



**North Mahaska
Junior/Senior High School**

Student/Parent Handbook
2024-2025

2163 135th Street
New Sharon, Iowa 50207

Ph: 641-637-4187

Fax: 641-637-4559

www.nmwarhawks.org

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.

Table of Contents

| | |
|---|-----------|
| Introduction | 9 |
| Welcome Letter to Students and Parents | 9 |
| Educational Philosophy | 9 |
| Objectives of Our School | 9 |
| District Mission Statement | 10 |
| Email Addresses | 10 |
| School Website | 10 |
| PowerSchool | 10 |
| School Fight Song | 11 |
| 2024-2025 School Calendar | 11 |
| Faculty & Staff | 11 |
| Administration | 11 |
| Instructional Staff | 11 |
| Class Sponsors | 12 |
| Support Staff | 12 |
| Administrative Assistants | 12 |
| Custodial/Maintenance | 12 |
| Para-Educators | 12 |
| Transportation | 12 |
| Food & Nutritional Services - Contracted with Lunchtime Solutions | 13 |
| Student Health Services | 13 |
| Student Support Services | 13 |
| School Counseling Office/Career Planning | 13 |
| Talented & Gifted Program (TAG) - Board Policy 604.3 | 13 |
| N-MAP - North Mahaska Alternative Program | 14 |
| Special Education & Related Services - Board Policy 603.3 | 15 |
| Student Assistance Team | 15 |
| Vocational Rehabilitation Services | 16 |
| Mental Health Services | 16 |
| Mentor/Mentee Program | 16 |
| Building Schedule | 17 |
| School Cancellations/Delays/Early-Dismissals | 18 |
| Student Attendance | 18 |
| Attendance Policy - Board Policy(ies) 501.9, 501.10, 501.10R | 18 |
| School-Related or Pre-Arranged Absences | 20 |
| Truancy | 20 |
| Truancy Procedure | 20 |
| Truancy Laws of the State of Iowa | 21 |
| Excessive Absenteeism - Board Policy 501.10R | 21 |
| Academic Probation. | 21 |
| Tardies | 22 |

| | |
|--|-----------|
| Tardy Policy | 22 |
| Work Release - Board Policy 501.17 | 22 |
| Junior Open Lunch Policy | 23 |
| Junior Open Lunch Policy - Expectations | 23 |
| Senior Open Campus | 24 |
| Senior Open Campus Policy - Expectations | 25 |
| Leaving School Grounds - Board Policy 501.11 | 25 |
| Student Discipline | 26 |
| Due Process | 26 |
| Student Code of Conduct - Board Policy 503.1 | 26 |
| Dismissal from a class or activity | 27 |
| Detention | 27 |
| Payment for damage to equipment or buildings | 27 |
| Community Service | 27 |
| Probation - Board Policy 503.1R1 | 28 |
| Suspension - Board Policy 503.1R1 | 28 |
| Expulsion - Board Policy - 503.2 | 28 |
| Student Expectations | 29 |
| Academic Honesty/Integrity | 29 |
| Alcohol/Drugs/Tobacco/E Cigarettes/Vaping - Board Policy 502.7 | 30 |
| Profanity/Inappropriate Language | 30 |
| Dress/Hygiene Policy - Board Policy 502.1 | 30 |
| Headphones/Earbuds | 31 |
| Graduation Regalia | 31 |
| Cords/Honors Distinctions | 31 |
| Mortar Board Decoration | 31 |
| School Dances - Rules & Procedures | 32 |
| Student Conduct on School Transportation | 32 |
| Bus Suspensions | 33 |
| Student Interpersonal Relationships | 33 |
| Vandalism - Board Policy 502.2 | 33 |
| Weapons - Board Policy 502.6 | 33 |
| Harassment/Bullying - Board Policy 104 | 34 |
| Sportsmanship | 34 |
| Policies & Procedures | 35 |
| Student Health | 35 |
| Medication Policy - Board Policy 507.2 | 35 |
| Commencement (Graduation) - Board Policy 505.7 | 35 |
| Food & Drink | 36 |
| Backpacks | 36 |
| Athletic Facilities | 36 |
| Gym | 36 |

| | |
|---|-----------|
| Training Room | 36 |
| Fitness Center/Weight Room | 37 |
| Sexual Abuse and Harrassment by School Employees | 37 |
| How to File a Report if you Suspect the Abuse of a Student by a School Employee | 38 |
| Initiations, Hazing, or Harassment | 38 |
| Homeless Children and Youth | 39 |
| Child Abuse Reporting | 39 |
| Cell Phone Policy | 40 |
| Acceptable Use Policy - Board Policy 605.6 | 41 |
| Technology Recording Policy | 41 |
| Lockers | 41 |
| Hallway Displays | 42 |
| Student Records - Board Policy 506.1 | 42 |
| School Breakfast/Lunch | 42 |
| Fines & Fees - Board Policy 503.3 | 42 |
| Search & Seizure - Board Policy 502.8 | 43 |
| Security Cameras | 44 |
| School Owned/Managed Technology | 44 |
| Student Vehicles/Parking | 44 |
| Visitors | 44 |
| Family Night - Board Policy 508.2 | 45 |
| Curfew | 45 |
| North Mahaska Communication Flow Chart | 45 |
| Athletics & Activities | 45 |
| Coaching/Sponsor Staff | 45 |
| Student Council | 47 |
| Activity Passes | 47 |
| Physicals & Concussion Forms | 48 |
| Procedures for Resolving Parental Concerns | 48 |
| Athletics/Activities | 48 |
| Transportation to/from School Events | 49 |
| Eligibility | 49 |
| Attendance Eligibility Policy - Board Policy 501.9 | 49 |
| Iowa Department of Education Eligibility Policy - Iowa Code: Scholarship Rule 281 | 49 |
| North Mahaska CSD Academic/Activity Eligibility Policy | 49 |
| Online/Remote Learners Eligibility | 50 |
| Good Conduct Policy - Board Policy 503.4 | 51 |
| Conduct Leading to Suspension/Ineligibility | 51 |
| Enforcement of Good Conduct Policy | 51 |
| Senior Trip | 52 |
| Academics | 52 |
| Course Catalog/2024-2025 Course Schedule | 52 |

