



**Mt. Pleasant Community
High School**

**Student Handbook
2017-2018**

Mt. Pleasant Community High School

7 Period Daily Schedule

(Monday - Friday)

1 st Period	8:15 – 9:01
2 nd Period	9:05 – 9:51
3 rd Period	9:55 – 10:41
4 th Period	10:45 – 11:31
5 th Period	
“A” Lunch	11:31 – 12:01
“A” Class	12:05 – 12:51
“B” Class	11:35 – 12:21
“B” Lunch	12:21 – 12:51
6 th Period	12:55 – 1:41
7 th Period	1:45 – 2:31
8 th Period	2:35 – 3:15

1:30 Early Dismissal Schedule

1 st Period	8:15 – 8:47
2 ND Period	8:51 – 9:23
<i>ADVISORY</i>	9:27 – 9:59
3 rd Period	10:03 – 10:35
4 th Period	10:39 – 11:11
5 th Period	
“A” Lunch	11:11 – 11:41
“A” Class	11:45 – 12:27
“B” Class	11:15 – 11:47
“B” Lunch	11:47 – 12:17
6 th Period	12:21 – 12:53
7 th Period	12:57 – 1:30

2 Hour Delay
Schedule

Period 1	10:15 – 10:50
Period 2	10:54 – 11:29
Period 3	11:33 – 12:08
Period 4	
A Lunch	12:08 – 12:38
A Class	12:42 – 1:17
B Class	12:12 – 12:47
B Lunch	12:47 – 1:17
Period 5	1:21 – 1:56
Period 6	2:00 – 2:35
Period 7	2:39 – 3:15

Panther Fight Song

On Mt Pleasant! On Mt Pleasant!
Fight on for your fame.
Take the ball right down the field boys.
Touchdown every time! Rah! Rah! Rah!
On Mt Pleasant! On Mt Pleasant!
Fight on for your fame!
Fight fellows, fight, fight, fight!
We'll win this game!
P – P - Pan
T – T -The
E – E - Ers
Go, Fight, Win!

School Mascot - PANTHER



Mt Pleasant Community School District
2017-2018 School Calendar

Aug 23, 2017	Classes begin – First Day of School
Aug 30, 2017	Early Dismissal, Old Threshers Parade
Aug 31, 2017	In-Service Day, Professional Development (TQ)
Sept 1, 2017	No School – Old Threshers
Sept 4, 2017	No School – Labor Day
Sept 15, 2017	Early Dismissal (1:30 pm) – Teacher Development
Sept 25, 2017	No School – Teacher Development (Full day)
Sept 29, 2017	Early Dismissal (1:30 pm) – Homecoming
Oct 6, 2017	Early Dismissal (1:30 pm) – Teacher Development
Oct 27, 2017	Early Dismissal (1:30 pm) – Teacher Dev./ End of 1 st Q
Nov 2, 2017	Parent-Teacher Conf – 4:00 – 8:00 pm
Nov 3, 2017	Parent-Teacher Conf – 8:00 am – 12:00 pm
Nov 17, 2017	Early Dismissal (1:30 pm) – Teacher Development
Nov 22-24, 2017	No School – Thanksgiving
Nov 27, 2017	No School – Teacher Development (Full day)
Dec 8, 2017	Early Dismissal (1:30 pm) – Teacher Development
Dec 22-Jan 2, 2018	No School – Winter Break
Jan 3, 2018	No School – Teacher Development (Full day)
Jan 17, 2018	End of 1 st Semester
Jan 18, 2018	In Service Day – Teacher Workday
Jan 19, 2017	No School – Teacher Development (Full day)
Feb 2, 2018	Early Dismissal (1:30 pm) – Teacher Development
Feb 15, 2018	Parent-Teacher Conf – 4:00 – 8:00 pm
Feb 16, 2018	Parent-Teacher Conf – 8:00 am – 12:00 pm
Feb 19, 2018	No School – President’s Day
Feb 20, 2018	No School – Teacher Development (Full day)
Mar 16, 2018	Early Dismissal (1:30 pm) – Teacher Development
Mar 23, 2018	End of 3 rd Quarter
Mar 30, 2018	No School Easter Break
Apr 2, 2018	No School Easter Break
Apr 3, 2018	No School – Teacher Development (Full day)
Apr 20, 2018	Early Dismissal (1:30 pm) – Teacher Development
May 5, 2018	Prom
May 11, 2018	No School – Teacher Development (Full day)
May 20, 2018	Graduation
May 25, 2018	Early Dismissal (1:30 pm) – Teacher Development
May 31, 2018	Early Dismissal (11:30am) - End 2 nd Semester
June 1, 2018	Teacher Work Day-1 st Snow Make-up Day

Mt Pleasant Community High School Map

Updated August 2017



Mt Pleasant Community High School

Student Handbook

Purpose

The purpose of this handbook is to help students and parents understand school procedures at Mt. Pleasant Community High School. 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.

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

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 the Office of the Director of Instruction by calling 385-7750 or by sending a letter of request to 400 East Madison, Mt. Pleasant, IA 52641.

The Mt. Pleasant Community School District ensures that parents 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.

MISSION STATEMENT AND DISTRICT GUIDELINES FOR SUCCESS

The Mission of the Mt Pleasant Community School District is to empower students to achieve without limits. The Vision is to create an environment dedicated to empowering all students to achieve individual excellence. The vision will be supported by: State of the Art Facilities – Community Partnerships – Financial Stability – Teaching and Learning – Recruitment and Retention – Professional Development – Innovation and Research – Advanced Technology – Healthy Nutritional Programs – Quality Transportation – Student Learning and Opportunities – Assessment/Accountability

WE BELIEVE....

1. The foundation of our decision making process will be what is best for all students.
2. Our program will provide pathways for future success; students will have the ability to communicate, problem solve, and be skilled with technology.
3. In a safe, secure, nurturing environment where all members of the learning community demonstrate respect, compassion, and acceptance.
4. Students learn differently and will be engaged in learning experiences that meet their individual needs.
5. The needs of each student will be met so they can grow physically, emotionally, and intellectually.
6. A quality education is a shared responsibility that is achieved through meaningful collaboration among staff, students, and community members.
7. Mount Pleasant students will receive a high quality educational experience.
8. All students can learn when provided with proper support, motivation, and guidance.

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Infinite Campus Student/Parent Portal Instructions

Mt. Pleasant Community High School provides you the opportunity to track your/your student's progress via the internet. Using our student management software(Infinite Campus), parents and students can monitor how a student is doing at MPCHS. The following information will be available: student grades, student attendance, student behavior, and student lunch account balances. You will also be able to send emails to your student's teachers and make credit card payments to the lunch account system.

To gain access to the portal in Infinite Campus:

Students: The office can help you.

Parents: The building secretaries can give you your GUID number.

Go to the Mt Pleasant Community School District webpage:

www.mt-pleasant.k12.ia.us

Click on the Infinite Campus link.

ACADEMICS

PROGRAM OF STUDIES

Students receiving a Mt. Pleasant Community High School diploma are required to have 48 credits (6 credit courses per semester including Exercise Science).

Only credits earned at an accredited public or private school or home school assistance program will be counted towards a MPCHS diploma.

