Mediapolis Elementary

Parent-Student
Handbook
2010-2011

Mission Statement

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

Faculty & Staff
2010-2011

Pre-Kindergarten	Alyson Deats-Miller
Kindergarten	Denise Braby Renee Bush Cindy Schulte
1st Grade	Cathy Johnson Linda Klindt Ann Ure
2nd Grade	Lori Carnes Kari Dotson Kim Scheitlin
3rd Grade	Jan Cummings Kim Hedges Jill Murphy
4th Grade	Dana Hillyard Becky Kennedy Sonia Oberman
5th Grade	Kathy Armstrong Bob Hauenstein Todd Rogers
Title I/At-Risk	Chris Mumme Carolyn Rumley
Special Education	Wende Allender Colleen Earnest Laura Elder Kendra Rashid Wendy Wiley
Guidance Counselor	Raegan Christy
Art	Christine Laue
Music	Peggy Aamodt
Physical Education	Heather Anderson
Band	Brian Kling

School Nurse	Carol Cary
Secretary	Kathy Schulte
Principal	Dave Van Ness
Superintendent	Greg Ray
Great Prairie AEA Audiologist	Althea Weems
Great Prairie AEA Education Consultant	Catherine Benitz
Great Prairie AEA Occupational Therapist	Paula Renard
Great Prairie AEA Psychologist	Jessica Bleuer
Great Prairie AEA Physical Therapist	Carol Kottenstette
Great Prairie AEA Social Worker	Cindy Starr
Great Prairie AEA Speech/Language Pathologist	Jane Friedel
Great Prairie AEA Special Education/ Deaf & Hard of Hearing Teacher	Kristi Notestein

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Anti-Bullying/Harassment Investigation Procedures

Students who feel that they have been harassed should:

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

<u>Complaint Procedure</u>:

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

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

Refer to Board Policy 102.2 for more detailed information

Arrival/Dismissal

Students eating breakfast may do so at 8:00 a.m. Students not eating breakfast may go to their classroom at 8:10 a.m. Please do not bring your child to school until 8:00 a.m. (if eating breakfast) or 8:10 a.m. (if not eating breakfast). We appreciate your cooperation in this matter. We want your child to be safe.

Published time: Normal Arrival	8:00 (for Breakfast)
	8:10 (for students not eating breakfast)
	8:25 Classes Begin
Dismissal K – 5	3:25 for bus students
	3:35 for non-bus students
Bus Departure	3:30
Published time:	1:00 Dismissal
Dismissal K – 5	12:50 for bus students
	1:00 for non-bus students

Published time:	2:30 Dismissal
Dismissal K – 5	2:20 for bus students 2:30 for non-bus students
Published time:	1 hour late Add 1 hour
Published time:	2 hours late Add 2 hours

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

Attendance and Truancy Requirements

Being in school and arriving on time are very important parts of your child's learning. We try to stress to children the importance of being at school and hope that parents follow through at home with the same emphasis on attendance. Students learn more by being present in the classroom than by trying to catch up doing make-up work.

Mediapolis Elementary Attendance and Tardiness Policy is as follows:

A student arriving between 8:25 and 9:00 is tardy
A student arriving between 9:00 and 1:30 is ½ day absent
A student arriving after 1:30 is 1 day absent

A student leaving before 9:00 is 1 day absent
A student leaving between 9:00-1:30 is ½ day absent
A student leaving after 1:30 is a full day present

A student gone for 2 ½ hours is ½ day absent

In any case of an attendance/tardy policy, there may be exceptions, which by reason are to be handled by the elementary principal.

Board policy dictates that children who have 6 unexcused absences are truant, and that such violations be reported to the Des Moines County Attorney, Pat Jackson. Failure to contact the school to provide an excuse for your child's absence results in the absence being listed on record as an unexcused absence. It is imperative that you notify the school when your child will be absent.

When your child will not be attending school, please call the ELEMENTARY OFFICE at (319) 394-3101 extension 4. The secretary will then notify the teacher of the absence. The voicemail system is accessible 24 hours a day. Or upon returning to school, students may bring a written excuse from their parent including the date or dates of absences and reason for the absence. When your child comes to school late or leaves early, please check in with the secretary so we can maintain accurate records.

