

WisdomQuest Education Center

Administration John Henriksen.....Superintendent, MPCSD
Melissa ShullPrincipal

Staff

Deborah Vroom.....Instructor
Diane Brooks.....Instructor
Paul Rundquist.....Instructor
Kelly Lord.....Administrative Assistant

Purpose

The purpose of this handbook is to help students and parents understand school procedures at WisdomQuest Education Center. 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.

Mission Statement

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

Essential Learnings

All students will be able to:

- Communicate effectively
- Apply knowledge & skills to life
- Work together & independently
- Solve problems
- Practice responsible citizenship
- Use technology

District Guidelines For Success

- Respect Others
- Be Responsible
- Take Pride in Your Work
- Have a Good Attitude
- Pay Attention

ENTRANCE REQUIREMENTS

Wisdom Quest Education Center of the Mount Pleasant School District enrolls students who are not having success in the traditional high school setting and have been referred by the High school administrative team and guidance office. Students must experience one year of high school before being considered for admission to WisdomQuest.

Admission information can be obtained from the high school guidance office or from the WisdomQuest secretary. The counselor or administration team from the high school will interview the student and review the handbook and expectations of WisdomQuest. Once the student is accepted, he/she will review and sign the expectation contract, register for classes, and be required to visit/tour WisdomQuest to get assimilated to the policies and procedures. Students may be placed on a waiting list if a spot is not currently available

In addition, WisdomQuest requires all students to participate in two service learning projects. These will be determined and assigned by WisdomQuest staff.

GRADUATION REQUIREMENTS

WisdomQuest students earn the Mt. Pleasant Community School District diploma. All credits must be completed before a student participates in graduation ceremonies. Included in the credits required for graduation are the following:

8 CREDITS OF LANGUAGE ARTS

- 2 English I
- 2 English II
- 2 English III
- 2 English IV

6 CREDITS OF MATH

- Algebra I
- Algebra II
- Geometry

6 CREDITS OF SCIENCE

- 2 Life Science
- 2 Physical Science
- 2 Biology

6 CREDITS OF SOCIAL STUDIES

- 2 US History
- 2 World History
- 1 American Government
- 1 Economics - to include Financial Literacy

22 CREDITS OF ELECTIVES

26 REQUIRED CREDITS

48 CREDITS TOTAL

GENERAL INFORMATION

EARNING CREDIT

Students attending must demonstrate adequate progress. To earn a credit in an independent study course or in a tutorial class (structured independent study hall) you must complete assigned coursework at an 80% accuracy level. To earn a credit in a course taught in a classroom situation (traditional teaching situation) you must complete assigned classroom work at a 70% accuracy level. Earned credits are immediately applied to a student's transcripts. Progress reports are made to parents quarterly.

WisdomQuest does not use grade levels to group or schedule students. Every effort is made to pay close attention to a student's needs, strengths, learning style and career goals. WisdomQuest offers regular classes and independent studies. The guidance counselor, administration, and staff will determine which types of classes are assigned to the student, depending on a student's age, responsibilities, learning style and preference. Students may also take classes from the Mt. Pleasant Community High School.

PROGRAM ATTENDANCE

While WisdomQuest Education Center is open from 8:00 a.m.—3:15 p.m. Monday through Friday, the schedule is nontraditional. Because every effort is made to help students schedule classes according to their needs, students are allowed only five absences a quarter (prorated according to admission date). Missing a sixth day may result in being dropped from enrollment. Students who have earned less than 40 credits must attend a minimum of four class periods daily. Schedules may be adjusted for individual students based on unique circumstances and after meeting with the staff. Since students are able to help create their personal schedule then they are expected to keep it. That means that once you are in the building you are here for classes. If a student chooses to leave during his scheduled class times then they will not be allowed to return that day unless they have documentation of an appointment, court, funeral or hospital visit.

Students can apply to re-enter the following quarter and will be placed on the waiting list. It is the student's responsibility to notify the secretary if they will be absent.

Students must sign **themselves** in and out of WisdomQuest. Students should enter the building between scheduled class times and remain in the building except during lunch. Three tardies result in one day's absence. Students more than 10 minutes late will be counted absent from regular class/independent study.

RESPONSIBILITY AND BEHAVIOR

WisdomQuest Education Center offers a nontraditional academic setting where students make a commitment to improve their skills and knowledge. It is a privilege, not a right, to attend. A student's success depends upon his or her attitude, academic performance and personal behavior. The commons area is a social area only during lunch times. Drinks and snacks are available. Clean up is the student's responsibility. Students are expected to show courtesy, cooperation and respect. Anyone who is disrespectful, uncooperative, and destructive or uses inappropriate language will be asked to leave for the day. If a student receives four suspensions in a school year, he/she may be dropped from enrollment for the remainder of the year.

