

Mediapolis Community School District

6-12

Staff Information **2009-2010 TEACHER HANDBOOK**

Striving to helping each student learn how to learn

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Striving for Excellence



It is the policy of the Mediapolis Community School not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, religion, or physical or mental disability in its programs, activities, or employment practices as required by the Iowa Code Sections 216.9 and 19B.11, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. & 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. & 206, et seq.), Title IX Educational Amendments, 20 U.S.C. & 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. & 794) and the Americans with Disabilities Act (42 U.S.C. & 12101, et seq.)

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PERSONAL

A. Leave of Absence

Leaves of absence will be in accordance with the Master Agreement.

B. Illness

In the event you are ill and unable to come to school, please call Kathy Schulte (319-394-3101 x 127) she is handling district wide subs for this year. As soon as you know you will be gone for any reason, submit paperwork to Kathy. If there are "special circumstances", Mr. Heiman's home number is 394-9205. Mr. Heiman's cell phone number is 563-260-6328. If possible, please call the night before or by 6:30 a.m. Be prepared to provide lesson plans and the location of your seating charts.

C. Professional Working Hours

Teachers are expected to be at school at 8:00 a.m. and the day is completed at 4:00 p.m. These are normal school day hours. If an emergency arises and you feel you must arrive late or leave early, please notify the principal.

D. Social Fund

A social fund will be maintained by the secretary in the office to be used for expressing the feelings of the faculty on special occasions. Each member of the professional staff may be asked to contribute to this fund. Pop sales to the staff will usually cover most of the expenses.

E. Teacher Evaluation

The principal in accordance with the current Master Agreement will evaluate teachers. A pre-observation conference will be held with each teacher prior to the formal classroom visitation. A post-observation conference will follow the visitation. However, keep in mind evaluation is not limited to a single formal classroom observation of teacher performance. Other professional responsibilities, duties and performances will definitely be taken into consideration when a complete and final evaluation is made. The evaluation schedule and procedures are located in the schedule section.

F. Phone Calls and cell telephone use

Please limit time on phones to school activities if at all possible. Classroom phones must be forwarded to voice mail during class time. Office staff will advance calls directly to voice mail. You may answer them during planning period or lunch. Interrupting instruction to talk on your phone steals time from your students. Staff members receiving phone calls will not be called away from supervising a class or group of students unless the caller indicates it is an emergency. Office personnel will take messages or phone numbers and this information will be forwarded to the staff member. Staff members may then return the call when not responsible for students.

All staff is to turn personal cell phones off during times of student contact.

G. Attire

The teacher's dress should be appropriate to gain the respect he/she deserves from the students and fellow teachers. Do not dress so casual that the students will not know that you are setting a good example in appearance. Your professional appearance sets the tone for your classes. Casual dress maybe interpreted by peers, students, and community as your lack of professionalism. Your dress tells our community how you perceive your profession.

GENERAL:

A. Teacher Supplies

Teachers should order supplies for the following year at the end of the current academic year. Extra supplies are kept in the office. If you need supplies that are not on hand, please notify a secretary. Do not stockpile a “personal” supply. We will order what is needed.

B. Material Purchases

All purchases made with school funds must be accompanied with a school purchase order signed by the principal. While most instructional materials are ordered in the spring, limited funds remain for unforeseen needs. When a need arises, discuss it with the principal who will order the materials. Catalogs are kept in the offices for your use. When packages arrive, please be sure your packing slip is accurate and then forward this slip to the main office. If a PO requisition is not use, you may be responsible for all costs.

C. Building Security

If you are required to be in the building after school hours or late in the evening and you are the last to leave, it is your responsibility to lock doors and turn off lights. You should turn off your room light and lock the door each time you leave for more *than “just a minute.”* When leaving the building always check to insure the outside entry door is locked. If you unlock a door lock it when you leave. Custodians are usually on duty during the school year but weekends and summer are the exceptions. Always secure the immediate area and building when you have been working.

D. Fund Raising Activities

All fund raising activities or sales campaigns must be approved by the principal and superintendent prior to discussion with the students. Please complete the appropriate form and turn it into the office. Turn the money envelope into your respective building secretary for a receipt. Do not leave money in your desk, take home, or store anywhere but the safe or Board Office.

E. Student Records

All permanent student records are kept in the office. Teachers may refer to these at any time. Teachers should ask the building secretary for access to a file. The teacher will then need to complete a sign out form, which will be added to the student’s file. You should know where to find IEPs, PEPs, 504 plans, ITED, ITBS, and other pertinent student information. Any parental requests to see student records should be referred to the principal. The principal will then set a reasonable time to review the records with the parent. When recording data in student files, be as descriptive as possible and avoid drawing inferences.

F. Extra Pay - Good News!

Teachers will be paid \$25.00 per night for chaperoning all school dances, riding bus activities, selling tickets, taking tickets, helping with the score book or scoreboard, etc. No pay will be given for sponsoring any organization or club unless listed in the negotiated agreement. Bad news - salary check with deductions! We will also offer coverage of Saturday School supervision for additional pay.

G. Workmen's Compensation

Any employee who is injured in the line of duty shall receive such compensation and expenses as are allowable and prescribed by the Workmen's Compensation Laws of the State of Iowa. The principal must be informed of the time, date and nature of the injury within 48 hours.

H. Accident Forms

A record of each accident or injury must be recorded by the teacher present at the scene of the accident or by the teacher who is responsible for supervision at the time. Accident forms are available in the office, and care should be taken to complete all statements applicable to the case. This information is very important in cases where insurance is involved. It is also important for you and the school's liability.

I. Bulletin Board

The bulletin board in the hall is not to be used for non-school advertisements. Announcements concerning groups such as 4-H, the scouts, etc. will be fine, but it would be good practice to clear everything through the office before posting it on the board. Please do not have your groups place flyers on the walls. There have been extra bulletin boards placed in several locations, so nothing should be placed on walls. As your parents taught you –“ if you put it up, take it down.”

