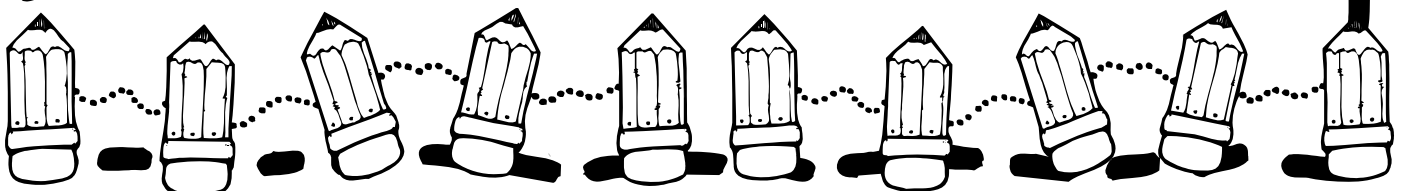




**Mt. Pleasant Community
School District
Elementary Handbook**



MPCSD Mission Statement

The Mission of the Mt. Pleasant Community School District is to empower students to achieve without limits.

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Elementary School Directory

Superintendent's Office 385-7750
1010 E Washington St, Suite 102/103

Van Allen Elementary 385-7771
801 East Henry Street

Lincoln Elementary 385-7765
501 South Corkhill Street

Harlan Elementary 385-7762
1001 North Main Street

Salem Elementary 258-7799
412 East Jackson Street
Salem, IA 52649

Visit the school website at

www.mt-pleasant.k12.ia.us

Click on "ELEMENATRY" and select
your student's school to find the news link
for up to date information and activities.

MT. PLEASANT COMMUNITY SCHOOLS

Purpose The purpose of this handbook is to help students and parents/guardians understand school procedures at the Mt. Pleasant Community Elementary Schools. Through student adherence to these rules and expectations, combined with parental support and involvement in school, we can be most effective in assuring a quality educational program for each student. During the elementary school years, students make many decisions which shape and strengthen their character while preparing them for the future. This handbook is designed to anticipate and help answer questions.

School district policies, rules and regulations are in effect while students are on school grounds, on school-owned and/or school-operated buses/vehicles, while being transported for school functions, and while attending or participating in school activities. A violation of a school district policy, rule or regulation may result in disciplinary action.

Philosophy The primary purpose of education in the MPCSD is to help each student to develop the knowledge, skills, interests and the frame of mind necessary to become a responsible contributing citizen. Our school exists to serve students as their interest, needs and welfare are paramount in the planning, implementation, and evaluation of the curricular program. All students can learn and find success in a safe and orderly environment that is supportive and encouraging. We understand that students learn in diverse ways and at different rates. We believe learning is active and is best achieved through doing, as well as working and learning from one another. Learning does not start or end with school but is a lifelong process shared with home and community. We are committed to working together for the betterment of our students and our community.

POLICIES AND PROCEDURES TO BE FOLLOWED IF BAD WEATHER FORCES THE CLOSING OF SCHOOL

Closing of School

School will not be held unless it is safe for buses to operate. For information on cancellations or delays you may call the transportation department at 385-7644. You will either hear, "No one is here to take your call," or on days when we have school delays or cancellations, it will give appropriate information for that day. Whenever possible, this information will be in the Mt. Pleasant News. Report of the closing of schools will be broadcast over the following radio stations:

Radio Stations:

KILJ - Mt. Pleasant	105.5 FM or 1130 AM
KCII - Washington	95.3 FM
KBUR/KGRS/KBKB - Burlington	1490 AM
KMCD/KIIK - Fairfield	1570 AM
KCPS - Burlington	1150 AM

Television Stations:

KTVO	Channel 3
CBS	Channel 4
KWQC	Channel 6
ABC	Channel 8
KCRG	Channel 9
KLJB	Channel 18

Iowa School Alerts

Iowa School Alerts is a free service so school administrators can post notices about school closings, delays and early dismissals. Parents/Guardians and others can sign up to track certain schools or school districts and receive instant notifications when those school administrators post a notice. When a school notice is sent out, you can receive an e-mail at home, work or on e-mail enables mobile devices like cell phones and PDA's. To register for this service please go to: <https://public.govdelivery.com/accounts/IAEDU4536/subscriber/new>

ACADEMICS

Program of Studies	Elementary students receive instruction from their classroom teacher and may receive additional instruction from various teachers. Students also receive instruction in the content areas of Music, Exercise Science and Art from specialized teachers outside their assigned classrooms. A conference will be scheduled for any student experiencing academic challenges to determine what action is in the student's best educational interests.
Teacher Requests	Teacher teams review class list annually and strive to create "balanced class lists" for each new school year. Specific requests for a particular teacher negatively impacts the teacher created lists, thus parent requests for a specific teacher are not accepted.
Standards & Benchmarks	Standards and benchmarks are written for every grade and every subject area. Iowa Core curriculum maps are available in each building.
Academic Progress Reports	Pupil progress is reported each nine weeks for grades kindergarten through fifth. Report cards are used for each reporting period.
Parent Right to Know	Parents/Guardians in the Mt. Pleasant Community School District have the right to learn about the following qualifications of their child's teacher: state licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher and baccalaureate/graduate certification/degree. Parents/Guardians may request this information from Kathleen Gavin, Director of Instruction by calling 385-7750 or by sending a letter of request to: MPCSD, 400 East Madison Street, Mt. Pleasant, IA 52641. The Mt. Pleasant Community School District ensures that parents/ guardians will be notified in writing if their child has been assigned or has been taught by a teacher for four or more consecutive weeks by a teacher who is not considered highly qualified.
Parent-Student-Teacher Conferences	Three-way (Parent-Student-Teacher) conferences are scheduled in the fall and spring of each year. However, we urge parents/guardians to ask for conferences with a teacher, counselor or principal any time throughout the year to discuss issues that may arise. <i>Parents/Guardians are encouraged to first contact their child's classroom teacher to address issues in a timely manner.</i>

ACADEMICS - District Assessments

Student evaluation is a continuing process.
Testing programs may include the following:

Student Evaluation And Reporting

Kindergarten:

- FAST Assessment
- Measure of Academic Progress (MAPS)

Second Grade:

- Qualitative Spelling Inventory
- Iowa Assessments
- Measure for Academic Progress (MAPS)
- FAST Assessment

Fourth Grade:

- Qualitative Spelling Inventory
- Iowa Assessments
- Measure for Academic Progress (MAPS)
- FAST Assessment

First Grade:

- Qualitative Spelling Inventory
- Measure for Academic Progress (MAPS)
- FAST Assessment

Third Grade:

- Qualitative Spelling Inventory
- Iowa Assessments
- Measure for Academic Progress (MAPS)
- FAST Assessment

Fifth Grade:

- Qualitative Spelling Inventory
- Iowa Assessments
- Measure for Academic Progress (MAPS)
- FAST Assessment

PROGRAMS

The following programs are a part of the total curriculum and taught by specially trained teachers in each of the academic areas.

