

Mediapolis Middle School **Student Handbook**



2025-2026

Students, parents, employees, and others doing business with or performing services for the Mediapolis Community School District are hereby notified that this school district does not discriminate on the basis of age (except for permitting/prohibiting students to engage in certain activities), race, color, national origin, religion, sex, disability, sexual orientation, gender identity or marital status (in programs), gender, socioeconomic status (in programs), creed, or genetic information (in employment) in admission or access to, or treatment in, its programs and activities and in employment practices, pursuant to Title IX of the Education Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and other applicable state and federal laws.

The District has adopted grievance procedures for processing discrimination complaints. If you have questions or a grievance related to sex discrimination pursuant to Title IX, please contact Roger Thornburg, Title IX Coordinator, 725 N. Northfield Street, PO BOX 358, Mediapolis, IA 52637, (319) 394-3101 ext. 1126, thornburg@mepoedu.org, or the U.S. Department of Education (attn. Assistant Secretary, Office for Civil Rights; 400 Maryland Avenue Southwest, Washington, DC 20202; 800-421-3481; OCR@ed.gov). If you have questions or a grievance related to any other type of discrimination, please contact the Superintendent, 725 N. Northfield Street, Mediapolis, IA 52637

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Dear Students and Families,

Welcome to another exciting year at Mediapolis Middle School! Whether you are a returning student or new to our school community, we are thrilled to have you with us and are looking forward to a year of growth, learning, and success.

At Mediapolis Schools, we are committed to providing a safe, supportive, and inclusive environment where every student can thrive. Our dedicated faculty and staff are here to support you in every aspect of your high school journey, from academics to extracurricular activities, and everything in between.

This student handbook is designed to be a valuable resource for you throughout the school year. Inside, you will find important information about our school policies, procedures, and expectations. It covers a wide range of topics, including academic requirements, attendance policies, code of conduct, and extracurricular opportunities. We encourage you to read it carefully and refer to it whenever you have questions.

Our goal is to create a positive and productive learning environment where all students feel valued and respected. To achieve this, we ask that you take an active role in your education, demonstrate respect for yourself and others, and adhere to the guidelines outlined in this handbook. By working together, we can ensure that Mediapolis Middle School remains a place where everyone can succeed.

We are excited about the year ahead and all the opportunities it holds. Please do not hesitate to reach out to your teachers, counselor, Mr. Brian Borrison, or myself if you need assistance or support. We are here to help you succeed and make the most of your high school experience.

Thank you for being a part of our school community. Let's make this a fantastic year!

Sincerely,

Roger Thornburg
Principal

Mission and Vision Statements

Mission: Mediapolis School District is committed to fostering an environment that provides opportunities for high levels of learning, promoting personal growth, and creating productive citizens prepared for the challenges of the future.

Vision: Motivated by Excellence, Pride, and Opportunity!

Student Learning Goals

- Effective communicators who are able to listen, speak, read, and write to clearly exchange ideas for various purposes.
- Good problem solvers who are able to apply mathematical, analytical, and logical reasoning to make appropriate decisions.
- Responsible citizens who are able to work cooperatively, creatively, and constructively to face the world's challenges.
- Adaptable technology users who are able to access, integrate, and create information in a variety of contexts.
- Lifelong learners who balance intellectual, artistic, and physical pursuits to maintain healthy living.

Mediapolis Middle School Staff 2025-2026

Arnold, Edmond	Transportation Director	319-394-3700
Bennett, Carl	7/8 Science Teacher	bennetc@mepoedu.org
Bohlen, Toni	Special Education Teacher	bohlent@mepoedu.org
Borrison, Brian	Asst. Principal/Activities Director	borrisonb@mepoedu.org
Borrison, Cade	Special Education Teacher	borrisonc@mepoedu.org
Borrison, Emily	GPAEA Speech Pathologist	emily.borrison@gpaea.org
Breuer, Brennan	Student Services Coordinator	breuerb@mepoedu.org
Briggs, Ashley	7/8 Language Arts Teacher	briggsa@mepoedu.org
Byrne, Cory	Vocal Music Teacher	byrrec@mepoedu.org
DeLang, Dana	Exploratory Teacher	delangd@mepoedu.org
Frank, Amanda	Registrar - Counseling Office	franka@mepoedu.org
Greiner, Lydia	Instrumental Music Teacher	greinerl@mepoedu.org
Greiner, Ryan	Instrumental Music Teacher	greinerr@mepoedu.org
Griffin, Mark	Physical Educaiton Teacher	griffinma@mepoedu.org
Harvey, Dori	Family and Consumer Science Teacher	harveyd@mepoedu.org
Henning, Jamie	School Counselor	henningj@mepoedu.org

