition to the counselors, members of the Student Assistance Team (SAT) work to identify students who are having difficulties in their academics, social relations, and/or behavior. Team members will meet with students who are referred to them by other staff members in hopes of resolving issues that are interfering with the student's academic success. Team members include but are not limited to: School administrator, guidance counselor, general education teacher, special education teacher, At-risk coordinator, AEA personnel.

## **Vocational Rehabilitation Services**

Transition is an exciting time when you begin to think about what you will do after graduating from high school. This is an important time to explore opportunities and options available to you. Some students do not think about this until graduation, which means they miss out! Iowa Vocational Rehabilitation Services (IVRS) can provide a multitude of services that are tailored specifically to the needs of each individual. The services and supports you receive begin in high school and can continue throughout your career.

Services available to assist students include:

- Counseling and Guidance Services
- Career Exploration Assessments
- Pre-Employment Transition Services (Pre-ETS)
- Assistance with Post-Secondary Training
- Job Seeking Skills Training
- Job Placement

- Assistive Technology

If you would like more information on Vocational Rehab Services, please contact Mrs. Angie Radcliffe at [radcliffea@nmwarhawks.org](mailto:radcliffea@nmwarhawks.org) or at (641)637-4187.

## **Mental Health Services**

Mental Health can affect all areas of life including academics. North Mahaska supports students through social-emotional learning, skill building, and supports. Through a grant received from the University of Northern Iowa we are able to provide counseling services to students.

If you would like more information on these services, please contact the Jr/Sr High School office.

## **Mentor/Mentee Program**

North Mahaska Jr/Sr High School offers a mentor/mentee program for students in grades 7th-9th. It is designed for any student that may benefit from extra support in:

- Academics
  - Organization
  - Study skills
  - Homework help
- Social Behaviors
  - Encouraging positive social interactions
  - Peer-coaching in social settings

Mentees will be paired with a 10th-12th grade student and will meet twice a week during Success Period.

Students wishing to volunteer as a mentor should fill out a mentor application available in the Jr./Sr. High School office. All mentors must meet the following criteria:

- Maintain a 3.0 GPA
- Be in [good academic standing](#)
  - All coursework up-to-date
  - Fewer than 1 tardy per semester
- Be in [good conduct standing](#)
  - Fewer than 1 unexcused absence per semester
  - No office referrals
  - No detentions

Mentors that successfully complete the program will receive .5 elective credit per semester.

## **Warhawk Study Table**

Warhawk Study Table (WST) is an after school study and homework assistance program run by the staff of North Mahaska Jr/Sr High. This is a great opportunity to study, learn, work in a managed, positive environment!

Warhawk Study Table will be held in the HS MRC from 3:35-4:05 Monday through Thursday. Each WST session will be supervised by a teacher, the At-Risk Coordinator, school counselor, and/or Jr/Sr high school principal.

**WST is open to all students, however, there are some instances which may require a student to attend WST.**

**Circumstances that will require attendance include:**

- **4 or more total missing assignments (assignments are more than 5 days overdue)**
- **Any single missing assignment that is 7 or more days overdue**

**\*WST is required until all missing work is completed.**

If a student is required to attend WST due to missing assignments, parents will be contacted by the Jr/Sr high school principal (or appointed designee).

Warhawk Study Table will be strongly suggested for any student who has a current failing grade in a course.

\*Warhawk Study Table (when required due to missing assignments) takes precedence over after school activities. Students will be required to attend Warhawk Study Table and then will be dismissed to participate in extracurricular activities.

## **Building Schedule**

North Mahaska Jr/Sr High School begins the day at 8:15 and dismisses at 3:30. Prior to school, students are expected to remain in the cafeteria or in the north hallway until the first bell rings at 8:08.

1st Period 8:15-8:58  
 2nd Period 9:01 - 9:44  
 Success Period 9:47 - 10:17  
 3rd Period 10:20 - 11:03  
 4th Period 11:06 - 11:49  
 5th Period 11:52 - 12:58 (Lunch)  
 Warhawk Pride Time - 1:00 - 1:13  
 6th Period 1:16 - 1:59  
 7th Period 2:02 - 2:45  
 8th Period 2:48 - 3:30

Lunch Dismissal - Classes will be dismissed on a rotating basis during 5th period. When students finish eating, they are to remain in assigned areas until being dismissed to return to class. Students are to ask permission from the lunchroom supervisor to go to the restroom.

## **School Cancellations/Delays/Early-Dismissals**

Should weather conditions or other emergency conditions make it impossible to hold school or cause a delay or early-dismissal, an announcement will be made through the Student Information System (PowerSchool) powered by *Swift Reach*. A text message will be sent to each parent/guardian listed for each student.

The school will also use the following media outlets to communicate weather or emergency related cancellations, delays, or dismissals:

- KBOE (104.9) Oskaloosa
- ABC - Channel 5
- CBS - Channel 8
- NBC - Channel 13
- [North Mahaska Schools Facebook Page](#)
- [North Mahaska Schools Website](#)

Announcements will be made as early in the morning as possible.

# Student Attendance

## Attendance Policy - Board Policy(ies) 501.9, 501.10, 501.10R

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

The education that goes on in the classroom builds from day to day, and as a result, absences always cause some disruption in the educational progress of the absent student. Students who are absent may not understand what the teachers is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. Attendance is a shared responsibility that requires cooperation and communication among students, parents, and the school.

### **Acceptable reasons for a student's absence from school are limited to the following:**

- **Illness** - *Students may be required to submit a doctor's statement if absences from an illness exceed 3 consecutive days.*
- **Death of immediate family member**
- **Serious illness in immediate family**
- **Medical, vision, or dental appointments** (*students are required to provide a doctor's statement*)
- **Court appearances** (*documentation is required*)
- **Junior and Senior college visits - Limit of 2 per year** (*These are excused only with prior approval from the principal's office and Make-Up Work form completed and signed by all scheduled teachers.*) \*This does not apply to school-sponsored college visits
- **Participation in school sponsored events** (*These are excused only with prior approval from the principal's office and Make-Up Work form completed and signed by all scheduled teachers.*)
- **Religious Observances**
- **Family members being deployed or returning from military deployment**
- **Legal appointments** (*documentation is required*)
- **Family vacations** (*These are excused only with prior approval from the principal's office and Make-Up Work form completed and signed by all scheduled teachers.*)
- **Military Training**

### **The following absences are to be avoided:**

- **Personal outings** (*shopping, haircuts, tanning appointments, manicure/pedicure appointments, hunting or trapping, lunch with family/relatives, concerts, non-school related music lessons [piano, voice, instrumental, etc.], etc.*)
- **Work** (only juniors and seniors with approved release)
- **Childcare, babysitting siblings/relatives** (unexcused)
- **Tired or oversleeping** (unexcused)
- **Missing rides or not making plans for transportation** (unexcused)

### **General Statements regarding Attendance**

- Students attending an Indian Hills Career Academy will not be counted absent when the bell schedule changes due to early/late dismissals.

- If a student is absent for any reason not listed above, they will be considered unexcused unless prior arrangements have been made with the principal's office.
- Make-Up Work - Students will be expected to make up the work missed during any absence. This work must be done within the number of days absent, plus one day, or at the teacher's discretion.
- **Any student who will be absent should have his/her guardian call the office (641-637-4187) by 8:30am.** If notification is not received, the office will attempt to contact the guardian(s) at home or at work.
- **All absences must be reported to the Jr/Sr High School office by 9:30am to be considered excused.** Failure to receive such information shall cause the student to be considered unexcused/truant

## School-Related or Pre-Arranged Absences

Planning for absences is an important skill in becoming productive, responsible adults. In the event that an absence is planned (i.e. school-related, pre-arranged appointment, etc.) it is expected that a student complete an Absence Make-Up form indicating that the student is current with all course work and has made-up (or made arrangements to make-up) all course work to be missed **prior** to the absence(s). The form should be initialed by each teacher and turned into the office prior to the absence(s). **TEACHERS AND ADMINISTRATORS RESERVE THE RIGHT TO DENY PERMISSION TO ATTEND A SCHOOL-RELATED TRIP DUE TO MISSING WORK OR FAILING GRADES.** It is the student's responsibility to ensure their work and their grades remain in good standing.

## Excessive Absenteeism - Board Policy 501.10R

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

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

- **If a student accumulates five (5) unexcused absences in a class (per semester), he or she may lose credit for the class.** Prior to imposing the loss of credit in one or more classes, the principal will provide the student an opportunity for an informal hearing.
- **If a student loses credit, that fact is recorded on the student's transcript as an "AW" (administrative withdrawal).**
- **A student who loses credit due to excessive absences is assigned to supervised study hall for the period(s) in which the course(s) meets or the student may be reassigned to another class or location.** *A student who, after a hearing before the board, loses credit in any course due to unexcused absences, will not be allowed to participate in any school activities until the following semester. However, the student is eligible to practice if all other eligibility criteria have been met.*

## Academic Probation

A student who obtains ten (10) non-school related absences in a given period per semester runs the risk of experiencing significant delays in their learning. Contact with parent/guardian(s) will be initiated and the student could be placed on **Academic Probation**.

Academic Probation includes:

- Meeting with the student, parents, administration, school counselor, and at-risk coordinator to discuss causes of absences and development of a plan to avoid future absences.
- Loss of extra-curricular activity privilege

- May also include assignment to after school Warhawk Study Table to address missing or late work or low grade reports.

If a student's attendance does not improve and total absences in one semester exceed twelve (12) in a given period, a written contract for school attendance can be put in place. A teacher and administrator may determine if the student can receive credit for their class. The student may remain in class and receive credit if:

- All classwork has been satisfactorily completed
- Attendance after being placed on Academic Probation has been satisfactory.

## Truancy Procedure

The following timeline represents the school's policy and response to total truancy/unexcused absences:

- After the 5th unexcused absence - a phone call will be made to the parent/guardian from the At-Risk Coordinator and/or Principal.
- After the 7th unexcused absence - a letter will be sent via US Postal Service to a student's parent/guardian.
- After the 10th unexcused absence - an additional phone call to parent/guardians and meeting time set to establish academic probation.
- After the 12th unexcused absence - a written attendance contract is put in place.
- After the 15th unexcused absence - legal action will commence.
  - Certified letter sent to parent/guardian
  - Truancy case turned over the Mahaska County Attorney's office

## Tardies

A tardy is defined as being up to 10 minutes late to an assigned class. A student who is more than 10 minutes late to an assigned class will be counted absent (unexcused) for that day. Students will be considered tardy for any class if they are not in their assigned classroom (fully through the doorway) by the time the bell finishes ringing.