Physical violence, both actual and implied, directed toward staff or students will not be tolerated. For legal, social, workplace readiness and wellness reasons, smoking and the possession of cigarettes are not permitted on school grounds, on field trips or at school sponsored activities. Weapons on school property and the possession and/or use of drugs and alcohol are prohibited.

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. Students violating these policies are subject to state law, school board policy and district rules.

EXPECTATIONS FOR STUDENT

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|---|--|
| Food, Candy & Beverages | Food and beverages may be consumed anywhere but the computer areas. You are expected to clean up after yourself. If you are asked to clean up and you do not, your privileges will be revoked. Each teacher has the right to revoke this privilege for their classroom. |
| Public Displays Of Affection | WisdomQuest Education Center recognizes that certain behaviors acceptable elsewhere are not acceptable in the school setting. Therefore, students are asked to 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, which infringes upon the rights of others or disrupts the educational process of the school will not be tolerated and will be dealt with by the administration. |
| Inappropriate Classroom Behavior | Any student displaying inappropriate classroom behavior may be removed from class for up to three days and parents may be notified. |
| 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 their individual classrooms. |
| Lockers | <p>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 WisdomQuest Education Center is not responsible for losses, students should not bring valuables or large amounts of money to school.</p> <p>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)</p> |
| Lunch | Being able to leave the building during the lunch period (open lunch) is a privilege and not a right. Those who are habitually tardy or late after lunch to 5th period may have Their "open lunch" privilege revoked for a time period to be determined by Staff. If you refuse to stay during lunch then you will be suspended. |

WisdomQuest Student Enrollment Expectations

It is a privilege, not a right, to attend WisdomQuest. The staff will help me in every way possible to do well with my personalized schedule. My success depends upon my attendance, attitude, academic performance and personal behavior. I understand I need to show courtesy, cooperation, and respect. I understand the following rules and will do my best to follow them:

1. In place of a registration fee students will work 5 hours at a service learning project of WQ's choice.
2. All credits necessary must be completed before I participate in graduation ceremonies.
3. During the first two weeks of my enrollment,, I will show adequate progress in my studies (in terms of productivity). If I fail to show adequate progress, I may be dropped from enrollment at WisdomQuest. In addition, I will continue to show progress in my studies and earn at least 6 credits per semester. If I fail to earn 6 credits in a semester, I may be dropped from enrollment at WisdomQuest
4. I will complete all independent studies or work in a tutorial class (structured independent study hall) at an 80% accuracy level in order to receive credit. I will complete all work in a traditional classroom setting (instructor/student) with a 70% accuracy level in order to receive credit.

DAILY SCHOOL ATTENDANCE for the program

5. I will sign myself in and out daily. If I leave the building without signing out, a record of this will be kept by staff. If I habitually leave the building, I may receive a suspension. I am fully aware there are no outside breaks at WisdomQuest.
6. Once I enter the building to attend class, I will remain in the building. If I sign out of the building then I cannot return that day unless I have documented evidence of an appointment, funeral, court or hospital visit.
7. Five unexcused absences are allowed each quarter (prorated according to entrance date*). On the 6th unexcused absence, I may be dropped from enrollment and must apply to re-enter. My name will be placed on the waiting list. I may re-enroll once in a school year. If I am dropped from enrollment a second time, I must have special permission from administration to re-enroll.
8. Access to technology resources is provided to students for academic purposes. Computers may not be used for non-academic purposes such as playing games, instant messaging, excessive personal web surfing, or excessive personal emails. The school's technology resources are a privilege, not a right, and inappropriate use will result in the cancellation of those privileges.
9. I am allowed three sick days without a doctor's note each quarter. On the day I'm absent, it is my responsibility to call WisdomQuest. If I fail to tell the secretary why I am absent within one week, the day will count as an unexcused absence. Additional sick days require a doctor's note or they count as unexcused absences.
10. Absence and tardy counts start over each quarter.
11. The Commons is a social area only between classes, during lunch, and before and after school.
12. I will be asked to leave for the day for inappropriate behavior and may receive one suspension. Four suspensions in a school year result in being dropped from enrollment for the remainder of the year.
13. My locker is the property of the school and may be inspected by the administration and me or another person present. I will use only school provided locks.
14. Physical violence, weapons, and the possession and/or use of drugs and alcohol on school property are prohibited. Consequences are according to Board Policy and State of Iowa laws.
15. Five unexcused class absences are allowed each quarter (prorated). On the 6th unexcused absence, I may be dropped from the class.
16. Being tardy (10 minutes or less) to class three times equals one unexcused class absence.
17. If I am more than 10 minutes late, I am counted absent from class.