Home school students wanting to earn a diploma from MPCHS must attend MPCHS as a full time student both semesters of their senior year. (Bd policy 602.16)

Home school students will only be included in the class rank if they attend MPCHS full time for both their junior and senior years. (Bd policy 602.16)

A student may only use computer based credit recovery to replace MPCSD required classes if they have passed one semester and failed the other semester of the same course. MPCHS will only honor six credits earned in this manner as replacements for required classes.

GRADUATION REQUIREMENTS

The following courses are required for graduation from Mt. Pleasant Community High School:

English I	2 credits
English II	2 credits
English III	2 credits
English IV or AP English	2 credits
Mathematics	6 total credits
*Students must complete Algebra I, Geometry, and Algebra II	
American History	2 credits
Human Geography	2 credits
US Government	1 credit
Social Studies Elective	1 credit
Science	6 total credits
Two credits must be from a life science.	
Financial Literacy	1 credit
Exercise Science	4 credits
Electives	17 credits

Graduation Ceremony Requirements

Students wanting to participate in the graduation ceremony must:

1. Complete all academic requirements prior to the ceremony.
2. Meet all obligations (books returned, fees paid, no outstanding discipline issues) before the ceremony.
3. Meet graduation dress code requirements as set forth by the administration.

SENIOR YEAR PLUS

Senior Year Plus (SYP) is legislation passed in 2008 and was put into action in the fall of 2010. The law is intended to provide high school students access to college coursework. Please see the guidance office for more information

Concurrent Enrollment Courses

1. A mandatory meeting between the parent/guardian and a representative of the school district will occur prior to a student enrolling in a concurrent enrollment class taught off campus. This includes all On-line courses.
2. Parents/Guardian will be required to sign a *Concurrent Enrollment Agreement Form* prior to a student enrolling in classes taught either on or off campus.
3. Student Proficiency Requirements: a student must be proficient in the areas of reading, math and science as measured by **Iowa Assessment Standard Scores: Math-261, Science-265, Reading-262**. For those students with IEPs that do not demonstrate proficiency in one or more of the areas, the IEP team may establish alternative but

equivalent qualifying performance measures through the IEP (refer to the Senior Year Plus Manual, page 12).

4. The school district will pay the cost of registration and, students will be responsible for class textbooks and related materials. Fees for students eligible for Free/Reduced Lunch Program will be waived.
5. Transportation is the obligation of the students and the student's parent or guardian.
6. Parents of students enrolled in off-campus courses (including on-line), are responsible for contacting the college/university at the end of the 1st and 3rd quarters regarding academic progress of the student. Parents may log into the community college website for a continuous reporting of student academic progress.

Post Secondary Enrollment Option (PSEO)

1. District pays \$250
2. Parent must reimburse the school district \$250 if the student fails the course
3. Parent must sign PSEO Agreement Form
4. The postsecondary institution is responsible for providing textbooks
5. Transportation is the obligation of the students and the student's parent or guardian

Procedures developed by Board Policy Committee and High School Administration – June 2010

Revised: May 2016

MPCHS EDUCATIONAL OPTIONS

Option	MPCHS Credit (Yes/No)	Counts in GPA (Yes/No)	Graded or Pass/Fail
PSEO	Yes	Yes	Graded
Dual Credit	Yes	Yes	Graded
Correspondence (Includes computer based instruction)	Yes, with prior approval.	Yes	Graded
Independent Study	Yes, with prior approval.	Yes	Graded
College Courses	Yes, for elective credit.	Yes	Graded
Internship (All)	Yes	No	Pass/Fail
AP Courses	Yes	Yes	Graded
WidsomQuest	Yes	Yes	Graded

**Students who fail to successfully complete or drop a dual-credit course may be assigned any or all costs associated with the course.

GRADE POINT AVERAGE COMPUTATION

Mt. Pleasant Community High School computes grade point averages by the following method. The total number of grade points earned is divided by the number of credits that earned those grade points. Grade points are earned on an enhanced four point scale. A set number of points are awarded based on the grade a student earns. A student that completes a semester of AP Coursework will have .021 added to their GPA for each semester of AP Coursework that is completed.

<u>Grade</u>	<u>Grade Points Earned</u>	<u>Grade</u>	<u>Grade Points Earned</u>
A+	4.000		
A	4.000	C	2.000
A-	3.666	C-	1.666
B+	3.333	D+	1.333
B	3.000	D	1.000
B-	2.666	D-	0.666
C+	2.333	F	0.0

ADVANCED PLACEMENT COURSES

For a student's cumulative grade point average each semester of completed AP coursework will earn the student .021 bonus points. These bonus points will be added to the cumulative GPA after the grade points are divided by the number of credits.

For Honor Roll and Academic Awards semester grade point averages will be computed with Advanced Placement courses receiving weighted grade points as listed below:

<u>Grade</u>	<u>Grade Points Earned</u>	<u>Grade</u>	<u>Grade Points Earned</u>
A+	5.000	C+	3.333
A	5.000	C	3.000
A-	4.666	C-	2.666
B+	4.333	D+	2.333
B	4.000	D	2.000
B-	3.666	D-	1.666
		F	0.000

COURSE LOAD

All students are required to take six classes per semester and Exercise Science. Any student wanting to take seven classes must have a 3.000 grade point average and/or prior approval from the guidance department.

AUDITING COURSES

Students may audit classes if they are in addition to the normal load. A course audited cannot be counted for credit. The student will be required to be in attendance each day for that semester period. Permission by the building principal is required before auditing the course.

INDEPENDENT STUDY

This program is designed to allow students to do an in-depth or special interest study that is not offered as a part of the regular curriculum. To be accepted in this program a student must develop and present a proposal for the independent study to a faculty member with whom the student wishes to work. If the faculty member approves the proposal, it will be submitted to the high school administration for final approval. For example: a student may wish to take an advanced course, which would be arranged by independent study through the instructor.

INCOMPLETES

Unfinished work at the end of each quarter will receive a grade of "I" (Incomplete). All unfinished work must be completed within two weeks from the end of that grading period. If work is not completed within the two weeks, it is automatically entered as a failure. Students should make arrangements with their instructors to complete make up work from excused absences.

ACADEMIC PROGRESS REPORTS

Midterm Grades: Approximate grades will be posted on Infinite Campus at midterm of each quarter. These grades are intended to keep parents informed of their son/daughter's progress during the quarter.

Quarter and Semester Report Cards: All grades are available to view on Infinite Campus at any time. ONLY final report cards will be mailed in June. Semester grades are the only grade recorded on the student's permanent record.

Academic Progress Reports: Individual teachers can send academic progress reports at any time during the school year. These reports are intended to keep parents informed when their son/daughter's grade has made a sudden change.

Students enrolled in Senior Year Plus courses will only receive grade updates from the postsecondary institution when they choose to send them. Generally colleges will only send one midterm report per semester. MPCHS will not have access to your Senior Year Plus grades or have the ability to track your progress.

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Students at Mt. Pleasant Community High School are encouraged to participate in the extracurricular activities we offer. Students who choose to participate in activities need to understand that academics are our priority and activities are a privilege. The State of Iowa does have a Scholarship Rule which is nonnegotiable. All students are subject to this rule at all times. In addition MPCHS has additional requirements for students who participate in activities that will be listed below the State's Scholarship Rule.