If possible, please make arrangements for someone to pick up your child's homework assignments. Students are allowed two days to complete make-up work for every day absent.

Audience Behavior

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

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

Backpacks/ Gym Bags

Students are encouraged to use back packs/ gym bags to carry belongings to and from school. **The bags must not be so large that they do no fit easily into lockers.** Students may not use backpacks with wheels as they do not fit in our lockers and present a tripping hazard in hallways.

Behavior/Discipline Plan

STUDENTS OF MEDIAPOLIS ELEMENTARY SCHOOL HAVE THE RIGHT TO:

- Learn In A Disruption - Free Environment
- Know What Is Expected Of Them At All Times In Every Area Of The School
- Be Protected From Physical Harm
- Be Protected From Verbal Abuse
- Have Their Positive Behavior Recognized
- Have Their Personal Property Protected
- Have Their Concerns Heard
- Be Treated With Kindness And Caring

EXPECTATIONS TO ACHIEVE A POSITIVE LEARNING ENVIRONMENT

ADMINISTRATOR EXPECTATIONS

Administrators In Our School Are Expected To:

- Establish rapport and effective working relationships with parents/guardians, students, teachers, and other staff
- Respond to discipline problems referred to them by teachers and staff
- Promote effective training and discipline of all students
- Encourage parent/guardian communication with the school, including participation in required conferences
- Assume responsibility and instructional leadership for discipline and for evaluation of the discipline management plan
- Serve as an appropriate role model for students and staff in their building in accordance with the standards of the profession

STAFF EXPECTATIONS

All Staff In Our School Are Expected To:

- Use discipline management techniques developed in the building discipline plan
- Ensure good student discipline by being in regular attendance and on time in all areas of their job assignment
- Be prepared to perform assigned duties with appropriate preparation
- Comply with district and building policies, rules, regulations, and directives
- Maintain an orderly, supportive school atmosphere
- Establish rapport and effective working relationships with parents, students, and other staff members
- Teach students to develop and practice good character and self management
- Develop good work habits that will lead to success in meeting personal goals
- Serve as appropriate role models for students in accordance with the standards of the district
- Promptly seek assistance to meet the social, emotional, and academic needs of students
- Communicate frequently with parents/ guardians
- Practice and promote confidentiality

In Addition, Teachers In Our School Are Expected To:

- Be prepared to perform teaching duties with appropriate preparation of assignments and resource materials
- Maintain an orderly, supportive classroom atmosphere conducive to learning
- Meet the standards of teaching performance required by the district
- Develop effective classroom management techniques

STUDENT EXPECTATIONS

Students In Our School Are Expected To:

- Attend all classes daily and on time
- Be prepared for each class with appropriate materials, assignments, and homework
- Be appropriately dressed and groomed
- Show respect toward others
- Behave in a responsible manner
- Obey all school rules, including safety rules
- Cooperate with staff in the investigation of disciplinary cases and volunteering information when the student has knowledge relating to a serious offense
- Obey all transportation rules to and from school
- Submit an annually signed statement stating that they understand and consent to the responsibilities outlined in the building plan

PARENT/ GUARDIAN EXPECTATIONS

Parents/ Guardians Of Students Are Expected To:

- Provide for the physical and emotional needs of the students
    - good hygiene
    - well fed
    - adequate rest
    - adequate medical care
    - seek additional assistance when necessary

- Teach students to respect

    - school personnel
    - peers
    - property
- Be sure students attend school and related activities
    - promptly
    - regularly
    - report absences and tardies to main office
- Encourage and support good study habits
- Keep communication between home and school open
    - attend conferences
    - bring attention to conditions that may impact the student's learning
    - maintain up - to - date telephone numbers and other pertinent information with school
    - remain informed by reading Updates and teacher communications
    - cooperate with school administrators, teachers, and staff
- Support the school discipline plan
    - sign an annual statement of understanding and consent of the plan
    - discuss school's expectations and consequences with your student

MEDIAPOLIS ELEMENTARY SCHOOL RULES

- I will respect myself and others
- I will treat others kindly
- I will be responsible for what I say and for what I do
- I will respect school and personal property
- I will support the learning of myself and others

