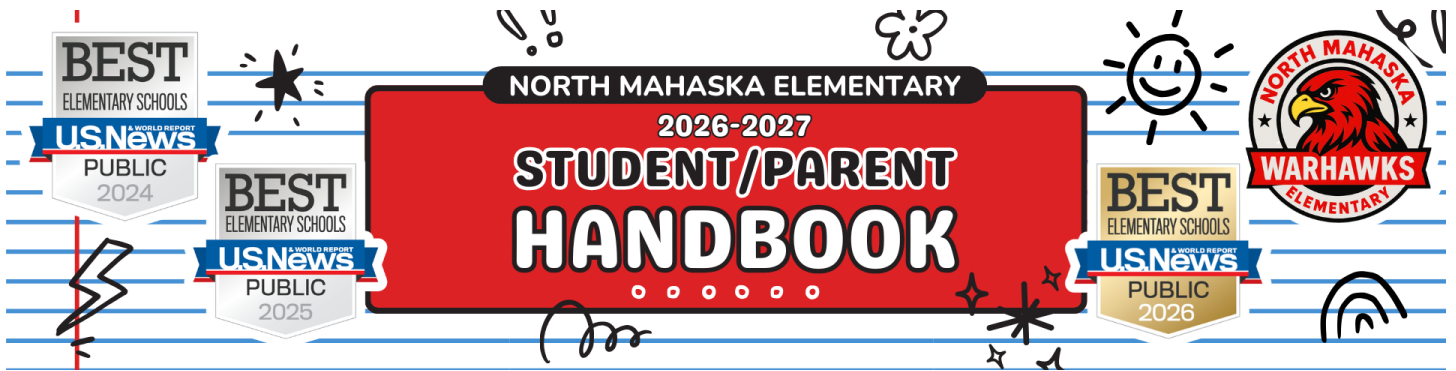




North Mahaska Elementary Student/Parent Handbook 2026-2027

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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.

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Welcome to North Mahaska Elementary

Welcome Letter to Students and Parents

Welcome to North Mahaska Elementary School! 2026-2027 is going to be a fantastic year for the Warhawks. We are excited that you have chosen to be a part of the Warhawk family. Through positive relationships, and collaboration we are looking forward to witnessing continued growth for all of our students here at North Mahaska while ensuring that each student is provided a strong foundation setting them on the path to college and career readiness.

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.

We also believe that your children will appreciate the interest you are taking in their education. Educational experts agree when the parents show an interest in the education their children are receiving, the children tend to achieve at a higher level than those whose parents are not involved in their education. We invite you to ask your child about their educational experience each day, provide a set time at home for daily reading, and read with your child.

Volunteers are a much needed part of our school. Please check with your child's teacher for volunteer opportunities.

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

*Yours in Education,
Amber Goemaat
PK-6 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.

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 feelings 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.

Objectives of Our School

Educational Programs - Academic excellence in course material, life skills, and physical fitness at North Mahaska 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: That’s the Warhawk Way”

These expectations serve as the foundation for the character, habits, and skills we strive to develop in every student. While academic learning remains a central focus, we recognize that success in school and beyond also depends on a student's ability to communicate effectively, solve problems, persevere through challenges, act responsibly, and adapt to new situations. To support this growth, North Mahaska has developed a Portrait of a Graduate framework that identifies the essential competencies students will cultivate throughout their educational journey.

Portrait of a Graduate Competencies

At North Mahaska, we believe that preparing students for future success involves more than academic achievement alone. Our Portrait of a Graduate outlines five essential competencies that help students thrive in school, careers, and life: **Communication, Problem-Solving, Perseverance, Responsibility, and Adaptability.**

These competencies are intentionally taught and reinforced at every grade level, from preschool through graduation. Students will receive instruction and opportunities to practice these skills in authentic learning experiences throughout the school day.

In addition, students' growth in these competencies will be assessed based on age-appropriate expectations and developmental milestones. This allows families and educators to monitor progress and support students as they develop the habits, behaviors, and skills needed for long-term success.

Additional information about the Portrait of a Graduate, including competency descriptions, can be found later in this handbook.

Communication & School Information

School Contact Information

Address - 2163 125th Street, New Sharon, IA 50207

Phone - 641-637-4041

Fax - 641-637-2657

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 Elementary and Jr/Sr High School offices.

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!

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](#)

Communications To And From School

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

Faculty, Staff, & Student Support Services

Administration & Staff

Administration

Mr. Tim Veiseth - Superintendent - veiseth@nmwarhawks.org
Mr. Joshua McCollam - Jr./Sr. High School Principal - mccollam@nmwarhawks.org
Mrs. Amber Goemaat - Elementary Principal - goemaat@nmwarhawks.org
Mrs. Carrie Kral - K-12 Special Education Director & K-12 Activities Director - kralc@nmwarhawks.org

Instructional Staff

Mrs. Samantha McKeag -4 Year Old Preschool - mckeags@nmwarhawks.org
Mrs. Amanda Ross -Kindergarten - rossa@nmwarhawks.org
Mrs. Katie Fox - Kindergarten - foxk@nmwarhawks.org
Ms. Alisha Briggs - First Grade - briggsa@nmwarhawks.org
Mrs. Vonna Watson -First Grade - watsonv@nmwarhawks.org
Mrs. Stephanie Hargis -Second Grade - hargiss@nmwarhawks.org
Miss Paige Hoffer- Second Grade - hofferp@nmwarhawks.org
Mrs. Ashley Schroeder -Third Grade - schroedera@nmwarhawks.org
Mrs. Megan Meyers -Third Grade - meyersm@nmwarhawks.org
Mrs. Krysty Huffman -Fourth Grade - huffmank@nmwarhawks.org
Mrs. Jean Knockel -Fourth Grade - knockelj@nmwarhawks.org
Miss Mia Ayers -Fifth Grade - ayersm@nmwarhawks.org
Mrs. Carlee Gosselink -Fifth Grade - gosselinkc@nmwarhawks.org
Miss Jessica Jacobs -Sixth Grade - jacobsj@nmwarhawks.org
Mrs. Jordan Scull -Sixth Grade - scullj@nmwarhawks.org
Mrs. Nicole DeBoef -Guidance Counselor/Equity Coordinator - deboefn@nmwarhawks.org
Ms. Molly Ray -Art - raym@nmwarhawks.org
Miss Rebekah Settles - K-6 General Music - settlesr@nmwarhawks.org
Mr. Levi Dugger - 5-6 Instrumental Music - duggerl@nmwarhawks.org
Mr. L.E. Moore - Physical Education - moorele@nmwarhawks.org
Mr. Ryan Andersen - Behavior Support Specialist - andersenr@nmwarhawks.org
Mrs. Katie Empie - Special Education - empiek@nmwarhawks.org
Mrs. Leah Tokle - Special Education - toklel@nmwarhawks.org
Mrs. Amy Terpstra - Special Education - terpstraa@nmwarhawks.org
Mrs. McKenzie VanDenBerg - Special Education - vandenbergm@nmwarhawks.org
Mrs. Tara Grier - Literacy Interventionist - griert@nmwarhawks.org
Mrs. Jessica Jones - Math Interventionist; Talented and Gifted Teacher - jonesj@nmwarhawks.org