Summary of State of Iowa Scholarship Rule, 281—IAC 36.15(2)

The following requirements were effective 7-1-08:

- A student must pass all and make adequate progress toward graduation to remain eligible.
- If a student is not passing all classes at end of a final grading period (at MPCHS this is the end of each semester), the student is ineligible for first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. This includes any course the student takes at a community college, college, or university. There is no requirement that the student competed in the sport previously. Students in baseball or softball have the same penalty as all other students.
- A student with a disability and an IEP is judged based on adequate progress being made toward IEP goals.
- All ninth grade students will enter ninth grade as eligible participants regardless of their grades from eighth grade.

To find more information and a Q and A concerning this rule go to the following URL and click on the Guidance on Scholarship Rule link:

http://www.iowa.gov/educate/index.php?option=com_content&view=article&id=1157:athletic-eligibility&catid=411:legal-lessons&Itemid=2656

MPCHS Scholarship Rules (In addition to the State Scholarship Rule)

1. These rules will be in effect whenever a student is participating in an activity at MPCHS.
2. Students on an IEP will be held accountable to these additional rules unless it is determined by the IEP team that the disability is the cause of the academic concerns.
3. In order to insure that students are progressing towards graduation, all students must earn at least four credits each semester. A student who does not earn four credits during first semester will not be eligible until the day after the last scheduled day of second semester. A student who does not earn four credits during second semester will not be eligible until the day after the last scheduled day of first semester the following year unless they participate in baseball or softball during the summer. A student who does not earn four credits during second semester participates in baseball or softball will become immediately ineligible to compete and will be withheld from competition for the summer and the first sixty scheduled days of school during first semester of the following school year. Ninth grade students will enter MPCHS as eligible students regardless of their grades in eighth grade.
4. At the end of first and third quarter, students must be passing all courses. If a student is not passing all courses, they will have additional requirements that must be met before they are eligible to participate in activities.
 - a. If a student is failing only one class, the student and his/her parents must present the teacher a plan that allows the student to raise the failing grade to passing. This must be done within three days of the quarter grades being handed out to the student. If the student does this in a satisfactory manner, the student will maintain their eligibility while they work to raise the grade in that course. After the plan has been in effect for two calendar weeks the school will check the student's grades to see if all course grades are passing. If they are, the student will be eligible until the next grading period. If the student is not passing all of his/her courses at the end of the

two week work out period the student will be academically ineligible to participate for the next two calendar weeks while they continue to work to achieve all passing grades. At the end of the fourth week the school will again check the student's grades to see if he/she is passing all coursework. If the student is passing he/she will be eligible to participate immediately, if the student is not passing all his/her courses he/she will remain ineligible until he/she is passing all of his/her courses. It will be the responsibility of the student to tell the school when they are passing all of their classes and to ask that the school check to verify that it is true.

- b. If a student is failing more than one class, the student will be ineligible to participate in activities for the two calendar weeks beginning the day that quarter report cards are sent home with the student. During this time the student and his/ her parents must present the school a plan that allows the student to raise the failing grades to passing. This must be done within three days of the quarter grades being handed out to the student. At the end of the second week the school will again check the student's grades to see if he/she is passing all coursework. If the student is passing all courses, he/she will be eligible to participate immediately, if the student is not passing all of his/her courses at the end of the two week work out period the student will be academically ineligible to participate for the next two calendar weeks while they continue to work to achieve all passing grades. It will be the responsibility of the student to tell the school when they are passing all of their classes and to ask that the school check to verify that it is true.

Available Academic Assistance

If a student is in need of assistance with their coursework MPCHS has the following supports available.

1. Students will be asked by teachers to attend 8th period to help them with their coursework. Students can also ask to be assigned to a teacher for 8th period when they feel the extra help is needed.
2. The student can meet with the teacher before or after school to get the needed help. Coaches and activity sponsors will work with the student and teacher to provide time for the student to get the help they need.
3. The student can ask the guidance counselor or principal to try to find a student tutor who can provide assistance.
4. The student can ask to go to the ACE room where assistance will be provided. If needed the student can be assigned to the ACE room to provide continuous help.
5. In some cases a student may be referred to the student assistance team. The student assistance team's role is to determine if a student is in need of more help than can be provided by the methods listed above. If that is the case the student may be referred to the AEA for consideration for special education services.

Students who do not earn at least twelve credits each year may be assigned to attend Wisdom Quest so that they may “catch up” with their peers. This will be handled on an individual basis. When making the school placement decision the following factors will be considered: age of the student, the student’s ability to catch up at Mt. Pleasant Community High School, current progress towards graduation, and the number of credits the student is behind his/her peers. Once the student has earned the number of credits needed to be on track to graduate he/she may apply to return to Mt. Pleasant Community High School through the guidance counselor.

SCHEDULE CHANGES

Students may change their class schedule prior to the starting date of each semester. Students will need to see the counselor to accomplish this task. These changes will be granted if the requests are valid and there is room available in the other courses. Valid requests for schedule changes that will be honored upon parent and counselor approval are as follows:

1. Acceleration or choice of a more difficult course.
2. A change in a program of studies due to a change in career interest.
3. A student’s work schedule will not warrant a schedule change. Students holding a job need to schedule their work outside the school day.
4. No schedule change will be accepted after the completion of five school days into the semester unless initiated by an administrator.

TRANSFER STUDENTS

Eligibility to participate in contests/performances for students who transfer into the Mt. Pleasant Community School District from another district will be reviewed at the time the student officially enrolls and begins attending school. All factors affecting students’ eligibility status in the previous district will be considered in determining the date the student becomes eligible.

DROPPING COURSES

A student who carries a minimum class load and drops a course after the first nine week grading period of any semester will receive an “F” grade for the semester and may be assigned to study center.

Students taking courses in addition to the normal class load of six each semester may drop a course without penalty. Parents will be contacted about any changes.

ACADEMIC ACHIEVEMENT AWARD

Students who earn a 3.5 grade point average during both first and second semesters and who meet the following requirements will earn an achievement award.

1. The student must take at least six credits that count in their GPA each semester.
2. Building and Trades will only count as one course for purposes of this award.
3. Internships do not count towards the requirement of six courses.

NATIONAL HONOR SOCIETY

Mt. Pleasant Community High School is pleased to sponsor the Lampas Chapter of the National Honor Society. It is an honor to be selected to this organization, which has a national charter. This honor is bestowed on students who exemplify the best qualities of scholarship, leadership, character and service throughout their life and in connection with Mt. Pleasant Community High School.

The following process is used to select new members into NHS:

1. A list of students who qualify academically is posted and students are invited to complete an information sheet which will be used when the faculty council reviews the candidates. To qualify academically a student must have at least a 3.5 cumulative grade point average.

2. The faculty is given a list of students who academically qualify and the criteria list (scholarship, leadership, character, and service) for NHS membership. The faculty will then have the opportunity to fill out nomination forms for students they feel meet the criteria. Those forms are given to the NHS sponsors.

3. A faculty council consisting of five members meets to review information and nomination forms. Members of the committee will be instructed on the selection process and will remain anonymous.

4. From the information provided by the student and other faculty members the council discusses each student and their merits on each of the criteria for selection. After discussion, each of the five faculty members vote for the students they feel meet the criteria for induction. Students that receive three or more positive votes for admission into NHS are mailed invitations to the induction ceremony and a list of inductees is posted at school.

5. Upon request students that are not selected for admission will be provided information as to which of the four criteria the selection committee felt the student did not meet.

