

**Student/Parent
Handbook
2018-2019**



Mediapolis MS/HS

725 N. Northfield
Mediapolis, IA 52637
P: 319-394-3101
F: 319-394-9198
www.meposchools.org

The school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sex, sexual orientation, gender identity or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulation implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), et seq. 504 or Iowa Code et seq. 280.3 is directed to contact: Superintendent of Mediapolis School, 725 N. Northfield Street, Mediapolis, IA 52637 (319) 394-3101 Ext. 1451, who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, et seq. 504 and Iowa Code et seq. 280.3 (2007).

SUPPORTIVE PERSONNEL

Teachers: Teachers are available for students before and after school hours (7:45 AM – 3:45 PM), there is also conference time built into each teacher's schedule. A student in need of help need only to request the assistance of a faculty member. Parents wishing to schedule individual teacher conferences may do so by calling (394-3101) or e-mailing the teacher to arrange an appointment.

School Counselor: There are a number of guidance activities that all students encounter. There are also a number of individualized services available to students who desire them, such as personal counseling, vocational planning, referral to specialized agencies, college planning, applications and financing, and improvement of interpersonal relationships. Parents are encouraged to call and visit about their children's school programs with the counselor. The counselor will help with scheduling classes, preparing for college, and informing you of upcoming college SAT and ACT tests or information about colleges or trade schools.

GRADUATION REQUIREMENTS

An academic credit is awarded to a student upon successful completion of one semester of any course offered in the Mediapolis High School, except Drivers Education, which would be 0.5 credit. Passing work is considered successful completion of a course.

Please be aware that the list below is to meet the minimum graduation requirements for Mediapolis Community High School. Colleges may require more core course requirements to meet their admissions requirements. Also note that many colleges do not count independent study classes as meeting subject area admissions requirements. Some classes are noted as ones that may not meet departmental admission requirements. Students should check with the counselor or college admission offices if they have questions.

8 English Credits – Including English, Public Speaking, Composition, and four advanced English course, including, at least one speech, one writing, and one literature unit.

6 Mathematics Credits

6 Science Credits – Including one credit from each of the following areas: Life, Earth, and Physical Science (life: Biology, Anatomy, Zoology, Genetics, Anatomy/Physiology, or Botany; Earth: Earth Science, Marine Science, or Environmental Science; Physical: Physical Science, Chemistry or Physics)

6 Social Studies Credits – Including one semester of Social Studies, Contemporary World Issues and American Government and both semesters of American History

4 Physical Education Credits

1.5 RAPP Credits

23.5 Elective Credits – These credits may come from any subject area.

Total = 55 Credits

A student must complete all requirements in order to participate in commencement activities.

Academic honors for graduating seniors will be determined by using the first seven semesters of their high school years.

Students who plan on early graduation must indicate those intentions to the school counselor prior to the beginning of the second semester of their junior year. This is necessary in order to schedule and complete required classes. In such cases, the student must have the approval of the board and a recommendation by the superintendent and the principal.

Students who choose early graduation will not be permitted to participate in school activities after they are no longer a student. Two exceptions to this rule are the annual Junior/Senior Prom and Graduation exercises with their class.

HIGH SCHOOL GRADE CLASSIFICATION

Student grade classification will be determined by the number of credits students have when they begin the school year. Transfer students will be given a grade level classification based on the number of credits they will enter the district with after a transcript review. This policy will not affect grade classification for athletics.

Freshman: 0 - 12 credits
 Sophomore: 13 - 25 credits
 Junior: 26 - 38 credits
 Senior: 39 credits or above

Student credits will also determine which grade students will be placed for class activities during the school year. Any student with less than 39 academic credits upon entering their senior year may not be eligible for graduation. Any deviation will have administrative approval.

POST SECONDARY ENROLLMENT

Enacted by the Iowa Legislature, Senior Year Plus was created to provide increased and more equal access to college credit courses. Courses delivered through Senior Year Plus provide student the opportunity to take a rigorous college curriculum and receive, in many cases, both high school and college credit concurrently. Juniors, seniors, and freshmen and sophomores who are identified as talented and gifted, may participate in the program. State guidelines require all students enrolling in non CTE Senior Year Plus courses to be proficient in reading, math, and science as assessed through the Iowa Assessments. Students and/or parents who are interested in participating in this program should contact the secondary school counseling office.

REPORT CARDS AND MARKING SYSTEM (for all classes except RAPP)

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

REPORT CARDS AND MARKING SYSTEM for RAPP

A	100% of goal attained
B	83% of goal attained
C	67% of goal attained
F	66% of goal attained or below

HONOR ROLL

Students who maintain a 3.0-3.49 grade point average for a grading period will be placed on the “honor roll.”

Students who maintain a 3.5-4.0 grade point average for a grading period will be placed in the “high honor roll.”

SEMESTER TESTS - HIGH SCHOOL

All students will be required to take semester tests, including second semester seniors. Test taking and the results are an important part of your educational evaluation and learning process. Teachers will prepare tests that appropriately reflect the major aspects of the curriculum as to justify the 20% grade weighting given to the semester test.

INCOMPLETE WORK

All daily work, incomplete after the allotted make up timeframe, will have an "F" recorded as the official grade, except in the case of a lengthy excused absence (prearranged or medical). If incompletes on daily work are converted to an "F" on several occasions during the quarter, it could very well mean an overall quarter grade of "F", even if the student has passed unit tests. This places a great deal of value on daily work.

Any student who receives an incomplete quarter grade or semester grade due to missing a test or not handing in a unit project must complete the work within the allotted make up timeframe or the incomplete is recorded as an "F".

CHANGING AND DROPPING CLASSES - HS

Students should make all changes to their schedule with the counselor prior to the beginning of each semester. Changing classes after the beginning of the semester will require the approval of the counselor or principal.

Dropping a class after 10 school days into a semester will result in a student receiving an "F" for the course. This applies to all courses that the school awards credit for; including all local, PSEO, Concurrent Enrollment, correspondence, and AP courses.

Administration may make exception in the case of extraordinary conditions.

PERMANENT RECORDS

A permanent school record will be maintained. It indicates performance in each of the following areas:

1. Attendance: Each year's days absent and tardies
2. Extra-curricular record: Activities participated in throughout school
3. Scholarship: Semester grades received in each subject and the four-year high school grade average and rank in class.

When a school official receives a request from a college or prospective employer for a recommendation, this permanent record provides essential facts for writing this recommendation. Before school records or transcripts can be sent out from our office, a student release form must be completed by the student (if 18 years of age) or by his or her parents (if not 18 years of age) and returned to the office.

DIRECTORY INFORMATION

The following information may be released to the public in regard to any individual student of the school district as necessity or desirability arises. Any student, parent, or guardian not wanting this information released to the public must make objection in writing to the principal or other person in charge of the school, which the student is attending. The form may be requested from any building administrator or secretary. It is desirable to renew this objection prior to September 1st of each school year. The information that may be released includes but may not be limited to: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, school generated photos/video recordings, the most recent previous school or institution attended by the student and other similar information.

OPEN CAMPUS

Only those students who are classified as seniors may have an open campus privilege upon filing a request for this privilege with the principal. No one else may leave the building or campus during school hours. In the case of a minor student, the request must bear the signature of the parent or guardian. Students meeting any of the following criteria may be denied open campus for the following semester. Second semester seniors and students with more than one unexcused absence may lose open campus privileges.

1. Are not on track to graduate

- 2. One or more incompletes at the end of the semester
- 3. Inappropriate behavior (detentions, suspensions, good conduct violation)
- The privilege includes and is limited to leaving the school grounds during the noon lunch break period and one scheduled block of time per day.
- This privilege may be withheld or withdrawn completely at the discretion of the principal or parent.

OFFICE REQUIREMENT

Parents/Guardians send their children to school with the reasonable assumption the children will stay at school for the length of the day. On occasion, students must leave the building for class activities. The following procedures are to insure the office is aware of students not in attendance.

- Admit to class
 - Absent: Students who have been absent from school or classes for any reason should stop at the office immediately upon returning to school to obtain clearance to return to class. The one exception is in the event the absence was caused by a school-sponsored activity.
 - Tardy: If held by another staff member that staff member should provide you a pass to the next class. Tardies will result in consequences.
- Leaving the building during school hours
 - Students will not be allowed to leave the building during school hours without prior approval from the office. A parent or guardian must notify the office either in person, in writing, or by phone prior to a student leaving school for any reason. Students who get sick or injured at school must report to the office or nurse and parents will be contacted. If a teacher has given you permission to leave the building for a school project, you must present a permission form from that teacher, parent approval (either written or by phone) and approval by the office prior to leaving. A sign out sheet will be provided at the office. You must sign out first and last name and time of departure before leaving and sign back in on the same sheet when you return.
 - The school is responsible to parent/guardians for the care of their children when they are attending school. This procedure is necessary in our effort to provide a safe and secure learning environment.