**Elementary
Art**

Art classes meet once per week for forty-five minute class for first through fifth grade and thirty minutes class for kindergarten. Art is a yearly program for kindergarten through fifth grade in all elementary buildings.

**Elementary
Music**

Vocal music classes meet two times per week for grades kindergarten through fifth for thirty minutes. The program is based on a sequence of skills. The instrumental music program starts in fifth grade. Student's area assessed during the fourth grade year and lessons may be started during the summer months. Lessons will continue during fifth grade and through middle school and senior high as interest and ability permit.

**Elementary
Exercise
Science**

Exercise science classes meet two times per week for grades kindergarten through fifth for thirty minutes. Exercise science is required for all students in the elementary school. The program consists of a planned curriculum for each grade level.

PROGRAMS

**Talented &
Gifted
Program**

The talented and gifted program called PLUS (People, Learning, Understanding and Searching) is offered for students in first through fifth. Students in grade first through third are served on a consultative basis. Students in grades fourth through fifth participate in a direct service program.

Students in the program are chosen by a selection committee made up of teachers and administrators on the basis of Measure of Academic Progress and Iowa Assessment scores and teacher recommendations.

**Title I
Services**

Federal funds are allocated to local schools for students having difficulty in reading and math. The present program funded by Title I includes remedial support reading for grades first through fifth.

PROGRAMS

Special Education

In accordance with state policy, the Mount Pleasant Community School District bases the Least Restrictive Environment on the presumption that the general education classroom should be the initial placement for educating students with disabilities. The focus of the continuum outlined below is to provide students with disabilities the maximum interaction with students who do not have identified disabilities, the optimal education, and supports and services needed for success in the general education classroom. Supplementary aides and services provided by MPCSD should enable students with disabilities to be educated with students without disabilities to the maximum extent appropriate. However, MPCSD's continuum of services reflects placements outside the general education environment as well. It is important to note that in accordance with state policy, students with disabilities should only be removed from the general education classroom when data indicate her/his needs cannot be satisfactorily met, with supplementary aids and services. Parent communication, engagement, and collaboration are essential to this process. Any decisions and/or changes to how special education services will be organized and provided for an individual student should involve parent communication and involvement. See notes below for examples how parental communication might occur at MPCSD.

Regular Early Childhood Program with Teacher Dual Endorsements: (i.e., Endorsement 100: Teacher-Prekindergarten through grade three, including special education). The child is served in the regular early childhood classroom with a teacher who holds a valid practitioner's license issued by the Board of Educational Examiners that includes prekindergarten and early childhood special education. The teacher is responsible for direct instruction, preparation of materials, adaptations and accommodations and specified in the IEP. The teacher with the dual endorsement is responsible for implementing and monitoring the child's progress according to the IEP.

- MPCSD will provide access to a continuum of Early Childhood Special Education services (i.e., more than 50% of children eligible for special education, including those with support only IEPs) for all eligible individuals based upon their IEP. Services may be provided within the district or through contractual agreement with other districts and/or agencies.
- MPCSD offers ECSE and regular early childhood programs that provide instructional services to children with IEPs that meet the following Preschool Program Standards as defined by the Iowa Department of Education: Iowa Quality Program Standards and Head Start Program Performance Standards.

PROGRAMS

School Health Program

Administering Medications to Students:

Prescription Medications: If your child will need prescribed medications (i.e. Inhalers, Ritalin, etc.) administered at school during the school year, please have your physician sign an order for the medication to be administered at school. This includes any short-term medicine like antibiotics. All prescription medications **must in the original bottle from the pharmacy.**

Non-prescription Medication If your child will need an over-the-counter medication to be administered at school **the parent/guardian must provide the medication to the school in the original container and sign a permission form for the nurse or trained staff to administer the medication.**

Should Your Child Stay Home From School?

Only well children should attend school. In order to minimize the spread of communicable disease, please adhere to the following guidelines when determining if your child should attend school:

1. Children with severe colds, nasal discharge or inflamed eyes should not come to school.
2. Children who are vomiting or have diarrhea should not attend, and should be **without symptoms for 24 hours before returning to school.**
3. Children with temperatures of 100.0 degrees or above should not attend. The child's temperature **must be normal for 24 hours before returning to school.**
4. Children who have been prescribed antibiotics for contagious diseases such as strep throat, tonsillitis, bronchitis or pneumonia should not return to school until they have been taking the medication for 24 hours.
5. If your child requires Tylenol or Motrin to feel well enough to go to school, assume they are not well enough to attend school.
6. **No treatment, other than first aid measures, will be given at school.**

Only a health care provider can make a diagnosis, and if the nurse or other school personnel suspect a health problem, the parent/guardian will be notified with the suggestion that the child may need to see a doctor/healthcare provider. The school also follows these guidelines when determining if a child should be sent home. It is very important that we have an alternate or emergency number to call if the child's parent(s)/guardian(s) cannot be reached.

Small cuts, scrapes or abrasions will first be washed with soap and water. A triple antibiotic may then be applied and covered with a band aid. Rashes that itch and bug bites may be treated by applying an anti-itch cream such as Benadryl or Hydrocortisone 1% cream. Please contact the school nurse if you do not want triple antibiotic cream, Benadryl cream or Hydrocortisone 1% cream applied to your child. Open or draining wounds must be covered with a gauze bandage or bandaid.

PROGRAMS

School Health Program (continued)

Head Lice: As long as head lice are present in the communities we live in, children in school can be affected. Although head lice can lead to feelings of worry, fear and anxiousness, it is important to remember head lice do NOT spread disease, are NOT dangerous and are NOT a sign of being dirty. Parents are the key to looking for and treating head lice on their children. The Iowa Department of Public Health recommends parents spend 15 minutes each week carefully looking for head lice or nits on their child.

