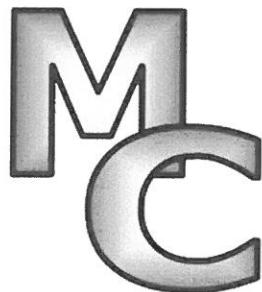


MASON CITY COMMUNITY SCHOOL DISTRICT

Elementary Parent/Student Handbook

2018-19



Providing quality education for all in a caring and responsive environment.

WELCOME

Welcome to the Mason City Community School District. It is our hope that this school year will be a time of great academic and personal growth for the students. We are dedicated to teaching so that all students learn. Together with you, we will provide the best education for each and every student.

This handbook is a reference for you regarding expectations, procedures, and programs at the elementary school. Please read and discuss the contents of this handbook with your child. If you have any questions concerning any of the information, please contact your child's elementary school office.

For more information about any of our elementary buildings or the Mason City Community School District in general, look for us on the web at masoncityschools.org.

Thank you for your support and have a wonderful school year!

Sincerely,

Brooke Brunsvold, Principal
Harding Elementary
1239 N Rhode Island Ave
Mason City, IA 50401
641-421-4406

Barbara Wells, Principal
Hoover Elementary
1123 8th St NW
Mason City, IA 50401
641-421-4408

Lindsey Millsap, Principal
Jefferson Elementary
1421 4th St SE
Mason City, IA 50401
641-421-4411

Dan Arjes, Principal
Roosevelt Elementary
313 15th St SE
Mason City, IA 50401
641-421-4415

TABLE OF CONTENTS

INTRODUCTION

Welcome	2	Corporal Punishment, Restraint/Physical
Table of Contents	3	Confinement & Detention
Jurisdictional Statement	4	Dress
District Mission /Guiding Principles/Learning Goals	4	Due Process

STUDENT ATTENDANCE

Absences/Tardies	5	Multicultural/Gender Fair Education
Arrival and Dismissal	5	Nondiscrimination Statement
Attendance	6	Equal Educational Opportunity
Calendar-Cycle Days	6	Photographs
Cancellation, Delay, or Early Dismissal of School	6	School Property
Late Start Tuesdays/Professional Development	7	Search and Seizure
Open Enrollment/Boundary Exceptions	7	Student Conduct
Student Release During School Hours	7	Student Lockers/Desks

STUDENT HEALTH WELL-BEING AND SAFETY

Administration of Medication	7	STUDENT SCHOLASTIC ACHIEVEMENT
Asbestos Notification	8	Child Find Process
Child Abuse Reporting	8	Conferences
Communicable Diseases	8	Expulsion
Emergency Information	9	Homework
Emergency Plans and Drills	9	Human Growth and Development
Health and Immunization Certificates	9	Inspection of Instructional Material
Health Screenings	9	Achievement Reports
Healthy Kids Initiative	9	Retention
- Birthdays	9	Special Services
- Classroom Celebrations/Holidays	9	Testing
- Marketing		
- Physical Activity		
- Rewards		
- Snacks		
Nurse	10	MISCELLANEOUS
Positive Behavior Intervention Support (PBIS)	11	Balloon/Flower Bouquets
Safety Procedures	12	Breakfast and Lunch Program
Student Illness and Injury	12	Buses and Other School District Vehicles
Student Insurance	13	Change of Address
Tobacco Free Environment	13	Classroom Teacher Assignments
Wellness Policy	13	Custody and Parental Rights

STUDENT ACTIVITIES

Assemblies	13	Dismissal Changes
Field Trips	13	Kick-off to Kindergarten
Fundraising	14	Lost and Found

STUDENT RECORDS

Procedures for Transferring to Another School	14	Names
Student Records	14	Parent Teacher Organization

STUDENT RIGHTS AND RESPONSIBILITIES

Bicycles	15	Personal Property at School
Bullying/Harassment	15	Pets at School
Cell Phones/Other Electronic Devices	17	Public Conduct on School Premises
Complaint Procedure	17	Recess and Playground

Illegal Item- Alcohol, Drugs, Tobacco, Weapon, Explosives	20
Multicultural/Gender Fair Education	20
Nondiscrimination Statement	20
Equal Educational Opportunity	21
Photographs	21
School Property	21
Search and Seizure	21
Student Conduct	22
Student Lockers/Desks	22
Technology Conduct- Students	22

APPENDIX

Calendar of Events	29
Staff List	29

Jurisdictional Statement

This handbook is an extension of Board policy and is a reflection of the goals and objectives of the Board of Education.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property, while on school buses or vehicles; while attending 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. Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to 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 classroom, detentions, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities. 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 them. Students or parents with questions or concerns may contact the building principal.

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.

District Mission Statement

To provide quality education for all in a caring and responsive environment.

District Guiding Principles

All individuals can learn given the appropriate opportunities, resources and time.

A learning environment that is safe and intellectually stimulating promotes a quality education.

Positive relationships enhance the learning process.

Diversity enriches the learning environment.

Partnerships among schools, homes and communities are essential to quality education.

District Learning Goals

The student will perform as a self-directed learner.

The student will communicate appropriately and effectively.

The student will accept responsibility in a diverse, global society.

The student will think creatively and critically.

The student will access and use technology.

The student will participate in opportunities for personal growth and wellbeing.

STUDENT ATTENDANCE

Absences/Tardies

Please call your child's school office before 9:00 a.m. if your child is going to be absent or late to school. If the school has not heard from you, you will be contacted to be sure your child is safe and to verify his/her absence or tardiness. Please contact the school office directly to inform us about afternoon appointments or dismissal changes.

If your child will need to be gone from school for reasons other than illness, call the school prior to the absence. Students in grades K-4 who arrive after 9:30 a.m. will be considered absent for half a day. Before that time they will be considered tardy if they arrive after the beginning of the school day. Children who leave before 1:45 p.m. will be considered absent for half a day. Students arriving late should check-in with the office staff so their absence can be changed to tardy and they can be counted for hot lunch.

Please schedule doctor and dentist appointments outside of school hours when possible. Students will be counted absent if they leave for appointments during the school day. Being on time is important for your child to have a good day and to benefit from instruction.

Arrival and Dismissal

The daily school schedule is as follows:

~ TUESDAYS ~

7:45 a.m. Students may enter.	8:15 a.m.
8:05 a.m. All classes begin.	8:35 a.m.
3:00 p.m. Students are dismissed.	3:00 p.m.

Early arrival for non-bus students is strongly discouraged. Supervision will not be provided before 7:45 a.m. (8:15 a.m. on Tuesdays) and after school.