| | |
|---|-----------|
| Coursework Guidelines | 52 |
| Junior High School Courses | 53 |
| Junior High School Exploratory Courses | 53 |
| Graduation Requirements | 53 |
| Early Graduation | 53 |
| Requesting Course Changes | 53 |
| Academic Grades - Progress | 54 |
| Grading | 54 |
| Report Cards/Midterm Reports | 54 |
| Honor Roll | 54 |
| Post-Secondary Enrollment Options (Indian Hills Career Academies, Concurrent or PSEO Courses) | 55 |
| Advanced Placement Courses | 55 |
| Credit Recovery | 56 |
| Edgenuity Guidelines | 56 |
| Driver's Education | 57 |
| School Permits | 57 |
| Open-Enrollment - Board Policy 501.14-501.15 | 57 |
| Graduation Requirements - Board Policy 505.5 | 57 |
| Honor Society | 58 |
| Faculty Council | 58 |
| Obligations and Opportunities | 58 |
| Parent-Teacher Conferences | 58 |
| Testing | 59 |
| ACT Information | 59 |
| Textbooks/Other School Owned Materials | 60 |
| 1:1 Program | 60 |
| Student Aide Program | 60 |
| Student Aide Guidelines | 60 |
| Student Aide Opportunities | 60 |
| Study Hall Expectations | 60 |
| Notices | 61 |
| Equal Education Opportunity Statement - Board Policy 102 | 61 |
| Notice of Non-Discrimination - Board Policy 102.E1 | 61 |
| Equity Statement | 62 |
| Family Education and Privacy Act | 62 |
| Educational Records | 63 |
| Annual Notice Student Directory Information | 63 |
| Jurisdictional Statement | 63 |
| Title IX Policy | 64 |
| Annual Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention | 64 |
| Definitions | 64 |

Introduction

Welcome Letter to Students and Parents

Welcome to North Mahaska Junior/Senior High School! We are excited that you have chosen to be a part of the Warhawk family for the 2024-2025 school year. We are looking forward to witnessing continued growth for all students. At North Mahaska Jr/Sr High we prepare students to be career and college ready through rigorous curriculum, positive relationships, and collaboration.

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 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. We hope that you will be involved in various activities within our school. I am excited to see the successes our students have inside and outside of the classroom this school year. "Expect the Best!"

Josh McCollam
Jr/Sr High 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

Preparation

Respect

Integrity

Discipline

Effort

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

In addition to the character expectations matrix, please take a look at the [North Mahaska Behavior/Consequences Matrix](#) to be informed of consequences based on infractions.

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

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!

2024-2025 School Calendar

The [2024-2025 school calendar](#) approved by the North Mahaska Board of Education.

Faculty & Staff

Administration

Mr. Tim Veiseth - Superintendent
Mrs. Amber Goemaat - Elementary Principal
Mr. Josh McCollam - Jr/Sr High Principal
Mrs. Carrie Kral - Activities Director

Instructional Staff

Mr. Ryan Andersen - Behavior Support Specialist
Mr. Trey Bennett - Social Studies
Mrs. Jana Boonstra - Mathematics
Mrs. Elizabeth Burns - Spanish
Mrs. Tara Carrico - 7-12 Vocal Music; K-4 General Music
Mr. Jonah Christianson - Social Studies
Mrs. Bonnie Dawley - Special Education
Ms. Alexis Dafflitto - English Language Arts
Ms. Alexandra Doepp - 5-12 Instrumental Music, 5-6 General Music
Mrs. Joni Downs - Special Education
Ms. Emily Ebeling - Science
Mrs. Erica Groom - Business/Health Occupations
Mr. Ryan Groom - Industrial Technology/Applied Sciences
Mrs. Kate Hite - English Language Arts; Teacher Librarian
Mrs. Stacie Johannes - Instructional/Induction Coach
Mr. Kevin Kelderman - Mathematics
Mr. Paul Kessler - Science
Mrs. Deanna Lee - Family & Consumer Sciences
Mr. Beau Leshen - Health/PE

Ms. Josie Moore - Jr/Sr High School Counselor

Mrs. Michelle Nelson - K-12 Attendance Liaison, K-12 At-Risk Coordinator, Edgenuity Coordinator, 504 Coordinator

Ms. Molly Ray - Art

Mrs. Shayla Schilling - K-12 Math Interventionist/Coach; K-12 Talented & Gifted

Mr. Mark Schroeder - 7-12 Physical Education

Mrs. Ashley Warren - Vocational Agriculture

Mrs. Jennifer Whelan - English Language Arts

Class Sponsors

| | |
|---------------------------------------|--|
| 7th Grade | 8th Grade |
| Mrs. Joni Downs Mr. Trey Bennet | Mrs. Kate Hite Mrs. Tara Carrico |
| 9th Grade | 10th Grade |
| Mrs. Bonnie Dawley Mr. Beau Leshen | Mrs. Alexis Dafflitto Mrs. Deanna Lee |
| 11th Grade | 12th Grade |
| Ms. Molly Ray Ms. Alex Doepp | Mr. Ryan Groom Mrs. Erica Groom |