## Tardy Policy

- Four (4) tardies accumulated in one class (per semester) will result in one (1) after-school detention.
  - There will be additional after-school detention assigned for **each** tardy after four (4) tardies for a single class.
  - *Failure to serve the detention within two (2) school days will result in an In-School Suspension.*
- Eight (8) total accumulated tardies will result in one after-school detention.
  - There will be additional after-school detention assigned for **each** tardy after eight (8) accumulated tardies.
  - *Failure to serve the detention within two (2) school days will result in an In-School Suspension.*
- Students and Parents will be notified when a student has accumulated two (2) tardies for a single class and/or five (5) total tardies.

## Work Release - Board Policy 501.17

Work Release is open to Juniors and Seniors who are in good academic and conduct standing with North Mahaska Schools.

Students who are interested in applying for work release should speak with the principal to obtain a Work Release Application. This application should be completed and signed by:

- Student
- A parent or Legal Guardian
- Employer
- Principal
- School Counselor

The principal (or appointed designee) may contact an employer to inquire about career readiness skills such as:

- Punctuality
- Responsibility
- Respectful Communication
- Flexibility
- Innovativeness & Self-Motivation

Students who abuse the privilege of the Work Release Program or are not in good academic or conduct standing with the school may lose the privilege.

### **Good Academic Standing**

- No chronic or serious attendance problem
- Not more than 4 tardies a semester
- No failing quarter or semester grade
- Not qualifying for Warhawk Study Table due to missing and/or late assignments

### **Good Conduct Standing**

- Not being disciplined by the good conduct policy
- No other disciplinary problems (i.e. not having received an In-School or Out-of-School suspension, not having received other forms of disciplinary action)

Abuse of privilege includes (but not limited to):

- Leaving school earlier than the time stated in the work release contract without prior permission given by the Jr/Sr High School office.
- Failing to sign out with the Jr/Sr High School office prior to leaving the school for work release.
- Quitting (or being terminated) from current work release position and failing to inform the school.
- Switching work release employers without informing the school and filling out the necessary paperwork with the new employer.

## **Senior Release**

Seniors Release is a PRIVILEGE granted to seniors who demonstrate exceptional attendance, academic performance, and character. Seniors who earn this privilege may choose to apply for:

- Late Arrival - Report to school for second period. Students must sign into the office upon arrival to school each day.
- Early Release - May sign out in the office from school after seventh period.

All Seniors wishing to apply for Senior Release should pick up an application from the Jr/Sr High School office. The Administration will advise students when they have been approved to have Senior Release. No

student should act as if they have been granted Senior Release until they have been advised by the Administration they have. Students who leave school early without Senior Release because they believe they have obtained it through merely turning in the application will be considered to have left school grounds without permission and will be disciplined accordingly. If you do not know for sure, ask at the office.

*\*Any student planning to attend a four-year college or university after graduation should bear in mind that college admissions counselors prefer applicants enroll in a rigorous course of study throughout high school, including during the senior year. It is advised that any student considering a reduced course load during the senior year consult with college admission counselors to determine how this might impact acceptance or enrollment. Advisement on this matter may vary from one post-secondary institution to another.*

### **Seniors granted Senior Release must abide by the following rules.**

- Late Arrival
  - Students will not arrive on campus earlier than 8:50.
  - Once arrived at school, students will not loiter in the parking lot, but report to the office to sign in.
  - Students will be allowed in the hallways at the dismissal bell for first period.
- Early Release
  - Students will sign out at the office prior to leaving campus
  - Students will not loiter in the parking lot but will leave campus immediately after their last class.
  - Students found in the hallways 5 minutes after the tardy bell will be placed in holding until the end of the school day.
  - Students who are granted early release will remain off campus until after school dismisses.
- Seniors will be responsible for attending senior assemblies and homerooms when scheduled during Senior release periods.
- Seniors will be responsible for obtaining important information communicated during periods of Senior release.

*Failure to follow these rules will result in the removal of privilege.*

### **A senior may have Senior Release privileges revoked for a period of two (2) weeks or more if one or more of the following violations occur:**

1. A student is not passing all their classes at the mid-term, quarter, or semester.
2. A student with six (6) non-school related absences per semester is considered excessively absent.
3. A student accumulates four unexcused tardies within a class or eight unexcused cumulative tardies from all classes for the semester
4. A student is suspended from school
5. A student is delinquent in paying any school-related debts/fines (registration, laptop fines/fees, etc.).
6. A student is assigned to Warhawk Study Table due to late and/or missing assignments.

*\*Criteria for determining eligibility for senior release to begin the school year will be based upon the above criteria from the 2nd semester of their junior year.*

## **Leaving School Grounds - Board Policy 501.11**

Students who request to leave school grounds will not be allowed to do so without parent/guardian permission prior to leaving. We will not allow students to leave for any reason until a parent/guardian has been notified and permission has been obtained. Students who leave school grounds at any time during

school hours without permission and without signing out in the Jr/Sr. High office, will be subject to detention to make up the missed academic time.

## **Student Discipline**

North Mahaska Community Schools take pride in the quality of young people who pass through our halls. We also have the expectation that students who graduate from North Mahaska will be quality individuals of whom we can be proud of. Students will be expected to conduct themselves in a manner befitting young adults.

### **Due Process**

Students who earn consequences for an infraction of school rules are entitled to due process. In general, the due process consists of the following steps:

1. The student is informed of the infraction.
2. The student is given the opportunity to be informed of the evidence against them and may present a defense.
3. The student has the right to appeal.

An appeal follows the following sequence:

- The staff member who issued the consequence
- Principal
- Superintendent

If the matter is not settled to the satisfaction of either party, they may appeal to the School Board. During the hearing or appeal, the student may be represented by a third party.

- During the due process, an effort shall be made to involve the parent or guardian
- A student may be removed immediately from the school when the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
  - In the case of immediate removal from school, the necessary notice and hearing shall be given as soon as practical.
  - Parents or guardians shall be notified by a phone call and in writing, that suspension has occurred and the reasons therefore.

### **Student Code of Conduct - Board Policy 503.1**

The board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others or presents a threat to the health and safety of students, employees, and visitors on school premises. Appropriate classroom behavior allows teachers to communicate more effectively with students.

Students will conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Consequences for misconduct will be fair and developmentally appropriate in light of the circumstances.

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the 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 participate in or obtain their education; conduct that is violent or destructive; 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.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; while attending or engaged in school district activities will be suspended by the principal. Notice of the suspension is sent to the board president. The board will review the suspension to determine whether to impose further sanctions against the student which may include expulsion. Assault for purposes of this section of this policy is defined as:

- An act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- Any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- Intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Building administration can develop discipline procedures, as needed which are consistent with board policies and are reasonable. The procedures may include but are not limited to the following:

### **Dismissal from a class or activity**

The administration can remove a student from a class or activity in which the student has been or is presenting a discipline problem or distraction to the educational process. Removal from the classroom means a student is sent to the administration office. It shall be within the discretion of the person in charge of the classroom to remove the student.

### **Detention**

Detention means the student's presence is required during non-school hours for disciplinary purposes. Students living in the country and regularly ride the bus to and from school may be given 24 hours to make arrangements for transportation. Whether a student will serve detention, and the length of the detention, shall be within the discretion of the licensed employee disciplining the student or the building administration. The cell phone policy is in place during detention time.

Detentions will be served from 3:35-4:05, Monday-Thursday with the teacher assigned to Detention Duty. Students will be made aware of which staff member to which they should report. Failure to make up and/or failure to be on time can result in an in-school suspension.

### **Payment for damage to equipment or buildings**

In case of intended damage, a student and/or parent-guardian can be assessed for the repairs needed, and the student may be expected to repair the damage.

### **Community Service**

In lieu of using some other method of discipline, a student may be assigned to a school work project after

the school day has ended, on Saturday, or after the school year has ended.

### **Probation - Board Policy 503.1R1**

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall result in immediate reinstatement of the penalty.

### **Suspension - Board Policy 503.1R1**

Suspension means an in-school suspension, out-of-school suspension, and/or a restriction from activities or loss of eligibility. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision. Cell phone policy is in effect while serving in-school suspension.

- While on in-school suspension the student may complete and receive credit for all assigned schoolwork. A student may practice with the team or activity, but may not perform in events representing the school following determination of guilt (see athletic good conduct policy and non-athletic student eligibility policy). An in-school suspension will not exceed ten consecutive school days. An in-school suspension is considered an unexcused absence.
- An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension may be one (1) to ten (10) days in length. All class work may be made up while on out-of-school suspension. Any student on out-of-school suspension is NOT to be at school at any time during the suspension period. A student on out-of-school suspension may not participate in school activities. An out-of-school suspension is considered an unexcused absence.
- A restriction from school activities means a student will attend classes and practice but will be removed from school activity(s) or banned from attending succeeding school activities. The administration can deny a student the right to be present at school events, if previous action by the student has been detrimental to the student body, to the faculty/staff or crowd attitude and control.

### **Expulsion - Board Policy - 503.2**

Expulsion means an action by the North Mahaska School Board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board. Students may be expelled for violations of board policy, school rules or the law. It shall be within the discretion of the board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

When a student is recommended for expulsion by the board, the student is provided with:

1. Notice of the reasons for the proposed expulsion
2. The names of the witnesses and an oral or written report on the facts to which each witness testifies unless the witnesses are students whose names may be released at the discretion of the superintendent
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf
4. The right to be represented by counsel
5. The results and finding of the board in writing open to the student's inspection.

In addition to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.

If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

NOTE: This is a mandatory policy and is a reflection of Iowa law regarding student expulsion. It is consistent with the due process requirements of the 14th amendment to the U.S. Constitution. The last two paragraphs reflect federal special education law.

## **Student Expectations**

### **Academic Honesty/Integrity**

North Mahaska students are expected exude character traits that are desirable as positive, productive members of any community or group. These traits include responsibility, respect, compassion, integrity, trustworthiness, and citizenship.

Academic honesty and integrity are an integral part to the development of a well-rounded student who is developing skills to be a lifelong learner.

Academic Dishonesty can be divided into two categories:

- Plagiarism - the act of copying or stealing someone else's words or ideas and passing them off as your own work.
- Cheating
  1. copying of another's answers
  2. the use of notes during an exam
  3. copying of someone's homework assignment
  4. sharing of information to obtain or give an unfair advantage on an exam.