Student Signature _____ Date _____

Staff Signature _____ Date _____

**Prorated unexcused absences according to entrance date _____*

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, which 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:

- Respect the equipment and the privacy of others.
- Properly credit information sources in your personal work.
- Do not place unauthorized downloads or software on the school's hard drives.
- Use your own login identification. Do not allow others to use your password.
- Do not threaten or make disturbing comments to others using the school's network.
- Do not give out personal information about yourself on the web.
- 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.

Students disrupting the educational process of the school will be subject to disciplinary action. Those involved will receive a minimum of a one-day out-of-school suspension. Further violations will result in more severe measures being taken and may include expulsion. School administrators will determine if other action is necessary, and local authorities may be notified.

STUDENT SERVICES

Guidance Services

Parents may phone Mt. Pleasant Community High School's counselor, Phil Kenney, by calling 385-7704 ext. 113 or WisdomQuest Education Center at 385-7709. 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, guide's, 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, and 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.

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 the school personnel to issue medication. Students, however, may bring to the administrative office medications, which a health professional/parent has approved. All medications should be distributed through the administrative office and the following guidelines should be followed. (Chapter 204, Code of Iowa)

- The student will supply the medication.
- A parent permission form should be completed and kept on file in the administrative office.
- The student will be required to take the medication in the administrative office.

CODE OF CONDUCT

Alcohol/ Substance Use/ Abuse

It is the intent of the Mt. Pleasant Community School District Drug/Alcohol Policy that the school buildings and students be DRUG FREE. Any student under the influence or in possession of illegal drugs or alcoholic beverages, regardless of age, is in violation of state and school regulations. Parents 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)

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 School District. Violation of this rule may result in detention and/or out-of-school suspension. (Board Policy 502.3)

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, and notification of proper authorities.

Inappropriate/ Insubordinate Behavior

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

CODE OF CONDUCT

Threats of Violence

Mt. Pleasant Community School District believes inappropriate student conduct, including threats of violence, cause material and substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors on school premises.

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 this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or participation; or conduct which interrupts the maintenance of a disciplined atmosphere.

Due Process Provision

A student shall be provided a hearing with the WisdomQuest Education Center 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.

Comprehensive Anti-bullying / Harassment

The board, its employees, and the students of the Mt. Pleasant Community High School District shall maintain an environment free from harassment. No employee or student of the district shall be subjected to harassment. Any conduct, verbal or physical, which harasses another person is unacceptable and will not be tolerated within the school environment.

105 ANTI-BULLYING/HARASSMENT POLICY

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

tolerated in the school or school district. Any student or employee filing a bullying/harassment complaint must complete Form 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 non-school property if the employee or student is at any school sponsored, school approved or school related activity or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business. Harassment includes, but is not limited to, racial, religious, national origin, age, disability and sexual harassment. Harassment by board members, administrators, employees, parents, 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.

CODE OF CONDUCT

Notice of Nondiscrimination

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, religion, gender, disability, marital status, creed, sexual orientation or gender identity, 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 the Mt. Pleasant Community Schools, 1010 East Washington, Mt. Pleasant, IA 52641; (319) 385-7750. The Director of Curriculum 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, or Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, Regarding the regulations implementing Title VI, Title IX, or Section 504.

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 would be expelled for not less than one calendar year from date of incident. (Board Policy 502.5)

COURSES OFFERED

ENGLISH

American Literature Live/IS
Composition ** Live
Creative Writing I and II Live/IS
English I IS only
English II Live
Independent Reading IS
Independent Study in English
Mythology I and II Live
Poetry I and II (ON HOLD)
Reading Lab IS
The Short Story I and II Live/IS
World Literature Live/IS
Writing a Research Paper IS
Writing Lab IS

MATH

Algebra I APEX
Algebra II APEX
Geometry APEX
Consumer Math I and II APEX
General Math I and II APEX
Graphs, Tables, Schedules, and Maps
APEX

SCIENCE

Biology I and II APEX
Environmental Science I and II APEX
Physical Science I and II APEX
Science Foundations APEX
Core Physical Science APEX