Bus students will arrive and be dismissed daily according to the scheduled times for each bus. Cars/vehicles are not to park in the bus loading zone during morning arrival or afternoon bus time. Please see the information below on each schools arrival/dismissal.

Harding Elementary

Traffic during arrival/dismissal times may be congested in the parking lot. Please help promote safety, and keep the drop-off/pick-up of students as expedient as possible, by following the traffic patterns and posted directions. Park vehicles in the parking lot or curbside along Rhode Island Ave. Do not leave your vehicle unattended in the drive in front of the school or driving lanes. Remember buses are on a tight schedule and have the right of way. Thanks for your patience during arrival/dismissal.

Hoover Elementary

Arrival: If dropping your child off in the morning, you may drive in the circular driveway in front of the building. Drive as far as the bicycle rack area before stopping to drop your child off. Please have your child ready to leave your vehicle promptly with everything needed for the day. Please have him/her leave from the passenger side of the vehicle so as not to cross in front of or behind your vehicle. Please do not linger due to a usually long line of vehicles entering and exiting the drive-way.

Dismissal: If picking your child up, you may park in front of the building, along Pierce Avenue (preferably on the east side facing north, Fillmore Avenue or the north side of 8th Street. With buses needing space to turn into the bus turnaround, please do not park in front of the building on the south side of 8th Street. Please remember that buses are on a tight schedule, need room to maneuver and have the right of way. Thank you for your patience during arrival/dismissal.

Jefferson Elementary

Traffic during arrival/dismissal times may be congested in the parking lot and circle drive in front of the school. Please help promote safety, and keep the drop-off/pick-up of students as expedient as possible, by following the traffic patterns and posted directions. Park your vehicles in the parking lot or curbside along the east side of the building. Do not leave your vehicle unattended in the circle drive in front of the school. Remember buses are on a tight schedule and have the right of way. Thanks for your patience during arrival/dismissal.

Roosevelt Elementary

Traffic during arrival/dismissal times may be congested in the parking lot. Please help promote safety, and keep the drop-off/pick-up of students as expedient as possible, by following the traffic patterns and posted directions. Park vehicles in the parking lot and walk up to the building to meet your child. Do not leave your vehicle unattended in the drive in front of the school or driving lanes. Remember buses are on a tight schedule and have the right of way. Thanks for your patience during arrival/dismissal.

Attendance

Regular attendance by the students is essential to obtain the maximum benefit from the education program. (1) When students are absent, they miss instruction and learn less, and may fall behind their classmates. (2) Absences also can result in a poor attitude about school: the work is more difficult because of missed instruction, there may be make-up work to do, and students often feel left out of social groups. (3) Good attendance is a habit. If students form this habit at a young age they are more likely to graduate from high school and to be successful on the job as an adult.

Truancy is the failure to attend school for the minimum number of days each quarter. It is the act of being absent without a reasonable excuse.

The school office keeps records of absences and tardies and reviews this information on a regular basis. The school principal will contact parents of students with excessive absences for the purpose of improving attendance. The superintendent's designee is designated as the Truant Officer who will monitor student attendance throughout the district. Continued absences may result in notifying D.H.S., initiating the Attendance Cooperation Process, or filing truancy charges with the County Attorney. Juvenile Court School Liaisons for the Mason City Schools may also be contacted. (Code of Iowa 294.4 and 299.8, Board Policy 501.3-501.10)

Calendar-Cycle Days

Mason City Schools use a 6-day cycle to schedule special classes such as art, physical education, music, library check out, etc. These classes are scheduled every so many days, not on certain days of the week, in order to equalize the schedule for all groups of students. For example, students may have music every third day, on Days C and F. These 6-day cycle calendars are distributed at the beginning of each school year.

Cancellation, Delay, or Early Dismissal of School

The regular school schedule will be changed only when a real or potential safety risk for students exists. If school must be canceled, delayed, or dismissed early due to weather conditions or other emergencies, announcements will be made on local radio stations, KIMT television and the school messenger system. Please listen for announcements on very hot days and bad winter weather days. It is important for school telephone lines to remain open, so rather than call the school, please watch KIMT or listen to any local radio station.

If school closes during the day, students will be sent to the destination indicated by you for "Emergency Dismissal" at registration. Please be sure your child knows where he/she should go in the case of an emergency dismissal.

Notify the school anytime these plans change. We will not contact parents by phone and you may be unable to call the school since the lines are often tied up during these times.

If school is canceled or dismissed early, all activities at school are canceled for the rest of the day. This includes band practice, concerts, P.T.O., Scouts, Parks and Recreation activities, etc.

If there is a two hour school delay, students will begin class at 10:05 a.m., even on Tuesdays which are regular late start days for students due to teacher professional development. Bus times would push back two hours from non-Tuesday pick-up times.

If threatening weather conditions exist at dismissal time, students may be held at school. Announcements will be made on KIMT and the local radio stations

Late Start Tuesdays/Professional Development

Teachers and administrators will participate in professional development activities focused on improving teaching strategies every Tuesday morning from 7:30-8:20 a.m. Parents can plan to have students begin their Tuesdays 30 minutes later than on other days of the week (8:35 a.m.). Students who ride the bus will be picked up 30 minutes later on Tuesdays as well. Breakfast will continue to be served daily.

Open Enrollment/Boundary Exceptions

Iowa's open enrollment law allows families residing in the Mason City school district to request transfer to a school district in another town. Parents must apply to the Superintendent by March 1 for the next school year.

Parents may request a boundary exception to another elementary school in Mason City by contacting the Administration Building for information and forms. Boundary exceptions are granted as a convenience to parents but may be revoked based on class size, poor attendance, or other difficulties. Boundary exception forms are also available on the Mason City Community School web site www.masoncityschools.org. (Code of Iowa 282.18, Board Policy 501.14)

Student Release During School Hours

If it is necessary for a student to leave school before the regular dismissal time, he/she must bring a note from home or we must have a phone call stating the reason, time, and place. The note or caller must indicate if the student will be leaving with someone other than the parent with physical custody. The note or call must be from the physical custodial parent or legal guardian. For your child's safety, they should check out through the office. (Board Policy 501.11)

STUDENT HEALTH, WELL-BEING AND SAFETY

Administration of Medication

We prefer that medications be managed by the parent at home. If necessary, however, medications will be given during school hours. Procedures will be followed that provide for safe storage, handling and administering of the medications. (Board Policy 507.2)

Parents must fill out and sign the Medication Permission Form available in the school office for medication to be administered at school. Any prescription medication brought to the school office must be in the original container provided by the pharmacist. All pertinent information must be on the container: student's name, name of medication, dosage, time to be given, special instructions, date, and name of physician.