Mrs. Stacie Johannes - K-12 Instructional Coach; Induction Coach - johanness@nmwarhawks.org
Mrs. Shayla Schilling - Math Instructional Coach/Interventionist - schillings@nmwarhawks.org
Mr. Roger Gay - Homeless Liason; K-12 At-Risk Coordinator - gayr@nmwarhawks.org

North Mahaska PLC Leads

Mrs. Jordan Scull - Sixth Grade - *4th-6th Literacy*
Mrs. Jess Jones - Math Interventionist - *4th-6th Math*
Mrs. Ashley Schroeder - Third Grade - *2nd-3rd Math*
Mrs. Megan Meyers - Third Grade - *2nd-3rd Literacy*
Mrs. Amanda Ross - Kindergarten - *PK-1st*
Ms. Tara Crier - K-6 Interventionist - *Student Supports*

Elementary Building Leadership Team

Mrs. Amber Goemaat - Principal
Mrs. Stacie Johannes - Literacy Lead/Instructional Coach
Mrs. Shayla Schilling - Mathematics Lead/Instructional Coach
Mrs. Carrie Kral - Special Education Director
Ms. Alisha Briggs - First Grade
Mrs. Stephanie Hargis - Second Grade
Mrs. Ashley Schroeder - Third Grade
Mrs. Megan Meyers - Third Grade
Mrs. Jess Jones - Math Interventionist
Ms. Tara Crier - K-6 Interventionist
Mrs. Nicole DeBoef - K-6 School Counselor

Administrative Assistants

Mrs. Angie Jedlicka - Elementary Office
Ms. Anna Schaefer - Jr./Sr. High Office
Ms. Kim Hudson - Attendance Administrative Assistant
Mrs. Lynette VanDonselaar - School Business Official, School Board Secretary
Mrs. Lindsay Bankes - Assistant School Business Official
Mrs. Linda Russell - Human Resources

Paraeducators

Mrs. Whitney Blattler
Ms. Lauren Davies
Mrs. Harriett Graham
Mrs. Marcy Grandia
Mrs. Hannah Lake
Mrs. Sara Lamb
Mrs. Alisha Linder
Ms. Breanna McCulley
Mrs. Stacy Thomas
Mrs. Julie VanUtrecht
Mrs. Leslie VanWyk
Mrs. Shari Wolver
Mrs. Kelsey Williams

Custodial/Maintenance

Mr. Kiah Bucklin - Head Custodial/Maintenance - bucklink@nmwarhawks.org
Mrs. DeeAnn Bokhoven
Mr. William Gregory
Mr. Ron Thompson
Mr. Brady Blommers
Mr. Cassius Goemaat

Transportation

Mr. Bryan Kime - Transportation Coordinator - kimeb@nmwarhawks.org
Mrs. Terri Burch
Mr. Mike Linder
Mr. Eric Reed
Mr. Melvin Gott
Mrs. Harriet Graham
Mrs. Kim Shutts

School Safety

Mr. Kevin Lamberson - New Sharon PD/North Mahaska School Resource Officer

Student Health Services

Mrs. Jill Van Utrecht - School Nurse - vanutrechtji@nmwarhawks.org
Mrs. Erica Groom - Student Training Coordinator - groome@nmwarhawks.org
Mr. John Colligan - CPR Instructor
Mrs. Jana Vink - Clinical Social Worker - *Funded through Mental Health Supports Grant* - vinkj@nmwarhawks.org

Student Support Services

School Counseling Office

The North Mahaska School District has established a K-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
- Whole Group Guidance Lessons in the general education classrooms

Students may encounter problems with which they need assistance. These problems may be of a personal or educational 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.

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.

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 elementary school office.

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.

In grades K-3, there will be extension groups for students who are showing an advanced need in math and/or ELA. Services will be based on flexible groupings with students identified twice a year. Once an academic need has been identified in math, ELA, or both, students will attend the appropriate class(es) as scheduled for the grade level. This is identified through a scoring matrix that includes multiple data pieces, both qualitative and quantitative.

In grades 4-6, the formal identification process begins with analysis of screening data. Screening elements include: evidence of thinking that represents the characteristics of giftedness, observation, teacher survey, consistently high performance on standardized test scores. The Gifted and Talented teacher and a team that may include the building principal, instructional coach, and classroom teachers will work together with students and parents to determine the appropriate programming for the student. Programming includes group or individualized enrichment opportunities.

In grades 7-12, students may continue to be identified using the same set of screening criteria used in grades 4-6. Students who receive services from the gifted and talented program may be involved in various programming which could include group enrichment opportunities or individualized enrichment opportunities. Services provided are reflective of student needs as determined by recent data.

Strong communication is a key factor in providing appropriate services. Please direct any questions or concerns to the K-12 TAG Coordinator, Jessica Jones at jonesj@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 stay on track for meeting grade level expectations and graduating on time. Students who are in danger of not graduating with their class can participate in this program.

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 the 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.

School Day Operations

Building Schedule

The school day is designed to maximize instructional time while supporting student needs.

- **Student Arrival / Building Entry:** All students may enter the building beginning at **7:45 a.m.**
- **Breakfast Arrival:** Students eating breakfast may proceed directly to the cafeteria upon arrival.
- **Morning Gathering Area:** Students not eating breakfast will report to the **gym at 7:45 a.m.**
- **Transition to Classrooms:** Students move from the gym/cafeateria to classrooms at **8:00 a.m.**
- **Tardy Bell:** The school day officially begins at **8:15 a.m.**
- **Dismissal Time:** Students are dismissed at **3:30 p.m.**

Students are expected to be in their classrooms and ready to learn by the tardy bell.

