

# LINCOLN INTERMEDIATE



**1625 South Pennsylvania Avenue  
421-4423**



**Parent and Student Handbook**

**2018 - 2019**



**Mason City Community  
School District  
Mason City, IA 50401  
[www.masoncityschools.org](http://www.masoncityschools.org)**

***Preparing today's learners for tomorrow's future  
through authentic and relevant tasks.***

# **LINCOLN INTERMEDIATE**

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## **STUDENT/PARENT HANDBOOK**

***Lincoln Intermediate is a Positive Behavior Interventions and Supports (PBIS) School focusing on Respect, Responsibility, and Relationships.***

Welcome to Lincoln Intermediate, we are glad to have you as part of our school community! Our hope is your time as a Lincoln 5th or 6th grader and parent will be a memorable experience and a time for your student to grow academically, socially, and as a citizen of Mason City.

Our school strives to fulfill the school district's educational mission to prepare your student for the future, and we believe that we all share in that responsibility. Parent involvement is high on the list of factors contributing to a student's success in school. We ask for your cooperation in helping your child understand the policies in this handbook. Please take the time to sit down and read through this handbook with your child. Parental support is necessary and will help children understand the necessity of our school rules.

The students, faculty and other adults at Lincoln are a respectful and caring group of people. Building positive relationships and being respectful helps each student experience a successful year. Success also requires each person taking responsibility for his or her part in teaching and learning.

This student/parent handbook outlines those responsibilities that are necessary for students, to ensure a smooth functioning of our school. Some of the information in the handbook is in the form of informal guidelines that answer questions about usual procedures, while other information describes more specific formal policies developed by the School Board. Please understand no student handbook, regardless of the length, can answer all questions. Should you have any questions or concerns please reach out to us, we are happy help you and your child have the best experience possible. The school office number is (641) 421-4423, office staff are available 7:00 a.m. to 5:00 p.m. most days.

Best wishes for a successful year!

Teresa Schlichting, Principal  
, Associate Principal

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# MASON CITY COMMUNITY SCHOOLS

## **Lincoln Intermediate Mission Statement**

Our school will be a supportive and structured environment allowing for social and academic growth through creative, investigative and interactive learning.

## **District Vision Statement**

The Mason City Community School District provides responsive learning opportunities grounded in collaboration, communication, critical thinking and creativity for all students. As a community we are committed to preparing today's learners for tomorrow's future through authentic and relevant tasks.

## **District Guiding Principles**

The district believes in the following guiding principles, and will focus present and future planning and decision-making through them:

- All individuals can learn given the appropriate opportunities, resources, and time.
- A learning environment that is safe, intellectually stimulating and promotes a quality education.
- Positive relationships enhance the learning process.
- Diversity enriches the learning environment.
- Partnerships among schools, homes and communities are essential to quality education.

## **District Learner Goals**

- The student will perform as a self-directed learner.
- The student will communicate appropriately and effectively.
- The student will accept responsibility in a diverse, global society.
- The student will think creatively and critically.
- The student will access and use technology.
- The student will participate in opportunities for personal growth and well-being.

## **Mason City Community School District Board Of Education**

Lorrie Lala, President

Doug Campbell, Board Director

Jodi Draper, Vice President  
Lorrie Lala, Board Director  
Brent Seaton, Board Director  
Jacob Schweitzer, Board Director  
Alan Steckman, Board Director  
Scott Warren, Board Director  
Dave Versteeg, Superintendent of Schools

### **Lincoln Office Staff**

Teresa S. Schlichting, Principal  
**Associate Principal**  
Kate Arjes, Secretary  
Linda Phipps, Secretary  
Sara Berner, Counselor  
Heather Coon, Counselor  
Cindy Holland, School Nurse  
Mallory Wiese, Behavior Interventionist  
Jason Trask, School Resource Officer

### **Certified Staff**

Renae Bergman	5 <sup>th</sup> Grade Special Education
Laurie Cesar	5 <sup>th</sup> Grade Special Education
Lorna DiMarco	5 <sup>th</sup> Grade Literacy - <i>Family 1</i>
Sarah Geitzenauer	5 <sup>th</sup> Grade Science/Social Studies - <i>Family 2</i>
Jennifer Goepel	5 <sup>th</sup> Grade Special Education
Heidi Grafton	5 <sup>th</sup> Grade Literacy - <i>Family 3</i>
Johanna Kuchenbecker	5 <sup>th</sup> Grade Literacy- <i>Family 2</i>
Jim Lee	5 <sup>th</sup> Grade Math - <i>Family 2</i>
Kris Leininger	5 <sup>th</sup> Grade Special Education
Jaime McCormick	5 <sup>th</sup> Grade Science/Social Studies - <i>Family 1</i>
Andrew Ramaekers	5 <sup>th</sup> Grade Literacy - <i>Family 3</i>
Jenni Read	5 <sup>th</sup> Grade Math - <i>Family 1</i>
Molly Rhodes	5 <sup>th</sup> Grade Special Education
Britney Roe	5 <sup>th</sup> Grade Literacy- <i>Family 2</i>
Stacy Schisel	5 <sup>th</sup> Grade Literacy - <i>Family 2</i>
Curt Seehusen	5 <sup>th</sup> Grade Math - <i>Family 3</i>
TBD	5 <sup>th</sup> Grade Special Education
Lisa Yarrow	5 <sup>th</sup> Grade Science/Social Studies - <i>Family 3</i>
Jordan Brunsma	5 <sup>th</sup> and 6 <sup>th</sup> Grade ELL Instructor
Rebecca Rother	5 <sup>th</sup> and 6 <sup>th</sup> Grade Special Education
Melissa Swyter	5 <sup>th</sup> /6 <sup>th</sup> Grade Teacher on Focused Assignment
Heather Jo Bailey	6 <sup>th</sup> Grade Math- <i>Family 1</i>
Kim Berding	6 <sup>th</sup> Grade Special Education
Carolyn Day	6 <sup>th</sup> Grade Literacy- <i>Family 3</i>

Todd Godfrey	6 <sup>th</sup> Grade Literacy- <i>Family 1</i>
Sherilyn Hoekstra	6 <sup>th</sup> Grade Special Education
Lisa Hugi	6 <sup>th</sup> Grade Science/Social Studies- <i>Family 3</i>
Amber Kisner	6 <sup>th</sup> Grade Science/Social Studies- <i>Family 2</i>
Morgan Leider	6 <sup>th</sup> Grade Literacy- <i>Family 3</i>
Molly Marlin	6 <sup>th</sup> Grade Science/Social Studies- <i>Family 1</i>
Kim Rasmussen	6 <sup>th</sup> Grade Special Education
Jim Ruger	6 <sup>th</sup> Grade Math- <i>Family 3</i>
Jennifer Schlitter	6 <sup>th</sup> Grade Special Education
Kaylea Schulze	6 <sup>th</sup> Grade Science/Social Studies- <i>Family 2</i>
Kristen Schwartz	6 <sup>th</sup> Grade Literacy- <i>Family 3</i>
Melissa TeKippe	6 <sup>th</sup> Grade Math- <i>Family 2</i>
Paul Weitzel	6 <sup>th</sup> Grade Literacy- <i>Family 2</i>
Brooke Wiemann	6 <sup>th</sup> Grade Literacy- <i>Family 1</i>
	6 <sup>th</sup> Grade Special Education

Aaron Anderson	6 <sup>th</sup> Grade Band
Beth Frenchick	5 <sup>th</sup> Grade Band
Lauren Jensen	5 <sup>th</sup> – 8 <sup>th</sup> Orchestra
Teresa Heesch	Art
Ernie Reineke	General Music and 5 <sup>th</sup> / 6 <sup>th</sup> Choir
Melodee Reineke	General Music and 5 <sup>th</sup> / 6 <sup>th</sup> Choir
Josh Reuter	Physical Education/Health
Troy Rood	Physical Education
Linda Zillig	5 -12 Talent Development
Curt Klaahsen	Instructional Coach
Stacy Schissel	Instructional Coach

**Classified Staff**

John Fritz	Custodian
June Haxton	Custodian
Dan Zeller	Custodian
Rob Stromley	Custodian
Jamie Williams	Kitchen Manager

Marilynn Anderson	Para	Kathy Larson	Para
Cassie Bartholomew	Para	Debra Marlow	Para
Kristi Myers	Para	Jeremy DeBattista	Para
Dawn Nobis	Para	Lisa Schinagel	Para
Pam Harvey	Para	Ramona Scholl	Para
Dawn Johnson	Para	Kim Stepleton	Para
Karen Keeling	Para	Jareese Williams	Para

## JURISDICTIONAL STATEMENT

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

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property, while on school buses or vehicles; while attending school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management of welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for the 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. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

**The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook.**

Students are expected to know the contents of the handbook and comply with them. Students or parents with questions or concerns may contact the building principal.

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated.