J. Fire, Tornado, and Lock-down drills

Fire drills will be held periodically and they are indicated by the fire alarm system in the halls. Tornado and lock down drills may be announced over the intercom system. If both the high school and middle school students are using the same exit, middle school students will exit first. State law requires schools to have two fire drills and two tornado drills each semester. We will schedule lock down drills with the Des Moines County Sheriff's Department. Some will be announced some unannounced. For each drill take your red and green notification cards.

ALL TEACHERS MUST HAVE A SIGN FOR THEIR ROOM EXPLAINING WHERE THE STUDENTS ARE TO EXIT FOR FIRE DRILLS AND WHERE THE STUDENTS ARE TO REPORT DURING A TORNADO DRILL. POST THIS SIGN NEAR THE DOOR. YOU SHOULD REVIEW THIS INFORMATION WITH THE STUDENTS IN EVERY CLASS. YOU MUST know the SECONDARY EXIT PATH. Crisis action plan must also be readily available. If you need a new one tell the office staff and be certain all postings are correct.

K. Keys

Check out what keys you may need through the principal. DO NOT give keys to a student or give a school key to a student to carry in his possession. If something needs to be unlocked it is better that you unlock it for a student and then see that it is locked up again after the student is through. Remember loss or theft of an outside door key could mean the re-keying of many locks. Do not take a key from the safe. Nikki will check out a key if needed. Administration may request your keys at any time to monitor who has access to which areas.

IF YOU UNLOCK A DOOR, YOU ARE RESPONSIBLE FOR LOCKING IT.

L. Emergency School Closings

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 exits. 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

Every effort will be made to cancel school prior to 7:30 a.m. There are times, however, when school may be delayed for one or two hours to better assess conditions. Staff members are not required to be at school on “snow” days.

For the same reasons, early dismissal may be called from time to time. When such is the case, staff members may leave the building when (1) they have no further student responsibility and (2) when the buses have left the building. Typically, when buses run early because of bad weather, all practices and rehearsals for that day are similarly canceled.

M. Harassment

Harassment of employees and students will not be tolerated. Harassment includes, but is not limited to, racial, religious, national origin, age, disability, sexual orientation, 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.

N. 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' 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.

O. Smoke Free Zone

All Mediapolis Community School buildings and grounds are smoke free. It is your professional duty to address any person that is smoking on schools grounds. Simply mention this is a non-smoking area and please leave if they wish to continue smoking.

P. Selection of Instructional Materials

"The Board of Directors of the Mediapolis Community School hereby declares it the policy of the district to provide a wide range of instructional materials on all levels of difficulty, with diversity of appeal, and the presentation of different points of view and to allow review of allegedly inappropriate materials." School Bd. Policy 604.4

The policy describes who is responsible for selecting materials, the criteria for selection, procedures for selecting media center and text materials, and the procedure to follow when an objection to materials is made. Accompanying the policy is a "Reconsideration Request Form," which must be filled out by anyone requesting a formal reconsideration.

GENERAL SCHOOL DAY

A. Faculty meetings

Faculty meetings for teachers will be scheduled as needed. These meetings will be addition to the District in-services.

B. Substitute Lesson Plans and Seating Charts

Substitute lesson plans and room-seating (with students' first and last names listed) charts must be clear and current for the benefit of the substitute teacher. Keep these in your desk so they are easily available. Lesson plans can also be e-mailed to the building secretary and they can give them to the substitute teacher. For students to receive the nationally recommended amount of daily physical activity and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond the physical education class. Toward that end, the school district will discourage sedentary activities, such as watching television, playing computer games, etc. Classroom teachers are encouraged to provide short physical activity breaks between lessons or classes, as appropriate.

C. Instructional Duplication

A copy machine is available to teachers for duplication of instructional materials. A paraprofessional will be available to operate the machines for you most of the time. The copier in the high school office is not for multiple copies, however one or two copies is okay. Please have the para do your copying. Your time is too valuable to be running copies.

D. Audio-Visual Coordinator

Some audio-visual equipment is assigned to individual rooms. If you do not have the appropriate A-V equipment for your needs, or you need assistance, please see the tech coordinator, Dennis Jandrey the Media Specialist, Gina Turner, or the Para assigned to the high school library (Mrs. Wick). We will try to accommodate last minute requests.

E. School Library

The library is open to students and teachers from 8:00 a.m. to 3:55 p.m. A staff member supervises most of the day. First priority is given to students doing class work. Students leaving class to go to the library must have a signed pass from their teacher. Students on open campus must sign in at the circulation desk. Before a teacher assigns a project requiring library materials, he or she is asked to meet with the librarian in advance to plan time and materials and assure that students know how to find and use materials.

Teachers requesting class time in the library/lab are requested to sign in on the appropriate sheets at the HS circulation desk. Since there is a limited space, please be considerate of your peers and sign for half blocks to start. Students may not be in the library unattended at anytime.

F. Guest Speakers, Field Trips, and any school-sponsored trip (athletic – weekend events- etc.)

Teachers are encouraged to use guest speakers and plan educational field trips for their classes. All field trips must demonstrate a direct relationship to the curriculum. The principal's approval is required prior to scheduling trips. Please notify the content to be covered prior to inviting guest speakers.

People from the community are a welcome addition to classroom proceedings. However, please inform the principal and office secretary prior to having someone come to visit your classroom. Outside guests expect the principal and main office to know why they are in the building.

An alphabetical list of students going on field trips must be given to teachers, attendance secretary, cooks and the principal as far in advance as possible, at least three days in advance is recommended. Prior to leaving check attendance and inform Nikki of any absent students. All students are to ride in district vehicles to and from the location.

Field trip permission forms are signed during registration. A list of students who have returned signed slips is available from the main office (JMC). Overnight field trips must be approved by the Board of Education. Permission forms must be signed by parents for any overnight trips. Students are not permitted to drive for out of town field trips.