Arrival Procedures

Student arrival procedures are in place to ensure safety and a smooth start to the school day.

- Students should **not be dropped off before 7:45 a.m.**, as the building is not staffed for supervision prior to that time.
- All students may enter the building beginning at **7:45 a.m.** and will report to the gym unless they are eating breakfast.
- Students eating breakfast may go directly to the **cafeteria** upon arrival.
- Students not eating breakfast will report to the **gym until 8:00 a.m.**, when they transition to classrooms.
- Students arriving after **8:15 a.m.** must report to the office before going to class.
- Parents dropping students off should use the elementary circle drive.
 - Drop-offs should take no more than a minute. If you need more time, please use the visitor parking.
 - Do not leave vehicles unattended in the drop-off area. If you need to walk your child into school, please use the visitor parking.

After School Pick Up - Driveline

Driveline is a dispatch software that enables staff to enter family ID numbers into an app, notifying classrooms and the elementary office that a student's ride has arrived. Families will receive their ID cards at the Elementary open house. Each family will receive four cards. The cards will be distributed by the teacher of the oldest child. ID cards should be shown to attendants as vehicles are staged in the pick-up area. All elementary students in the same family will share the same ID number.

In order to enhance the safety and security protocols for both students and staff, we kindly request that individuals picking up students adhere to the following guidelines:

Lane Usage: The road south of the school will be designated for picking up students. We ask that the north lane, which is closest to the school building, remain clear and unobstructed until 3:05. This will allow the lane to remain open for early parent pick-up and emergency vehicle access for as long as possible.

Arrival Time: We kindly ask drivers to schedule their arrival at the school no earlier than 2:45 PM.

Emergency Access: It is imperative to maintain accessibility to the fire lane located in the circle drive at all times. This is not only a school requirement but also a legal obligation. The fire lane must remain unobstructed to ensure immediate access for emergency vehicles, should the need arise.

Northern Lane Accessibility: The northernmost lane must also be kept open for as long as possible. This is primarily to facilitate swift access for responding emergency vehicles in case of unforeseen emergencies. We must prioritize the safety and well-being of all members of our school community.

Riding with Older Siblings: Students riding with older siblings should walk to the elementary office. The older sibling should drive to the elementary circle drive to pick up all elementary students. To ensure safety and security, no elementary students will be allowed to be picked up by parents or siblings in the north parking lot.



Your cooperation in adhering to these guidelines is greatly appreciated. These measures have been put in place to ensure the utmost safety for everyone on school grounds. Thank you for your understanding and support as we work together to create a secure environment for our students and staff.

After School Transportation Changes

Parents must notify the elementary office if their child needs to go somewhere other than their usual after-school destination. Bus stops will only be changed from the regular destination with prior permission from the Superintendent. Do not leave a message for the teacher or staff and assume it will be received before the end of the day, as they are busy with students and may not check voicemail or email in time. It is the parent's responsibility to confirm that the message has been received (as verified by a returned email or voice message). The safest way to ensure effective communication is to call the elementary office before 2:45 PM.

Visitors

All visitors must enter through the front office during the school day. Upon arrival, they will be issued a visitor pass and are required to check out at the office before leaving. Visitors should be prepared to present a government-issued ID upon entry.

Lunch Visitors

Parents and guests who are eating lunch with students are required to check in at the elementary office upon arrival. Adult breakfast and lunch tickets may be purchased in the office before going to the cafeteria.

Guests are welcome to sit with their student(s) at the designated round table during lunch. To help maintain a safe and supervised environment for all students, we ask that guests refrain from inviting other students to join them unless they are siblings or part of the same family group.

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 *School Messenger*. 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
- WHO - Channel 5
- KCCI - Channel 8
- WHO - Channel 13
- Facebook
- NMwarhawks.org
- KMZM (740) Oskaloosa

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

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

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

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 activities director to oversee the scheduling of school activities for compliance with this policy.

Attendance & Student Absences

Attendance Policy

****See also School Board Policy(ies) 501.09 & 501.09R1***

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)*
- **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 48 notice to the elementary office. It is important that you notify not only your child's teacher, but the office as well as that is where attendance is recorded.)*

The following absences are to be avoided:

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

General Statements regarding Attendance

- 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.
- **Any student who will be absent should have his/her guardian call the office (641-637-4041) by 8:30am.** If notification is not received, the office will attempt to contact the guardian(s).
- **All absences must be reported to the Elementary School office by 9:30am to be considered excused.** Failure to receive such information shall cause the student to be considered unexcused/truant.

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

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

When a student has been chronically absent from school, then the student's parent will be contacted regarding the student's attendance. The classroom teacher, principal, At-Risk Coordinator, school counselor, Attendance Administrative Assistant, or SRO 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 nine (9) non-school related days per semester is considered to have **"chronic absenteeism"** and runs the risk of experiencing significant delays in their learning.

*See **Chronic Absenteeism Response** below.

Arrival Times

- Students who arrive between 8:15 a.m. and 9:30 a.m. are considered tardy unless they provide documentation from a medical, dental, or other professional appointment. With appropriate documentation, the tardy is excused and the student is not counted tardy or absent.
- Students who arrive after 9:30 a.m. are counted as one-half day absent.

Early Departures

- Students who leave school before 2:15 p.m. are counted as one-half day absent.

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

Chronic Absenteeism

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

Chronic Absenteeism Response

The following timeline represents the school's response to total excessive absences per semester:

- After the 6th absence - a phone call will be made to the parent/guardian from the AAA to determine cause and present awareness.
- After the 10th absence - a letter will be sent via email or US Postal Service to a student's parent/guardian & meeting time set to problem-solve attendance barriers.
- After the 15th absence - Referral to SRO; truancy proceedings may commence.

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 operators 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.

Truancy Procedure

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

- After the 5th unexcused absence - a phone call will be made to the parent/guardian from the At-Risk Coordinator and/or Principal.
- After the 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 14th unexcused absence - legal action will commence.
 - Certified letter sent to parent/guardian
 - Truancy case turned over the Mahaska County Attorney's office

Leaving The 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, may be subject to detention to make up the missed academic time.