SOCIAL STUDIES

American Government - APEX
Economics - APEX
Independent Study in History IS
Survey of World History I and II IS
The American Experience Live
U.S. History II after the Civil war Live/IS
U.S. History I through the Civil War
Live/IS

ELECTIVES

Art Appreciation - APEX
Psychology-APEX
Experiencing Iowa I, II and III (4th Q only)
Skills for Health-Apex
Movie Classics I and II Live
Financial Literacy -APEX
Work Experience I and II
Health I and II APEX
Ethics - Live
Social Skills - Live
Senior Seminar-Live
Service Learning
Teens,Crime and the Community-Live

Homeless Liaison

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.

Attention Parents: All students K-12, at sometime during the school year will ride school buses. It is important that you and your student understand the expectations. Whether your student is a regular rider or an occasional rider, after reading these rules, please sign the appropriate line on the Registration Form. Thank You!

MT. PLEASANT COMMUNITY SCHOOLS TRANSPORTATION RULES

1. There is no eating or drinking permitted in our school buses.
2. Bus riders shall be at the designated loading point before the bus arrival time.
3. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
4. Riders must not extend arms or heads out of the windows at any time.
5. Aisles must be kept cleared at all times.
6. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
7. All bus riders will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
8. The driver may assign a rider a seat.
9. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
10. Riders are not permitted to leave their seats while the vehicle is in motion.
11. Waste containers are provided on all buses for bus riders' use.
12. Permission to open windows must be obtained from the driver.
13. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
14. The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and cheerfully.
15. Students shall assist in looking after the safety and comfort of younger students.

16. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
17. Students shall not throw objects about the vehicle nor out through the windows.
18. Shooting paper wads, squirt guns or other material in the vehicle is not permissible.
19. Students shall keep feet off the seats.
20. Roughhousing on the vehicle is prohibited.
21. Students shall refrain from crowding or pushing.
22. The use or possession of alcohol, tobacco, fighting and profanity directed toward a driver will result in immediate suspension of bus service.
23. The School District reserves the right to use video cameras.

CONSEQUENCES OF VIOLATIONS

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

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.

WisdomQuest Education Center

Daily Schedule

PERIOD 1 **8:15-9:03 AM**

CLOSED CAMPUS BETWEEN CLASSES

PERIOD 2 **9:07-9:53 AM**

CLOSED CAMPUS BETWEEN CLASSES

PERIOD 3 **9:57-10-45 AM**

CLOSED CAMPUS BETWEEN CLASSES

PERIOD 4 **10:49-11:37 AM**

CLOSED CAMPUS BETWEEN CLASSES

LUNCH **11:37-12:07 AM**

PERIOD 5 **12:11-12:59 PM**

CLOSED CAMPUS BETWEEN CLASSES

PERIOD 6 **1:03-1:51 PM**

PERIOD 7 **1:55-2:43 PM**

Dragon Time **2:46-3:15 PM**

WisdomQuest Education Center

Early Release Schedule

PERIOD 1 **8:15-8:47 AM**

CLOSED CAMPUS BETWEEN CLASSES

PERIOD 2 **8:51-9:23 AM**

CLOSED CAMPUS BETWEEN CLASSES

PERIOD 3 **9:27-9:59 AM**

CLOSED CAMPUS BETWEEN CLASSES

PERIOD 4 **10:03-10:35 AM**

CLOSED CAMPUS BETWEEN CLASSES

PERIOD 5 **10:39-11:11 AM**

CLOSED CAMPUS BETWEEN CLASSES

Lunch **11:15-11:45 PM**

CLOSED CAMPUS BETWEEN CLASSES

PERIOD 6 **12:12-12:49 PM**

DRAGON TIME **12:52-1:30 PM**

WisdomQuest Education Center

2 Hour Late Start Schedule

PERIOD 1 10:15-10:54 AM

CLOSED CAMPUS BETWEEN CLASSES

PERIOD 2 10:57-11:36 AM

CLOSED CAMPUS BETWEEN CLASSES

PERIOD 3 11:39-12:18 PM

CLOSED CAMPUS BETWEEN CLASSES

LUNCH 12:18 PM-12:58 PM

PERIOD 4 1:01 -1:40 PM

CLOSED CAMPUS BETWEEN CLASSES

PERIOD 5 1:43-2:22 PM

CLOSED CAMPUS BETWEEN CLASSES

PERIOD 6 2:25-3:04 PM

PERIOD 7 3:07-3:30 PM