PARTICIPATION IN AFTER SCHOOL ACTIVITIES

High School students will be required to be in school more than one-half during the last half of their academic day, if they wish to participate in any activities after school. High school students with a full schedule this means prior to the start of 3rd or 7th block. For students with open campus this will vary, but must include at least one academic block. Any unexcused absences will prevent participation the day of the absences. Middle School students must be in attendance prior to 11:45 and attend all classes for the remainder of the day, if they wish to participate in any activities after school. This policy does not include college visit days; Iowa Assessments reward personal days, or school field trips. These after school activities include, but are not limited to: practices, games, concerts, meetings, etc. Students who attend a funeral or have a doctor's appointment, and who have given prior notification, will be allowed to participate in evening activities. If the student or parents have not received prior approval from the principal for the student to be absent, the student will not be allowed to participate that day.

Students who are truant (absent unexcused) for any part of the school day are not permitted to participate or attend extra-curricular activities or practices.

STUDENT PLANNERS and PASSES

All students in grades 6-12 will be issued a planner at the beginning of the year. Replacement planners may be purchased for \$6.50 in the office. The planner will contain the student handbook, the district calendar, a place to write down assignments, resource pages, and hall passes. All students must carry their planners with them at all times. If you receive permission to leave your assigned room, you must have a teacher sign a pass in your planner.

ANNOUNCEMENTS

Announcements will be televised in the concourse and emailed daily. Parents may receive announcements through e-mail by requesting them from the main office.

ARRIVING AT SCHOOL

The main office is located near the high school entrance. All visitors must check in to allow us to assist you in the most efficient manner. Please stop in with any question or concern, we are here to assist your academic growth. Student visitors are not allowed without previous approval by the administration.

Middle School

- Students should not plan on arriving at school prior to 7:50 a.m. unless for a scheduled activity, due to an early bus route, or to meet with a teacher.
- All students should go to the Middle School Gym until time to go to their homerooms.
- Breakfast is available at 7:50.
- If you have a dismissal or excuse note from parents, they must be delivered to the main office upon arriving at school.

High School

- Please use the concourse doors to enter and leave the building.
- Students are not permitted to use the gyms prior to the start of school in the morning or after classes in the afternoon without permission from the principal or the direct supervision of an activity sponsor.
- When you have free time, you must be in the concourse or under the direct supervision of a staff member.

DRESS CODE

Students are expected to display good taste, judgment, personal cleanliness, neatness, and appropriateness of attire and appearance at all times. Appropriate footwear must be worn at all times.

The following are not appropriate for the school setting:

- Obscene, unbecoming, unsafe in nature or unusual apparel that may be distracting or disruptive
- Clothing or other apparel promoting products which are illegal for use of minors such as alcohol, tobacco or drugs
- Apparel promoting sex, profanity, racism or reference to subversion
- Hats or head coverings worn within the building during the school day
- Wearing of sunglasses (unless it is for a prescription).

While the primary responsibility for appearance rests with the students and their parents, the administration will decide what is proper and what is not. Students will be sent home by the office to change into appropriate attire under such circumstances. Discipline will be consistent with district policy for misbehavior.

PUBLIC DISPLAYS OF AFFECTION (PDA)

Public displays of affection will be addressed on an individual basis. Inappropriate contact to body parts, extended embraces, and prolonged kisses are examples of unacceptable PDA.

VEHICLES AND PARKING

When you park on campus, use only the student-designated area in the parking lot across the street east of the school during school hours. Additional parking is found north of our lot across from the elementary building. Off street city parking is also available. Do not park in the circle drive, Agriculture/Industrial Technology parking lot, or illegally on Iowa Avenue during school hours. Students are not permitted to go to the parking lot during the school day without permission from the office.

When parking a vehicle in the parking lot, park in an orderly manner. Please refrain from blocking other vehicles, parking in front of the access gate to the football/baseball field, and blocking the black top entrance to the parking lot. Improper parking may result in your vehicle being towed at your expense or your parking privileges being revoked. The student must report accidents, vandalism, etc., to the Des Moines County Sheriff's office.

Students are expected to drive in a safe and sensible manner on school property and in school zones. Careless driving and improper parking can result in the loss of driving privileges and other disciplinary action. Students may also be referred to the sheriff's office for violations. The parking lot is a privilege for those who drive to school.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched if the school official has a reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside. (Board Policy 502.10R1)

WEAPONS

Weapons, other dangerous objects and look-a-likes in school district facilities or on school property cause a substantial disruption to the school environment, and/or they may present a threat to the safety of students, employees and visitors. Students who bring a firearm, knife or other weapon to school will be suspended and may be expelled. The Des Moines County Sheriff will investigate all weapon violations for possible State and Federal charges.

VISITORS

Adult visitors, especially parents, are welcome to limited observations of our educational program and our school. Please contact the principal's office to arrange a visit in advance. Students may not bring friends or relatives from other schools to visit during the school day without administrative permission. Permission must be granted 24 hours in advance and must be confirmed through parental notification. All visitors must register in the high school office when they first arrive and again when they leave. Visitors will be required to wear an identification badge.

TRANSPORTATION FOR ACTIVITY TRIPS

As a general rule, students in extra-curricular activities are expected to ride school transportation to and from events. Parents who have their student ride with another parent from an event must make arrangements with the teacher in charge so that the teacher knows the students are accounted for. Riding alternative transportation without approval may lead to suspension from the activity or other disciplinary actions. As always, parents may pick up their students in person without advanced permission.

CHEATING

Students who are caught cheating on an assignment, project, paper, quiz, test, etc. will receive a zero grade for that item of work and will suffer the consequences of that impact on their grade.

BUS RULES

The Mediapolis Community School District has made a commitment to the safe transportation of students.

- Bus drivers may assign seats at their discretion.
- Any bus student who continues to annoy others, break regulations, or refuses to obey a bus driver's request will be referred to the principal.
- The student's school day includes the time a student is on the bus, therefore, the guidelines for student behavior apply and a student may have his/her bus privilege suspended for disciplinary reasons.
- In the event a student finds it necessary to ride a bus other than their normally scheduled one, they must request to the principal, in writing, a request from their parent or guardian stating the request. Upon approval, the student will secure the proper form and present it to the bus driver.
- All requests to change bus stops on a permanent basis are to be made by parents at the Superintendent's office.

* Riding the school bus is a privilege provided by the school district. Inappropriate behavior on the bus may lead to disciplinary action, including the loss of bus riding privileges.

HARASSMENT

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that

end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, by school employees, and by volunteers who have direct contact with students will not be tolerated in the school or school district.

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, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon the employee's race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

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 or 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. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

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

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances: Repeated remarks of a demeaning nature;

- Implied or explicit threats concerning one's grades, achievements, property, etc.;
- Demeaning jokes, stories, or activities directed at the student; and/or,
- Unreasonable interference with a student's performance.

Sexual harassment of a student by an employee means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student; or,
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or,
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall 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.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The elementary counselor (investigator grades 6-12) and high school counselor (investigator for grades K-5) or alternate elementary principal (investigator grades 6-12) and high school principal (investigator for grades K-5) will be responsible for handling all complaints by students alleging bullying or harassment. The elementary counselor (investigator grades 6-12) and high school counselor (investigator for grades K-5) or alternate elementary principal (investigator grades 6-12) and high school principal (investigator for grades K-5) will be responsible for handling all complaints by employees alleging bullying or harassment.

ALLEGATIONS OF ABUSE OF STUDENTS BY EMPLOYEES

The school district does not tolerate its employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The school district has designated the school nurse at 394-3101 as its Level I investigator. The school nurse may also be contacted directly at ext. 1413.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident.

It is not appropriate to use physical force to discipline a student. However, for the safety of students, staff, and property 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 obtain a weapon or other dangerous object, for the purposes of self-defense or to protect the safety of others, for the protection of property or to protect a student from self-infliction of harm.

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

OPEN ENROLLMENT

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. Students grades 1-11 wishing to open enroll to another school district must apply for open enrollment by March 1st of the school year preceding the school year in which they wish to open enroll. If there are special circumstances, parents may request open enrollment past that date. Parents should check with the Superintendent's office for more details.

PRESCRIPTION MEDICATION AT SCHOOL

Procedures regarding medication during the school day on school premises.

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

NON-PRESCRIPTION MEDICATIONS AT SCHOOL

For non-prescription medication we will follow the same procedure as for prescription medication and require written permission from the parent or legal guardian. Medication must be in the original container. No medication will be accepted that is not in the original container.

Mediapolis Community School District
725 North Northfield
Mediapolis, IA 52637

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

Student's name _____ Birth date _____
Address _____

Diagnosis _____
Medication _____
Dosage _____
Frequency _____

Time school dosage should be given _____AM _____PM

Physician signature _____
Address _____
Comments _____

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

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

Parent's signature _____ Date _____

Reviewed by RN signature _____ Date _____

CARE OF SCHOOL PROPERTY

Damage to school property or students' personal property by neglect or willful disregard will result in the repair cost being assessed to the student or students responsible. If damages are the result of a class or student body project, that group will be assessed repair costs. Also due to safety regulations, students should not sit on desktops, tabletops, and/or windowsills in the school buildings. This includes the concourse.