Anyone can get head lice and they are spread almost completely through hair to hair contact. (Pets do not spread lice.) Children should also be taught not to share hats, scarves, brushes/combs and hair fasteners. Each child in your home should have their own comb or brush.

Any person that has live lice or nits within $\frac{1}{4}$ inch of the scalp should be treated. The Iowa Department of Public Health and the CDC agree that there is no need for children to be sent home or miss school due to head lice, but treatment should be started before returning to school the next day.

You may find further information regarding Head Lice and a Simple 14-Day Treatment Schedule under the Health Services section of the Mount Pleasant Community School District web page. You may also contact the nurse at your child's school, Henry County Public Health, or visit www.cdc.gov/lice/head.

REQUIREMENTS FOR SCHOOL ENROLLMENT:

IMMUNIZATIONS: All students **MUST** have their immunizations completed according to Iowa law or a valid Certificate of Medical or Religious Immunization Exemption received by the school at the start of the school year. The following immunizations as required for school enrollment:

4 years of age and older:

- 5 doses** Diphtheria/Tetanus/Pertussis (Dtap) with the last one being after the age of 4 years.
- 4 doses** Polio, with 1 dose after the age of 4 years.
- 3 doses** Hepatitis B if born on or after July 1, 1994.
- 2 doses** Measles/Mumps/Rubella (MMR). First dose after 12 months of age, second dose no less than 28 days after the first dose.
- 2 doses** Varicella after 12 months of age if born on or after September 15, 2003, or a reliable history of natural disease.

Immunizations may be obtained at the Henry County Public Health Immunization Clinic on the following days:

Wednesday	1:00-4:00pm
Thursday	1:00-4:00pm

The first Thursday of the month the clinic is open from 1:00-6:00pm. The Immunization clinic may be reached at 319-385-6724 with any questions.

School Health Program (continued)

PHYSICAL EXAM REQUIREMENTS:

PRESCHOOL: A physical exam **must** be completed by a health care provider and a copy provided to school by the parent prior to the first day of school.

KINDERGARTEN: A physical exam from your child's health care provider is not required but is strongly encouraged prior to the first day of school.

DENTAL SCREENING: According to Iowa law, **all** Kindergarten and 9th grade students are required to have a Certificate of Dental Screening completed by your dentist. If you are unable to have a dentist complete this screen, the dental hygienist who completes our audit will perform the screen and contact you if your student needs to see the dentist for dental care.

VISION SCREEN: Iowa law requires all Kindergarten and 3rd grade students to have a vision screen. This screen can be completed by an optometrist, school nurse, or your family doctor. The school nurse completes a vision exam on all Kindergarten, 1st, 3rd and 5th grade students during the fall and this screen will comply with the Iowa law. If your child will have an appointment with an optometrist this summer, please ask them to complete a certificate of vision screen or vision green card and return it to the school.

LEAD: All Kindergarten students must have had a lead screen prior to Kindergarten. Please provide the school with the date and results of your child's lead screen.

GENERAL INFORMATION

Admissions/ Check Out

Students will need to provide information upon enrollment including a valid immunization card. If the student or parent/guardian's last name, street address or telephone number changes at any time during the school year, notify the office immediately. This is a very important part of keeping our records up to date and also in being able to contact parent/guardian in case of an emergency.

If for any reason your child will no longer be attending Mt. Pleasant Community Elementary Schools, the office would like to know at least three days before leaving. Your child is considered absent until the new school requests records. Your child's records will be provided to the new school upon request.

Book Rental

Textbooks are provided for all students on a rental basis. This includes textbooks, workbooks and certain art supplies. It is expected that students care for school materials in a responsible manner. Each student is responsible for the safekeeping of his/her textbooks. A fine will be assessed for excessive wear or damage to books and for lost or stolen books.

Breakfast & Hot Lunch Program

Breakfast and hot lunches are available in all elementary buildings. Parents/Guardians that wish to apply for free or reduced meals should contact the building secretary or Director of Food Services. Those receiving free or reduced priced meals are determined by a formula based on family income.

Birthdays

Students may distribute birthday invitations at school if ALL students (all girls or all boys, or an entire class) are invited. We encourage students to distribute "selected" invitations outside the classroom and school setting.

Volunteers

All volunteers, including parents require a background check before helping with in the school district. Forms can be obtained in the school office and need to be submitted at least one week in advance of the planned time to volunteer.

GENERAL INFORMATION

Balloons & Flowers

Flowers and balloons may not be delivered to school for students. Thank you for understanding and support.

School Visits

All visitors, including parents/guardians must sign in upon arrival in the office. Parents/guardians are invited to visit the classroom with administrative approval. As a courtesy, teachers appreciate prior notification in case of an altered schedule. Classroom visits at the time of student arrival and dismissal are strongly discouraged. Extended or repeat visits require a background check.

Field Trips

Field trips are an integral part of the school curriculum. Each grade level will take appropriate field trips throughout the year. All chaperones/parents will need a background check before attending any field trip.

Emergency Drills

Emergency drills will be conducted during the school year. Directions for emergency drills are posted near the door of each room and included in a binder for every teacher. It is very important that students move in a rapid but orderly fashion. There must be no talking so that directions given by teachers can be easily heard by all.

Insurance

School insurance is offered as an accident only optional service of the Mt. Pleasant Community Schools. The schools derive no benefits from the insurance and it is offered solely as a form of coverage that parents/guardians may use if no other insurance is carried. Parents/Guardians are under no obligation to participate in the program.

GENERAL INFORMATION

Internet & Computer Resource

Internet access is available to students for academic-related purposes. Students are expected to use good judgment in accessing appropriate internet resource sites.

Students must adhere to established guidelines regarding proper conduct and efficient, ethical and legal usage of the internet and other computer networks. Grades 3-5 students are required to sign the appropriate usage form to receive permission to use the school computers. Any student who wishes to access computer resources in the school will be asked to follow district and building policies regarding such use. Students who violate this agreement will lose access privileges. School disciplinary action and/or appropriate legal action may be taken. (Board Policy 603.8)

Lost & Found Items

Any lost items should be placed in the Lost and Found box or reported to the office. Students who find or locate items not belonging to them should bring the items to the office. Students and parents/guardians may check with the office for any lost articles. Parents/guardians are encouraged to label student's personal items.