6. Students that are not selected may ask for reconsideration by the committee. The student or parents requesting to be reconsidered must start the process with the High School principal. The principal's initial role will be to ensure the committee followed all selection criteria as set forth by the national rules of NHS. If all guidelines have been followed the student or parent will be asked to provide additional information for the committee's consideration. Additional information could be faculty recommendations not previously provided to the committee or other supporting materials concerning leadership, character, or service. Upon review of the additional material the committee can confirm their decision, ask for more information, or reverse their decision.

LAMPAS CHAPTER
SELECTION CRITERIA
(AS GIVEN TO FACULTY MEMBERS)

1. Scholarship - the student must be in the 11th or 12th grade and have a cumulative 3.5 or better grade point average.
2. Leadership - The student demonstrates leadership...
 - a. Promotes school activities.
 - b. Upholds the ideals of MPCHS and NHS.
 - c. Exemplifies positive attitudes.
 - d. Accepts responsibility and is dependable.
3. Service - the student demonstrates service...
 - a. Participates in school activities.
 - b. Is active in scouting, 4H, church groups, volunteer groups, etc.

- c. Is willing to sacrifice to offer assistance.
 - d. Works well with others and is willing to take on responsibility.
4. Character – the student demonstrates character...
- a. Upholds principles of morality and ethics.
 - b. Is honest, truthful, and reliable.
 - c. Shows courtesy, concern, and respect for others.
 - d. Complies with school rules and regulations
 - e. Is a positive influence.

ATTENDANCE INFORMATION

The Mt. Pleasant Community School District attendance policy is based on the fact that something important happens in class every day and that the activity or interaction between teacher and student can never be duplicated. In order for the Mt. Pleasant School staff to do the best job of educating the students entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parent, the student to attend regularly, and the staff to be involved at all points in the process. One of the most vital points is that of student attendance. The following policy has been developed to encourage good attendance.

REPORTING AN ABSENCE

When you are absent from school, your parent/guardian must telephone the attendance office (385-7700) between 7:30 a.m. and 4:30 p.m. on the day that you are absent. Parents will be asked to provide sufficient information for the school to determine whether the absence will be excused or unexcused. Messages can be left on the high school answering machine outside regular office hours. If a call has not been received, the parent/guardian may be contacted either at home or at work during the day. The safety of the student is our first priority. Knowing the whereabouts of a child is deemed more important than the inconvenience that may be caused by calling a parent/guardian at work. If you do not wish us to call you at work, please call so we can record your request.

Any student who has been absent from school on the preceding day and whose parent/guardian has not phoned in the absence must secure an absence admit from the attendance office before the beginning of his/her first class. The student will have 24 hours from the time he/she returns to school to present the attendance office proper verification of an excused absence. Written notes will not be accepted.

ATTENDANCE POLICY

Absences from school are either excused or unexcused as determined by the school. The school may require documentation beyond parental verification to determine the necessity of the absence during the school day. Mount Pleasant Community High School does not recognize Class Skip Days as excused absences. On any day that a pattern of absences seems to emerge students may be required to provide additional evidence beyond parent consent for the absence to be considered an excused absence.

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 activities, field trips, course-required activities, or other approved activities.

Requests to accompany parents on family trips may be excused if requests are submitted in advance of the absence. (Board Policy 501.1A)

Unexcused Absence: Defined as those absences that in the opinion of the administration would be unnecessary and avoidable, with prior planning, or that have little or no educational value. Examples would be: tardiness, shopping, hunting, hair appointments, over-sleeping, skipping school, errands, pictures, employment, etc... (Board Policy 501.1B) Absences for pleasure or convenience, including activities with permission of parents or guardians may be considered unexcused.

POLICY FOR UNEXCUSED ABSENCES

On a first unexcused absence, the student will be assigned 1 detention. If a student has further unexcused absences, he/she may lose open campus/open school privileges and/or be required to serve up to 5 detentions. **A student may be dropped from class with loss of credit if he/she accumulates 5 unexcused absences in a semester.**

CHECKING IN/OUT OF SCHOOL

Students are required to check in/out with the attendance office when:

- a. Arriving late to school, or arriving late to a scheduled class
- b. Leaving or returning to campus. If leaving during class time, the student should obtain a pass from the attendance office prior to the beginning of that class.

**Failure to follow check in/out procedures through the attendance office may result in the student's absence being considered an unexcused absence.

PARTIAL DAY ABSENCE

If a student becomes ill during the school day, he/she should report to the attendance office where parents will be notified before a student is sent home.

CO-CURRICULAR PARTICIPATION AND ABSENCES

To participate in an activity/practice a student must have attended school at least half the day prior to the event/practice unless permission has been given by the principal for the student to be absent.

UNEXCUSED TARDIES

Students who are late to class 10 minutes or less will receive a minor tardy. Students who are 10 to 25 minutes late will receive a major tardy. If a student is late more than 25 minutes, he/she will be considered absent. The following policy will be used for tardies:

3 minor tardies – 1 detention assigned

6 minor tardies – 2 additional detentions assigned

9 minor tardies – 3 additional detentions assigned

12th, 15th, 18th, 21st tardy level – 3 additional detentions assigned for each level

3 major tardies to the same class – equivalent to one unexcused absence

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 plus one day. In cases 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 or as arranged with the instructor. Students leaving school for extra-curricular events or field trips should get all assignments before leaving school. Individual instructors will determine when the homework is due. Instructors can require homework to be completed at the same time as the rest of the class.

HOME SUSPENSION

Students whose presence poses a continuing danger to persons or property and/or ongoing threat of disrupting the academic process will be assigned out-of-school suspension. Suspension days are not counted in a student's total of excused absences.

1. Parents/guardians will be notified of the suspension. A parent conference may 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 each teacher.
3. Any student who is placed on suspension from school will be prohibited from being on campus grounds 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 502.2)

OPEN CAMPUS

Open Campus is a privilege given to **SENIORS** who meet requirements in the areas of academics and responsible behavior. **Parental permission is required for students to receive Open Campus.** To be eligible for Open Campus, a senior must have maintained a "C" average during the previous 9-week grading period and must be in good standing with the school in the areas of behavior and attendance. Failure to meet these requirements will result in being removed from Open Campus. The administration reserves the right to withdraw Open Campus privileges at any time if the student fails to meet requirements.

Students who remain on campus during open periods must report to one of the designated areas:

1. Commons/Cafeteria
2. Media center – the media center is an area to be used for quiet reading and studying productively. Orderly work environment is to be maintained.
3. During non-class time, students may request permission from instructors to work independently in a classroom if the activities do not interfere with the regular classroom activity.

Prior to leaving the building, Open Campus students must sign out with the Commons Supervisor. Students who return to campus prior to their next scheduled class are required to report immediately to one of the designated Open School areas.

OPEN SCHOOL

With parent approval, Mt. Pleasant Community High School's Open School program allows eligible 10th, 11th, and 12th grade students the opportunity to accept responsibility in planning

the use of their time during “open” class periods. The Open School Parent Approval form must be completed and on file in the office prior to any student having Open School privileges. To be eligible for Open School a 10th – 12th grade student must have maintained a “C” average during the previous 9-week grading period and must be in good standing with the school in the areas of behavior and attendance. Failure to meet requirements will result in being removed from Open School. The administration reserves the right to withdraw Open School privileges at any time if the student fails to meet requirements.