# Positive Behavior Interventions and Supports (PBIS)

*Lincoln Intermediate is a Positive Behavior Interventions and Supports (PBIS) school. PBIS is a data-driven, comprehensive set of strategies that redesign school environments in such a way that problem behaviors are prevented or so minor the focus can be on teaching students new skills.*

**Respect** is treating people with kindness, consideration, and understanding.

**Responsibility** is the act of being dependable and reliable in all situations.

**Relationships** is working together creating teamwork, trust, and friendships.

We teach behavior expectations frequently and acknowledge students for following them. This positive approach is much more effective than waiting for misbehavior to occur before responding.

Positive behavior interventions and support (PBIS) is a systems approach to enhance the capacity of schools, families, and communities. School staff strive to design effective environments that improve the connection between teaching and learning. At Lincoln Intermediate, we search for proactive ways to help our students. For those students that are needing more support we use a tiered system with research based interventions of support. These supports are available to students for both academics or behaviors.

## **The four “Core Elements” of PBIS are:**

1. Clearly defined outcomes.
2. Research-validated practices.
3. Supportive administrative systems.
4. Use of information for problem solving.

## **PBIS concepts are:**

1. Student expectations are defined.
2. Student expectations are taught.
3. Student expectations are acknowledged.
4. Student behavioral errors have immediate and consistent consequences.
5. Faculty and staff behavior is positive, predictable and consistent.
6. Data are gathered, summarized and used for decision-making on a regular cycle.

# Lincoln Intermediate PBIS Behavior Matrix

<b>Respect</b> <i>is treating people with kindness consideration and understanding</i>	<b>Responsibility</b> <i>is the act of being dependable and reliable in all situations.</i>	<b>Relationships</b> <i>is working together creating teamwork, trust and friendship.</i>
<b>Classroom Expectations</b>		
<ul style="list-style-type: none"> <li>- Keep hands, feet, and materials to yourself</li> <li>- Participate actively, positively, and cooperatively</li> <li>- Respect classroom and personal property</li> </ul>	<ul style="list-style-type: none"> <li>- Be on time with all needed materials</li> <li>- Follow classroom procedures</li> <li>- Handle materials appropriately</li> <li>- Turn in completed assignments on time</li> </ul>	<ul style="list-style-type: none"> <li>- Be helpful</li> <li>- Be caring</li> <li>- Be friendly</li> <li>- Listen to others</li> <li>- Eye contact</li> </ul>
<b>Hallway &amp; Stair Expectations</b>		
<ul style="list-style-type: none"> <li>- Keep hands, feet, and materials to yourself</li> <li>- Use appropriate inside voices and positive language</li> <li>- Respect school and personal property</li> </ul>	<ul style="list-style-type: none"> <li>- Use time wisely</li> <li>- Keep the hallways and stairwells clean</li> <li>- Walk and keep moving</li> </ul>	<ul style="list-style-type: none"> <li>- Be helpful</li> <li>- Be friendly</li> <li>- Use common courtesy</li> </ul>
<b>Restroom Expectations</b>		
<ul style="list-style-type: none"> <li>- Keep hands, feet, and materials to yourself</li> <li>- Respect others privacy</li> <li>- Be courteous</li> </ul>	<ul style="list-style-type: none"> <li>- Keep area clean</li> <li>- Ask permission to use</li> <li>- Use bathroom equipment (toilet, sink, dryers, etc.) appropriately</li> <li>- Flush</li> <li>- Wash hands</li> <li>- Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>- Wait your turn</li> <li>- Get help for others</li> <li>- Report problems</li> </ul>

## Recess Expectations

- |  |   |   |
|--|---|---|
| <ul style="list-style-type: none"> <li>- Keep hands and feet to yourself</li> <li>- Use appropriate voices and positive language</li> <li>- Encourage others</li> <li>- Use manners</li> </ul> | <ul style="list-style-type: none"> <li>- Return equipment at end of recess</li> <li>- Remain in designated playground area</li> <li>- Play organized games by PE rules</li> <li>- Follow recess procedures</li> </ul> | <ul style="list-style-type: none"> <li>- Be helpful</li> <li>- Be caring</li> <li>- Be friendly</li> <li>- Be Safe</li> <li>- Include others</li> </ul> |
|--|---|---|

## Lunchroom Expectations

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>- Keep hands and feet to yourself</li> <li>- Touch only your own food</li> <li>- Say “please” and “thank you” to the kitchen staff</li> <li>- Follow directions set by teachers and staff</li> </ul> | <ul style="list-style-type: none"> <li>- Be prepared with your lunch ticket</li> <li>- Choose a seat at your class table and stay in that seat</li> <li>- Wait quietly to be dismissed for lunch</li> <li>- Keep voices as quiet as possible- speak to others that are directly around you</li> <li>- Clear your own tray</li> <li>- Work together to clean the table and floor around your table after all have finished eating</li> </ul> | <ul style="list-style-type: none"> <li>- Use appropriate language</li> <li>- Speak kindly to those around you</li> <li>- Say “please” and “thank you”</li> <li>- Sit by someone new</li> <li>- Work together to clean the table and floor after all have finished</li> </ul> |
|---|---|--|

## Bus Expectations

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>- Keep hands, feet, and materials to yourself</li> <li>- Respect others personal space</li> <li>- Respect others property</li> <li>- Be courteous – use manners</li> </ul> | <ul style="list-style-type: none"> <li>- Keep bus clean</li> <li>- Sit in your seat</li> <li>- Stay in your seat while the bus is moving</li> <li>- Quiet voices</li> </ul> | <ul style="list-style-type: none"> <li>- Wait your turn when entering or exiting</li> <li>- Report problems to the driver</li> <li>- Share your seat with others</li> <li>- Be a positive role models for others on the bus</li> </ul> |
|---|---|--|

# Mason City Community Schools

## Grades 5 to 6 ~ Student Calendar for 2018-2019

\*\* 2018-2019 Calendar is based on HOURS of attendance \*\*

**2018 August**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**2018 September**

S	M	T	W	T	F	S
						1
2	H	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- Aug 14-17 **New Teacher Workshop**  
 Aug 28 **FIRST DAY OF SCHOOL**  
**New Mohawk Day**  
 \* K-6 Parent-Teacher Conferences  
 Aug 29 \* All 5th graders attend  
 Aug 30 \* All 5th & 6th graders attend  
 Sept 3 **Labor Day**  
 Nov 21-23 **Thanksgiving Break**  
 Dec 24-Jan 1 **Winter Break**  
 Mar 11-15 **Spring Break**  
 May 23 **Seniors Last Day**  
 May 27 **Memorial Day**  
 May 31 **Last Day of School**  
 June 2 **Graduation**

**2018 October**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**2018 November**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	H	23	24
25	26	27	28	29	30	

**2018 December**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	H	26	27	28	29
30	31					

**2019 January**

S	M	T	W	T	F	S
		H	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- ◇ Professional Development Workshops ~ No School for Students  
 □ No School for Students & Staff  
 ⊗ No School for Students & Staff ~ Compensatory day for staff for evening parent-teacher conferences  
 ⇄ 1/2 Day School for Students Qtr. or Semester Ends  
 ☼ 1/2 Hr. Late Start for Students  
 ○ Parent-Teacher Conferences

**2019 February**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

**2019 March**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**2019 April**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**2019 May**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

\*\*\*\*\* STAFF ONLY \*\*\*\*\*  
**Make-Up Schedule for School Cancellation**  
 \* even though the calendar is based on hours for students, 1/14/19 will remain as an optional make-up date for staff (teachers & paras).

**2019 June**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- Parent-Teacher Conferences  
 November 1, 2018 ~ 1:00-7:30 p.m.  
 November 5, 2018 ~ 4:00-7:30 p.m.  
 March 25, 2019 ~ 4:00-7:30 p.m.  
 March 28, 2019 ~ 1:00-7:30 p.m.

School starts M W T H F @ 7:55 a.m.  
 School starts Tuesdays @ 8:25 a.m.  
 School dismisses @ 2:50 p.m.  
 Scheduled early dismissals @ 12:05 p.m.

NO late start for professional development on 8/28/18. Classes will run as if it is a regular M-W-T-H-F schedule.