Hester, Carrie	GPAEA Consultant	carrie.hester@gpaea.org
Keller-Hein, Carol	Art Teacher	keller-heinc@mepoedu.org
Kerr, Julia	6th Grade Teacher	kerrju@mepoedu.org
Leza, Brenda	6th Grade Teacher	lezab@mepoedu.org
Magliaria, Adam	Superintendent	magliaria@mepoedu.org
Messer, Julie	6th Grade Teacher	messerj@mepoedu.org
Morian, Jana	Secretary	morianj@mepoedu.org
Peterson, Danielle	TAG Teacher	petersond@mepoedu.org
Peterson, Molly	Special Education Teacher	peteronm@mepoedu.org
Pierson, Alisa	Science Teacher	piersona@mepoedu.org
Pierson, Dave	Instructional Coach	piersona@mepoedu.org
Reif, Andrea	School Nurse	reifan@mepoedu.org
Reif, Andrew	Media Specialist	reifa@mepoedu.org
Rhum, Rob	Spanish Teacher	rhumr@mepoedu.org
Roger Thornburg	Principal	thornburgr@mepoedu.org
Sargent, Tina	7/8 Literature Teacher	sargentt@mepoedu.org
Skidmore, Tiffany	Exploratory Teacher	skidmoret@mepoedu.org
Stoecker, Darcy	7/8 Math Teacher	stoeckerd@mepoedu.org
Swafford, Shea	7/8 Social Studies	swaffords@mepoedu.org
Ulloa, Natalie	Director of Services	ulloan@mepoedu.org
Wagner, Hunter	Agriculture Teacher	wagnerh@mepoedu.org
Worrall, Greg	Math Teacher	worrallg@mepoedu.org

Definitions

“The district” means *Mediapolis Community School District*

“Parent” also means “guardian” unless otherwise stated.

“School grounds” includes the school district-owned or operated facilities, school district-owned or operated property, property within the jurisdiction of the school district or school district premises, and school-owned or operated buses, vehicles, and chartered buses.

“School facilities” includes school district buildings and vehicles.

“School activities” means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

Equal Educational Opportunity

Mediapolis Community School District does not discriminate in its education programs or activities on the basis of sex, race, color, national origin, disability, religion, creed, marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs). The school district's goal is to educate students in programs and activities that foster a healthy social, intellectual, emotional, and physical self-concept. Each student has the opportunity to use Mediapolis Community School District 's educational programs and activities. Each student is expected to conduct themselves in a manner that assures each student the same educational opportunity.

Students who feel they have been discriminated against are encouraged to report it to the school district Affirmative Action Coordinator. The Affirmative Action Coordinator is Superintendent Adam Magliari (or his designee) at magliaria@mepoedu.org.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37th Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 OCR.Chicago@ed.gov, the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be made instead of, or in addition to, an inquiry or complaint at the local level.

Mediapolis Community School District, in its educational program, has an intervention process to assist students experiencing behavior and learning difficulties. Building Principals are responsible for this process

STUDENT ATTENDANCE

Student Registration and Enrollment

Students and parents going through the enrollment and registration process with Mediapolis Community School District for the first time must complete the following process linked above.

School Calendar

Mediapolis Community School District’s school calendar may be subject to change throughout the school year due to weather, emergencies, or other reasons.

School Day – Arrival and Departure

- Regular School Day is 8:05 - 3:20
- Early Dismissal Day is 8:05 - 1:15

Attendance Policy

In accordance with Iowa law, it is the parent’s responsibility to cause the child to attend school (Code of Iowa, Chapter 299)

It is the responsibility of the parent/guardian to notify the school if a student is to be absent. Students who know they will be absent should notify the office prior to the absence. If advance notification is not possible, parents should notify the office at 394-3101 (Ext. 1126) on the day of the absence prior to 10:00 a.m.