Open School Designated Areas:

1. Commons/Cafeteria
2. Media center – the media center is an area to be used for quiet reading and studying productively. Orderly work environment is to be maintained.
3. During non-class time, students may request permission from instructors to work independently in a classroom if the activities do not interfere with the regular classroom activity.

Note: At no time are students on Open School to leave the building without prior approval from the office. Failure to comply will result in loss of open school privileges.

RESTRICTED AREAS

Halls – Hallways are to be used only as a means of moving from one designated area to another. Hallways are not open campus areas. Students should not loiter in any hallways during class periods.

Parking Lot – A parking lot is provided for student vehicles. The parking lot area is a restricted area for all students and is to be used only by students arriving and leaving campus. Students are not permitted to loiter in the parking lot.

Gymnasium – The gym should be used only by students involved in Exercise Science during their scheduled class times.

ENTERING/EXITING THE BUILDING

Students should both enter and exit the high school facility through the main doors on the west side of the building. In the morning, the southwest high school doors will be open for students entering the building. If exiting during the school day, students must obtain a dismissal slip from the administrative office and present it to the Commons supervisor before leaving the building.

Failure to check out via the office or not exiting/entering the proper doors may result in the absence being unexcused, the student being placed on closed campus, or other disciplinary action.

CLOSED CAMPUS

9th grade students and all other students not meeting Open Campus/Open School eligibility requirements are required to be on campus at all times during the regular school day. All students must report to their assigned areas (Study Center or Commons) unless excused by a teacher or administrator.

DETENTION

Students who are assigned detention for disciplinary reasons will be expected to begin serving detention the day after it is assigned. Detention may be served Monday-Friday before (7:00-8:00 am) or after school (3:20- 3:50 pm). Detentions served for disciplinary reasons are 30 minutes.

Academic Detention – Students placed on Academic detention will be expected to begin serving detention the day after it is assigned. Academic detention will vary in time depending upon work completion, but will not exceed 60 minutes.

STUDY CENTER(INCLUDING THE COMMONS AND MEDIA CENTER)

Study Center is an opportunity for students to work on homework assignments in a quiet, controlled environment during the school day. The following rules will be in place in order to maintain an appropriate atmosphere:

- A.** Students should be seated in assigned seats (or check in for attendance) at the beginning of the class period for attendance purposes.
- B.** Students will be allowed to leave the Study Center/Commons by presenting the supervisor a hall pass signed by a staff member. The hall pass is to be presented at the beginning of the period. If the student does not have a pass, he/she is not to be excused to obtain one.
- C.** Tardies to the Study Center/Commons should be handled the same as tardies to other classes.
- D.** Students are to conduct themselves in an orderly manner. With the supervisors' permission, students may be allowed to talk quietly to other students seated next to them. (A media center atmosphere should be maintained.)
- E.** Students who desire to work together in groups, may, with the supervisors' permission, work together quietly in an area designated by the Study Center/Commons supervisor.
- F.** Students, with Open School privileges, may sign out of the Study Center to the media center, with permission. The number of students and time allowed is left to the discretion of the Study Center/Commons supervisor and the librarian.
- G. Food, candy, and drinks are not allowed in the Media Center.**
- H. Cell phones and personal electronic devices are only to be used with permission of the Media Center/Study Center/Commons supervisor.**

COMMONS

Students scheduled into the Commons must report to the Commons Teacher for attendance purposes. Each student is expected to behave in a respectful manner and abide by the rules and procedures set for the Commons.

FOOD, CANDY, AND BEVERAGES

All food, candy, and beverages must be consumed in the Commons area. No open containers should be taken outside the Commons unless requested by staff and approved by administration. Water will be allowed in the classrooms as long as it is in a clear plastic container. Some teachers may revoke this privilege with just cause.

PUBLIC DISPLAYS OF AFFECTION

Mt. Pleasant Community High School recognizes that certain behaviors acceptable elsewhere are **not** acceptable in the school setting. Therefore, students will refrain from public displays of affection including, but not limited to, holding hands, walking with arms around each other, hugging, kissing, etc...

GENERAL BEHAVIOR GUIDELINES

Students are expected to conduct themselves as young ladies and gentlemen. Conduct that 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.

INAPPROPRIATE CLASSROOM BEHAVIOR

Any student displaying inappropriate classroom behavior may be removed from class. On the first removal the parents will be notified and the student will meet with the teacher before returning to class. On the second removal the student can be removed for up to three days. Before returning to class the student and his/her parents must meet with the teacher. If a student receives a third classroom removal within a semester, he/she may be removed permanently from the class and receive a failing grade.

MEDIA CENTER

The media center is a place for quiet research and study. Students are expected to be on task and working productively. Students must use computers and other equipment and resources responsibly and appropriately. Food, candy, and beverages are not allowed in the media center. Students who disrupt the working environment of the media center or labs will lose media center privileges.

INTERNET AND COMPUTER RESOURCE

Internet access is available to students for academic-related purposes. The goal in providing access to the Internet's vast, diverse, and unique resources is to promote educational excellence by facilitating research, innovation, and communication.

With access to computers and people all over the world also comes availability of materials that may not be considered to be of educational value in the context of our school setting. 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. Any student who wishes to access computer resources in the school will be asked to follow district and building policies regarding such use. Students will be asked to read and sign an agreement outlining the terms and conditions of school computer usage.

General student conduct guidelines include, but are not limited to the following:

1. Respect the equipment and the privacy of others.
2. Properly credit information sources in your personal work.
3. Do not place unauthorized downloads or software on the school's hard drives.
4. Use your own login identification. Do not allow others to use your password.
5. Do not threaten or make disturbing comments to others using the school's network.
6. Do not give out personal information about yourself on the web.
7. Visit sites that are appropriate for school. Inappropriate sites would include those that have information considered pornographic, violent, or hateful.

A violation of this appropriate use policy may result in the following with notification to parents/guardians:

- First Offense: Loss of on-line privileges for a period of three weeks.
- Second Offense: Loss of on-line privileges for a period of nine weeks.
- Third Offense: Forfeit all on-line privileges for the balance of the school year.

Depending on the nature of the infraction, it may also lead to further disciplinary action.

CLASSROOM

Teachers will communicate their specific classroom expectations to students at the start of the school year/semester. The student will be expected to exhibit appropriate classroom behaviors as outlined by each classroom teacher. All students are expected to:

- A. Make school attendance a priority. Consistent and prompt attendance in every class is critical for successful academic performance.
 - A. For pre-excused/school-related absences students should have work for the day completed prior to being excused. The students should be prepared to take a quiz, test, or submit an assignment should it fall on the day of his/her return to school.
- B. Be prepared for and participate in class.
 - A. Report to class prior to the tardy bell with pen/pencil, paper, text, notebook/folder, and other materials related to the class.
 - B. Complete homework in a neat and legible manner.
 - C. Achieve maximum performance in class through effort, attitude, and daily attendance. Students should be cooperative and attentive in classroom activities.
 - D. **Sleeping is not permitted in any classroom. Items that inhibit maximum academic effort will not be allowed. Radios, CD players, cell phones, mp3 players, headphones, and other similar communication devices are prohibited. Backpacks and gym bags are to remain in students' lockers and will not be allowed in classrooms/Study Center/Commons.**
 - E. Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources, providing resources to facilitate cheating, or similar behaviors are inappropriate.
 - F. Respect other people and their property.