# Mason City Community Schools

## Grades 5 to 6 ~ Student Calendar for 2018-2019

\*\* 2018-2019 Calendar is based on HOURS of attendance \*\*

**2018 August**

S	M	T	W	T	F	S
			X	X	X	X
5	X	X	X	X	X	X
12	X	X	X	X	X	X
19	X	X	X	X	X	X
26	X	O/P	A	B	C	

**2018 September**

S	M	T	W	T	F	S
						X
2	X	D	A	B	C	X
9	D	A	B	C	D	X
16	A	B	C	D	A	X
23	B	C	D	A	B	X
30						

- Aug 14-17 New Teacher Workshop
- Aug 28 FIRST DAY OF SCHOOL
- New Mohawk Day
- \* K-6 Parent-Teacher Conferences
- Aug 29 \* All 5th graders attend
- Aug 30 \* All 5th & 6th graders attend
- Sept 3 Labor Day
- Nov 21-23 Thanksgiving Break
- Dec 24-Jan 1 Winter Break
- Mar 11-15 Spring Break
- May 23 Seniors Last Day
- May 27 Memorial Day
- May 31 Last Day of School
- June 2 Graduation

**2018 October**

S	M	T	W	T	F	S
						X
7	D	A	B	C	D	X
14	A	B	C	D	A	X
21	B	C	D	A	B	X
28	C	D	A			

**2018 November**

S	M	T	W	T	F	S
						X
4	C	D	A	B	C	X
11	D	A	B	C	D	X
18	A	B	C	D	A	X
25	C	D	A	B	C	

**2018 December**

S	M	T	W	T	F	S
						X
2	D	A	B	C	D	X
9	A	B	C	D	A	X
16	B	C	D	A	B	X
23	X	X	X	X	X	X
30	X					

**2019 January**

S	M	T	W	T	F	S
						X
6	B	C	D	A	B	X
13	X	A	B	C	D	X
20	A	B	C	D	A	X
27	B	C	D	A		

**2019 February**

S	M	T	W	T	F	S
						X
3	C	D	A	B	C	X
10	D	A	B	C	D	X
17	X	A	B	C	D	X
24	A	B	C	D		

**2019 March**

S	M	T	W	T	F	S
						X
3	B	C	D	A	B	X
10	X	X	X	X	X	X
17	C	D	A	B	C	X
24	D	A	B	C	D	X
31						

**2019 April**

S	M	T	W	T	F	S
						X
7	A	B	C	D	A	X
14	X	C	D	A	B	X
21	C	D	A	B	C	X
28	D	A				

**2019 May**

S	M	T	W	T	F	S
						X
5	A	B	C	D	A	X
12	B	C	D	A	B	X
19	C	D	A	B	C	X
26	X	D	A	B	C	X

**2019 June**

S	M	T	W	T	F	S
						X
2	X	X	X	X	X	X
9	X	X	X	X	X	X
16	X	X	X	X	X	X
23	X	X	X	X	X	X
30						

- Professional Development Workshops ~ No School for Students
- No School for Students & Staff
- No School for Students & Staff ~ Compensatory day for staff for evening parent-teacher conferences
- 1/2 Day School for Students Qtr. or Semester Ends
- 1/2 Hr. Late Start for Students
- Parent-Teacher Conferences

**NO** late start for professional development on 8/28/18. Classes will run as if it is a regular M-W-Th-F schedule.

This is a four letter day calendar for the 2018-2019 school year. The beginning dates of the week (Sunday) are there as your guidelines. Day A, Day B, Day C, etc., are used in place of the days of the month. Day letters continue after any "school not in session" days. In the event of school cancellation, the sequence of this calendar will not be interrupted.

## **ACCIDENTS**

In the event of a serious accident at school, the student's parent or guardian (hereafter "parent") are called, or if necessary, the emergency numbers given at registration will be called. In case neither parent can be contacted, school authorities will attempt to take necessary steps to assure the welfare of the child.

**In order to communicate effectively when there is an accident at school it is very important the school has your current contact information.**

## **ADMINISTRATION OF MEDICATION TO STUDENTS**

Some students may need prescription and nonprescription medication to participate in their educational program.

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

A written statement by the student's parent shall be on file requesting self-administration of medication. By law, students with asthma or other airway constricting conditions may self-administer their medication upon approval of their parents.

Persons administering medication shall include the licensed registered nurse, parent, physician, and persons who have successfully completed a medication administration course reviewed by the Board of Pharmacy Examiners.

A written medication administration record shall be on file including:

- date;
- student's name;
- prescriber or person authorizing administration;
- medication;
- medication dosage;
- administration time;
- administration method;
- signature and title of the person administering medication; and
- any unusual circumstances, actions, or omissions.

Medication shall be stored in a secured area unless an alternate provision is documented. Medication information shall be confidential information.

*Mason City Community Schools Board Policy: 507.2*

## **ADMINISTRATION OF MEDICATION TO STUDENTS REGULATION**

This regulation applies to administering medication to pupils during school hours. These procedures have been developed using the Iowa Department of Education recommendations. In order to establish and maintain a system of safe storage, handling, and administering of medications, these procedures are to be followed for the protection of the pupil and the school.

### **I. Procedures for Prescribed Medications**

- A. An order from a medical provider with prescriptive privileges is required for prescribed medication to be given at school. Each order should include:
  - 1. Pupil's name;
  - 2. Name of medication ordered;
  - 3. Dosage of the medication;
  - 4. Time administered during school hours;
  - 5. Special instructions, and;
  - 6. A statement as to the date upon which such medication shall be commenced and also when it shall be discontinued
- B. A signed parent or guardian permission form must be on file for school personnel to administer medication.
- C. Students with asthma or other airway constricting diseases may possess and self administer their medication with written approval of their parents.
- D. Prescribed medication must be brought to school by the parent/guardian or responsible party and kept in a currently dated container provided by the dispensing pharmacist.

### **II. Procedures for Non-prescriptive Medication**

- A. Non-prescriptive medications are to be used in a controlled manner since they too are considered drugs. These medications may be given by school personnel only after obtaining written permission from the parent or guardian. No drugs, including aspirin, are to be furnished by the Mason City School District personnel. Non-prescriptive medications shall be brought to school in the container in which they were purchased. (These medications shall be subject to paragraphs III through VII of this regulation.)

### **III. Emergency Procedures for Suspected Medication-Related Reaction**

- A. Extreme Allergic Reaction:
  - 1. An extreme sensitivity may cause a reaction. A reaction is rare and an extremely serious situation. The reaction may start rapidly, be brief, and require immediate action.
- B. Symptoms may include any change in behavior and are not limited to:

1. Feeling of apprehension, sweating, weakness
2. Nausea, vomiting, abdominal pain, diarrhea
3. Low blood pressure with weak, rapid pulse
4. Flushing, hives, itching, rash
5. Nasal congestion, itching, sneezing, wheezing
6. Shallow respirations, difficulty breathing
7. Seizures, loss of consciousness, shock, coma
8. Difficulty walking, blue/gray lips or fingernails

C. Procedure:

1. Stay with the individual with the reaction, summon help, observe symptoms, note time.
2. Immediate call to emergency service for transportation to health facility per emergency plan. Example: Call 911 in **extreme reaction**.
3. Notify school nurse, parent/guardian and physician if appropriate or as directed.
4. Continue observing vital signs (respirations, blood pressure, pulse, level of consciousness). Provide emergency personnel with health information and summary of reaction.

D. Follow-up:

1. Complete documentation of incident.
2. Consult with parent/guardian and physician on appropriate individual school emergency health plan.

IV. Records

- A. Administration of medication records are kept confidential. All medication permission forms and directions are to be filed and available to the person administering the medication.
- B. A log is to be maintained showing the details of each administration of medication together with the name of the person administering the same. This log is to be maintained as long as the data is relevant to the pupil.

V. Handling and Storing Medications

- A. Medications, unless otherwise authorized, shall be kept in a secured drawer or cabinet with the identified school personnel responsible for administering the medication having access. When requested, refrigeration will be provided if reasonably possible. An inventory must be made of the medications and any discrepancies or theft must be immediately reported to the building administrator who should notify the parents or guardian; and if theft of controlled substances as defined by the Iowa Code is involved, the appropriate law enforcement agency will be notified.
- B. At end of administering time and/or end of the school year, any remaining medication should be returned to the pupil's



parents/guardians if such a request is on file, or if not, destroyed. This action shall be noted on the pupil's medication record permission form and shall include the name of the staff member involved. (Refer to parent permission form regarding disposal of medication.)

VI. Assignment of Personnel to Assist

- A. Since each building does not have a full-time nurse in attendance each day, the building administrator shall assign other school personnel the responsibility for administering and recording of medications given to students. The personnel designated must complete an approved in-service training program in medication administration. A medication log is to be prepared by the nurse assigned to the building for use by this individual. No injections shall be administered by anyone other than the school nurse except in emergency situations.

VII. Unreported Medication Usage

- A. Sometimes students carry medication to school without the knowledge of the school nurse or staff. The school does not approve of this practice and cannot be held responsible when it occurs. If any school personnel become aware of self-medication by a student, they shall immediately report such knowledge to a building administrator who shall notify the parents or guardian and take such other action as may be deemed appropriate.

VIII. Right of Refusal

- A. The district reserves the right to refuse to administer any medication provided reasonable grounds exist.

*Mason City Community Schools Board Policy: 507.2R1*

## **ATTENDANCE / ABSENCES / TARDIES**

Parents within the Mason City Community School District who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend the school the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 1080 hours. Students not attending the minimum days must be exempted by this policy as listed below or, referred to the county attorney. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are attending religious services, receiving religious instruction or participating in religious observances;
- are attending an approved or probationary approved private college preparatory school;
- are attending an accredited nonpublic school;
- are receiving independent private instruction; or,
- are receiving competent private instruction

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

The principal will investigate the cause for a student's truancy. If the principal is unable to secure the truant student's attendance, the principal should discuss the next step with the school board. If after the school board action, the student is still truant, principal will refer the matter over to the county attorney. The school will participate in mediation if requested by the county attorney. The superintendent will represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

*Mason City Community Schools Board Policy: 501.3*

If a child is staying home for any reason, we request a telephone call to the school office (421-4423) between 7:00 a.m. and 9:00 a.m. noting that the child is going to be absent. Being on time is important for your child to have a good day and to benefit from instruction. Students who enter the classroom after 7:55 a.m. are counted tardy.

