

2010 – 2011

Mediapolis Community  
School District  
725 N. Northfield  
Mediapolis, Iowa 52637

Phone: 319-394-3101

Fax: 319-394-9198

Student Handbook

Grades 6 –12



”It’s great to be a Bulldog/Bullette”



Notice of Non-Discrimination

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. 451, 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).

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## WELCOME TO

### Mediapolis Community Schools

This is your school.

Among all schools, Mediapolis Community Schools has a proud academic tradition as an educational leader in the State and Nation. It is our community's goal is to challenge each student to strive for excellence and to become a lifelong learner. Accept the challenge! The buildings, materials, teachers and administrators are here to assist you in preparing for your future. The record you produce in school in academics, attendance, and extra-curricular activities will be reviewed by all of your future employers and is a source of pride for your parents. It is expected that you will produce a record of which you and your family will be proud.

The following guidelines should be helpful in providing a fun and cooperative atmosphere, which will make your time more productive and enjoyable.

Thank you for being part of Mediapolis Community Schools.

Be where you are supposed to be,  
Do what you are supposed to do

1. Be on time:  
Arrive to school on time and be where you are supposed to be before the bell rings.
2. Be prepared:  
Come to school with the tools necessary for that class period. It is your responsibility to come prepared. Your teachers will not excuse you to go back to your locker, or go home to get forgotten items. Plan ahead!
3. Assignments:.  
Do what is assigned and turn it in on time. If you have a problem with something, Ask your teacher for assistance – that's what they are here to do.
4. Respect others space  
Respect the feelings of other people and their right to be here. If you respect yourself, fellow students, and staff; our school will be productive and fun.

Be ready for a great year of growth –

## 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. As you know, student participation in these programs is a conditional privilege; the students must, among other things, 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 in doing so they represent the school and depict its character to other students and community members.

We know how important it is for your family that your son or daughter participates. Therefore, it is important that you and your student read and understand the terms imposed by the Good Conduct Policy and Rules; this is why we send this policy home for your review and signature.

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, 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 benefit 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.
- Purchasing (providing money), possessing, or the use of alcohol or any banned, illegal substance is a violation of the Good Conduct Rule.

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.

Attachment (Good Conduct Policy/Rule)

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STUDENT PARTICIPANT'S SIGNATURE  
SIGNATURE

PARENT/GUARDIANS

Date \_\_\_\_\_

Date \_\_\_\_\_

## PARENTS RIGHT-TO-KNOW

"(A) QUALIFICATIONS - At the beginning of each school year, a local educational agency that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the agency will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

"(i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

"(ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

"(iii) The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.

"(iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

## SUPPORTIVE PERSONNEL

### Teachers

Teachers are available for students before and after school hours (8 AM – 4 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.

The school counseling program is contributing in a meaningful way to the academic achievement of all students.

## 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. 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. Students may graduate prior to the completion of grade twelve if the course work required for graduation under board policy "Graduation Requirements" has been fulfilled. In such cases, the student must have the approval of the board and a recommendation by the superintendent and the principal.

Required: 55 credits (30 required and 25 elective)

As the state expands the core course requirements our core courses will reflect the change

8 semesters of English (during the final 5 semesters, a student must include one speech, one writing, and one literature unit).

6 semesters of Mathematics

6 semesters of Science

6 semesters of Social Studies

4 semesters of Physical Education (sophomores and freshmen take during the first semester and seniors and juniors during the second semester)

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.

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.

## POST SECONDARY ENROLLMENT OPTIONS ACT

The State of Iowa has passed the Post-Secondary Enrollment Options Act. This act entitles juniors and seniors to take courses, which are not available at their high schools and progress to a degree, at area colleges. The local district will pay tuition, books, and fees to a maximum of two hundred and fifty dollars per course. Reimbursement to the school district is required for all costs directly related to all incomplete and non-credit course work. Juniors and seniors may enroll under this act for a period of not more than

four semesters. Freshmen and sophomores who are identified as talented and gifted may also participate in the program.

Both Mediapolis High School and the participating colleges will provide counseling services. Students and/or parents who are interested in participating in this program should contact the secondary school counseling office.

#### REPORT CARDS AND MARKING SYSTEM

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

#### MIDDLE AND HIGH SCHOOL

Students who maintain a B + average (3.24 GPA) or higher will be placed on the honor roll.

A review of the Regents Admissions Index will be held to develop future honor roll criteria.

#### STUDENT ELIGIBILITY LIST

At the beginning of each school week, academic eligibility for participation in extra-curricular activities will be determined by the previous week's work. If a student is found to have a failing grade or incompletes in two or more subjects, they will not be allowed to participate in contests or performances from Tuesday through the following Monday. Ineligible students may 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. Middle School students are ineligible if failing in one or more classes. The State of Iowa has established the ruling- if a student fails a semester class he/she will be ineligible to participate in extra-curricular competition for the next 30 calendar days following the release of a final grade.

## 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”. Again, the exception to this rule is a lengthy absence (prearranged or medical) just prior to the close of a quarter or semester.

## PERMANENT RECORDS

From the time students enter school until the day of graduation or leaving school, a record of all activities, which the student participated in while in school is compiled. This is a permanent school record and it will remain a permanent, official school file. 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 1<sup>st</sup> 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 and some second semester juniors 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 will be denied open campus for the following semester. Second semester seniors and students with more than one unexcused absence may lose open campus privileges immediately.

1. One or more unexcused absences from a class or seminar
2. Are not on track to graduate
3. One or more incompletes at the end of the semester
4. Inappropriate behavior (detentions, suspensions, good conduct violation)
5. Below proficiency on ITED's

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. Students who remain in the building must be under the direct supervision of a district employee. They may go to the library, computer lab, etc. They may not sit in the concourse or roam the halls.

Seniors (with parents' approval) may petition the principal for consideration of a reduced class load provided they have enough credits for graduation and circumstances create the need for a reduced day. All requests must be in writing and prior to the end of the student initiated class change period. The principal will consult with the counselor and parents while consider the petition and let the student know of his/her decision.

## 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. (See School Attendance Policy)

Admit to class

Absent: 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 detentions. Be where you are supposed to be.

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.

**Enforcement** The above rules pertaining to admits and leaving the building will be strictly enforced. The school administration is responsible to parent/guardians for the care of their children when they are attending school. Since the administration is accountable, then students must be accountable to the office. This procedure is necessary in our effort to provide a safe and secure learning environment. Follow the outlined procedure and the school will operate in an efficient manner.