Support Staff

Administrative Assistants

Ms. Kim Hudson - Jr./Sr. High School Office

Mrs. Lynnette VanDonselaar - School Business Official, Board Secretary

Mr. Roman Meyers- Assistant Business

Mrs. Lindsey Bankes - Elementary School Office

Custodial/Maintenance

Mr. Kiah Bucklin - Head Custodial/Maintenance

Mr. Craig Montgomery

Mrs. DeeAnn Bokhoven

Mr. Jeff DeWitt

Mr. Ron Thompson

Para-Educators

Mrs. Nancy Dunnick

Ms. Summer McCabe

Mrs. Tammy Rivera

Transportation

Mr. Bryan Kime - Transportation Coordinator
Mr. John Bacon
Mrs. Terri Burch
Mr. Melvin Gott
Mrs. Harriett Graham
Mr. Mike Linder
Mr. Eric Reed

Food & Nutritional Services - Contracted with Lunchtime Solutions

Student Health Services

Mrs. Jil Van Utrecht - School Nurse
Mrs. Erica Groom - Student-Athlete Training Support
Mr. John Colligan - CPR Instructor
Mrs. Jana Vink - Clinical Social Worker - *Funded through Mental Health Supports Grant*
Mrs. Collette Schippers - Clinical Social Worker - *Funded through Mental Health Supports Grant*
Heather Main AEA- School 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 counselors 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, Shayla Schilling at schillings@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.

N-MAP - North Mahaska Alternative Program

The goal of the [North Mahaska Alternative Program \(N-MAP\)](#) is to assist students at North Mahaska who wish to earn a high school diploma. The North Mahaska Alternative Program is dedicated to helping students become successful in achieving self-esteem, responsibility, and the necessary skills to live in our society following graduation. The major emphasis of the program is to provide an individualized setting for students who wish to earn a high school diploma.

N-MAP targets those students who:

- are contemplating dropping out of school
- have fallen behind on credits
- have an attendance problem

- have experienced life traumas which have greatly affected their ability to perform in the traditional school setting

Students who are a safety problem or demonstrate threatening behavior are not eligible for enrollment without a behavior plan. Special education students may be considered for the program with continued special education services.

Only students who have attended high school for two consecutive years are eligible for entry into the program unless there are special circumstances as determined by the N-MAP team. The N-MAP team includes: building principal, school counselor, At-Risk coordinator, parent(s) and student. Students over 21 should contact the school counselor for guidance into adult programs.

If you or your student are interested in exploring the N-MAP program, please contact program coordinator, Michelle(Shelly)Nelson (nelsonm@nmwarhawks.org) or Jr/Sr High principal, Josh McCollam (mccollamj@nmwarhawks.org) to schedule a meeting.

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 Ms. Josie Moore at moorejo@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 study hall.

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.

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 8:10.

North Mahaska will be using a traditional schedule for the 2024-2025 school year. On Fridays, students will be dismissed at 1:30 for teacher instructional planning and professional development. We will run on a 2 day cycle. In the event we do not have school (weather, vacation, etc.) that day will be skipped and we will begin the next day where we left off prior to the missed day.

| FULL DAY (8:15-3:30) | | 1:30 EARLY DISMISSAL | |
|--|---|---|--|
| High School 1st Period 8:15-8:58 2nd Period 9:03 - 9:46 3rd Period 9:51 - 10:34 4th Period 10:39 - 11:22 Lunch/WIN A 11:26 - 11:51 Lunch/WIN B 11:53 - 12:18 5th Period 12:23 - 1:06 6th Period 1:11 - 1:54 7th Period 1:59 - 2:42 8th Period 2:47 - 3:30 | Junior High School 1st Period 8:15-8:58 2nd Period 9:03 - 9:46 3rd Period 9:51 - 10:34 4th Period 10:39 - 11:22 5th Period 11:27 - 12:10 Lunch 12:14 - 12:39 WIN 12:41 - 1:06 6th Period 1:11 - 1:54 7th Period 1:59 - 2:42 8th Period 2:47 - 3:30 | High School 1st Period 8:15-8:43 2nd Period 8:48 - 9:16 3rd Period 9:21 - 9:49 4th Period 9:54 - 10:22 6th Period 10:27 - 10:55 7th Period 11:00 - 11:28 Lunch/WIN A 11:32 - 11:57 Lunch/WIN B 11:59 - 12:24 5th Period 12:29 - 12:57 8th Period 1:02 - 1:30 | Junior High School 1st Period 8:15-8:43 2nd Period 8:48 - 9:16 3rd Period 9:21 - 9:49 4th Period 9:54 - 10:22 6th Period 10:27 - 10:55 7th Period 11:00 - 11:28 5th Period 11:33 - 12:01 WIN 12:05 - 12:30 Lunch 12:32 - 12:57 8th Period 1:02 - 1:30 |

WIN (What I Need) period is a dedicated time within the school day designed to provide personalized support and enrichment for students across Junior High and High School levels. This period allows students to address specific academic needs or goals through a variety of structured activities.

For Junior High students, WIN serves as a targeted intervention period where they can receive additional assistance tailored to their learning requirements. Whether it's reteaching concepts, retaking assessments, making up missed assignments, or getting help with current coursework, the focus is on ensuring students grasp fundamental concepts and succeed academically. Junior High students that are not assigned to a specific WIN session will be assigned to a structured study hall.

High School students are similarly engaged during WIN period, although their experience varies depending on whether they have open lunch privileges. For those without open lunch, they are assigned to a structured study hall if not enrolled in a specific WIN session.

Students with open lunch have the flexibility to choose between an extended lunch period or opting into a WIN session or structured study hall. This flexibility empowers students to take ownership of their academic needs while balancing their daily schedules.