Academics & Learning

Standards-Based Reporting

North Mahaska Elementary uses Standards Based Reporting for K-6. Teachers report what students know and are able to do relative to the academic standard.

The following markings will be used for reporting:

R- Reinforcement needed
P- Progressing adequately
M- Meets expectations

As required by law, North Mahaska Schools Implements the Iowa Core. If you would like to know more about the Iowa Core specific to your child's grade level, visit: [Browse Iowa Core Content by Grade Level](#)

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

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

Report Cards/Progress Reports

Report Cards will be available one week after the conclusion of a marking period (quarter or semester).

Reports can be provided in any of the following ways:

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

Homework

Teachers may assign homework, additional class activities, or assignments as needed. Homework is designed to support learning by allowing students to practice skills, explore and share ideas, review and reinforce classroom material, become familiar with resources, organize their thinking, prepare for upcoming lessons, or complete unfinished classwork.

Students are expected to complete all homework by the assigned due date. Incomplete or missing homework may result in the loss of certain classroom privileges. Students who are consistently behind in assignments or not using class time effectively may be assigned to academic make-up time after school.

The type and frequency of homework, as well as consequences for incomplete work, are determined by the individual classroom teacher. If a teacher does not assign formal homework, families are encouraged to support daily reading at home.

Testing

The Iowa Statewide Assessment of Academic Progress (ISASP) is administered annually to all students in grades 3–6.

To monitor ongoing growth in literacy and mathematics, students in kindergarten through grade 6 take STAR Reading and STAR Math assessments three times each year.

Students in grades 3–6 also complete the NWEA Measures of Academic Progress (MAP) assessment in science twice per year.

For our preschool program, four-year-old students are assessed twice a year using Teaching Strategies GOLD.

In addition, the SAEBRS (Social, Academic, and Emotional Behavior Risk Screener) is administered to all K–6 students three times per year to help monitor social-emotional and behavioral development. For students in grades 5–6, the mySAEBRS student self-assessment is also administered three times per year with parental consent to provide students an opportunity to reflect on their own social, academic, and emotional well-being.

Portrait of a Graduate

At North Mahaska, we believe that preparing students for success requires more than academic knowledge. Our Portrait of a Graduate defines the essential skills, habits, and dispositions that students need to thrive in school, careers, and life. These competencies reflect our commitment to educating the whole child and preparing students to be positive, productive, and responsible members of society.

The North Mahaska Portrait of a Graduate is built around five core competencies:

Communication – Expressing ideas clearly, listening actively, collaborating with others, and communicating respectfully in both in-person and digital environments.

Problem Solving – Identifying challenges, thinking critically, evaluating options, and developing effective solutions.

Perseverance – Demonstrating resilience, maintaining effort through challenges, learning from mistakes, and working toward goals.

Responsibility – Acting with integrity, following through on commitments, making thoughtful choices, and being accountable for actions.

Adaptability – Responding positively to change, remaining flexible when faced with new situations, and adjusting strategies when needed.

These competencies are intentionally taught and reinforced from preschool through graduation. Expectations are developmentally appropriate and increase in complexity as students grow. Students will receive regular feedback and may be assessed on their progress toward demonstrating these competencies at levels appropriate for their age and grade span.

The Portrait of a Graduate is not intended to replace academic learning; rather, it complements academic achievement by helping students develop the skills and character traits necessary for lifelong success. Families who would like additional information regarding grade-level expectations, assessment practices, or competency indicators are encouraged to contact their child's teacher or a school administrator.

Library Services & Care of Books

Students are responsible for the timely return and care of all library materials. Overdue books are allowed a one-day grace period. After this time, a reminder will be sent to the classroom. If a student needs additional time, books may be renewed for one additional circulation period if they are not on hold for another user.

Students with overdue materials will not be permitted to check out additional books until the overdue item is returned or resolved. One reminder notice will be sent home; if the item has not been returned within two weeks, a letter will be sent to parents/guardians. If a book is not returned or cannot be accounted for, the replacement cost will be charged to the student's account.

Encyclopedias and magazines are checked out to classrooms for a one-week period and are not permitted to be taken home.

Textbooks/Other School Owned Materials

Students do not receive individual textbooks to take home. Instead, classroom learning materials are shared and used in class.

In many grade levels and subjects, students are given workbooks that they can write in and keep. In most classes, students may also be given books, equipment, or other materials that they are responsible for using carefully.

Students are expected to take good care of all school materials. If books, equipment, or other items are lost or damaged, families may be asked to help pay for repair or replacement costs. In cases of excessive wear or misuse, administrators may also assign a fee.

Dual Enrollment Students

Home school students who take part in district classes or school activities must follow all State of Iowa laws, as well as the same school rules, policies, and expectations as other students. This includes following attendance expectations for any classes or activities they are enrolled in, based on their agreed-upon schedule. Regular attendance is important and may affect participation in classes, activities, and school programs.

To take part in classes or activities, families must complete and submit required forms, including: the

- [CPI Form A](#)
- [North Mahaska Dual-Enrollment Partnership Form](#)

All forms must be turned in to the elementary office by September 1 each school year.

Families interested in dual enrollment classes or school activities should contact the elementary principal for more information.

Open-Enrollment - Board Policy 501.14-501.15

North Mahaska will participate in open enrollment as a receiving district. As a receiving district, the board may 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.

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Application forms for open enrollment are available on line at the Iowa Department of Education's website. Parents and students should be aware that open enrollment may result in the loss of athletic eligibility for up to one full semester (90 days) for the student or students involved. If you have questions concerning the open enrollment program, or for assistance with the forms, please contact Tim Veiseth at 641- 637-4187.

Student Records Transfer

When a student enrolls in a new school district, the new district will request the student's educational records from the previous district. Likewise, when a student transfers from North Mahaska to another school district, student records will be forwarded upon receipt of a written request from the receiving school.

Parental consent is not required for schools to request or transfer student records when a student enrolls in another school district. Parents/guardians will be notified when records have been sent and have the right

to review the records and request a hearing to challenge the accuracy or content of the records that were transferred.

Human Growth And Development

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

Presidential Award

The President's Award for Educational Improvement recognizes students that show outstanding educational growth, improvement, and commitment to their learning.