#### Participation in after school activities

High School students will be required to be in school more than one-half of their academic day, if they wish to participate in any activities after school. Students with a full schedule this means prior to the start of 3<sup>rd</sup> or 7<sup>th</sup> 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 11:05 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, ITED 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 the office prior notification, will be allowed to participate in evening activities.

#### HALL PASSES

If it is necessary for a student to leave a room during regularly scheduled class, the teacher or staff member responsible for that student must issue the student a hall pass. (This does not apply to rest room breaks). In order to keep the halls as quiet and orderly as possible, students will, occasionally, be asked to present their pass when they are in the halls during class time.

#### ANNOUNCEMENTS

Announcements will be televised in the concourse and emailed daily. Staff should have classroom televisions on during homework seminar as well as during study time. Parents may receive announcements through e-mail by requesting them from the main office. If you have an announcement your club or organization would like to make, clear it through your advisor and then submit by e-mail to the main office. Announcements will be made over the PA when circumstances require special consideration.

## 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 8:00 a.m. unless for a scheduled activity or due to an early bus route, or to meet with a teacher. Students will not be permitted to enter the building prior to that time. All students should go to the Middle School gym until time to go to their homerooms. Students who wish to eat breakfast should enter through the main elementary entrance – breakfast starts at 8:00 a.m. If you enter at the high school or middle school doors, you must stay in the concourse until breakfast is served (do not go into the elementary hallways). Students should use the doors to the 3-story building to enter the building in the morning. At 8:25 a.m. those doors will be locked and everyone will use the high school concourse doors to enter the building. If you have a dismissal or excuse note from parents, they must be delivered to the main office upon arriving at school. Students who wish to eat breakfast should enter through the main elementary entrance – breakfast starts at 8:00 a.m.

Students should use the doors to the 3-story building to enter the building in the morning. At 8:25 a.m. those doors will be locked and everyone will use the high school concourse doors to enter the building. If you have a dismissal or excuse note from parents, please deliver to the main office upon arriving at school.

The Mediapolis School Board has declared, “school facilities off limits from 11:00 p.m. to 7 a.m. and no loitering anytime.” Violation may result in trespassing charges being filed.

### 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.

The Mediapolis School Board has declared “school facilities off limits from 11:00 p.m. to 7 a.m. and no loitering anytime.” Violation may result in trespassing charges being filed.

## DEPARTURE FROM SCHOOL

If you have a dismissal or excuse note from parents, they must be delivered to the main office upon arriving at school. Students should be out of the building and off the grounds by 3:45 p.m. Students should be off campus within 20 minutes of any other dismissal unless they will be under the direct supervision of a staff member. Be certain your parents know what time your activities end and make appropriate arrangements for leaving. You should be out of the building and off of school grounds within 15 minutes of any schedule evening activity.

## DRESS CODE & Public Display of Affection (PDA)

Students are expected to display good taste, judgment, personal cleanliness, neatness, and appropriateness of attire and appearance at all times. Personal 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. The wearing to school of obscene, unbecoming, unsafe in nature or unusual apparel that may be of a distracting or disruptive nature is strictly forbidden. Clothing or other apparel promoting products, which are illegal for use of minors such as alcohol, tobacco or drugs, sex, profanity, racism or reference to subversion, are not appropriate. Brand names for advertising alcohol and tobacco, co-ed naked and Hooter t-shirts, Big Johnson, 69 etc, are also unacceptable. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not. Also, sunglasses are not to be worn or brought into the building (unless it is for a prescription). Students will be sent home by the office to change into appropriate attire under such circumstances. Appropriate footwear must be worn at all times. No hats are allowed within the building during the school day. Discipline will be consistent with district policy for misbehavior.

## 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. Students may not park in these spaces.

When parking a vehicle in the parking lot, park in an orderly manner. Do not block other vehicles, do not park in front of the access gate to the football/baseball field, and do not block 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 parking lot is a convenience for those who drive to school. The student must report accidents, vandalism, etc., to the Des Moines County Sheriff's office.

Section 279.8 of the Iowa Code empowers a school district to develop rules and guidelines, which include the safe operation of vehicles. 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.

If the violation is severe, immediate suspension of parking privileges may result.

## 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 Sherriff will investigate all weapon violations for possible State and Federal charges

## VISITORS

Adult visitors, especially parents, are welcome to observe our educational program and our school. 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 advance permission.

## CHEATING

Students who are caught cheating on an assignment, project, paper, quiz, test, etc. will receive a failing grade for that item of work and will suffer the consequences of that impact on their grade. In some case a single incident of cheating will result in failing the entire semester course. Failing grade level is determined by the teacher course outline and board policy. Parents will be notified as to the details of the cheating.

## BUS RULES

Your bus driver is an important person in your school life. Do what he/she tells you. Your life may depend on it. 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 Superintendents office.

## HARASSMENT:

Harassment of employees and students will not be tolerated. Harassment includes, but is not limited to: racial, religious, national origin, age, disability and sexual harassment. Students who believe they have suffered harassment shall report such matters to the school principal. However, claims regarding harassment may also be reported to the alternate investigator. The alternate investigator for the high school is the elementary principal. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure, which may result in discipline, up to, and including, suspension and expulsion.

Students who feel that they have been harassed should:

1. Communicate to the harasser that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor, school resource officer, or principal to help.
2. If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should tell a teacher, counselor, school resource officer, or principal, and write down exactly what happened, keep a copy and give another copy to the teacher, counselor, S.R.O., or principal including:
  - a. what, when and where it happened
  - b. who was involved
  - c. exactly what was said or what the harasser did
  - d. witnesses to the harassment
  - e. what the student said or did, either at the time or later
  - f. how the student felt
  - g. how the harasser responded.

## PHYSICAL OR SEXUAL 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 Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. This procedure requires the school district to designate an independent investigator to look into allegations. The school district has designated Carol Cary at 394-3101 as its Level I investigator. Mrs. Cary may also be contacted directly at ext. 413. 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 the 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 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 January 1<sup>st</sup> 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. Families interested in open enrolling out of the school district must contact the superintendent's office for information and forms.

## MEDICINES:

### 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 student's 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 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 must not sit on desktops, tabletops, and/or windowsills in the school buildings. This includes the concourse.

### Beverage Machines

The beverage machines are a student privilege requested by the student senate. They may be turned off or removed entirely at the discretion of the administration, if use of this privilege is abused. These machines are to be used only outside the hours of 8:20 am- 3:30 pm. Beverage and food articles are not to be taken to classes or the classroom halls or kept in lockers. Glass containers are not permitted at school, mainly because broken glass is hazardous. All recyclable containers should be put in the recycling containers in 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. A 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.

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.

During the school year there will be an all-school locker clean out, clean-up time to give you an opportunity to "arrange and re-arrange" your locker.