It's important to note that no High School student will be scheduled for both WIN A and WIN B on the same day, ensuring they are scheduled for lunch. However, a student may be assigned to WIN A on one day of the week and WIN B on another day. This staggered approach allows for targeted, effective support tailored to each student's evolving needs throughout the week.

On Wednesdays during WIN period, all students, both Junior High and High School, will engage in structured activities led by their assigned advisor. This advisor plays a pivotal role in guiding students through character and leadership lessons, facilitating goal setting and progress monitoring, assisting with 4-year academic planning, and supporting the development of academic portfolios.

The WIN period on Wednesdays serves as a designated time for students to reflect on their personal growth and academic achievements, while also setting future goals aligned with their aspirations. This structured approach not only enhances students' academic preparedness but also fosters their personal development by emphasizing essential skills such as leadership, responsibility, and self-awareness. This comprehensive approach underscores the school's commitment to nurturing well-rounded individuals who are prepared to excel in various aspects of their lives beyond the classroom.

Overall, WIN period embodies the school's commitment to personalized education, fostering a supportive environment where students can thrive academically and reach their full potential. By addressing individual learning needs and offering structured support, WIN period plays a crucial role in promoting student success and growth.

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 Alert*. 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 are 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 **These absences will be counted as unexcused in the PowerSchool system:*

- **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**
- **Tired or oversleeping**
- **Missing rides or not making plans for transportation**
- **No notification from parent/guardian to report cause of absence**

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

- In order for a student to participate in an interscholastic event, the student must attend all classes and study halls on a normal school day of the event. A school-approved absence the day of an event must be submitted to the office by 9:30am of the day of the absence. If an absence occurs and there is no communication and approval prior to 9:30am, documentation of an excused appointment is required in order for that student to be eligible to participate in an event that day. Failure to comply with this regulation will result in being ineligible for participation in any extracurricular event/performance on the day they were absent. Only in extraordinary circumstances may this rule be waived by the principal.

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.

Truancy

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

When a student has been excessively absent from school, then the student's parent will be contacted regarding the student's attendance. The classroom teacher, principal, At-Risk Coordinator, or guidance counselor may initiate contact via telephone, email, home visit, or letter.

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

A student who is absent from school six (6) non-school related days per semester is considered to have "excessive absenteeism."

Students who reach the six (6) class/day level may be contacted by letter notifying them of their absences and explaining to them what future consequences could be put in place if attendance does not improve.

A student who obtains ten (10) non-school related absences in a semester runs the risk of experiencing "significant delays" in their learning.

If a student's attendance does not improve and total absences in one semester exceed fifteen (15), a written contract for school attendance may be put in place, and the student/parent may be referred to the county truancy officer.

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

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 a member of the attendance team.
- After the 10th unexcused absence - a letter will be sent via US Postal Service to a student's parent/guardian & meeting time set to establish academic probation & attendance contract
- 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

Truancy Laws of the State of Iowa

1. A "Truant" is defined as a child who has reached the age of six and is under the age of sixteen by September 15 who fails to attend school without a reasonable excuse for being absent.
2. A parent, guardian, or legal or actual custodian of a child who is of compulsory attendance age is responsible for the child attending school.
3. The school board may appoint a person as a truancy officer to enforce the truancy laws within the school district.
4. The truancy officer has the authority to take any truant child into custody and deliver them to school.
5. If the school's efforts to get a child back to school are unsuccessful, the school is required to turn the case over to the county attorney for mediation or prosecution.
6. A person who violates an agreement reached through mediation or who refuses to participate in mediation is, upon conviction, guilty of a misdemeanor and can be punished by imprisonment or a fine. The court can also order the person to perform unpaid community services instead of any fine or imprisonment.
7. A child who does not attend a public school, an accredited non-public school, competent private instruction, an alternative school, adult education classes, or who is not employed at least twenty hours per week is not entitled to a motor vehicle operator's license until the person is 18 years of age. A person under the age of 18 years of age who has been issued a motor vehicle license, and who does not attend school is required to surrender their driver's license to the department of transportation, and may be issued a temporary restricted license.

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
- 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.

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 period. 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

1 detention will be given for every 3 tardies accumulated in one week.

- Each week students will begin with a clean slate. However, if persistent tardiness becomes a problem for individual class periods, teachers and/or administrators have the authority to give detention should it be deemed necessary.

Detentions will be served to the students on Tuesday mornings. Students have the following opportunities to serve the detention:

- Tuesday - PM in HS office(3:35-4:05)
- Wednesday - AM in HS office (7:40-8:10); PM in office (3:35-4:05)
- Thursday - AM in HS office (7:40-8:10); PM in office (3:35-4:05)
- Friday - AM in the HS office (7:40-8:10)

If a student does not serve his/her detention during one of these times, he/she will serve a ½ day in-school suspension on Friday (1st period-4th period).

*Note: Students with Open Lunch or Open Campus that receive a detention for tardies will lose these privileges for the remainder of the week. If tardiness becomes habitual, he/she may lose those privileges indefinitely.

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. *Work release will not result in academic credit. It is reserved for students who are on

track for graduation and wish to explore job opportunities and gain experience in the workforce while earning money.

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
- No more than 4 tardies a semester
- No failing quarter or semester grade

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.

Junior Open Lunch Policy

Junior Open Lunch is a PRIVILEGE granted to juniors who demonstrate exceptional attendance, academic performance, and character. Juniors who have earned open lunch privileges are to be in the cafeteria during their release time, or they may leave school property. Students with open lunch that choose to stay on campus during their lunch must abide by all handbook policies, including the cell phone policy. It is understood that open lunch is a privilege, which can be terminated by the school and/or parent/guardian.

