

# **Mediapolis Elementary**

**Parent-Student  
Handbook  
2018-2019**

### **Mission Statement**

Mediapolis Community School challenges each individual to strive for excellence and to become a lifelong learner.

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2018-2019**

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## ***Anti-Bullying/Harassment Investigation Procedures***

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Students who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual 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;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - how the harasser responded.

### **Complaint Procedure:**

An individual who believes that the individual has been harassed or bullied will notify the elementary counselor (investigator for grade 6-12) and high school counselor (investigator for grade PK-5). The alternate investigators are elementary principal (grades 6-12) and high school principal (grades PK-5). The investigator may request that the individual complete the Harassment/Bullying complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

Refer to Board Policy 102.2 for more detailed information

## ***Arrival/Dismissal***

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Students eating breakfast may do so starting at 7:40 a.m. Students not eating breakfast may go to their classroom at 7:55 a.m. Please do not bring your child to school until 7:40 a.m. (if eating breakfast) or 7:55 a.m. (if not eating breakfast). We appreciate your cooperation in this matter.

Normal Arrival	7:40 (for Breakfast) 7:55 (for students not eating breakfast)
Normal Dismissal PK – 5	8:15 Classes Begin 3:15 for bus students 3:25 for non-bus students
Normal Bus Departure	3:25
Scheduled 1:45 Dismissals:	1:45 Dismissal
Dismissal PK – 5	1:45 for bus students

1:53 for non-bus students

Published time: 1 hour late  
Add 1 hour

Published time: 2 hours late  
Add 2 hours

Students are not to leave the school grounds after morning arrival until the published dismissal time. Students will not be allowed to leave school grounds during the school day unless accompanied by a parent/guardian or designee.

### ***Attendance Policy***

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#### **Excused Absence Policy**

The following absences will be excused, providing the excuse has been provided by the parent or guardian in advance of the absence or at the time of personal illness:

1. Personal illness;
2. Family death or emergency;
3. Medical appointments that must be made during school time;
4. Court ordered appearance with documentation;
5. College visits with the recommendation of the counselor. Parent-teacher conference days and semester break days should be used when possible for these visits;
6. Family trips and other extended absences that can be justified from an educational standpoint. These must be approved by the principal in advance and arrangements made with each teacher involved for the make-up of work to be missed; and
7. School initiated absence

#### **Excused Absence - School Procedure**

- It is the responsibility of the parent/guardian to notify the school if a student is to be absent. To satisfy a mutual concern of parents/guardians and the school for the welfare of unaccounted for students, the office may contact parent/guardian should a student be found absent for whom no parent/guardian excuse has been received.
- Following an excused absence, the student will be responsible for contacting teachers to complete all work not previously made-up. Students are given two school days for each excused day missed to make up their work, and they will receive full credit for the make-up work. Students must check with the teachers of the classes they have missed on the day they return to get their work. Work not submitted within the time frame will result in the teacher's discretions as to grading.
- After (6) absences, a parent conference may be held to discuss educational planning.
- If a student has been excused by a parent for illness 6 or more days in a 90 day period without a Dr.'s excuse, the school may request a doctor's excuse for any future parental excuses reported as illness. Any illness absences after (6) that are not medically cleared may be considered unexcused.
- At (6) days of excused absences, a letter may be mailed to parents expressing educational concern due to absences. A meeting may be scheduled to discuss solutions to educational concerns.



### Unexcused Absence Policy

The following absences will be treated as unexcused:

1. Any absence not properly excused;
2. Leaving the building during the day without parental excuse and authorization of the principal's office;
3. Work for parent/guardian or an employer;
4. Haircut appointments;
5. Oversleeping; or
6. Shopping trips.

### Unexcused Absence – School Procedure

- It is the responsibility of the parent/guardian to notify the school if a student is to be absent. To satisfy a mutual concern of parents/guardians and the school for the welfare of unaccounted for students, the office may contact parent/guardian should a student be found absent for whom no parent/guardian excuse has been received.
- When a student accumulates (3) days of unexcused absences, the school will send a letter to parents. At this point the Attendance Cooperation Process may begin. The Attendance Cooperation Process may include meeting with school officials, meeting with the school board of education, and notification to the county attorney and/or DHS.
- If the parent/guardians do not participate in the ACP, if the parties do not enter into an Attendance Cooperation Agreement or if the parent/guardians violate a term of the agreement, the student is deemed truant and the school will forward the case to the county attorney.

### ***Audience Behavior***

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It is expected that students attending concerts or assemblies exhibit courteous behavior. This good behavior should occur both during school hours and during evening performances.

1. No one should talk or whisper while a performer is performing.
2. In between selections conversations should not occur.
3. No one should enter or leave, except in cases of emergencies.
4. No hats should be worn.

### ***Backpacks/ Gym Bags***

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Students are encouraged to use back packs/ gym bags to carry belongings to and from school. **The bags must fit easily into lockers.** Students may not use backpacks with wheels as they do not fit in our lockers and present a tripping hazard in hallways.

### ***Behavioral Expectations***

**Be responsible**  
**Achieve success**  
**Respect your environment**  
**Kindness toward others**

The above acronym summarizes the expectations for students, teachers, parents, and guests. These expectations apply to all areas and activities of our school setting.

# Expectations by Settings

(Defining Expectations Across Locations)

Expectations:	Areas: Hallway	Bathroom/ Drinking Fountain	Recess	Lunch	Bus/Walking	Inside Recess
<b>Be Responsible</b>	-Body Basics -Volume 1-2 -Eyes forward	-Wash hands -Volume 1-2	-Appropriate clothing -Line up quietly -Line up when whistle blows	-Personal space (your food, tray) -Volume 1-2 -Walk	-Backpack closed on back -Keep belongings in backpack -Stay seated -Use the sidewalk & crosswalk	-Be productive and creative (no techn) -stay in room (unless w/adult permission) -Volume 2-3
<b>Achieve Success</b>	-Go directly to destination -Walk	-Use restroom quickly -Return to classroom promptly	-Treat equipment with care -Volume 1-4 -line 1 -play 4	-Use silverware -Know lunch # or have card -stay seated	-Leave on time to arrive on time -Keep aisle clear -Look left & right -Walk to destination	-Follow school rules even when adult is out -pick up games/activities at end of recess
<b>Respect your Environment</b>	-Report unsafe behavior -Keep it clean/picked up -Displays/Artwork are "view only" -Turn in found items	-Wait your turn (patiently) -Clean up (loss for 2pts)	-Return equipment -Leave plants/trees alone -Throw away trash	-Wait your turn (patiently) -Clean up trash -Place all trash in can -Follow traffic pattern	-Listen to all staff -Keep hands/feet to self Volume 1-3	-Use a respectful tone -Include others -Keep hands & feet to self
<b>Kindness Toward Others</b>	-Help others as needed -Smile & be polite -Thumbs up to friends	-Give others & self privacy -Use kind and appropriate words	-Invite others to join -Include others -Take turns -Be a good sport -Report problems promptly & accurately -Stay in supervised areas -Listen to all staff -Use the 4-steps to solve problems	-Clean up spills -Use kind and appropriate words -Please, thank you	-Help younger students -Report incidents -Use kind & appropriate words -Enter/Exit in an orderly fashion -Include others, be welcoming	-Use the 4-steps to solve problems -Follow directions the first time given -Listen to all staff -Report problems promptly & accurately -Stay in supervised areas -Listen to all staff

## Expectations by Settings

(Defining Expectations Across Locations)

Expectations :	Areas: Arrival/Dismissal	Library/Computer Lab				
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>-Listen to car #</li> <li>-Use sidewalks</li> <li>-Have all materials close to your body</li> </ul>	<ul style="list-style-type: none"> <li>-Wait you turn</li> <li>-return materials on time</li> <li>-Volume 0-1</li> </ul>				
<b>Achieve Success</b>	<ul style="list-style-type: none"> <li>-Know your home plan</li> <li>-Walk to your destination</li> <li>-Stay between the building &amp; red line</li> </ul>	<ul style="list-style-type: none"> <li>-Use computers appropriately</li> </ul>				
<b>Respect your Environment</b>		<ul style="list-style-type: none"> <li>-Be gentle with materials</li> <li>-Sanitize hands after computer use</li> </ul>				
<b>Kindness Toward Others</b>	<ul style="list-style-type: none"> <li>-Use kind &amp; appropriate words</li> <li>-Allow people leaving the building to walk through</li> <li>-Be aware of vehicle traffic</li> </ul>					