Although inhalers are prescribed medication, physicians often recommend that children keep their inhalers with them so they can be used quickly. Inhalers may be kept in the office or in the child's classroom or locker.

In most instances, over-the-counter medications (pain relievers, antihistamines, cough medications, etc.) should be given at home. These medications may be given by school personnel if parents have signed a Permission Form stating they have consulted with their physician regarding their use. Over the counter medications need to be sent to school in the container in which they were purchased or in a container labeled with the student's name, name of the medication, dosage, time to be given, and special instructions. No medication, including aspirin, will be furnished by the school to any student. A note must be sent for your child to have cough drops at school. With a note, students may take one at the teacher's discretion, as long as there is no disruption to the class.

Asbestos Notification

A certified asbestos inspector as required by the federal government has inspected all school facilities in Mason City. A management plan is available for inspection in each building. (Board Policy 804.4)

Child Abuse Reporting

School staff are required, by law, to report all cases of suspected child abuse or neglect to the Department of Human Services. All reports are confidential.

Any person who believes a student has been abused by a school employee may make informal contact in the school district, or may go directly to a Level 1 investigator. Forms for filing complaints are available in the Superintendent's office.

For the current school year, the designated Level 1 investigator is:

Tom Drzycimski, HR Director: 641-421-4400 ext 5010

Director of Special Education and Student Services: 641-421-4400 ext 5022

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous objects for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm for the protection of property or to protect a student from self-infliction of harm. Code of Iowa Reference: 280.17 (Chapter 102 – Administrative Rules) Board Policy 402.3

Communicable Diseases

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. Infectious or communicable diseases include diseases spread from person to person, or animal to person, or as defined by law.

The health risk to others in the school from the presence of a student with a communicable disease is determined on a case-by-case basis by the student's personal physician, a physician chosen by the school district, or public health officials.

A student who has a communicable disease which creates a substantial risk of harm to others will report the condition to school authorities.

The school system uses precautions that control the spread of infection and communicable disease. When human blood or certain body fluids are involved, self-care will be encouraged to promote independence and prevent spreading diseases. Usually students will be asked to wash the wound and bandage it themselves. If assistance is needed, staff members will use plastic disposable gloves and special containers to avoid risk to the student or adult. (Board Policy 507.3)

Emergency Information

We ask that parents provide us with several pieces of emergency information. On the registration form, we request that you provide us with emergency telephone numbers of parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the office if the information on the emergency form changes during the school year.

Emergency Plans and Drills

Each school building has an emergency plan. Periodically the school holds emergency fire, tornado and bomb threat drills. At the beginning of each year, 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 the police.

Health and Immunization Certificates

Students enrolling in kindergarten must have a physical examination by a licensed physician and provide proof of such an examination to the school district.

Students enrolling for the first time in the school district will also submit a certificate of immunization against diphtheria, pertussis, tetanus, measles, rubella, varicella, and other immunizations required by law. Failure to submit a record of immunizations will be grounds for denial of admission.

Exceptions to the immunization requirement will be allowed only for medical or religious reasons recognized under the law. Parents must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy. (Board Policy 507.1)

Health Screenings

The following screenings are conducted routinely in the grades listed:

Vision	Grades K and 3rd
Hearing	Grades K-3rd
Communicable Disease	Grades K-4 (<i>when necessary</i>)

Screenings can also be done at teacher or parent request. Parents will be notified if there is a concern in any of these areas.

Healthy Kids Initiative

The staff of the Mason City Community School District has a strong interest and obligation in promoting the health of children. In accordance with our school's designation as a Blue Zones School, these policies/procedures will be implemented to provide students with healthier lifestyle choices.

Birthdays – Student birthdays may be celebrated at school. However, students are not allowed to bring food or beverages to share with classmates. Instead, birthdays will be celebrated with non-food options including, and not limited to - name recognition on the school announcements, card, book or pencil from the office/PTO, and classroom recognition (birthday crowns, sit with a friend at lunch, and/or being designated the teacher helper for the day). Balloons or bouquets delivered to school will be held in the office until the end of the day. Invitations to outside-of-school parties may be distributed at school only if all students or all boys or all girls in the classroom will receive an invitation.

Classroom Celebrations/Holidays – School district policy allows for no more than three classroom parties during the school year. Parties held during the school day are the Fall/Harvest Party, Winter Party, and Valentine's Day Party. In consideration of our student's health, please consider snack options that meet healthy nutritional guidelines.

If you do not want your child to participate in holiday or birthday celebrations for personal or religious reasons, your wishes will be honored. Please contact the classroom teacher about what your child may or may not participate in and discuss what they will do during these events. For school parties, students may go home early, spend time in the IC or participate in other activities agreed upon with the classroom teacher. (Board Policy 501.11)

Marketing – Unhealthy food and beverage promotions, that contradict the messages students are receiving at school about healthy eating, will not be advertised on campus.

Physical Activity – Staff will not use physical activity as a punishment nor withhold opportunities for physical activity as punishment. Students will receive a minimum of 150 minutes of physical activity during a week through a combination of physical education class (of which students will be active for more than 50% of the time), recess, brain breaks, classroom activities, and transitions. Recess will be offered to K-4 students daily for at least 20 minutes. Students will participate in recess prior to eating lunch.

Rewards – Food, food coupons, and beverages will not be used as rewards. Food and beverages will not be withheld as punishment either.

Snacks – Snacks and beverages consumed at school must meet healthy nutritional guidelines. Candy will not be given to students.

Nurse

A school nurse is scheduled to be at each elementary building for at least part of the school day. If an emergency occurs during a time a nurse is not scheduled to be at a building, there is a nurse available on call.

It is the parent's responsibility to notify the school each year if your child has a serious health problem such as diabetes, epilepsy, asthma, allergy, etc. The school nurse will convey this confidential information to the appropriate staff members at the start of the school year.

The nurse is responsible for the maintenance of health records, overseeing administration of medication at school, vision screening, parental contact concerning absences and/or health problems, care of minor injuries, and assistance in health teaching. The nurse is not responsible for medical diagnosis.

The nurse also serves as a member of the staffing team for children with special concerns and as a liaison person with medical personnel and community health agencies, when appropriate.