To be eligible for the President's Award for Educational Excellence, students must meet both academic performance and achievement requirements over time. Students must earn a Grade Point Average (GPA) of 3.5 or higher, which in a standards-based grading system is calculated by converting standards-based performance levels into a numerical scale. These performance levels (such as "Meets," "Progressing," and "Reinforcement Needed") are translated into corresponding grade values, which are then averaged to determine the GPA.

In addition, students must score in the 85th percentile or higher in either math or reading on the Iowa Assessments during 4th, 5th, and 6th grade.

This award is presented at the end of 6th grade.

Student Conduct & Behavior

Behavior Expectations

Student Discipline Philosophy

North Mahaska Community Schools take pride in the quality of the young people who pass through our halls.

At North Mahaska Elementary School, we focus on three key behavioral expectations: respect, responsibility, and safety, known as the [Warhawk Way](#).

To address behavior problems, we follow these basic steps:

1. Encourage students to recognize their actions.
2. Help them assess whether their actions were appropriate.
3. Guide them in planning a better course of action for the future.

Behavior Response Matrix

We aim to teach students that they are responsible for their actions. When they make poor choices, they will experience natural consequences, and when they make good choices, they will be recognized for their

positive behavior. Misbehavior and rule violations are addressed according to [North Mahaska Elementary's Behavior Response Matrix](#).

Persistent behavior problems may require referrals to external agencies for additional support, such as social workers, psychologists, and behavior design interventionists.

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.

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.

Consequences

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:

Classroom/Activity Removal

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

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

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, during recess, on Saturday, or after the school year has ended.

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.

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.

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 web site: www.iowa.gov/educate. (Normal detention and suspension of students as currently practiced at North Mahaska is allowed by this law.)

Student Conduct Expectations

Respectful 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.

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.

Assemblies

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

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

Field Trips

Field trips and excursions may be used in certain classes as an extension of classroom learning to support the district's educational goals. When a field trip is a required part of a course, students are expected to attend unless the principal approves an extenuating circumstance. Absences from other classes or school activities due to participation in a field trip are considered excused absences.

While participating in field trips, students are guests of the district and represent the school as ambassadors. Students are expected to treat employees, chaperones, and tour guides with respect and courtesy at all times.

All volunteers for school activities may be subject to a background check. Individuals with concerning background results (including, but not limited to, domestic abuse, illegal substances, endangerment of a child, or child abuse) will not be permitted to volunteer. The school reserves the right to deny any individual the opportunity to volunteer or attend school-sponsored activities.

Prior to attending a field trip, students must return a permission slip signed by a parent or guardian. In some cases, a general registration or electronic permission form may be used when approved by the principal.

***Transportation To and From Field Trips**

Students are generally required to use school-provided transportation for all school-sponsored activities. If a student needs an alternative transportation arrangement, prior approval from school administration is required.

Parents who attend a field trip or activity as a chaperone or guest may sign their child out directly with the staff member supervising the student. Students will only be released to their parent or legal guardian unless the school has received written permission in advance from the parent or guardian on the day of the activity. Students will not be permitted to leave with friends or other family members without prior written approval. Please plan ahead if you anticipate needing alternative transportation for your child.

Sportsmanship

North Mahaska Schools expects all students, families, and guests to show positive sportsmanship and help represent our school in a respectful way at all school activities.

We encourage everyone to support players and coaches with kind words, positive cheers, and respectful behavior. Decisions made by game officials must be accepted without argument or negative comments. Our goal is for North Mahaska to be known as a school that shows outstanding sportsmanship in everything we do.

These same expectations apply during Physical Education classes and recess, where students are also expected to demonstrate respectful behavior, fairness, and good sportsmanship.

If a student, parent, or spectator uses inappropriate words or actions, they may be asked to leave the event. Additional consequences may follow if behavior does not meet these expectations.

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.

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](#).

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

Transportation

Bus Transportation Expectations

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.
- No food or drink will be allowed on the bus. 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 Stops

Bus stop locations are published annually in the registration materials. Parents are responsible for notifying the school if there is any change at any time in the pick up or drop off location. Parents are allowed one pick up and drop off location unless special circumstances warranted. (No more than two bus stops per family). Students riding home with another student must have parent permission.

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. Misbehavior and rule violations on school transportation are addressed according to [North Mahaska Elementary's Behavior Response Matrix](#).

Transportation To and From Field Trips

Students are generally required to use school-provided transportation for all school-sponsored activities. If a student needs an alternative transportation arrangement, prior approval from school administration is required.

Parents who attend a field trip or activity as a chaperone or guest may sign their child out directly with the staff member supervising the student. Students will only be released to their parent or legal guardian unless the school has received written permission in advance from the parent or guardian on the day of the activity. Students will not be permitted to leave with friends or other family members without prior written approval. Please plan ahead if you anticipate needing alternative transportation for your child.

Biking To School

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

Health, Safety, and Wellness

Student Health

A licensed school nurse is scheduled 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 nurse. Basic first aid will be given, but no medicine (prescription or over-the-counter medications) can be given without parental consent.

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.

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.

Student Illness or Injury at School

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

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

We respectfully ask that this process is followed. Students should report to the nurse if they are feeling ill or are injured. Students should work with the school nurse to communicate with their parents and/or guardians.

Student Illness Guidelines

School policy requires a child to stay home if he/she:

- Has a fever of 100.0° or higher
- Has been vomiting or has diarrhea
- Has symptoms that keep your child from participating in school or may present a disruption to the learning environment, such as:
 - Very tired or lack of appetite
 - Cough that he or she cannot control, sneezing often
 - Headache, body aches, or ear ache
 - Sore throat - a slight sore throat is ok for school, but a severe sore throat could be strep throat, even if there is no fever. Other signs of strep throat are headache and upset stomach. A special test administered at a doctor's office or clinic is needed to know if it is strep.

24-Hour Rule

- **Fever** - Keep your child home until his/her fever has been gone without the use of medicine for 24 hours. Colds can be contagious for at least 48 hours. Returning to school too soon may slow recovery and spread sickness to others.
- **Vomiting or Diarrhea** - Keep your child home for 24 hours after the last time he/she vomited or had diarrhea.
- **Antibiotics** - Keep your child home until 24 hours after the first dose of antibiotics for any sickness such as ear infection, or strep throat.