Academic dishonesty will be divided into instances in which a staff member simply *suspects* that cheating may have taken place and those in which there is *substantive evidence* of or witness to cheating.

Academic Dishonesty will be handled in the following ways:

#### **Plagiarism**

- *Substantiated*: Loss of credit for the assignment
- *Suspected*: Require the student to rework the assignment or a substitute assignment

#### **Cheating**

- *Substantiated*:
  - Cheating on a test: Loss of credit for the test
  - Cheating on an assignment: Loss of credit for the assignment
- *Suspected*:
  - Cheating on a test: Require the student to rework the test or substitute test
  - Cheating on an assignment: Require the student to rework the assignment or substitute assignment

#### **Multiple Offenses of either act of Academic Dishonesty**

- A student may lose credit in the class(es)

## **Alcohol/Drugs/Tobacco/E Cigarettes/Vaping - Board Policy 502.7**

Federal and state laws assert the possession or consumption of drugs, tobacco (including E-Cigarettes, Vapor, or any imitation of tobacco products), or the drinking of alcohol on school grounds is just cause for suspension or expulsion. These regulations are also in effect for after school activities such as athletic contests and dances.

If students are to be found in possession of or consuming prohibited materials on or off of school property the following consequences will be enforced:

- Possession and/or consumption of alcohol - Three (3) days in or out-of-school suspension and can be up to ten (10) days.
- Possession and/or consumption of tobacco (including E-Cigarettes, Vapor, or any imitation of tobacco products) - Two (2) days in or out-of-school suspension and can be up to ten (10) days.

Parents of students found in violation of this policy will be contacted by administration.

Underage students will also be reported to law enforcement officials for any violation.

\*This policy does not include the use of medications prescribed by a doctor that have been taken in accordance with [North Mahaska Medication Policy](#).

## **Profanity/Inappropriate Language**

The use of profanity (spoken, written, or gesture in the school building or on school grounds) or offensive language is not an acceptable standard of the North Mahaska Community School District. Unacceptable language as defined here will also include religious, sexual, and racial slurs. Students reported in violation of this standard may be subject to disciplinary consequences.

## **Dress/Hygiene Policy - Board Policy 502.1**

The board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees and visitors. Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

The following guidelines are what is considered inappropriate by North Mahaska School standards favoring modesty in dress:

- Tank tops or muscle shirts that expose the chest and/or undergarments.
- Pieces of clothing that expose the student's midriff, cleavage, undergarments, and/or other areas considered to be private/inappropriate.
- Skirts or shorts that are shorter than the tips of a student's fingers held at the side and shorts that expose the pockets and/or pants or shorts which reveal anatomical details.
- Hats or bandanas should not be worn inside the school building. \*Exception: Homecoming (or similarly planned student and/or school spirit activities) or after-school sporting events.

At School or school-sponsored events the following is considered inappropriate  
Hats and any other clothing displaying/advertising items that:

- promote or condone illegal activities and/or substances
- promote the use and/or legalization of alcohol, tobacco, or controlled substances
- displays obscene material
- Profanity
- vulgar statements
- satanic symbols
- gang symbols
- hate messages
- sexual innuendos
- Suicide
- Intolerance
- violent messages
- reference to subversion, or other messages which are interpreted as being inappropriate or offensive, are considered a violation of this policy.

Students who wear clothing that is deemed inappropriate will be asked to change. If a student's dress becomes a habitual issue he or she can be subject to consequences for violation of this policy.

## **Headphones/Earbuds**

Headphones/Earbuds may be used in the study hall and at lunch as long as they are not distracting to other students, adults, or the educational environment. ***Headphones/Earbuds are not to be used during passing time or class time*** (unless special permission has been given by the classroom teacher). ***Teachers have the authority to allow and/or confiscate them if they are being used inappropriately.***

## **Graduation Regalia**

All students must be dressed properly and in a cap and gown to receive their diploma at graduation. Ornamental decoration of the cap or gown is not allowed. If there is something added to the cap or gown, graduates will have to remove it to participate in the ceremony.

## **Cords/Honors Distinctions**

North Mahaska Jr/Sr High School recognizes and applauds student achievement. The following cords/honors distinctions are considered to be acceptable to be worn during commencement:

- National Honor Society Cord
- Indian Hills Career Academy Cord
- Iowa National Guard Honor Stoll
- Boy/Girl Scout Honor Cord
- American Legion Honor Cord
- A/B Honor Roll Medallions

If a senior receives an honor cord or stole meant to be worn at a commencement ceremony, it is required that the student submit a letter from the presenting organization outlining the reason and significance of the award. This submission should be made no later than one week prior to commencement.

\*Lapel pins or other medals will not be permitted.

## **School Dances - Rules & Procedures**

School dances are meant for entertainment for all students and should be considered an opportunity for fun and socializing. The intention of the North Mahaska Jr/Sr High School is to provide a safe environment that allows all students to enjoy the evening. Regular school rules are in effect for all dances held on school grounds.

The following rules and procedures should also be abided by concerning school-sponsored dances:

1. Reasonable hours should be established (Typically no longer than three (3) hours).
2. Guests from other schools should be registered in advance in the Jr/Sr High School Office.
3. 7th-8th Grade dances will be for North Mahaska 7th & 8th Grade students only. No out-of-town guests will be permitted.
4. High School dances are for 9th-12th grade students only. Students in younger grades may not attend a high school dance.
5. Guests who are no longer in high school (graduates) may attend but must be 20 years of age or younger at the time of the dance (no one 21 or older may attend).
6. Once a student enters the dance, he or she must remain at the dance. If the student leaves the dance, he or she may not return to the dance.
7. Anyone causing a disturbance at the dance will be asked to leave by the chaperones. If students are removed from a dance parents will be notified.
8. Any illegal activities, including, but not limited to drug or alcohol use or possession, will result in disciplinary action. The parent(s) will be contacted as well as the local law enforcement agency. Any student suspended from a school dance as a result of any misconduct at the dance may be denied attendance to additional school dances for the remainder of the school year depending on the severity of the infraction.
9. Admittance to a dance will close 1 ½ hours after the posted start time. Students will not be allowed into the dance past that time.
10. Dress must be tasteful and appropriate at all school dances. Attire is to meet normal dress code requirements for school.
11. Any dancing or behavior a chaperone or administrator deemed improper and/or indecent will not be permitted. An example of inappropriate dancing would be slam-dancing, carrying another student on a student's shoulders, sexually explicit gestures/contact, etc. A student will be warned for inappropriate dancing. If the behavior persists, the student will be asked to leave the dance.

## **Student Conduct on School Transportation**

Students utilizing the North Mahaska Transportation Department shall conduct themselves in an orderly, respectful manner in accordance with their age and maturity level.

The following guidelines will be used for all students utilizing transportation provided by the North Mahaska Community School District:

- There should be no excessive conversation with the driver.
- Students should not extend hands, arms, or any other extremities or inanimate objects out of the bus or school vehicle windows.
- Students should not throw any objects out of the bus or school vehicle windows.
- Students are to remain seated while the bus is in motion.
- Students are to obey all directions from the driver.
- A student who does not normally ride a particular bus route must obtain a permission slip from the office before he or she will be allowed to ride.
- The bus driver has the right to assign seats to students riding the bus.

- There should be no food or drink on any school bus.
- It will be up to the sponsor or coach driving a school vehicle whether or not food or drink will be allowed. All trash should be removed from any vehicle as students exit.

\*All school expectations for good character and behavior should be displayed on school transportation.

## **Bus Suspensions**

Riding the bus is a privilege. The riding privilege can be suspended for breaking the rules listed above or for any behavior that disrupts the safe operation of the bus.

### **First Offense**

- Verbal warning
- Bus riding privileges may be suspended depending on the severity of the offense.

### **Second Offense**

- Bus riding privileges may be suspended for up to three (3) days.

### **Third & Subsequent Offenses**

- Bus riding privileges may be suspended for up to ten (10) days.
- The North Mahaska Board of Education may take action to suspend a student for the remainder of the school year should problems persist. *\*All students have a right to due process.*

## **Student Interpersonal Relationships**

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

The following types of actions are considered improper in school or at school events:

- Kissing
- Close body contact
- Holding hands

At school activities, behavior must be appropriate to the situation. Violation of this rule may result in consequences.

## **Vandalism - Board Policy 502.2**

Students will treat school district property with the care and respect they would treat their own property. Students found to have destroyed or otherwise harmed school district property may be required to reimburse the school district. They may be subject to discipline under board policy and the school district rules and regulations. They may also be referred to local law enforcement authorities.

## **Weapons - Board Policy 502.6**

The board believes weapons, other dangerous objects and look-alikes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. School district facilities are not an appropriate place for weapons, dangerous objects and look-alikes. Weapons and other dangerous objects and look-alikes will be taken from students and others

who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district. Parents of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

## **Harassment/Bullying - Board Policy 104**

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

**Harassment** - aggressive pressure or intimidation.

**Bullying** - seeking to harm, intimidate, or coerce someone who is perceived as vulnerable

Any conduct of a verbal, physical, written, or cyber nature that is intended to:

- Embarrass
- Distress
- Agitate
- Disturb
- Trouble

Behavior is considered “bullying” or harassment if:

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

*Harassment or Bullying based on factors other than sex are but are not limited to:*

- Verbal, physical, written, or cyber harassment or abuse
- Repeated remarks of a demeaning nature
- Implied or explicit threats concerning one’s grades, jobs, athletic ability, etc.
- Demeaning jokes, stories, or activities

**Sexual Harassment** - behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances in a workplace or other professional or social situation

*Sexual Harassment includes, but is not limited to:*

- Verbal, physical, written, or cyber harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats

## **Sportsmanship**

North Mahaska Jr/Sr High School encourages positive sportsmanship and behavior at all activities. Students, parents, and other spectators are urged to encourage players and coaches with positive comments and acts; and respect the decisions of the game officials. North Mahaska will be known as a school superior in sportsmanship. If a student’s, parent’s, or other spectator’s words and/or actions do not uphold the standard

of superior sportsmanship he/she may be asked to leave the event. Removal from a school event due to inappropriate conduct may result in further consequences.

## **Policies & Procedures**

### **Student Health**

A licensed school nurse will be on duty each day from 8:00 am to 3:30pm.

The following procedures will be followed regarding student health management:

- Students who become ill or are injured should be sent to the Jr/Sr High School office or remain in the room while the principal and/or school nurse is called. Basic first aid will be given, but no medicine (prescription or over-the-counter medications) can be given without parental consent.
- All students must sign out in the Jr/Sr High School office prior to visiting the nurse's office.