# Volume Levels



**Outside** (Recess)



**Classroom Discussion**



**Conversation** (lunch table, partners)



**Whisper**



**Silent**




 Student \_\_\_\_\_  
 Classroom \_\_\_\_\_  
 Date \_\_\_\_\_  
*Bulldogs* **BARK**

☐ Be Responsible  
☐ Achieve Success  
☐ Respect Your Environment  
☐ Kindness Toward Others

*Bulldogs* **BARK**

Student \_\_\_\_\_  
 Classroom \_\_\_\_\_  
 Date \_\_\_\_\_  
 Reward \_\_\_\_\_




 Student \_\_\_\_\_  
 Classroom \_\_\_\_\_  
 Date \_\_\_\_\_  
*Bulldogs* **BARK**

☐ Be Responsible  
☐ Achieve Success  
☐ Respect Your Environment  
☐ Kindness Toward Others

*Bulldogs* **BARK**

Student \_\_\_\_\_  
 Classroom \_\_\_\_\_  
 Date \_\_\_\_\_  
 Reward \_\_\_\_\_




 Student \_\_\_\_\_  
 Classroom \_\_\_\_\_  
 Date \_\_\_\_\_  
*Bulldogs* **BARK**

☐ Be Responsible  
☐ Achieve Success  
☐ Respect Your Environment  
☐ Kindness Toward Others

*Bulldogs* **BARK**

Student \_\_\_\_\_  
 Classroom \_\_\_\_\_  
 Date \_\_\_\_\_  
 Reward \_\_\_\_\_



MAJOR INFRACTIONS	MINOR INFRACTIONS
<b>Abusive Language:</b> <ul style="list-style-type: none"> <li>- Swearing</li> <li>- Obscene gestures (intentional)</li> </ul>	<b>Playground:</b> <ul style="list-style-type: none"> <li>- Rough play</li> <li>- Running in inappropriate area</li> <li>- Inappropriate use of equipment</li> <li>- Play fighting</li> <li>- Climbing on fence</li> </ul>
<b>Fighting/Physical Aggression:</b> <ul style="list-style-type: none"> <li>- Hitting</li> <li>- Kicking</li> <li>- Biting</li> <li>- Spitting (intentional)</li> <li>- Throwing Objects (intentional)</li> <li>- Aggressive Fighting</li> <li>- Choking</li> <li>- Inappropriate physical contact</li> <li>- Aggressive pushing/shoving</li> <li>- Pulling hair</li> <li>- Hitting privates</li> <li>- Tripping (intentional)</li> <li>- Stabbing with pencils</li> <li>- Smacking/punching</li> <li>- Pulling out someone's chair</li> </ul>	<b>Cafeteria:</b> <ul style="list-style-type: none"> <li>- Throwing objects (wrappers)</li> <li>- Grabbing items from another person</li> <li>- Using loud voice</li> <li>- Animal sounds</li> <li>- Farting sounds</li> <li>- Belching sounds</li> <li>- Sharing food</li> <li>- Sticking food in milk carton</li> <li>- Refusing to sit next to someone</li> <li>- Banging on bars or tables</li> <li>- Making fun of others</li> <li>- Teasing others</li> <li>- Tattling</li> <li>- Making faces</li> <li>- Rolling eyes</li> <li>- Smacking lips</li> </ul>
<b>Harassment/Bullying:</b> <ul style="list-style-type: none"> <li>- Threats</li> <li>- Sexual references</li> <li>- Bullying</li> <li>- Racial comments</li> <li>- Intimidation</li> </ul>	<b>Hallway:</b> <ul style="list-style-type: none"> <li>- Slamming lockers</li> <li>- Running</li> <li>- Skipping stairs</li> <li>- Disrupting other classes</li> <li>- Getting into someone else's locker</li> <li>- Splashing in the water fountain</li> <li>- Licking the windows/walls/steps</li> <li>- Using loud voice</li> </ul>
<b>Other:</b> <ul style="list-style-type: none"> <li>- Defacing property</li> <li>- Getting into Teacher's desk</li> <li>- Urinating or defecating on property (intentionally)</li> <li>- Theft</li> <li>- Throwing food</li> </ul>	<b>Bathroom:</b> <ul style="list-style-type: none"> <li>- Locking stall doors and climbing out</li> <li>- Landing on urinal/toilet</li> <li>- Looking under stalls</li> <li>- Playing in the bathroom/sink</li> <li>- Using loud voice</li> <li>- Disrupting other classes</li> </ul>



MAJOR INFRACTIONS	MINOR INFRACTIONS
<p><b>Disruption:</b></p> <ul style="list-style-type: none"> <li>- Chronic or repeated disruptions</li> </ul>	<p><b>Classroom:</b></p> <ul style="list-style-type: none"> <li>- Throwing objects</li> <li>- Pinching</li> <li>- Grabbing items from another person</li> <li>- Using loud voice</li> <li>- Putting make-up on</li> <li>- Temper tantrums</li> <li>- Echo (mocking) teacher</li> <li>- Whining</li> <li>- Talking back (occasional)</li> <li>- Talking out of turn</li> <li>- Animal sounds</li> <li>- Farting sounds (occasional)</li> <li>- Belching noises (occasional)</li> <li>- Chewing gum</li> <li>- Eating in class</li> <li>- Excluding others</li> <li>- Manipulation</li> <li>- Wandering around classroom</li> <li>- Passing notes</li> <li>- Tardiness (occasional)</li> <li>- Late or incomplete work</li> <li>- Disrupting other classes</li> <li>- Refusing to sit next to someone</li> <li>- Making fun of other people</li> <li>- Teasing others</li> <li>- Tattling</li> <li>- Making faces</li> <li>- Rolling eyes</li> <li>- Other noises as they occur</li> <li>- Swearing (occasional)</li> <li>- Defiance (momentary)</li> <li>- Lying</li> <li>- Cheating</li> <li>- Spitting (accidental)</li> <li>- Non-compliance (momentary)</li> <li>- Name calling</li> <li>- Blurting</li> <li>- Pushing/shoving</li> <li>- Out of line</li> </ul>
<p><b>Overt Defiance:</b></p> <ul style="list-style-type: none"> <li>- Chronic refusal to follow directives</li> </ul>	

## Minor Infraction Form

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Grade/Classroom: \_\_\_\_\_

Referring Staff: \_\_\_\_\_

**Location:** (circle)

Playground	Library
Cafeteria	Restroom
Hallway	Bus
Classroom	Other: _____

Problem Behavior	Administrative Decision	Motivators	
Disrespect	Loss of privilege	Obtain peer attention	Avoid peer(s)
Defiance	Time in office	Obtain adult attention	Avoid adult
Disruption	Intervention plan	Obtain items/activities	Avoid tasks/activities
Physical contact/Physical aggression	In-school suspension		
Dress code	Out-of-school suspension		
Inappropriate language			
Property misuse			
Technology violation			
Other			

Others involved in the incident:	Peers	Staff	Teacher	Substitute	Other
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**Action Taken:**

Alternative placement	Loss of privilege	Bus suspension
Time out/Detention	Out-of-school suspension	Expulsion
Conference with student	Parent contact	Action pending
In-school suspension	Time in office	Other action taken
	Individualized instruction	

**Comments:**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

White: Teacher Yellow: Office Pink: Parent



### ***Birthdays/Party Treats***

---

Students should not distribute party invitations at school.