In 2024, the state of Iowa implemented school attendance legislation. Based on the recommendations from the Iowa Department of Education, the following absences and codes in JMC will be used.

Mediapolis Absence Codes/ Definitions		
Code	Reason	Definition
Present		
SRP	School Related Participant	The student participates in field trips, extracurricular activities, ISASP personal day rewards (MS/HS), etc.
SOV	School Office Visit	Nurse, Counselor, Principal, etc.
ISS	In School Suspension	The student has a consequence in a school setting

Non-Exempt / Unexcused		
SRNP	School Related Non-Participant	Student attended a school-sponsored event but did not participate in attending for a non-family member
MED	Medical- Non Exempt	Parents report student illness or medical reasons without providing a doctor's excuse or excuse from the school nurse.
OSS	Out of School Suspension	The student has a consequence outside of the school setting
CV	College Visit	College visits that are not school-directed/ supervised.
UN	Unexcused	Skip class, no parent contact, student employment, family employment, invalid reason
FAM	Family Leave	Vacation, Parent Excused, Family Emergency, Car Trouble
Exempt / Excused		
GRDX	Completed Graduate	The student has met all graduate requirements
CRTX	Court Exempt	Anything Court Ordered: Juvenile officer, Court date, incarceration, etc.
RELX	Religious Exempt	Religious Services and Instructions
MEDX	Medical Exempt	Written medical doctor excuse or the nurse has excused the student.
IEPX	IEP Exempt	Anything documented in IEP or absent due to meetings or services.
504X	504 Exempt	Anything documented in 504 or absent due to meetings or services.
<2025>	Military Exempt	A military applicant undergoing military entrance processing or a student engaged in military service.
<2025>	Funeral Exempt	Attendance at a funeral or traveling to attend a funeral.
<2025>	Wedding Exempt	Attendance at a wedding or traveling to attend a wedding.

School administration will determine how absences are coded.

Chronic Absenteeism Processes:

Notification of Chronically Absent

A student is considered chronically absent when they have accumulated non-exempt/unexcused absences equal to 10% of the days in a grading period (9 days in a semester). When a student is determined to be chronically absent, a notice will be sent to the parents or guardians and the county attorney.

Engagement Meetings

If a student accumulates non-exempt/unexcused absences equal to 15% or more of the days in the grading period (14 days in a semester), a school official must investigate the cause. If the school official determines that the child's absences are negatively affecting the child's academic progress, the school official shall initiate a school engagement meeting. This meeting aims to identify attendance barriers and interventions to improve attendance. A school official can also hold this meeting before reaching the 15% absence threshold. The meeting must include the child, their parent/guardian, and a school official.

During the meeting, participants will create and sign an absenteeism prevention plan, detailing the causes of absences and each participant's responsibilities. The school official will monitor compliance with the plan, contacting participants weekly for the rest of the school year. If participants fail to create a plan or if the child/parent/guardian does not comply with the plan or participate in the meeting, the county attorney may take legal action.

Tuancy/County Attorney

The county attorney is responsible for enforcing attendance laws. Violations of absenteeism prevention plans or attendance laws result in public offenses and may be referred to the county attorney. A child is considered truant if absent for at least 20% of the days in a grading period (18 days in a semester). The truancy officer should promptly take legal action against anyone violating attendance laws.

Absence - School Procedure:

Following an absence, the student will be responsible for contacting teachers to complete all work not previously made-up. Students must check with the teachers of the classes they have missed on the day they return to get their work. Work not submitted within the established timeframe will result in the teachers' discretions as to grading.

- Assignments that were previously given, such as research papers, presentations, projects, etc., are due the first day of return and may not be given additional days to complete.

Planned absences - We highly encourage parents to schedule vacations during the summer or when school is not in session. For all planned absences, the following procedures need to take place:

- The parent should call or email the office prior to the absence.
- The student should obtain an approved absence form from the office.
- The student returns the form to the office with ALL necessary teacher signatures.
- For planned absences that are approved, all schoolwork provided to students in advance of the absence is due the day of return.

Tardies:

Students who arrive late to class must have a signed planner from a staff member to be considered excused. Students arriving to class more than twenty minutes late will be considered absent-unexcused.