North Mahaska Community School District does comply with the United States Government and OSHA standards for potential transmission of bloodborne pathogens (Hepatitis B and AIDS-HIV). Only trained staff members will participate in cleaning up blood or dealing with injuries involving blood. The Jr/Sr High School student will be asked to tend to their own blood spills and disposal of their own blood-containing paper towels/tissues when appropriate. Students should never handle other students' blood.

### **Medication Policy - Board Policy 507.2**

Some students may need prescription and nonprescription medication to participate in their educational program.

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container. When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by the licensed health personnel with the student and the student's parent.

Students who have demonstrated competence in administering their own medications may self-administer their medication. A written statement by the student's parent shall be on file requesting co-administration of medication, when competence has been demonstrated.

By law, students with asthma or other airway constriction diseases may self-administer their medication upon approval of their parents and prescribing physician regardless of competency.

The following procedures will be followed concerning medication administration:

- Students bringing medications to school must take it to the office upon arriving at school. ***NO medications (prescription or over-the-counter) should be stored in student lockers or remain in student possession.*** A note signed by the parent with the correct information (instructions, dosage, etc.) must accompany the medication.
- Medication should be in the original bottle with the dosage prescribed by the physician.

### **Commencement (Graduation)**

Students who are in good standing and who meet the graduation requirements set by the board are eligible to participate in commencement exercises. Students who are short of the required number of

credits to graduate will not be allowed to participate in commencement exercises. \*The student and his/her parents will be notified as soon as it is determined that they are at risk of not graduating.

It is possible that students may not be allowed to participate in commencement exercises as a result of disciplinary violations, unpaid fees/fines or other behavior that warrants a loss of this privilege.

Commencement exercises are a privilege and students are not required to participate in the ceremony in order to graduate.

## **Food & Drink**

Students are allowed water in a clear water (NOT tinted) bottle in the classroom. Students are not allowed food or any other drink in the classroom or lockers (exception: student lunch bag). The teacher may allow food and drink for special occasions.

Food should be consumed in the cafeteria area. Students should not take food back to their lockers after breakfast or lunch.

## **Athletic Facilities**

North Mahaska Community School District prides itself in our facilities. It is up to all students, staff, and visitors to ensure our facilities remain both attractive and functional.

### **Gym**

1. Students are to stay off the gym floor unless they are participating in activities for which the floor is intended.
2. The use of the gymnasium must be scheduled through the superintendent, athletic director, or principal.
3. Objects to be used in the gymnasium must be cleared through the superintendent, athletic director, or principal.
4. After all basketball games, volleyball matches, or wrestling meets, we ask that students and adults should walk around the floor, not across the floor. We have one of the finest gymnasiums around. Help us keep it that way.
5. Please use proper trash receptacles in the gym.
6. The gymnasium should not be used as a passageway between the north and south halls.

### **Training Room**

1. Students are not allowed in the training room unless a staff member is present.
2. Only staff members or student trainers are allowed to use supplies or equipment.
3. The center is a treatment room; students can come in if injured, otherwise they should stay out.
4. No horseplay, inappropriate language, or inappropriate activity (including music) will be tolerated in the training room/locker room area.
5. Students are to return equipment so others may use it; otherwise, students will be charged for supplies or equipment.
6. Proper clothing should be worn at all times.
7. Students should have the utmost respect for the training room and Athletic Training staff
8. Students are not to take supplies or equipment from the training room unless approved by the staff/coach.
9. Personal items such as backpacks, shoes, clothing, athletic equipment, etc. should not be left in the training room.

10. No food or drink will be allowed in the training room unless for medical reasons.
11. Students shall report to their coach's area if treatment must be done when the center is not supervised.
12. Rules will be posted and additional rules added when appropriate.

### **Fitness Center/Weight Room**

1. Students should not utilize the Fitness Center/Weight Room unless there is a staff member or adult volunteer present.
2. Proper athletic attire should be worn. (Reminder, per [Dress/Hygiene Policy](#), cut off t-shirts may be worn if full underarm sides are intact. Shirts revealing midsections or cleavage are prohibited.)
3. No loitering. Students must be engaged in a training activity to be in the Fitness Center/Weight Room or they will be asked to leave.
4. Student, staff, and community times will be adjusted.
5. Machines should be disinfected when finished.
6. No food allowed. Water bottles are acceptable.
7. Students are not to take equipment from the Fitness Center/Weight Room unless approved by the staff/coach.
8. No horseplay, inappropriate language, or inappropriate activity (including music) will be tolerated in the Fitness Center/Weight Room. (This includes music. Lyrics should not contain profanity and/or promote violence, sexually explicit material, or anything else considered to be rude or vulgar. Up to the discretion of the supervisor.)
9. Please make sure equipment is properly stored when you leave the facility.

### **Cell Phone Policy**

Cell phones are a part of everyday life for most teenagers and adults. However, the appropriate and respectful use of these devices is imperative. Many employers, companies, and higher education institutions have strict cell phone policies that must be followed. Violation of those policies can lead to dismissal from a class, a day's work, or employment.

The following cell phone policy will be enforced by all staff and administration:

- NO cell phone usage during class time (unless otherwise permitted under this policy).
  - Each staff member will establish a location for students to store their phones during class.
    - This area should be in full view of the classroom.
  - Students are not required to utilize this location, **HOWEVER**, should the student be caught using or be under reasonable suspicion of using his/her phone during class time, the phone will be confiscated and placed in the office until the end of the school day.
  - Study Halls included.
- Students may use phones during passing time and during lunch.
  - If student use of phones during passing time or lunch presents a problem (i.e. frequent tardiness, inappropriate use) this privilege can be revoked.

### **Consequences of Violation of the Cell Phone Policy**

#### **First Offense**

- Phone is confiscated and placed in the office for the remainder of the day.
- Student may pick it up after his/her final class or the 3:30 dismissal bell.

#### **Second Offense**

- Phone is confiscated and placed in the office for the remainder of the day.
- Parents contacted

- Student may pick the phone up after his/her final class or the 3:30 dismissal bell.
- Student receives detention to be served within 24 hours. (Failure to serve the detention results in one (1) day in-school suspension.)

### **Third Offense**

- The phone is confiscated and placed in the office for the remainder of the day.
- Parents contacted
- A parent must retrieve the student's phone from the office.
- Student receives detention to be served within 24 hours. (Failure to serve the detention results in one (1) day in-school suspension.)

### **Subsequent Offenses:**

- is confiscated and placed in the office for the remainder of the day.
- Parents contacted
- A parent must retrieve the student's phone from the office.
- Student receives a detention to be served within 24 hours. (Failure to serve the detention results in one (1) day in-school suspension.)
- Student will be required to leave phone with administration during the school day for a minimum of five (5) school days.

Cell phones are banned from use for any purpose in locker rooms and restrooms at ALL times. All cell phones must be turned "OFF", and locked in a PE locker, or stored in a backpack, pocket, or similar enclosure when in the locker room or restroom.

The school district will not be responsible for financial charges related to student cell phone at any time, to include during times of confiscation. The school district will not be responsible for loss, damage, destruction, or theft of any cell phone brought to school.

## **Acceptable Use Policy - Board Policy 605.6**

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means.

- Individual student accounts and email addresses may be issued to students.
- Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet.
- Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network.
- Students Internet activities will be monitored by the school district.
  - The school district will use technology protection measure to protect students from inappropriate access.
- Student Internet records and access records are confidential records treated like other student records.
- Employees and students will be instructed on the appropriate use of the Internet.
- Parents will be required to sign a permission form to allow their students to access the Internet.
- Students will sign a form acknowledging:
  - They have read and understand the [Internet Acceptable Use Policy](#)
  - Will comply with the policy and regulations
  - Understand the consequences for violation of the policy or regulations.

## **Lockers**

Students will be assigned a locker. Students must remain in the locker they are issued, or make arrangements in the office to obtain a different locker (subject to locker location and availability).

- Student lockers and their contents should be maintained properly.
  - Items should not fall out upon opening nor should the locker be obstructed from closing by excessive materials or items.
  - The outside of the lockers cannot be decorated except with items issued by a teacher or school activity sponsor. Any decorations used should not obstruct the locker spaces of others.
- Students are responsible for any items placed in their lockers. It is suggested that valuables are left at home.
- Students are responsible for obtaining a lock (if so desired) for his/her school or P.E. locker.

\*All lockers (including P.E. lockers) remain the property of the school. School administrators or designated personnel have the authority to conduct reasonable inspections of the lockers.

\*Administrators reserve the right to inspect lockers without notice. Students do not have to be present for this inspection. However, more than one school employee must be present (See also [Search & Seizure](#)).

## **Hallway Displays**

Any posters (other than classwork on display by a teacher) must be approved by the administration before it can be hung in hallways.

## **Student Records - Board Policy 506.1**

From the time a student enters school, until the day they graduate or leave school, a record of his/her activity in school is compiled. This is a permanent record and will remain a permanent part of the official school file. It indicates the student's performance in the following areas of his/her school career:

- **Attendance** - The total number of days absent and/or tardy during each school year.
- **Extra-Curricular Activities** - A list of all activities in which he/she has participated, honors earned, and offices held during his/her school career.
- **Scholarship** - The semester grade received in each course, and, upon graduating, his/her four year cumulative grade point average.
- **Assessments** - Results of all statewide assessments (Iowa Assessments, Iowa Statewide Assessment of Student Progress - ISASP, Measures of Academic Progress - MAP) taken under supervision of the staff.

Parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to themselves, or be informed of the information.

## **School Breakfast/Lunch**

Student Breakfast: \$1.75

Adult Breakfast: \$2.00

Student Lunch: \$2.65

Adult Lunch: \$3.75

Student meal account deposits must be made before 9:30 a.m. to be credited for that day. Students and parents should keep track of lunch accounts to keep them from going too far in debt. Student meal account information can be located through the [Parent/Student PowerSchool Portal](#).

Payment arrangements must be made if an account goes beyond -\$6.00. If arrangements have not been made a student may be asked to bring lunch or breakfast from home..

North Mahaska Community School District participates in the Federal Lunch Assistance Program for children from low-income families. All families who believe would qualify for this program or want more information may contact the Jr/Sr High School office.

### **Fines & Fees - Board Policy 503.3**

Student may be assessed fines or fees for school issued items issued to them such as textbooks, technology equipment etc.