Students are allowed to bring treats for their class on their birthday (or half birthday) if they desire. Please do not send anything that the students cannot handle carrying to school themselves. The treats should be simple enough that the students can be done sharing in 10-15 minutes. **If students bring treats to school, the treats must be store bought, pre-packaged and unopened. The ingredients must be clearly listed on the packaging.**

**BEFORE BUYING ANY TREATS, PLEASE CHECK WITH THE CLASSROOM TEACHER OR THE SCHOOL NURSE. WE HAVE MANY CHILDREN WITH SEVERE ALLERGIES TO SPECIFIC FOODS. THE NURSE OR CLASSROOM TEACHER HAS THIS NEEDED INFORMATION.**

Treats/snacks can be fun and healthy. We are encouraging students to choose healthy food items as a part of our district's commitment to wellness. The following is a list of suggestions you may consider when selecting items for birthday treats and class parties.

#### ***Beverages***

- Low-fat or non-fat milk (plain or flavored)
- 100% fruit juice
- Water (plain, flavored-no added sugars or sweeteners)

#### ***Food***

- 100% fruit snacks
- Whole-grain crackers with cheese cubes
- String Cheese
- Pretzels
- Baked potato chips
- Low-fat popcorn
- Flavored rice cakes
- Graham crackers
- Animal crackers
- Angel food cake, plain or topped with fruit
- Low-fat pudding
- Low-fat yogurt cups
- Applesauce cups (unsweetened)
- Squeezable yogurt
- Frozen fruit bars (100% fruit-juice)
- Low-fat granola bars
- Trail/cereal mix (whole-grain, low-sugar cereals mixes with dried fruit, pretzels, etc.)
- Fresh fruit—*This may be ordered through our school kitchen with one week's notice.*
- Dried fruit
- Raw vegetables with low-fat dip

#### ***Non-Food***

- Pencils
- Erasers

- **Stickers**

When staff members have a birthday they often like to bring treats for their class just as the students often bring treats for their class on their birthday. Please do not plan on having a "birthday party" for staff members. While the thought is appreciated, some of the past celebrations have gotten a bit lengthy and elaborate.

### ***Boots***

-----  
Students are required to wear boots when conditions merit their use. (Examples are snow and mud.) If they forget their boots they will go outside but be confined to a restricted area (usually it is a sidewalk).

### ***Bus Regulations***

-----  
If your child is not riding the bus in the morning, it is necessary for you to notify the driver. You may write a note, call the driver, or call the bus barn at 394-3700 between 6:30 – 7:00 A.M. Prior notification saves time and often mileage. Thank you for your advanced notices.

The bus driver, in cooperation with certified staff, is in charge of student discipline while students are riding regular routes. When buses are used for school activities, the teacher/coach is in charge of student behavior. All persons in charge of bus supervision will enforce the following:

1. Driver is in charge of the pupils and the bus. He/she is to be obeyed promptly.
2. Pupils should stand at least 20 feet from the roadway while waiting for the bus.
3. Pupils must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
4. Pupils must observe instructions from driver when entering and leaving bus.
5. Pupils should always cross the road in front of the bus and at least 10 feet ahead of the bus. Never walk behind the bus.
6. Any damage to a bus by a student must be paid by the student responsible and may lead to denial of riding privileges.
7. Unnecessary conversation with the driver is prohibited.
8. No eating, smoking, or striking matches on bus at any time.
9. Classroom conduct is to be observed by pupils while riding bus except for ordinary conversation. No "Horseplay" or disturbing conduct is permitted.
10. Pupils must keep head, arms, and hands inside the bus at all times. Don't throw anything from the bus windows at any time.
11. Pupils must not attempt to get on or off the bus, or move about within the bus, while it is in motion. In case of emergency, children are to remain in the bus unless the driver directs them to evacuate the bus.
12. Musical instruments or large parcels should be left with the driver if the driver so requests.
13. The driver will not discharge a student at places other than his/her approved bus stop unless by written request of the parents, and approval of the principal. Send a note with your child. The secretary will fill out a bus pass if there is adequate room.
14. Inviting a friend to ride the bus will not be permitted without written authorization.
15. Remain seated until the bus reaches its destination and comes to a complete stop.

16. Keep the bus clean – don't be a litterbug.
17. Keep books, coats, and all other objects under the seat, not in the aisle.
18. Don't leave your seat until the bus stops.

If your child is to ride a bus other than the one he/she usually rides, a bus pass needs to be issued. To obtain a bus pass, the student must bring a note from a parent/guardian. Please keep in mind that there may not be space available on a bus and therefore a pass may not be issued. We will do our best to honor each request.

If your student is inviting multiple friends to a special event in your home please make arrangements to transport them in your personal vehicle rather than placing them on a bus route. Many of our buses are filled to capacity leaving little or no room for additional passengers.

Bus behavior that violates the above expectations will be noted by the driver on a behavior report to the parent. An administrator may revoke or suspend bus route privileges at any time, even on first offense, based on behavior reports from the driver.

### ***Concerns***

-----  
If you have a concern, please contact the person directly in charge. If your concern is in school, contact the teacher. Should you not get a satisfactory resolution, you may contact the principal. The next appeal goes to the superintendent.

Should your concern be bus related, contact the bus driver. The next contact is Ed Arnold, Transportation Director.. The next appeals are the building principal then the superintendent.

### ***Corporal Punishment, Restraint, and Physical Confinement and Detention***

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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 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](http://www.iowa.gov/educate).

### ***Custody, Court Orders, and Requests for Records***

## Custody, court orders, and requests for records

(September 2013 School Leader Update)

### Contact(s)

Nicole Proesch  
515-281-5295  
nicole.proesch@iowa.gov

All too often, AEAs and school districts are confronted with parents or guardians who disagree about educational decisions for a student. With rare exception, the parties are just trying to do what is right for the child. For those difficult situations that occur, AEAs and school districts must consider whether a court order or decree appoints a particular person to make a child's educational decisions. Here are some general legal considerations to consider:

**No Court Order.** According to Iowa family law, in the absence of a court order, presume both parents have equal decision-making power, even if the child lives with one parent more than the other parent.

**Court Order with Specific Language about Educational Decisions.** If a court decree specifically grants a parent exclusive power to make educational decisions, follow that provision. (Orders with such specific language are relatively rare; school officials should never take a parent's word that the language exists.)

**Court Order with No Specific Language about Educational Decisions.** In the absence of specific language about educational decisions, look for the following language or terms:

1. **"Joint Custody."** If there is a court order (divorce decree, final custody decree, temporary custody and visitation order) that grants parents "joint custody" or "joint legal custody," the parents have equal decision-making power, even if the court order provides that the child lives with one parent more than the other. See [Iowa Code section 598.1\(3\)](#).
2. **"Sole Custody."** If there is a court order granting one parent "sole custody," "legal custody," or "sole legal custody," that parent acts as the child's parent for IDEA purposes, even if the child lives for a significant amount of time with the other parent. See [Iowa Code section 598.1\(5\)](#).

**Juvenile Court Orders.** Juvenile court orders may change frequently, and may change the authority of biological or adoptive parents to make educational decisions. If questions arise, contact the local DHS office for additional information or clarification.

**Domestic Abuse Protective Orders.** Courts frequently issue domestic abuse no-contact orders on a temporary basis. Those orders frequently grant custody of minor children to the protected party, and prohibit the abuser from having any contact with the children. See [Iowa Code section 236.5](#). Unless the order otherwise specifies, consider the protected party as the only party who can make educational decisions for the child, until the order is modified or expires. Sometimes, courts issue domestic abuse protective orders as part of a divorce case. In those cases, the domestic abuse protective order will not discuss custody but will refer to other orders in the case, which should be consulted.