Head Lice Procedures

The goal of North Mahaska CSD is to promote academic success and keep students in the classroom as long as medically safe. Both the American Academy of Pediatrics (AAP) and the Center for Disease Control and Prevention (CDC) advocate against whole classroom screening and exclusion for nits or live lice. As head lice are not a risk for carrying communicable disease, are primarily spread through direct head to head contact, and only live 18-24 hours off a host, the subsequent steps will be followed:

- Students suspicious of having head lice will be sent to the office for evaluation by the school nurse or designee.
- A thorough inspection for live lice and nits will be completed.
- If live lice are noted, the parent/guardian will be notified that day by telephone, email, or by having a note sent home with the child at the end of the school day stating that prompt, proper treatment of this condition is in the best interest of the child and their classmates.
- The parent/guardian will be provided with information on the biology of head lice.
- The parent/guardian will be instructed to inspect other household members for live lice.
- The parent/guardian will be instructed in methods for elimination of infestation focusing on inspection for live (crawling) lice and manual removal (combing).
- The parent/guardian will be instructed to continue daily combing until no live lice are discovered (approximately 2 weeks).
- The parent/guardian will be instructed to launder bedding, towels, and recently worn clothing.
- The parent/guardian will be instructed in the use of pediculicides if they choose to use them as an adjunct to manual removal.
- The student may be reinspected for live lice by the school nurse or designee.
- Students will not be excluded from school due to head lice infestations.

**Note: Individual class notification of head lice is no longer necessary because parents should assume that lice are present where children are, and should screen their children weekly.*

Required Health Documentation

Immunizations

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

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

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

Lead Screening

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

Dental Screenings

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

Vision Screening

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

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

Physical Examinations

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

School Safety

Emergency Drills

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

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

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

The school is in compliance with the state's requirement for an emergency operations plan. North Mahaska CSD has an Emergency Operation Plan in place and will, as required, hold an annual intruder drill. This drill may be with staff, tabletop discussion, or involve students (as appropriate).

School Resource Officer (SRO)

Our School Resource Officer is a certified law enforcement officer who works in partnership with the school to promote a safe and supportive learning environment. The SRO may assist with safety education,

emergency preparedness, and behavior concerns when appropriate. See the Behavior Response Matrix for more detailed information regarding the SRO's role in student discipline.

Smoke-Free Campus

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

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 as well as on most buses. 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.

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

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.
- **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.

Student Wellness

Healthy Kids Act

North Mahaska Elementary follows the State of Iowa Healthy Kids Act, which helps students build healthy habits and stay active during the school day.

The Healthy Kids Act is a state law that supports student wellness by requiring daily physical activity for all students in kindergarten through sixth grade.

Physical Activity Requirements

- Students in grades K–5 must receive at least 30 minutes of physical activity each school day.
- Students in grade 6 must participate in at least 120 minutes of physical activity each week.

Physical activity may include:

- Physical Education (P.E.) class
- Recess
- Classroom movement breaks (“brain breaks”)

Physical Education

Students in grades K-6 will have P.E. two times per (regular) school week. Students will be required to have gym shoes while participating on the gym floor.

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

Food, Drink, and Snacks

Students may bring a water bottle with water to use in the classroom. No food or other beverages are permitted in classrooms or lockers, with the exception of a student's lunch bag. Teachers may allow food or drink for special classroom celebrations, educational activities, or other special occasions.

Any food shared or distributed to other students must be prepackaged or purchased from a known food vendor or store and remain in its original packaging.

Students who bring **lunch from home** are encouraged to choose healthy, nourishing foods that help them stay focused, energized, and ready to learn throughout the school day. Balanced options such as fruits, vegetables, whole grains, and protein-rich foods support strong bodies and sharp minds. To promote healthy habits and student well-being, energy drinks, soda, and other beverages high in caffeine are strongly discouraged. Water and milk are the preferred drink choices during the school day.

All meals should be eaten in the cafeteria area. Students are expected to eat breakfast and lunch in the cafeteria and should not take food back to lockers at any time.

Students may eat **snacks in classrooms** or other designated areas during scheduled snack times as determined by their teacher. The school encourages families to provide healthy snacks that support learning, concentration, and overall wellness. Nutritious options such as fruits, vegetables, cheese, yogurt, whole-grain crackers, and other wholesome foods are encouraged. Sugary snacks and treats, including snack cakes, cookies, candy, sweetened cereals, and chips, should be reserved for occasional special events or celebrations rather than everyday snacks. By making healthy choices, students are better prepared to learn, participate, and feel their best throughout the school day.

Technology & Digital Citizenship

Acceptable Use Policy - Board Policy 605.6

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

- Individual student accounts and email addresses may be issued to students.
- Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet.

- Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network.
- Students' Internet activities will be monitored by the school district.
 - The school district will use technology protection measure to protect students from inappropriate access.
- Student Internet records and access records are confidential records treated like other student records.
- Employees and students will be instructed on the appropriate use of the Internet.

Cell Phone Policy

Cell phones are a part of everyday life for many adolescents 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, at lunch, or at recess.
- 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 by the teacher.
- Parents contacted
- Student may pick the phone up at the office upon dismissal to the bus or pick-up. .

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 a community break from a preferred non-academic activity. *To be determined on an individual basis
- Student will be required to leave phone with the teacher during the school day for a minimum of five (5) school days.

Third & Subsequent Offenses:

- is confiscated and placed in the office for the remainder of the day.
- Parents contacted
- A parent must retrieve the student's phone from the office.
- Student receives a community break from a preferred non-academic activity. *To be determined on an individual basis
- 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.

*This policy includes ALL devices with cellular data, including smart watches.

*This policy is aligned with the Jr/Sr High policy. Student receives 30 min. detention to be served within 24 hours

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.

School Services & Daily Procedures

Food Service Program

North Mahaska Community School District partners with [Chartwells School Dining Services](#) to provide nutritious breakfast and lunch options for students.

Meal Accounts and Payments

Students use a single meal account for breakfast, lunch, and any additional milk purchases. Families may add money to meal accounts through the school office or online. Deposits must be made before 9:30 a.m. to be credited to the account that day.

Parents are encouraged to monitor meal account balances through the Parent/Student PowerSchool Portal. Low-balance notifications will be sent to parents by email and mail. To avoid embarrassment, account balances and payment reminders will not be communicated directly to students.