All guest speakers need to register in the high school office when they enter the building. Field trip transportation requests must be turned in at least five – seven school days prior to the trip to the Principal who will advance to the transportation director. Schedules and trip information must be communicated to main office, parents, and students.

Students are responsible for make-up work if class time is missed.

Check the roster prior to returning.

Check bus for damage and cleanliness before and after students get on and off the buses.

Report any problems to the principal.

If you have to cancel a field trip for any reason, notify the principal first. If the field trip is during the school day we will put the information out over the P.A. system. We will also notify radio stations when necessary. If you have to cancel a field trip that has an early morning departure, call the principal first and a course of procedure will be determined at that time. Generally the procedure will be as follows:

1. Call the principal
2. Call the radio stations
 - KBUR Burlington 752-2701
 - KKMI Burlington 752-5402
 - KILJ Mount Pleasant 385-8728
3. Report to the school before the students - arrive to notify them of the cancellation.

G. Supervision of Students

Teachers may be found legally liable for injuries to students that occur in cases where the teacher is found negligent. Not being present when students are under your care is a good example of such negligence. Only in dire emergencies should you leave students unsupervised. Unfortunately, it sometimes becomes necessary to leave a group of students for a few moments for an urgent matter. Notify the office by phone or student messenger if you leave students. It is essential that teachers be on time for classes or supervision assignments.

H. Extra Curricular Activities

Board policy states there will be no rehearsals or practices past 6:45 on Wednesday evenings. This means practice is completed and students dismissed no later than 6:45. Under no circumstances are any students to be permitted to practice on Sunday without prior approval from the principal. Do not allow students to stay for activities unless you plan to be there to supervise.

Students are not to be left alone in the building. In the event custodians are not on duty, coaches and teachers have the responsibility to supervise students until the students have left the building.

Lock all locker rooms, gymnasiums, the main entrances when you leave the immediate area.

Provide main office a membership/team list as soon as you have it.

I. Room and Hall Neatness

It is the teacher's responsibility to keep their rooms clean and neat. Insist on students picking up paper, straightening chairs, etc. before leaving class. This policy must also

apply to the halls. A neat and tidy school is conducive to a good educational atmosphere. Students should not sit on desktops, tabletops or windowsills for safety reasons. Be a role model and conform to expectations. Your room's appearance reflects your professional expectations.

J. Hall Behavior

Excessive noise in the halls before, during noon breaks, after school, and during and between classes is a continual problem. Students must be discouraged from displaying rowdy or boisterous behavior when observed by a staff member. If it is offensive to you, it is offensive to others. A simple reprimand will generally solve the noise problem. If you see it stop it.

K. Hall Traffic

Do not dismiss students early – all clocks are synchronized. If you allow students to leave 30 seconds early – you are interrupting another teacher's instructional time. Attention must be given to the problem of students leaving classrooms during class time. Unless it is an emergency, students should not be excused from your room. This does not apply to use of the library or guidance office. Restroom "breaks" during class is usually unnecessary. Hall passes must be given to students who leave the room during class. Please use hall passes and keep them in a safe place. If you send a student to the office call immediately and provide a short review of the problem.

L. Announcements

If you have an announcement, please e-mail to the office two days before you want it ran. We will limit the days ran. If you plan a student group meeting please reserve the room you intend to use. Please spell check and proof all announcements prior to sending. Announcements will be posted on the school TV channel and e-mailed to faculty.

M. Student Illness

If a student becomes ill and asks to be dismissed for the remainder of the period, send the student to the office. Call the office to notify the secretary of the ill student. If the student is too ill to stop at the office, send another student to inform the office personnel so the seriousness of the illness can be checked.

N. Students Leaving the Building

Students must bring notes and pass requests to the main office prior to the start of school. Do not dismiss a student who does not have a pass from the main office. Students will not be allowed to leave the building during class hours without permission from the office with the exception of open campus privileges. Open campus privileges are only available to seniors and 2nd semester juniors. Permission will only be granted if the student presents a note from a teacher, parent or guardian requesting the student be given permission to leave. Do not make a practice of sending students on errands. If the errand is not absolutely necessary, permission to leave the building will be denied even if there is a note from a teacher.

O. Student Handbook

The student handbook will be reviewed the first days of school. Teachers are expected to know the contents of the student handbook. Read through it carefully to acquaint yourself with student rules and school procedures.

P. Lunch Room

An associate will be assigned to monitor the lunchroom (HS). Teachers have the privilege of breaking the lunch line. Students misbehaving in the lunchroom may be sent to the principal for disciplinary action.

MS teachers are expected to be in the lunchroom with their students. Teachers will complete a lunch rotation schedule in the first week of school during team planning time and turn it into the principal. All grade level teachers need not be present for supervision. One from each grade level is required to be in the lunch room during the entire period and is the escort to and from recess.

Keep the students as quiet as possible in the lunch line and at the lunch tables. Be sure you are exactly on time. If the time isn't working, let the principal know.

Q. Internet

All staff and students are now required to sign an Internet usage form prior to the start of each academic year. Staff should turn their signed forms into the Secretary prior to the first day of school. Allow NO ONE to use the Internet unless you know they have submitted usage form.

R. Scheduling of Activities

Scheduling all school related events or requests for changes in calendar events are to be channeled through the principal. Athletic contests / events should be scheduled with the Athletic Director, Lyle McConnell. Any commitment to use the school building for any purpose, i.e. contests, meetings, etc., must have prior approval from the principal and placed on the calendar. You must complete a facility request form at least one week in advance. Meetings during seminar or during the school day should be put in the announcements several days in advance and the office staff will monitor conflicts.

S. Candy, Gum, Pop, etc.

All faculty are encouraged to serve as a positive role model for students with regard to the consumption of beverages and snacks in the presence of students. Staff members are discouraged from drinking pop, coffee, etc. and eating unhealthy snacks in the presence of students. Staff members are strongly encouraged to keep pop cans/bottles out of student's visibility. Cans/bottles must be removed nightly (cleanliness). If you have any questions, please refer to Mediapolis CSD Wellness Policy for preferred drinks and snacks. If a snack is needed for health reasons, restrict it to the noon hour either in the lunchroom or in the room if possible.