Posters & Signs

Mt. Pleasant Community School District Superintendent's Office or an administrator must approve all posters or signs before posting an announcement or poster in the building.

Snacks

Keeping our students safe is a top priority in the Mt. Pleasant Community School District. As a district we continually strive to improve our efforts in this important area.

- When considering bringing a food treat to your child's class, please check with your child's teacher or school nurse to determine if food allergies exist in your child's classroom. Please refrain from sending food with nut products.
- All food brought in to the school building for sharing or sale during the school day must be **commercially prepackaged** and in unopened containers.
- A list of suggested snack options is available from the nurse's office.

GENERAL INFORMATION

Telephone Use

A telephone is located in the office and in each classroom. Teachers will answer their room phones. Teachers and office personnel will allow a student access to a telephone when the request is reasonable. Students will not use classroom phones unless it is with teacher approval or it is an emergency.

At the elementary level, students are discouraged from bringing cell phones to school. If a student brings a cell phone, it must be turned off during the school day. Staff may also request cell phones be left in the office during class time and picked up at the end of the day.

Messages for students will be delivered during non-instructional times during the day. In the case of an emergency, a student will be called to the office immediately.

Due to the busy nature at the end of the school day, all parent requested transportation changes must be received no later than 2:15. This will ensure that the message can be communicated with the child's teacher and your child.

Transportation Information & Rules

The chief objective of bus transportation is to move children to and from school in as safe a manner as possible. This requires the cooperation of children, parents/guardians, drivers and school personnel.

The school maintains a fleet of buses which is inspected two times yearly by the Department of Public Instruction and Public Safety. All drivers are licensed, trained and supervised.

Displaying appropriate behavior is expected by all students.

Parental/guardian assistance in discussing proper conduct with their children would be valued. All reported discipline incidents are investigated and action taken as required, which may involve a suspension of riding privilege for a period of time. Misbehavior among the riders distracts the driver's attention and even a momentary distraction may be enough to cause a tragedy.

All students at some time during the school year will ride school buses. It is important that parents/guardians and students understand the expectations. Please read the MPCSD Transportation Rules on page 16 of the Elementary Handbook.

MPCSD Transportation Rules:

1. There is no eating or drinking permitted in our school buses.
2. Bus riders shall be at the designated loading point before the bus arrival time.
3. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
4. Riders must not extend arms or heads out windows at any time.
5. Aisles must be kept cleared at all times.
6. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
7. All bus riders will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
8. The driver may assign a rider a seat.
9. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
10. Riders are not permitted to leave their seats while the vehicle is in motion.
11. Waste containers are provided on all buses for bus riders' use.
12. Permission to open windows must be obtained from the driver.
13. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
14. The driver is in charge of the students and the vehicle and the driver is to be obeyed promptly and cheerfully.
15. Students shall assist in looking after the safety and comfort of younger students.
16. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
17. Students shall not throw objects about the vehicle or out the windows.
18. Shooting paper wads, squirt guns or other material in the vehicle is not permissible.
19. Students shall keep feet off the seats.
20. Rough-housing on the vehicle is prohibited.
21. Students shall refrain from crowding or pushing.
22. The use or possession of alcohol, tobacco, fighting and profanity directed toward a driver will result in immediate suspension of bus services.
23. The School District reserves the right to use video cameras.

CONSEQUENCES OF VIOLATIONS

1. Upon first violation, the bus driver will discuss the problem with the student.
2. If a second violation occurs, the driver and/or the transportation director will file the "Unsatisfactory Bus Conduct Report". A copy of this report will be sent to the parent/guardian by mail. Since the third violation will result in removal of the privilege to ride the bus, the parent/guardian should arrange a meeting with the transportation director to work out a program to reduce the possibility if the third violation occurring.
3. If a third violation occurs, the student shall be informed immediately that he/she is dismissed from any further riding of the bus. A dismissal report shall be sent to the parent/guardian by mail. Riding the bus shall be resumed only after a meeting between the parent/guardian, the student and the transportation director has resulted in an agreement satisfactory to all concerned. Parents/guardians shall initiate arrangements for this meeting.
4. When, in the judgment of the bus driver, behavior by a rider is such that it becomes an immediate threat to the safety of the other riders and/or the bus itself, the driver will take action as described in Procedure #3 without going through Steps 1 and 2 above.
5. Anything that happens on the bus to divert the driver's attention from his or her job immediately endangers the safety of the riders. It is therefore absolutely necessary that students conduct themselves in a respectful manner. Furthermore, transportation equipment represents a large capital investment. This is another reason for expecting the utmost cooperation from students on our buses.

ATTENDANCE

Attendance Information & Policies

Regular attendance is essential for students to obtain the maximum benefit from the education program. For the school to complete its record keeping obligations, a reason for each absence is necessary.

Reporting Absences

When your child is absent, please telephone your school's office between 7:30AM and 8:15AM on that same day. If a call has not been received in the office, the parent/guardian may be contacted by the school either at home or at work during the day. The safety of the child is our first priority. Any absence for which the building secretary is not provided a valid reason will be recorded as unexcused.

Absences from school are either excused or unexcused.

Excused Absence:

Student absences approved by the school administration shall be excused absences. Excused absences shall count as days in attendance for purposes of the Code of Iowa truancy law. These absences include, but are not limited to; illness, family emergencies, recognized religious, school-sponsored or approved activities. When you have prior knowledge of an upcoming absence, please send an excuse from a parent or legal guardian giving the reason for the absence and the time the absence will occur. It is best to get your assignments from your child's teacher and do the work prior to the absence. If it is to be an extended absence, a meeting with your child's teacher prior to leaving is encouraged to assure work requirements are clearly understood. (Board Policy 501.1A)

Unexcused Absence:

Any absence from school classes other than those included in the area of excused absences will be treated as unexcused. Students with unexcused absences are expected to make up any work missed. (Board Policy 501.1B)

Any student who is absent from school a portion of a day without the consent of parent/guardian is considered truant from school. The penalty for truancy may be detention or suspension and can lead to legal charges being filed against the parents/guardians in accordance with Iowa state law.