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

The school office keeps records of absences and tardiness and reviews this

information on a regular basis. A building administrator will contact parents of students with excessive absences for the purpose of improving attendance.

Students who arrive after 10:15 AM will be considered absent for half a day. Before that time they will be considered tardy. Students who leave before 1:00 will be considered absent for half a day.

The District Student and Family Social Services Coordinator is identified as the Truant Officer and will monitor student attendance throughout the district. Continued absences may result in notification of the Department of Human Services, initiating the Attendance Cooperation Process, or filing truancy charges with the County Attorney. (Code of Iowa 259A, 294.4 and 299.8, Board Policy 501.3-501.10)

## **ABSENCES – PROCEDURES AND REGULATIONS**

### Procedures for Absences (K-8)

The sequence outlined below shall be followed when students in grades K-8 violate this policy. Realizing that there are circumstances which require special procedures on an individual basis, the building administrator may vary from these procedures, but must document for the records why a variation in procedures is made. The term “absence” means any nonattendance by the students from the assigned attendance center with or without permission of the building administrator/designee. Habitual tardiness will be addressed by the building administrator.

1. During a given quarter, after the third absence:
  - a. Written notification of the absences shall be sent to parent/guardian via e-mail by the building administrator with copies to the District Student & Family Social Services Coordinator.
  - b. Further action, if determined necessary by the building administrator, may take place.
2. During a given quarter, after the fourth absence:
  - a. Written notification of the absences shall be sent to parent/guardian via e-mail by the building administrator with copies to the District Student & Family Social Services Coordinator.
  - b. The principal may initiate contact with the parent/guardian.
  - c. Further action, if determined necessary by the building administrator, may take place.
3. During a given quarter, after the fifth absence:
  - a. Written notification of the absences shall be sent to the

parent/guardian by the building administrator, warning them that seven absences in a given quarter is considered truancy. The District Student & Family Social Services Coordinator will send the first warning letter to the parent/guardian with a copy to the county attorney.

- b. A conference with the parent/guardians is an option at this time.
  - c. Further action, if determined necessary by the building administrator, may take place.
4. During a given quarter, after the seventh absence:
- a. A violation letter from the building administrator will be sent to the parent/guardian.
  - b. A written notice requesting truancy charges will be sent to the parents/guardians and the county attorney by the District Student & Family Social Services Coordinator.
  - c. A contact/conference with the parent/guardians is an option at this time.
  - d. Further action, if determined necessary by the assistant superintendent, may take place.

## **ABSENCES – TARDIES**

The Lincoln Intermediate school day starts at 7:55. This means each student is in the classroom and ready to learn. Students who are dropped off or walk to school, should be sure to arrive in plenty of time to get their materials and begin the day. For those students not able to meet this responsibility expectation there may be consequences that include but are not limited to: serving lunch detention, staying after school, or loss of privileges at school.

## **ANTI-BULLYING/HARASSMENT**

It is the policy of the Mason City Community Schools to maintain a learning and working environment that is free from harassment (Board Policies 403.5 and 502.10). It is a violation of the policy for students or staff to harass anyone through sexual conduct or behavior that reduces the dignity of an individual with respect to race, color, creed, religion, national origin, gender, age, disability, marital status, or any other form of harassment. Students or staff found in violation of this policy will be subject to discipline. Code No. 104

Building principals, guidance counselors, teachers and school staff want to support your child in the event they have been bullied or harassed. We encourage you to reach out to Lincoln Intermediate with any concerns as soon as possible so we can provide a safe school environment where your student feels respected throughout their day.

## ANTI-BULLYING/ANTI-HARASSMENT POLICY

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

### **Definitions**

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

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

socioeconomic status, or familial status.

- “Volunteer” means an individual who has regular, significant contact with students.

### **Filing a Complaint**

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

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

### **Investigation**

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

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

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

## **Decision**

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

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

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

## **Publication of Policy**

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

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

Code No. 104

## **A. PREVENTATIVE PROGRAMS**

Programs to prevent harassment, verbal threats, and/or physical aggression are in effect in Mason City elementary schools. These preventative programs include the direct teaching of appropriate behaviors, social skills, school rules, conflict resolution strategies, problem-solving and coping skills, etc.

## **B. DEFINITIONS**

### **a. Harassment**

- i. Means conduct of a verbal or physical nature that is designed to embarrass, harass, distress, agitate, disturb, or trouble persons. The board prohibits harassment, bullying, hazing, or any other victimization of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, language, political party preference, political belief, socioeconomic status, or familial status. (Board Policy 502.11)

**b. Bullying**

- i. Repeated serious intimidations or put downs by a student directed toward another child and/or single significant incident initiated by a student that intimidates, frightens or humiliates another child. Verbal threats include any comments about doing harm to people or property. The seriousness of the threat is based on whether or not the student meant it, whether or not it is likely that the victim and others believed it, and whether it was reasonably likely it would be carried out.

Fighting/physical aggression includes forceful physical contact such as slapping on the face, hitting, punching, grabbing, or pushing to the ground, or other **major** acts of physical aggression.

A student who engages in activities which adversely affect the health or welfare of other students or staff (including, but not limited to, disruption, disrespect, harassment, inappropriate group activities, illicit or illegal acts, fighting, or violation of school rules and policies), will receive disciplinary action in accordance with State law, Board of Education Policy, and approved building handbook procedures. (Mason City School Board Policy 503.1)

**C. REPORTING**

Students who believe they have suffered harassment shall report such matters in a timely manner to a teacher, a counselor, or a building administrator. (Board Policy 104R) Procedures for reporting are included in Board Policy 104R.1.

**D. GUIDELINES FOR CONSEQUENCES**

**First Major Incident:**

- Principal/designee talks to student, investigation is initiated, if founded, harasser will be informed of his/her actions, asked to stop, and a message of understanding will be signed
- Parent contact – information of incident will be provided, a copy of the message of understanding will be provided and the



contact will serve as a warning to students and parents that another incident will result in an additional in-school consequences

- Documentation of the incident will take place and message of understanding will be filed
- Consequence(s)
  - Depending on the severity of the incident, the student's response, and previous offenses the consequence may include but is not limited to serving a detention, staying after school, or loss of privileges at school.

### **Second Major Incident:**

- Principal/designee talks to student, investigation is initiated, if founded, harasser will be informed of his/her actions, asked to stop, and a message of understanding will be signed (repeated incidents with the same student from first incident would include a meeting with the school resource officer)
- Parent contact – information of incident will be provided, a copy of the message of understanding will be provided and the contact will serve as a warning to students and parents that another incident will result in an additional in-school consequences and a parent meeting with school administration and the school resource officer will be scheduled.
- Documentation of the incident will take place and message of understanding will be filed, school based referrals will be completed
- Consequence(s)
  - Depending on the severity of the incident, the student's response, and previous offenses the consequence may include but is not limited to a behavior contract, serving a detention, staying after school, loss of privileges at school, and/or an alternative to suspension assignment may be given

### **Third and Subsequent Major Incidents:**

- Principal/designee talks to student, investigation is initiated, if founded, harasser will be informed of his/her actions, asked to stop, and a message of understanding will be signed (repeated incidents with the same student from first incident would include a meeting with the school resource officer)
- Parent contact – information of incident will be provided, a copy of the message of understanding will be provided and the contact will serve as a warning to students and parents that another incident will result in an additional in-school consequences and a parent meeting with school administration and the school resource officer will be scheduled.

- Documentation of the incident will take place and message of understanding will be filed, school based referrals will be completed
- Consequence(s)
  - Depending on the severity of the incident, the student's response, and previous offenses the consequence may include but is not limited to a behavior contract, serving a detention, staying after school, loss of privileges at school, an alternative to suspension assignment may be given, and/or a school suspension may be served

***These guidelines may be adjusted for individual situations at the principal's discretion depending on the evidence, the severity of the incident, the age of the student, the history of incidents by this student, the student's response during the investigation and other relevant information from any credible source.***

Incidents not witnessed by an adult will be investigated to determine the need for further action. Off-school-grounds disputes (including any cyberbullying or inappropriate social networking affecting school operations) may be investigated.

Additional or alternate consequences or actions may include but are not limited to:

- Drawing a poster of appropriate PBIS designated behaviors (for younger students)
- Writing a rule lesson/mediation essay/ "write out" of the appropriate PBIS designated behavior
- Talking with the teacher and/or counselor to learn more appropriate behaviors
- Apologizing to another student or adult involved, verbally or in writing
- Using the conflict resolution process
- Receiving a discipline referral (and/or other consequences in line with the building behavior plan)

## **APPEARANCE**

Many studies have shown that the types of clothing worn by a person will affect the way students conduct themselves. Lincoln Intermediate expects students to dress in good taste and present a general appearance, which is commendable. Students are encouraged to use good judgment in cleanliness and appropriateness of dress.