T. Electronic devices in your room

Microwaves, refrigerators, hot pots, popcorn poppers, power strips (of over 5 feet), and other electrical devices are not allowed in your classroom. These create several areas of concern that include but are not limited to bugs & rodents, overloading electrical outlets, general cleanliness of the building, etc. Staff lounges are located near the ground floor office and the second floor office. If you provide a student driven academic reason for the need of electronic devices, permission may be obtained.

MIDDLE AND HIGH SCHOOL

A. Room Monitoring

Students begin arriving at school at 8:00 a.m. Teachers should be in their rooms by 8:00 in the morning to be available to students who need assistance and for supervision purposes. It is anticipated some students will arrive before 8:00, but students should be

discouraged from being here prior to 8:00 unless they are required to do so for an activity. Twenty-five minutes before the first class period should be ample time for students to prepare for the day's activities. Please lock your door and turn off room lights each time you leave the room. Conserving utilities are one way to save money.

B. Class Management and Discipline

A well organized but yet flexible classroom environment promotes a good learning environment. Excellent classroom management results from adequate lesson preparation, effective motivation, and varied or interesting teaching techniques.

Each teacher will have clearly identified classroom rules. These rules coupled with the board approved grading system which is both explained and understood by students are essential to classroom management and will avoid complications as time goes on.

Teachers shall submit to the building principal a complete set of their classroom rules as explained to students and a summary of the grading system used by each teacher.

Unfortunately, discipline situations will occur. Whenever possible, handle minor disruptions yourself. Calling parents with good news or bad news is one of the best ways to improve classroom behavior & student learning. Calling with the most accurate and detailed information is the best way to eliminate parent concerns or complaints. This will help build student respect from others in the room. Simply asking a student to leave the room because of an annoyance is generally ineffective. Call the parents and tell them of the inappropriate behavior. If you send a child from your room, their action should be severe enough that you make a call to the parents to explain why. If you send a student from your room, you must call the main office immediately and provide a general description of what happened, a more detailed report must be filed later. At times I do not receive information that warrants more than have the child sit in ISS for the remainder of the period. It is hard to discipline without information and hard to justify to parents.

You may require students to stay from 3:25 - 4:00 p.m. or report from 8:00 to 8:20 a.m. as punishment for misbehavior. This is to be served in your room and monitored by you. Try to give the student a one-day detention notice so they may make transportation arrangements. Students have one week to serve a detention. If the detention time is not served in that time, the teacher should fill out an additional detention form and the time should double. Again, the student should be given one week to serve the detention. If the time is not served, notify the principal immediately so the matter can be resolved. If a serious discipline matter does occur and you do not wish to handle it yourself, send the student directly to the principal. The teacher should then report to the principal at the first available opportunity to give an account of the incident. When a student is sent to the principal for disciplinary reasons, the teacher should keep in mind that the disciplinary measures are then placed in the hands of the principal. The principal will advise the teacher of the action taken.

If you send a student from your class, a detailed description of what happened, what has been done in an earlier effort to correct the behavior, & what type of parental inaction has occurred should be provided to the principal. Parental contact (phone call) should be made in all of these cases.

C. Report Cards and Marking System – High School and Middle School

Report cards will be e-mailed to parents. Semester grades will also be hard copied to parents. Fourth quarter grades and final grades must be submitted on teacher checkout day. Teachers should submit grades via the JMC program to the Counselor's Office. Any F grade should be hard copied to the principal.

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

D. Mid-Terms

Mid-term reports are to be mailed to the parents of students. Teachers must have reports for all students earning a D or F. Teachers are also encouraged to send positive reports to parents. These reports are to be generated from the JMC program. All reports will be sent to the office where they will be collated and sent. Dates for Midterms and the dates reports are due to the office by 8:00 a.m. will be announced and e-mailed to you. Failure to submit on time causes delays for all students. – Please check yearly calendar for due dates.

E. Student Attendance and Tardies – Refer to Student Handbook

High School teachers are required to get their attendance on the JMC program in the first five minutes of every block. Middle School teachers are required to get their attendance on the JMC program twice a day (during 8:25 a.m. homeroom, and the first class following recess). The office will keep track of records and will assign the detentions when students are in violation of building tardy policy. Staff may develop individual tardy penalties in an attempt to have students arrive on time. Only the office may assign the early out penalty.

The School Board attendance and tardiness policy (501.1a) will be enforced. This can only be accomplished if each teacher enforces the policy as it is written and keeps accurate records. Do not bend the rules often and use good judgment. Students have the responsibility to attend classes and to be there on time. Teaching students responsibility must be one of our educational goals. Homework may be requested through the main office after the third (3rd) full day of absence. Individual teachers should not fill individual parents requests. This undermines the overall consistency of expectations and rewards the “squeaky wheel”.

If the student is in the classroom, do not send them to the office for a tardy slip. If you keep a student late, please send them to the next class with a pass, so they may enter their next class.

Students who are not in school by 11:35 for the rest of the day will not be eligible to participate in activities after school. See student handbook for exceptions to this rule.

F. Passing of Classes:

Teachers must step into the halls during passing time to help monitor noise and keep the students moving to their next classes. The mere presence of teachers in the hallways will also help to keep student misbehavior to a minimum. If you see inappropriate behavior address it immediately.

G. Make-Up Work and Incompletes

Teachers are responsible for assigning and collecting individual student's make-up work. Teachers are not allowed to give zero credit for make-up work that is completed after an excused absence and submitted within the two-day policy. Work submitted after the two day rule must be corrected and returned but may be recorded as failing 0 %.

There are acceptable incompletes - such as a student who has missed school because of illness. These students should be given two days to make up work for each day missed. Students who have not missed school but are consistently incomplete or late in turning in assignments demonstrate a lack of proper motivation and a poor attitude toward school assignments. We, as faculty members, do not want to accept this type of indifference from our students. The individual teacher to whom the assignment is owed should contact parents of the students that are habitually incomplete or tardy in turning in assignments. It is the responsibility of the teacher to correct the indifferent attitude and reinforce positive responses to assignments and their due dates.