LOCKERS

Each student is provided the use of a hall and gym locker. Lockers are loaned to the students for their use but remain the property of the school.

The school administration may periodically conduct inspections of all lockers or a random selection of lockers.

Use only the locker assigned to you.

All personal items and books, when not in use, are to be kept in the lockers.

Do not tamper with another locker or give your combination to another person.

If your locker does not shut or the lock does not function properly, bring it to the attention of the office staff.

Do not leave valuables unlocked in the lockers at any time. Mediapolis Community Schools has no liability for items taken from any locker.

Students may be fined at the close of the school year for damage to their locker or for lockers that have been abused. If someone has damaged your locker, report it immediately to the office.

Student's locker can be searched whenever an administrator or teacher has a reasonable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials. Another adult must be present with the school official during a search of student lockers, desks or other unprotected space.

BOOKS AND BOOK RENTAL

Students are responsible for the condition of books rented to them. Excessive wear or abuse will require extra payment at the end of the year. A lost book will require full payment for replacement less depreciation. Do not write in the textbooks except for placing your name inside the front cover.

MEDIA CENTER PROCEDURES

Hours: The media center is open between 7:45 a.m. and 3:45 p.m. each school day, which allows students to check out or return books either before or after school. Students who want to use the media center during their seminar or open campus period must get a pass from a staff member.

Use: The media center is for students who need to use library materials for research or leisure reading. Students are expected to work quietly and respect other people. Those who abuse the quiet atmosphere of the media center and disregard media center procedure will be sent back to their assigned class and may lose media center privileges for a period of time.

Checking Out Materials:

Items should be checked out with media center personnel prior to leaving the media center.

Renewing Books:

Most books and magazines may be renewed by bringing them to the media center so they can be stamped again and records changed.

Fines:

Students are responsible for any materials checked out. Therefore, if they are lost or damaged while under your name, you must pay for them. You will be fined for books that are long overdue. (5 cents per day) The length of check out is identified at the time of check out. It is also possible that if you have long, overdue books checked out, you would not be permitted to check out additional materials until the overdue books are returned.

CONDUCT IN SCHOOL ASSEMBLIES

All students are expected to pass to the auditorium or gymnasium quietly and orderly. Students are to take their seats and sit quietly in low conversation until the program begins – then all conversation should cease. Persons on the program are to be accorded proper respect. Applause should be given at the proper time and in the proper manner.

ILLNESS

If illness makes it necessary for a student to leave a classroom, go directly to the office and the secretary will assist you and contact the nurse for a more complete evaluation. You will not be permitted to leave school without the nurse or office staff contacting your parent or guardian.

DANCES

High School dances are held several times during the school year. A few rules are necessary.

- All dances will end no later than midnight
- Anyone leaving the dance will not be allowed to return.
- Dances are for Mediapolis High School students and their registered guests.
 - a. Guests must be registered with the high school office prior to the end of the regular school day on the day of the dance.
 - b. guests must be under the age of 21
 - c. guests attending another school will be required to have a form filled out by that school showing that they are in good standing
 - d. guests not enrolled at another school will be required to show identification to verify age
 - e. Mediapolis students are responsible for their own behavior as well as the behavior of their out of school guest
- All school policies apply for dances as equally as they apply for the regular school day.

Middle school dances are held several times during the school year.

- Dances must conclude by 10:00 p.m.
- Students are not allowed to bring high school students or a guest to the dance. Only Mediapolis MS students may attend with the exception of a district exchange that is pre-approved by the administration.
- Anyone leaving the dance will not be allowed to return. Parents will be called if their child leaves prior to the end of a dance.
- All school policies apply for dances

COMMUNITY SERVICE AWARD

Interested Mediapolis High School students must complete a specific number of service hours per grade level during their four years of high school. To receive the cord for community service, students must complete the Community Service Record sheet (available in the high school office) and return it to the office.

Volunteers may not receive payment or course credit for service hours. Volunteers will document all work and will get the signature of the supervising adult on the documentation. Service may include, but not be limited to:

Hospital volunteer	Community Theater	Church mission work
Peer tutoring	Teacher's aide	Teaching Sunday School
Care Center volunteer	County Home volunteer	Food or clothing bank
Volunteer Mentoring	Helping shut- ins	Humane society volunteer
Preschool or day care volunteers (outside of your home)		

- If you are unsure whether a particular activity qualifies for the program, see the Community Service Award Coordinator before starting the service work.
- Half service credit will be given to hours completed through organizations such as Scouts or 4-H. Not all hours can be from the same activity. We encourage our students to volunteer for a variety of activities.

- Completed Community Service Record sheets should be turned in to the Community Service Award Coordinator at any time. Please return sheets in a timely manner (i.e. do not turn all sheets in on the last day).
- Deadline for senior service hours is 10 calendar days before Awards Night. Service Hours must equal 400 hours.

NATIONAL HONOR SOCIETY

The National Honor Society was established in 1921 to create an organization that would recognize and encourage academic achievement while developing other characteristics essential to citizens in a democracy. Today, after more than 90 years, the National Honor Society has a reputation for excellence among all members of the school and community.

To be eligible for membership in the Mediapolis Chapter of NHS, students must qualify on the basis of scholarship, leadership, service and character.

Scholarship: Students must have at least second semester sophomore standing and meet a minimum G.P.A. established by the NHS Faculty Council. In addition, transfer students must have attended MHS for one semester. Junior or senior transfer students who are already members of the National Honor Society will be accepted automatically, but must meet Mediapolis Chapter requirements within one semester.

Leadership: Leadership includes, but is not limited to, demonstrating leadership in promoting school activities; exercising influence on peers in upholding school ideals and contributing ideas that improve the civic life of the school, delegating responsibilities; inspiring positive behavior in others; demonstrating academic initiative; being thoroughly dependable in any responsibility accepted. Election to an office of a club or organization would be one way of demonstrating leadership.

Service: Service includes, but is not limited to, willingness to uphold scholarship and maintain a loyal school attitude; participating in some outside activity such as Scouts, church groups, or volunteer service; being gladly available and willing to sacrifice to offer assistance; working well with others and taking on difficult or inconspicuous responsibilities; cheerfully rendering any request service to the school; showing courtesy by assisting visitors, teachers, and students.

Character: The student of character, among other things, takes criticism willingly and accepts recommendations graciously; constantly exemplifies desirable qualities of personality; upholds principles of morality and ethics; cooperates by complying with school regulations; demonstrates the highest standards of honesty and reliability; shows courtesy, concern and respect for others; actively helps to rid the school of bad influences or environment.

PHYSICAL EDUCATION

A student must have an excuse from a doctor or nurse or a phone call or note from a parent/guardian before they may be excused from Physical Education class. Even when a note is presented, the student is expected to attend class and observe.

LUNCH - High School

Lunchtime will be divided into three separate noon periods.

Since approximately two-thirds of the high school students will be in class, while one-third are on lunch break, certain limitations must be placed on noon activity.

- All school served lunches will be eaten in the elementary gym.
- No one is to break lunch line. Occasionally, teachers may make arrangements at the office to allow a few students to break lunch line for special reasons.
- While on lunch break, students have the use of the concourse or the courtyard. If students wish to leave the concourse, they should check with the concourse supervisor.
- Students may go to their lockers at the beginning and close of their lunch break, but when doing so, noise must be kept at a minimum. Seniors who have been approved for open campus may leave the building during their lunch.

- When the fire alarms go off while students are in the cafeteria, students should exit the SW corner of the elementary gym (near the stage) and proceed to an area near the softball field until the all clear signal has been given.
- Each student will be issued a Student Lunch ID number. All free, reduced, and regular priced meals will be handled the same way. You will also have a Family Lunch ID number.
- A minimum of \$10.00 per child is requested to be deposited into your family account. Families receiving reduced priced meals are asked to deposit a minimum of \$2.00 per child in your family account. Meal prices are established yearly by the Board of Education.
- When a student goes through the lunch line, he/she will give the cashier their ID number and it will be entered into the computer and that amount will be deducted from his/her account. Questions should be addressed to the Food Service Supervisor at 394-3101 extension 1435.
- Lunch money may be submitted online (Pay School) or put in an envelope with the student's name and ID number on it, and placed in the lunch box depository located at the main office.

SCHOOL CLOSING

In the event school is cancelled prior to the end of the school day, the Superintendent or his/her designee shall determine whether extra-curricular activities will also be cancelled or continue as scheduled. In this scenario, all practices or contests are to be considered as voluntary attendance for students. There is to be no penalty of any kind for a student who misses a contest or practice on these days.

Area radio stations will be advised as soon as possible if school will be delayed in the morning or closed early due to inclement weather. All school weather related announcements will be posted on the website.

KBUR/KGRS	Burlington	1490 AM/107.3 FM
KILJ	Mt. Pleasant	1130 AM/105.5 FM
KBKB	Burlington	101.7 FM
KWQC	Quad Cities	Channel 6 TV
WQAD	Quad Cities	Channel 8 TV

Students and parents are encouraged to sign up for text message alerts from the school. To sign up for the text alerts, please visit the school website at www.meposchools.org and follow the "Cell Phone Text Messaging Service" link.