RESPONSIBLE STUDENT BEHAVIORS

At Mediapolis Elementary, responsible students

L – listen and follow directions
E – exhibit respect for others
A – always walk and talk quietly
R – remember to come prepared to learn
N – need to be responsible for self and actions

In the cafeteria, students

L – line up and leave quietly
U – use good table manners
N – need to eat own food
C – choose to talk in a quiet voice
H – help by cleaning the eating area

In the restroom, students

C – clean up after self
L – leave all materials in the classroom
E – eliminate visiting and playing
A – always leave restroom neat
N – need to flush toilets and wash hands

Outside, students

P – put playground equipment in its appropriate place

L – leave sticks, rocks, and other objects on the ground
A – always line up on time and stand in an orderly fashion
Y – yearn to play friendly and safely with others

In the halls, students

W – walk quietly in a single file line
A – always respect adults in the building
L – leave adequate space between the person in front or behind
K – keep hands, feet, and objects to self

4 STEP DISCIPLINE PLAN:

White card

- student has had good behavior all day

Green card

- student has received a warning
- loss of green card will result in a consequence (such as: time out, loss of privilege, etc)

Yellow card

- student has broken a rule and received a consequence
- loss of yellow card will result in a consequence and the student completing a behavior modification plan with assistance from a staff member – a copy will be sent home for parent/guardian to sign and student to return

Red card

- student has broken a second rule or has committed a more serious offense
- loss of red card will result in an office referral – a phone call will be made to the parent/guardian and/or a meeting will be required in addition to the consequence determined by the administrator

Automatic Office Referrals:

- Fighting or assault of student or staff
- Profanity
- Threats of Violence
- Hazing
- Insubordination
- Stealing
- Vandalism
- Arson
- Possession of firearm, knife, or other prohibited weapon
- Possession of drugs, alcohol, or tobacco product or accessory
- Extortion, harassment, coercion, blackmail, or threats

CONSEQUENCE OPTIONS:

One consequence is selected in addition to "AND" consequence

First Offense (green card pulled)

- Isolation / time out / removal from activity
- Change in seating arrangement
- Loss of privilege / duty / job / leadership role
- Parent/Guardian contact
- Loss of 5 – 10 minutes of recess
- Loss of 5 – 10 minutes of free choice
- Loss of 5 – 10 minutes of computer time
- Other

AND

- Apology to offended party

Second Offense (yellow card pulled)

- Isolation / time out / removal from activity
- Loss of 15 – 30 minutes of recess
- Loss of 15 – 30 minutes of free choice
- Loss of 15 – 30 minutes of computer time
- Other

amount of time subject to
length of time it takes to
complete plan + extra

AND

- Behavior Modification Plan (goes home for signature)
- Apology to offended party

Third Offense (red card pulled)

- Office referral
  - Loss of recess
  - In-school suspension (1 – 3 days)
  - Out-of-school suspension (1 – 3 days)
  - Expulsion

    AND
  - Phone call and/or letter home – meeting may be scheduled
  - Apology to offended party

Birthdays/Party Treats

Students should not distribute party invitations at school.

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

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

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

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

Non-Food
- Pencils
- Erasers
- Stickers

When staff members have a birthday they often like to bring treats for their class just as the students often bring treats for their class on their birthday. Please do not plan on having a

"birthday party" for staff members. While the thought is appreciated, some of the past celebrations have gotten a bit lengthy and elaborate.

Boots

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

Bus Regulations

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

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

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

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

Concerns

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

Should your concern be bus related, contact the bus driver. The next contact is Ed Arnold. The next appeals are the principal, the superintendent, and the school board in that order.

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

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

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: www.iowa.gov/educate.

Elementary Library

The elementary library is open from 8:30 a.m. to 3:30 p.m. Students may visit the library individually or with a whole class. Kindergarten students check out one book at a time while the other grades may check out two at a time. Students are asked to pay for materials that are lost or damaged, but no fines are charged for overdue books. Parents and students are welcome to give suggestions for library purchases. The library catalog is available through the school web page on the internet at www.meposchools.org Click on Library Media Center.