Clothing which constitutes a possible safety or health hazard or which causes distraction will not be permitted.

Clothing or other apparel promoting products which are hazardous to one's health or which transmit messages containing sexual innuendos or create a hostile learning environment are not appropriate. Clothing displaying obscene material, profanity, or reference to a subversion is not appropriate. Tops worn must cover the midriff area, pants are fastened at the waist, and skirts are a length equal to the arm extended down along the leg. Students may not wear midriffs, see-through shirts, or shirts showing bare backs. Halter-tops will not be permitted. Shirts must have two shoulder straps at least 1 inch in width. Students wearing midriffs, see-through shirts, or shirts showing bare backs or cleavage will be asked to change into different clothing. Shoes must be worn at all times. Caps, hats, and bandanas, are not to be worn in the building. Shoes with built in "heelies" must have the rollers removed at school.

Students will be asked to leave all outer attire (coats and jackets) in their lockers during the school day. Such articles of clothing should not be brought into the classroom, offices, or other areas of the building. Students may wear hooded sweatshirts as long as the hood is not worn over the head.

While primary responsibility for appearance rests with students and parents, the administration reserves the right to judge what is proper and what is not. Staff members who observe students wearing clothing that violates this guideline are directed to send the student to the office for administrator decision. Students are reminded that appropriate dress as specified in the student handbook will be expected throughout the school year.

## **BALLOONS AND FLOWERS**

Due to the distraction and hurt feelings caused by the delivery of balloons and flowers to school as gifts, we ask that parents not have these delivered to school. If bouquets are sent, they will be stored in the school office until the last few minutes of the day. Students riding the bus must have a parent pick up the delivery at the end of the day.

## **BEFORE AND AFTER SCHOOL HOURS**

Parents are requested not to send their children to school before 7:35 a.m. school time on Monday, Wednesday, Thursday, and Friday, and not before 8:05 a.m. on late-start Tuesdays which are designated for staff professional development.

Students are not to remain in the school building or on the school grounds after school unless they are in a scheduled event or are under the supervision of a staff member. There is no supervision provided beyond the regularly scheduled school hours.

## **BICYCLES – SKATEBOARDS – ROLLERBLADES – SCOOTERS**

Students riding bicycles to school must park them in the racks provided. It is strongly encouraged to lock your bicycle to the rack. The school district cannot accept responsibility for stolen bikes. In the event a bike is taken, it should be reported to the Police Department, as well as the school office. We will assist you in helping to get your bike back. Skating with skateboards, inline skates, rollerblades, scooters, or anything with wheels is not allowed on school grounds from 7:35 a.m. - 3:45 p.m. Students may use inline skates, rollerblades, scooters, skateboards, or anything with wheels to get to and from school, but are not to ride them for recreation during school hours.

## **BUS PROCEDURES**

All students riding a bus are expected to follow proper bus procedures.

### **Bus Procedures (off bus):**

- Students need to walk to the bus, and take their turn getting on the bus.
- Under no circumstances are students to leave the campus and return for the bus ride or leave the campus after arriving by bus in the morning.

**Students must have a note written by a parent and signed by a principal to ride a bus other than their assigned bus.** If a student is going home with another student, then both students need a note from their respective parent, and then signed by a building administrator, to be able to do this.

## **DISCIPLINE ON BUSES AND OTHER SCHOOL DISTRICT VEHICLES**

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

### **Bus Procedures (on bus):**

- Follow bus driver instructions
- Remain properly seated at all times
- Keep your hands and feet to yourself and inside of the bus
- Use appropriate language
- Keep appropriate voice level
- Help keep the bus clean

Video cameras are in use on school buses for the safety of the students riding the bus. The content of the videotapes may be used to discipline students.

**When a disciplinary bus report is filed with a building administrator according to Board Policy 711.2R2 the following guidelines will be implemented:**

**MASON CITY SCHOOLS  
SCHOOL BUS  
ASSERTIVE DISCIPLINE PLAN**

**RULES**

1. Follow instructions from the bus driver
2. Remain properly seated at all times
3. Keep hands and feet to self
4. Use appropriate language
5. Food and drink must be kept in the school bag.

**CONSEQUENCES**

1. Verbal warning to the student (driver records name).
2. Driver talks to the student and changes that student's seat for that ride.
3. Driver talks to the student and assigns that student a seat until further notice.
4. Driver talks to the student and submits a bus discipline report to the building principal.

**LINCOLN INTERMEDIATE BUS REPORT GUIDELINES**

**1<sup>st</sup> Report**

- Principal talks to student
- Principal processes Bus Discipline Report

**2<sup>nd</sup> Report**

- Principal talks to student
- Principal processes Bus Discipline Report
- Bus Reteaching Lesson - Taking Place Friday During School
- 5 Day bus riding suspension
  - Eligible to ride the bus after the reteaching and suspension has taken place.

**3<sup>rd</sup> Report**

- Principal talks to student
- Principal processes Bus Discipline Report
- Bus Reteaching Lesson - Taking Place Friday During School
- 10 Day bus riding suspension
  - Eligible to ride the bus after the reteaching and suspension has taken place.

#### **4th Report**

- Principal talks to student
- Principal processes Bus Discipline Report
- Complete Bus Reteaching Lesson and Assessment
- 15 Day bus riding suspension
  - Eligible to ride the bus after the reteaching, assessment completion and suspension has taken place.

**Depending on the severity of the referral, administration may move to another consequence level listed above.**

Demonstrating Lincoln Intermediate's 3 Rs on school buses is an expectation. The building guidelines will be enforced for behaviors such as fighting, smoking, demeaning, obscene language directed at staff members.

#### **CELL PHONES**

School telephones are accessible for student use before, during and after school. Phones should be turned off and left in the student's locker throughout the school day. Use of cellphones is not allowed in school between the hours of 7:30 a.m. and 4:00 p.m.

Cell phones are not to be used as cameras on school property, including school buses. Items of this nature represent distractions from instruction. Lincoln Intermediate and its staff are not liable for lost, damaged, or stolen cell phones.

If cell phones are seen or heard, the teacher will take the student's phone to the office and a first violation will result in the student being able to pick up the cell phone up at the end of the school day. The second violation will require a parent to pick up the cell phone from the office at the end of the school day. If this continues to be an issue, administration will create a plan for the student to still have their cell phone at school.

#### **CHAPTER 103**

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

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

State law also places limits on school employees' abilities to restrain or confine

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

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).

## **CHILD ABUSE**

### Child Abuse Reporting

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

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

For the current school year, the designated Level 1 investigators are:  
Tom Drzycimski, Human Resources Director (Phone: 641-421-4403)  
Director of Special Education & Student Services (Phone: 641-421-4400)

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

Code of Iowa Reference: 280.17 (Chapter 102 – Administrative Rules) Board Policy 402.3

## **CLASSROOM/TEACHER ASSIGNMENTS**

Class lists are reviewed and revised each spring by Lincoln Intermediate's teaching teams. Classrooms are mixed for the best instructional and social advantages of the children. Parent information relative to any child's unique needs is valuable and welcomed when shared with staff, although requests for special considerations in specific teacher or classroom assignments cannot be honored in the interest of equity and fairness for all.

## **COMMUNICABLE DISEASES**

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to

other students or employees. Infectious or communicable diseases include diseases spread from person to person, or animal to person, or as defined by law.

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

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

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

## **CUSTODY AND PARENTAL RIGHTS**

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

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

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

## **DUE PROCESS**

Mason City Community School District recognizes and supports the principle of the due process. Students and/or parents who feel discontented with decisions made in accordance with school procedures may appeal the decisions in writing to the building administrator within five (5) school days following the giving of notification of the action. Following the review, the administrator shall affirm, reverse, or modify the previous decision.

Students and/or parents who are still discontented with the decision of the administrator may file a request for review with the Superintendent or the designee within five (5) school days after the giving of notification of the building administrator's decision. At the conclusion of the review, the Superintendent or the Superintendent's designee shall affirm, reverse or modify the building administrator's decision.



Students and/or parents may appeal the Superintendent's decision to the local Board of Education. State law provides for an appeal beyond the local Board of Education. (Board Policy 503.1)

## **ELECTRONIC GAMES, TOYS, AND GADGETS**

Items of this nature represent distractions from instruction are not allowed at school. Students are not to bring these items to school unless it is for a special project as authorized by the classroom teacher. Lincoln Intermediate and its staff are not responsible for these expensive items getting lost, broken and/or stolen.

## **EMERGENCY INFORMATION**

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

## **EMERGENCY PLANS AND DRILLS**

Each building has a written emergency plan. Periodically the school holds fire, tornado, and other drills. At the beginning of each year, teachers notify students of the procedures to follow in the event of a drill or actual emergency. Procedures and proper exit routes and shelter areas are posted in all rooms.

Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to the police. (Board Policy 507.5)

- Fire Drill
  - The first essential in the event of a fire in any school is to have the children evacuate the building in an orderly manner and to reach a point of safety without injury.
  - Fire emergency drills shall be conducted monthly. Fire drills shall incorporate practices detailed in the district Disaster Preparedness Plan.
- Tornado Drill
  - Tornado emergency drills shall be conducted monthly. Drills are to follow plans as outlined in the district Disaster Preparedness Plan for a tornado alert. Individual building plans for tornado shelter are to be filed in the central office.
- Other Types of Emergencies

- The district Disaster Preparedness Plan should be followed for all other types of emergencies. A copy of this plan is to be on file in each principal's office.

*Mason City Community Schools Board Policy: 804.2R1*

## **EQUAL EDUCATIONAL OPPORTUNITY**

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

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

There is a complaint procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Equity Coordinator, Tom Drzycimski 1515 S. Pennsylvania Ave., Mason City, Iowa, 50401, 641-421-4403, [tdrzycimski@masoncityschools.org](mailto:tdrzycimski@masoncityschools.org).

The Mason City Community School District Board of Education requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

## **EQUITY- NON DISCRIMINATION NOTICE**

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

If you have questions or a grievance related to this policy please contact the district's Equity Coordinator: Tom Drzycimski, Human Resources Director Mason

City Community School District 1515 S. Pennsylvania Ave. Mason City, Iowa, 50401 Phone: 641-421-4403 Email Address: [tdrzycimski@masoncityschools.org](mailto:tdrzycimski@masoncityschools.org)  
(Mason City Community School District Board of Education – Board Policy 102, Board Policy Regulation 102.R1)

## **COMPLAINT PROCEDURE**

It is the policy of the Mason City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a complaint procedure for processing complaints of discrimination. If you have questions or a complaint related to this policy please contact the Equity Coordinator, Tom Drzycimski, 1515 S. Pennsylvania Ave., Mason City, Iowa, 50401, 641-421-4403, [tdrzycimski@masoncityschools.org](mailto:tdrzycimski@masoncityschools.org).

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

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

## **Filing a Complaint**

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

## **Investigation**

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter

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

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

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

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

### **Decision and Appeal**

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

The decision of the superintendent shall be final.

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

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

If any of the stated time frames cannot be met by the district, the district will notify

the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.  
*(Mason City Community School District Board of Education – Board Policy 102, Board Policy Regulation 102.R1)*

**FIELD TRIPS**

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

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

**HEALTH AND IMMUNIZATION CERTIFICATES**

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

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

**HEALTH – SCREENINGS**

The following screenings are conducted routinely in the grades listed:

Vision	Grades 5-6
Hearing	Grades 5-6
Communicable Diseases	Grades 5-6, when necessary

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

**HEALTHY KIDS INITIATIVE**

Lincoln Intermediate School has achieved Blue Zones Worksite™ and School Designation for all employees including paraprofessionals, custodians, teachers, administrative staff, cafeteria, grounds staff, and students. As a designated Blue Zone School there are a few policies/procedures that have changed to provide students with healthier lifestyle choices.

## **1. Birthdays/Celebrations**

- a. Student birthdays and holidays may be celebrated at school. However, students are not allowed to bring food or beverages to share with classmates. Instead, birthdays and holidays will be celebrated with non-food options including and not limited to - name recognition over the PA, a PTO/School gift, sit with a friend at lunch, and/or being designated the teacher helper for the day. Treats, balloons, or bouquets delivered to school will be held in the office until the end of the day.

## **2. Fundraising (Lincoln)**

- a. Unhealthy foods will not often be used for fundraisers or as rewards during fundraising events. Rewards for students will include but not be limited to: educational tools, book coupons, sporting equipment, additional physical activity opportunities off campus (YMCA/Roller Skating/Swimming/Bowling), and school spirit items.

## **3. Marketing**

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

## **4. Physical Activity**

- a. Staff will not use physical activity as a punishment nor withhold opportunities for physical activity as punishment. Students will receive a minimum of 150 minutes of physical activity during a week through a combination of physical education class (of which students will be active for more than 50% of the time), brain breaks, classroom activities, and transitions including transition to lunch.

## **5. Snacks**

- a. Snacks and beverages consumed (through vending, a la carte lines, snack lines, and snack carts) at school must meet healthy nutritional guidelines.

## **HOMEWORK EXPECTATIONS**

Parents should expect their student to work on the following each night: 20 minutes of reading, 10 minutes reviewing basic math facts, and 10 minutes working on the Pearson math website. Teachers use a variety of websites to support instruction throughout the day, make sure to talk with your student's teacher to learn what websites to use. Parents wanting more work for their student should contact the student's teachers.

## **HUMAN GROWTH AND DEVELOPMENT**

The Mason City Community School District has developed a Human Growth and Development program in compliance with Chapter 270.5 of the Code of Iowa. Information will be sent home with students each year with the topics to be covered at each grade level. Parents have the right to view the program guide and instructional materials, and to request that their child(ren) be excluded from specific learning activities at school. (Board Policy 603.5 and Administrative Regulation 603.5 E1)

## **ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION**

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look-a-like substances; and possessing or using tobacco, tobacco products or look-a-like substances. Weapons or look-a-like weapons and explosive devices or look-a-like explosive devices are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Parents of students found in violation of this policy will be contacted, and the students may be reported to law enforcement officials.

Disciplinary action, including suspension and expulsion, may result based upon the conditions of the incident.

(Code of Iowa, 279.8; 724; Board Policies 502.6; 502.7; 502.11)

## **ILLNESS AT SCHOOL**

In the event that a child becomes ill at school, the child is to report to the office and school officials will contact the parents (or, if needed, the emergency number will be used on the registration card) so that the child may be taken home. Please make prior arrangements so this can be handled effectively for the welfare of our students.

The information center does not charge fines for overdue books from the regular shelves. Fines are charged for lost materials, materials so badly damaged that they cannot be repaired, and overdue reserve books.

## **INSPECTION OF EDUCATIONAL MATERIALS**

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the Superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the Curriculum Director at Central Office.

## **INSURANCE**

Low cost insurance policies will be offered as a service by the school. Complete details of this insurance, its coverage and cost will be given to each student. We urge all to take advantage of this opportunity.

It is the student's responsibility to report all injuries for which a claim is to be made to the office promptly; obtain a claim blank properly completed by the school; and present it to the doctor handling the case, who will complete the report and transmit it to the insurance company. The school is only performing a service for the student and is in no way responsible for the collection of claims. Claims should not be delayed until vacation months.

## **LINCOLN INTERMEDIATE P.T.O.**

The Lincoln Parent Teacher Organization invites your attendance and membership at its monthly meetings (the first Tuesday of each month at 6:00 PM in the IC). Parents are represented by a P.T.O. Board, which meets on a regular basis and has standing committees that work with the school in carrying out the school's goals. All dues for the Lincoln P.T.O. stay within the Lincoln program.

## **LOCKERS**

Student lockers are the property of the Mason City Community School District. Students will use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It is the responsibility of students to keep their assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned lockers, the principal of the building may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of their lockers. Student lockers may also be searched at any time and without advance notice, in compliance with board policy regulating search and seizure.

*Mason City Community Schools Board Policy: 502.5*

*Mason City Community Schools Board Policy Reference: 502.8*

The Mason City Community School District provides hall lockers for all students. These lockers are assigned on a temporary basis to store items and equipment, which are used in schoolwork and activities. This locker DOES belong to the school and DOES NOT become the property of the student at any time. No lock other than the school provided lock is permitted on these lockers. All locker combinations are on record in the office in the event lockers must be entered. A master key is also available for this purpose. Students are not to give their locker combination to anyone else.

To open the locker turn the dial at least two complete turns to the right and then stop on the first number of your combination. Turn the dial to the left one complete turn passing the first number of the combination and stopping on the



second number. Turn the dial to the right stopping on the third number of the combination. Raise the handle to open the door. If you have trouble see your homeroom teacher, a custodian, a counselor, or go to the office. DO NOT ASK A STUDENT TO HELP YOU AND DO NOT SHARE A LOCKER WITH ANOTHER STUDENT.

The school reserves the right to check the contents of any locker if it is deemed necessary to protect the health or physical welfare of students or others.

As mentioned, students are issued a locker with a combination lock. It is very important that students keep the combination to their lockers to themselves. With your locker combination, others have access to the personal belongings and items you bring to school. If someone is opening your locker without permission, please notify the office immediately. A locker combination can be changed once during the school year.

*Reference: Code of Iowa, Paragraph 274.1 and 279.8*

## **LOST AND FOUND**

Lincoln Intermediate has a particular place and manner for handling lost and found articles. Have your child check at the office to recover lost articles or to turn in articles that are found. It is stressed: 1. That students are encouraged to be responsible for personal property; 2. That all articles be labeled; 3. That valuables, money and personal toys/play items be left at home.