FIRE DRILL

Fire drills will be held periodically and will be indicated by the fire alarm system in the halls. You are to leave your classroom quickly using the designated exit for that room. If elementary or middle school pupils are using the same exit, high school students must wait until they have passed. Don't stop until you reach the high school parking lot. If you leave by a rear exit, go to Iowa Street. No one should re-enter the building until instructed to do so by a staff member.

SEVERE WEATHER PROCEDURE

The student body will be advised of a severe weather alert over the intercom. Once alerted, go immediately to the area designated for your classroom. The first high school students to enter the area are to proceed to the extreme far end with the other students filling in behind them. If you are not in your assigned area when the warning is sounded, go to the nearest staff member and stay with them throughout the situation.

EMERGENCY CRISIS RESPONSE

This is an extremely dangerous situation. Seek safety and follow staff instructions immediately and without hesitation.

ATTENDANCE

- In accordance with Iowa law, it is the parent's responsibility to cause the child to attend school (Code of Iowa, Chapter 299)
- It is the responsibility of the parent/guardian to notify the school if a student is to be absent. Students who know they will be absent should notify the office prior to the absence. If advance notification is not possible, parents should notify the office at 394-3101 (Ext. 3) on the day of the

absence prior to 10:00 a.m. Excuses offered for absences several days or weeks after the absence may not be accepted. To satisfy a mutual concern of parents/guardians and the school for the welfare of unaccounted for students, the office may contact parent/guardian should a student be found absent for whom no parent/guardian excuse has been received.

- School administration will determine if the absence is excused or unexcused based on guidelines stated in this handbook and school board policy.

Excused Absence Policy

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

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

Excused Absence - School Procedure

- Following an excused absence, the student will be responsible for contacting teachers to complete all work not previously made-up. Students are given two school days for each excused day missed to make up their work, and they will receive full credit for the make-up work. Students must check with the teachers of the classes they have missed on the day they return to get their work. Work not submitted within the timeframe will result in the teachers' discretions as to grading.
 - Assignments that were previously given, such as research papers, presentations, projects, etc., are due the first day of return and will not be given additional days to complete.
- Planned absences - We highly encourage parents to schedule vacations during the summer or when school is not in session. For all planned absences, the following procedures need to take place:
 - The parent needs to call or email the office prior to the absence.
 - The student needs to obtain an approved absence form from the office.
 - The student returns the form to the office with ALL necessary teacher signatures.
 - For planned absences that are approved, all schoolwork provided to students in advance of the absence is due the day of return.
- After (6) consecutive excused absences, a parent conference may be held to discuss educational planning.
- If a student has been excused by a parent for illness 6 or more days in a 90 day period without a doctor's excuse, the school may request a doctor's excuse for any future parental excuses reported as illness. Any illness absences after (6) that are not medically cleared may be considered unexcused.

- At (6) days of excused absences, a letter may be mailed to parents expressing educational concern due to absences. A meeting may be scheduled to discuss solutions to educational concerns.

Unexcused Absence Policy

The following absences will be treated as unexcused:

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

Unexcused Absence – School Procedure

- When a student accumulates (3) days of unexcused absences, the school will send a letter to parents. At this point the Attendance Cooperation Process (ACP) may begin. The Attendance Cooperation Process may include meeting with school officials, meeting with the school board of education, and notification of DHS and/or the county attorney.
- If the parent/guardians do not participate in the ACP, if the parties do not enter into an Attendance Cooperation Agreement or if the parent/guardians violate a term of the agreement, the student is deemed truant and the school will contact the county attorney.
- When a high school student accumulates (5) unexcused absences in a course, the student may lose credit for that course.
- Students will not receive credit for coursework when they miss a class due to an unexcused absence.

TARDIES

Students who arrive late to class must have a signed planner from a staff member to be considered excused. Students arriving to class more than twenty minutes late will be considered absent-unexcused.

Students are allowed one unexcused tardy per week (for all classes combined). The second unexcused tardy will result in a detention. Excessive or repeated tardies may lead to additional disciplinary action. Students who are repeatedly late for class but do not accumulate two tardies in a week are subject to disciplinary action on an individual basis.

STUDENT DISCIPLINE

Students at Mediapolis High and Middle Schools take pride in their good manners and have respect for each other and authorities in and out of school. Since school is a training area for the students to use as a foundation for their lifetime careers, it is expected that students will act as mature adults and use their school years to develop good attitudes, which will serve them throughout their lifetime. Self-discipline, which implies responsibility for one's actions, is one of the ultimate goals of education. Respect for real and personal property, and pride in one's work and achievements are expected of all students. Situations involving a violation of civil law may be reported by the administration to the Des Moines County Sheriff.

Disciplinary action will generally be within the following categories:

1. Dismissal from class

2. Restriction of student privileges
3. Detention

Detention may be served either before or after regular school hours. Students with open campus may serve their detention time during their open class. Detention will be served as closely after the disciplinary action as possible, but allowing students the opportunity to make arrangements for transportation. Additional disciplinary action will be administered to students who do not serve detention on time.

Any student receiving a 5th detention during a semester will serve a day of In-School Suspension instead. A day of ISS will continue to be assigned for each additional detention until the end of the semester.

4. In-school suspension
 - An in-school suspension will not exceed ten days, and
 - the student may not attend school activities and may not participate in a contest of extra-curricular activities. While on in-school suspension, students will be given assignments from the teachers on the student's schedule. The student will complete these daily assignments while suspended from class.

5. Saturday school detention

The student is required to appear at school on Saturday for a specified period of time, normally 8:30 – 11:30 a.m., and be under the supervision of school district personnel. Students who do not bring schoolwork to the Saturday school detention will be given work to complete.

6. Restriction from school activities

A restriction from school activities means a student will attend school and classes, but not attend or participate in school activities. A restriction from activities will not exceed ninety days.

7. Out-of-school suspension

The student is put out of school for a period of time, not to exceed 10 days. After two suspensions, the offending student shall be told that another suspension from school may result in an audience with the Board of Education and may lead to expulsion. While suspended from school, the student may not attend school activities or participate in a contest of extra-curricular activities. Make-up work is due on the day back.

8. Probation

The student is given a conditional suspension of a penalty for a definite period of time, not to exceed 10 days, in addition to being warned and/or punished for misconduct. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall again invoke the penalty that was previously suspended.

9. Expulsion from school

Expulsion means the removal of a student from the school environment, which includes, but is not limited to, classes and activities for a period of time set by the Board of Education. Expulsion is a very serious matter and could be for as long as a calendar year. Expulsion from school usually places the student far behind in acquiring the necessary credits toward graduation and places the student's educational opportunities in jeopardy.

STUDENT POLICIES CONCERNING BEHAVIOR

Discipline measures will attempt to serve as a deterrent designed to modify inappropriate behavior and encourage acceptable behavior. Discipline infractions vary in their degree of seriousness. Therefore, a corresponding degree of latitude will be given to school personnel in disciplining those involved.

Any violation may result in charges being filed by legal authorities.

- I. Possession of alcohol, any controlled substance (as defined by Iowa Code Chapter 124) or drug paraphernalia on school property or at school sponsored activity.
 - 1. Parents contacted
 - 2. Sheriff's office contacted
 - 3. Long term suspension
 - 4. Referral to counselor
 - 5. Possible recommendation of expulsion to the Board of Education
- B. Second violation will result in the following:
 - 1. Parents contacted
 - 2. Sheriff's office contacted
 - 3. Long term suspension
 - 4. Recommendation of expulsion to the Board of Education
- II. Selling, the intent to deliver of any controlled substance (as defined by Iowa Code Chapter 124) on school property or at school sponsored activity.
 - A. First violation will result in the following:
 - 1. Parents contacted
 - 2. Sheriff's office contacted
 - 3. Long term suspension
 - 4. Possible recommendation of expulsion to the Board of Education.
- III. Students under the influence or use of alcohol or any controlled substance (as defined by the Iowa Code Chapter) while on school property or at a school sponsored activity.
 - A. First violation will result in the following:
 - 1. Parents contacted
 - 2. Student removed from the premises
 - 3. Suspension from school
 - 4. Referral to counselor and/or outside agencies for assessment of potential chemical abuse or misuse.
 - B. Second violation will result in the following:
 - 1. Parents contacted
 - 2. Student removed from premises
 - 3. Out of school suspension
 - 4. Possible recommendation of total expulsion to the Board of Education.
- IV. Stealing
 - A. First violation will result in the following:
 - 1. Parents contacted
 - 2. Replacement of items or money taken
 - 3. The case will be turned over to the Sheriff's office.
 - 4. Suspension
 - 5. Possible recommendation for expulsion to the Board of Education.
- V. Fighting
 - A. First violation will result in the following:
 - 1. Parents contacted
 - 2. Settle the dispute
 - 3. 2-5 day out of school suspension
 - B. Second violation will result in the following:
 - 1. Parents contacted
 - 2. 3-7 day out of school suspension
 - C. Third violation will result in the following:
 - 1. Parents contacted
 - 2. Out of school suspension until such time that the Board of Education can convene
 - 3. Recommendation of expulsion to the Board of Education

*Students who encourage or promote an altercation may receive consequences under this policy.