Excusing Pupils from School

Parents will greatly aid the school in promoting interests of the pupil if they will NOT ask to have pupils excused during the day except in cases of emergency. If at all possible, appointments with dentists, doctors, music teachers, etc., should be made for hours after school, Saturday, or other days when school is not in session. However, we do realize that doctors and dentists are extremely hard to get scheduled into, and we will understand if you must go during the school day.

We discourage family trips that pull students from classes. However, if such a trip is necessary, we ask that parents notify teachers as soon as possible. Most class work will be expected to be made up before the trip.

If an absence is known ahead of time, the homeroom teacher is to be notified as soon as the absence is known. The office must also be notified of the absence to ensure accurate record keeping.

Excusing Pupils from P.E. and Recess

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

FERPA Notification:
Notification of Rights under FERPA For Elementary and Secondary Schools

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

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

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

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

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

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

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

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

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

Refer to Board Policy 505.1 for more detailed information

Gifts Delivered to School

We discourage the delivery of balloons, flowers, and gifts to a student while at school. Such deliveries usually disrupt the classroom and learning is disrupted. Should a gift arrive at school, we will keep the item in the office. At dismissal time the student may pick up the item and take it home. Balloons are not allowed on the school bus.

Gifts to Employees

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

Grades

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

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

HAWK-I Insurance for Children

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at *http://www.hawk-i.org/* for more information.

Highly Qualified Teachers: Parents'/Guardians' Rights Notification

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

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

Human Growth and Development Curriculum Notification

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

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

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

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

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

Homework Policy

I. Definition of Homework

Homework is schoolwork done by a student outside of school. It may be a continuation of regular classroom work; it maybe be preparation for advanced work; and it maybe

supplemental work, which expands regular class work. The abilities of the student and the nature of the subject determine under which classification the homework falls specifically. Homework can be either text work, reference work or both.

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

II. General Objectives

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

III. Types: The following are examples of homework

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

Initiations, Hazing, Bullying or Harassment

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

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

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

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

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

Jurisdictional and Behavioral Expectations Statement

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

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

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

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

for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

Lockers and Desks

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

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

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

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

Lunches and Breakfast

Breakfast is served from 8:00 a.m. until approximately 8:25 a.m. Lunches and breakfast are served every full day of school. Parents and grandparents are welcome to eat school lunch with their child. We ask that you give the district 24-hour notice so we can track the number of visitors for the kitchen staff. We ask that lunch visits not exceed one per month.

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

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

Money and Other Possessions

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

Please mark your child's name on as many personal items as possible (such as overshoes, gym clothes, and gym shoes). Items that have been found are turned in to the office. We can return items to owners when there is a name! Items clearly marked with a name are less likely to be stolen.

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

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

Moving

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

Notes for Dismissal

Many times we have students who will tell the teacher or the office that they are either to go on a different bus, supposed to walk someplace in town, or that they are to wait at school for someone to pick them up. This is fine, but so often they do not have an accompanying note from parents verifying this. Small children can easily get confused when talking about specific dates and times, and who is or is not to pick them up.

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

Notice of Non-Discrimination/Equal Educational Opportunity

Students, parents, employees and others doing business with or performing services for the Mediapolis Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sex, marital status, sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis or face, 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. 451

Students are educated in programs which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Fred Whipple, Superintendent and can be reached at 394-3101 Extension 1. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, (816) 268-0550, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties. The Teacher Assistance Team is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact Heather Anderson at 394-3101 Extension 410.

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

Open Enrollment

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

Parent – Teacher Conferences

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

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

Parking

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

Pets

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

Playground Rules
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1. Use slides only in dry weather.
2. Sit down on swings at all times.
3. Swing correctly.
4. Only bring nerf balls and rubber balls.
5. Use red rubber balls for the 4 square only.
6. No tackle football or rough play of any kind.
7. No electronic equipment or games (i.e. gameboys, etc.) are allowed in school. The school and employees will not be responsible for loss or damage of equipment from home.
8. Do not enter the street without permission.
9. Do not enter the building without permission.
10. Push merry-go-round from outside.
11. Use jump ropes for jumping only.
12. Do not throw snow or snow balls.
13. Play correctly and safely on playground equipment.
14. Snow piles next to the street, near parked cars, or rocks are off limits.
15. Dodge ball or ball tag are not permitted.
16. Stay off ice at all times.