- G. At all times the student should act with courtesy toward teachers, staff members, and other students. Both their actions and words should reflect such courtesy.
- H. The student is responsible for keeping all school property (books, classroom materials, computers, etc...) in good condition.

DRESS CODE & HYGIENE

There is a strong connection between academic performance, students' appearance and students' conduct. School is considered a professional atmosphere and this expectation should be taken into consideration when making purchasing decisions for student clothing. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment.

At school or at school-sponsored activities, hats and any other clothing displaying/advertising items that; promote or condone illegal activities and/or substances promote the use and/or legalization of alcohol, tobacco, or controlled substances; displays obscene material, profanity, vulgar statements, satanic symbols, gang symbols, hate messages, sexual innuendoes, suicide, intolerance, violent messages, reference to subversion, or other messages which are interpreted as being inappropriate or offensive, are considered a violation of this policy.

Hats are **not** to be worn in classrooms, study hall, library, and gym classes.

Sunglasses, chains (a pocketbook chain will be permitted provided the chain is not more than twelve inches long or greater than 1/4 inch in diameter), and spiked jewelry are not to be worn in school.

All students must wear shoes or sandals. Bedroom slippers are considered inappropriate school attire.

The administration, with the advice of the staff and students, feel clothing that calls undue attention to anatomical details or causes a material and/or substantial disruption to the school environment is unacceptable at Mt Pleasant Community High School. It is inappropriate to wear tube-tops, bathing suits, and/or slings. Other pieces of clothing that expose the student's midriff, cleavage, under garments, and/or other areas are inappropriate. Skirts that are shorter than the tips of a student fingers held at the side and shorts that expose the pockets and/or reveal anatomical details are also considered inappropriate. Tank tops or muscle shirts that expose the chest and sagging pants that expose boxers and/or undergarments are deemed inappropriate.

If the student's dress or hygiene interferes with the normal classroom procedure, health of the person involved, and/or health or welfare of other students, it shall be the duty of **any staff member** to address the issue in an appropriate manner. Students will be asked to find alternative clothing and/or change their attire. If the situation cannot be handled by staff, the counselor or building administrator will handle it. If students refuse or disagree with the alleged violation, the building administrator will handle it by having the student correct the condition in question. Additional disciplinary action may be taken if the situation is not corrected and/or the student has multiple offenses violating the student dress code.

It is the considered opinion of the Board of Education that particulars regarding student dress and appearance so long as these particulars are not in conflict with the paragraph immediately prior, will be left to the discretion of the parents of the Mt Pleasant Community School District.

CELLULAR PHONES/HEADPHONES

Students will be allowed to use their cell phones and headphones **before school, during lunch, after school, and during passing times in the hallways.**

The classroom teachers will determine what acceptable use is allowed in their individual classrooms. The teachers will post their classroom rules. Teachers have the right to expect the following: 1)Possible NO cell phone or headphone use in their classroom. 2)Phones silenced and not visible during class. 3)Usage of the phones/headphones within the teacher's guidelines. If a student has their phone taken away it will be returned at the end of the day of the first offense. On the second and any subsequent offenses the phone will be returned after the student serves a one hour detention or a parent comes to pick up the phone. If a parent picks the phone up, the detention will still be expected to be served.

LOCKERS

Student's lockers are the property of the Mt. Pleasant Community School District. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. Students should refrain from sharing their locker combination with others, allowing others access to their lockers, or storing valuables in their lockers. It is the responsibility of each student to keep his or her assigned locker clean and undamaged. Since Mt. Pleasant Community High School is not responsible for losses, students should not bring valuables or large amounts of money to school. Student's lockers can be periodically searched whenever an administrator or teacher has a reasonable suspicion that a criminal offense or a school district policy, rule, or regulation has been violated. (Board Policy 502.6) Students whose lockers are deemed to have excessive damage, graffiti, and not properly cleaned out and require additional custodial services will be assessed a fine of not more than \$10.00.

POSTERS/SIGNS

Faculty advisors or an administrator must approve all posters or signs before posting on the announcement boards located throughout the building. No signs should be placed on walls, windows, or doors.

TEXTBOOKS

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.

DRIVING AND PARKING

Parking on school property is for authorized vehicles only.

- Student parking is available on a first come, first served basis in the south parking lot only.
- All student vehicles must be registered with the administrative office.

- Upon registration of vehicle, students will receive a parking sticker to be placed inside the driver's side rear window of the vehicle.
- Students who park without a proper parking sticker, park improperly, or park in unauthorized areas will receive a written warning and may have their vehicle towed for further offenses.
- The speed limit is 10 miles per hour in all parking areas.
- Anyone driving recklessly will be subject to disciplinary action, including denial of on campus driving privileges.
- Bicycles are to be parked in the bike rack adjacent to the high school building.

SCHOOL SPONSORED SOCIAL EVENTS

Throughout the year students will be able to attend dances and other social events sponsored by Mt. Pleasant Community High School. Students who are not MPCHS students may attend these functions as guests. Guests must be signed up in the office at the appropriate time. All guests must be high school students or older (under age 21). No middle school students will be allowed to attend high school dances including prom.

FOOD SERVICE/CAFETERIA

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. The cafeteria management and your fellow students will appreciate your cooperation in:

1. Depositing all litter in wastebaskets
2. Returning all trays, dishes, and utensils to the dishwashing area
3. Leaving the table and floor around your place in a clean condition for others.

Mt. Pleasant Community High School will maintain a closed campus during the lunch period. Students will eat in the cafeteria/Commons.

Students will have the option of (1) selecting a plate lunch from one of the cafeteria serving lines or (2) selecting items from the a-la-carte/salad bar area or (3) bringing a sack lunch from home.

The Mt. Pleasant Community School District encourages students to keep a positive balance in their lunch accounts at all times. Students will be allowed to carry a negative balance for two meals. After two meals, students will be given a peanut butter sandwich and a carton of milk for lunch until money is deposited into their lunch accounts giving them a positive balance.

Trays and dishes are not allowed outside the cafeteria/commons area. Students may not take food into other areas of the building such as hallways, academic areas, or the gymnasium. All students are expected to clear their areas when finished. Beverage and disposable items are to be deposited in the appropriate containers. Cafeteria trays and dishes are to be taken to the kitchen window where students deposit their milk cartons, paper scraps, and silverware in designated containers.

**Students are to remain in the lunchroom until passing time. This applies to all students, including those entering the building during the lunch period.

NO FOOD OR BEVERAGES will be allowed from outside the building.

MT. PLEASANT COMMUNITY SCHOOL DISTRICT
POLICY FOR LOW/NEGATIVE BLANCE MEAL ACCOUNTS

USDA Memo 46-2016 identifies the July 1, 2017 implementation requirement for a written document explaining how the SFA (School Food Authority) will handle situations where children, eligible to receive reduced-price or paid meals, do not have money in their account or in hand to cover the cost of their meal at the time of service.