1. The amount of acceptable homework is to be determined by each grade level team. Be sure that ample time is given to complete assignments.
2. Instructions for completing assignments should be exact, even to the point of writing the assignment on the board or giving the students a handout with instructions. In Middle School, all students should write their assignments in their assignment book.
3. Be careful the assignment is not too difficult. Some students may not even attempt an assignment if it is beyond their capabilities.
4. You may need to extend a due date for a student who is making an apparent effort to complete the homework, but is having difficulty in doing so.
5. When incompletes are the result of an indifferent attitude:
 - a. reduce the grade
 - b. phone the parents, it often helps
 - c. place the student on the eligibility list as incomplete
 - d. send the student to the principal if your efforts have failed
 - e. keep the student in for recess or after school for incomplete work, but only after other attempts have been made to solve the problem.

H. Academic deficiency letters

If you have a student who has been doing incomplete or failing work for that week, submit the student's name, the subject, and unacceptable academic progress, incomplete or failing beside the name.

If a student has failed a unit test during the week it generally means the student did not do passing work during the week, and should be placed on the unacceptable academic progress list. Eligibility will be determined if the student is failing for the entire term (not simply the week).

Submit incomplete work and the subject if you feel the student has had ample time to complete the work. Once the incomplete work has been made up, the student's name may be withdrawn from the list. This is done only through the office. If the office does

not release the student he/she may not participate in contests or competition. Remember the two-day allowance for make-up. If the student does not submit make up work in a timely manner record the work as an F. If the student has an IEP that calls for extended time, contact the responsibility teacher and establish a deadline and hold firm. Eligibility lists should be turned in at the office Friday 8:00 AM. A completed eligibility list will be e-mailed to staff and will be in effect during the week (Tuesday - Monday) it is distributed. A letter, e-mail, or direct communication will inform the parents of those students who failed or are incomplete in one or more subjects. Use your teacher notes, JMC, or phone calls to notify parents of concerns.

I. Parent/Teacher Conferences

Parent/teacher conferences are a very important part of our report system. Certainly the teacher can give the parents more information during a conference than it is possible to give by mere remarks on a report card. Then, too, the teacher can gain more of an understanding of the child by visiting with the parents. The parent-teacher conference should be a two-way flow of information. Ideally, the parent-teacher conference provides the means whereby the home and school can plan together and further the development and education of the child.

In the Middle School, all conferences have the option of being student led. High School conferences are encouraged to be student led.

J. Cumulative Folders –

All cumulative folders and permanent record cards will be kept in a secure place in the District. The cumulative folders are to remain in the office at all times unless teachers take the cumulative folders to their rooms when entering grades or other information. They should be back in the office by the end of the day. All cumulative folders or IEPs taken from the office must be signed out. IEP information is available from each responsibility teacher. Each teacher is responsible to know accommodations for IEPs and 504 plans. This knowledge is to directly relate to instructional adjustments. 504 plans may be found in the HS or MS folder (server).

K. Assemblies

Usually attendance at assembly programs is required for students. Teachers are required to attend all assemblies and sit among their students. Being with the students and not in the back against the wall tells students this is an important assembly, you want to learn, and you trust them to behave. Your presence is needed to assure proper student conduct. Teachers should scatter about the assembly area rather than all sit together.

L. Course Guides

By not later than the fourth week of the semester during which the course is taught, an outline of the course is to be turned into the principal. The outline should list the major topics and sub topics to the extent that anyone looking at an outline would know the material covered in the course. The current acceptable model is found on line under staff forms.

M. Food Service Procedures

All staff members need to inform the food service and principal if students will be missing lunch because of an activity trip. This should be done at least three school days in advance. This allows for meal planning and head counts.

N. Assistance from the Principal

Feel free to contact the principal at any time. Check with the secretary to see if he/she is available for a conference. If he/she is busy with a conference in his/her office and you have an emergency, have the secretary contact him/her through the walkie-talkie. The only reason the principal is here is to reduce obstacles to you causing student learning.

1. Class Sponsors – High School

If you are a designated class sponsor, you are to attend all class meetings. If you call class meeting please clear it through the office prior to scheduling. Also, you are to be present if the class is working on a project during normal school hours or outside of school. Duties include assisting in organizing and running class meetings. These meetings include Homecoming activities, class meetings to determine trips, election of officers. Your duties are to assist in developing the leadership capabilities of students.

Fire Procedure (MS)

- 1 - Take attendance sheets and Red/Green cards with you
 - 2 - Shut doors (do not lock them) - shut off lights
 - 3 - Check your room and other assigned areas
 - 4 - Report to designated area
 - 5 - Take attendance
 - 6 - Report attendance to team leader
 - 7 - Do not release students to anyone until you are directed to do so
 - 8 - Assess the wind direction and go further away if needed as a safety factor.
 - 9 - Take roll and determine if all students are present.
 - 10 - Team leader report attendance to Nikki Sutton
- Place a copy of this information with the packet you leave for a substitute teacher.

TEAM 1 = 3rd Floor

Team Leader – Dave Aamodt ---

Alternate Team Leader – Becky Whiton

Members and Duties:

Judy Knight– Project room on 3rd floor

Julie Schnedler – library 3rd floor

Becky Whiton – Girls rest room 3rd floor

Dave Aamodt - Boys rest room – 3rd floor

Plan: Exit nearest stairway and take all classes to the high school parking lot.

Alternate Exit: opposite stairway

TEAM 2

Team Leader – Jill McCarty ----- Alternate Team Leader – Darcie Stoecker

Members and Duties:

Darcie Stoecker – Girls’ bathroom on 2nd floor

Jamie Cusick (Vicki Pierson) counseling office

Cathy Larson – Nurse’s station

Melissa Petersen -

Plan Exit nearest stairway and take all classes to the high school parking lot.