### **Search & Seizure - Board Policy 502.8**

School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk, computer, or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

**Reasonable Suspicion** - Reasonable suspicion may be formed by considering factors, such as the following:

- Information received from reliable sources
- Suspicious behavior by the students
- Student's past history combined with one or both of the factors above.

**Reasonable Scope** - Search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search determined on factors such as:

- Age of the student
- Sex of the student as it relates to the sex of the person conducting the search
- Nature of the infraction
- Search without delay

### **Types of Searches**

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

a search may only be conducted in private by a school official of the same sex with another of the same sex present, unless the health and safety of students will be endangered by the delay. It is recognized that strip searches, body cavity searches, and the use of drug sniffing animals to search a student's body are not permitted under Iowa law.

- **Locker Search** - Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times.
  - Maintenance Search - The school district has a reasonable and valid interest in ensuring that the lockers are maintained. Periodic inspections of lockers are permissible to check for cleanliness and vandalism. General maintenance inspections may be conducted by school authorities at any time. Any illegal items discovered during such searches shall involve counseling, parent involvement, medical referrals, or other such referral depending on the severity of the situation.
  - Non-Maintenance Search - The student's locker and its contents may be searched when a school authority has reasonable suspicion that the locker contains illegal items. Such searches should be conducted in the presence of another adult witness.
- **Vehicle Search** - Students are permitted to park on school premises as a matter of privilege, not as a right. The school retains the authority to conduct routine patrols of the student parking lot. The interior of a student's vehicle on the school premises may be searched if the school authority has reasonable suspicion to believe that illegal or unauthorized items are contained inside.
- **Searches Occurring During Extra-Curricular Events or Field Trips** - During field trips or extra-curricular events, school administrators and teachers shall have the same authority over students participating in the field trip as a parent or guardian with parental rights, duties, and responsibilities. Consequently, an administrator or school employee on a field trip retain the authority to search the student, the student's vehicle, or other personal items if the school authority has reasonable suspicion to believe that illegal or unauthorized items are present. There must still be reasonable suspicion to support a search during a field trip or extra-curricular activity.

## **Security Cameras**

North Mahaska Community School District utilizes security cameras to ensure a certain level of safety and security. Cameras are operational 24 hours a day both inside the building and in parking and outdoor area(s) surrounding the building. Camera footage can be used to assist in confirming suspected rule/policy infractions. The North Mahaska Community School District reserves the right to use this footage for legal/criminal evidence if such a need does arise.

## **Student Vehicles/Parking**

Students who drive to school have an added responsibility to safe and responsible behavior while operating a motor vehicle. The following guidelines/policies shall be followed with regard to student driving/parking privileges:

- Students' vehicles shall be parked in an orderly fashion.
- Students should park in the north parking lot only.
- Students are not allowed to be in the parking lot during the day, including during lunch, without permission from the Jr/Sr High School office.
- Violation of safe driving practices (i.e. speeding through the parking lot, failing to yield to pedestrians, inappropriate parking) may result in suspension of driving/parking privileges and/or detention.
- Second and succeeding offenses may result in continued suspension of driving/parking privileges and/or detention, Saturday School, and/or in-school suspension.

- Students who park in the fire zone are subject to immediate suspension of driving/parking privileges.

\* Parking on school grounds is a privilege. Students with repeated violations or a major first offense may be asked to park off school grounds.

\*The school IS NOT responsible for lost items, stolen items, or vandalism to vehicles in the parking lot.

## **Visitors**

All visitors entering the building during the school day are to enter at the front office.

Visitors may be asked to provide the following:

- Government issued Photo ID
- Reason for visit
- Student and/or staff member visiting
- Expected duration of visit

Upon the approval of administration (or appointed designee) all visitors will be issued a visitor pass and will be asked to check out of the office when leaving the building.

\*Administration reserves the right to deny access to the building and/or students at any time.

## **Family Night - Board Policy 508.2**

In keeping with good community relations, student school activities will not be scheduled on Wednesday night beyond 6:00 p.m. whenever possible. It is the responsibility of the principal and the athletic director to oversee the scheduling of school activities for compliance with this policy.

## **Curfew**

School grounds are closed from 11:00pm to 6:00am daily. Violators may be prosecuted for trespassing.

\*Exceptions may be made for school events.

## **North Mahaska Communication Flow Chart**

In any organization issues may arise cause concern for students, parents, staff, and/or community members. It is difficult for these concerns to be addressed when the parties involved have different views, backgrounds and opinions. The school requests that all concerned parties follow the [Communication Flow Chart](#) approved by the Board of Education.

The school believes that concerns are best resolved at the level closest to the problem. As with any appeal procedure, if satisfaction cannot be achieved at a level, the appeal can be made to the next level.

Administrators, staff members, and parents are in the business to best serve our students. This process will help us to ensure that all concerns and questions are attended to in a timely and productive manner.

# Athletics & Activities

## Coaching/Sponsor Staff

<b>Volleyball</b>	<b>Football</b>
Head HS - Mrs. Alicia Arkema Assistant HS - Mrs. Courtney Schock JH - Mrs. McKenzie VanDenBerg	Head HS - Mr. Phil Griffin Assistant HS - Mr. Clay Grandia Assistant HS - Mr. Brad Steel JH - Mr. Kevin Kelderman, Mr. Steve Ehret
<b>Cross Country</b>	<b>Marching Band</b>
Head HS - Mr. Kipp Schuler JH - Mr. Kipp Schuler	Director - Mr. Bruce Peiffer Colorguard - Ms. Madison Mitchell
<b>Girls Basketball</b>	<b>Boys Basketball</b>
Head HS - Mr. L.E. Moore Assistant HS - Mr. Mike Huffman JH - Mr. Josh Schilling	Head HS - Mr. Seth Streebin Assistant HS - Mr. Chris Sampson JH - Kevin Kelderman
<b>Wrestling</b>	<b>Jazz Band</b>
Head HS - Mr. Ryan Groom Assistant HS - Mr. Dimitri Boyer JH - Mr. Dimitri Boyer	Director - Mr. Bruce Peiffer
<b>FFA</b>	<b>Golf</b>
Advisor - Mrs. Miranda Johnson	Head HS - Mr. Ryan Groom Assistant HS - Mr. Eric Stout
<b>Girls Track</b>	<b>Boys Track</b>
Head HS - Mr. Terry Malone JH - Ms. Ashley Sojka	Head HS - Mr. Steve Ehret JH - Mr. Kipp Schuler
<b>Archery</b>	<b>Shooting Sports</b>
Mr. Terry Hudson	Mr. Chris Shaw Mrs. Danielle Shaw Mr. Garvin Shaw
<b>Softball</b>	<b>Baseball</b>
Head HS - Mr. Chris Sampson Assistant HS - Mrs. Wendi Smith JH - Mrs. McKenzie VanDenBerg	Head HS - Mr. Kevin Kelderman Assistant HS - Mr. Mark McCulley JH - Mr. Ross Terpstra
<b>Speech</b>	<b>All-School Play</b>
Ms. Rachel Martin	Mr. Brant Bollman

<b>All-School Musical</b>	<b>National Honor Society</b>
Mrs. Tara Carrico	Co-Sponsor - Mrs. Kate Hite Co-Sponsor - Ms. Rachel Martin
<b>Cheerleading</b>	<b>Dance</b>
Football - Mrs. Kelsey McMahan Ms. Delaney DeJong Basketball - Wrestling - Mrs. Miranda Johnson	Ms. Madison Mitchell
<b>Student Council</b>	<b>Student Athletic Training</b>
Advisor - Ms. Jenna Carrico	Coordinator - Mr. Chris Sampson Assistant - Mr. John Colligan

\*Any persons wishing to volunteer their time as a coach or sponsor must first be approved by the administration, obtain proper coaching endorsements through the State of Iowa, and pass a background check.

## **Student Council**

North Mahaska Student Council's goals are to

- create student leaders
- continually support a positive school climate.

To do this, there are a variety of tasks and responsibilities each member must partake in. These responsibilities include: organizing Homecoming, school dances, fundraisers (both inside and outside of school hours), service projects, "fun" weeks, and much more!

### **Application Process**

- Obtain ten signatures from peers and five signatures from teachers demonstrating the student was recommended to be a part of our organization
- Write a short paragraph that described in detail why he/she desires to be on student council and how they would be a beneficial member to our group.
- Every class level has four student council members:
  - two chosen by popular vote from the class' student body
  - two chosen by teacher and/or advisor recommendation

*This type of application process ensures that the students applying are willing to put in work and have put thought into what it takes to be a student leader.*

Once appointed, to maintain one's position, each student must reach a point goal each quarter by participating and taking responsibility in various duties, which earns them point values.

Becoming a member of NM Student Council is a great accomplishment and gives students a chance to use their influence on peers in a positive way.

For more information regarding NM Student Council, please contact student council advisor, Ms. Jenna Carrico at [carricoj@nmwarhawks.org](mailto:carricoj@nmwarhawks.org).

## **Activity Passes**

Contact the Jr/Sr High School office to purchase an activity pass.

\$275 - Family Yearly Pass

\$100 - Adult Yearly Pass

\$50 - Student Yearly Pass

\$40 - Adult - Football/Volleyball Only

\$25 - Student - Football/Volleyball Only

\$40 - Adult - Basketball/Wrestling Only

\$25 - Student - Basketball/Wrestling Only

\$40 - Adult - Softball/Baseball Only

\$25 - Student - Softball/Baseball Only

## **Physicals & Concussion Forms**

Students participating in athletics are required to provide a school district [Physical Examination form](#) signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Student must also submit a parent signed copy of the [Concussion Awareness form](#). Failure to provide proof of a physical examination and concussion form makes the student ineligible to practice or compete.

## **Procedures for Resolving Parental Concerns Regarding Athletics/Activities**

From time to time, issues come up that may cause concern for parents. It is difficult for these concerns to be addressed when the parties involved have different views, backgrounds and opinions. The following procedure is suggested to student athletes and parents to follow in order to get the issues on the table and address them.

Should concerns surface, the following levels should be followed in prescribed order:

**Level 1** - Student and coach(s)

**Level 2** - Student, parent and coach(s)

**Level 3** - Student, parent, coach(s) and athletic director

**Level 4** - Student, parent, coach(s), athletic director and principal

**Level 5** - Student, parent, coach(s), athletic director, principal and superintendent

Once again, we are suggesting that concerns are best resolved at the level closest to the problem. As with any appeal procedure, if satisfaction cannot be achieved at a level, the appeal can be made to the next level. Administrators, coaches, directors and parents are in the business to best serve our students and participants. This process will help us to make the activities program at North Mahaska Jr/Sr High School one of which we can all be proud.

