

### **ANNUAL NOTICES**

Any student over the age of eighteen or parent not wanting this information released to the public may object in writing by September 1 to the principal. The objection needs to be renewed annually.

Directory information includes:

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

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC, 20202-4605

The School District may share any information with the Parties contained in a student's permanent record, which is related to the juvenile justice system's ability to effectively serve the student. Prior to adjudication information completed in the permanent record may be disclosed by the School District to the Parties without parental consent or court order. Information contained in the student's permanent record may be disclosed by the School District to the Parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely in determining the family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian.

Information obtained from others shall not be used for the basis of disciplinary action on the student. This agreement governs a school district's ability to share information and the purposes for which that information can be used.

### **DUE PROCESS**

Students at North Mahaska are entitled to the following due process procedures in discipline matters:

- 1) Notice of what the student is accused of,
  - 2) Opportunity to be heard.
- Parents may be notified by phone or by letter of all but minor discipline measures.

### **PERIODIC INSPECTION OF LOCKERS, DESKS, COMPUTERS AND SCHOOL FACILITIES**

Lockers, desks, computers and other facilities and spaces remain at all times the property of the District even though temporarily assigned as a courtesy to students. These facilities and equipment are subject to unannounced inspections, and students have no legitimate expectation of privacy in these facilities and equipment even though they may be locked. Written notice shall be given annually to each student and his/her parents, guardians or custodians that the District may conduct periodic inspections without prior notice of all or a randomly selected number of school lockers, desks, computers and other facilities or spaces owned by the District and provided as a courtesy to students.

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

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

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

The following have been appointed by the Board of Directors as Level I investigators: Amber Goemaat 637-4041 or Joshua McCollam 637-4187.

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

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment.

Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits to school employee's abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's website: [www.iowa.gov/educate](http://www.iowa.gov/educate). (Normal detention and suspension of students as currently practiced at North Mahaska is allowed by this law.)

**TEACHER QUALIFICATIONS**

Parents/Guardians in the North Mahaska School District have the right to learn about the following qualifications of their child's teacher, state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree.

Parents/Guardians may request this information from the Office of the Superintendent by calling (641) 637-4187 or by sending a letter of request to the Office of the Superintendent, PO Box 89, New Sharon, Iowa 50207.

**HARASSMENT POLICY**

Initiations, Hazing, Bullying or Harassment

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

Students who feel that they have been harassed or bullied should:

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

-If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the

student should: tell a teacher, counselor or principal; and write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including: what, when and where it happened; who was involved; exactly what was said or what the harasser or the bully did; witnesses to the harassment or bullying; what the students said or did, either at the time or later; how the student felt; and how the harasser or bully responded.

-Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when it: places the student in reasonable fear of harm to the student's person or property; has a substantially detrimental effect on the student's physical and mental health; has the effect of substantially interfering with the student's academic performance; or has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privilege provided by school.

-Sexual harassment includes, but not limited to: verbal, physical or written harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or degrading implications; and suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to: verbal, physical, or written harassment or abuse; repeated remarks of a demeaning nature; implied or explicit threats concerning one's grades, job, etc; and demeaning jokes, stories or activities.

**OPEN ENROLLMENT**

Application forms for the 2024-2025 school year are available at the superintendent's office or on the North Mahaska Website on the Registration Page.. When we send you the forms, you will also receive a set of easy to follow instructions for completing the forms.

Parents/Guardians of open enrollment students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation, or in the form of a cash stipend. Parents and students should be aware that open enrollment may result in the loss of athletic eligibility for up to one full semester (90 days) for the student or students involved. If you have questions concerning the open enrollment program, or to receive the forms, please contact Tim Veiseth at (641) 637-4187.

### **POST SECONDARY ENROLLMENT**

The concurrent enrollment program, also known as district-to-community college sharing, promotes rigorous academic or career technical education (CTE) pursuits by providing opportunities for high school students to enroll part-time in eligible nonsectarian courses at or through community colleges.