## **LUNCH PERIOD**

Lincoln Intermediate operates under a closed lunch period policy which means that all students must eat at school. A parent wishing to take their child out for lunch must come to the office and pick them up. You may bring a sack lunch from home or participate in our hot lunch program, whichever you desire. No food or drink is to be taken from the commons. Table "parties" and food brought in from fast food restaurants are not allowed. Students are reminded that classes are in session during the lunch period; therefore, they should pass to and from the Commons as quietly as possible.

### **Lunchroom Procedures:**

1. Students sit at designated table and wait to be dismissed to the breakfast/lunch line by the breakfast/lunch supervisor.
2. When dismissed, students walk to the line, get a tray, enter lunch code, and return to their designated table.
3. After eating, students clear their trays and return to their table.
4. Once all students at a table are finished eating, students keep their area clean by wiping off the table and sweeping underneath their eating area.

Students may choose to eat breakfast at school in the commons from 7:25 a.m. until 7:55 a.m. (7:55 -8:25 on Tuesdays). Breakfast is available to all students.

We encourage all students eating breakfast, whether at home or at school, as it is an essential component for the students being able to learn.

## **LUNCH TICKETS**

Accu-Scan utilizes a permanent lunch card and a scanner very much like that used in the grocery stores. The lunch card is issued to all students. The initial lunch card is provided to all students free of charge and will provide the opportunity for each student to have an account in the Food Service Department. Students are expected to keep tickets free from markings, cracks, and/or stickers. Lost or damaged cards will be replaced for a fee. This applies to full paying, reduced, or free lunch cardholders. **After the first two weeks of school these lunch cards will be collected and students will be using their student ID number to pay for lunch.** Whatever amount of money the parents send for their child's lunch will be credited to the appropriate account. Each meal purchased will then be deducted from the balance. Parents may check the balance of the school lunch account on the school website. We encourage parents to send checks for payment of the lunch rather than cash, because the check will serve as a receipt for you to monitor the daily lunch charges. Price information is available at registration and by calling the school office.

## **MAKE-UP WORK**

All work missed due to absence should be made up in a reasonable length of time. It is the responsibility of the student and their family to communicate with teachers to make a plan for making up work. A suggested guide for this is double the number of days a student has been absent. For example, if absent three days, then work made up in six days.

For an extended illness the above guide would need to be modified.

A "long range" assignment, one for which you have had several weeks to prepare, will not necessarily be extended by an absence on the day it is due.

## **NURSE**

A school nurse is scheduled at Lincoln Intermediate on a full-time basis. It is the parent's responsibility to notify the school each year if their child has a serious health problem such as diabetes, epilepsy, asthma, allergy, etc. The school nurse will convey this confidential information to the appropriate staff members at the start of the school year.

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

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

## **PARENT CONCERNS**

Administrators are available during the school day to take calls. If you wish to call a teacher, please do so either before school or after school. During the school day, the secretary will put your call through to a teacher's voicemail, so he or she can return your call. Teachers are available during limited times throughout the school day to respond to emails. If a matter is urgent please call the secretaries and leave a message with them, teachers may not receive messages before student dismissal.

## **PBIS CELEBRATIONS**

There are four scheduled PBIS Celebrations each year, at the end of each quarter. Students consistently meeting building wide expectations will be allowed to attend. This celebration is scheduled to recognize the work students are doing in regards to the **3Rs** to meet our expectations of building **R**elationships, **R**especting others, and showing **R**esponsibility in all they do at Lincoln Intermediate.

## **PETS**

To ensure the safety of everyone at Lincoln Intermediate, no pets are allowed on school property. Only licensed or certified pets will be allowed at Lincoln Intermediate with proof of up to date health records on file. If a student has a special pet they would like to share, they are encouraged to bring pictures.

## **PICTURES**

Individual student pictures are taken each fall. Detailed information about the prepay packages will be sent home about a week in advance. No one is required to purchase pictures.

Student pictures may be used for bulletin boards, certificates, etc. unless parents have notified the school prior to September 15 of each school year.

## **POLICY UPDATES / STUDENT SAFETY**

Mason City Community Schools are committed to providing a safe environment for all our children. Many interventions and consequences for inappropriate, threatening or dangerous behavior are in place to protect the safety and well-being of our students. In accordance with the requirements of the federal policy, as a district with multiple attendance centers, Mason City Community Schools will offer an additional safety option for victims of violent crimes. If a student becomes a victim of a violent criminal offense during regular school hours or during an activity at the school he or she attends, the student will be given the option of attending another school within the district. After such an

incident, the building principal will involve the parents/guardians and student in this decision making process.

**PUBLIC CONDUCT ON SCHOOL PREMISES**

The board expects that students, employees and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Others will be subject to discipline according to this policy.

Individuals are permitted to attend school sponsored or approved activities or visit school premises only as guests of the school district, and as a condition, they must comply with the school district's rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity. Visitors, like the participants, are expected to display mature, responsible behavior. Reference School Policy MCCSD Code No. 903.4

**REGISTRATION AND FEES**

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

The school charges a supply fee at registration to help pay for workbooks and other school materials. Student supply lists are available on the district website and paper copies are available in most major retail stores. Additional fees are assessed for voluntary participation in instrumental music, bus transportation, insurance, etc.

**RETENTION**

The goal of the Mason City Community School District is successful student learning which results in 100 percent promotion. A student should not be retained unless there is ample evidence that he/she will benefit more by repeating work at the same grade level than if promoted to the next grade.

If a student is failing to make expected progress, the parents must be notified as early as possible so that the school and home may cooperate in helping him/her achieve greater success. The teacher is to discuss possible retention with the administrator prior to discussion with the parent.

Before retention is recommended, other options must be explored through building-based support teams, such as Student At Risk Team and/or Child Study Team. Discussion about retention should begin with parents as early as possible

in the school year, but not later than May 1.

Most retention should be at the primary level. Under no circumstances will a student be retained more than one year. In making the decision as to whether a student is promoted or retained, the following criteria should be considered:

- A. Age of the student
- B. School missed due to sickness or other circumstances
- C. Maturity of the student
- D. Basic skills mastery
- E. Weighing the effect that retention may have on the individual's personal development
- F. The degree to which the student is capable of assuming responsibility for his/her own effort
- G. Whether retention may increase the potential for the student to drop out of school later
- H. Wishes of the parents or guardians.

(Board Policy, 505.2)

## **REPORTING TO PARENTS**

Progress reports are issued each quarter; a report card is issued at the end of the year. Parent-Teacher Conferences are held in November and March of each school year. Each area of the curriculum is broken down into standards and student achievement is evaluated and discussed accordingly.

## **SAFETY**

Planning the safest route to school should be of top priority for you and your children. Please discuss "Emergency" provisions as prepared for weather/emergency dismissals or school cancellations.

Bus safety is a concern and all procedures and guidelines as explained to those riding buses are expected to be followed.

## **SCHOOL PROPERTY**

Students are expected to take care of school property including desks, chairs, books, lockers, and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property will be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials. The same respect should be exercised for other children's property. (Board Policy 502.2)

## **SCHOOL TIME SCHEDULE**

Lincoln Intermediate student hours are from 7:55 a.m. to 2:50 p.m. on Monday, Wednesday, Thursday and Friday. On Tuesday school starts at 8:25 a.m. and ends at 2:50 p.m. A student is considered tardy if arriving in the classroom after the 7:55 a.m. or 8:25 a.m. school start time.

## **SCHOOL VISITATION**

Parental visits are usually more valuable after the third week of school in the fall and prior to the last two weeks in the spring. However, our doors are always open and we appreciate the opportunity of having you with us demonstrating interest in your student's school activities. Please contact your child's teacher to check the schedule and make arrangements prior to your visit.

Children not enrolled in the Lincoln Intermediate program may not visit in the classrooms unless accompanied by an adult. All guests and visitors are required to first report to the office upon arrival at the building. Visitors who are disruptive or disrespectful will be asked to leave the school premises. (Board Policy 903.3, Code of Iowa 279.8 and 716.7)

## **SEARCH AND SEIZURE**

School district authorities may, without a search warrant, search students or student lockers, desks, backpacks, and clothing, based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the school, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. Illegal or unauthorized materials may be seized, disciplinary action will be taken, and law enforcement officers may be notified. (Board Policy 502.8)

## **SMOKE-FREE ENVIRONMENT**

Mason City Community School District facilities, including buildings and grounds, athletic complex areas, school vehicles, parking lots, and exteriors of buildings are off limits for smoking. This requirement extends to employees and visitors. This policy applies at all times, including school-sponsored and non school-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy. (Board Policy: 905.2)

## **SNOW DAYS**

Weather Cancellations: Please establish an emergency plan with your child. This plan should incorporate late starts, early dismissals, and school cancellations. If there is a two hour late start, school will start at 9:55 a.m. These times are for every school day including Tuesdays.

Early dismissal or cancellation announcements are broadcast on:

The MCCSD Facebook page and District Website  
KGLO - 1300 AM  
KRIB - 1490 AM  
KLSS - 106.1 FM  
KCMR - 97.9 FM

KIA - 93.9 FM

KJCY - 95.5 FM

KIMT Television - Channel 3 will announce during the 6:00 a.m. and noon news broadcasts.