Open Lunch Criteria: A student must meet the following criteria to be eligible for open lunch and will lose the privilege for the remainder of the year for violating any criteria:

1. A student must be passing all classes at the end of the semester.

2. A student maintains a cumulative grade point average of 3.0 or greater for the school year.
3. A student must maintain full-time student status as per graduation requirements.
4. A student must not receive detention or suspension due to behavioral issues (not including attendance/tardies).
5. No Good Conduct violations during their junior year.
6. A student has received signed parental permission stating they may leave campus.
7. Based on school safety concerns or other extenuating circumstances, the high school principal may revoke a student's open lunch privilege.

Junior Open Lunch Policy - Expectations

Violations of these expectations may result in loss of privilege, detention, suspension, and/or ineligibility for extracurricular activities (see Rule 8 of the Code of Conduct).

1. Students are to leave campus during their lunch period ONLY. Should they choose to remain on campus for any reason, they should check-in at the office and report to the cafeteria.
Violations of this Expectation include
 - a. Loitering in the parking lot
 - b. Loitering in the locker rooms/restrooms
 - c. Remaining in teachers' rooms or study hall room/library without permission from the office.
 - d. Returning to school part way through the period to deliver food to other students. - You may not bring food back to the cafeteria to eat. Once you leave campus, you must remain off campus for the period.
 - e. Bringing food back to campus to eat during classes following lunch. Please eat your lunch during your scheduled time.
2. Students are expected to be in attendance and on time for their class following lunch. This expectation INCLUDES WIN time.
Violations of this Expectation include
 - a. More than 2 tardies to classes following open lunch period
 - b. Any unexcused absence following open lunch period - WIN INCLUDED
 - c. More than 2 days of unexcused absences
3. Students are expected to treat all staff members and peers with respect at all times.
Violations of this Expectation include
 - a. Removal from class for behavior/disrespect toward peers or adults
 - b. Detention received for behavior/disrespect toward peers or adults

*Violation of expectations will result in the consequences below in addition to the consequences as defined in the behavior/consequences matrix - found in the Student/Parent Handbook.

| Expectation | 1st Offense | 2nd Offense | 3rd Offense |
|--------------------|--------------------------------|--------------------------------|---------------------------------|
| #1 | Loss of privilege for 5 days. | Loss of privilege for 30 days. | Loss of privilege indefinitely. |
| #2 | Loss of privilege for 30 days. | Loss of privilege for 60 days. | Loss of privilege indefinitely. |
| #3 | Loss of privilege for 30 days. | Loss of privilege for 60 days. | Loss of privilege indefinitely. |

Senior Open Campus

Senior Open Campus is a PRIVILEGE granted to seniors who demonstrate exceptional attendance, academic performance, and character. Open campus privileges may be granted during study halls and lunch. Seniors who earn this privilege are not required to report to school until they have a scheduled class and may leave school when they are not scheduled for a class. Seniors who have earned senior open campus privileges are to be in the cafeteria or MRC during their release time, or they may leave school property. Students with open campus that choose to stay on campus during their open period(s) must abide by all handbook policies, including the cell phone policy. It is understood that open campus is a

privilege, which can be terminated by the school and/or parent/guardian. Revoking of open campus means automatic assignment to study hall.

All Seniors wishing to apply for open campus should pick up an application from the Jr/Sr High School office. The Administration will advise students when they have been approved to have open campus. No student should act as if they have been granted open campus until they have been advised by the Administration they have. Students who leave school early without open campus 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.

Open Campus Criteria: A student must meet the following criteria to be eligible for open campus and will lose the privilege for the remainder of the year for violating any criteria:

1. A student must be passing all classes at the end of the semester.
2. A student maintains a cumulative grade point average of 3.0 or greater for the school year.
3. A student must maintain full-time student status as per graduation requirements.
4. A student must not receive detention or suspension due to behavioral issues (not including attendance/tardies).
5. No Good Conduct violations during their senior year.
6. A student has received signed parental permission specifying the times during which they may leave campus.
7. Based on school safety concerns or other extenuating circumstances, the high school principal may revoke a student's open campus privileges.

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

Senior Open Campus Policy - Expectations

Violations of these expectations may result in loss of privilege, detention, suspension, and/or ineligibility for extracurricular activities (see Rule 8 of the Code of Conduct).

1. Students are to leave campus during their periods of leave. Should they choose to remain on campus for any reason, they should check in at the office and work in the cafeteria.
Violations of this Expectation include
 - a. Loitering in the parking lot
 - b. Loitering in the locker rooms/restrooms
 - c. Remaining in teachers' rooms or study hall room/library without permission from the office.
2. Students are expected to be in attendance and on time for all scheduled face-to-face classes. This expectation INCLUDES WIN.
Violations of this Expectation include
 - a. More than 2 tardies to face-to-face classes following an open period
 - b. Any unexcused absence following an open period - WIN INCLUDED
 - c. More than 2 days of unexcused absences
3. Students are expected to treat all staff members and peers with respect at all times.
Violations of this Expectation include
 - a. Removal from class for behavior/disrespect toward peers or adults
 - b. Detention received for behavior/disrespect toward peers or adults

**Violation of expectations will result in the consequences below in addition to the consequences as defined in the behavior/consequences matrix - found in the Student/Parent Handbook.*

| Expectation | 1st Offense | 2nd Offense | 3rd Offense |
|--------------------|--------------------------------|--------------------------------|---------------------------------|
| #1 | Loss of privilege for 5 days. | Loss of privilege for 30 days. | Loss of privilege indefinitely. |
| #2 | Loss of privilege for 30 days. | Loss of privilege for 60 days. | Loss of privilege indefinitely. |

| | | | |
|----|--------------------------------|--------------------------------|---------------------------------|
| #3 | Loss of privilege for 30 days. | Loss of privilege for 60 days. | Loss of privilege indefinitely. |
|----|--------------------------------|--------------------------------|---------------------------------|

**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.*

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 for 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 with the teacher who administered the detention. Contact will be made with the parent the day the detention is given and it will be determined when the student will serve the detention. If a time cannot be coordinated between the teacher and student, another option for making up detentions is to serve in the office from 7:40-8:10 am (Monday- Friday). Failure to make up and/or failure to be on time can result in ½ day in-school suspension or may result in a code of conduction violation (Rule 7).