Positive Behavior Intervention Support (PBIS)

Mason City Community School District strives to promote a positive and safe learning environment for our students. In order for our district to maintain this expectation, we have adopted PBIS in all of our elementary buildings. Positive Behavioral Interventions and Supports is a set of procedures that positively acknowledges students for demonstrating appropriate expected behaviors.

During the first week of school, students will be taught what the expectations mean in all setting areas of the school (classroom, playground, restroom, hallway, lunch, bus, arrival/dismissal). Students can earn rewards for appropriate behavior weekly, at trimesters, annually, and upon teacher discretion. Students are taught these expectations and are rewarded for using them throughout the school year.

Harding Elementary:

"Hardy the Husky", Harding's mascot, will also be found throughout Harding Elementary to remind everyone of our expectations in all settings.

- Be Safe
- Be Respectful
- Be Responsible

Hoover Elementary:

Hoover's mascot "Herbee" is an additional reminder of our behavioral expectations when making appearances at school assemblies and student/parent events. Our three expectations are Bee Respectful, Bee Responsible, Bee Safe.

Jefferson Elementary:

"Jeffy the Jaguar", Jefferson's mascot, can be found throughout Jefferson Elementary to remind everyone of our expectations in all settings.

- Caring
- Appropriate
- Ready
- Safe

Roosevelt Elementary:

"Tweets" the Roosevelt mascot keeps a close watch on the students for the following expectations:

- Do the Right Thing
- Act Kindly
- Be Safe

Periodically, rewards are issued to students who demonstrate good behavior. These rewards may include prizes, healthy snack, etc. For any major infraction, students may be sent directly to the principal's office, be withheld from activities, or receive other serious consequences. When a discipline problem persists, further action may be necessary, including, but not limited to, ineligibility for special school activities and/or suspension from school. (Board Policy 503.1)

Safety Procedures

In an effort to provide as much building security as possible during the school day, the following procedures are followed:

1. All outside doors will be locked including the inside doors at the main entrance. Visitors will need to press a button and be admitted into the building by office staff.
2. Visitors, including parents, are required to sign in at the office and wear a visitor's badge.
3. Threatening comments by students or parents will be taken seriously. Disciplinary actions will be based on the circumstances and age of the student involved.
4. A building Emergency Procedure Guide has been developed and is updated each year to help staff be prepared to handle a variety of emergency situations.
5. There will be practice drills for emergencies beyond fire and tornado. Efforts will be made to avoid frightening children, yet prepare them for a variety of circumstances.
6. A building crisis team is identified and prepared to fulfill different roles in emergency situations.

Student Illness or Injury

You should keep your child home if there are any signs of a communicable disease such as:

- an undiagnosed skin rash or sore
- red or inflamed eyes
- fever of 100°F or more
- continuous coughing
- vomiting or diarrhea
- persistent headache, earache, or other discomfort
- untreated head lice

The school nurses recommend that a child remain at home for 24 hours following a fever, vomiting, or diarrhea.

In case of illness at school, the student must notify the teacher or another school adult as soon as possible. The staff will contact you or one of the emergency numbers listed on your child's enrollment form. No child can be sent home from school until arrangements have been made with you or another authorized adult. Please make arrangements with friends or relatives so this can be handled effectively, for the sake of your child.

In case of an injury at school, the student must notify the teacher or another school adult as soon as possible. Staff will render first aid treatment only. If emergency medical treatment is necessary the school staff will try to contact you, then an emergency number on the registration form. If neither the parents nor the emergency numbers can be reached, we will take necessary steps to assure the welfare of the child. This may include calling an ambulance or taking him/her to the emergency room at the hospital. (Board Policy 507.4)

The school system uses precautions that control the spread of infection and communicable diseases. When human blood or certain body fluids are involved, self-care will be encouraged spreading diseases. Usually students will be asked to wash the wound and bandage it themselves. If assistance is needed, staff members will use plastic disposable gloves and special containers to avoid risk to the student or adult.

For the benefit of your child, telephone numbers where you can be reached during the day, names and numbers of other friends or relatives in Mason City who could be called in an emergency, and the names and telephone numbers of your family doctor and dentist must be on file at school.

Student Insurance

Low cost accident policies are offered as a service by the school. Complete details of this insurance, its coverage, and cost are distributed at registration. (Board Policy 507.6)

For injuries for which a claim may be made, it is the student's responsibility to report the injury to the office, obtain a claim blank properly completed by the school, and present it to the doctor handling the case. The doctor will complete the report and send it to the insurance company. The school is only performing a service for the student and is in no way responsible for the collection of claims.

Tobacco Free Environment

The Mason City Community School District is striving to be tobacco free within and upon all district property. The district realizes that tobacco use is detrimental to health and is concerned about providing a healthy environment for students, employees and community members.

Therefore, the Board of Education directs there be no use of tobacco products on any district property, which includes vehicles, buildings and grounds. This includes the use of look-a-likes where the original would include tobacco or nicotine and includes the use of nicotine products that are not FDA (Federal Drug Administration) approved for tobacco cessation. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Community members are asked to cooperate with this policy and refrain from using tobacco on district property. Persons who do not comply will be asked to leave the district premises. (Board Policy 905.2)

Wellness Policy

The Mason City Community School District's Wellness Policy consists of Nutrition Education, Physical Activity, School-Based Activities to Promote Wellness, and Nutrition Guidelines for foods available at school. Students are taught the knowledge and skills necessary to promote and protect their health, and given opportunities for physical activity (recess and P.E.). Offering healthy snack choices (fruits and vegetables, whole grains, low-fat dairy products, nuts and trail mix, and healthy beverages) to children, at both home and school, will provide good nutrition for growth and development, support healthy eating habits, and play a role in preventing potentially harmful diseases. (Board Policy 507.9)

STUDENT ACTIVITIES

Assemblies

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

Field Trips

Classes may take educational field trips as an extension of classroom learning. Detailed information will be distributed by the classroom teacher prior to a field trip. Students may be required to return a note signed by parents if the field trip involves bringing the child early or picking them up late, packing a lunch, or travel out of town.

While on field trips, students are guests and considered representatives of the school district. Students will be expected to follow the same rules as when they are in the school building. Students attend field trips unless, for disciplinary or attendance reasons, the privilege is taken away. (Board Policy 606.5)

Fundraising

Students may choose to participate in school sponsored fundraisers. Mason City limits each school to two fundraising events per year. The PTO determines which fundraising events will be conducted.

STUDENT RECORDS

Procedures for Students Who are Transferring to Another School

You are asked to contact your child's teacher or the office if you are moving and your child will be attending a different school. Records will be sent directly to the new school when the request is received from that school. Parental consent is not necessary to forward a student's records to a new school district or for the district to request them from a previous district.