Alternate Exit: opposite stairway

TEAM 3

Team Leader – Beth Gross Duties:

Beth Gross – copy room

Jim Lauer Boys’ bathroom on 2nd floor

Plan: Exit nearest stairway and take all classes to the high school parking lot.

Alternate Exit: opposite stairway

Assess the wind direction and go to football field if necessary.

Band room & choir room – Leader Tolle

Meagan Gugliano or Brad Miller and Tristan Tolle

Plan - Exit to Iowa Avenue

Tornado Procedures

Staff Reminders:

1. Take attendance sheets and Red/Green cards with you
2. Shut doors (do not lock them) shutting off lights is optional.
3. Take a flashlight with you to the assigned area, if you have one available.
4. Check your room and other areas if assigned.
5. Report to designated area – single file will help keep things orderly
6. Have students sit on floor quietly.
7. Take attendance
8. If you are given a “drop and tuck” command, ensure that all students face the wall in the disaster position.
9. After a tornado or severe storm, take roll immediately.
10. Report any injuries or missing students to the Center Leader.
11. Do not leave students. Use phone or wait until First Aid Responders arrive
12. When you hear an “all clear” signal, return to class or identified safe area.
13. Do not allow students to leave with anyone until you are directed to do so.
14. Place a copy of this information with the packet you leave for a substitute teacher.

Staff Assignments:

The following staff are to check their assigned areas for students:

Brenda Leza.....girl’s bathroom and girl’s locker room
Brian Borrison.....boy’s bathroom and boy’s locker room
Nancy Carter.....staff restrooms
Jacob Orthshop area
Karl Burgasonboy’s and girl’s locker rooms, gym & weight room
Angela Allsop.....ICN room
Karen Wick.....library
Parasstay with assigned students
Parasassist teachers

Designated Tornado Shelter Areas:

**Area NORTH of the Double Doors in Lower Hallway – Including the
Staff Bathroom Hall**

Instruct students to quickly move along the East wall to the designated area. Keep a path open when students are in the designated area.

Nancy Carter* Center Leader
Brenda Leza
Janet Oetken
Lyle McConnell

Instruct students to quickly move into the designated area. Keep a path open when students are in the designated area.

MS PE locker rooms and hallway:

Boys.....Erin Woodruff
Girls.....Dori Harvey

MS Hallway

6 grade.....North end of hallway up to doors
7 grade.....area between stairs and elevator – Both sides of hallway
8 grade.....PE locker room hallways – Stoecker toward elevator
Special Ed...Boy’s PE locker room

Bathrooms in concourse

Jerry Woods
John Hunsaker

Bathrooms by the ART room

Instruct students to quickly move along the RIGHT side of the halls then enter the bathrooms.

Greg Worrall* Center Leader
Carol Keller-Hein

Band----- Megan Gugliano/Brad Miller

Instruct students to move quickly into the CHOIR room without going into the hallway.

Band/Coir Hallway

Angela Allsop* Center Leader
ICN
Library

Instruct students to move quickly into the band/choir hallway. Keep a path open when students are in the designated area. DO NOT BLOCK the entrance to the Choir Room because other students will need to enter that room.

Choir Room

Tristan Tolle* Center Leader
Lisa Syfert
Cathy Isley
Brian Borrison

Science Hallway

Wendy Palmer..... Between your door (112) and the Auditorium door
Stacey Rector.....Between your door (113) and the Library - W. wall
Sheila Delzell.....Between your door (114) and 113's door - E. wall

Rooms 116 & 117 ---- STAY in YOUR ROOM

Tiffany Skidmore* Center Leader
David Pierson

AG & Industrial Arts Ramp

Instruct students to move quickly into the ramp area. Keep students about 10 feet from each end. A staff member should be on each end of the ramp. Keep a path open when students are in the designated area.

Alaina Holdgrafer * Agriculture Center leaderTop of ramp
Jacob Orth Ind. Arts.....Bottom of ramp

Fire Procedures (HS)

Staff Reminders:

1. Take attendance sheets and Red/Green cards with you
2. Shut doors (do not lock them) and shut off lights.
3. Check your room and other areas if assigned.
4. Report to designated area.
5. Take attendance.
6. Report attendance to team leader.
7. Do not allow students to leave with anyone until you are directed to do so.
8. Place a copy of this information with the packet you leave for a substitute.
9. Assess the wind direction and go further away if Take roll and determine if all are present.
10. Report attendance to Nikki.

Team 1

Team Leader.....Brian Borrison
Alt. Team Leader.....Cathy Isley

Members and Duties:

Cathy Isley
Brenda Leza.....girl's bathroom & girl's locker room
Brian Borrison.....boy's bathroom & boy's locker room
Nancy Carter.....Staff Restrooms
Dori Harvey
Janet Oetken
Erin Woodruff
Cathy Brown
Sandra Wyss

Plan:

Exit and take all classes to Iowa Avenue

Alternate Plan:

Leave through the MS gym and pass through the hallway to the South

Team 2

Team Leader Greg Worrall
Alternate Team Leader..... Tiffany Skidmore

Members and Duties:

Greg Worrall
Tiffany Skidmore..... Girl's bathroom and Room 117
Alaina Holdgrafer
Jacob Orth Shop Area
Tristan Tolle
Meagan Gugliano/Brad Miller..... Exit door in Band Room
Dave Pierson..... Boy's Bathroom
Matt Schill
Lisa Syfert

Plan: Exit and take all classes to high school parking lot

Alt. Plan:

Exit the building through the West doors between the old & new building and continue with the plan. Tristan Tolle exit door in back of choir room.

Team 3:

Team Leader.....Wendy Palmer

Alt. Leader.....Stacey Rector

Members and Duties:

Wendy Palmer

Stacey Rector.....girl’s bathroom (concourse)

Jerry Woods.....boy’s bathroom (concourse)

Karl Burgason.....boy’s & girl’s locker rooms, gym & weight room

Plan:

Exit through the concourse. Meet across the street in the FB field.