**Students who record fights or altercations on school property will be suspended.

VI. Vandalism

A. First violation will result in the following:

1. Parents contacted
2. Students (parents) assume the cost and/or labor of repairs
3. Consequences up to and including out of school suspension

B. Second violation will result in the following:

1. Parents contacted
2. Students (parents) assume the cost and/or labor of repairs
3. Discipline consequences up to and including out of school suspension
4. Possible recommendation of expulsion to the Board of Education.

VII. Threats, harassment, vandalism, obscene gestures, sexual harassment, or swearing directed at a school employee will not be tolerated.

Notice: Extreme cases may result in waiving step one and recommending expulsion from school.

A. First violation will result in the following:

1. Parents contacted
2. Two-day out of school suspension maximum

B. Second violation will result in the following:

1. Parents contacted
2. Four-day out of school suspension maximum

C. Third violation will result in the following:

1. Parents contacted
2. Ten-day out of school suspension from school
3. Possible recommendation of expulsion to the Board of Education.

VIII. Threats, harassment, obscene gestures, assault (physical or sexual), sexual harassment, and disability harassment directed at other students will not be tolerated.

A. First violation will result in the following:

1. Parents contacted
2. Student conference
3. Consequences up to and including out of school suspension

B. Second violation will result in the following:

1. Parents contacted
2. Consequences up to and including out of school suspension

C. Third violation will result in the following:

1. Parents contacted
2. Out of school suspension
3. Possible recommendation of expulsion to the Board of Education

IX. Possession, use, or sale of tobacco (smoking, chewing, herbal or look-alike), e-cigarettes, or vaporizers on school property.

A. First violation will result in the following:

1. Confiscation of contraband
2. Student referred to the office and school resource officer contacted
3. In-school suspension
4. Parent conference

B. Second violation will result in the following:

1. Confiscation of contraband
2. Student referred to the office and school resource officer contacted
3. Out of school suspension
4. Parent conference

- D. Third violation will result in the following:
1. Parents contacted
 2. Out of school suspension
 3. Student referred to the office and school resource officer contacted.
 4. Possible recommendation of expulsion to the Board of Education.
- X. Disrespectful attitude or behavior, talking back, refusing to do what is asked or requested.
- Appropriate measures taken according to the severity of the case
- XI. Referral to the office for disruptive behavior.
- Notify the parents of the referral. Counsel with the student and the teacher concerning the problem. Consequences may be assigned by the principal in addition to consequences assigned by the teacher.
- XII. Truancy/Cutting Classes/Unexcused Absences - see attendance policy
- *Absence from school without knowledge and consent of parents/guardians and the school.
- A. First violation - 1 day ISS for each day missed, principal/student conference, parent contact
 - B. Second violation - 2 days ISS for each day missed, principal/student conference, parent contact
 - C. Subsequent offenses - Minimum of 2 days ISS, principal/student/ parent Attendance Cooperation Meeting
- Unexcused absences from a single class will result in detention being assigned equal to the length of the class missed.
 - Unexcused absences from two or more classes in a day will result in ISS.
- XIII. Gambling on school property or at any school sponsored activities.
- A. First violation will result in the following:
 1. Parents contacted
 2. Gambling paraphernalia will be confiscated
 3. Conference with principal
 4. Detention assigned
 - B. Second violation will result in the following:
 1. Parents contacted
 2. Gambling paraphernalia will be confiscated
 3. Conference with principal
 4. Saturday school or suspension assigned
 - C. Third violation will result in the following:
 1. Parents contacted
 2. Gambling paraphernalia will be confiscated
 3. suspension
- XIV. Use of profanity, obscene gestures, ethnic slurs, or ethnic harassment on school property or at a school sponsored activity.
- A. First violation will result in the following:
 1. Parents contacted
 2. Discipline up to and including suspension
 - B. Second violation will result in the following:
 1. Parents contacted
 2. Suspension will be assigned
- XV. The creating of false emergencies such as pulling of fire alarms or causing a bomb threat
- A. First violation will result in the following:
 1. Parents contacted
 2. Law enforcement contacted
 3. Suspension
 4. Possible recommendation for expulsion to the Board of Education

- XVI. Possession of dangerous weapons and explosives such as fireworks and knives while on school property or at a school sponsored activity.
- A. First violation will result in the following:
 1. Parents contacted
 2. Law enforcement contacted
 3. Out of school suspension
 4. Possible recommendation for expulsion to the Board of Education
- XVII. Possession of dangerous weapons such as guns and bombs while on school property or at a school sponsored activity. The Iowa law is very specific about dangerous weapons. School districts may expel students for a minimum of one year for possessing a gun or bomb at school.
- A. First violation will result in the following:
 1. Parents contacted
 2. Law enforcement contacted
 3. Out of school suspension
 4. Possible recommendation for expulsion to the Board of Education
- XIII. Unauthorized use of personal electronic devices.
- A. First violation will result in the following:
 1. Confiscation of the device
 2. Device is returned to the student at the end of the student's school day
 - B. Second violation will result in the following:
 1. Confiscation of the device and the device is turned in to the office
 2. Parents contacted
 3. Device held until a parent picks it up from the office
 - C. Third and subsequent violations will result in the following.
 1. Confiscation of the device and the device is turned in to the office
 2. Parents contacted
 3. Device held until a parent picks it up from the office
 4. Disciplinary action

ACTIVITIES AND CLUBS

Extra-curricular activities are planned and fostered because of the significant contribution they make to the student's overall educational development. This list is complete as of this publishing but would include any and all activities that are recognized by the Mediapolis Community School Board. The following clubs and activities are currently available:

High School

Art Club	Yearbook
Athletics (see listing below)	Mock Trial
National Honor Society	Cheerleading
Pawprint	Newspaper
Chorus	Pep Band
Science Club	Concert Band
Marching Band	Select Choirs (male/female)
Drama	Spanish Club
Speech	Fall Musical
Spring Play	FFA
Student Senate	Jazz Band
Family Career and Community Leaders of America	First Tech Challenge

Some of these clubs and activities function during the regular school day while others require time outside of school hours. Benefits gained from participation are far too numerous to mention, but keep in mind the mark of a good student and the excellence of a school system are measured by the successes in both the educational programs and the extra-curricular activities.

Middle School

Extra-curricular activities are planned and fostered because of the significant contribution they make to the student's overall educational development. Join two or three to see which ones interest you. Mediapolis Community School is looking for future leaders; learn how to be one through club activities. This list is complete as of this publishing but would include any and all activities that are recognized by the Mediapolis Community School Board.

The following clubs and activities are currently available:

Student Council	
Marching Band	Mock Trial
Concert Band	Chorus
Cheerleading	

Some of these clubs and activities function during the regular school day while others require time outside of school hours. Benefits gained from participation are far too numerous to mention, but keep in mind the mark of a good student and the excellence of a school system are measured by the successes in both the educational programs and the extra-curricular activities.

ATHLETICS

Athletics offer something for everyone. Students may participate in a variety of sports. Anyone wishing to take part in interscholastic athletics must first be examined by their family physician and have a physical examination form completed and turned in to the respective coach. Physicals are good for one calendar year. (Paid for by the student).

A school insurance policy or insurance waiver note signed by the parent/guardian must also be on file with the coach.

Sports Available:

Fall Season

Football – boys
Volleyball – girls
Cross Country – boys and girls

Spring Season

Track – boys and girls
Golf – boys and girls
Soccer - boys and girls

Winter Season

Basketball – boys and girls
Wrestling – boys

Summer Season

Baseball – boys
Softball – girls

Note: Students must maintain eligibility to participate in athletics as explained elsewhere in this handbook.

SPORTSMANSHIP

It has been a source of pride for several years that we practice good sportsmanship, both in victory or defeat, success or failure.

When you appreciate the efforts of our participants, our opponents, and the officials you are demonstrating good sportsmanship, a known quality of the Mediapolis High School and Middle Schools.

GOOD CONDUCT CODE - EXTRA CURRICULAR ELIGIBILITY

The following rules and policies have been approved by the Mediapolis Community School District Board of Directors, under the authority granted by Iowa Code Sections 282.4, 282.5, and Iowa Administrative Code Sections 281-36.14 and 281-36.15.

The following Good Conduct Code establishes the standards by which Mediapolis students shall conduct themselves if they choose to take advantage of the privileges afforded them by participation in the Mediapolis Student Activity Program. Student Activity Program participants shall commit themselves to meet the standards of this code and the Student Code of Conduct at all times and in all places, 365 days a year.