**Quick, easy-reference matrix for custody and request for student records under Family Education Rights and Privacy Act (FERPA)**

Who is making the request	Wants access to records (including parent/teacher conference)	Wants access to child (including picking child up, having lunch with child at school)
Custodial Parent (children live with)	Receives all information, report cards, notes home, etc.	Full access to child, subject to attendance center rules.
Non-Custodial Parent (children do not live with) Note: The Iowa Supreme Court states that it is the responsibility of the custodial parent to "feed" information about school and school activities to the non-custodial parent. However, FERPA requires you to respond to a request from either parent. You do not have to send information to the non-custodial parent if that parent has not asked for anything.	Per FERPA, the non-custodial parent has same rights as custodial parent to child's records.  If the custodial parent doesn't want the other parent getting records or attending parent/teacher conferences, put burden on the custodial parent to provide a court order that limits other parent's right to access records. Do not make the non-custodial parent produce an order that states that s/he is entitled to access; the law gives him/her access absent an order to the contrary.	If the terms of the court decree or order clearly and specifically state that the non-custodial parent has visitation at the time and date requested, it's OK. If the decree or order just states "liberal and reasonable visitation," consult your school attorney.
Step-parent – married to custodial parent	No independent rights of access; must access via spouse.  May attend parent-teacher conference (if spouse consents) with or without spouse.	OK only with the consent of spouse; do not have to get consent of non-custodial parent.
Step-parent – married to non-custodial parent	No independent rights of access; must access via spouse.  May attend parent-teacher conference (if spouse consents) with or without spouse, unless there is a court order to the contrary.	If the decree is specific as to time and date of visitation and if non-custodial parent (spouse of step-parent) consents, the step-parent may pick up children. If decree is not specific, only OK with consent of custodial parent.
Grandparents, any relatives	If a grandparent or other relative is the guardian, OK. If not, put burden on relative to get written consent from either parent (assuming the parent could access the records) or a court order or decree.	If grandparent or other relative is the guardian, OK. If not, put the burden on the relative to get written consent from the custodial parent or a court order that is specific as to times and dates.  Remember: the Iowa Supreme Court has said that grandparents have no rights to visitation with a grandchild without the consent of the parent.

### ***Electronic Devices***

Elementary Students who carry personal cell phones are to leave them off and stored safely in their bag during school hours. These are to be used to communicate with parents before and after school.



### ***Elementary Library***

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The elementary library is open from 8:15 a.m. to 3:15 p.m. Students may visit the library individually or with a whole class. Kindergarten students check out one book at a time while the other grades may check out two at a time. Students are asked to pay for materials that are lost or damaged, but no fines are charged for overdue books. Parents and students are welcome to give suggestions for library purchases. The library catalog is available through the school web page on the internet at [www.meposchools.org](http://www.meposchools.org). Click on Library Media Center.

### ***Excusing Pupils from P.E. and Recess***

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We expect all healthy students to take part in physical education and recess. If there is a good reason why your child should not take part in physical education or must stay in from recess please notify the classroom teacher. If your child needs to stay in for more than one day, your physician should be consulted and provide a written excuse.

### ***FERPA Notification:***

#### ***Notification of Rights under FERPA For Elementary and Secondary Schools***

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

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

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

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

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

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

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Refer to Board Policy 505.1 for more detailed information

### ***Field Trip Permission***

From time to time during the school year, learning experiences can be enhanced by field trips. Field trips are not a required part of our academic programming. Therefore, field trips may be used by some grade levels and not by others to enhance the teaching and learning experience. You may grant permission for your child to attend field trips on the parent permission and release form.

Prior to any trip, you will be notified of the date and destination. If you wish to exclude your child from a particular trip, you may do so by notifying the school.

#### **4th/5th Grade Bees Game:**

Annually, 4th and 5th grade students are invited to attend a baseball game hosted by the Burlington Bees. This trip is EARNED by students who have successfully met the requirements of the Bees Reading Program and Successfully completed their DARE essay. Students who have not met the requirements set forth by the teachers in those grade levels will be left at school to complete these academic tasks.

### ***Gifts Delivered to School***

DO NOT send your child flowers balloons and gifts to school. These items will be refused at the office.

### ***Gifts to Employees***

According to board policy and the code of Iowa, employees of the Mediapolis Community School District may not accept any gift that exceeds \$2.99. A "gift" may not be apportioned between multiple donors or donees to reduce its "value". Any gift exceeding \$2.99 must be a gift for the classroom, not the school employee. Thank you for your cooperation.

### ***Grades***

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The Mediapolis School District uses a non-graded rating system in grades PK-2. Traditional letter grades A-F are assigned in 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades. The following grading scale is utilized for students receiving letter grades:

A	100- 96%
A-	95-90%
B+	89-87%
B	86-84%
B-	83-80%
C+	79-77%
C	76- 74%
C-	73-70%
D+	69- 67%
D	66- 64%
D-	63-60%
F	59% or below

### ***HAWK-I Insurance for Children***

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Parents can apply for low- or no-cost health insurance for their children through the state's United Healthcare Community Plan. Children, birth to 19, who meet certain criteria, are eligible. Parents are urged to call 1-800-464-9484 (toll-free) or go to the web site at [www.UHCCommunityPlan.com](http://www.UHCCommunityPlan.com) for more information.

### ***Highly Qualified Teachers: Parents'/Guardians' Rights Notification***

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Parents/Guardians in the Mediapolis Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. You may also request the qualifications of an instructional paraprofessional who serves your student in a Title I program or if your school operates a school-wide Title I program.

Parents/Guardians may request this information from the Office of the Superintendent by calling 319-394-3101, or sending a letter of request to Office of the Superintendent.

## ***Homework Policy***

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### **I. Definition of Homework**

Homework is schoolwork done by a student outside of school. It may be a continuation of regular classroom work; it may be preparation for advanced work; and it may be supplemental work, which expands regular class work. The abilities of the student and the nature of the subject determine under which classification the homework falls specifically. Homework can be either text work, reference work or both.

Approximately thirty minutes of homework per night is reasonable for students in upper elementary. However, if time is used wisely during class time, children will have less than thirty minutes of work per evening. The only time students may have more than thirty minutes of homework is if there is a test or a special project.

### **II. General Objectives**

1. To stimulate voluntary effort, initiative, self-reliance, and responsibility of the student.
2. To encourage carry-over of worthwhile school activities into leisure interest.
3. To enrich school experiences through related home activities.
4. To reinforce school learning by providing practice and application.
5. To finish work not completed in school.

### **III. Types: The following are examples of homework**

1. Group activity of certain types.
2. Unit assignments such as in science and social studies.
3. Drill practices to help the child to remember the principle taught in class.
4. Research work.
5. Textbook assignments that should have been completed in school.
6. Preparation for science experiments.
7. Gathering clippings.
8. Finding poems and stories to be read in class.

## ***Human Growth and Development Curriculum Notification***

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In May of 1988 the Iowa State Legislature passed and Governor Branstad signed into law, the Human Growth and Development Act (Senate File 2094). Schools are mandated to develop health curriculum and to implement educational programs in all grade levels.

The school is not attempting to replace the human growth education provided by parents and the church, but rather to assist in helping young people make informed decisions concerning their lives.

A committee comprised of parents, clergy, health professionals, teachers, and school administrators has worked on this curriculum for three years. The curriculum was board approved July 1992 and amended June 1993.

Parents have the right to inspect that curriculum used in their child's grade level. A pupil shall not be required to take instruction in human growth and development if the pupil's parent or guardian files with the appropriate principal a written request that the pupil be excused from the instruction, and together they develop alternative assignments.

The Human Growth and Development Curriculum Guide will be available for parental examination during Fall Registration each year. Exemption forms will be available during registration and at the principal's offices. There is a copy of the curriculum guide available at the Mediapolis Public Library that can be checked out for examination.

### ***Initiations, Hazing, Bullying or Harassment***

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

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

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:
  - ✓ tell a teacher, counselor or principal; and
  - ✓ write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
    - what, when and where it happened;
    - who was involved;
    - exactly what was said or what the harasser or bully did;
    - witnesses to the harassment or bullying;
    - what the student said or did, either at the time or later;
    - how the student felt; and
    - how the harasser or bully responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

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

### ***Internet Usage Policy***

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**Purpose:**

To establish guidelines for the appropriate usage of the Mediapolis Community School District Internet System.

**Introduction:**

The Internet provides a powerful educational, research oriented, communications resource which will allow the user to find information and communicate on a worldwide electronic network of computers. It is important that users of our system understand that it is a privilege, and its use may be taken from you for breaking rules that this policy establishes.

Authorized users of the MCSD Internet site are the students and employees of MCSD and others as approved by authorized personnel.