Students are allowed one unexcused tardy per week (for all classes combined). The second unexcused tardy will result in a detention. Excessive or repeated tardies may lead to additional disciplinary action. Students who are repeatedly late for class but do not accumulate two tardies in a week are subject to disciplinary action on an individual basis.

Arriving Late and Early Release During School Hours

Parents/Guardians send their children to school with the reasonable assumption the children will stay at school for the length of the day. On occasion, students must leave the building for class activities. The following procedures are to insure the office is aware of students not in attendance.

- Arriving Late:
 - Absent: Students who have been absent from school or classes for any reason should stop at the office immediately upon returning to school to obtain clearance to return to class. The one exception is in the event the absence was caused by a school-sponsored activity.
 - Tardy: If held by another staff member that staff member should provide you a pass to the next class. Tardies will result in consequences.
- Early Release:
 - Students will not be allowed to leave the building during school hours without prior approval from the office. A parent or guardian must notify the office either in person, in writing, or by phone prior to a student leaving school for any reason. Students who get sick or injured at school must report to the office or nurse and parents will be contacted. If a teacher has given you permission to leave the building for a school project, you must present a permission form from that

teacher, parent approval (either written or by phone) and approval by the office prior to leaving. A sign out sheet will be provided at the office. You must sign out first and last name and time of departure before leaving and sign back in on the same sheet when you return.

The school is responsible to parents/guardians for the care of their children when they are attending school. This procedure is necessary in our effort to provide a safe and secure learning environment.

Physical Education Excusal

If a student is attending school on the day that the student has Physical Education class, the student must have an excuse from a doctor or the school nurse before they may be excused from Physical Education class.

Open Enrollment

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parents' request. This request does not guarantee approval. Parents/guardians may apply for open enrollment for their child to attend another Iowa public school at any time during the year. Students wishing to open enroll to another school must contact Superintendent Adam Magliari for more information.

Inclement Weather

Should school be canceled due to inclement weather prior to the start of the school day, students and parents will be notified via Thrillshare (Mediapolis CSD app), text, email, local news and radio outlets.

- Should school be dismissed early due to inclement weather, parents will be notified by Thrillshare (Mediapolis CSD app), text, email, local news and radio outlets. Parents will also be notified of the status of the school's transportation services by the same means.

Unless weather conditions prevent it, students will still be returned to their regular drop-off sites. Should weather conditions be too extreme for regular school transportation, students will be kept at school, or potentially returned to school until parents are available for pick-up.

Should there be extracurricular activities or practices scheduled during school or after school on the day of inclement weather, the administration will determine on a case-by-case basis whether to hold the extracurricular activity.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Appearance

Mediapolis Community School District believes inappropriate student appearance causes material and substantial disruption to the school environment and can present a threat to the health and safety of students, employees, and visitors. Mediapolis Community School District believes there is a strong correlation between student academic performance and conduct and students' appearance. Because of this, students are expected to wear clothing that is appropriate to their age level and does not disrupt the school or educational environment.

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. When in the judgment of the building administration, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student will be required to make modifications.

Clothing that is restricted includes, but not limited to:

- Clothing promoting products or activities that are illegal for minors
- Clothing displaying obscene material, profanity, or reference to prohibited conduct
- Hats or any head coverings worn in the building during school time, except for medical reasons or in observance of religious practices.
- Students may not wear sunglasses during the school day without a doctor's prescription, which requires them.
- Shoes with cleats except for outdoor practices.
- Clothing that is not conducive to the health and safety of a student against certain weather circumstances (i.e. requiring shoes).
- Clothing or accessories that are dangerous or could be used as a weapon.
- Clothing that displays discriminatory remarks.
- Low riding pants and low cut tops.
- Bare midriffs for boys or girls.
- Clothes with holes or tears in inappropriate places.

Students who refuse to comply or are found to be a habitual offender may be sent to the building administrator who will determine appropriate consequences in accordance with district adopted disciplinary policies and procedures.

Student Care of School Property/Vandalism

Students must take care of school property including desks, chairs, books, lockers, school equipment, and other school property. Vandalism and/or destruction of school property is not tolerated. Students found to have committed vandalism or to have destroyed or otherwise harmed school property may be subject to discipline and/or required to pay to fix damages or repair items. In certain circumstances, students may be reported to law enforcement authorities.