## 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.

## LIBRARY PROCEDURES

### Hours:

The library is open between 7:45 a.m. and 4:00 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 library during their seminar or open campus period must get a pass from the library staff.

### Use:

The library 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 library and disregard library procedure will be sent back to their assigned class and may lose library privileges or a period of time.

### Checking Out Materials:

Most materials may be checked out.

Reference and reserve books may be checked out for one period at a time. They can go home overnight if checked out after last block and returned before school the next day.

### Renewing Books:

Most books and magazines may be renewed by bringing them to the library 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.

## CLASS MEETINGS

Class meetings will be held as needed. Notices of class meetings will be included in the announcements, and also posted with the daily announcements on the bulletin board. Students are expected to attend their respective class meetings. Sponsors will be in attendance at all meetings and will assist in the details. Leadership is a trait to be developed through class officers conducting meetings.

## 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.

## DANCE RULES

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

1. Dances following a game will be held from the conclusion of the game until 11:45 p.m. (Homecoming)
2. Dances on other occasions will be held from 8:00 p.m. to 11:30 p.m.
3. Dances are for Mediapolis High School students and their registered guests. Guests must be registered with the high school office prior to the end of the regular school day on the day of the dance.
4. Anyone leaving the dance will not be allowed to return.
5. 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. A few rules are necessary.

1. Dances are usually held from 7:00 p.m. to 10:00 p.m.
2. 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.
3. 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.
4. All school policies apply for dances as equally as they apply for the regular school day.

## 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 Mrs. Palmer or Mrs. Woodruff.

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 Mrs. Palmer or Mrs. Woodruff 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 Mrs. Palmer or Mrs. Woodruff 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 80 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 have a cumulative G.P.A. of 3.2. 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.

Discipline will be decided according to the National Policy and has no appeal process

## 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.

## LUNCHTIME

### HIGH SCHOOL & MIDDLE 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 purchased school lunches should be eaten in the elementary gym.

1. All school served lunches will be eaten in the elementary gym.
2. 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.
3. 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.
4. 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. Please observe the hallway barrier (orange belt) during this concourse time. Spending excessive free lunch time at your locker or in the hallway will not be allowed.
5. Due to the fact there will be classes in progress, activity in the concourse will be very restricted, including the high school gym when there is a Physical Education class.
6. Seniors and juniors who have been approved for open campus may leave the building during their lunch. If you do not come back to school, please call the office. If you fail to call the office your absence will be unexcused.
7. 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.

8. 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.
9. 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.
10. 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 435.
11. 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

Policy Title: Emergency School Closings Code No: 504.7

The Superintendent of Schools or his/her designee shall have the authority to delay or close schools because of extreme weather or other emergency conditions for the length of time the emergency exists. He/she shall make provisions to publicly announce each closing via available mass communication media as soon as possible after the decision to close.

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	Burlington	1490 AM
KILJ	Mt. Pleasant	1130 AM
KILJ	Mt. Pleasant	105.5 FM
KKMI	Burlington	93.5 FM
KAUP	Burlington	89.9 FM
WHO	Des Moines	1040 AM
KWQC	Quad Cities	Channel 6 TV

## 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 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.

## LOCK DOWN SITUATION

This is an extremely dangerous situation and the staff will direct you as to your actions. You must follow their instructions immediately and without hesitation. 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.

## SUBSTANCE ABUSE POLICY

No member of the Mediapolis High School or Middle School student bodies shall use or possess tobacco or “look alike” substance that appear to be tobacco in any form on school property, or at school activities when not located on school property.

No member of the Mediapolis High School or Middle School student bodies shall use or possess alcoholic liquor or beer or any controlled substance or “look alike” substances that appear to be alcohol or controlled substances in any form on school property, or at school activities when not located on school property.

## STUDENT ATTENDANCE

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, parents must notify the office at 394-3101 (Ext. 2) on the day of the absence prior to 10:00 a.m. If notification is not received, the office may attempt to contact the parents. Before a student is re-admitted after an absence, the parent or guardian should provide the main office an explanation of the reason for the absence.

The school determines whether an absence is excused or unexcused. Excused absences include, but are not limited to: illness, family emergency, recognized religious observances and school activities. Unexcused absences include, but are not limited to: oversleeping, tardiness, shopping, hunting, concerts, preparation

or participation in parties or other celebrations and employment. Students are expected to be in class on time.

The principal may, with the approval of the school board, refer to the county attorney's office a student and his/her parent for violation of the compulsory attendance laws for excessive excused absences.

#### STUDENT ABSENCE – EXCUSED

1. Illness
2. Absence resulting from a doctor, dentist, orthodontist or eye doctor's appointment.
3. Family emergencies/funerals
4. Recognized religious observances
5. School sponsored/approved activities
6. Family vacations if approved at least one week in advance and homework completed.

Students are given two days for each day missed to make up work, and they will receive full credit for make-up work. Example: If you miss a test on an A-day to an excused absence and you return to school the next day, a B-day, you are required to take the test on the next A-day. Students must check with the teachers of the classes they missed on the day they return to school. Work not submitted within the time frame will result in zero (0) credit being earned

#### STUDENT ABSENCES – UNEXCUSED

1. These absences shall include, but not be limited to: truancy, oversleeping, tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations and employment.  
Penalties may include: Loss of open campus privileges, detention, Saturday school, in/out of school suspension, loss of credit, or expulsion.
2. Parent-release  
A parent may excuse their son(s)/daughter(s) for the absences listed in number 1 above, if approved by the office prior to the time of absence.  
Pre-arranged absences must be completed five days prior to the vacation or absences. If not completed prior to leaving, only partial credit will be earned.

Class Cuts: Students who are absent from class without parental & District knowledge may be referred to the Des Moines County Attorney for truancy as well as be penalized at school. Penalties may include: Loss of open campus privileges, detention, Saturday school, in/out of school suspension, loss of credit, or expulsion.

## TARDIES

A tardy is defined as arriving to class less than 5 minutes after the scheduled start of class. Students who are not in class at the scheduled time must have an admit slip from either the main office or a staff member.

1. Excused and unexcused as defined by the absence policy.
2. Students will be allowed two unexcused tardies per semester without penalty.
3. Penalty for excessive unexcused tardies: per
  - a. 3 tardies – 30 minute detention – assigned by the office/teacher
  - b. 4 tardies – 60 minute detention – assigned by the office/teacher
  - c. 5 tardies – Saturday school – assigned by the principal
  - d. 6 tardies – in-school suspension – assigned by the principal
  - e. 7 tardies – out of-school suspension – assigned by the principal
  - f. More than 7 tardies may result in Out of School Suspension/ Saturday School/dropping from class with an F, or any combination of penalties
  - g. Detention for excessive unexcused tardies will be assigned by the teacher and must be served within two days. Detention time will double if time is not served within one week.
  - h. Repeated tardies may result in over forms of discipline (escorted to class, loss of concourse privileges, or other options as deemed appropriate by teacher/administrator.)