### **Appropriate concerns to discuss with a coach:**

- 1) The mental and physical treatment of your child.
- 2) What your child needs to do to improve.
- 3) Concerns about your child's behavior.

### **Concerns NOT appropriate for discussion with your child's coach:**

- 1) How much playing time each athlete is getting.
- 2) Team strategy.
- 3) Play calling.
- 4) Other student/athlete performance
- 5) Statistics

It is our expectation that our coaches and athletes will conduct themselves with character, integrity and class. We want our programs to be defined by excellence on and off the competition field/court. Parents and fans should also conduct themselves with the utmost sportsmanship and class. Failure to do so could result in removal from the competition until the administration deems appropriate. It is important to the success of each student athlete's experience that each and every individual do their part in contributing to this expectation.

## **Transportation to/from School Events**

Any student riding on a school vehicle to attend/participate in an event must also make the return trip in the school vehicle unless a written parental excuse is presented to the chaperone before the bus leaves the school or the parent takes the student home from the contest themselves. Students may ride with their parents by notifying the coach/sponsor and signing them out at the conclusion of the event. A student may be permitted to ride home with another parent/adult if the student's parent completes the [Parent Transportation Permission Form](#) and submits it to the Jr.Sr. High School Office *prior* to the school vehicle leaving for an event. The parent/adult assuming responsibility for the student is to sign out the student at the conclusion of the event. Students may not drive a personal vehicle to participate in an event.

# **Eligibility**

## **Attendance Eligibility Policy - Board Policy 501.9**

Students must attend at least the last four class periods on any day in order to participate in that day's practice, performance, or contest, unless **advanced** arrangements have been made with the principal.

## **Iowa Department of Education Eligibility Policy - Iowa Code: Scholarship Rule 281**

The Iowa Department of Education in accordance with Scholarship Rule 36.15 (2) requires a student must have passed all subjects and make adequate progress toward graduation to remain eligible at the end of a semester. If not passing all at the end of a semester, then the student is ineligible for the next 30 calendar days effective on the day grades are submitted to the office at the end of each semester for student athletes that are in season OR the first allowable date of competition for students not currently in season. This date is determined by the girls/boys state association(s) (Iowa High School Athletic Association-IHSAA, [www.iahsaa.org/](http://www.iahsaa.org/); Iowa Girls High School Athletic Union-IGHSAU, [www.ighsau.org](http://www.ighsau.org)) in the interscholastic athletic event. If they are passing all classes after the 30 calendar days of ineligibility, then they will become eligible to participate in interscholastic activities. Updated guidance on the state [Scholarship Rule 36.15 \(2\)](#)

## **North Mahaska CSD Academic/Activity Eligibility Policy**

In order to be eligible to participate in extracurricular activities, students must meet the requirements of North Mahaska Good Conduct Code and Academic Eligibility policies, as well as the State of Iowa and the

State Associations that govern the activities (i.e. the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union). These eligibility rules cover all participating students in both junior high and senior high school for conduct both in and out of school school year around.

Copies of the Good Conduct Policy are available in the parent registration packet, or from activity coaches or sponsors, the athletic director, or the Jr./Sr. High School office. When a student violates the rules and regulations and/or discipline policy of the school district, and/or any rules or regulations governing conduct, they may be declared ineligible by the principal or superintendent after consulting with the coach or sponsor.

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

### **Local Policy Eligibility Policy**

- Any student who has two or more F's on a midterm or quarter grading report is ineligible.
- That eligibility can be regained at the next midterm or quarter grade reporting term (4 weeks).
- All classes (including electives) are included in this policy.
- Any student who receives an in-school or out-of-school suspension is not eligible for participation until the suspension has been fully served.
  - If a student serves an in-school or out-of-school suspension, he or she is not eligible to participate in any extracurricular activities that occur on the same dates as the suspension is served.

### **Good Conduct Policy - Board Policy 503.4**

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral or unhealthy. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal will keep records of violations of the good conduct rule. It is the responsibility of the superintendent to develop rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

All students and parents must sign the [Good Conduct Policy](#), even if the student does not choose to participate in a school sponsored activity.

### **Conduct Leading to Suspension/Ineligibility**

1. Consumption, use, or possession of amphetamines, depressants, cocaine, or any other drug or substance. This shall also include consumption, use or possession of marijuana or any other illegal drug and all "look alike" substances.
2. Possession, handling, or transmission of weapons or dangerous instruments or any object that could be considered a dangerous weapon while on school property, while attending school sponsored activities, or on trip(s) to and from school activities, except as allowed for archery and shooting sports and approved by the administration.
3. Consumption, use, or possession of alcoholic beverages. Furthermore, any student who is under the influence of alcohol, or alcohol is detected on his/her breath or clothing, will be subject to

disciplinary action. Also, any student who is on the premises where any of the substances listed in rules numbered 1 and/or 3 are available for use or consumption by minors, will be subject to disciplinary action. Also prohibited is the use or possession of “look alike” substances that appear to be alcohol or controlled substances by the student on school property or at any activities sponsored by the school on or off school property.

4. Consumption, use, or possession of any form of tobacco. This includes snuff, dip, chewing tobacco, cigarettes, cigars, pipe tobacco, E-cigarettes, Vapor, other tobacco imitations or “look alike” substances.
5. Criminal conviction or admission of any offense which constitutes a serious misdemeanor, aggravated misdemeanor, or felony.
6. Conviction or admission of a simple misdemeanor if it involves an offense of violence.
7. Damage, destruction, or theft of school property and/or real or personal property of employees, students, or visitors of the school and/or while the guest of an opposing school.
8. Repeated failure to attend school without reasonable and acceptable excuses or repeated failure to make up detentions.
9. Any behavior which is not representative of the school district’s values as set forth in board policy 503.4 and negatively reflects upon the view others have of our district, could invoke Code of Conduct penalties. This will be handled case by case.

### **Enforcement of Good Conduct Policy**

See [Good Conduct Policy](#) for a detailed response for infractions.

National Honor Society has conduct regulations and may impose additional consequences.

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

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

**\*If a student participates in multiple sports or activities, the penalty applies to EACH sport or activity in which he/she is involved.**

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

### **Senior Trip**

In order to qualify for the senior class trip, a senior must meet (or be on track to meet) the necessary requirements for graduation. The senior trip is classified as an extracurricular activity, so all rules governing extracurricular activities are enforced.

All students will sign two (2) Code of Conduct forms governing the senior class trip.

- The school’s code of conduct policy
- A senior trip code of conduct agreement

Foreign exchange students who are in good standing, regardless of age or grade level classification are eligible for the senior trip. Students must earn or pay for the cost of the trip.

**Reminder: Attending the Senior Trip is a privilege, not a right.** Students may lose the privilege to go on the trip for the following reasons:

- Violation of the North Mahaska Good Conduct Code more than once in his/her high school career
- The Student Assistance Team determines the trip would be detrimental to the student’s academic progress toward graduation.
- The student owes time due to excessive absences or for disciplinary reasons.

## Academics

### Class Designation

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

Freshman (9th)	Sophomore (10th)	Junior (11th)	Senior (12th)
0-10 credits earned	11+ credits earned 2nd year in HS	22+ credits earned 3rd year in HS	32+ credits earned 4th year in HS

### Course Catalog/2019-2020 Course Schedule

- [2019-2020 Course Schedule](#)
- 2019-2020 Course Catalog

### Coursework Guidelines

- Students in grades 9-11 must carry a minimum of six (6) credits per semester, plus physical education.
- Students who are on work release may carry a minimum of five (5) credits per semester, plus physical education.
- Students will receive .5 elective credit for each **full** semester they are in band and/or vocal.

### Junior High School Courses

7th Grade	8th Grade
7th Grade Language Arts Block 7th Grade Integrated Social Studies 7th Grade Integrated Science 7th Grade Math Physical Education	8th Grade Language Arts Block 8th Grade Integrated Social Studies 8th Grade Integrated Science 8th Grade Math Physical Education
<b>Electives</b>	
7th & 8th grade students may choose to participate in band and/or vocal music.	

## **Junior High School Exploratory Courses**

The goal of exploratory courses is to allow students to experience a vast array of opportunities that await them in high school. These courses will be graded as a Pass/Fail course. Engagement and experience are the goals rather than achieving a letter grade.

### **The following courses will be taught on a 4 ½ week rotation:**

Agriculture  
Art  
Careers  
Computer Technology  
Family & Consumer Science  
Health  
Industrial Technology  
Spanish

**\*All 7th & 8th grade students will take each exploratory in his/her 7th & 8th grade years.**

## **Graduation Requirements**

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

See [North Mahaska Graduation Requirements 2019-2020](#) for a detailed listing of graduation requirements.

## **Early Graduation**

Any student contemplating early graduation should apply for Early Graduation no later than September 30 to allow time for board approval. Early Graduation Applications can be obtained through Jr/Sr High School office and should be returned to the school counselor for credit evaluation. Iowa law allows students to graduate early when they meet the district's graduation requirements. Any student choosing to graduate early **will not** be allowed to participate in extracurricular activities or attend the Senior Class Trip. Students will, however, be allowed to attend Prom, commencement ceremonies, and be eligible for selection into the National Honor Society.

## **Requesting Course Changes**

All class changes will be made through the school counselor.

- After the sixth day of the semester, if a student chooses to drop a class, he/she will receive an "F" for the class.
  - Exception: Teacher request for student to be moved to another level of the same subject.

## **Academic Grades - Progress**

Student grades are visible through the parent PowerSchool Portal. Teachers are expected to post grades every Monday before 9:00 am and keep grades updated in a timely manner. These updated grades can be viewed on PowerSchool. Parents are urged to contact teachers to discuss the progress of their student in a particular course.

## Grading

At North Mahaska, grades will be figured using the following percentage scale:

*\*The grade points earned for each letter grade are also shown below. Grade Point Average (GPA) is figured for grades 9th-12th each quarter and semester.*

<b>A</b>	96%-100%	4.00	<b>A-</b>	94%-95%	3.67	<b>B+</b>	91%-93%	3.33	<b>B</b>	88%-90%	3.00
<b>B-</b>	85%-87%	2.67	<b>C+</b>	81%-84%	2.33	<b>C</b>	77%-80%	2.00	<b>C-</b>	73%-76%	1.67
<b>D+</b>	70%-72%	1.33	<b>D</b>	67%-69%	1.00	<b>D-</b>	65%-66%	0.67	<b>F</b>	64%-0%	0.00

\*Semester grades will be figured by combining the two quarter grades and semester test. Semester grades for each class will be carried on the permanent record.