During inclement weather, proper attire is required. This includes boots for snow and wet weather.

These playground rules were made up by a committee of Parents and Teachers.

Guidelines for winter recesses:

- Children will stay inside for recesses when the temperature (including wind-chill) is below 10 degrees.

School Cancellations and Early Dismissal

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

KBUR Burlington 1490 AM

School Communication

Four times during the school year a newsletter entitled "Mepo Info" will be in the local paper or mailed to the residents of the Mediapolis Community School District. This newsletter will detail events and activities, and feature educational ideas.

An "Update" will come from the principal's office every other week. Updates are posted on the district website at http://www.mediapolis.k12.ia.us.

School Fees

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

Selling by Students

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

Sexual Abuse and Harassment of Students by Employees

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Carol Cary (School Nurse) at 394-3101 Extension 413 as its Level I investigator. Dennis Heiman (Secondary Principal) is an alternate investigator and may also be contacted directly at 394-3101 Extension 126.

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

disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

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

Special Services

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

Student Absence-Homework

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

Student Accident Insurance

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

Student Dress

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

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

6. Use of face paint and hair paint is not allowed as it is potentially disruptive to the other students and messy in the classroom.

Student Illness-Homework

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

Student Records

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

Student Expectations
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1. Help the custodians by keeping the building and grounds clean. This applies to the classrooms, hallways, restrooms, buses, playground, etc. Take pride in your school!
2. Do not use the office telephone unless absolutely necessary (illness and emergency). Make plans ahead of time with parents and friends. Long distance calls will be collect if outside the school district.
3. Children are to use the restrooms in the wing where their classroom is located unless they have special permission from their teachers.

Student Drop-Off and Pick-Up

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

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

We have staggered dismissal in the afternoon. Elementary students riding buses are dismissed at 3:25 p.m. Students riding with parents or walking will be dismissed as soon as the last bus has exited the circle drive (between 3:30 and 3:35 p.m.). *High school students are dismissed at 3:20 p.m. in order that high school drivers are out of the way for buses and walkers.* Parents choosing to pick up their children are to wait in the parking lot on the east side of the street. Do not diagonal park in this lot waiting to pick up your child. There is room to form three parallel lines of cars in the east lot. As soon as the last bus exits the circle drive, the first line of cars may pull into the circle drive in front of the elementary building. Students are to be picked up in front of the school. This is the only point where students may be picked up after school.

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

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

Supplies for Sale

Students may purchase pencils, erasers and lined tablets at the elementary office. Pencils and erasers are $**.** 25 each. The tablets cost $**.** 60. Replacement "Learning Logs" may be purchased for $3.00.

Tardies

Being in school and arriving on time are very important parts of your child's learning. We try to stress the children the importance of being at school and hope that parents follow through at home with the same emphasis on attendance. Students learn more by being present in the classroom than by trying to catch-up doing make-up work.

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

Visitors

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

* during the first 2 weeks of school
* the week before Christmas

* the last 2 weeks of school

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

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

Ways Parents Can Help

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

1. Keep your child well rested. A regular bedtime and plenty of sleep are necessary for a child to be alert and attentive. Be strict about bedtime. Teachers can tell by the children's performance in school if they have been up late the night before.
2. An adequate and unhurried breakfast is important. A well-nourished child will be better able to do good work in school.
3. Cooperate with the doctor in helping to correct any eye or ear difficulties which may affect your child's ability to learn.
4. Give your child many varied experiences. Take them on trips and excursions. Point out and give them new words and meanings for words. Give them many experiences with counting and with money.
5. Listen to accounts of their experiences. Language development is basic. Children must have many opportunities to express themselves. Encourage easy language usage without fostering a child's desire to talk continuously.
6. Read stories to your child. A child who has been read to is usually more eager to read and enjoy reading. Continue to read to your child. Remember that it is a long time before the reading ability will catch up with the interest level.
7. Buy books when you can afford them. A child who owns a few good books is usually more interested in reading. The Mediapolis Public Library and the school library are also good sources of books for your child's enjoyment.
8. When your child brings books home, listen to them read and praise that accomplishment.
9. Know how your child is doing. Look at your child's report card and daily papers. If they indicate problems, see the teacher and talk it over. Find out how you can help.
10. Check your child's homework. Set a regular time for doing homework. Make sure the child does it. If it's obvious that you care, your child will care too.
11. Don't compare. Your child is a unique individual. It is not fair to compare any child to a brother, sister, or a neighbor's child. Some children learn faster than others. If your child is a bit slower that another, remember that is it not intentional on the part of the child. Make it clear at all times that you love your child for what he or she is and not for what he or she can do. Give praise for accomplishments, but don’t criticize your child for not doing as well as others.