## PERMITS TO LEAVE THE BUILDING

Only the principal or another appointed staff member may issue admits to class or permits to leave the building. Permits to leave the building will be granted for the following reasons only:

1. Illness – The parent will be notified if possible before the student is allowed to leave.
2. Professional appointments that cannot be scheduled outside of school hours.
3. Serious personal or family problems.
4. Teacher requests – if they are approved by the administrator.
5. Open campus and Co-op class
6. College classes

Students must sign out, first and last names, and time of departure in the office before leaving the building during the school day for items 1, 2, 3 or 4.

## ATTENDANCE POLICY

The absence policy is based on the fact that something important happens in class every day and that the activity or interaction between the teacher and students can never be exactly duplicated. In order for the Mediapolis Community staff to do the best possible job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parent, the student, and the school staff at all points in the process. One of the most vital points is

that of student attendance. We cannot teach a student who is not present. The following policy has been developed to encourage good attendance.

#### ATTENDANCE POLICY: High School

1. If a student has been excused by a parent for illness 6 or more days in a 90 day period, Mediapolis 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 will be considered unexcused.
2. At 3-days unexcused absences each teacher will attempt a conference with the student. Teachers will notify the parents.
3. When a student accumulates five unexcused absences in a class. Teachers will notify parents by phone, e-mail or letter. A semester unexcused absence of five days from any class may place a student in a failing status. The student will remain in the class and will be given verbal notice of possible failing status by the teacher involved.
4. After 10 absences in a class, a report may be filed with the County Attorney.

If the student feels that justifiable or extraordinary circumstances have contributed to exceeding the 5-day limit, the student may appeal to the teacher for credit. This appeal may be granted if the following conditions have been met:

- a. The Student Appeal for Credit Form has been completed and returned to the teacher by the due date specified on the form.
- b. Attendance after the five-day unexcused limit has been satisfactory.
- c. The student has supplied reasons for each absence. Appeal will be granted based upon students supplying justifiable or extraordinary reasons for the absences.
- d. Appropriate doctor statements, if applicable, have been filed with the District.
- e. All class work has been satisfactory completed.
- f. Class objectives have been accomplished.

#### ATTENDANCE POLICY: Middle School

1. Three absences will result in students being held in from recess in order to make up all work not submitted because of absences.
2. Five absences will result in students being held in from recess & possibly after school until work is completed.
3. Additional absences will result in a parent/teacher conference regarding required academic & social growth.

#### ADDITIONAL GUIDELINES:

1. An absence count will start only upon a student's first registered day in a class (within the first five days of class).
2. Class absence as a result of an approved personal day or approved school activities will not count within the five-day limit.

3. Unless otherwise indicated, students who miss class due to requests from administrators and counselors fall within the approved school activities category. Administrators and counselors will do their best to call students from classes only when other opportunities are not available.

Students denied course credit based upon excessive absences may utilize the due process procedures available at Mediapolis Community School. Students who desire to appeal the teacher's decisions must notify the principal within five days of notification of the teacher's decision, and return a completed form to the principal's office.

#### STUDENT APPEAL FOR CREDIT

1. Teachers will give verbal notice to all students who have exceeded the three and/or five-day unexcused limit in their classes and provide them the appeal paperwork.
2. Teachers will have available for students the Student Appeal for Credit form. Teachers will fill in the number of absences and the due date at the time they give the form to the student. (It is suggested that students pick up forms before or after school to allow the teacher sufficient time to answer student questions.)  
NOTE: An appeal deadline within the last two weeks of each semester is established. If students exceed the five-day unexcused limit after the deadline, the due date of the appeal for credit form will be the last day the class in question meets.
3. Students will have the opportunity to explain and validate their attendance record on the remainder of the form, which then must be signed by the student and parent/guardian.
4. The student will return the form to his/her teacher prior to, or on the due date for teacher consideration.
5. The decision to grant credit to students who have exceeded the unexcused five-day limit rests with the teacher. The teacher is the one who sets the class objectives and must be the one to determine if those objectives have been met.
6. At the end of the semester, when the appeal form has been appropriately completed, the teacher will review it, make a decision, notify the student of the decision the last day of class, and forward it to the principal's office.
7. The principal will review all Student Appeal for Credit forms.

#### 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. Extreme cases, depending upon severity or previous infractions of this guideline, may result in waiving preliminary steps. In order to provide an educational

atmosphere at Mediapolis High and Middle Schools, it is necessary to have a certain expectancy regarding student conduct. Every student should be considerate of the rights and privileges of fellow students and staff members. Keeping this in mind, it is necessary to invoke appropriate disciplinary action for the following offenses: disruption of school; destruction or damaging of school property; offensive language; assault and/or battery; fighting; insubordination/disrespect; possession and/or use of illegal articles such as drug, alcohol, fireworks, concealed weapons, etc.; theft; gambling; littering; and possession or use of tobacco, unacceptable public displays of affection (PDA), etc. There are varying degrees of involvement with many violations. With due consideration for student's rights, what will happen to a violator will depend on the intent behind the violation and the severity of the offense. 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  
Students dismissed from a class for disciplinary reasons must report directly to the office. The student will conference with the principal and teacher to determine a positive course of action. Not reporting directly to the office will result in additional detention time.
2. Restriction of student privileges
3. 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.  
Step 1 – detention time will double  
Step 2 – Saturday school assigned  
Step 3 – In-school suspension  
Step 4 – Out of school suspension  
Step 5 – possible expulsion
4. In-school suspension  
In-school suspension will be served in the office for the number of days designated by the disciplinary action.
  - (1) An in-school suspension will not exceed ten days, and
  - (2) The student may not attend school activities or 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. Credit will be based on the teacher's evaluation of the work.
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 2 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. Credit will be based on the teacher's evaluation of the work.
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 school term. 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

This is a guideline for handling discipline problems. Extreme cases, depending upon severity or previous infractions of this guideline, may result in waiving preliminary steps. 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.
  - A. First violation will result in the following:
    1. Parents contacted
    2. Sheriff's office contacted
    3. Four-day out of school suspension
    4. Referral to counselor
  - B. Second violation will result in the following:
    1. Parents contacted