Alt. Plan:

Exit Greenhouse or Auditorium to Iowa Avenue

Team 4:

Team Leader.....Angela Allsop

Alt. Leader.....Sheila Delzell

Members and Duties:

Angela Allsop.....ICN Room

Sheila Delzell.....Room 111 & Tech office

Karen Wick.....Library

Carol Keller-Hein.....Exit door in your room

Plan:

Exit the building SW door at the end of Library Hall and meet on Iowa Avenue

Alt. Plan:

Concourse or SOUTH hall toward the street

Team 5

Team Leader.....John Hunsaker

Alt. Leader.....Jerry Woods

Plan:

Exit through the concourse. Meet across the street in the FB field.

Alt. Plan:

Auditorium to track

Supervisory Team:

Jamie Cusick

Nikki Sutton

Kathy Schulte

Dennis Heiman

Special circumstances

Karl Burgason- boy’s and girls locker rooms, gym and weight room nearest outside door in gym, weight room, wrestling room – alternative concourse – report to football field.

Tornado Action Plan -- MS

STAFF REMINDERS:

- 1 - Take attendance sheets and Red/Green cards with you
- 2 - Shut doors (do not lock them) - shutting off lights is optional
- 3 - Take a flashlight with you to the assigned area, if you have one available
- 4 - Check your room and other areas if assigned
- 5 - Report to designated area - single file will help keep things orderly
- 6 - Have students sit on floor quietly
- 7 - Take attendance
- 8 - If you are given a 'drop and tuck' command, ensure that all students face the wall in the disaster position.
- 9 - After a tornado or severe storm, take roll immediately
- 10 - Report any injuries or missing students to the Center Leader
- 11 - Do not leave students - use phone or send students to the command center (HS office)
- 12 - When you hear an 'all clear' signal, return to class
- 13 - Do not allow students to leave with anyone until you are directed to do so
- 14 - Place a copy of this information with the packet you leave for a substitute teacher.

STAFF ASSIGNMENTS:

The following staff are reminded to check their assigned areas for students:

- Elizabeth Gross – Special ed teachers assist
- Jill McCarty – Girls' bathroom on 2nd floor
- Melissa Petersen– Copy room & office area
- Judy Knight – library
- Dave Aamodt – Boys' bathroom on 3rd floor
 - Bri Policha – Teachers' lounge 3rd Floor
 - Jim Lauer– Boys' bathroom on 2nd floor
 - Nicole Newton – Girls' bathroom on 3rd floor
 - Cathy Larson – nurse's office
 - Other Paras assist teachers with student movement

DESIGNATED TORNADO SHELTER AREAS:

AREA SOUTH OF DOUBLE DOORS IN LOWER HALLWAY

MS Hallway

- 6 grade- North end of hallway up to stairway close doors both sides of hallway
- 7 grade– area between stairs and elevator – both sides of hallway
- 8 grade – Stoecker in front of display wall – McCarty boy's locker room and hallway Petersen girl's locker room and hallway

Instruct students to quickly move to the walls in their designated areas. Keep a path open when students are in the designated area. Kathy Schulte * Center Leader (check in with grade level leaders for attendance and possible injuries)

- Jill McCarty – grade level leader (report 8th grade status to Kathy)
 - Melissa Petersen – 8th grade alternate leader
- Dave Aamodt –7th grade level leader (report 7th grade status to Kathy)
 - Nicole Newton – 7th grade alternate leader
- Dave Aamodt – 6th grade level leader (report 6th grade status to Kathy)
 - Becky Whiton – 6th grade alternate leader
- Beth Gross – special education leader (report Special Ed status to Kathy)
- Cathy Larson (report At-Risk status to Kathy)

Tornado Procedure (HS)

STAFF REMINDERS:

- 1 - Take attendance sheets and Red/Green cards with you
- 2 - Shut doors (do not lock them) - shutting off lights is optional
- 3 - Take a flashlight with you to the assigned area, if you have one available
- 4 - Check your room and other areas if assigned
- 5 - Report to designated area - single file will help keep things orderly
- 6 - Have students sit on floor quietly
- 7 - Take attendance
- 8 - If you are given a 'drop and tuck' command, ensure that all students face the wall in the disaster position.
- 9 - After a tornado or severe storm, take roll immediately
- 10 - Report any injuries or missing students to the Center Leader
- 11 - Do not leave students - use phone or send students to the Nurse's office
- 12 - When you hear an 'all clear' signal, return to class take any students that have been with you to your class (even those you found in the hallways (we need to know where everyone is)
- 13 - Do not allow students to leave with anyone until you are directed to do so
- 14 - Place a copy of this information with the packet you leave for a substitute teacher.

STAFF ASSIGNMENTS:

The following staff is to check their assigned areas for students:

- Jacob Orth – shop area
- Karl Burgason -gym and weight room
- Angela Allsop - ICN room & Computer room
- Sheila Delzell – Library
- Paras – assist teachers

DESIGNATED TORNADO SHELTER AREAS:

AREA NORTH OF DOUBLE DOORS IN LOWER HALLWAY - INCLUDING STAFF BATHROOM HALL

Instruct students to quickly move along the east wall to the designated area.

- Nancy Carter * Center Leader
- Brenda Leza
- Janet Oetken

(Instruct students to quickly move into the designated area. Keep a path open when students are in the designated area.)

MS Boys PE locker room

- Brenda Leza

Bathrooms in concourse

- Jerry Woods
- John Hunsaker

Bathrooms by Art Room

(Instruct students to quickly move along the right side of the halls and enter the bathrooms.)