I. STATEMENT OF PHILOSOPHY

It is a privilege and an honor to participate in the full range of student activities at Mediapolis Community Schools. These activities and participation in them adds a great deal to each student's education by

promoting good citizenship and moral character, developing discipline and skills necessary to personal success and well being, and promoting the image and identity of the school and community. Students who choose to participate in the Student Activity Program will conduct themselves appropriately at all times, both on school grounds and away from the school. The responsibility of good conduct is an extension of the responsibility to represent the school and community in an appropriate manner. The school activities director will conduct investigations and may declare a student in violation of the established rules and regulations set out in this policy. The principal is the alternate investigator.

II. STUDENT AGREEMENT

Before participation in any activity is permitted, all students who wish to participate in the Student Activity Program shall receive a copy of these rules and regulations and shall indicate their concurrence with them and their agreement to abide by them by signing a document indicating such agreement. A meeting will be held with all students to go over the policy. A parent or guardian will also be required to sign indicating their review and understanding of the Mediapolis High and Middle School Good Conduct Code. Students shall not be allowed to participate until this document is signed by the student and their parent or guardian and returned to the respective activity sponsor or coach.

III. APPLICABLE ACTIVITY PROGRAMS

The Student Activity Program includes all school sponsored extra-curricular activities recognized by the Mediapolis Community School

IV. DEFINITIONS

1. Competition/performance means a specific event that is a component of an extra-curricular program whether it is a contest, a social activity (such as a dance sponsored by a club or elected group), a performance, etc. This shall not mean membership in the specific extra-curricular activity.

2. Extra-curricular activities shall be an all inclusive team, including athletic, cheerleading, etc., as well as all activities and events considered to be part of the Student Activity Program, student government activities, elected school representation (Royalty), and dances.

3. Offense occurs when a student is determined by a school official to be in violation of the Good Conduct Code. Such violations shall be counted cumulatively from year to year (grades 6-8, and starting over for grades 9-12), regardless of the specific portion of the Good Conduct Code that is violated.

i. Grade 9 will begin at the conclusion of the last day of school of the 8th grade year.

5. Participation as Royalty means if selected as royalty to preside over school-sponsored activities or as leader to preside over an activity (president, captain, king, queen, etc.)

6. School days shall mean generally adopted "business days" (i.e. Monday through Friday, excepting state and/or national holidays.)

7. Service as an officer means participating in an extracurricular program or in student government as an official of that program.

8. Student Code of Conduct is a body of school rules regulating the conduct of all students on school grounds and/or at school activities independent from this Good Conduct Code. Any student behavior, which violates both the Student Code of Conduct and this Good Conduct Code, will incur penalties under both sets of rules and regulations. Mediapolis Community Schools expect students to remove themselves from any situation that may place them in danger of violating the Code of Conduct rules, State, or Federal laws.

9. Year, as it is used in this policy, means 12 months from the date of a violation.

10. Athletic programs include: Cross Country, Football, Volleyball, Wrestling, Boys Basketball, Girls Basketball, Girls Track, Boys Track, Girls Golf, Boys Golf, Girls Soccer, Boys Soccer, Softball, Baseball, and cheerleading.

11. Fine Arts programs include: Fall Musical, extra-curricular band events, extra-curricular chorus events, Speech contests, and the Spring Play.

V. APPLICATION OF THE GOOD CONDUCT CODE

Appropriate student behavior is required by and impacts on all extra-curricular activities in which a student participates. If a student is participating in multiple extra-curricular activities at the time the student loses privileges under this policy, the loss of privileges shall apply to all of the multiple activities until such time that the penalty has been served in all areas that the student participates (athletics, fine arts, non-athletic/fine arts activities).

If at the time of the violation the student is not currently participating in any activity, then the loss of privileges shall apply to the first extra-curricular activity or activities in which the individual participates

for a calendar year. If the period of time between a violation and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.

A student must begin involvement in an extra-curricular activity from the date on which that activity begins (at least before the first competition/performance) and will not be allowed to join an extra-curricular activity in progress unless coach/sponsor provides written permission and the student has no outstanding Good Conduct Code violations (i.e. has completed all Good Conduct Code periods of ineligibility).

If a student joins an activity with an outstanding Good Conduct Code violation, the student may not quit such activity until the end of that activity's athletic season and finishes in good standing with the coach/director, if the student wishes to get credit for satisfying the previous Good Conduct penalty provision.

If a student joins the activity after the date of the first contest (coach's written permission required) the activity may not be used to fulfill any Good Conduct penalty obligation. A disciplinary action may carry over from one activity to another activity and may carry over from one school year to the next.

VII. VIOLATIONS

The following are violations of the Good Conduct Code:

- possession, use, sale, or purchase of tobacco products, e-cigarettes or vaporizers regardless of the student's age
- possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use")
- possession, use, or purchase of illegal drugs or the unauthorized possession, use, sale, or purchase of otherwise lawful drugs
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s)
- inappropriate or offensive conduct including but not limited to fighting, insubordination, hazing, or violation of the school's bullying/harassment policy

VIII. DETERMINATION OF VIOLATION

A student will be deemed to be in violation if law enforcement notifies school authorities of a violation, the student receives a citation from law enforcement, a school official or law enforcement observes the student, the student admits the violation, or the violation is supported by substantial evidence.

Prior to making the final determination that there has been a violation, the principal shall (i) be informed of the allegations and (ii) perform an investigation; and notify the student, orally or in writing and (iii) give the student an opportunity to respond to the allegations.

The administration may consider medical or legal testing that includes but is not limited to: blood testing, urinalysis, breath-analyzer, etc. in determining possession or mere presence occurred. Any testing shall be at the expense of the student and the results must be submitted within 48 hours of the occurrence. Mediapolis Community Schools does not encourage or condone students being in the presence of any items listed in Section VII and strongly encourages a student leave upon realizing the presence of any substance.

The student and his/her parent(s) shall be informed in writing of the decision (the nature of the violation and the penalty) by mailing the same to the student's residence (or other address if the parents have a different address on file for mailing purposes with the school) within two working days of the determination. In addition, the parent(s) will be notified orally, if possible.

IX. PENALTIES FOR VIOLATION (S)

High school penalties are listed below. The penalties for Middle School students will be one-half (1/2) of that of the High School student. The activity coach/sponsor may impose additional penalties pursuant to their supplementary activity specific rules provided the additional penalty does not supersede the maximum penalty provided in the Good Conduct Code.

FIRST VIOLATION within the student's high school career

- Athletics - The student will be ineligible for 25% of the highest level of that student's competition in the current athletic season (including any post season competition). If the student is not competing in an activity at the time of the violation, the penalty will be enforced during the next

activity in which the student is involved. If the loss of eligibility occurs at a point in the season where the number of competitions remaining is less than the number of competitions in the loss of eligibility, the loss of eligibility will carry over into the next activity in which the student participates.

- highest level of student competition will be determined by administration in consultation with athletic coach (fresh-soph/junior varsity/varsity)
 - students will be ineligible for all athletic competitions until penalty has been completed
 - 25% = the number of games or matches in a season, not dates, as determined by administration in consultation with athletic coach
 - Students will have the option to reduce the penalty to 15% of the competitions in the current athletic season by performing 20 hours of community service.
- Fine Arts - The student will be ineligible for one public performance or perform 20 hours of community service prior to any public performance.
- Non-Athletics/Fine Arts - Ineligibility to participate/serve in the current or next non-athletic activity for a period of time determined by a committee made up of an activity sponsor and the administration.

*** Community service may be performed with a religious, non-profit human service or government organization. Community service may not be performed under the supervision of a relative, whether by blood, marriage, adoption or guardianship. This includes parents, siblings, aunts, uncles, cousins, nieces, nephews and/or grandparents. Community service must be completed within forty (40) calendar days of the assignment of the penalty. If the student fails to complete the community service within forty (40) calendar days, ineligibility shall be reinstated and continue until such time as the community service is completed or 25% of the competitions in the current athletic season, whichever first occurs.

*** Community service hours used to reduce a Good Conduct Policy violation may not be counted towards the Silver Cord program.

The organization selected by the student and the person supervising the student are to be approved by a school administrator according to the standards in the previous paragraph prior to the student commencing community service. The student is responsible for recording dates, hours, and activities and obtaining signatures upon completion.

SECOND VIOLATION within the student's high school career

- Athletics - The student will be ineligible for 50% of the highest level of that student's competition in the current athletic season (including any post season competition). If the student is not competing in an activity at the time of the violation, the penalty will be enforced during the next activity in which the student is involved. If the loss of eligibility occurs at a point in the season where the number of competitions remaining is less than the number of competitions in the loss of eligibility, the loss of eligibility will carry over into the next activity in which the student participates.
 - highest level of student competition will be determined by administration in consultation with athletic coach (fresh-soph/junior varsity/varsity)
 - students will be ineligible for all athletic competitions until penalty has been completed
 - 50% = the number of games or matches in a season, not dates, as determined by administration in consultation with athletic coach
- Fine Arts - The student will be ineligible for two public performances.
- Non-Athletics/Fine Arts - Ineligibility to participate/serve in the current or next non-athletic activity for a period of time determined by a committee made up of an activity sponsor and the administration.

THIRD VIOLATION within the student's high school career

- Athletics, Fine Arts, Non-Athletics/Fine Arts - The student will be ineligible to participate in any activities for a calendar year.