Usage of the MCSD Internet System at work must be for the educational related communication, research and education. All access to MCSD systems and computing resources will require you to sign an Acceptable Use Agreement.

**Key Points:**

1. MCSD recognizes that the Internet is a valuable tool and resource in the provision of learning.
2. Because the Internet is a global network, it is impractical to control the content available to any one user. There exists, and you may likely discover, information that is inappropriate, controversial, or obscene. We promote the responsible use of the information that exists on the Internet. By our provision of an access point to the Internet, we are committed to the belief to the value of the tool outweighs the risk that users may access material that is not consistent with our mission. MCSD wants you to use this tool, but at the same time, cannot condone inappropriate use of the Internet. We acknowledge that inappropriate information and sites exist, and we request that users avoid these places.
3. Personal usage of the Internet, and actions taken when in use, can be monitored by others on the Internet. If you access a particular site or service on the network, it is likely that someone knows the connections you are making, any downloads that are made, and what was viewed or retrieved. MCSD reserves the right to monitor all traffic on the MCSD Servers by appropriate personnel. We do so to insure that the network server functions properly for all MCSD authorized users.
4. Though there may be no limit to the volume or number of resources on the Internet, there is a limit to the volume of traffic our network server can carry. The more users on a time, the more congested the network will become. MCSD has only limited number of lines allowing access at any one time. We ask your consideration to other network users by the following these rules:
  - Do not tie up the network server with idle activities.
  - Do not keep your connection open if you are not using the service.
  - Do not download huge files unnecessarily.
  - Generally, get on, get what you need, and get out.
5. Users of the MCSD e-mail system will be required to use an individual password to access the system. Do not share your password or account access information with anyone. Accounts that are dormant for extended periods of time constitute security risks to the MCSD Internet System. Therefore, accounts that have been inactive for

three months will be locked. Access to the MCSD e-mail system will automatically be terminated when an individual ceases to be an employee or student of MCSD.

6. Please use discretion/caution in communication with others on the Internet. You cannot guarantee privacy in a network environment-you cannot see them, and what they tell you may not be the truth. **DO NOT GIVE OUT HOME TELEPHONE NUMBERS, ADDRESSES, OR CREDIT CARDS NUMBERS**, nor should you report sensitive financial or other confidential information.
7. The transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to: copyrighted material, **THREATENING OR OBSCENE MATERIAL OR MATERIAL PROTECTED BY TRADE SECRET**. Illegal activities are strictly prohibited.
8. MCSD declares that unethical/unacceptable behavior or usage of the MCSD Internet System is just cause for taking disciplinary action, revoking Internet access privileges, and/or initiating legal action for any activity through which an individual:
  - Uses the Internet System for illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities shall be defined as a violation of local, state and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle;
  - Uses the network for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third part copyright, license agreements and other contracts;
  - Intentionally disrupts network server traffic or crashes the network the connected systems.
  - Degrades or disrupts equipment or system performance.
  - Uses the MCSD computing resources for commercial or financial gain or fraud.
  - Steals data, equipment, or intellectual property.
  - Gains unauthorized access of others' files, or vandalizes the data of another user.
  - Wastefully uses finite resources.
  - Invades the privacy of individuals.
  - Posts anonymous messages.
  - Possesses any data, which might be considered a violation of these rules in paper magnetic (disk), or any other form.
  - Downloads, installs, runs security programs or utilities, which are designed to reveal weaknesses in the security of the MCSD system, or any other system.
9. Consequences of violations include, but are not limited to:
  - Suspension of Internet access;
  - Revocation of Internet access;
  - Legal action and prosecution by the authorities.

Mediapolis Community School District has the right to restrict or terminate Internet access at any time for any reason. Mediapolis Community School District further has the right to monitor Internet server activity through any means it deems necessary to maintain the integrity of the

system. Mediapolis Community School District reserves the right to modify this policy and the Acceptable Use Agreement at any time, without prior notice.

### ***Jurisdictional and Behavioral Expectations Statement***

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This handbook is an extension of board policy and is a reflection of the goals and objectives of the school 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, teachers, employees, and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. 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 a school district policy, rule, regulation or student handbook 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, regulations and student handbook. Students who fail to abide by the school district's policies, rules, regulations and student handbook 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, regulations and student handbook provisions 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 building principal for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

### ***Local Email Usage Policy***

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#### **Purpose:**

To establish guidelines for the appropriate usage of the MCSD local email system.

#### **Introduction:**



MCSD local (internal) email system is available to authorized users. The local email system has been installed to facilitate communications that improve the workflow associated with employee job functions. Your actions and use of the local email system can be monitored by others. Please use discretion/caution in communication with others on the email system. Patient care, sensitive financial, or other confidential information should be restricted as you are not guaranteed privacy on the local email network.

MCSD declares that unethical/unacceptable behavior or usage of the MCSD local email system is just cause for taking disciplinary action, revoking of email privileges, and/or initiating legal action for any activity through which an individual:

- Use of local email system for illegal, inappropriate, or obscene purposes, or in support of such activities.
- Intentionally disrupt local email system.
- Use of computing resources for commercial or financial gain or fraud.
- Steals data or intellectual property.
- Gains or seeks to gain unauthorized access to others' files, vandalizes data of another user, or another entity.
- Forges electronic mail messages, or uses an account owned by another user.
- Invades the privacy of individuals.
- Posts anonymous messages.
- Possesses any data, which might be considered a violation of these rules in paper, magnetic (disk), or any other form.

MCSD has the right to restrict or terminate local email access at any time for any reason. MCSD further has the right to monitor all MCSD systems through any means necessary to maintain the integrity of the system. MCSD reserves the right to modify this policy and the Acceptable Use Agreement any time, without prior notice.

You may grant permission for your child's use of local email on the parent permission and release form.

### ***Lockers and Desks***

Students in second through fifth grades will be assigned a locker. No stickers are allowed outside or inside lockers. Students are not allowed to decorate/hang items on the outside of their lockers. Faculty may place items on locker doors, but students may not place items on locker doors

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers, desks and other spaces are properly maintained. For this

reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

### ***Lunches and Breakfast***

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Breakfast is served from **7:40 a.m. until approximately 8:10 a.m.** Lunches and breakfast are served every full day of school. Parents and grandparents are welcome to eat school lunch with their child. We ask that you give the district 24-hour notice so we can track the number of visitors for the kitchen staff. We ask that lunch visits not exceed one per month.

If your child does not purchase lunch through our hot lunch program, we encourage you to pack healthy lunches and snacks for your child. Remember that it is important to include food items from each of the major food groups (grains, vegetables, fruits, meat/beans, dairy). For beverages, please consider packing water, 100% fruit juices, or low-fat/non-fat milk in your child's lunch.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care 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 they may qualify for temporary financial hardship should contact the principal's office at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

As of February 2012, students participating in the hot lunch program cannot carry a negative balance in their lunch account. Notice of low account funds will be sent when your child's account has enough to last 5 days. Upon receipt of this notice, you are expected to add money to your child's account. If the child's account does reach a negative number, your child will be fed an alternative lunch.

### ***Money and Other Possessions***

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If a child brings money to school to buy lunch, breakfast, pictures, etc., they should take care of it immediately upon arrival at school. We ask that parents not allow children to carry money to school except to pay bills at school. Put all money in an envelope with your child's name and what they want written on the envelope.

Please mark your child's name on as many personal items as possible (such as overshoes, gym clothes, and gym shoes). Items that have been found are turned in to the office. We can return

items to owners when there is a name! Items clearly marked with a name are less likely to be stolen.

Please encourage your child to check the lost and found if he/she loses something.

Electronic equipment and games (i.e. gameboys, etc.) are not allowed in school.

### ***Moving***

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Please let us know ahead of time if you are moving out of the district, or if there will be changes to put on your child's record, so that we can make the proper adjustments.