ATTENDANCE

Excessive Absences & Truancy

The Mt. Pleasant Community Elementary Schools will send letters to parents/guardians when their student has missed 10 days and 15 days during a given school year. Fifteen day letters will be sent to the Henry County Attorney's Office for consideration of truancy mediation unless verified extenuating circumstances are determined by the Principal. The Principal does have the discretion to request a mediation hearing prior to 10 absences in the case of flagrant unexcused absences.

Signing In/Out of School

Mt. Pleasant Community Elementary Schools are closed campuses. Any student entering or leaving the building between 8:20AM and dismissal time needs permission from the office. Students and/or parents/guardians are required to sign in and out when leaving an attendance center for any reason.

Failure to follow sign in and out procedures may result in a student being unaccounted for. Again, each child's safety is of the utmost importance to Mt. Pleasant Community Schools.

Partial Day Absence

If a student becomes ill during the school day, he/she should report the illness to the teacher. The classroom teacher will instruct the child to report to the office to see office personnel or a school nurse. Once it is determined the child is sick, a parent/guardian will be notified and agreed upon actions taken.

A child may be assigned a half day absence if the child misses more than 90 minutes of instruction.

Tardies

A child is considered tardy if he/she is not in the classroom before the 8:20 am bell. Parents/guardians will receive notification when their child has received three tardies within a quarter, A child who is tardy five times within a quarter will have a principal-parent-student problem solving meeting scheduled, or if this meeting cannot be scheduled, in lieu, the student will serve a half-hour detention.

Each child's tardy count returns to zero at the beginning of each quarter. When students are late, parents are required to sign in their child at the school's office.

ATTENDANCE

Make-Up Work

When students are absent due to illness or other unfortunate reasons, make-up work should be completed in the same number of days as the absence. Teachers will speak with the child to assure he/she understands missed work requirements. Parents/guardians are also encouraged to contact their child's teacher for clear understanding of their child's requirements. In case of prolonged illness, special arrangements may be made with the teacher. When a student is absent due to suspension, academic work must be made up during the suspension period as arranged with the teacher.

Home Suspension

Students whose presence poses a continuing danger to persons or property and/or ongoing threat of disrupting the academic process, may be assigned out-of-school suspension.

1. Parents/guardians will be notified of the suspension. A parent conference will be required for re-admittance.
2. Academic work missed due to the suspension must be made up during the suspension period or as negotiated with the child's teacher.
3. Any student who is placed on suspension from school will be prohibited from being on campus ground or from attending or participating in any extra-curricular activities during the suspension period. This includes any activities scheduled on a non-school day.
(Board Policy 501.A)



PRIDE PRIDE

Dear Parents,

Mt. Pleasant Community School District has agreed upon district-wide expectations using Positive Behavior Intervention Support (PBIS) as a tool for teaching expected behaviors. The acronym, PRIDE, is the format that was decided upon to present these expectations. The letters in the acronym stand for Practice Responsibility, Respect and Safety, Integrity, Do Your Best, and Empathy.

The students at Mt. Pleasant Schools have been learning about school-wide behavioral expectations. These expectations have been agreed upon by the staff as an effective way to be proactive in managing behaviors. The following information shows the expectation along with what the particular behaviors should look like at all buildings.

Practice Responsibility	Take responsibility for your actions
Respect and Safety	Respect self, others, and property, keep everyone safe
Integrity	Be honest, be true to yourself and others
Do Your Best	Do your personal best; Challenge yourself to go above and beyond
Empathy	Take care and think of others, be helpful

This approach to managing behaviors is also a positive one. Students are acknowledged for exhibiting the behaviors that we expect by receiving a positive behavior ticket. These tickets are turned into the office and names drawn on a regular basis. In addition, weekly and/or biweekly drawings are held for a "special" award.

In the positive behavior support program we stay away from anything punitive and work to create the learning experience. Regardless of positive student supports, students will occasionally make poor choices that require the negative consequence. The contrast of positive rewards balanced with negative consequences promotes learning the benefits of appropriate behavior. When student misbehavior consistently interferes with the ability of others to learn, compromises the safety of others, or breaks school conduct policy, the student may need removed from the environment leading to an office discipline referral. The student is making a choice that will lead to corrective consequences. If this is the case, the parent will be receiving an Office Discipline Referral form (sample on the back of this letter) to inform them of the infraction and the corrective action.

Please take this opportunity to talk to your child about the expectations at school and the importance of continuing to demonstrate **PRIDE** behaviors. With your continued support and involvement, Mt. Pleasant Elementary Schools will remain schools where students can excel.

Sincerely,
Mt. Pleasant Elementary Staff

EXPECTATIONS FOR STUDENTS

P.R.I.D.E.

Practice Responsibility

Respect and Safety

Integrity

Do Your Best

Empathy

General Behavior Guidelines

Students are expected to conduct themselves in a respectful manner. Conduct which infringes upon the rights of others or disrupts the educational process of the school will not be tolerated and will be dealt with by the administration.

Students going to and from school should always use sidewalks and cross the road at designated crosswalks. Students should always respect the private property of landowners and our community.

Respect/ Responsibility

Our students should always respect other people and their property. At all times our students should act with courtesy toward teachers, staff members and other students. Both their actions and words should reflect such courtesy. Our staff will aid all students in developing a responsibility for keeping all school property (books, classroom materials, playground equipment) in good condition.

Inappropriate Classroom Behavior

Our teachers will make every effort to instruct our students on expectations. Following classroom intervention, or in the case of a grievous infraction, a student displaying inappropriate classroom behavior may be removed from class, sent to the office and parents/guardians will be notified. In the event of grievous or habitual infractions, a parent/guardian, teacher and principal conference may be scheduled in an attempt to best resolve issues interfering with the child's education and possibly classroom instruction. Issues will be addressed promptly and with the desired outcome being in the best interest of the child and the school.

CODE OF CONDUCT

Due Process Provision Disciplinary action will be taken in accordance with Board Policy. A preliminary conference or meeting will be held for each child with the child's parents/guardians. The student and parent/guardian will be notified, an explanation of the basis of the school's action will be made and the student and parent/guardian will have an opportunity to present his/her side of the incident.

Alcohol & Substance Use/Abuse It is the intent of the Mt. Pleasant Community School District Drug & Alcohol Policy that the school buildings and students be DRUG FREE. Any student under the influence or in possession of illegal drugs or alcoholic beverages, regardless of age, is in violation of state and school regulations. Parents/guardians and police will be notified to immediately remove violators from the building. Violators will be suspended for five days and be required to attend a district recognized drug and alcohol educational program and/or loss of privileges to participate in extra-curricular activities. Subsequent offenses will involve notification of police, notification of parent/guardian, removal from school grounds, ten day suspension and attendance at a district recognized drug and alcohol education program.