Payment arrangements must be made if a meal account balance exceeds -\$6.00.

Free and Reduced-Price Meals

North Mahaska participates in the Federal School Meals Program, which provides free or reduced-price meals to eligible students from qualifying households.

Students who qualified for free or reduced-price meals at the end of the previous school year may continue receiving those benefits for a limited time at the beginning of the new school year. Families must submit a new application each year to determine eligibility. Applications are available from the school office and are included with registration materials.

Families who believe they may qualify are strongly encouraged to apply. Eligibility guidelines are often broader than many families realize, and participation helps the district secure additional federal funding that supports student programs and services.

Eligibility is determined using the [Iowa Eligibility Online Application](#), and paper copies are also accessible at the office.

Breakfast Program

Breakfast is available each school day for elementary and secondary students. Elementary breakfast service begins at 7:45 a.m. Students wishing to eat breakfast should report directly to the cafeteria upon arrival at school.

Students who qualify for free or reduced-price lunches automatically qualify for free or reduced-price breakfasts.

Meal Prices

Meal prices are reviewed annually and may change based on federal and state reimbursement rates.

Student Breakfast	\$2.30
Adult Breakfast	\$2.50
Student Lunch	\$3.60
Adult Lunch	\$4.97
Extra Milk	\$0.50 <i>*One carton of milk is included with each school meal</i>

School Supplies

Thanks to the generosity of the North Mahaska Education Foundation, school supplies will be provided for all North Mahaska Elementary students!

Families are asked to provide only the following personal items for their child:

- Backpack (no rolling backpacks, please)
- Tennis shoes for P.E.
- Pencil pouch or pencil bag

All other school supplies will be furnished by the school.

Families who would like to support their child's classroom are welcome to donate additional items. The following supplies are especially appreciated and tend to be used quickly throughout the school year:

- Disinfecting/sanitizing wipes
- Quart-size and gallon-size storage bags
- Facial tissues (Kleenex)

Lost and Found

Whenever possible, we encourage parents to put a label or name tag on items. Lost items are kept on a table in the elementary hallway. Because of lack of space, items not identified may be disposed of or donated to a local thrift store at the end of each quarter. Make sure you or your child checks for lost items frequently.

Birthday Treats

It is acceptable to celebrate birthdays by bringing treats to school. ALL TREATS MUST BE COMMERCIALY WRAPPED. Treats prepared in a commercial kitchen (e.g., bakery, grocery store) are considered commercially wrapped. Teachers would appreciate being informed in advance. Please send an email or a note to school with your child to notify the teacher beforehand.

Private Invitations

If invitations are not extended to all students in a class, the school district prefers that they be mailed. The district's policy does not allow students to distribute individual invitations at school.

Sharing/ Show-and-Tell

Guns and knives (and look-alikes) are not permitted at school any time.

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

Recess and Playground Rules

There is no before school recess.

Morning Bell 8:00 am (Students can go to their classroom at this time.)

Tardy Bell 8:15 am

Afternoon dismissal bell 3:30 pm

- Students must obey the adult supervising the playground or gym and not just their classroom teacher.
- If a ball or other items leaves the playground, students must get the playground supervisor's permission to retrieve the item.
- Prohibited behavior - horseplay, snowballs, roughhousing, throwing dangerous objects, etc.
- No tackle football.
- No skateboards
- No phones or other technology devices.
- Toys or other items brought from home are the responsibility of the student who brought them.
- Students must get permission from the playground supervisor before entering the building during recess.
- Recess privileges can be taken away completely, or a "time away" area may be used.
- Staff may issue a "Walking Recess" in place of a full removal of recess time.
- Only one student to a swing.
- No climbing up slides.
- Students are advised not to play on the school grounds after school as there is no playground supervision available.

Restrooms

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

Gum Chewing

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

Lockers

Students may be assigned a locker.

Maintenance Searches:

Although school lockers are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has reasonable and valid interest in ensuring that the lockers are maintained. For this reason, periodic inspection of lockers is permissible to check for cleanliness and vandalism. General maintenance inspections may be conducted by school authorities at any time upon at least 24 hours notice of the date and time of the inspection. Iowa law now allows some locker searches without notice. The student may be present during this search.

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

Non-Maintenance Searches:

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

- Student lockers and their contents should be maintained properly.
- Students are responsible for any items placed in their lockers. It is suggested that valuables are left at home.

(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.

Care of School Property

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

Telephone Use During School Hours

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

Deliveries to School

All deliveries made to the school for students will be attempted to be given to the student at the end of the day. Please be aware that we do have people with latex allergies, so we discourage sending latex balloons. The school is not responsible for gifts sent to students during the day. It is the parent's responsibility for pick-up of any gifts delivered to the school. There will be NO balloons allowed on the buses.

Student Insurance

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

Fines & Fees - Board Policy 503.3

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

Waiver of Student Fees

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

Activities, Events, and School Culture

Open House

North Mahaska Elementary will host its Open House on Thursday, August 20, 2026, from 3:00 p.m. to 6:00 p.m.

Families are encouraged to attend to meet their child's teacher, explore the classroom, and help students become familiar with their new learning environment before the first day of school.

Please note that Open House is intended to be a meet-and-greet opportunity. Due to the number of families attending, teachers may not be able to have lengthy individual conversations about each student. If there is important information you would like to share with your child's teacher prior to the start of school, please contact the teacher directly to schedule a separate meeting or conversation.

We look forward to welcoming our students and families for a great start to the school year!

School Support Organizations

North Mahaska is fortunate to have several organizations that support our students, staff, and school community through volunteerism, fundraising, and special programs. These groups play an important role in enhancing educational opportunities and experiences for all students.

Our school support organizations include:

- **NM PACT (North Mahaska Parents and Community Together)** – Supports students, staff, and families through volunteer efforts, family engagement activities, and school improvement projects.
- **NMEF (North Mahaska Education Foundation)** – Promotes educational excellence by providing resources and support for innovative learning opportunities and classroom initiatives.
- **NMFAB (North Mahaska Fine Arts Boosters)** – Supports music, art, drama, and other fine arts programs throughout the district.
- **NMAB (North Mahaska Athletic Boosters)** – Enhances athletic programs by supporting student-athletes, teams, facilities, and extracurricular activities.