Student Records

The Family Educational Rights and Privacy ACT (FERPA) affords parents and students over 18 year of age ("eligible students") certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the district receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to inform the school district that the parent does not want directory information, as defined below, to be released. Any student over the age of eighteen or parent not wanting this information released to the public must make objection in writing at the time of registration to the principal. The objection needs to be renewed annually.

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

5. Mason City Community School District will release a student's records to the school in which the student intends to enroll. This will be done automatically to help facilitate the transition of the student from one school district to another school district.

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

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

Student records are confidential. Persons who have a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents may review, add information to, and/or copy their child's records during regular office hours.

STUDENT RIGHTS AND RESPONSIBILITIES

Bicycles

All students will be allowed to ride their bicycles to school in the Fall and Spring as weather permits. The following guidelines are to ensure everyone's safety:

1. Students in grades 3–4 may ride bicycles to school. K–2 students are not allowed to ride for safety reasons.
2. Bicycles cannot be ridden on school grounds between 7:45 a.m. – 3:00 p.m. Students are encouraged to walk their bicycles on the school sidewalks in order to maintain safety for all students and parents before and after school.
3. Be sure bicycles are securely locked to the rack located on school grounds. The school is not responsible for lost, stolen, or damaged student property.
4. Parents are encouraged to help their child plan the safest route to ride to school each day. Students are encouraged to wear bicycle helmets.

Bullying/Harassment Policy

The Mason City Community Schools District 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. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
 - (1) Places the student in reasonable fear of harm to the student’s person or property.
 - (2) Has a substantial detrimental effect on the student’s physical or mental health.
 - (3) Has the effect of substantially interfering with a student’s academic performance.
 - (4) Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental

- ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. Complaint forms may be found on the schools website under public notices or see policy 102.E4. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent or the superintendent's designee (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint (hereinafter “Respondent”) to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings.

Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have

retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Publication of Policy

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site

(Board Policy 104)

Cell Phones/Other Electronic Devices

Students are discouraged from bringing cell phones or other electronic devices to school. They are a distraction and are easily lost, damaged, or stolen. If a cell phone is brought to school for safety or emergency purposes, it must be turned off and kept in the student's bag. The school is not liable for lost, damaged, or stolen cell phones or other electronic devices. The school may confiscate a student's cell phone or other electronic device if it is causing an educational distraction and return it only to a parent. (Board Policies 508.3 and 605.4)

Complaint Procedure

It is the policy of the Mason City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Equity Coordinator, 1515 S. Pennsylvania Ave., Mason City, Iowa, 50401, 641-421-4400 ext 5010.

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal complaint procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Filing a Complaint

A Complainant who wishes to avail himself/herself of this complaint procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

Investigation

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures. (Board Policy 102.R1)

Corporal Punishment, Restraint, and Physical Confinement and Detention

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property. State law also places limits on 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.

Guidelines:

Areas used for behavior intervention will ensure that the students have reasonable space, sufficient light, ventilation and a comfortable temperature and students are allowed reasonable break period to attend to bodily needs (this does not include sleep). The area will be adequately supervised and able to leave the area during an emergency. The room will be free of dangerous objects or instruments. Material restraints will not be utilized.

Adult supervision is maintained in all areas used for student behavior intervention.

Physical restraint, confinements, and detention will only be utilized when reasonable disciplinary techniques have been attempted. Physical restraints will only be utilized to keep the students, staff, and property safe. Prone restraints will not be utilized as a restraint method. If for emergency safety reasons, students are placed in a prone restraint position, the staff must take immediate steps to end the prone restraint.

School staff will receive adequate and periodic training prior to using physical restraints.

Parents/guardians will receive notification from the school if physical restraints were utilized with their child, and/or if their child was removed from the classroom and placed in an intervention area where the student’s egress was physically prevented. (Iowa Code 281- Chapter 103)

Dress

There is a strong connection between academic performance, students’ appearance, and students’ conduct. School clothing should be safe, comfortable, appropriate, and not interfere with learning for your child or others. While the primary responsibility for appearance rests with students and their parents, the administration reserves the right to judge what is proper and conducive to the learning environment.

Clothing with messages that promote the use of substances and/or anti-social behaviors is not allowed. Caps and hats are to be stored in lockers during the school day. Students are expected to adhere to reasonable levels of cleanliness and modesty. (Board Policy 502.1) All students are required to participate in recess and physical education classes, unless there is a medical reason for an exception. Children should wear comfortable clothes and shoes that will permit them to participate actively each day at school.

During cold weather, students need to wear warm coats and something on their heads, hands, and legs. Boots may be required for playground activities depending on the condition (mud, rain, snow) of each playground area. Winter clothing will keep students safe, warm, and dry during outdoor play.

Please label outer clothing to keep it from getting lost. If items are lost, check the lost and found areas in each unit section of the building.

Due Process

Mason City community School District recognizes and supports the principle of due process. Students and/or parents who feel discontented with decisions made in accordance with school procedures may appeal the decisions in writing to the building administrator within five (5) school days following the giving of notification of the action. Following the review, the administrator shall affirm, reverse, or modify the previous decision. Students and/or parents who are still discontented with the decision of the administrator may file a request for review with the Superintendent or the designee within five (5) school days after the giving of notification of the building administrator's decision. At the conclusion of the review, the Superintendent or the Superintendent's designee shall affirm, reverse or modify the building administrator's decision. Students and/or parents may appeal the Superintendent's decision to the local Board of Education. State law provides for an appeal beyond the local Board of Education. (Board Policy 503.1)

Students who believe they have suffered harassment shall report matters in a timely manner to a teacher, a counselor, or a building administrator. Procedures for reporting are included in Administrative Regulation 502.10E1. (Board Policies 403.5 and 502.10)

School employees shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and board policy and procedures governing harassment within the school setting.

Illegal Items- Alcohol, Drugs, Tobacco, Weapons, and Explosives

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons or look-a-like weapons and explosive devices or look-a-like explosive devices are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Chains and laser pointers are not allowed.

Disciplinary action, including suspension and expulsion, may result based upon the conditions of the incident. Parents of students found in violation of this policy will be contacted, and the students may be reported to law enforcement officials. (Code of Iowa, 279.8; 724; Board Policies 502.6; 502.7)

Multicultural/Gender Fair Education

Students will have an equal opportunity for a quality education without discrimination, regardless of their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status.