### ***Notes for Dismissal***

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If your child is to go to an alternative destination, **WE MUST HAVE A NOTE** from you, the parent/guardian, verifying this with your signature. We do this for the safety of your child, and we do appreciate your cooperation in this matter. If we do not receive a note from you, the parent/guardian, your child will be sent home or to a routine destination. **Please send a note with your child rather than waiting and calling in during the day and having someone call the messages around. Call-ins should be done only if it is an emergency.**

### ***Notice of Non-Discrimination/Equal Educational Opportunity***

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Students, parents, employees and others doing business with or performing services for the Mediapolis Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, 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 or 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 regulation implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), et seq. 504 or Iowa Code et seq. 280.3 is directed to contact:

Superintendent of Mediapolis School  
725 N. Northfield Street  
Mediapolis, IA 52637  
(319)394-3101 Ext. 1451

Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Greg Ray, Superintendent and can be reached at 394-3101 Extension 1. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-

0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Grade-Level Data Team is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact Raegan Schulte at 394-3101 Extension 1410.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and physical disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, nonsexist society.

### ***Open Enrollment***

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Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students wishing to open enroll to another school district must apply for open enrollment by March 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause. Students interested in open enrolling out of the school district must contact the superintendent's office at 394-3101 Extension 2 for information and forms.

### ***Parent – Teacher Conferences***

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We feel reporting on your child's progress should be a two-way communication. We, as educators, and you, as parents, have much to share. This mutual sharing will help us all to understand your child and help him/her to work to the best of his/her ability. Only by working closely together can we achieve the best in the total education of your child. To carry out this two-way communication, teacher conferences have been planned for the year on an individually scheduled basis. For the best results, only the teacher and parents should be present at the conference. Please make every effort to cooperate with the teacher by attending these conferences.

There may be times when you feel you would like a conference other than the two described above. Please feel free to contact your child's teacher and set up a conference. The teacher will do the same if he/she feels one is needed.

### ***Parking***

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Visitors are to park in the parking lot across the street from the administration building. Please do not park in the staff parking lot as many itinerant staff members enter and leave this lot throughout the day.

### ***Pets***

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Students very often like to bring pets to school for "show and tell" or "sharing" time. It is fine for parents to bring pets from home in some of the primary grades (kindergarten and first grade), but we discourage bringing pets from home in our second through fifth grade classrooms.

### ***Playground Temperature Guideline for Severe Cold***

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- Children will stay inside for recesses when the temperature (including wind-chill) is 10 degrees or lower.
  - In extremely hot temperatures, we may also keep children inside or off of the cement and rubber padded areas.

### ***School Cancellations and Early Dismissal***

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There will be times when school is canceled, delayed or dismissed early due to weather conditions. Dismissals, delays, or cancellations will be announced at the earliest time over station:

KBUR      Burlington      1490 AM

### ***School Communication***

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An "Update" will come from the principal's office every other week. Updates are posted on the district website at <http://www.meposchools.org>. A copy of the "Update" will also be posted on the glass outside the main office doors.

### ***School Fees***

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The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), transportation assistance under open enrollment, or students who are in foster care 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 they may qualify for temporary financial hardship should contact the building secretary for a waiver form. This waiver does not carry over from year to year and must be completed annually.

### ***Selling by Students***

Students may not sell any items at school. In addition, we ask that students not sell items on the way to or from school. (This includes personal items as well as items from nonprofit groups.) Merchandise can be taken or broken; money can be mishandled or lost, etc.

### ***Sexual Abuse and Harassment of Students by Employees***

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The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Kelli Petersen (School Nurse) at 394-3101 Extension 1413 as its Level I investigator. Roger Thornburg (Secondary Principal) is an alternate investigator and may also be contacted directly at 394-3101 Extension 1126.

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

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

### ***Social Media***

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Use of social media has no curricular purpose in the elementary. Those students who use social media during school hours or outside of school hours that create a material or substantial disruption in the learning process may be investigated and disciplined by school officials or referred to law enforcement officials.

### ***Special Services***

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Great Prairie Area Education Agency provides many special services to the Mediapolis Community Schools. Besides ordering books and movies, we have some of our special printing done there. We also receive their aid in providing specialized professionals for our students. We have a school psychologist, school social worker, speech/language pathologist, audiologist, occupational therapist, and education consultant assigned to our district from Great Prairie AEA. AEA staff members may work with any child in the building. If you ever have a possible need for their services, please call the elementary office.

#### ***Student Absence-Homework***

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While the school discourages taking family vacations during the school year, we understand that this happens from time to time. In the event a child misses school for a vacation, we ask that homework be gathered upon return to school. While teachers make long-term plans for their classrooms, plans can change. It is better use of student and staff time to arrange for “make-up” work upon the child’s return to the classroom.

#### ***Student Accident Insurance***

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Student Accident Insurance is available for purchase at student registration. If you are interested in purchasing student accident insurance, please get your forms from the elementary table at registration.

#### ***Student Dress***

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Attire that is distracting to others or brings particular attention upon that individual is, in all probability, not suitable for the school situation. For that reason we expect the following:

1. Students will dress in a manner that is neat, tidy, and appropriate. As a guide this would mean no garments that reveal undergarments, no bare midriffs, and shorts of appropriate length.
2. Inappropriate or suggestive clothing is unacceptable. This includes logos referring to drugs, alcohol or tobacco.
3. Headgear may not be worn indoors.
4. Shoes must be worn at all times. Because of safety, students with tie shoes must tie those shoes.
5. Students need to dress appropriately for outdoor recesses. In the winter, hats or hoods, gloves or mittens, and boots are needed to keep your child warm.
6. Use of face paint and hair paint is not allowed as it is potentially disruptive to the other students and messy in the classroom.

#### ***Student Illness-Homework***

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Families may request homework for children when they are sick at home. Requests must be made by 12:00 p.m. (noon). Requested homework will be available in the office after 3:00 p.m. If you wish to have the homework sent home with another student, that student will receive the homework after 3:00 p.m.

### ***Student Records***

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The Mediapolis Community School District collects and maintains records on each student in order to facilitate instruction, guidance, and educational progress of the student. Parents of students under 18 years of age and students over 18 may exercise the opportunity to review educational records of the student, to obtain copies, and to write a response to the material in the record, to challenge the content of the record on grounds of inappropriate, inaccuracy, or an invasion of privacy, and to have records explained. Parents and students who have complaints regarding the Education Rights and Privacy Act should address correspondence to the Family Education Rights and Privacy Act Office at the Department of Education in Washington, D.C., 20201.

### ***Student Drop-Off and Pick-Up***

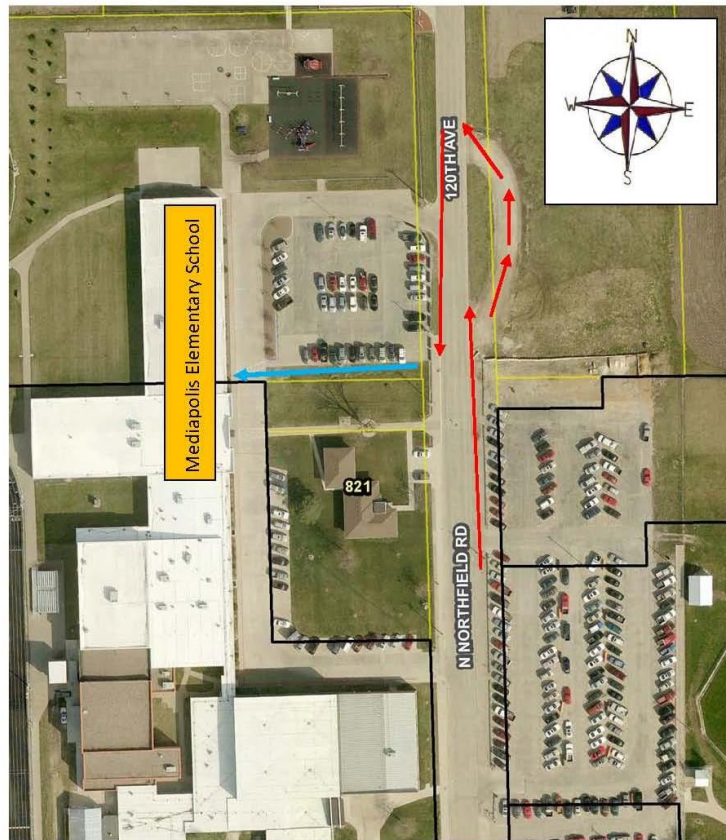
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Please do not drive through the staff parking lot to drop-off or pick-up your child. Visibility is poor and traffic movement is high. This is not a safe place for children.