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 to 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:

Cheating, Plagiarism, use of Artificial Intelligence Writing Generators

- *Substantiated:*
 - Require the student to rework the assessment or a substitute assessment for full credit
 - Students will receive a zero until the reassessment has been completed
 - The student *may* be required to complete the assessment in the presence of a teacher outside of school time
 - Detention
- *Suspected:*
 - Require the student to rework the assessment or a substitute assessment for full credit
 - Students will receive an zero until the reassessment has been completed

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.

*While the district realizes that the primary responsibility for appearance rests with the students and their parents, **the staff and administration reserve the right to determine what is accepted and what is not.**

At School or school-sponsored events the following is considered inappropriate:

Hats, clothing or other displays which:

- 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 or display images that are deemed inappropriate will be asked to change or remove said item. If a student's dress/displays 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 may be allowed with prior approval of the senior class sponsors and/or administration. If there is something added to the cap or gown which is found to be offensive or inappropriate to the occasion, the graduate will be required 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:

- North Mahaska Honor Society Cord
- Indian Hills Career Academy Cord
- Iowa National Guard Honor Stoll
- Boy/Girl Scout Honor Cord
- American Legion Honor Cord
- High Honor/Honor Roll Medallions
- Student Council Cord
- Valedictorian/Salutatorian 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.

Mortar Board Decoration

Seniors may choose to decorate the tops of their mortar boards. All decorations must be tasteful and not distract from the formality of commencement. All decorations must be approved by the administration or senior class sponsors prior to the ceremony. If the decorations are deemed inappropriate or excessive, a student may be asked to not wear the mortar board during the ceremony.

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 hour 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.
12. All "Out-of-School" guests must submit this [guest registration form](#) prior to attending 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) - Board Policy 505.7

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.

**Please refer to cited board policy regarding commencement participation of homeschool/dual-enrolled students and foreign exchange students.

Food & Drink

Students are allowed water in a water bottle in the classroom. Yeti cups, Hydroflasks, Stanleys, and bottles similar will be allowed, however, a teacher/administrator may ask to inspect the contents at any time if it is suspected to be a liquid other than water. Teachers may allow food in their classrooms at their own discretion. If a teacher does not allow students to have food in his/her classroom, they may establish consequences for violators. Open food containers should not be stored in lockers.

Open food containers should not be brought back to lockers after lunch.

Backpacks

Backpacks should be stored in student lockers during the school day and not carried from class to class. Backpacks cause a safety concern in the case of emergencies and storing them in lockers saves much needed space in our classrooms.

*Students may carry their backpacks from their locker to PE if their backpack contains their gym clothes. The backpack must be returned to their locker during the passing period following PE.

Athletic Facilities

North Mahaska Community School District prides itself in its 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 activities department.
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 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. If students are found to be in the fitness center without proper supervision, the following consequences will be enforced:
 - a. 1st Offense - 5-day suspension from the Fitness Center/Weight Room (exception for weights class during the school day)
 - b. 2nd Offense - 10-day suspension from the Fitness Center/Weight Room (exception for weights class during the school day)
 - c. 3rd Offense - 1-month suspension from the Fitness Center/Weight Room (exception for weights class during the school day) - Conference with the student, Athletic Director, Coach representative, and parent/guardian prior to reinstatement.
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.

Sexual Abuse and Harrassment by School Employees

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

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

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

How to File a Report if you Suspect the Abuse of a Student by a School Employee

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

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

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

The following have been appointed by the Board of Directors as Level I investigators: Nicole DeBoef 637-4041 or Josie Moore 637-4187. Alternate investigators: Amber Goemaat 637-4041 or Josh McCollam 637-4187.

Initiations, Hazing, or Harassment

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

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

Sexual harassment includes, but is not limited to:

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

Harassment based upon factors other than sex includes, but is not limited to:

- Verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, job, etc.; and
- Demeaning jokes, stories or activities.

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

Students who feel that they have been harassed should:

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

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

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

Homeless Children and Youth

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

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

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

Child Abuse Reporting

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

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 (including study hall) or at lunch.
- Phones should be powered off and stored in the student lockers.
- Phones will remain in the student locker for the duration of the school day.
- Students arriving late will power off their phone at check-in and place their phone in their locker.
- Students leaving school early will retrieve their phone from their locker and may power it back on at check-out.

Consequences of Violation of the Cell Phone Policy

First 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 30 min. detention to be served within 24 hours.

Second 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 60 min. detention to be served within 48 hours

- Student will be required to leave phone with administration during the school day for a minimum of five (5) school days.

Third & Subsequent Offenses:

- 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.
- 90 minute detention to be served within 72 hours
- Student will be required to leave phone with administration during the school day for a minimum of ten (10) school days.

The school district will not be responsible for financial charges related to student cell phones 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 measures 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.

Technology Recording Policy

Students shall not photograph or video record individuals at school without their knowledge and consent. Images, video, and audio files recorded at school may not be transmitted or posted at any time, without the expressed permission of a district staff member.

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: \$2.15

Adult Breakfast: \$2.50

Student Lunch: \$3.20

Adult Lunch: \$4.85

Extra Entre: \$1.50

Extra Milk: \$0.50

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. Students with negative balance meal accounts will not be allowed extra entre, extra milk, or ala carte. 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 they 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.