2. Sheriff's office contacted
3. 10-day out of school 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. 10-day out of school 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. Four-day out of school suspension from school (in-school may be substituted)
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. Ten-day 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. If arrangements cannot be made on replacement or return of items, the case will be turned over to the Sheriff's office.
4. Maximum 10-day out of school 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. Two-day out of school suspension

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. Maximum ten-day out of school suspension
  3. Possible recommendation of expulsion to the Board of Education

VI. Vandalism

- A. First violation will result in the following:
  1. Parents contacted
  2. Students (parents) assume the cost and/or labor of repairs
- B. Second violation will result in the following:
  1. Parents contacted
  2. Students (parents) assume the cost and/or labor of repairs
  3. Ten-day out of school suspension
  4. 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. Saturday school assigned
- B. Second violation will result in the following:
  1. Parents contacted
  2. Two-days out of school suspension
- C. Third violation will result in the following:
  1. Parents contacted
  2. Maximum ten-day out of school suspension

3. Possible recommendation of expulsion to the Board of Education

IX. Possession of tobacco (smoking, chewing, herbal or look-alike) on school property.

- A. First violation will result in the following:
  1. Teacher will confiscate the tobacco
  2. Student referred to the office for a conference with the Principal
  3. Saturday school assigned
  4. Parents contacted
- B. Second violation will result in the following:
  1. Teacher will confiscate the tobacco
  2. Student referred to the office for a conference with the Principal
  3. One-day in-school suspension
  4. Parent conference
- C. Third violation will result in the following:
  1. Teacher will confiscate the tobacco
  2. Student referred to the office for a conference with the Principal
  3. Two-day suspension
  4. Parent conference

X. Use of tobacco (smoking, chewing, herbal or look-alike)

- A. First violation will result in the following:
  1. Parents contacted
  2. Minimum two-day suspension
- B. Second violation will result in the following:
  1. Parents contacted
  2. Minimum four-day suspension
- C. Third violation will result in the following:
  1. Parents contacted
  2. Maximum ten-day out of school suspension
  3. Possible recommendation of expulsion to the Board of Education.

XI. Disrespectful attitude or behavior, talking back, refusing to do what is asked or requested.

The teacher should make effort to solve this type of problem him/herself. If this is impossible, the teacher shall refer the student to the office. A conference will be arranged between the student and the teacher and contact will be made with the student's parents. Disciplinary action taken could be detention, Saturday school, or suspension.

XII. Referral to the office for disruptive behavior.

- A. Notify the parents of the first referral. Counsel with the student and the teacher concerning the problem. A detention or Saturday school may be assigned by the principal in addition to time assigned by the teacher.

- B. Second violation will result in the following:
  - 1. Parents contacted
  - 2. Appropriate measures taken according to the severity of the case
  - 3. Saturday school or suspension assigned
- C. Third violation will result in the following:
  - 1. Parents contacted
  - 2. Four-day suspension
- D. Fourth violation will result in the following:
  - 1. Parents contacted
  - 2. Ten-day out of school suspension
  - 3. Recommendation of expulsion to the Board of Education.

### XIII. Truancy/Cutting Classes

- A. First violation will result in the following:
  - 1. Refer the student to the office
  - 2. Parents contacted by phone or letter
  - 3. Make up the time in detention (equal to time missed) as assigned during the following:
    - a. before and/or after school
    - b. open campus time
    - c. Saturday school
  - 4. Loss of open campus privileges
- B. Second violation will result in the following:
  - 1. Refer the student to the office
  - 2. Parents contacted by phone or letter
  - 3. One-day in-school suspension
  - 4. Parent conference scheduled
- C. Third violation will result in the following:
  - 1. Refer the student to the office
  - 2. Parents contacted by phone or letter
  - 3. County Attorney notified
  - 4. Two-day in-school suspension
- D. Fourth violation will result in the following:
  - 1. Refer the student to the office
  - 2. Parents contacted by phone or letter
  - 3. County Attorney notified
  - 3. Two-day out of school suspension
- E. Fifth violation will result in the following:
  - 1. Refer the student to the office
  - 2. Parents contacted by phone or letter
  - 3. Student will be suspended
  - 4. Possible recommendation for expulsion to the Board of Education

### XIV. 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
5. 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 assigned

C. Third violation will result in the following:

1. Parents contacted
2. Gambling paraphernalia will be confiscated
3. Two-day suspension

XV. 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. Detention will be assigned

B. Second violation will result in the following:

1. Parents contacted
2. Saturday school assigned

C. Third violation will result in the following:

1. Parents contacted
2. Suspension will be assigned

XVI. 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. Three-day out of school suspension
4. Possible recommendation for expulsion to the Board of Education

XVII. 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

XVIII. 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

## 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

Athletics (see listing below)

Business Professionals of America

Cheerleading

Chorus

Coffeehouse

Concert Band

Select Choirs (male/female)

Drama

Economics Club

Fall Musical

Family Career and Community Leaders of America

FFA (Future Farmers of America)

Jazz Band

Yearbook

Mock Trial

National Honor Society

Pawprint Newspaper

Pep Band

Science Club

Marching Band

Seeds

Spanish Club

Speech

Spring Play

Student Leadership Team

Student Senate

Thespians

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:

Media Club

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	Spring Season
Football – boys	Track – boys and girls
Volleyball – girls	Golf – boys and girls
Cross Country – boys and girls	

Winter Season	Summer Season
Basketball – boys and girls	Baseball – boys
Wrestling – boys	Softball – girls

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

## SPORTSMANSHIP

The Mediapolis Community High School is known for being very competitive in all activities. We have had more than our share of success at all levels of competition: SEI Super-conference, district and state levels, and even on a national scale.

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

Winners and losers alike must not forget the ultimate goal of any extra-curricular activity is PARTICIPATION. The fact that you TRIED is success in itself and makes winners of us all. Winning comes more often than losing when there is an abundance of talent and superior teaching and coaching. But let us never forget that all students are giving their best when participating, and these people deserve every consideration for their efforts.

When you appreciate these efforts of our opponents, then 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.

Only the school principal may declare a student ineligible to participate in an activity when the conduct of that student has been determined to be contrary to, or in violation of the established rules and regulations set out in this policy.

### 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, including those related to the school curriculum (co-curricular activities), student government activities, elected school representation (Royalty) and honors.
3. Event is an activity that occurs on a single date (i.e. a baseball double hitter or wrestling double dual is considered one event.)
4. 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 7 and 8 and starting over for grades 9-12), regardless of the specific portion of the Good Conduct Code that is violated.
4. 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.)
5. School days shall mean generally adopted "business days" (i.e. Monday through Friday, excepting state and/or national holidays.)
6. Service as an officer means participating in an extracurricular program or in student government as an official of that program.
7. 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.
8. Year, as it is used in this policy, means 12 months from the date of a violation.