If you choose to drive your child to school in the morning, please unload on the sidewalk north of the superintendent's building on the west curb. This is the only point where students may be dropped off for school. Cars (if more than one at a time) are to form a line from the sidewalk north along the west curb. To get into line, cars may come from the north, make a u-turn at the turn-around across the street, or drive through the parking lot on the east side of the street. There is room for two or three cars to unload at one time. For safety reasons, students must unload on the passenger side of the car. Please be courteous to the parents behind you by leaving as soon as you drop your student off. (There is no need to sit in your car and watch your child walk down the sidewalk.)



## Student Drop-Off Procedure

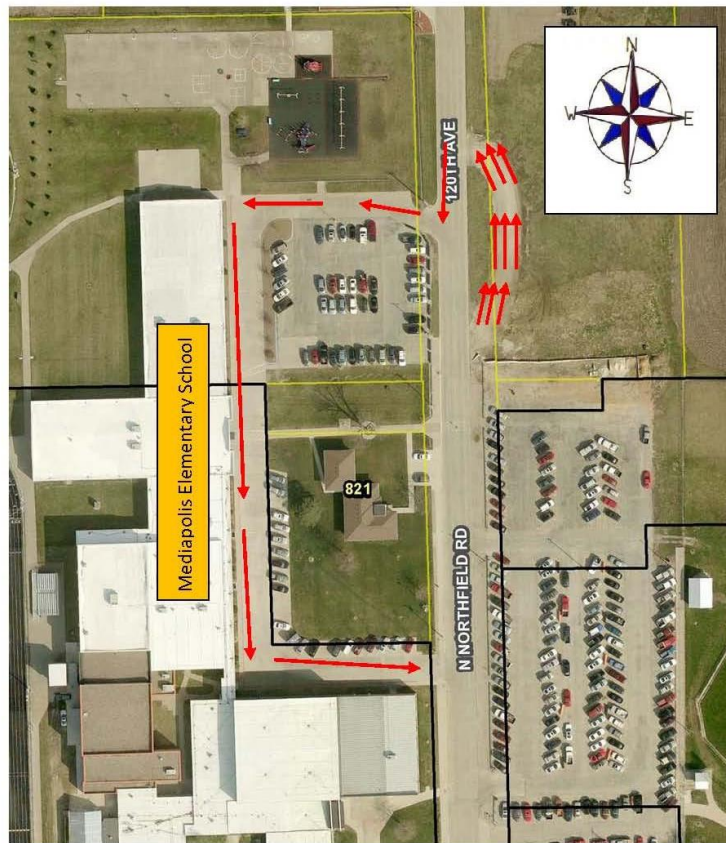


Parents coming from the South, may use this east gravel lot to turn around on Northfield.

Students will unload on the passenger side of the car and walk down the center sidewalk (with the tree in the middle) to the school.

Elementary students riding buses are dismissed at **3:15** p.m. Students riding with parents or walking will be dismissed as soon as the last bus has exited the circle drive (**between 3:25 and 3:35 p.m.**). Parents choosing to pick up their children are to wait in the parking lot on the east side of the street. Do not diagonal park in this lot waiting to pick up your child. There is room to form three parallel lines of cars in the east lot. As soon as the last bus exits the circle drive, the first line of cars may pull into the circle drive in front of the elementary building. Students are to be picked up in front of the school. This is the only point where students may be picked up after school.

## Student Pick-Up Procedure



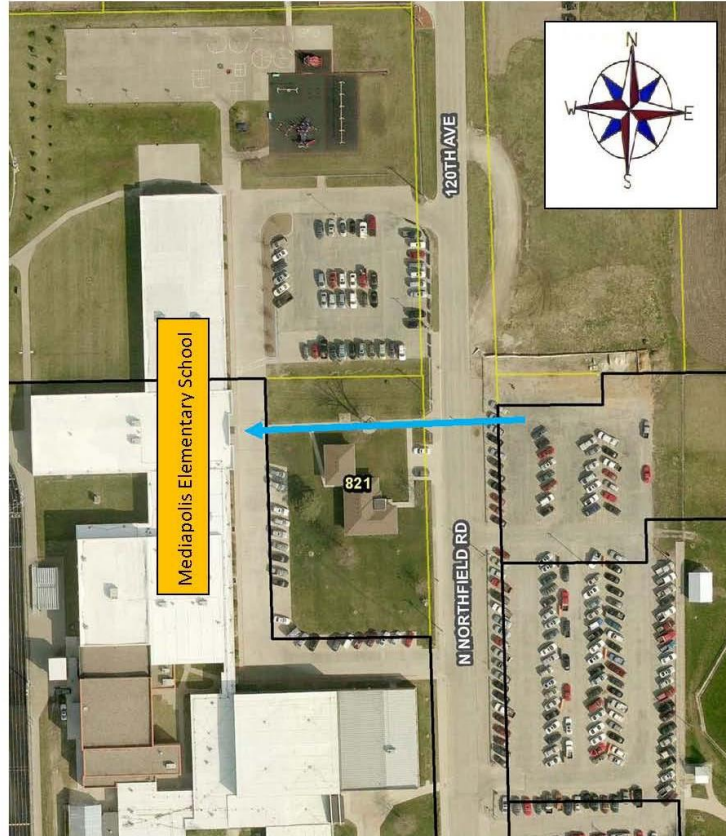
Parents choosing to pick up their children are to wait in this gravel area. There is room to form three parallel lines of cars.

As soon as the last bus exits the circle drive, the first line of cars may pull into the circle drive in front of the elementary building.

If parents need to escort children into the building in the morning or pick up children prior to dismissal time, please park in the area behind the east parking lot. There is parking space behind the concrete barriers. Vehicles may not park on Northfield Street, in the east parking lot, or in the staff parking lot.

These are the same procedures we have used for several years. We believe this is the safest alternative for the children.

### Student Escort for A.M. Drop-Off or P.M. Pick-Up



If parents need to escort children into the building in the morning or pick up children prior to dismissal time, please park in the area behind the east waiting lot (gravel). There is parking space behind the concrete barriers. Vehicles may not park on Northfield Street, in the east parking lot, or in the staff parking lot.

### *Supplies for Sale*

Replacement planners may be purchased for \$3.00. Replacement folders may be purchased for \$1.00.

### *Tardies*

Being in school and arriving on time are very important parts of your child's learning. Students learn more by being present in the classroom than by trying to catch-up doing make-up work.

Sometimes students are just a few minutes late to school. We understand that unforeseen circumstances may create delays in arriving at school, but it is important to remember that this is a very important part of the day in the classroom. Being even five or ten minutes late disrupts the normal morning routine for the student and the rest of the class. More importantly, being late is a bad habit for a student to form.

Students Arriving between 8:15AM and 8:45AM will be recorded tardy.

Students arriving between 8:45AM and 12:00PM will be recorded ½ day AM absent.

Students leaving between 12:00PM and 3:00PM will be recorded as ½ day PM absent.

### ***Visitors***

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Adult visitors are always welcome to our school. We have a district-wide security plan at Mediapolis Community School. Parents and visitors are to sign in at the office upon entering the building. The only door you can enter at the elementary building is the main door near the office. All other doors are locked. After signing the registration sheet you will be given a badge. Parents and visitors should wear the badge in an easily visible location. We ask for your cooperation for the safety of the children. Please remember to sign out and leave the badge when you leave. Parents are encouraged to visit our classrooms. PLEASE CALL A DAY AHEAD. We ask that you check into the office when you arrive at school. We respectfully ask for no visitors at the following times as these are especially busy time for pupils and teachers alike.

- \* during the first 2 weeks of school
- \* the week before Christmas
- \* the last 2 weeks of school

We ask that younger brothers or sisters do not attend a classroom visit with parents.