School Owned/Managed Technology

All school owned devices and addresses within the North Mahaska domain (@nmwarhawks.org) may be monitored. This includes all school issued student and staff devices and school emails. Data obtained can be used to assist in confirming suspected rule/policy infractions. The North Mahaska Community School District reserves the right to use this data 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, 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 that 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

| Athletic/Activities Director | Strength & Conditioning |
|-------------------------------------|------------------------------------|
| Mrs. Carrie Kral | Mr. Ryan Groom Mr. Trey Bennett |

| | |
|--|---|
| Volleyball | Football |
| Head HS - Mrs. Grace Ceresa Assistant HS - Mrs. Amanda Ross JH - Mrs. McKenzie VanDenBerg | Head HS - Mr. Trey Bennett Assistant HS - Mr. Bryan Shutts Assistant HS - Mr. Josh Schilling Assistant HS - Beau Leshen JH - Mr. Kevin Kelderman, Mr. Steve Ehret |
| Cross Country | Marching Band |
| Head HS - JH - | Director - Ms. Alexandra Doepp Colorguard - |
| Girls Basketball | Boys Basketball |
| Head HS - Mr. L.E. Moore Assistant HS - Mrs. Tara Grier JH - Mr. Josh Schilling | Head HS - Assistant HS - Mr. Kevin Kelderman JH - Mr. Mike Mitchell |
| Wrestling | Jazz Band |
| Head HS - Mr. Ryan Groom Assistant HS - Mr. Chad Shaffer JH - Mr. Chad Shaffer Assistant Girls HS - Mrs. Erica Groom JH Girls - Mrs. Erica Groom | Director - Ms. Alexandra Doepp |
| FFA | Golf |
| Advisor - Mrs. Ashley Warren | Mr. Al Hodgeman |
| Girls Track | Boys Track |
| Head HS - Ms. Amy Griffin JH - Mr. Mark Schroeder | Head HS - Mr. Phil Griffin JH - Mr. Trey Bennett |
| Archery | Shooting Sports |
| Mr. Wayne Van Weelden | Mr. Tracy VanderWiel |
| Softball | Baseball |
| Head HS - Mr. Mark Schroeder Assistant HS - Mrs. Shauna Grewe JH - Mrs. McKenzie VanDenBerg | Head HS - Mr. Kevin Kelderman Assistant HS - Mr. Zach Anderson JH - Mr. Trey Bennett |
| Speech | All-School Play |
| Ms. Jennifer Whelan | |
| All-School Musical | Honor Society |
| Mrs. Tara Carrico | Co-Sponsor - Co-Sponsor - Ms. Molly Ray |
| Cheerleading | Dance |
| Football - Mrs. Julie Van Utrecht Basketball - Mrs. Julie Van Utrecht | Mrs. Shayla Schilling |

| | |
|---|----------------------------------|
| Wrestling - Ms. Molly Ray | |
| Student Council | Student Athletic Training |
| Co-Advisor - Mrs. Erica Groom Co-Advisory - Shayla Schilling | Coordinator - Mrs. Erica Groom |

*Anyone 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

- Write a short paragraph that describes in detail why he/she desires to be on student council and how they would be a beneficial member to our group. The list of applicants will be shared with administration, and they will approve the applicants that demonstrate the values of the student council organization.
- Every class level has at least four student council members.
 - In grades 7-11,
 - two chosen by popular vote from the class' student body
 - two chosen by teacher and/or advisor recommendation
 - In grade 12,
 - The senior class will vote for Class & Student Body President, Vice President, Treasurer and Secretary out of the students that applied for student council. These positions will automatically be placed on the student council.

In grades 9-12, additional members may be added if they complete five hours of community service by June 30

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 advisors, Mrs. Erica Groom at groome@nmwarhawks.org or Mrs. Shayla Schilling at schillings@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

North Mahaska Schools recognize concerns will arise. Board policies require concerns to be resolved at the lowest organizational level. When a concern arises, address the concern directly with the school personnel that the concern is directly involved with. This process is designed to improve communication, seek understanding, and to resolve concerns while keeping relationships intact.

Unsure of who to contact to ask a question or to resolve a concern click on the link: [Flowchart for Questions and Concerns](#)

[Parent, Guardian, and Community Concerns](#)

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(es)

Level 2 - Student, parent and coach(es)

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

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

Level 5 - Student, parent, coach(es), 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.

*Note: Students and parents may go directly to Level 2 if the student and/or their parent is uncomfortable

with the student having that conversation alone at Level 1. This ensures flexibility and consideration for the comfort of those involved.

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 does 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 20 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/; Iowa Girls High School Athletic Union-IGHSAU, 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 \(2\)](#)

**The scholarship rule as written only applies to 9th-12th grade athletes, please see local policy below for 7th-8th grade athletes.*

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 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 9th-12th Eligibility Policy

- Any student who has 1 or more F's at the following marking periods is ineligible for 20 calendar days from the date the grades were received to the office OR the first allowable date of competition for students not currently in season.
 - 1st Quarter
 - 2nd Quarter/1st Semester - *Iowa Code 281*
 - 3rd Quarter
 - 4th Quarter/2nd Semester - *Iowa Code 281*
- 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.

Local Policy 7th-8th Eligibility Policy

- Any student who has 1 or more F's at the following marking periods is academically ineligible for 10 school days from the date the grades were received to the office (if in season) OR the first allowable date of competition for students not currently in season.
 - 1st Quarter
 - 2nd Quarter/1st Semester
 - 3rd Quarter
 - 4th Quarter/2nd Semester
- That eligibility can be regained after 10 school days IF all failing grades are brought up to passing.
- 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.