FOURTH VIOLATION within the student's school career

- The student will be suspended from competition and participation in all extra-curricular activities for the remainder of his/her high school career.

Drug and Alcohol Violations

First Violations: A school based drug/alcohol education and awareness program will be offered to the student. Student participation shall be optional.

Second and Third Violations: An independent drug/alcohol evaluation at student expense shall be offered. The school is to be furnished a copy of the evaluation. The student shall be required to participate in any treatment intervention deemed appropriate by the evaluator and to provide verification of participation upon completion of evaluation and treatment by a recognized licensed agency. The student's penalty may be reduced by up to one half

X. STUDENT APPEAL

A student may contest the administrator's determination of a violation and/or the penalty imposed for a violation of the Good Conduct Code following the processes described in this section.. All appeal hearings shall be informal and a student may be accompanied by his/her parent or guardian. A student may be represented by legal counsel in any hearing before the District's Board of Directors.

APPEAL

The decision of the Activities Director regarding a violation of the Good Conduct Code may be appealed to the Principal. The appeal to the Principal shall be in writing and delivered to the Principal or the Principal's secretary within five (5) school days of receipt of the Activities Director's decision. The appeal to the Principal shall specify the reasons for the appeal and all supporting information and facts. The Principal shall review the results of the investigation conducted by the Activities Director and the student's objections within five (5) school days of receipt of the written request for appeal. The Principal shall provide a written decision to the Activities Director, the student and/or the student's parents within five (5) days of considering the appeal. When a student's behavior results in a first violation of the Good Conduct Code, the decision of the Principal will be final and no further appeal will be allowed.

Following an appeal to the Principal regarding a violation of the Good Conduct Code, the Principal's decision may be appealed to the Superintendent only when the student's behavior results in a second violation of the Good Conduct Code. The appeal to the Superintendent shall be in writing and delivered to the Superintendent or the Superintendent's secretary within five (5) school days of receipt of the Principal's decision. The appeal to the Superintendent shall specify the reasons for the appeal and all supporting information and facts. The Superintendent shall review the results of the investigation conducted by the Principal and Activities Director, and the student's objections within five (5) school days of receipt of the written request for appeal. The Superintendent shall provide a written decision to the Principal, the Activities Director, the student and/or the student's parents within five (5) days of considering the appeal. When student behavior results in a second offense of the Good Conduct Code and the Principal's decision is appealed, the Superintendent's decision will be final and no further appeal will be allowed.

Following an appeal to the Principal and Superintendent, the decision of the Superintendent may be appealed to the Board only when the student's behavior results in a third or subsequent violation of the Good Conduct Code. Such appeal shall be filed within five (5) school days after the receipt of the Superintendent's decision. A hearing on the student's appeal shall be held as soon as reasonably practical before the Board. The decision of the Board shall be final.

During the appeal process, the student shall remain ineligible pending a decision on the student's appeal.

XI. STUDENT TRANSFERS

If a student transfers in from another school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school district, the Activities Director will gather information and make a determination as to appropriate ineligibility in our district. Violations of Good Conduct Policies in other school districts may result in loss of eligibility in the Mediapolis Community School District.

Good Conduct Acknowledgement

Dear Parents/Guardians:

Your son or daughter has chosen to augment the regular academic program at Mediapolis High and Middle School by participating in extra-curricular activities. Student participation in these programs is a conditional privilege; the students must maintain school and state academic standards, meet age requirements, and, for athletes, pass a physical exam yearly.

In addition to these requirements, the Board of Education has established additional rules governing the students who choose to participate in extra-curricular activities. As participants they represent the school and depict its character to other students and community members. It is important that you and your student read and understand the terms imposed by the Good Conduct Policy and Rules.

The Good Conduct rule can be found in the student handbook on the school website or in the school office. Below are some highlights of the policy. Should you or your son/daughter have any questions regarding how the Good Conduct Rule will be interpreted, we encourage you to contact the Activities Director or Principal for clarification.

- *The policy is in effect during the calendar year, and at all places, even when your student is not participating.*
- Age is no defense to a violation involving the purchase, possession, or use of tobacco or alcohol. The prohibition against tobacco or alcohol is not just because it's illegal for minors; it is unhealthy and its use doesn't befit a representative of our school.
- Similarly, drinking with parental consent in one's own home may be legal, but will be deemed a violation of the Good Conduct Rule. Also, students going to foreign countries or other states or territories where the drinking age may be lower and they can possibly drink "legally" may still not consume alcoholic beverages without endangering their eligibility.
- An arrest is not necessary for the school to impose a penalty for a violation of the Good Conduct Rule. If a student's name is submitted by a law agency through the filing of a report involving consumption or possession of a banned substance the good conduct policy will be enforced.
- The student will be given due process of law by being told by a school official why the school believes he or she has violated the rule and what evidence exists for that belief. Then the student will be given an opportunity to tell his or her side of the story before a decision is made about the student's eligibility. This hearing is between the student and school officials, although you as parent or guardian will be notified of the decision if school officials believe a violation has occurred.
- Similarly, if a student is arrested or cited by law enforcement, the school will not always await the outcome of the case in court. The school will conduct a due process hearing, reaching a result independent of the juvenile or criminal justice system.
- The school board believes strongly in the message that minors should not use nor be associated with alcohol or other illegal drugs. We hope and believe that this rule will discourage activities that are unhealthy, illegal and dangerous. In order to avoid any appearance of accepting the use of illegal substances, students should make every effort to avoid situations where these illegal activities may occur.
- The following are violations of the Good Conduct Code:
 - possession, use, or purchase of tobacco products, regardless of the student's age
 - possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use")
 - possession, use, or purchase of illegal drugs or the unauthorized possession, use, sale, or purchase of otherwise lawful drugs
 - engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s)
 - inappropriate or offensive conduct including but not limited to fighting, insubordination, hazing, or violation of the school's bullying/harassment policy
- Violations of the policy may result in loss of eligibility to participate in athletics, fine arts, and extra-curricular school activities and events, including but not limited to games, performances, contests, and trips.

Thank you for taking the time to go through the policy and rules with your family. Again, please feel free to contact the school (394-3101) if you have any questions. Your signature(s) represents reading and

acknowledging the conditions imposed upon students out for extra-curricular activities at Mediapolis High School and Mediapolis Middle School.

STUDENT PARTICIPANT'S SIGNATURE _____ Date _____

PARENT/GUARDIANS SIGNATURE _____ Date _____

ACADEMIC INELIGIBILITY

At the end of each school week, academic eligibility for participation in extra-curricular activities will be determined by the cumulative grade with additional information regarding the previous week's work.

If a high school student has a failing grade or incomplete or a combination of the two in any two or more different courses, they will not be allowed to participate in contests or performances from Monday through Sunday of the following week. Ineligible students are expected to practice or rehearse and it is the responsibility of the coaches/sponsors to see that ineligible students are not allowed to compete in sports or perform in other school activities. Notification will be made to all students in this situation.

Middle school students are ineligible if they are failing in one or more classes on a weekly grade check.

Eligibility is to be reported on a weekly "eligibility list" originating from the principal's office. Parents will notified by mail, e-mail or direct contact if a student is doing failing work. Continually failing work shall result in a phone call from the respective teacher/teachers to the parents.

The state of Iowa "Scholarship Rule" 281-36.15(2) applies to high school athletics. It states (in part) that students need to pass all of their courses at the end of each semester to retain eligibility. Failure to pass all courses will result in a 30 day ineligibility period during the activity the student is in and/or in next. Additional information regarding the Iowa Scholarship Rule can be found at the Iowa Department of Education, Iowa High School Athletic Association, and Iowa Girls High School Athletic Union websites.

Students who are ineligible to participate in extra-curricular or co-curricular events may not participate in or travel to any overnight events.

Student Acceptable Use of Personal Electronic Devices

Student possession of cell phones and other Personal Electronic Devices on all school campuses and school buses, at school-sponsored activities and while the student is under the supervision and control of school district employees is permitted. These devices must be stored according to school procedures and powered off or silenced during the school day unless otherwise permitted by district procedures. Use of personal or district electronic devices that disrupt the instructional day or includes possession, viewing, sending or sharing video or audio information having harassing, sexual, violent or threatening content on school grounds, school events or school buses is prohibited and will result in disciplinary action and/or confiscation of the Personal Electronic Device.

The student who possesses a Personal Electronic Device is responsible for its care. The district is not responsible for preventing or investigating theft, loss, damage, or vandalism to Personal Electronic Devices brought onto its property.

Student Rights and Responsibilities

1. Student possession of cell phones and other Personal Electronic Devices on all school campuses and school buses, at school-sponsored activities, and while the student is under the supervision and control of school district employees is permitted. Improper use of Personal Electronic Devices while the student is under the supervision and control of school district employees is not permitted. In addition, students in high school grades 8-12 may use such devices during time periods as determined by the school administration.
2. Students may not use Personal Electronic Devices during the school day or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school unless authorized by a school official. Examples of blocked sites include but are not limited to Facebook, MySpace, and You Tube.
3. Unauthorized use of Personal Electronic Devices includes, but is not limited to, the following:
 - a. Possessing, viewing, sending or sharing video or audio information having harassing, sexual, violent, or threatening content on school grounds, school events, or school buses.
 - b. Transmitting school materials for unethical purposes such as cheating.