Any student who sells, possesses, deals in or delivers drug and/or alcohol on school property during school or at school events will be subject to the following: notification of the police, notification of parent/guardian to remove student from school grounds, five day suspension and attendance at a district recognized drug and alcohol education program and/or loss of privileges to participate in extra-curricular activities. An official copy of this board policy may be obtained from the administrative offices. (Board Policy 502.3)

CODE OF CONDUCT

Tobacco Possession/Use

Students are prohibited by law from using tobacco either in the building or on the school campus. This rule applies to all school-sponsored events outside the regular school day and trips where students appear in any official capacity as representatives of Mt. Pleasant Community Elementary Schools. Violation of this rule may result in detention and/or out-of-school suspension (Board Policy 502.2) and/or loss of privileges of participation in extra-curricular activities.

Weapons on School Property

School district facilities are not an appropriate place for weapons of any kind. Weapons are defined to include, but not limited to firearms of any type, including hunting rifles and look-a-likes, knives, chains, clubs, brass knuckles, explosives, incendiary devices, chemical control agents, mace, etc. Weapons and look-a-likes shall be taken from students and others who bring them onto the school district property, onto property within the jurisdiction of the school district, or from students who are within the control of the school district. (Board Policy 502.4)

Parents/Guardians of students found to possess weapons on school property shall be notified of the incident. Confiscation of weapons may be reported to a law enforcement agency and the student will be subject to disciplinary actions. School staff will cooperate, aid, and assist law enforcement agents with their investigation concerning weapons on school property.

Weapons under the control of law enforcement employees shall be exempt from this policy. The principal may allow authorized persons to display weapons for educational purposes. Such a display shall also be exempt from this policy.

CODE OF CONDUCT

Illegal Acts	Arson, false fire alarm, bomb threats, vandalism and/or destruction of school property, stealing and/or possession of stolen property are defined as illegal acts and may result in parent/guardian notification, possible exclusion and/or suspension, and notification of proper authorities.
Comprehensive Harassment	Any conduct, verbal or physical, that harasses another person is unacceptable and will not be tolerated within the school environment. (Board Policy 103) The building principal will take appropriate action.
Student Abuse Investigators	The Mt. Pleasant Community School District Student Abuse Investigators are Don LeBlanc (385-7771) and Todd Liechty (385-7700).
Serious Assaultive Behavior	Students disrupting the educational process of the school will be subject to disciplinary action. Those involved will receive a minimum of a one-day out-of-school suspension. Further violations will result in more severe measures being taken and may include expulsion. School administrators will determine if other action is necessary and local authorities may be notified.
Inappropriate/Insubordinate Behavior	Foul language towards peers or staff and/or refusal to comply with reasonable requests will not be tolerated. Students disrupting the educational process of the school will be subject to disciplinary action.

CODE OF CONDUCT

Dress Code At Mt. Pleasant Community Elementary Schools, we take pride in the appearance of our student body. No dress will be permitted that causes disruption to the normal educational environment and operation.

The major responsibility for appropriate dress and grooming rests with students and parents/guardians. The items listed below are the expectations that all Mt. Pleasant Community Elementary Schools students will adhere to during school hours:

- No clothing that promotes products or actions prohibited for minors, including that which depicts double meaning slogans, obscenities, profanity, vulgarity, racial or sexual remarks, alcohol, tobacco and drug products.
- Clothing that is age appropriate and covers the body in a respectful manner. Clothing must completely cover the midriff. Shorts, skirts and dresses must be of a modest and respectful length.
- Prohibited items include chains; studded or spiked accessories; sunglasses, except for health purposes; permanent or temporary offensive tattoos; and "wheeled" shoes.
- If a student's clothing is considered to be unsafe they will be asked to change.
- Proper footwear is RECOMMENDED. Flip flops can be hazardous and break easily.

Any student whose clothing is found to not meet the dress code will be given the following options:

1. Arrange their clothing to meet the code.
2. Change into clothing that meets the code.
3. Accept clothing from the school that meets the code.

Be sent home to get clothing that meets the code.

CODE OF CONDUCT

Anti-Bullying/ Harassment Policy

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of individuals will not be tolerated in the school or school district. Any student or employee filing a bullying/harassment complaint must complete Form 103A located in the Appendix of this Handbook

The board prohibits harassment, bullying, hazing, or any other victimization of persons, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or family status.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district. Any conduct, verbal or physical, that harasses another person is unacceptable and will not be tolerated within the school environment. (Board Policy 103) The building principal will take appropriate action.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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

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

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

CODE OF CONDUCT

Anti-Bullying/ Harassment Policy (continued)

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim.
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim.
- Demeaning jokes, stories, or activities directed at individuals that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim.
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

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

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or condition of a person's employment.
- Submission to or rejection of the conduct by a school employee is used as the basis for academic (student) or employment decisions affecting that person.

The conduct has the purpose or effect of substantially interfering with the person's academic or employment performance by creating an intimidating, hostile, or offensive education environment.

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

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

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

CODE OF CONDUCT

Anti-Bullying/ Harassment Policy (continued)

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

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The school administration will be responsible for handling all complaints by students alleging bullying or harassment. The district's Level 1 investigator will be responsible for handling all complaints by employees alleging bullying or harassment. If the complaint is directed toward a building principal or a supervisor, the superintendent will be the investigator.

Harassment Investigation Procedure

Harassment of employees and students will not be tolerated in the school district. School district includes school district facilities, school district premises, and non-school property if the employee or student is at any school-sponsored, school approved or school related activity or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Harassment includes, but is not limited to, racial, religious, national origin, age, disability and sexual harassment. Harassment by board members, administrators, employees, parents/guardians, students, vendors and others doing business with the school district is prohibited. Employees 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, discharge or other appropriate action. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or board.

CODE OF CONDUCT

Harassment Investigation Procedure (continued)

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment;
- Submission to such conduct is made either explicitly or implicitly a term or condition of academic achievement, advancement or participation in school activities.

Other types of harassment may include, but not be limited to, jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean certain individuals and groups.