The Mason City Community School District is excited to offer an automated information system. You will be able to subscribe to this service at registration.

**There are no school activities or disciplines on snow days.**

## **SPECIAL SERVICES**

- **Guidance Counselor:** Lincoln Intermediate counselors serve the building daily. Student appointments and/or family conferences may be scheduled at any time through the office.
- **Resource:** Resource teachers are available to work with students who need academic assistance at school. Teachers or parents may recommend students. Tests are given to determine if the child is eligible according to special education guidelines. Resource services may be provided in either a co-taught setting or a small group pull-out setting.
- **Talent Development:** The Talent Development opportunities are provided to help meet the educational needs of students who need additional challenges to further the learning process.
- **Speech and Language:** The clinician is scheduled at Lincoln Intermediate on a weekly basis. Children may be recommended by parents or teachers for assessment. After an evaluation, it is decided, at a meeting with the parents whether the child qualifies for special help from the speech and language clinician.
- **School Psychologist:** A psychologist is scheduled in the building on a weekly basis. The teacher, principal, and/or parents may initiate appropriate testing and/or consultation with the psychologist.
- **School Social Worker:** A school social worker is scheduled in the building on a weekly basis. The teacher, principal, and/or parents may initiate contact between all parties to setup a meeting to discuss services.

## **STUDENT ARRIVAL AND DEPARTURE AREAS**

Lincoln Intermediate doors will open to students at 7:30 a.m. Bus students and walkers may enter using the main doors on Pennsylvania Avenue. 6<sup>th</sup> grade students who are dropped off by parents, and bikers, should enter using the northwest doors in the parking lot. (The right lane is for stopping and the left lane is for driving.) 5<sup>th</sup> grade students who are dropped off by parents should enter

using the southwest doors off of 18<sup>th</sup> Street, using the school side of the street. All exterior doors are locked at 7:55 a.m. (8:25 a.m. on Tuesdays) and students wanting to enter school after the start time will need to use the main office door.

## **STUDENT BEHAVIOR**

Students learn more if the school environment is safe and orderly. For that reason, there are a limited number of reasonable rules that children are expected to follow. The staff is expected to be firm, fair, and consistent in dealing with the students.

Please help staff to provide a safe and pleasant environment for teaching and learning by supporting the Lincoln Intermediate PBIS program. The program includes school-wide rules, consequences for when rules are broken, and rewards for following the rules.

The behavior expected from students at school is a combination of common courtesy, good citizenship, and safety considerations. School rules are taught to all students each year and reviewed periodically.

Please discuss these Lincoln Intermediate expectations with your child:

1. **Respect** is treating people with kindness, consideration, and understanding.
2. **Responsibility** is the act of being dependable and reliable in all situations.
3. **Relationships** is working together creating teamwork, trust, and friendships.

Students who exhibit inappropriate behavior shall be subject to discipline. As a result of misbehavior school staff expect a partnership with parents to support the student. Disciplinary measures may include, but not be limited to, removal from the classroom, loss of privileges, detention, suspension, probation, and expulsion. School staff will contact parents to communicate any infractions of our school behavior expectations.

For those students who are chronic rule breakers, administration will employ alternatives to suspension strategies to provide learning opportunities of appropriate behavior. These opportunities are alternatives to suspending students and meant to make the consequences more meaningful to the student. Your support of these alternatives to suspension are a vital piece to your student's success in learning from their unacceptable behavior.

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



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

**STUDENT LEADERS**

Lincoln Leaders are made up of representatives elected by the student body. These students are expected to serve as good role models by following the school policies.

The purpose of Lincoln Leaders is to provide for student participation and student leadership in matters pertaining to school welfare and good citizenship. Lincoln Leaders help to direct special activities to develop school spirit, and to generally promote democratic attitudes.

The activities of this organization may vary among schools, but all must be within the limits of the overall school policies. Student leaders are optional at Lincoln Intermediate as are its special activities.

**STUDENT CHEMICAL SUBSTANCE USE**

Possession, distribution or use of tobacco products, alcohol, or other illegal drugs by students is prohibited by law on school property. Disciplinary action will be taken up to and possibly including expulsion from school. (Code of Iowa Reference:98A and 279.9 Mason City Community Schools Board Policy Code No. 502.7)

**STUDENT RECORDS: ANNUAL NOTICE**

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 educational records. They are:

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

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

- (5) Mason City Community School District will release a student record to other school(s) in which the student intends to enroll. This will be done automatically to help facilitate the transition of the student from one school district to another school district.
- (6) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605

## **STUDENT RELEASE DURING SCHOOL HOURS**

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

## **TECHNOLOGY USE**

All Lincoln students have an assigned school email account. **The purpose of the school email account is for educational communication only, and not for personal emails.** Students violating the use of the technology are subject to school consequences, which may include the loss of technology privileges. Students involved in severe cases involving bullying or harassment may be subject to those disciplinary consequences.

While many students have cell phones, and those guidelines are listed earlier in this handbook, it is important to note that emails, texts, or photos that are created, taken, or sent off school property, and not during school hours, that are not school appropriate, do become subject to school discipline if those emails, texts, or photos are sent, shared, or shown on school property during school hours, including while on school buses. This would again be a violation of appropriate technology use. Students involved in severe cases involving bullying or harassment may be subject to those disciplinary consequences.

## **TWITTER**

Lincoln Intermediate has a Twitter account: Lincoln Intermediate @Lincoln\_MCCSD. The purpose of the school twitter account is to promote student work in the classroom, promote school and district events, and to network with other schools.

## **VISITORS/GUESTS**

Parents are encouraged to visit our school and be treated as guests. Permission and badges must be obtained in the office. Non-authorized persons should not be in the school building or on the school premises at any time. Students are not permitted to have other student friends visit school.

## **WEAPONS/FIREARMS**

The Mason City Community School Board of Education believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

### **1. Weapons**

- a. School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto or possess them on the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.
- b. Parents/guardians of students found to possess weapons, dangerous objects or look-a-likes on school property are notified of the incident. Students possessing a weapon, dangerous object or look-a-likes will be subject to disciplinary action including suspension or expulsion and may be reported to law enforcement officials at the discretion of the administrator.

### **2. Firearms**

- a. Students bringing firearms to school or knowingly possessing firearms at school will be expelled for not less than one year. The superintendent has the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or

poison gas.

3. Educational Exemption

- a. Weapons under the control of law enforcement officials are exempt from this policy. The principal may allow authorized persons to display weapons, other dangerous objects or look-a-likes for educational purposes. Such a display will also be exempt from this policy. It is the responsibility of the superintendent, in conjunction with the administrative team, to develop administrative regulations regarding this policy.

*Mason City Community Schools Board Policy: 502.6 (Approved 6-17-02)*

## **WEAPONS/FIREARMS REGULATION**

1. Weapons

- a. Building administrators are allowed discretion in dealing with weapons other than firearms, based on the circumstances involved.
- b. If, in the judgment of the building administrator, a threat is not posed, but a weapon is present, the weapon will be confiscated and parents/guardians will be contacted. Central office will be contacted and law enforcement officials will be informed. Disciplinary action, including suspension, may result based upon the conditions of the incident. Students may be referred to Central Office for consideration of more serious disciplinary action.
- c. If, in the judgment of the building administrator, a student poses a threat to self or others with a weapon, the weapon or weapons will be confiscated if possible; law enforcement officials will be contacted; the student will be suspended; and parents/guardians and Central Office will be notified. Documentation will be provided to Central Office.

2. Firearms

- a. Students who violate the firearms policy will be immediately referred to the Superintendent for consideration for expulsion. The process will be handled as outlined in Administrative Regulation 503.1.

3. Processing

- a. Processing violations involving special education students will include the input of the Supervisor of Special Programs and the Assistant Superintendent.
- b. The Superintendent will be responsible for keeping the President of the Board of Education apprised of all violations of Board Policy 502.6.

4. Principals will be responsible for communicating the policy and regulations for the prohibition of dangerous as well as look-a-like

weapons in the schools through handbooks, student meetings, and other means as appropriate to the age and educational setting.

Documentation of these activities and of all weapons-related incidents will be provided to the Assistant Superintendent on a form provided by his/her office. *Mason City Community Schools Board Policy: 502.6R1 (Approved 6-17-02)*

## **WEBSITE**

The school district and Lincoln Intermediate maintains a web site for your assistance. The school newsletter, calendar, activities information, staff directory, and a note from the principal are all key components on the site. This information is available at <http://www.masoncityschools.org>.

## **WELLNESS POLICY**

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

# Anti-Bullying Steps

*One step at a time, together we'll **STOMP OUT BULLYING.***



**Step 1:** Do not engage – **IGNORE** and **WALK AWAY!!**



**Step 2:** Do nothing back.



**Step 3:** Report the incident to the nearest adult immediately



**Step 4:** If it still continues, report the incident to the office.



**Step 5:** Stay away from people who bother you.

**Thank you for supporting **PBIS** and making **Lincoln Intermediate** a great place for kids.**