The education program will be organized to provide equal opportunity, and to foster knowledge, respect, and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans and persons with disabilities. It will also reflect the wide variety of roles and opportunities open to both men and women and provide equal opportunity to both genders. (Board Policy 603.4)

Nondiscrimination Statement

It is the policy of the Mason City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a complaint procedure for processing complaints of discrimination. If you have questions or a

complaint related to this policy please contact the Equity Coordinator, 1515 S. Pennsylvania Ave., Mason City, Iowa, 50401, 641-421-4400 ext 5010. (Board Policy 102.E2)

Equal Educational Opportunity

It is the policy of the Mason City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

For the purpose of this section, "educational institution" includes any preschool, elementary or secondary school, community college, area education agency, or postsecondary college or university and their governing boards. This section does not prohibit an educational institution from maintaining separate toilet facilities, locker rooms, or living facilities for the different sexes so long as comparable facilities are provided. Nothing in this section shall be construed as prohibiting any bona fide religious institution from imposing qualifications based on religion, sexual orientation, or gender identity when such qualifications are related to a bona fide religious purpose or any institution from admitting students of only one sex.

There is a complaint procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Equity Coordinator, 1515 S. Pennsylvania Ave., Mason City, Iowa, 50401, 641-421-4403.

The Mason City Community School District Board of Education 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. (Board Policy 102)

Photographs

Individual student photographs are taken each fall by a commercial photographer. Detailed information about the prepay packages will be sent home about a week in advance. No one is required to purchase pictures. Class composite pictures will be distributed without cost to all students.

Student pictures may be used for bulletin boards, certificates, etc. unless parents have not given authorization for use of pictures at registration.

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 will be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials. The same respect should be exercised for other children's property. (Board Policy 502.8)

Search and Seizure

School district authorities may, without a search warrant, search students or student lockers, desks, back packs, clothing, etc., based on a reasonable suspicion that a school district policy, rule, regulation or law has been violated. Illegal or unauthorized materials may be seized, disciplinary action will be taken, and law enforcement officers may be notified. (Board Policy 502.8)

Student Conduct

Students who exhibit inappropriate behavior in the opinion of the staff and/or administration shall be subject to discipline. Disciplinary measures may include, but not be limited to, removal from the classroom, detention, suspension, probation, and expulsion. School staff will contact parents to inform them of serious infractions like physical violence, harassment, and disrespect.

Based on school or district-level administrator discretion, restorative alternative discipline may be assigned to students as a means of addressing behavior.

Student Lockers /Desks

Student lockers and desks are the property of the school district. Students will use the areas assigned to them for storing their school materials and personal belongings necessary for attendance at school. It is the responsibility of students to keep their assigned locker and desk clean and undamaged. The expense to repair damage done will be charged to the student.

To ensure students are properly maintaining their assigned lockers, the principal may periodically inspect all or a random selection of lockers. Students will be present during the inspection of their lockers for the purpose of maintenance. Student lockers may also be searched in compliance with board policy regulating search and seizure. (Board Policy 502.5)

Technology Conduct- Students

Students can significantly enhance their learning through the use of the many technologies provided by the Mason City Community Schools. It is expected that each student will follow guidelines for appropriate use of computer equipment and the Internet.

All students are responsible for safeguarding information and the physical assets that store this information. Students are responsible for using computing resources in an effective and lawful manner, consistent with the provisions of this policy.

There is no right to privacy associated with the Mason City Community School District equipment, the internet, electronic mail, or any other communications devices. Mason City Community School District has the responsibility and the right to monitor all communications, retain records of all communications, and use all communications as permitted by law.

Students shall comply with all sections of this policy. Violations of this policy may result in disciplinary action, which may include denial of system access, suspension, expulsion and/or criminal prosecution as deemed appropriate by the school district. (Board Policy 508.3)

STUDENT SCHOLASTIC ACHIEVEMENT

Child Find Process

The Child Find process is used to support students who are not experiencing success in school due to academic, behavioral, social, or emotional difficulties. The purposes of the process are:

- identify and implement general education interventions to support the student
- monitor the student and interventions success over time
- use data to design, implement, and adjust interventions
- identify individuals who require special education services

Conferences

Parent-teacher conferences are scheduled during the fall and spring of each year. At those times you are asked to meet with the teachers of each of your children. You will receive their achievement report at these conferences. In order for the children to get the most benefit from their education the school and parents must work as a team.

To help your child's transition to a new grade level, Beginning-of-Year Conferences are scheduled prior to the first day of school.

Either you or the teacher may ask to schedule additional conferences at other times during the year if there are special concerns.

Expulsion

Only the Board may expel any student from school for a violation of rules and regulations approved by the Board or when the presence of that student is considered to be detrimental to other students within the educational process. The building administrator who makes the original recommendation for expulsion shall have the authority to suspend the student from attendance until such time as a special meeting of the Board to act upon the recommendation.

Homework

The purpose of homework is to promote a home-school connection with families, to develop responsibility and productivity in students, and to enhance academic achievement.

Homework activities will focus on practicing or extending skills and concepts that have been previously learned, and are familiar to the students. The amount of time spent on homework depends on the grade level of the student. Homework data is not to be included in academic grades, but failure to complete homework may be included in productivity grades. The classroom teacher should communicate homework expectations and procedures at Beginning-of-Year Conferences.

Human Growth and Development

The Mason City Community School District has developed a Human Growth and Development program for 4th grade in compliance with Chapter 270.5 of the Code of Iowa. Information will be sent home with students each year with the topics to be covered. Parents have the right to view the program guide and instructional materials, and to request that their child(ren) be excluded from specific learning activities at school.

(Board Policy 603.5 and Administrative Regulation 603.5E1)

Inspection of Instructional Material

Parents may view instructional materials, upon request. Persons wishing to view materials or to express concerns about instructional materials should contact principal or the Superintendent's Designee.