Middle School and High School Students

- Emails will be sent to parents and students with low or negative balances.
- Parents will be called when accounts is -\$10.00.
- At -\$20.00 students will be called to the office (by food service staff) explaining they will need to bring a lunch or we will furnish and alternative lunch. If an alternate lunch is given, it is to be given in the office prior to lunch. Breakfast should be eaten at home. A phone call to the parents should also be made stating what was told to the student.
- The alternate lunch will meet the requirements for a reimbursable meal.
- At -\$30.00 a collection letter will go out.
- All accounts -\$50.00 and over will be sent to collections at the end of the school year and an adjustment will be made to bring the account to a zero balance.
- Money *will not* be transferred between student meal accounts.
- Students will not be allowed to charge for ala carte items if there is a negative balance.
- Students with cash will be allowed to purchase a meal even if the cash does not cover the negative account balance.

Monitoring

- The Food Service Administrative Assistant or school secretary will monitor account balances on a weekly basis. The Food Service Administrative Assistant will turn negative accounts to Central Office to be sent to collections as noted above.
- Central Office staff will send negative account balances to the designated collection agency.
- *Staff and school employees* will not have negative meal balances and will not be allowed to charge meals or ala carte items.

GUIDANCE SERVICES

Parents may phone a Mt. Pleasant Community High School counselor by calling 385-7704 ext. 169 or 385-7700. Guidance services focus on students' growth and development in personal and educational competencies and in career planning and preparation. The guidance office includes a career information area to assist students with planning for the future. There are also many college catalogs, guides, interest/development materials that may be checked out by students and parents.

The counselor is available to assist students with their high school program, post high school planning, difficulties in classes, personal problems, scholarship opportunities, and any other topics of importance to the student.

A school psychologist is also available as a service to students and parents/guardians upon request.

GREAT PRAIRIE AEA SERVICES/PASSIVE CONSENT WITH PARENTS

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 members include, 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. 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 Regional Special Education Director at the AEA at 385-9005.

SUPPORT SERVICES FOR STUDENTS

Support services at our school are available to assist teachers when student concerns arise. These services include building staff and Great Prairie AEA support staff such as psychologist, social worker, consultant, and speech/language pathologist. Teachers may use input from individuals on an informal basis or request assistance in defining a concern, in identifying strategies to address the concern in carrying out the strategies, or in monitoring the student's progress. When an intervention plan is being considered, parents will be invited to become active participants in the process. Accommodation plans under the 504 Rehabilitation Act may be considered and initiated to support students who may be experiencing difficulty with schoolwork. Information about 504 plans can be received through the administrative offices.

A.C.E. (Achievement Coordinated Education)

This program services those students who are having academic difficulty and are not eligible for any other special program help. Referrals by teachers, peers, parents, or administrators identify the students from the high school to be serviced by this program. Students can also self-refer.

HEALTH OFFICE

Mt. Pleasant Community School District employs a registered nurse who is available if a student becomes ill. Students should report to the administrative office if they feel ill. However, they must receive permission from their classroom teacher before leaving class. The administrative office will attempt to contact parents/guardians if it is necessary for the student to be sent home. 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 the parents 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 the parents where the student has been transported for treatment.

State law does not permit school personnel to provide medication. Students, however, may bring to the administrative office medications which a health professional and parent has approved. All medications will be distributed through the administrative office and the following guidelines will be followed. (Chapter 655 Iowa Administrative Code & 504.9 School Policy)

A. The parent will supply the medication - including prescription and non-prescription.

- B. The parent permission form is required to be signed and completed by the parent, for non-prescription medication and kept on file in the administrative office.
- C. An order from the prescribing health care provider is required for all prescription medications, including Epi-Pens and inhalers.
- D. The student will be required to take the medication in the administrative office.

****New**** - Iowa law requires all 9th grade students provide a certificate of dental screening to the school at the beginning of the school year. If the student is unable to see a dentist, a dental screen will be performed by a dental hygienist at the school during the dental screening audit.

****New**** - In addition to current immunization requirements, Iowa law requires all 12th grade students receive 2 doses of meningococcal vaccine if born after September 15, 1999 or 1 dose if received when the student is 16 years of age or older.

LOST AND FOUND ITEMS

Any lost items should be reported to the office. Students who find or locate items not belonging to them should bring the items to the administrative office. Students may check with the administrative office during open hours, lunch, before, or after school for any lost articles. Unclaimed articles will be disposed of periodically.

TRANSPORTATION SHUTTLE SERVICE

During normal hours of operation, Mt. Pleasant Community School District Transportation Shuttle Service will use the following schedule:

7:50 am.- Pick up town students on south side of WisdomQuest (309 E Monroe St).

3:25 pm – Drop off town students on south side of WisdomQuest (309 E Monroe St).

4:15 pm- (On Request) Shuttle for students staying after school back to WisdomQuest (309 E Monroe St) (no shuttle available on Friday's)

****High School students are not to get on or off the buses at the middle school.****

TELEPHONE USAGE

Telephones for student use will be located in the administrative office. Students should use this telephone to make their calls. Unless an emergency arises, students will not be called from class to answer the telephone. School district phones (office, faculty/staff work areas, or classrooms) are not to be used by students unless permission is received in emergency situations.

ONLY parents or guardians may leave messages for their children. All efforts will be made to see they are delivered in an expeditious manner. Due to the number of students attending Mt. Pleasant Community High School, parents and guardians are requested to limit telephone messages to situations of absolute necessity. Students will not be pulled from class for phone calls except in cases of extreme emergency.

EMERGENCY DRILLS

Fire, disaster, and lockdown drills will be conducted during the school year. Open Campus and driving privileges cease during emergency situations. At the beginning of the school year each classroom teacher will explain and post the exit procedure from his/her room. During fire alarms, students should, once outside, move 50 yards away from the building and remain outside with their class and teacher until instructed to return by an administrator or fire department personnel.

VISITORS

Parents or guardians are always welcome to visit school. When coming to visit, parents or guardians are asked to check in at the main office upon arrival. Student visitors will be permitted under the following guidelines:

1. The visit must be approved by one of the principals.
2. The request should be made 48 hours in advance of the visit.
3. Each teacher has the right to deny guests for just cause.
4. Visits should be limited to **half days**.
5. Visits should not occur during the last month of a semester.

PARENT INVOLVEMENT

Parents are encouraged to be actively involved in their students' high school careers. Parental involvement has a positive influence on student success in school. Parents can help students by providing a place to do homework and by controlling the amount of time devoted to watching television and to working at after school jobs. Parents may be involved at Mt. Pleasant Community High School in a variety of ways such as volunteering regularly, attending Meet-the-Teachers night, Parent-Teacher Conferences, and music, drama, and athletic activities, and contacting faculty or administrators whenever they have a question, a concern, or a suggestion for improving their students' high school experience.

DISTRICT WIDE TREAT/SNACK POLICY

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. All food brought into the school buildings for sharing or sale during the school day must be commercially prepackaged and in unopened containers. A list of snack options are available in the principal's office.

GENERAL BEHAVIOR GUIDELINES

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school owned and/or operated school or chartered buses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Students who fail to abide by these policies and the administrative regulations supporting them may be disciplined for conduct which disrupts or interferes with the educational program;

conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or participation; or conduct which interrupts the maintenance of a disciplined atmosphere.

ASSAULTIVE BEHAVIOR & FIGHTING

An assault is committed when a student intentionally causes or threatens to cause injury to another person, or applies physical force. Students will be automatically suspended for an assault on a school employee. The school board will meet to discuss whether further sanction, including expulsion should be ordered against the student. Students will be suspended for a minimum of three days on the first offense and referred to the appropriate authorities.