Concurrent enrollment courses are offered through contractual agreements between community colleges and school districts. Through the program, community college courses are offered to classes of high school students in grades nine through twelve. The classes are college classes -- even if they are held in a school district classroom. During the time of the concurrent enrollment course, the site acts as a satellite location of the college. The instructor may be a community college instructor or a high school instructor employed by the contracted district who meets state and college faculty standards and requirements.

A student may make an application to a community college and the school district to allow the student to enroll for college credit in a nonsectarian course offered by the community college. A comparable course, as defined in rules adopted by the board of directors of the school district, must not be offered by the school district or accredited nonpublic school which the student attends.

Students and/or parents interested in learning more about earning post-secondary credit while in high school should contact Ms. Moore, the high school counselor.

### **HOMELESS CHILDREN AND YOUTH**

The District shall make reasonable efforts to identify homeless children and youth of school age within the District, encourage their enrollment and eliminate existing barriers which may exist in District policies or practices to their receiving education. A homeless child is defined as a child or youth between the ages of 5 and 21 who lacks a fixed,

regular and adequate nighttime residence and includes a child or youth who is living on the street, in a car, tent or abandoned building or some other form of shelter not designated as permanent; who is living in a community shelter facility; or who is living with non-nuclear family members or with friends, who may or may not have legal guardianship over the child or youth of school age. So that enrollment of homeless children and youth of school age may be facilitated the following policy areas shall be modified as necessary: school records, immunization requirements, waiver of fees and charges, enrollment requirements/placement, residency and transportation. All services which are available to resident students, shall be made available to homeless children or youths enrolled in the District. Services residency and transportation. All services, which are available to resident students, shall be made available to homeless children or youths enrolled in the District. Services include special education, talented and gifted programs, vocational education, English as a second language, health services and food and nutrition programs. Include special education, talented and gifted programs, vocational education, English as a second language programs, health services and food and nutrition programs.

### **EQUITY STATEMENT**

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, age (except students), religion, national origin, gender, socio-economic status, 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), national origin, gender, sexual orientation, gender identity, marital status, disability, religion, or creed 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).

### **No Child Left Behind**

Requirement Parent's/Guardian's Rights Notification. Parents/Guardians in the North Mahaska Community School District have the right to learn about the following qualifications of their child's teacher/paraprofessional:

- state licensure requirements for the grade level and content areas taught
- the current licensing status of your child's teacher/paraprofessional, and Baccalaureate/graduate certification/degree. You may also request the qualifications of an instruction paraprofessional who serves your student in a Title I program or if your school operates a school wide Title I program.

Parents/Guardians may request this information from the office of the Superintendent by calling (641) 637-4187 or by sending a letter of request to the Office of the Superintendent, 2163 135th Street, Box 89 New Sharon, Iowa 50207. The North Mahaska Community School District ensures that parents will be notified in writing if their child has been assigned, or has been taught by a teacher for four or more consecutive weeks by a teacher who is not considered highly qualified.

### **EDUCATIONAL EQUITY POLICY STATEMENT**

It is the policy of the North Mahaska Community School District not to discriminate on the basis of race, color, national origin, gender, sexual orientation, gender identity, marital status, socioeconomic status, disability, religion, or creed in its educational programs, activities or employment policies as required by Title IV and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendment and Section 504 of the Federal Rehabilitation Act of 1973. It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of pluralistic society. Inquiries regarding compliance with Title IX, Title VI or Section 504 may be directed to Tim Veiseth, Superintendent, North Mahaska Community Schools, P.O. Box 89, New Sharon, Iowa 50207, (641) 637-4187; to the Director of the Iowa Civil Rights Commission, Des Moines, Iowa; or to the Director of the region VII Office of Civil Rights, Department of Education,

Kansas City, Missouri.

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT**

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

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

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

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

Parents or eligible students who wish to ask the School to amend a record should write to the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, The School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or

student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

(NOTE: In addition, a school may want to include its directory information public notice, as required by 99.37 of the regulations, with its annual notification of rights under FERPA.)

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that North Mahaska Community School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, North Mahaska Community School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the North Mahaska Community School District to include this type of information from your child's education records in certain school publications. Example includes:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and

- Sport activity sheets, such as for wrestling, showing weight and height of team members.

Directory information which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations with a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal law requires local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information-names, addresses and telephone listings-unless parents have advised the LEAs that they do not want their student's information disclosed without prior written consent.