(Board Policy 605.2; 605.3)

Achievement Reports

Your child's progress in school is reviewed with you at fall and spring parent-teacher conferences and a copy of the Student Progress Report is given to you at the end of each trimester. The final report will be sent home with students on the last day of school. A copy is also placed in each child's cumulative folder at school. (Board Policy 505.1)

Retention

The goal of the school is for students to succeed in their learning and continue with their classmates to the next grade. In rare instances retention may be considered when parents and school staff agree that it will have more benefits for the child than promoting him/her to the next grade. (Board Policy 505.2)

Special Services

- Educational Consultant – A Central Rivers AEA consultant is available to staff and students as needed. The teacher, principal, and/or parent may initiate testing and/or consultation with the educational consultant.
- English as a Second Language (ESL) – Students whose ability to speak, read, write, or comprehend English is affected because the student's native language is other than English, may be eligible for ESL services. Initial referrals for this program are generated through the completion of a federally mandated Home Language Survey as a part of the enrollment process. Additional referrals can be initiated through the building principal or by contacting the Administration Building at 641-421-4402.
- Gifted Education - The Gifted Education program is provided for a limited number of students who qualify. Students may be recommended for testing by teachers or parents.
- Guidance Counselor - A guidance counselor is scheduled at each elementary on certain cycle days. The guidance counselor meets with children in large groups to teach the district guidance curriculum. He/she counsels small groups of students and individual students, on situations affecting them at school. The counselor may also meet with parents about student/school concerns.
- Other Specialists - Other specialists, in areas such as vision, hearing, physical therapy, etc., are available for various needs and services through Central Rivers AEA. Contact your child's teacher with any concerns.
- School Psychologist – A Central Rivers psychologist is available to staff and students as needed. The teacher, principal, and/or parents may initiate appropriate testing and/or consultation with the school psychologist.
- Social Worker – A Central Rivers school social worker is available to staff and students as needed. The social worker is available for meeting with parents and children on situations affecting their school program.
- Special Education - Teachers are available to work with a limited number of students who need special help at school. Teachers or parents may recommend students. Tests then are given to determine if the child is eligible according to special education guidelines. Students may receive small group special education instruction in the areas reading, language, or math for part of the school day as defined in their Individual Education Program (IEP).
- Special Reading (Jefferson Elementary) – Reading programs for a limited number of qualifying students is offered to provide extra help to students on reading skills. Students leave their classroom for approximately one-half hour daily for special reading classes.
- Speech and Language - The clinician is scheduled at the building each day. Children may be recommended by parents or teachers for assessment. After an evaluation, it is decided, at a meeting with the parents, whether the child needs special help from the speech and language clinician.
- Title I Reading (Harding/Hoover/Roosevelt Elementary) - Supplemental reading instruction is offered to provide extra help to students in those areas. Students may leave their classroom for approximately one-half hour daily for Title I reading classes. (See Title I documents in appendix)

Comprehensive evaluations of preschool children are also available. If you feel your preschool child is having difficulty communicating, hearing, or seems to be developing at a slower rate than you think is typical for his or her age, please call for more information. It may be that a comprehensive evaluation is needed. This service is provided at no cost to the parent.

Testing

Students in grades 2-4 are given the Iowa Assessments each year. These tests are used to determine academic progress for individual students, for groups of students, and for the school district. Results are shared with parents. FAST assessments (Formative Assessment System for Teachers) are given to every student three times during the school year to evaluate the school's literacy program, and to identify students who are reading on grade level and those students who may need additional help. Additional assessments to measure students' progress are also given at each grade level. Teachers will share specific information and results at parent conferences or as appropriate throughout the school year.

MISCELLANEOUS

Balloons/Flower Bouquets

We ask that balloon bouquets, flowers, etc. are not delivered to school for your child. This causes disruption to the class and disappointment to those never receiving the same. If they are delivered, they will not be given to your child until dismissal time. The bouquets cannot be transported on the bus and will need to be picked up at the end of the day.

Breakfast and Lunch Program

A school hot lunch and breakfast is available to all students. Price information is available at registration and by calling the school office. Application forms for free and reduced price lunches are available at registration and in the office throughout the year. (Board Policies 710.1 - 710.2)

Our school uses a computerized system for lunch accounts. Each child receives a card for use with the scanner. Any amount can be deposited into the account. Students will be charged for the cost of their computer card if it is damaged or lost while in their possession.

Reminder slips are given to the students to take home to help them remember to bring money when accounts near a zero balance. If the debt gets too large, your child may need to bring cold lunch. Lunches will be charged, if a student does not have lunch money. If there is no money in the account, an extra milk or milk for cold lunch cannot be charged.

The hot lunch menu will not be altered unless there is documentation of a medical reason to do so. All exceptions must be supported by a statement from a recognized medical authority. Food from outside will not be stored or cooked in the school cafeteria.

Students who bring cold lunch may purchase milk or bring juice. Please do not send soda pop to school with cold lunches.

Students are expected to follow school rules and cafeteria procedures. The privilege of eating lunch in the cafeteria can and will be taken away from those who do not display proper conduct or cooperate with procedures.

Parents are welcome to eat with their children during their scheduled lunch time. We would encourage you to eat the school hot lunch or bring a healthy sack lunch for you and your child. Please notify the office by 8:45 a.m. if you plan to eat hot lunch at school.

A breakfast program is available to students in grades K-4. Breakfast is served in the gym/cafeteria each morning from 7:45 to 8:00 a.m. On Tuesdays, breakfast is served from 8:15 to 8:30 a.m.

Buses and Other School District Vehicles

Safety and Behavior Expectations: It is a privilege to ride the school bus. Students are to follow safety and behavior expectations to ensure the safe transportation deserved by all. Inappropriate behavior impacting the safety of others will not be tolerated. Students who fail to follow safety and behavioral expectations, may be suspended from the bus temporarily or permanently. If a student is suspended from the bus, it is the parent/guardian's responsibility to transport the student to and from school.

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

The board supports the use of video cameras on school buses used for transportation to and from school as well as for field trips, curricular or extracurricular events. The video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The videotapes are student records subject to school district confidentiality, board policy and administrative regulations. Building principals will have the authority to suspend transportation privileges of the student or impose other appropriate discipline when necessary. It is the responsibility of the superintendent, in conjunction with the building principals and the supervisor of transportation, to develop administrative regulations regarding student conduct and discipline when utilizing school district transportation. (Board Policy 711.2)

A note or phone call from a parent is required if a bus student is not going to ride his/her bus home or if there are any other changes in the usual bus procedures. The note should be shown to both the teacher and the bus driver. If two students are involved, both students need notes from their parents.

Change of Address

Notify the school immediately if you have a change of address or phone number during the school year. It is very important, for emergency and administrative reasons, that up-to-date information on every student be available in the school office.

Classroom Teacher Assignments

Class lists for the following year are determined each spring. Homerooms are mixed for the best academic and social advantages of the children. Parent information relative to any child's unique needs is valuable and welcomed when shared with the staff by May 1 for the following year. Requests for special considerations in specific teacher or classroom assignments cannot be honored in the interest of equity and fairness for all.