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

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

Helping Children Become Good Readers

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

1. Help your children acquire a wide range of knowledge.
   When you take your child on a shopping trip, walks in the park, and visits to zoos and museums, you help give them important background knowledge they will need as they learn to read school textbooks. Your children's ability to understand even simple stories can depend upon their having both common and not-so-common knowledge.
2. Talk with your children about their experiences.
   When you talk with your children about their experiences, you help them learn new words and understand what these new words mean. Talking with children also helps them learn from their experiences and use this new knowledge to understand what they are reading. As a result, they will better understand what they are reading.
3. Encourage your child to think about events.
   Ask your children to describe events; this makes them reflect upon experiences and helps them learn to give good descriptions and tell complete stories. These activities help your children learn about how stories are written and better understand what they are reading.
4. Read aloud to your children.
   Reading aloud is probably the single most important activity you can do to encourage your children's success as readers. It is an especially important activity during the preschool years. When you read lots of stories to your children, and look at lots of picture books with them, you are helping them build the store of knowledge they will use when they begin to read in school. The benefits of reading aloud are greatest when you encourage your children to participate in this activity by identifying letters and words and talking about the story and the meaning of words.
5. Provide your preschool children with writing materials.
   Writing is an important way for your children to learn about letters and words. Children are often very eager to learn how to write and you can encourage them by having paper and pencils or crayons in your home and helping them when they start drawing letters. Even when your children are too young to hold a pencil or crayon, you can use devices such as magnetic boards and letters to help them learn about letters and words.
6. Encourage your children to watch T.V. programs that have educational value.
   Watching television programs that teach about reading and language can have a positive effect on your children's learning. You can make sure they watch these programs regularly. You can also help them learn from these programs by asking questions about the shows and relating what they are seeing to other situations and experiences.
7. Monitor how much T.V. your children watch.
   Watching quality television programs up to about 10 hours a week can have a slightly positive effect on your children's achievements in school, including their reading achievement. As the number of hours of viewing per week increases, however, T.V. watching becomes a negative influence on your children's school - work. Most children who watch television 20 or more hours a week don’t do well in school.
8. Monitor your children's school performance.
   When you visit your children's teachers, observe their classrooms, find out about the reading programs in their schools, and participate in home-school programs,

you can get a good idea of how your children are doing in school and how you can help them become better students. Research shows that children tend to be more successful readers when their parents have an accurate view of their schoolwork.

9. Encourage your children to read independently.
   The amount of reading your children do outside of school influences how well they will read in school. Most American children don't read very much during their free time. One of your top priorities as a parent should be to encourage your children to spend more time reading. You can help them read more by having plenty of books in your home and visiting the library regularly.
10. Continue your personal involvement in your children's growth as readers.
    Set a good example for your children by reading newspapers, magazines, and books. Suggest reading as a leisure time activity and make sure your children have time for reading. You may want, for example, to establish a bedtime hour after which reading is the only activity permitted other than going to sleep.

Medication at School

Procedures regarding medication during the school day on school premises.

Prescription Medication:

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

Non-Prescription Medication

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

Revised 11/03

Mediapolis Community School District
725 North Northfield
Mediapolis, IA 52637

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

Student's name_____Birth date_____

Address_____

Diagnosis_____

Medication_____

Dosage_____

Frequency_____

Time school dosage should be given_____AM_____PM

Physician signature_____

Address_____

Comments_____

_____

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

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

Parent's signature_____Date_____

Reviewed by RN signature_____Date_____

Revised 11/03