## 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.

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.

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 (coaches 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.

Middle School penalties will be one half of those mentioned later in this document.

## VI. CONDUCT REQUIREMENTS

Student participants shall:

- 1) Abide by Mediapolis' Good Conduct Code at all times and in all places.
- 2) Abide by any additional specific rules and regulations that the coach/sponsor of the activity has established. The activities director will approve such rules before distribution to students.

General Standard

Good Conduct consists of behavior which reflects the generally accepted social and moral requirements of the community, is legal, and at all times reflects respect for and sensitivity to other persons, regardless of nationality, gender, religion, race or disability, and a respect for their rights, property and dignity.

## VII. VIOLATIONS

Violations of the general standard may be varied. Such violations include, but are not limited to, the prohibited conduct listed. Students shall not:

- 1) Sell or distribute illegal drugs, controlled substance, or imitation controlled substance.
- 2) Possess, use, or be under the influence of illegal drugs, controlled substance, imitation controlled substance, or drug paraphernalia.
- 3) Possess, use or threaten to use any instrument that is generally considered a weapon, an explosive, or an imitation weapon.
- 4) Possess, use or distribute alcoholic beverages.
- 5) Use, possess and/or distribute tobacco or imitation substance.
- 6) Fight, assault, or physically abuse any person at school or during school activities or coming to and going from school or a school activity.
- 7) Damage, destroy, vandalize or steal school property and/or personal property of others.
- 8) Participate in any conduct, which in Iowa constitutes a criminal offense, whether or not an arrest or conviction occurs, with no requirement that an individual be found guilty. Traffic violations shall not be included as a violation. Simple misdemeanor violations shall be at the discretion of the principal.
- 9) Swear or use profanity, insubordination, belligerent or disrespectful language toward or act in a manner to attempt to threaten, intimidate, or injure another person.
- 10) Disrupt school and/or school activities.
- 11) Repeatedly violate school rules or commit a serious violation of a school rule.
- 12) Indulge in unsportsmanlike conduct, profanity, or verbal abuse toward persons representing Mediapolis School and/or other schools including players, coaches, patrons and game officials.

## VIII. DETERMINATION OF VIOLATION

When it comes to the attention of school officials that a student is suspected of violating the Mediapolis Good Conduct Policy or the rules of a specific extra-curricular activity, the principal will determine whether there has been a violation.

A student will be deemed to be in violation if law enforcement notifies school authorities of a violation covered under the Good Conduct Policy, the student receives a ticket from law enforcement, a school official observes the student, or the student admits he/she violated the Good Conduct Policy.

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 Principal/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 substance listed in Section VII items 1-5 and strongly encourages a student leave upon realizing the presence of any substance.

The Mediapolis Community School District may determine that there has been a violation of its Good Conduct Code whether or not criminal charges have been filed, whether a student's trial is pending, or whether or not the student is found guilty by a court of law as long as there is evidence to support the finding of a Good Conduct Code Violation.

Once the determination is made that a student has violated the Mediapolis Good Conduct Code, the principal shall make a determination of the appropriate penalty.

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)

The consequences listed below are addressed to the specific Good Conduct Code violations listed in this policy. Violations not specifically listed will result in similar consequences. Where applicable, the following will be applied in addition to the specific penalties outlined in the Mediapolis Student Code of Conduct. 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:** A student whose violation of this policy constitutes a first offense will be ineligible to participate in the next four (4) regularly scheduled events that he or she is registered for as a participant. Students will have the option to reduce the penalty to two (2) events by performing 20 hours of community service.

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 up to four (4) events, whichever first occurs. (This includes the initial two (2) events.)

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:** The student shall lose eligibility for the next eight consecutive extra-curricular event dates.

**THIRD AND SUBSEQUENT VIOLATIONS:** The student shall lose eligibility for one calendar year.

Drug and alcohol violations shall be subject to the following additional restrictions:

Once a student violates any aspect of the Good Conduct Rule, and completes all aspects of the penalty, and the student has completed one calendar year (from the date of the last violation) without an additional violation, the student's record will be cleared.

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

Second and Third Offenses: 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. Students who are removed from a public performance for which an academic grade is given shall be given an alternate opportunity for a grade. Under no circumstances shall a student suffer an academic penalty because of a violation of this policy. A student may experience an academic penalty if they fail to appropriately complete the alternate opportunity for a grade. The alternate activity should (as closely as possible) approximate the skills and time commitment that would have been required of the student in the original public performance.

## ACADEMIC INELIGIBILITY

At the beginning 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 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 Tuesday through the following Monday. 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.

The student shall not be failing in two or more subjects. 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.

In regards to student participation in extra-curricular activities, students must be in school by one half of their academic classes on the day of the activity. 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. The exceptions being if the student was absent because of school sponsored activities or they received prior permission from the principal.

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 for each day equal to the number of trancies.

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

This might be adjusted according to State Law or Department of Education Policy.

#### X. SUSPENSION/EXPULSION UNDER THE STUDENT CODE OF CONDUCT

In the event a student receives a disciplinary out of school suspension or expulsion because of a violation of the Student Code of Conduct, that student will not be allowed to participate for the comparable period of time in any facet of any extra-curricular activity, including practices, meetings, competitions and performances; and will be denied all school transportation to or from such practices, meetings, competitions or performances for the duration of the suspension or expulsion.

In the event a student receives a disciplinary in-school or Saturday suspension, the coach/sponsor will determine whether attendance at a practice, meeting, competition and/or performance is permitted, and shall have the authority to determine when the student may participate.

Parent Guide for School Emergencies  
Mediapolis Community School System

Working with the law enforcement and emergency service agencies, the staff of Mediapolis Community school system developed an emergency plan for the school to safeguard your child. Providing for the safety of 950 students and over 136 staff members is a complex process. All of us have special roles to play. We want you to know that we have a plan in case of an emergency, and we want you to know how you can help us in the event of an emergency.

Please read this information carefully, and keep this brochure somewhere safe at home.

1. Do not come to the school. If we have a serious problem here, law enforcement agencies will block the streets near the school so that emergency agencies have access. They will not allow you to enter the area.
2. Do not call the school. In an emergency, we will need the phone lines open.
3. Remain at home until you hear instructions from us. Make sure someone is available at your home telephone or work number. If we have injuries, we will be trying to contact you. Make sure the school's office has your current phone numbers and that emergency contact numbers are up to date.
4. Tune in to KBUR 1490/AM or KGRS 107.3/FM. They have graciously agreed to be our official station in an emergency. We will make announcements and give instructions through them. Do not call the radio stations or the city emergency number 911 for information.