COMPLAINT PROCEDURE

A student who believes that they have been harassed shall notify the building principal. If the alleged harasser is the building principal, the complaint shall notify the Level I Investigator. An employee who believes that they have been harassed shall notify their immediate supervisor. If the alleged harasser is the immediate supervisor, the complaint shall notify the Level I Investigator. Any student or employee filing a bullying/harassment complaint must complete Form 103A.

INVESTIGATION PROCEDURE

Student - Student

The building administration shall reasonably and promptly commence the investigation upon receipt of the complaint. The building administration shall interview the complainant and the alleged harasser. The alleged harasser must file a written statement refuting or explaining the behavior outlined in the complaint. The building administration may also interview witnesses as deemed appropriate.

Employees

The investigator shall reasonably and promptly commence the investigation upon receipt of the complaint. The investigator shall interview the complainant and the alleged harasser. The alleged harasser must file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator shall report to the superintendent. The investigator will outline the findings of the investigation to the superintendent, and the superintendent will act upon the findings within seventy-two hours.

CODE OF CONDUCT

Harassment
Investigation
Procedure
(continued)

RESOLUTION OF THE COMPLAINT

Student - Student

Following the investigation, the building administration will make a determination of the appropriate next step which may include discipline up to and including expulsion from school.

Employees

The superintendent will complete the next step in the investigation reasonably and promptly upon receipt of the investigator's report. Following the investigator's report, the superintendent may investigate further, if deemed necessary, and make a determination of the appropriate next step which may include discipline up to and including discharge, and in cases involving students, expulsion from school. Prior to the determination of the appropriate remedial action, the superintendent may, at his/her discretion, interview the complainant and the alleged harasser. The superintendent shall file a written report closing the case. The complainant, the alleged harasser and the investigator shall receive notice as to the conclusion of the investigation; notwithstanding, compliance for all student and personnel privacy laws.

POINT TO REMEMBER IN THE INVESTIGATION

Evidence uncovered in the investigation is confidential.

Complaint must be taken seriously and investigated.

No retaliation will be taken against individuals involved in the investigation process.

(Retaliation is defined as an attempt to harm or wrong another in response to a real or perceived injury.)

Retaliators will be disciplined up to and including discharge.

Retaliation should not preclude exercise of an individual's legal rights.

CONFLICTS

If the Level 1 investigator is the alleged harasser or a witness to the incident, the alternate Level 1 investigator shall be the investigator. If the alleged harasser is the superintendent, the Level 1 investigator shall take the superintendent's place in the investigation process. The Level 1 investigator shall report the findings to the board.

ANTI-HARASSMENT/BULLYING COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Date of complaint: _____

Name of alleged harasser or bully: _____

Date and place of incident or incidents: _____

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment or bullying (i.e., letters, photos, etc.) (Attach evidence if possible):

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

ANTI-HARASSMENT/BULLYING COMPLAINT FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of incident witnessed: _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

Annual Notice to Parents About Chapter 103

Recent amendments to the Department's administrative rules on corporal punishment, physical restraint, and physical confinement and detention require annual notice to parents of the terms of those administrative rules, as well as any other policies or procedures on corporal punishment, restraint, or physical confinement and detention adopted by an AEA, a public school district, or an accredited nonpublic school. The following text is considered by the Department to contain the information required to be provided to parents in an annual notice.

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

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

State law also places limits 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.

STUDENT SERVICES

Food Service Cafeteria

The Mt Pleasant Community Elementary Schools uses a computerized lunch system. A student's lunch money can be deposited into their personalized account either in the office or online. The link to deposit money online can be found at the district website. Extra milk for all students can be purchased on a cash basis or be deducted from the student's lunch account.

For Elementary Students:

- Letters will be sent home with students with low or negative balances
- Parents will be called when account is -\$10.00.
- When account is -\$20.00, a letter will be sent and a phone call will be made to parent/guardian.
- Accounts -\$30.00 will be notified the account will be sent to collections if a payment is not made.
- All accounts -\$50.00 or higher will be sent to collections.
- Accounts will not be turned over to collections if parents are working to clear up the account and payment arrangements have been made.
- All elementary students will receive a reimbursable meal.

If at any time during the school year a parent would like to fill out a Free/Reduced Lunch Application to see if they qualify for assistance with paying for lunches, please contact the Food Service Director at 319-385-7704 ext. 154. Paper copies of the form are also available in your elementary office.

Student bringing their lunches from home may purchase milk to supplement their meal. Students who are eating at locations other than home must have parent/guardian permission cleared through the office. Students must sign out, be picked up, supervised, be dropped off by a parent/guardian and then sign in at the office. Please refrain from sending lunches that contain peanut and tree nut products.

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Our schools appreciate student cooperation in:

1. Depositing all litter in wastebaskets.
2. Returning all trays, dishes, and utensils to the designated area.
3. Leaving the table and floor around you in a clean condition.
4. Using good manners while dining.

STUDENT SERVICES

**Great
Prairie
Educational
Agency**

Students with special problems receive help through the services of both Great Prairie AEA and the local school. The AEA services are listed and described below:

- **Visually impaired:** Students will be provided with large print books and/or receive special assistance.
- **Hearing impaired:** Students are screened by audiologists from AEA. Any major problems are identified and assistance provided as needed.
- **Behavior disorders:** The local agency has persons certified to work with BD students at the elementary level. This may involve working with students individually or in small groups outside the classroom and/or counseling students while they remain a part of the regular classroom.
- **Speech services:** Speech clinicians screen students for speech problems and provide services for any problems identified.
- **Special Education:** The local agency has persons certified to support identification of students ages 3-21, in accordance with the Individuals with Disabilities Education Act and state law. Program offerings at the elementary level include a Developmental Preschool, Resource classrooms, Self-contained classrooms, and a Living Skills Program.
- **Media services:** The media center provides many sound films, video tapes, and books used in our schools. A delivery service is operated by AEA and stops at each school two times per week.

Consultant services: Great Prairie AEA staff will be available to partner with district staff members to provide the best education possible for your child. These Great Prairie AEA staff includes, but are not limited to audiologists, consultants, teachers for hearing impaired and visually impaired, occupational therapists, physical therapists, school psychologists, school social workers, and speech-language pathologists. Program offerings are based on a continuum of services. The focus of the continuum is to provide students with disabilities the maximum interaction with students who do not have identified disabilities, the optimal education, and supports and services needed for success in the general education classroom. Supplementary aides and services provided by MPCSD should enable students with disabilities to be educated with students without disabilities to the maximum extent appropriate.