\*If course work is not completed, a student may receive an incomplete. **Students receiving an incomplete will have two weeks from the end of the grading period to complete the work or be given an “F” for the work that is missing.** The principal reserves the right to make exceptions in cases involving extreme or extenuating circumstances.

## Report Cards/Midterm Reports

Report Cards will be available one week after the conclusion of a marking period (quarter or semester). Midterm Reports are available at the end of approximately four weeks in a quarter. Parents may request a copy of Report Cards or Midterm Reports from the Jr/Sr High School Office.

Reports can be provided in the following ways:

1. Hard (Paper) Copy
  - a. Sent home with student
  - b. Mailed directly to the parent/guardian
  - c. Picked up from Jr/Sr High School office by parent/guardian
2. Digital Copy
  - a. Emailed directly to parent/guardian

## Honor Roll

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

- “A” Honor Roll - GPA of 3.67 or higher
- “B” Honor Roll - GPA of 3.00 to 3.66

## Post-Secondary Enrollment Options (Indian Hills Career Academies, Concurrent or PSEO Courses)

Students in grades 9-12 may receive class or vocational-technical credits that count toward graduation requirements for successfully completing courses at community colleges, private colleges, or state universities. The school district may pay up to \$250 of the cost of a course taken by 9-10 grade talented and

gifted students, and any student in grades 11-12. The school district pays only for the courses which are not offered by the high school and which are offered during the regular school year by the community college, private college, or state university.

The following are requirements for North Mahaska students who wish to take collegiate level coursework:

- Must show proficiency in the areas of reading, mathematics, and science on Measures of Academic Progress (MAP), IA Assessments, and/or Iowa Statewide Assessment of Student Progress (ISASP).
- Must be in [good academic standing](#) with North Mahaska Schools

\*Certain courses may have additional requirements/prerequisites set by the post-secondary institution.

## **Advanced Placement Courses**

Advanced Placement (AP) courses, through the University of Iowa - Belin-Blank Center, will be available to North Mahaska students who are eligible.

### **Students eligible to take AP courses must:**

- Be proficient in math, reading, and science on MAP or ISASP (latest score)
- Be able to handle the academic rigor of a college-level course
- Have the self-discipline and motivation necessary for an online course
- Not be too over-committed in your other academic or extracurricular activities

\*If you are unsure if you are ready for the rigor of an AP course, see Mrs. Shawna Goemaat to go through a student readiness checklist.

### General Statements Regarding AP Courses

- Full-year courses cannot be started mid-year.
- Students who enroll in a full-year course are automatically enrolled in both semesters of the course. If a student does not wish to continue the course after completion of the fall semester, he/she must notify Mrs. Goemaat.
- Students who fail the first semester of a full-year course will automatically be dropped from the second semester unless schools petition for an exception.
- If a high school student chooses to drop an Iowa Online AP<sup>®</sup> Academy course more than 14 school days after the start of the course, the school will be assessed a \$350 cancellation fee for each course he/she drops. Additionally, if a high school student is not active on his/her course for 21 consecutive school days, he/she will be dropped from the course and the school will be assessed the same \$350 cancellation fee.

Follow the link below for more information and available courses:

<https://belinblank.education.uiowa.edu/Students/ioapa/Catalog.aspx>

## **Testing-Out Options**

North Mahaska students have the option to earn high school credit for English courses by testing out of the course.

- Courses available for testing-out option: English I, English II, and English III.
- A student who is successful in testing out will be required to take the next available course in the succession of classes unless the Talented & Gifted Coordinator, guidance counselor, and principal approve an alternative course of study.

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

- Iowa Statewide Assessment of Student Progress (ISASP): 85%ile or above in tests related to English
- Measures of Academic Progress (MAP): 85%ile or above in tests related to English
- Cumulative or Subject Area GPA: minimum of 3.5

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

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

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

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

## **Edgenuity**

High School students will have an opportunity for credit recovery in all courses for a high school diploma. Edgenuity is a leading provider of one-on-one online instruction in core and elective courses for grades 6-12. Designed to help students graduate from high school, the program is offered as a grade advancement, credit recovery, and class replacement. These online options require students to meet certain requirements. During the school year, students are not eligible to enroll in a virtual course within their eight-period schedule if a course with the same content is being taught at North Mahaska. The actual classroom setting takes priority over Edgenuity classes. Only with scheduling conflicts will Edgenuity. The final determination if a student can participate in the virtual classes offered through Edgenuity is determined by the school counselor and school administration.

***Parents/guardians and students will be required to sign documents indicating that they understand and support the guidelines for the Edgenuity program.***

For further information, visit [www.edgenuity.com](http://www.edgenuity.com), or contact Edgenuity coordinator, Mr. Roger Gay.

## **Edgenuity Guidelines**

1. Students taking an Edgenuity course for North Mahaska credit must complete the course in the same semester timelines as regular courses.
2. To receive a North Mahaska diploma, a student must have no more than two (2) credits (out of 48) from Edgenuity. *Exceptions may be made with administrative approval, such as:*
  - a. Alternative diploma programs
  - b. Transfers-In who are short credits necessary to graduate
  - c. Accelerated programs
  - d. Scheduling conflicts
  - e. Credit recovery circumstances
3. Edgenuity credits may not be used for early graduation.

4. Students may not take Edgenuity as credit recovery if dismissed from the regular course for disciplinary reasons unless given special permission by the administration. Students must show they attempted to pass their regular education course.
5. Edgenuity courses may be taken over the summer, only with administrative approval.
6. Students must consult with the school counselor, administration, and the Edgenuity coordinator prior to enrolling in an Edgenuity course.
7. If a student falls behind in his/her Edgenuity course:
  - After two (2) weeks the Edgenuity coordinator will take measures necessary to get the student back on track. This may include but is not limited to:
    - Mandatory assignment to Warhawk Study Table until coursework is up to date
    - Phone call to parent/guardian
    - Restricted Study Hall privileges
  - After four (4) weeks more severe measures can be taken such as dropping the student from the course which will result in no credits earned.

## **Driver's Education**

Drivers Education is currently being provided by Street Smarts. Typically, class sessions are held at North Mahaska during the summer. Registration forms can be picked up in the Jr/Sr high school office. For more information, go to their website: <https://streetsmartsdrivesed.com/> or [contact Street Smarts](#).

## **Skip the Trip Program**

The Skip the Trip Program allows North Mahaska to administer driver knowledge testing to eligible North Mahaska students in order to obtain an Instructional Driver's Permit.

Knowledge testing will be conducted online through a web-based Remote Testing Portal established by the Iowa Department of Transportation, Motor Vehicle Division (MVD) and North Mahaska. Results are passed directly to the MVD by North Mahaska and retained in the MVD customer records. At no time will North Mahaska make a student's driver knowledge testing record or results from part of the student's education records.

Eligible applicants for North Mahaska's Skip the Trip Program include individuals:

- Age 14 years or older
- Not currently holding an Iowa Department of Transportation Instruction Permit

Applicants who pass the remote knowledge test will be eligible to apply for an Instruction Permit, provided the applicant is otherwise eligible according to Iowa law, at any Iowa MVD location.

For more information on North Mahaska's Skip the Trip Program, please contact program coordinator, Mr. Roger Gay at [gayr@nmwarhawks.org](mailto:gayr@nmwarhawks.org) or (641) 637-4187 ext. 1126.

## **School Permits**

Iowa Code section 321.194 requires the school board or superintendent/principal to certify that a need exists for a student to possess a school driving permit and that the board and superintendent/principal are not responsible for actions of the applicant which pertains to the school driving permit.

School driving permits may be issued based on the following circumstances:

- The student lives at least one mile from the student's primary attendance center

- The student is involved in an extracurricular activity that practices more than one mile from the attendance center on a regular basis

The fact that the applicant resides less than one mile from the applicant's school of enrollment is prima facie evidence of the nonexistence of necessity for issuance of a license. Prima facie means that **the one-mile requirement is waived only when the school official has reviewed an application and has determined that a special circumstance exists**. A blanket waiver of the one-mile requirement is, therefore, not appropriate.

The application for a school permit can be obtained from the Jr/Sr High School Office. All students applying for a school permit must have successfully completed a Driver's Education course.

## **Open-Enrollment - Board Policy 501.14-501.15**

### ***Open-Enroll In***

North Mahaska will participate in open enrollment as a receiving district. As a receiving district, the board will allow nonresident students, who meet the legal requirements, to open enroll into the school district.

Generally, students in grades 9-12 open enrolling into the school district will not be eligible for participation in interscholastic athletics, at the varsity level, during the first ninety days of open enrollment into the school district.

Parents are responsible for providing transportation to and from North Mahaska without reimbursement unless the parents qualify for transportation assistance.

### ***Open-Enroll Out***

Parents requesting open enrollment out of the school district for their student will notify the sending and receiving school district no later than **March 1** in the school year preceding the first year desired for open enrollment. The notice is made on forms provided by the Department of Education. The forms are available at the central administration office.

## **Graduation Requirements - Board Policy 505.5**

Students must successfully complete the courses required by the North Mahaska School Board and the Iowa Department of Education in order to graduate. It is the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students complete forty-eight (48) credits prior to graduation.

The following credits will be required:

- Language Arts - 8 credits
- Science - 6 credits (including 1 Health credit)
- Mathematics - 6 credits
- Social Studies - 6 credits
- Computer Applications - 1 credit
- Physical Education - 2 credits, unless excused for cause
- Personal Finance - 1 credit (State requirement beginning with Class of 2021)
- Electives - 19 credits

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

All graduates will be required to complete 4 years of English, 3 years of Mathematics, 3 years of Science, and 3 years of Social Studies.

## **National Honor Society**

Membership in the North Mahaska chapter of the National Honor Society is open to juniors and seniors who have:

- Attended North Mahaska for at least one semester
- A cumulative GPA of more than 3.25 on a 4.0 scale.

### **Faculty Council**

The selection of the National Honor Society will be determined by a faculty council of five (5) members, not including the principal nor the National Honor Society advisor(s). The council will be appointed by the principal. Students meeting the scholastic requirements are then evaluated by the faculty council on the basis of leadership, service, and character.