Will I be able to pick up my child?

1. If we must evacuate the school, the radio station will announce the pick up location. We will issue further instructions and let you know from where and when you may pick up your child. We will release students to parents after we have checked attendance and accounted for students who were in school that day. Anyone who picks up a student will have to produce identification and sign the student release form.
2. Again, do not come to the school. Drive to the announced pickup location. Look for our staff. We will establish a contact point for parents. If you come to the school, law enforcement authorities will turn you away.
3. If we do not evacuate the school, we will release students as soon as it is safe to do so. It is important for you to listen to KBUR/KGRS for information. Do not come to the school until you hear our instructions on KBUR/KGRS.

When will I find out what has happened?

1. We will give instructions through KBUR/KGRS while the emergency exists. Please understand that during an emergency our first concern is for the safety of the students and staff. We will provide information about the problem after everyone is safe and the problem is under control. Listen to KBUR/KGRS for news from us. This will take some time, as our staff must follow the instructions of law enforcement agencies when they are at the school.
2. Depending upon the problem, it may take us some time to sort through what has happened. We will explain only after we understand the situation. We will confirm what we know before we make any statements because we do not want to mislead anyone about an emergency situation. You will have to be patient with us.

Thank-you

We know that your child is the most important person in the world to you. Because of that, we know that it will be hard for you to do what we ask. Please realize that we take your child's safety very seriously. In an emergency, what you do can either help or hinder the efforts of law enforcement, emergency services, and our staff as we work to protect Mediapolis children. In all likelihood, we will never need our emergency plan, but having it makes Mediapolis Community Schools a better and safer place for your child to be. We appreciate your support.

## 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 sever 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.

(2)

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.

Student \_\_\_\_\_  
(Please Print)

Signature \_\_\_\_\_

Date \_\_\_\_\_

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.

Parent/Guardian Name \_\_\_\_\_  
(Please Print)

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## NOTICE TO PARENTS

TO: All Parents  
FROM: Mediapolis Community Schools  
Date: August 2008  
Re: 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](http://www.iowa.gov/educate) .

## **ANNUAL NOTICES**

By: Lisa E. Soronen, NSBA Senior Staff Attorney and Katie Demedis, NSBA Legal Intern  
June 2010

Numerous federal (and state) laws require school districts to provide students, parents, and/or the public with notices, many of which must be provided at the beginning of the school year. Fortunately, federal agencies or other entities oftentimes have created “model” notices (or provide information useful to creating notices) that can be easily tailored to meet individual district needs. The following article describes some of the notices required by federal law and provides links to documents that may be used in writing notices. This article includes the method required to give notice, where it is specified in the statute or regulations. This article does not contain a description of employment-related notices required by federal law or notices required by state law.

### **No Child Left Behind Act**

The No Child Left Behind Act (NCLB) requires the state education agency, school districts, and individual schools to provide numerous notices to parents, the public, and others. Some of the notices that school districts and/or individual schools are required to give under NCLB include: annual report cards; progress reviews; schools identified for school improvement, corrective action, or restructuring; parental involvement policies; state education agency complaint procedures; teacher and paraprofessional qualifications; non-highly qualified teachers; student achievement information; an informational meeting on Title I, Part A; that the district routinely releases the names, addresses, and phone numbers of secondary students to military recruiters unless parents opt out; and a variety of information about the status of English Language Learners.

Notice to parents that a school has been identified for improvement, corrective action, or restructuring, must be given in an understandable and uniform format, including alternative formats upon request, and, “to the extent practicable,” in a language that parents can understand. 34 C.F.R. § 200.36(b). In general, notice must be provided to parents directly, through regular mail or e-mail, and “[t]hrough broader means of dissemination such as the Internet, the media, and public agencies serving the student population and their families.” 34 C.F.R. § 200.36(c).

The U.S. Department of Education’s non-regulatory guidance document, *Parental Involvement Title I, Part A*, contains a chart listing the *key* parental notice requirements under Title I, Part A of NCLB, who has to issue the notices, and when they must be issued. The description of each notice contains references to the relevant statute sections and guidance documents, some of which contain model policies. Download this document at:

<http://www.ed.gov/programs/titleiparta/parentinvguid.doc>

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If a Title I school is identified for improvement, corrective action, or restructuring, the school district must notify parents of eligible students of:

A school district must notify parents of eligible students of the availability of public school choice at least 14 days before the start of the school year. 34 C.F.R. § 200.37(b)(4)(iv). For information on the content of the notice, see section D in the U.S. Department of Education's *Public School Choice Non-Regulatory Guidance*:

<http://www.ed.gov/policy/elsec/guid/schoolchoiceguid.doc>

Local school districts also must notify parents of eligible students of the availability of supplemental education services in a manner that is clearly distinguishable from other school improvement information that parents receive. 34 C.F.R. § 200.37(b)(5). The notice must inform parents of the benefits of supplemental education services, and indicate providers who are able to serve students with disabilities or limited English proficient students. 34 C.F.R. § 200.37(b)(5). For more information, see section G in the U.S. Department of Education's *Supplemental Educational Services, Non-Regulatory Guidance*:

<http://www.ed.gov/policy/elsec/guid/suppsvcsguid.doc>

#### **Family Educational Rights and Privacy Act**

Pursuant to the Family Educational Rights and Privacy Act (FERPA), school districts must provide parents/guardians and adult students annual notice of their rights to inspect and review education records, amend education records, consent to disclose personally identifiable information in education records, and file a complaint with the U.S. Department of Education. 34 C.F.R. § 99.7. Notice may be provided in any way that is reasonably likely to inform parents of their rights and must effectively notify parents who have a primary or home language other than English and parents or eligible students who are disabled. 34 C.F.R. § 99.7(b).

Download the U.S. Department of Education's *Model Notification of Rights Under FERPA for Elementary and Secondary Schools* at:

<http://www.ed.gov/policy/gen/guid/fpco/pdf/ferparights.pdf>

Under FERPA, school districts may disclose directory information if they have given public notice to parents/guardians and adult students of what information has been designated as directory information and when and how parents/guardians and adult students may opt-out of allowing the district to disclose directory data. 34 C.F.R. § 99.37. Finally, under NCLB school districts must provide notice that they routinely release the names, addresses, and phone numbers of secondary students to military recruiters unless parents opt out. 20 U.S.C. § 7908. School districts may provide the military recruiter notice in their FERPA notice.