Fighting will be defined as two or more students engaged in a physical altercation, including the exchange of blows, shoves, struggle, kicks, offensive physical conduct, or physical contact motivated by anger. If students are determined to have engaged in fighting we will suspend the student for a minimum of two days on the first occurrence and be referred to the appropriate authorities.

DISORDERLY CONDUCT

Students are expected to conduct themselves in an appropriate and respectful manner. Disorderly conduct is when a student acts in a violent or serious inappropriate manner that disrupts the teaching and learning environment. Examples of disorderly conduct would be swearing in classrooms, hallways, or the lunchroom. Disorderly conduct could also be the result of other loud or offensive behavior that disrupts the learning environment. Additionally failing to cooperate with directions given by teachers and staff that disrupt the school environment could be considered as disorderly conduct. Students who are found to have engaged in disorderly conduct will be suspended for a minimum of two school days and be referred to the appropriate authorities.

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 ALCOHOL/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 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. Subsequent offenses will involve notification of police, notification of parents, 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 parents to remove the student from school grounds, five-day suspension, and attendance at a district recognized drug and alcohol education program. (An official copy of this policy may be obtained from the administrative offices.) (Board Policy 502.3)

In addition to the consequences listed above, students who participate in MPCHS sponsored activities will have consequences imposed under the Good Conduct Policy (Board Policy 503.9).

TOBACCO POSSESSION/USE

Students are prohibited by law from using tobacco either in the building or on the school campus. **THEREFORE, IT IS EXPECTED THAT TOBACCO SHALL NOT BE CARRIED ON THE PERSON WHILE IN SCHOOL.** This rule applies to all school-sponsored events outside the regular school day and to trips where students appear in any official capacity as representatives of Mt. Pleasant Community High School. Violation of this rule may result in detention and/or out-of-school suspension. (Board Policy 502.3)

In addition to the consequences listed above, students who participate in MPCHS sponsored activities will have consequences imposed under the Good Conduct Policy (Board Policy 503.9).

ILLEGAL ACTS

Arson, false fire alarm, bomb threats, vandalism and/or destruction of school property are defined as illegal acts and may result in parent notification, possible suspension/expulsion, and notification of proper authorities.

THREATS OF VIOLENCE

Mt. Pleasant Community School District believes inappropriate student conduct, including threats of violence, causes material and substantial disruption to the school environment, interferes with the rights of others, and presents a threat to the health and safety of students, employees, and visitors on school premises. All threats of violence will be dealt with as determined by school board policy.

DUE PROCESS PROVISION

A student shall be provided a hearing with a high school administrator. The student will be given an oral or written notice of the hearing. During the hearing, the student shall be told the basis for the accusation and shall be given an explanation of the evidence. The student shall be given an opportunity during the hearing to present his or her side of the story. The high school administrator shall determine the status of the student.

INAPPROPRIATE/INSUBORDINATE BEHAVIOR

Foul language or disrespectful actions towards staff, refusal to comply with reasonable staff requests, and/or failure to serve assigned detention will not be tolerated and may result in suspension.

COMPREHENSIVE ANTI-BULLYING/HARASSMENT

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of individuals will not be tolerated in the school or school district. Any student or employee filing a bullying/harassment complaint must complete Form 105A.

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 familial 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.

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; or
- 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.

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; and/or
- 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; and/or
- 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.

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.

This policy will be published in the student handbook and employee handbook.

Legal References: 20 U.S.C. §§ 1221-1234i (2004).
29 U.S.C. § 794 (1994).
42 U.S.C. §§ 2000d-2000d-7 (2004).
42 U.S.C. §§ 12001 *et. seq.* (2004).
Senate File 61, 1st Regular Session, 82nd General Assembly, (2007).
Iowa Code §§ 216.9; 280.3 (2007).
281 I.A.C. 12.3(6).

Date of Adoption: August 13, 2007
Reviewed: April 14, 2008
Amended:

105 HARASSMENT INVESTIGATION PROCEDURES

Harassment of employees and students will not be tolerated in the school district. School district includes school district facilities, school district premises, and nonschool 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, 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.

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 105A.

INVESTIGATION PROCEDURE

a) 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.

b) 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.

RESOLUTION OF THE COMPLAINT

a) 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.

b) 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 the superintendent's 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.

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.... Definition of firearms means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device. Weapons and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess weapons on school property shall be notified of the incident. Confiscation of weapons shall be reported to a law enforcement agency, and the student will be subject to disciplinary action up to and including suspension or expulsion. 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.

A student found to possess firearms on school property will be expelled for not less than one calendar year from date of incident. (Board Policy 502.5)

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, or
- Doubled up with friends or relatives because you cannot find or afford housing,

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

NOTIFICATIONS FROM THE MT. PLEASANT COMMUNITY SCHOOL DISTRICT

Federal and state laws require school districts to provide students, parents, and/or the public with notices, many of which must be provided at the beginning of the school year. The following notices are required by law and must be provided annually.

NOTICE OF NON-DISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary students, employees, sources of referral of applicants for admission and employment, and all unions of 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, or handicap 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 Kathleen Gavin, Mt. Pleasant Community Schools, 400 East Madison Street, 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.

RELEASE OF STUDENT INFORMATION

The following information may be released to the public in regard to any individual students or the school district: name, address, telephone listing. Any students over the age of 18 or parent of a student not wanting this information released to the public must make objection in writing to the principal by the first day of school. The objection must be renewed annually.

OPEN ENROLLMENT

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the State of Iowa should be aware of the following date: March 1, 2015 – Last date for regular open enrollment requests for the 2015-2016 school year. Parents/guardians of open enrolled students whose income falls below 160 percent of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend. Parents should be aware that open enrollment may result in the loss of athletic eligibility. For further details, contact the District Office.

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, or,
- Doubled up with friends or relatives because you cannot find or afford housing,

Then, your school-aged children may have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act of 2001. Contact Melissa Scheetz, the district's homeless liaison, if you should need assistance at 319-385-7750.

GREAT PRAIRIE AEA PARTNERSHIP

Great Prairie Area Education Agency staff members are available to partner with Mt. Pleasant Community School District staff members to provide the best education possible for district students. These Great Prairie AEA staff members include, 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. District teachers may contact AEA staff for consultation, observation or interaction with students. Parents who do not want the services listed above should notify their child's school in writing. For more information about the AEA services, contact the Regional Special Education Director at the AEA at 1-800-382-8970, Ext. 3011.

FREE, REDUCED PRICE MEAL PROGRAM

The Mt. Pleasant Community School District offers free and reduced price meals for school children from families unable to pay the full price of meals served under the National School Breakfast and Lunch Program. Eligibility is based on family size and income. Guidelines listing criteria for eligibility in this program are available by contacting Tessa Adcock, Food Service Director, located at the High School, or by calling 319-385-7704, Ext. 154.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

The Asbestos Hazard Emergency Response Act (AHERA 40 CFR 763) requires the Mt. Pleasant Community School District to inspect its buildings for asbestos, and to develop a management plan for those asbestos-containing materials that are located within its buildings. These management plans are available for review during normal business hours at the District's Administrative Offices, 307 E. Monroe Street, Suite 201, Mt. Pleasant. These management plans have been implemented to meet the requirements set forth in the guidelines.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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

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

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

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

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

NOTIFICATIONS OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

*Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

*Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*Inspect, upon request and before administration or use —

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202

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.