#### **COMMUNICABLE DISEASES**

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term "communicable disease" shall mean an infection or contagious disease spread from person to person, or animal to person, or as defined bylaw. A Student shall notify the building principal, or superintendent, when the student learns he/she has a communicable disease. It shall be the responsibility of the principal, or superintendent, when upon investigation has knowledge that the reportable communicable disease is present, to notify the Iowa Department of Public Health.

#### **IMMUNIZATIONS**

All students enrolling for the 2024-2025 school year must have a certificate of immunization. Effective July 3, 1991, all children entering kindergarten are required to have received two doses of measles, mumps and rubella vaccine prior to entry. The first dose shall have been given after 12 months of age. The second dose having been given after the child's fourth birthday. Three doses of DPT and polio are also required, one dose having been given after the child's fourth birthday. Beginning with the 1999-2000 school year students must have received three doses of hepatitis-B vaccine. Also required is the varicella vaccine or proof for chickenpox with the date given. If you have not completed one of these cards or have a question, please contact the Superintendent's Office at (641) 637-4187.

In 2009-2010, the EPA conducted a random inspection of

### **BLOOD TESTING REQUIRED BEFORE SCHOOL ENTRY**

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

A law requires all children to have lead screenings. Parents must provide evidence of the completion of the screening to the school district prior to the age of 6.

### **DENTAL SCREENING**

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

### **SMOKE FREE AIR ACT**

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

### **CHEMICAL RIGHT TO KNOW**

Diamond-shaped signs with red, blue, yellow and white color divisions are placed in all areas of the school in which hazardous chemicals are stored. A file of Material Safety Data Sheets (MSDS) is maintained in the superintendent's office. These sheets are collected whenever a potentially hazardous chemical is purchased such chemicals include those used in the science labs, janitorial supplies, paint, petroleum products, and cleaning compounds. MSDS sheets give recommendations for each product.

North Mahaska completed a Rehab the Lab Program in 2008-2009. In this program, chemicals were properly disposed of. Safe management practices were examined at this time.

(1) Mail: U.S. Department of Agriculture

the school's disposal procedures. Small changes were made in the way used oil is disposed.

### **ASBESTOS INFORMATION**

The junior/senior high school building contains some asbestos, as do most schools in the state of Iowa. What we have is confined mainly to some floor tile and to the insulated wrappings around the pipes, the high school boiler room was cleared of asbestos in the spring of 2014. Pursuant to the requirements of the Asbestos Hazard Emergency Response Act, a copy of our Asbestos Management Plan for each school building in the North Mahaska District is available for review in the North Mahaska Administrative Office. If you would like to see this plan, please call for an appointment at (641) 637-4187. The 3-year building re-inspection was completed during the 2022/2023 School Year.

### **USDA Nondiscrimination Statement**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA.

The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be

Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

- (2) Fax: (202) 690-7442; or  
(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

#### Guidelines

1. The new discrimination statement may not be altered in any way including the formatting and spacing.
2. The text must be readable in Time New Roman font (black or dark color).
3. The ideal font size of the statement is 11.
4. A font size as small as 9 point may be used.
5. If the document is a one page document, the font size must be the same as the rest of the font used to maintain equal importance.
6. If the full statement does not fit, use the abbreviated "equal opportunity" statement. The abbreviated state font must be the same size as the font size used in the document.

#### Iowa Non-Discrimination Statement:

"It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by grievance procedures related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St. Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; website: <https://icrciowa.gov/>."

submitted to USDA by:

1. Mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, DC 20250-9410; or
2. Fax:  
(833) 256-1665 or (202) 690-7442; or
3. Email:  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

The North Mahaska CSD offers career and technical programs in the following service areas:

- Agriculture, Food, and Natural Resources
- Business, Finance, Marketing, and Management
- Applied Sciences, Technology, Engineering, and Manufacturing
- Human Services

It is the policy of the North Mahaska Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator: Nicole DeBoef, 2163 135th Street, New Sharon, IA 50207 at (641) 637-4041 or at [deboefn@nmwarhawks.org](mailto:deboefn@nmwarhawks.org)