Custody and Parental Rights

Court orders are followed by the school district. It is the responsibility of the person requesting an action by the school district to inform and provide the school district the court order allowing such action. (Board Policy 507.7)

The parent with primary physical custody is responsible for communicating to the school about who can pick up the child from school or spend time with the child at school.

Parents who do not have physical custody of their children may receive school bulletins, report cards, and other school communication, upon request. The request must be made each year with an updated address, etc.

Dismissal Changes

If your child is to go someplace other than where he/she normally goes, or is to be picked up by someone different than usual, we must have a note or telephone call from the physical custodial parent verifying the change in routine. This is for the safety of your child and we appreciate your cooperation in this matter.

Kick-off to Kindergarten

In the spring, Kick-off to Kindergarten is held in the FEMA room at the High School Campus. Information regarding the date and time will be furnished by each school. The purposes of this program are to acquaint parents or guardians and children with the building, to obtain information as to number of children to be enrolled, and to promote physical examinations and immunizations for all children before entering school.

Children entering kindergarten are required to be 5 years old on or before September 15 of the fall they enter school. Birth certificates, hospital records, or baptismal certificates are required as proof of age.

Lost and Found

Items lost during the school day and year are kept in Lost and Found boxes. We typically display Lost and Found items at both conferences. Unclaimed items are given to a charity at the end of the school year. Please encourage your child to be responsible for his/her personal property, label all articles, and leave valuables and money at home.

Names

Student's legal names must be used at school. The surname on the birth certificate will be used unless a court document is presented that indicates an adoption has been completed and/or the child's name has been changed.

Parent Teacher Organization

The Parent Teacher Organization works with school staff in carrying out activities and goals that benefits students at the individual elementary. The Parent Teacher Organization invites your participation and attendance at PTO meetings and activities. The PTO meeting dates are on the Calendar of Events (see Appendix). There are a variety of committees with which to become involved. Please contact the office for more information.

Personal Property at School

Students are discouraged from bringing their own items for school play or for classroom use unless requested by the teacher. Students are not allowed to operate cell phones during the school day. Items brought for "sharing" times should be clearly marked with the student's name and are the responsibility of the student. The school will not be responsible for damage or loss if a child chooses to bring personal property (including bicycles) to school.

Pets at School

(Harding/Hoover/Jefferson Elementary)

A pet may be brought to school only with the prior permission of the teacher/principal and when arrangements are made for an adult to bring the pet and return the pet home after it has been shared with the class. Pets that do

not have up-to-date and current vaccinations will not be allowed at school. Students should not handle pets that are brought into school.

(Roosevelt Elementary)

If students have a special pet they would like to share, they are encouraged to bring pictures.

Public Conduct on School Premises

The board of education expects that students, employees and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity and respect. Individuals are permitted to attend school sponsored or approved activities or visit school premises only as guests of the school district, and as a condition, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the educational program or activity. If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expressions, or in any way interrupts an activity, the individual may be removed from the event by the district administrator and/or designee in charge of the event and the superintendent may exclude the spectator at future sponsored or approved activities. (Board Policy 903.4)

Recess and Playground

We feel recess is an important part of the child's social and physical growth and want to encourage their participation. Rules for safe playground play are enforced for Harding students. The rules are reviewed with the students several times each year. They are also reminded of the rules as infractions occur.

Students who do not cooperate with the playground rules may lose the privilege of recess. Students are expected to follow the directions of the adults who supervise the playground. A copy documenting the problem behavior will be sent home to the parent. Parents are to make any notes they care to on the form provided, sign the form, and have their student return it to school.

Students are not encouraged to be on the playground before school and are asked to go directly home after school at 3:00 pm.

If your child needs to stay inside for recess, a written excuse from you must be sent to school. A doctor's note may be required for more than one day of inside recess.

Always see that your child is dressed appropriately for outside recess. Usually students will go outside for fresh air and exercise at recess unless it is raining or the temperature is colder than 0° Fahrenheit or -10° including wind chill.

Classroom teachers may restrict toys or equipment that children are allowed to bring to school to use at recess. The school accepts no responsibility for lost or broken items.

Registration and Fees

The Mason City Community School District will hold school registration for all students in the district prior to the start of fall classes. The purpose of registration is to distribute and collect information regarding students, classes, insurance, bus routes, etc. and to collect fees for supplies and lunches. Medical information and immunization records will also be reviewed and updated as appropriate.

School Supplies

A list of the supplies appropriate for use by the students in each grade level is available in the office or on the district website. The supply lists are typically posted at each of the discount stores.

Telephone Calls

Students may use the school office phone for telephone calls after first obtaining permission from the secretary or principal. If an emergency arises, parents may call the school office and we will deliver a message to your child. Instruction will not be interrupted by calling your child to the telephone.

Visitors

Parents are encouraged and welcome to visit their child's classroom excluding the first two weeks of school and the last two weeks of school. This is a time of adjustment / testing. **Please call the office or contact the teacher at least one day in advance to check the classroom schedule and make arrangements for your visit.** Drop in visitors run the risk of students being at a special class, at recess, lunch, or in a testing situation.

Limiting your visit to half a day at a time has proven to be a better learning environment for the children. Do not bring other children as they often get restless very quickly and can be distracting to both you and the students.

Children not enrolled in the Mason City Community School District may not visit during the school day.

Parents needing to drop off a cold lunch or school materials for a child are asked to do so at the office so as not to disrupt a class in session.

All visitors to the school are asked to stop at the office to obtain a visitors badge before going to another part of the building. Visitors who are disruptive or disrespectful will be asked to leave the school premises. (Board Policy 903.3, Code of Iowa 279.8 and 716.7)

Volunteers

We welcome and appreciate our adult volunteers. By using volunteers, the District is able to offer greater educational services and learning opportunities for the youth in our community. Any parent or community member wishing to volunteer in the building on a constant basis or chaperone a field trip may be asked to complete the criminal background check forms. The district reserves the right to restrict volunteers as a result of that check. Please contact Deb Thorsen at dthorsen@masoncityschools.org or 641-421-4400 ext 5010, to receive forms at least one week prior to volunteering. It is not feasible to process a background check on the same day as the event.

Weapons and Explosive Devices

Weapons or look-a-like explosive devices are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Chains and laser pointers are not allowed. Parents of students found in violations of this policy will be contacted, and the students may be reported to law enforcement officials.

Disciplinary action, including suspension and expulsion, may result based upon the conditions of the incident.
(Code of Iowa, 279.8;724;Board Policies 502.6;502.11)

APPENDIX

Calendar of Events

Staff List