Families and community members are encouraged to become involved in these organizations. If you would like more information about any of these groups or are interested in volunteering, please contact the school office.

Elementary School-Wide Procedures

To maintain and improve school-wide climate to help strengthen academic performance the following "[Warhawk Way](#)" school-wide procedures have been adopted:

Students are expected to maintain:

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

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.

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

Parent Rights & Legal 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, 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.

Inspection of Educational Materials

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

Legal Status of Students

If a student's legal status, such as a student's name or the student's custodian arrangement, should change during the school year, the parent or guardian must notify the school district via court documentation. The school district needs to know when these changes occur to ensure that the school district has a current student record.

Grievance Procedure

North Mahaska Community Schools is committed to providing a safe, supportive, and respectful learning environment for all students and families. If you have a concern or complaint related to the preschool program, we encourage you to follow the steps below so that issues can be addressed fairly and efficiently.

Step 1: Informal Discussion

Most concerns can be resolved quickly through open communication. Parents or guardians should first contact their child's teacher to discuss the concern. If needed, the elementary principal may also be contacted for further assistance.

Step 2: Written Complaint

If the concern is not resolved through informal discussion, a formal written complaint may be submitted within fifteen (15) working days of the incident. The complaint should clearly describe the concern, include relevant dates, and state the requested resolution. Written complaints are submitted to the District Compliance Officer.

The Compliance Officer will review the concern, conduct a fair and impartial investigation, and provide a written response within fifteen (15) working days after receiving the complaint. A copy of the response will be shared with both the complainant and the appropriate staff or department involved.

Step 3: Written Appeal

If the concern is still not resolved, the complainant may submit a written appeal within ten (10) working days after receiving the Compliance Officer's response. The appeal is reviewed by the Hearing Officer, who may hold a meeting or hearing to discuss the matter further. Parents or guardians may attend with their child if applicable.

A written decision will be provided within ten (10) working days of the appeal and shared with all relevant parties.

Additional Information

Families and staff also have the right to contact external agencies at any time, including the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights, or seek legal counsel.

District Contacts

Compliance Officer: School Counselor – Nicole DeBoef

Hearing Officer: Superintendent – Tim Veiseth

North Mahaska Community Schools

New Sharon, Iowa 50207

641-637-4187 | Monday–Friday, 8:00 a.m. – 4:00 p.m.

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.

Sexual Abuse and Harrassment by School Employees - Board Policy 402.03

Physical or sexual abuse of students, including but not limited to sexual or physical relationships, grooming behavior, and otherwise inappropriate relationships with students by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by timely reporting to all relevant agencies as required by law. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process. If the Iowa Department of Health and Human Services reports to the board of directors of the district that an allegation of abuse of a student has been made against a school employee, the district will place the employee on administrative leave until the resolution of the investigation. The employee will be prohibited from entering school property while on administrative leave.

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.

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/Student Photographs

Student photographs are taken each fall, typically in early September, with an additional opportunity for spring photographs offered in early March. Information about picture days will be shared with families in advance. Purchasing photographs is optional.

In addition to scheduled picture days, candid photographs may be taken throughout the school year for use in the elementary yearbook and to celebrate student learning and activities. These photographs may also be used on the school's website, social media platforms, or in other school publications.

If you do not wish for your child's photograph to be used publicly, please indicate your preference during registration or contact the elementary office at any time.

Classroom Rosters/Requests - Student Needs

Creating classroom rosters is a collaborative effort involving all staff members and administrators in our school. This process typically begins in the spring and may extend into the summer, taking several weeks to complete. Various factors are considered in forming these rosters, including student and teacher personalities, the number of students receiving exceptional services, those participating in small group interventions, gender balance, academic levels, previous interpersonal dynamics, and social interactions.

Requests for specific classroom placements have significant ripple effects, impacting not only your child and their assigned teacher but also the schedules of other students receiving services, intervention teachers' schedules, classroom culture, and potentially the teacher's schedule as well.

It's crucial to recognize that all North Mahaska Elementary staff share the common goal of providing your child with a top-notch education in a safe and supportive environment, enabling them to reach their full potential.

If your child has specific learning needs, and you believe additional information would be beneficial, you may request a particular teaching style (not a specific teacher's name) by completing the attached form and submitting it to the elementary office by April 30. This information will assist our team in class placements for the upcoming year. Efforts will be made to accommodate requests for separating your child from specific peers if the request is submitted using the provided form by the deadline.

*Please note that submission of the request form does not guarantee preferred placement.

[Link to Request Form](#)

Parent-Teacher Conferences

Parent-Teacher Conferences may 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.

Individual teachers will schedule conference times for each student and communicate these dates and times with parents. In the event that there are also siblings with conferences, those teacher will work together to coordinate times to accommodate families.

2026-2027 Conferences Dates

Fall

- November 2 - 4:00-8:00
- November 5 - 2:00-6:00 ***1:30 dismissal**

Spring

- March 8 - 4:00-8:00
- March 11 - 2:00-6:00 ***1:30 dismissal**

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 type of records: family background data, aptitude tests, educational-vocational plans, honors and activities, observations, and external agency reports.

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

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

1. School officials and teachers with legitimate educational interest.
2. Officials of other schools in which the student proposes to enroll.
3. Representatives of state and local government when auditing and evaluating federal education programs.
4. In connection with a student's educational financial aid application.
5. Government officials to whom information is to be reported under the state law adopted prior to 11/19/1974.
6. Organizations which process and evaluate standardized tests.
7. Accrediting organization for 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.

Annual Notice Student Directory Information

The Principal or person in charge of each attendance center may release the following types of information to the public as they see fit, keeping in mind the privacy of the students and the student's family, and the totality of the surrounding circumstances: Name, address, telephone listing, date, and place of birth, major

field of study, participation in official recognized activities and sports, weight and height of members of the athletic teams, date of attendance, degrees and awards received, and the most recent previous school or institution attended by the students.

Any parent objecting to the public release of such information must file a written objection with the aforementioned person responsible for maintaining students' records in each building and that information objected to shall not be publicly released.

Jurisdictional Statement

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

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

Students are expected to comply with and abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

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

Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "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 your child's teacher or the elementary office. The elementary office hours are Monday-Friday 7:50 AM to 4:10 PM.