Online/Remote Learners Eligibility

The North Mahaska School Board has established a policy that a student who requests online/remote learning for health related reasons due to greater risks from COVID-19 be considered ineligible for all extra-curricular activities. Any participation by a student who is currently engaged in 100% online/remote learning due to health concerns is inconsistent with the claim that the student could not attend school in-person.

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 [Code of 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. Conviction or admission of a simple misdemeanor if it involves an offense of violence.
6. 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.
7. Repeated failure to attend school without reasonable and acceptable excuses or repeated failure to make up detentions.

8. 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.

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

Course Catalog/2024-2025 Course Schedule

- 2024-2025 Master Course Schedule

- [2024-2025 Course Catalog](#)

Coursework Guidelines

- Students in grades 9-12 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 of vocal.
- Students will receive 1 elective credit for each **full** semester of band.

Junior High School Courses

| 7th Grade | 8th Grade |
|---|---|
| 7th Grade Language Arts 7th Grade Social Studies 7th Grade Science 7th Grade Math 7th Grade Math Applications Physical Education | 8th Grade Language Arts 8th Grade Social Studies 8th Grade Science 8th Grade Math 8th Grade Math Applications Physical Education |
| Electives | |
| 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.

The following courses are taught as JH Exploratories:

Agriculture
Art
Careers
Computer Technology
Family & Consumer Science
Health
Spanish
Study Skills

Graduation Requirements

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

| | | | | | | | |
|-----------|----------|-----------|---------|-----------|---------|-----------|-----------|
| A | 93%-100% | A- | 90%-92% | B+ | 87%-89% | B | 83%-86% |
| B- | 80%-82% | C+ | 77%-79% | C | 73%-76% | C- | 70%-72% |
| D+ | 67%-69% | D | 63%-66% | D- | 60%-62% | F | BELOW 60% |

*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

[Concurrent/PSEO Expectations](#)

*The add/drop period for Concurrent/PSEO courses will be the same as the add/drop period for North Mahaska High School courses. Students dropping a Concurrent/PSEO course after the 6th day will receive an "F" for that course.

**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. Shayla Schilling 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 Mr. McCollam.
- 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® 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>

Credit Recovery

High School students will have an opportunity for credit recovery in all courses for a high school diploma. Students may recovery credits in one of the following ways:

1. Student retakes the course the following year
2. Student attends summer school (in-person) and completes the Edgenuity Credit Recovery Course

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 be considered. The final determination if a student can participate in the virtual classes offered through Edgenuity is determined by the school counselor and school administration.

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. 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.
4. Edgenuity courses may be taken over the summer, only with administrative approval.
5. Students must consult with the school counselor, administration, and the Edgenuity coordinator prior to enrolling in an Edgenuity course.
6. 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:
 - 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.

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, or contact Edgenuity coordinator, Mrs. Michelle Nelson.

Driver's Education

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

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. 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
- 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.

Honor Society

Membership in the North Mahaska 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
- Plans to graduate with a North Mahaska diploma

Faculty Council

The selection of the Honor Society will be determined by a faculty council, not including the principal nor the Honor Society advisor(s). The council will be appointed by the advisor(s) with approval by the principal. Students meeting the scholastic requirements are then evaluated by the faculty council on the basis of leadership, service, and character through a cover letter and resume submitted by the prospective candidate.

Obligations and Opportunities

Once selected, members must maintain the following standards in the area of scholarship, leadership, service, and character to remain in good standing with the Honor Society. All active members of the Honor Society will be involved in at least 75% or more Honor Society service projects during the school year. These projects will be determined by the local society.

Further information regarding the Honor Society rules and membership is available from the advisor(s) of the Honor Society.

Parent-Teacher Conferences

Parent-Teacher 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 in, 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.

2024-2025 Conferences for the Jr/Sr High School will be structured in the following way:

Fall (October 22, October 24) & Spring (March 17, March 18)

All Teachers will be spaced out throughout the HS Cafeteria and the HS Gym.

9th-12th Grade

- Students will be preparing goal setting documents and a self-reflection rubric (to be accompanied by a staff member's evaluation of the students' work habits) to share with his/her parents. These artifacts will be available through the student's advisor. It is strongly encouraged that the student attends with parents (at least to meet with his/her advisor) to experience presenting these artifacts and discussing future goals. This provides the opportunity to develop public speaking skills as well as experience in expressing one's strengths and weaknesses (similar to what one might do in a job interview).
- There will be opportunities to meet with other teachers as well to discuss your child's progress and/or concerns.

7th-8th Grade

- Students will prepare the same documents as 9-12 students, however, they will not prepare to present it in the way a 9th-12th student may. Those documents will also be available through the student's advisor.
- Students may attend their conferences if they choose.
- There will be opportunities to meet with all teacher's to discuss your child's progress and/or concerns.

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 to 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 2024-2025: Sept 14, Oct 26, Dec 14, Feb 8, Apr 5, June 14, and July 12

For more information on ACT Testing and preparation please contact the Jr/Sr High School Counselor, Ms. Josie Moore at moorejo@nmwarhawks.org. You can also go to www.act.org for more information.

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 Apple iPad to be used for educational purposes. Students will be responsible for the care of the iPad that is assigned to them.

Please review the [North Mahaska 1:1 Technology Handbook](#) for further information and requirements.

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 student 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 adult 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. iPads 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 iPad. iPads will be monitored. If a student is found to be abusing the privilege of having iPad access during study hall, further restrictions will be made.
 - a. All 7th & 8th Grade students are to leave his/her iPad 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.

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.

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.

Title IX Policy

In accordance with Title IX of the Education Amendments Act of 1972, the North Mahaska Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the District. This prohibition on discrimination applies to students, employees, and applicants for employment. See [Link](#) for full board policy.

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

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's website: www.iowa.gov/educate.

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.