Download the U.S. Department of Education's *Model Notice for Directory Information* at:

<http://www.ed.gov/policy/gen/guid/fpco/pdf/directoryinfo.pdf>

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### **Protection of Pupil Rights Amendment**

The Protection of Pupil Rights Amendment (PPRA) requires school districts to adopt a number of policies regarding surveys, instructional materials, physical examinations, personal information used for marketing, and the like. Parents must be notified of these policies at least annually at the beginning of the school year and within a reasonable time period after any substantial change is made to the policies. 20 U.S.C. § 1232(h)(c)(2)(A). Download the U.S. Department of Education's *Model Notification of Rights Under the Protection of Pupil Rights Amendment* at: <http://www.ed.gov/policy/gen/guid/fpco/pdf/ppranotice.pdf>

If districts plan to: (1) use students' personal information for selling or marketing purposes; (2) administer any survey about any of the eight topics listed in the statute (political beliefs, income, sex behavior or attitudes, etc.); or (3) administer certain non-emergency, invasive physical examinations, districts must directly notify parents at least annually at the beginning of the school year of the specific or approximate dates when these activities are scheduled or expected to be scheduled. 20 U.S.C. § 1232(h)(c)(2)(B).

Download the U.S. Department of Education's *PPRA Model Notice and Consent/Opt-Out for Specific Activities* at: <http://www.ed.gov/policy/gen/guid/fpco/pdf/ppraconsent.pdf>

### **Child Nutrition Programs**

If school districts participate in the National School Lunch Program, the School Breakfast Program, or the Special Milk Program, near the beginning of the school year, they must provide both parents and the public information about free and reduced price meals and/or free milk. 7 C.F.R. § 245.5. Districts must also provide parents an application form. If districts want to disclose children's free and reduced eligibility status, they may do so in some instances usually only with prior notice and/or consent. 42 U.S.C. § 1758(b)(6)(D)(ii). The U.S. Department of Agriculture's document entitled *Eligibility Guidance for School Meals Manual* contains an explanation of the required notices and a sample notice and application form. The document also contains a chart describing to whom, and under what conditions, information regarding free and reduced eligibility status may be disclosed. Relevant notices appear in the appendices:

[http://www.fns.usda.gov/cnd/Guidance/eligibility\\_guidance.pdf](http://www.fns.usda.gov/cnd/Guidance/eligibility_guidance.pdf)

### **Asbestos Hazard Emergency Response Act**

The Asbestos Hazard Emergency Response Act (AHERA) requires school districts to inspect their buildings for asbestos-containing building materials and develop, maintain, and update an asbestos management plan. School districts must annually notify parents, teachers, and employee organizations in writing of the availability of the management plan and planned or in progress inspections, re-inspections, response actions, and post-response actions, including periodic re-inspection and surveillance activities. 40 C.F.R. §§ 763.84(c), 763.94(g)(4). © 2010 National School Boards Association 1680 Duke Street, Alexandria, VA 22314 Phone: (703) 838-6722 Fax: (703) 548-5613 E-mail: [cosainfo@nsba.org](mailto:cosainfo@nsba.org)

Download the U.S. Environment Protection Agency's *Model AHERA Yearly Notification Form* at: <http://www.epa.gov/region2/ahera/notiform.htm>

### **McKinney Vento Act**

The McKinney Vento Act requires homeless student liaisons to provide public notice of the education rights of homeless students disseminated in places where homeless students receive services under the Act including schools, family shelters, and soup kitchens. The notice must be in a "manner and form" understandable to homeless students and their parents/guardians, "including, if necessary and to the extent feasible," in their native language. 42 U.S.C. § 11432(g)(6).

The National Center for Homeless Students (funded by the U.S. Department of Education) has created posters (in black and white or color, in English or in Spanish, for parents or for students) that can be ordered on their website:

<http://center.serve.org/nche/products.php#electronic>

### **Notice of Non-Discrimination Under Title VI, Title IX, Section 504, Age Discrimination Act, Title II of the American with Disabilities Act**

A number of federal statutes protect the rights of beneficiaries from being discriminated against in programs or activities that receive financial assistance. Specifically, the following statutes prohibit discrimination: Title VI on the basis of race, color, and national origin; Title IX on the basis of sex; Section 504 on the basis of disability; the Age Discrimination Act on the basis of age; and Title II prohibits state and local governments from discriminating on the basis of disability. The regulations implementing the above statutes require school districts to notify students, parents, and others that they do not discriminate on the basis of race, color, national origin, sex, disability, and age. Title VI, 34 C.F.R. § 100.6(d); Title IX, 34 C.F.R. § 106.9; Section 504, 34 C.F.R. § 104.8; Age Discrimination Act, 34 C.F.R. § 110.25; Title II, 28 C.F.R. § 35.106. The regulations contain minor differences relating to the notices' required content and the methods used to publish them.

Download the U.S. Department of Education's *Notice of Non-Discrimination*, which describes the content requirements of notice under each statute, including the methods of notification required by Title IX and Section 504. The document contains a sample notice of non-discrimination school districts may use to meet the requirements of **all** of the above statutes: <http://www.ed.gov/print/about/offices/list/ocr/docs/nondisc.html>

Note: The notice must include the identity and contact information of the Title IX coordinator:

[http://www.ed.gov/about/offices/list/ocr/responsibilities\\_ix\\_ps.html](http://www.ed.gov/about/offices/list/ocr/responsibilities_ix_ps.html)

### **Individuals with Disabilities Education Act**

Under the Individuals with Disabilities Education Act (IDEA), school districts must give parents of a child with a disability a copy of procedural safeguards one time a year (and upon initial referral or parental request for an evaluation, upon filing a request for a due process hearing,

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upon a disciplinary action constituting a change in placement, and upon request of a parent). 20 U.S.C. § 1415(d)(1). A school district may post a copy of the procedural safeguards on its website. 20 U.S.C. § 1415(d)(1). The notice must fully explain IDEA's procedural safeguards in an easily understandable manner and in the native language of the parents unless it is clearly not feasible to do so. 20 U.S.C. § 1415(d)(2). Parents may choose to receive the procedural safeguards notice and other notices under IDEA by e-mail. 20 U.S.C. § 1415(n). Download the U.S. Department of Education's *Model Form: Procedural Safeguards Notice* at: [http://idea.ed.gov/download/modelform\\_Procedural\\_Safeguards\\_June\\_2009.pdf](http://idea.ed.gov/download/modelform_Procedural_Safeguards_June_2009.pdf)

Note: The procedural safeguard notice requirements in IDEA also apply to parents of homeless children with disabilities. For more information see Question B-2 in *Questions and Answers on Special Education and Homelessness* by Office of Special Education and Rehabilitative Services and the Office of Elementary and Secondary Education:

<http://www.ed.gov/policy/speced/guid/spec-ed-homelessness-q-a.doc>