- Greg Worrall * Center Leader
- Carol Keller –Hein

BAND/CHOIR HALLWAY

- Brad Miller – Meagan Gugliano
- Tristan Tolle
- Cathy Isley
- Brian Borrison

Choir Room inside practice room if small class - Tristan Tolle

Science Hallway

Wendy Palmer between your door & auditorium door
Stacey Rector between your door & Library
Sheila Delzell between your door and south hallway
Angela Allsop between your door and south hallway
Library Para in hallway (no one in front of glass door)

ROOMS 116 & 117 stay in room – Lisa Syfert join Pierson if available

Tiffany Skidmore *Center Leader
David Pierson
Lisa Syfert

AG AND INDUSTRIAL ARTS RAMP

(Instruct students to quickly move into the ramp area. Keep students about 10 feet from each end. Stay away from possible flying glass. A staff member should be on each end of the ramp. Keep a path open when students are in the designated area.)

Alaina Holdgrafer * Center Leader (top of ramp)
Jacob Orth

Lock down procedures

- ❑ **Check the hallway – take in all students in the immediate area. Lock the door let no one in or out** (Subs if you do not have a key take your class to the next room that will be locked)
- ❑ **Turn off lights – close blinds**
- ❑ **Move students away from door and windows – if disturbance occurs near your area have children lay on the floor with heads away from the doorway**
- ❑ **Do not continue to teach – keep room as dark and quiet as possible**
- ❑ **Students should remain quiet – continue as normal of atmosphere as possible**
- ❑ **Do not leave this room for any purpose until an administrator or law officer directs you**

ACTIVITY FUND PROCEDURES

As we start this year, we should review fund raising bookkeeping concerns. The activity fund is monitored by the Board Secretary, District and State auditors. If a request is denied, an explanation will be provided as to the reason.

Orders (Scholastic Books)

We need to encourage parents to make checks out to Scholastic and not accept cash. Checks made out to Mediapolis Community School should not be endorsed by any teacher. Any check not made out to MCSD will be returned to the parent for correction. Teachers will continue to earn points from these book orders. Please keep in mind that these points are to be used to benefit the classroom/school and not for personal benefit (if you have a question if you should buy it talk to me).

Field Trips:

Costs may not be charged to individual students

I. PURCHASE ORDERS (Required for all purchases from Activity Funds)

A school requisition will need to be filled out for Activity Fund purchase orders. Requisition forms are located in each of the school offices. Fill out the requisition and have your administrator authorize your purchase. If it is for a sport activity then you'll need to have Lyle McConnell, Athletic Director, authorize your purchase.

There are some instances that a check needs to be sent and a P.O. is not acceptable; if so, please have a requisition filled out and signed by your administrator or A.D.

We have credit cards assigned to individuals and if you are one of them and need to use it for travel purchases, please contact Dawn or Darcie. We ask that you turn in all receipts with the credit card.

We also have a Wal-Mart and Staples credit card that is available for purchases. This Wal-Mart card is located in each of the school offices but the Staples card has to be checked-out in the Superintendent's office. Again, when using these cards we will expect receipts when it is returned. A purchase order or a requisition should be filled out and signed by the appropriate administrator or Athletic Director.

Please be advised that if you make purchases with your personal credit card or cash and request reimbursement, you will not get reimbursed the tax amount.

II. APPROVAL OF BILLS

When receiving merchandise, we would appreciate getting the packing slips. This will eliminate us sending bills over to the school offices to get your approval to pay. We have no way of knowing, without packing slips whether or not you received your merchandise.

All bills need board approval so we usually send out bills approximately two weeks before our board meeting. Any invoices or reimbursement payments need to be in our office no later than the Monday before the board meeting.

We understand that some things cannot wait for board approval because of deadlines, but ask that you try and plan accordingly. Please let us know of any deadlines so they do not get missed.

III. RECEIPTS

All receipts need to be counted before turned in for deposit. It has been said by our auditor that receipts need to be given to individuals that turn in cash. I'll accept a list of names, date, and amounts to back up the cash that is turned in for deposit. This procedure only protects the school and yourself in the event that we would have to prove someone did or did not pay. All checks that are turned into this office for deposit I make copies of in the event that questions come up or bad checks are

returned – we can not track CASH. We ask that you turn in money collected on a weekly basis. Please do not leave money in unlocked drawers. The money needs to be brought to the Superintendent’s office so it can be deposited.

IV. REPORTS

Activity reports will be sent at the end of each month. This allows you to see the activity of your account. If you have any questions or concerns, please don’t hesitate to call Darcie.

V. AREAS OF CONCERNS

We cannot issue checks to students for cash awards or prizes. Payments cannot be made out of cash receipts for any purpose (example: We hold a school dance and out of the receipts we pay the D.J. in cash or we have a student as a gatekeeper for a MS sport and they take \$10.00 out of the receipts for payment.)

We cannot pay a school employee for services rendered out of activity funds. Example: We have one of our employees take tickets for our HS basketball game and that employee gets \$25.00/game this service will have to run through the employees payroll.

Activity fund money cannot be utilized for an individual or selected individuals. The money has to benefit the group. If the class or sponsored group votes that the money is to be spent a certain way, then documentation showing the outcome of the vote will need to be submitted with your request. Example: Student’s house catches on fire and a donation out of activity funds is requested to be made to that family.

Public funds are those funds owned by a public entity such as a school district. This includes both tax and non-tax monies. All monies raised by student groups are owned by the school district, not the students, and are under the control of the local board.

NOTICE TO PARENTS

TO: All Parents
FROM: Mediapolis Community Schools
Date: August 2009
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.

**Fire-Tornado-Lockdown Drill Schedule
2009 - 2010**

August 26—Tornado Drill @ 9:30 a.m.

August 28—Fire Drill (weather permitting) @ 9:30 a.m.

September 10—Fire Drill (weather permitting) @ 2:35 p.m.

September 18—Tornado Drill @ 2:35 p.m.

April 8—Tornado Drill @ 10:15 a.m. (County-wide Drill)

April 15—Fire Drill (weather permitting) @ 2:35 p.m.

April 29—Tornado Drill @ 9:30 a.m.

May 6—Fire Drill (weather permitting) @ 9:30 a.m.

Lockdown drills will be scheduled in coordination with the Des Moines County Sheriff Department. Some drills will be announced and others will be spontaneous.