Your child's teacher may contact AEA staff for consultation, observation, or interaction with your child. If you do not want the above services, please notify the school in writing. If you have any questions and/or concerns about these services, please call Michelle Earhart, Regional Special Education Director at the AEA at 385-9005, ext. 3011.

STUDENT SERVICES

Guidance & Social Worker Services

A parent/guardian may contact the counselor or school social worker by calling their student's attendance center. Guidance services and the school social worker focus on student growth and development in personal and educational competencies.

Health Office

Mt. Pleasant Community School District employs registered nurses who are available if a student becomes ill. Students should report to their teacher when they feel ill and the teacher will send the child to the office. The administrative office will attempt to contact a parent/guardian if it is necessary for a sick child to be picked up from school. They will not send a student home if there is no one there to take care of the student. In the case of a serious illness or injury, the school shall attempt to notify a parent/guardian according to the information on the emergency card. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid, if possible. The school will contact emergency personnel if necessary and attempt to notify a parent/guardian where the student has been transported for treatment.

- In accordance with Chapter 655 of the Iowa Administrative Code and School Board Policy 504.4, any prescription medication that is to be administered by school personnel must have a written permission form signed by the prescribing health care provider and the parent. It must be in the original container from the pharmacy. All medication will be kept in the office.
- If the student has been prescribed an inhaler and wishes to self-administer at school, the parent/guardian must supply written authorization from the prescribing practitioner and parent/guardian stating the student is competent and may carry and self-administer the medication.
- If nonprescription medication is brought to school to be administered to the student it is required that the medication be in its original container. It will be kept at school along with the health form completed and signed by a parent/guardian that the student has permission to take the medication. All nonprescription medication will be kept in the office.
- All written authorizations by the prescribing practitioner and parental permission forms for prescription and non-prescription medication must be renewed and received at the beginning of each school year or prior to administration of any medication at school. If the medication is changed during the school year, updated written authorizations from the prescribing practitioner and parent/guardian are required.
- In case of an accident where injury occurs, it should be reported immediately to the staff in charge at the time. This should be done whether you have school insurance or not. The staff member will file an accident report with the office.

STUDENT SERVICES

Support Services for Students

Great Prairie AEA staff will be available to partner with district staff members to provide the best education possible for your child. The Great Prairie AEA staff includes, but is not limited to: audiologists, consultants, teachers for hearing impaired and visually impaired, occupational therapists, physical therapists, school psychologists, school social workers, and speech-language pathologists. Your child's teacher may contact AEA staff for consultation, observation or interaction with your child. If you do not want the above services, please notify the school in writing.

If you have any questions and or concerns about these services, please call Michelle Earhart, Regional Special Education Director at the AEA at 385-9005, ext. 3011.

Student Assistance Process

Mt. Pleasant schools provide support for student enrichment at all readiness levels of learning. Through a Multi-Tiered System of Supports (MTSS), the goal is to support student learning and intervene early so that student can be successful. MTSS is a term that refers to one seamless framework that provides varying levels of academic and behavior supports to students based upon their need. Prompt Early identification of academic concerns will lead to interventions that will help your child succeed. All schools use this framework, however, buildings may call this support system different names such as: student assistance team, child study team, or the problem solving process. They all refer to a level of support provided through the MTSS framework. These teams may consist of, but are not limited to, the guidance counselor, reading specialists, Instructional Strategists (special education), classroom teachers, the principal, AEA representatives, outside agencies and other persons needed to offer support. These teams discuss the concern and suggest possible interventions. Progress is monitored closely during the intervention period.

If the student responds to the intervention, they will be on track to meet state and district standards. If the intervention does not work, new interventions may be tried. These are generally more specific and more intense. If the concerns continue, the student may be referred to the AEA team for additional testing or other support options.

As parents/guardians, you will be notified and highly encouraged to participate at all levels of intervention. Parents/Guardians may contact school personnel by calling the school to set up a time to speak to the child's teacher, the principal, the guidance counselor, or school social worker at any time.

STUDENT SERVICES

Infinite Campus

The Infinite Campus Parent Portal is a parent-specific login to the shared, community-wide Infinite Campus database. The Parent Portal presents information about students to authorized parents/guardians.

Parents/guardians may go to the Mt. Pleasant Community School's web page at www.mt-pleasant.k12.ia.us and click on Infinite Campus link for quick access. When parents/guardians log in, they see information about their child.

SCHOOL AND COMMUNITY INVOLVEMENT

Visitors

Parents/Guardians are always welcome to visit the school; however we do ask that arrangements be made with the classroom teacher prior to the visit. When coming to visit, parents/guardians are asked to check in at the main office upon arrival. Student visitors will not be permitted unless special circumstances prevail and prior approval is received from an administrator. Any student desiring to bring a friend to school must obtain permission from their classroom teacher and the office. It should be noted that near the end of the year, we seldom grant visitor passes.

Parent/ Guardian Involvement

Parents/Guardians are encouraged to be actively involved in their students' school careers as it has a positive influence on student success in school. Parents/Guardians can help students by discussing their child's school work with them, helping with homework, providing a place to do homework, and by controlling the amount of time devoted to watching television and playing of video games. Parents/Guardians may be involved in Mt. Pleasant Community Elementary Schools in a variety of ways such as volunteering and attending school activities. Active membership in our Parent-Teacher organizations is encouraged to support and improve our children's schools.

SCHOOL AND COMMUNITY INVOLVEMENT

Notice of Non- Discrimination

Applicants for admission and employment, students, parents/guardians of elementary and secondary students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Mt. Pleasant Community School District, are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, disability, religion, creed, marital status, sexual orientation, gender identity, socio-economic status in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning Mt. Pleasant Community School District's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact the Superintendent of Mt. Pleasant Community Schools, 400 East Madison, Mt. Pleasant, IA 52641, (319-385-7750). Kathleen Gavin has been designated by the Mt. Pleasant Community School District to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U. S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

Homeless Liaison

If your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations
- Doubled-up with friends or relatives because you cannot find or afford housing

Your school-aged children may have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act of 2001. Contact the district's homeless liaison, Melissa Scheetz at 385-7750, if you should need assistance.