Friends of students from other schools are discouraged from visiting. If exceptions are made by the homeroom teachers, an adult should accompany the friend.

### ***Volunteering/Chaperoning***

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Anyone wishing to volunteer in the Mediapolis Community School system as well as Chaperone a school sponsored activity (such as field trips) must submit the following forms: a volunteer acknowledgement form, a Child Abuse Background check (Federal) AND an Adult Abuse background check (Federal). Please note: This process, once submitted, takes 2-6 weeks to process through the Federal Database. If for some reason your background check is not cleared through this process you will be notified by central office personnel.

### ***Ways Parents Can Help***

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Many times parents ask what they can do to help their child get along in school. Here are a few tips.

1. Keep your child well rested. A regular bedtime and plenty of sleep are necessary for a child to be alert and attentive. Be strict about bedtime. Teachers can tell by the children's performance in school if they have been up late the night before.
2. An adequate and unhurried breakfast is important. A well-nourished child will be better able to do good work in school.
3. Cooperate with the doctor in helping to correct any eye or ear difficulties which may affect your child's ability to learn.
4. Give your child many varied experiences. Take them on trips and excursions. Point out and give them new words and meanings for words. Give them many experiences with counting and with money.
5. Listen to accounts of their experiences. Language development is basic. Children must have many opportunities to express themselves. Encourage easy language usage without fostering a child's desire to talk continuously.

6. Read stories to your child. A child who has been read to is usually more eager to read and enjoy reading. Continue to read to your child. Remember that it is a long time before the reading ability will catch up with the interest level.
7. Buy books when you can afford them. A child who owns a few good books is usually more interested in reading. The Mediapolis Public Library and the school library are also good sources of books for your child's enjoyment.
8. When your child brings books home, listen to them read and praise that accomplishment.
9. Know how your child is doing. Look at your child's report card and daily papers. If they indicate problems, see the teacher and talk it over. Find out how you can help.
10. Check your child's homework. Set a regular time for doing homework. Make sure the child does it. If it's obvious that you care, your child will care too.
11. Don't compare. Your child is a unique individual. It is not fair to compare any child to a brother, sister, or a neighbor's child. Some children learn faster than others. If your child is a bit slower than another, remember that it is not intentional on the part of the child. Make it clear at all times that you love your child for what he or she is and not for what he or she can do. Give praise for accomplishments, but don't criticize your child for not doing as well as others.

If your child is having serious problems with reading, there may be a need for special help. You can call the school, and make an appointment to talk to the teacher who can advise you as to the best steps to take.

Remember, we as teachers want your child to do well. So please talk to us about your child's reading progress. You can be sure that we will do all we can to help.



## *Helping Children Become Good Readers*

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Most children will learn how to read. Whether they will become good readers depends in large part upon your help and encouragement. As a parent, you can:

1. Help your children acquire a wide range of knowledge.  
When you take your child on a shopping trip, walks in the park, and visits to zoos and museums, you help give them important background knowledge they will need as they learn to read school textbooks. Your children's ability to understand even simple stories can depend upon their having both common and not-so-common knowledge.
2. Talk with your children about their experiences.  
When you talk with your children about their experiences, you help them learn new words and understand what these new words mean. Talking with children also helps them learn from their experiences and use this new knowledge to understand what they are reading. As a result, they will better understand what they are reading.
3. Encourage your child to think about events.  
Ask your children to describe events; this makes them reflect upon experiences and helps them learn to give good descriptions and tell complete stories. These activities help your children learn about how stories are written and better understand what they are reading.
4. Read aloud to your children.  
Reading aloud is probably the single most important activity you can do to encourage your children's success as readers. It is an especially important activity during the preschool years. When you read lots of stories to your children, and look at lots of picture books with them, you are helping them build the store of knowledge they will use when they begin to read in school. The benefits of reading aloud are greatest when you encourage your children to participate in this activity by identifying letters and words and talking about the story and the meaning of words.
5. Provide your preschool children with writing materials.  
Writing is an important way for your children to learn about letters and words. Children are often very eager to learn how to write and you can encourage them by having paper and pencils or crayons in your home and helping them when they start drawing letters. Even when your children are too young to hold a pencil or crayon, you can use devices such as magnetic boards and letters to help them learn about letters and words.
6. Encourage your children to watch T.V. programs that have educational value.  
Watching television programs that teach about reading and language can have a positive effect on your children's learning. You can make sure they watch these programs regularly. You can also help them learn from these programs by asking questions about the shows and relating what they are seeing to other situations and experiences.
7. Monitor how much T.V. your children watch.  
Watching quality television programs up to about 10 hours a week can have a slightly positive effect on your children's achievements in school, including their reading achievement. As the number of hours of viewing per week increases, however, T.V. watching becomes a negative influence on your children's school -

work. Most children who watch television 20 or more hours a week don't do well in school.

8. Monitor your children's school performance.

When you visit your children's teachers, observe their classrooms, find out about the reading programs in their schools, and participate in home-school programs, you can get a good idea of how your children are doing in school and how you can help them become better students. Research shows that children tend to be more successful readers when their parents have an accurate view of their schoolwork.

9. Encourage your children to read independently.

The amount of reading your children do outside of school influences how well they will read in school. Most American children don't read very much during their free time. One of your top priorities as a parent should be to encourage your children to spend more time reading. You can help them read more by having plenty of books in your home and visiting the library regularly.

10. Continue your personal involvement in your children's growth as readers.

Set a good example for your children by reading newspapers, magazines, and books. Suggest reading as a leisure time activity and make sure your children have time for reading. You may want, for example, to establish a bedtime hour after which reading is the only activity permitted other than going to sleep.

## **Medication at School**

### **Procedures regarding medication during the school day on school premises.**

#### **Prescription Medication:**

1. When a student brings medication to school. **Iowa State Law requires:**
  - a. That medication must be identified, having the students name on the bottle, physician name, dosage, and be in the original prescription bottle. You may request an additional prescription bottle from the pharmacy for school use.
  - b. The school must have current written permission from the physician and parent to give prescription medication during school hours. These forms are available at each school office.
  - c. Parent/Guardian is responsible for notifying the school when there is a dosage change.
2. All medication will be kept in a central location, either the office or clinic of each building.
3. The medication is to be administered only by a responsible adult school employee. This means the medication is not taken unless the authorized person administers and observes the student actually taking the medication. This is to provide a system that assures maximum in accuracy and safety.
4. If a student needs medication for a short period of time, it should be regulated at home by the parents so that it need not be taken during school hours. The parent may come to school with the medication and administer it, or complete a written permission form if the medication must be given at school. Medication given less than four times a day should be given at home.
  - a. The school must have current written permission from the physician and parent to give prescription medication during school hours. These forms are available at each school office.
5. If students carry and or take prescription or non-prescription medication themselves, the Mediapolis Community School District will not assume liability or responsibility for any consequences.

#### ***Non-Prescription Medication***

1. For non-prescription medication we will follow the same procedures as for prescription medication and require written permission from the parent / guardian.
  - a. Medication must be in the original container. No medication will be accepted in envelopes or baggies.



**Mediapolis Community School District**  
**725 North Northfield**  
**Mediapolis, IA 52637**

Statement of physician's directions and parental consent for school administration of medications.

Student's name \_\_\_\_\_ Birth date \_\_\_\_\_

Address \_\_\_\_\_

Diagnosis \_\_\_\_\_

Medication \_\_\_\_\_

Dosage \_\_\_\_\_

Frequency \_\_\_\_\_

Time school dosage should be given \_\_\_\_\_ AM \_\_\_\_\_ PM

Physician signature \_\_\_\_\_

Address \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_  
The school reserves the right to contact the prescribing physician's office to confirm or clarify medication instructions. All medication must be supplied to the school in the original container. Please remind your child that he/she is responsible to go to the clinic or office at the appropriate time to receive their medication.

I give my consent for Mediapolis Community Schools to administer the above named medication to my child during school hours. I understand that this relieves the school personnel of liability in administering this medication provided the medication is given as ordered by the physician.

Parent's signature \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by RN signature \_\_\_\_\_ Date \_\_\_\_\_

Revised 11/03