Once selected, members must maintain the following standards:

1. Scholarship - Building and maintaining a 3.25 GPA qualifies all seniors and second-semester juniors for consideration.
2. Leadership - The student who exercises leadership:
  - a. Is resourceful in proposing new problems, applying principles, and making suggestions
  - b. Demonstrates leadership in promoting school activities
  - c. Exercises influence on peers in upholding school ideals and objectives
  - d. Contributes ideas that improve the civic life of the school
  - e. Is able to delegate responsibility
  - f. Exemplifies and inspires positive attitudes
  - g. Demonstrates academic initiative
  - h. Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding
  - i. Upholds scholarship and maintains a loyal school attitude
3. Service - The student who exercises service:
  - a. Is thoroughly dependable in any responsibility accepted
  - b. Participates in some outside activity such as:
    - i. Boy/Girl Scouts
    - ii. Church
    - iii. Volunteers services to the aged or disadvantaged
    - iv. Fulfills family duties, etc.
  - c. Volunteers, is dependable and well organized, is gladly available, and is willing to sacrifice to offer assistance
  - d. Works well with others and is willing to take on difficult or inconspicuous duties
  - e. Cheerfully and enthusiastically renders any requested service to the school
  - f. Does committee and staff work uncomplainingly
  - g. Shows courtesy by assisting visitors, teachers, staff, and students
4. Character - The student of character:
  - a. Takes criticism willingly and accepts recommendations graciously
  - b. Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability)
  - c. Upholds principles of morality and ethics
  - d. Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
  - e. Demonstrates the highest standard of honesty and reliability
  - f. Shows courtesy, concern, and respect for others

- g. Observes instructions, rules, punctuality, and faithfulness both inside and outside the classroom
- h. Manifests truthfulness in acknowledging obedience to rules, avoids cheating, and shows an unwillingness to profit from the mistakes of others.
- i. Actively helps to rid the school of bad influences or environment.

### **Obligations and Opportunities**

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

Each member will have the responsibility for choosing and participating in an individual service project which reflects his or her particular talents and interests and as approved by the chapter advisor(s). Students will seek approval of the project from the chapter advisor(s) prior to completing the project. This service project should not be for financial gain and should also not directly benefit the member's family. This is in addition to the chapter projects to which all members contribute. Documentation will be expected of each student in regards to their individual service project. This documentation must include hours worked and must be signed by a supervisor.

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

### **Parent-Teacher/Student-Led Conferences**

Parent/teacher and Student-Led conferences will be held twice per school year. This is an opportunity to discuss your son/daughter's progress in the course(s) he/she is enrolled, address concerns and work with your child's teacher in order to maximize his/her opportunities in earning a quality education. We strongly encourage all parents to take advantage of these opportunities.

#### **2019-2020 Conferences for the Jr/Sr High School will be structured in the following way:**

##### **Fall (October 28, 29, 31)**

October 28 - Grades 10, 11, 12 - Student-Led with Advisors

- If parents/students would like to meet with individual teachers, please contact those teachers so that time can be set up, or feel free to meet during the following open house nights.

October 29 - Grades 7, 8, 9 - Open House style - All Teachers available to meet in respective rooms.

October 31 - Open House Style for all grade levels & make-up Student-Led Conferences.

##### **Spring (February 17, 18, 20)**

February 17 - Grades 9, 10, 11, 12 - Student-Led with Advisors

- If parents/students would like to meet with individual teachers, please contact those teachers so that time can be set up, or feel free to meet during the following open house nights.

February 18 - Grades 7 & 8 - Open House style - All Teachers available to meet in respective rooms.

February 20 - Open House Style for all grade levels & make-up Student-Led Conferences.

### **Testing**

The Iowa Statewide Assessment of Academic Progress (ISASP) will be given to all 7th-11th-grade students each year. Additionally, Measures of Academic Progress (MAP) will be given all 7th-11th-grade students in the fall and winter. It is very important that students attend school during these testing times.

Other testing or survey opportunities throughout the year may be conducted to evaluate the educational

program and/or to assess student needs. No student shall be required, however, to submit, without written consent from the student's parent/guardian, to psychiatric or psychological examination, testing, or treatment in which the primary purpose is to reveal information concerning the following:

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

Information regarding testing can be obtained through the Jr/Sr. High School office.

## **ACT Information**

The ACT is a standardized test that measures a student's skills in five core areas: English, math, reading, science, and writing (optional). Students in grades 11 and 12 take the ACT so that they can submit their scores to colleges as part of the college application process.

The ACT is composed of four multiple-choice sections-English, Math, Reading, and Science-and one optional essay section-Writing. Total testing time is 2 hours and 55 minutes for the ACT without Writing and 3 hours and 35 minutes for the ACT with Writing.

### **Testing dates for 2019-20:**

Fall 2019 – October 1. Makeup Test Date October 15

Early Spring 2020 - February 25. Makeup Test Date March 10. Online Test Dates February 25-27, March 3-5

Late Spring 2020 – March 24. Makeup Test Date April 7. Online Test Dates March 24-26. April 1-2

Online Only Option - April 21 - 23, April 28-30

For more information on ACT Testing and preparation please contact the Jr/Sr High School Counselor, Mrs. Angie Radcliffe at [radcliffea@nmwarhawks.org](mailto:radcliffea@nmwarhawks.org).

## **Textbooks/Other School Owned Materials**

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

## **1:1 Program**

North Mahaska is a 1:1 Jr/Sr High School. 1:1 means each student in grades 7-12 will be issued a school-owned laptop computer to be used for educational purposes. Students will be responsible for the care of the computer that is assigned to them.

Students should:

- Charge the computer each night
- Bring the computer to school each day, fully charged

Parents/Guardians:

- Please monitor sites your student access at home to ensure they contain appropriate material.
- ★ Students will be issued a computer only after the parent/student forms are signed and returned and the appropriate fees have been paid.
- ★ All signed forms will be kept on file in the Jr/Sr High School office
- ★ All students will be responsible for any and all damage done to their computer.
- ★ Each student will be reissued the same computer until he/she graduates from high school.
- ★ All forms and fees are required before a student may take his/her laptop home.

### **Replacement Prices**

- Apple 60W MagSafe Power Adapter - \$80.00
- Brenthaven Trek Sleeve (Computer Bag) - \$20.00
- Brenthaven Pack Shoulder Strap - \$3.00
- Asset Tag Sticker - \$5.00

\*If replacement of computer is necessary due to negligence, replacement costs may be assessed to the student/parent.

### **Student Aide Program**

The Student Aide Program allows students enrolled in a study hall the option of serving as a student aide during that period. Those who are accepted in a student aide position will be given one-half (0.5) credit for each semester that is completed successfully.

#### **Student Aide Guidelines**

- Must have a cumulative GPA of 2.5 or higher
- Must have passed all classes in the previous semester.
- Participants may be removed from the student aide program if he/she is failing a class or if deemed necessary by the principal.

#### **Student Aide Opportunities**

- Office assistance
- Classroom assistance in the Elementary
- Janitorial assistance
- Cafeteria assistance

### **Study Hall Expectations**

Study Halls are intended to provide a place and time for homework and learning. A student elects to take a study hall because he/she sees the need for study/homework time given his/her coursework load, therefore study hall will not be treated as social/free time.

#### **General Study Hall Guidelines**

1. Students should remain quiet for the entire study hall period.
2. Only one boy or girl is to be checked out from the study hall at the same time.
3. No student should leave the study hall or classroom without a signed hall pass from the teacher or party requesting the student.

4. Work until the bell rings. This means you will bring all necessary supplies to occupy yourself the entire class period. If you have no assignments to work on, bring reading material or review other class material. Work may be provided by the teacher if you do not bring something to work on in study hall.
5. The teacher may assign seats if he/she feels it is necessary.
6. Teachers are in complete charge and have the right to add other rules and/or make stricter rules as they see fit.
7. Computers are not to be used as an entertainment opportunity during study hall. ALL students must ask permission from the study hall teacher to be on his/her computer. Computers will be monitored. If a student is found to be abusing the privilege of having computer access during study hall, further restrictions will be made.
  - a. All 7th & 8th Grade students are to leave his/her computer next to the teacher's desk upon entering the study hall.
  - b. If it is needed for homework, you must ask for permission to take your computer to your seat.

## **Restricted Study Hall**

At the mid-term and at the end of each quarter, a Restricted Study Hall list will be established.

### **Students may be placed on the Restricted Study Hall list for the following reasons:**

- One or more grades below a "D" at the mid-term, end of the quarter, or end of the semester
- A student is assigned to Warhawk Study Table for missing/late assignments
- Frequent instances of overuse of passes (restroom, locker, office, nurse).

### **If a student is on the Restricted Study Hall list:**

- He/She is expected to stay in the study hall or classroom to work on school work. Pass privileges are revoked (unless there are extreme circumstances).
- Computer privileges are revoked unless there is a pass presented by a teacher stating that the student needs the computer to complete course work.
- The privilege of taking a computer home is revoked unless there is a pass presented by a teacher stating that the student needs the computer to complete course work.

Grades/Missing Assignments will be checked after two weeks to determine if a student is eligible to come off of the Restricted Study Hall list.

# **Notices**

## **Equal Education Opportunity Statement - Board Policy 102**

North Mahaska Schools will not discriminate in its educational activities on the basis of race, creed, color, religion, gender, national origin, age, sexual orientation, marital status, gender identity, or disability. The school requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules, and regulations pertaining to contract compliance and equal opportunity. North Mahaska is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, sex, marital status, sexual orientation, gender identity, socioeconomic status, disability, religion, or creed. Further, the school affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

## **Notice of Non-Discrimination - Board Policy 102.E1**

Students, parents, employees and others doing business with or performing services for the North Mahaska Community School District are hereby notified that this school district does not discriminate on the basis of race, color, creed, age (except students), religion, national origin, sex, marital status, sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sex, sexual orientation, gender identity or disability in admission or access to, or treatment in, its hiring and employment practices.

Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact the Superintendent of Schools located at 2163 135th Street in New Sharon, Iowa, 641-637-4187, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and Iowa Code § 280.3 (2007).

## **Equity Statement**

It is the policy of the North Mahaska Community School District not to illegally discriminate on the bases 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, Nicole DeBoef, Elementary At-Risk Coordinator, 2163 135th Street, New Sharon, IA 50207 at (641)637-4041 or at [deboefn@nmwarhawks.org](mailto:deboefn@nmwarhawks.org).

## **Family Education 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 types 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 accreditation 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.

## **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 officially 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.

## **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 grounds 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, rules 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.

## **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.

***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 the Jr/Sr High School office. The Jr/Sr High School office hours are Monday-Friday 7:50 AM to 4:00 PM.***