4. All students' Personal Electronic Devices are not to be used and are to be powered off or silenced and concealed from view on District buses, except as authorized by the driver or school official.
5. Student use of Personal Electronic Devices in locker rooms, bathrooms, and/or swimming pool areas is prohibited.
6. Student use of Personal Electronic Devices that violates district policy will result in disciplinary action and/or confiscation of the Personal Electronic Devices. When the Personal Electronic Device is confiscated, it will be released/returned according to school procedures.

District Staff Rights and Responsibilities

1. District staff may confiscate Personal Electronic Devices when in use outside of the parameters of student rights and responsibilities above.
2. District staff may examine the content of students' Personal Electronic Devices only under the following conditions:
 - a. When an administrator or school resource officer has reasonable suspicion or has consent from the parent and/or student.
 - b. When the scope of the search of the content is reasonably related to the objective of the search and appropriate in light of the age and sex of the student and the nature of the suspected violation.
3. When Personal Electronic Devices need to be turned over to law enforcement, district staff are required to turn the device over to the Mediapolis Public Schools school resource officer for further investigation when the content is in violation as in No. 3 above. Phones will not be released for the length of the investigation or until authorized by law enforcement.
4. District staff are not authorized to share or distribute or download any content from a students' Personal Electronic Devices.

Corrective Action:

1. Corrective action will be determined by the number of previous acts, the nature of the act, the maturity of the parties, and the context in which the alleged act occurred. Consequences can range from positive behavioral interventions to suspension and expulsion for repeated violations.

Definitions:

1. "Personal Electronic Device" is an electronic device that emits an audible or visual signal, displays a message, or otherwise summons the possessor, including, but not limited to, cellular telephones, paging devices, electronic e-mailing devices, radios, tape players, CD players, DVD players, video cameras, iPods or other MP3 players, laser pointers, portable video game players, laptop computers, personal digital assistants (PDA's), cameras, and any device that provides a wireless connection to the Internet.
2. "Use" shall include carrying or possessing a Personal Electronic Device that is either visible or can be heard, with or without a personal listening device such as earphones, ear buds, "Bluetooth", etc. A cell phone set on "vibrate" or "manner mode" shall be considered to be in use. A Personal Electronic Device that emits an audible signal, vibrates, displays a message or otherwise summons the possessor shall be a Personal Electronic Device deemed "in use." A Personal Electronic Device, even if placed in an "off" position but visible to others shall be deemed "in use." A Personal Electronic Device in an "off" position and stored out-of-sight in a back-pack, book bag, pocket, purse, vehicle, etc. shall be not be deemed "in use."

Mediapolis Community School District Information Systems Network Usage Policy

Purpose:

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

Introduction:

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

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

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

Key Points:

1. MCSD recognizes that the Internet is a valuable tool and resource in the provision of learning.
2. Because the Internet is a global network, it is impractical to control the content available to any one user. There exists, and you may likely discover, information that is inappropriate, controversial, or obscene. We promote the responsible use of the information that exists on the Internet. By our provision of an access point to the Internet, we are committed to the belief to the value of the tool outweighs the risk that users may access material that is not consistent with our mission. MCSD wants you to use this tool, but at the same time, cannot condone inappropriate use of the Internet. We acknowledge that inappropriate information and sites exist, and we request that users avoid these places.
3. Personal usage of the Internet, and actions taken when in use, can be monitored by others on the Internet. If you access a particular site or service on the network, it is likely that someone knows the connections you are making, any downloads that are made, and what was viewed or retrieved. MCSD reserves the right to monitor all traffic on the MCSD Servers by appropriate personnel. We do so to insure that the network server functions properly for all MCSD authorized users.
4. Though there may be no limit to the volume or number of resources on the Internet, there is a limit to the volume of traffic our network server can carry. The more users on a time, the more congested the network will become. MCSD has only limited number of lines allowing access at any one time. We ask your consideration to other network users by the following these rules:
 - Do not tie up the network server with idle activities.
 - Do not keep your connection open if you are not using the service.
 - Do not download huge files unnecessarily.
 - Generally, get on, get what you need, and get out.
5. Users of the MCSD e-mail system will be required to use an individual password to access the system. Do not share your password or account access information with anyone. Accounts that are dormant for extended periods of time constitute security risks to the MCSD Internet System. Therefore, accounts that have been inactive for three months will be locked. Access to the MCSD e-mail system will automatically be terminated when an individual ceases to be an employee or student of MCSD.
6. Please use discretion/caution in communication with others on the Internet. You cannot guarantee privacy in a network environment-you cannot see them, and what they tell you may not be the truth. **DO NOT GIVE OUT HOME TELEPHONE NUMBERS, ADDRESSES, OR CREDIT CARDS NUMBERS**, nor should you report sensitive financial or other confidential information.
7. The transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to: copyrighted material, **THREATENING OR OBSCENE MATERIAL OR MATERIAL PROTECTED BY TRADE SECRET**. Illegal activities are strictly prohibited.
8. MCSD declares that unethical/unacceptable behavior or usage of the MCSD Internet System is just cause for taking disciplinary action, revoking Internet access privileges, and/or initiating legal action for any activity through which an individual:

- Uses the Internet System for illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities shall be defined as a violation of local, state and/or federal laws. Inappropriate use shall be defined as a violation of the intended use of the network, and/or purpose and goal. Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communication vehicle;
 - Uses the network for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third part copyright, license agreements and other contracts;
 - Intentionally disrupts network server traffic or crashes the network the connected systems.
 - Degrades or disrupts equipment or system performance.
 - Uses the MCSD computing resources for commercial or financial gain or fraud.
 - Steals data, equipment, or intellectual property.
 - Gains unauthorized access of others' files, or vandalizes the data of another user.
 - Wastefully uses finite resources.
 - Invades the privacy of individuals.
 - Posts anonymous messages.
 - Possesses any data, which might be considered a violation of these rules in paper magnetic (disk), or any other form.
 - Downloads, installs, or runs security programs or utilities, which are designed to reveal weaknesses in the security of the MSCD system, or any other system.
9. Consequences of violations include, but are not limited to:
- Suspension of Network access;
 - Revocation of Network access;
 - Legal action and prosecution by the authorities.

Mediapolis Community School District has the right to restrict or terminate Network access at any time for any reason. Mediapolis Community School District further has the right to monitor network and internet activity through any means it deems necessary to maintain the integrity of the system. Mediapolis Community School District reserves the right to modify this policy and the Acceptable Use Agreement at any time, without prior notice.

Mediapolis Community School District
Information Systems
Acceptable Use Agreement of the Internet

The following form must be read and signed for Mediapolis Community School District (MCSD) to allow access to the MCSD Internet System.

By signing this Acceptance Use Agreement I agree to abide by the following restrictions. I have read, understand and I agree to abide by the following restrictions. I have read, understand and agree to abide with the material in the MCSD Internet Usage Policy.

I have been advised that MCSD does not have control of the information on the Internet. Sites accessible via the Internet may contain material that is potentially illegal, defamatory, inaccurate, obscene and/or offensive to some people.

The access provided to the Internet by MCSD is specific to the authorized users in the MCSD Internet Usage Policy. All usage by persons not authorized in the policy is prohibited.

In addition, MCSD makes no warranties with respect to the Internet access, and it specifically assumes no responsibilities for:

1. The content of any advice or information received by a user from a source outside MCSD, or any costs or charges incurred as a result of seeing or accepting such advice.
2. Any costs, liability or damages caused by the way the user chooses to use his/her Network access. While MCSD supports the privacy of electric mail, users must understand that this cannot be guaranteed.

By signing this form I agree to the following terms:

1. My use of MCSD's Network system must be consistent with MCSD's primary goals.

2. I will not use the MCSD Network for illegal purposes of any kind.
3. I will not use the MCSD Network to transmit threatening, obscene, or harassing material.
4. I will not use the MCSD Network to interfere with or disrupt network users, service or equipment. Disruptions include, but are not limited to, disruption of unsolicited advertising, propagation of computer worms and viruses, and using the network to make unauthorized entry to other machine accessible via the network.

as a Parent/Legal guardian of the student signing above, I grant permission for my child to access the MCSD Network. I have read and agree to the MCSD Internet Usage Policy, and I understand that I may be held responsible for violations by my child.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Email Usage Policy

Purpose:

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

Introduction:

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

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

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

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

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

NOTICE TO PARENTS

Parents Rights to Know & Student Information

As a parent of a student at Mediapolis Community Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Iowa Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.

- Whether the Iowa Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

You also have the right to not allow any student information to be released to the Military, Postsecondary, Athletic recruiters. You have the right to refuse release to any or all of these groups.

NOTICE TO PARENTS

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 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 .