Accidental damages may, but are not required to, be treated differently. Whether an incident is considered accidental will be determined on a case-by-case basis by administration, depending on the circumstances of the situation, the student's actions leading up to the situation and the student's response after the situation occurred.

Student Expression

Mediapolis Community School District aims to protect the educational environment for all students to help ensure it is free from substantial disruption or infringement upon students' rights. Students are generally allowed to express their viewpoints and opinions.

The school may regulate speech in certain qualifying circumstances, to help ensure the safety and welfare of the school community. The expression must be done in a reasonable time, place and manner so that it is not disruptive to the orderly and efficient operation of the school district. The school may regulate speech that: causes or is reasonably anticipated to cause a material and substantial disruption to the education environment; infringes upon the rights of others; is obscene or lewd; is school sponsored; and/or promotes illegal activities.

Students who violate expression rules may be subject to disciplinary measures. Disciplinary measures cannot violate a student's protected right to expression, except to the extent that regulation of protected speech is allowed by law. Disciplinary measures should relate directly to the violation of the legally allowed regulation of speech. Appropriate level of discipline will be determined by the building administration.

Student Complaints/Grievances

Creating an environment where students feel comfortable addressing their concerns in a meaningful manner is vital to the learning process. It is the goal of the board to resolve student complaints at the lowest organizational level. Student complaints and grievances regarding board policy, administrative regulations, or other matters should first be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint.

If the complaint cannot be resolved by a student's teacher or other licensed employee, the student may discuss the matter with the principal within 10 days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within 5 days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy. The board retains discretion as to whether to consider or take action on any complaint.

Student Search and Seizure

Mediapolis Community School District believes that in order to maintain and protect the health and safety of students, employees, and visitors to the school district and for the protection of school district property and educational environment, students, students' belongings,

school-owned lockers, desks or other facilities may be searched or inspected pursuant to constitutional protections and state and federal law. A student and protected student areas may be searched without a search warrant based on a reasonable and articulable suspicion that a law and/or school district policy, rule, or regulations have been violated.

Personal Searches

A student's person and protected student areas may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal, unauthorized, or contraband materials or has violated law or school district policy, rule, or regulations. A student means a student's person. Student-protected areas are a student's personal effects which include but are not limited to backpacks, satchels, purses, gym bags, etc.

Personally intrusive searches of the student's body require more compelling circumstances to be considered reasonable. If a pat-down or search of student's garments such as jackets, socks, pockets etc., is conducted, it must be conducted in private by a school official of the same sex as the student and with another adult witness of the same sex present, when feasible. A more intrusive search, short of a strip search, of the student's person and personal effects, is permissible in emergency situations when the health and safety of students, employees or visitors are threatened with imminent harm. This emergency-induced search can only be conducted by a school official of the same sex as the student, with an adult of the same sex present unless the health or safety of students will be endangered by delay.

Lockers and Desks

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the district. The school district has a reasonable and valid interest in ensuring the lockers, desks, and other spaces are properly maintained. For this reason, lockers, desks, and other spaces are subject to unannounced inspections and students do not have a legitimate expectation of privacy in the locker, desk, or other space. Any illegal, unauthorized, or contraband materials discovered will be confiscated by school authorities and may be turned over to law enforcement.

Motor Vehicle

Students are permitted to park on school premises as a matter of privilege and not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's vehicle on the school premises may be searched if the school official has reasonable and articulable suspicion to believe that illegal, unauthorized, or contraband items are contained inside.

Seizure

School authorities may seize any illegal, unauthorized, or contraband materials discovered in a search. Such items are not to be possessed by a student while they are on school district property, on property within the jurisdiction of the school district, while on school-owned or school-operated or chartered vehicles, while attending or engaged in school activities, and while away from school grounds if the misconduct will directly affect the good order, efficient

management, and welfare of the school district. Possession of such items will result in disciplinary action including suspension or expulsion and may be reported to law enforcement.

Student Lockers and Desks

Students are allowed to use the lockers and desks for storing school-related materials and personal items where necessary for attendance at school. Students are required to keep their assigned locker and desk clean and undamaged (i.e. no stickers). Expenses to repair any damage done to a student's locker and desk may be charged to the student.

It is highly recommended that students do not store valuables in their lockers or desks. The school district is not responsible for such items. A student may use a lock to secure their locker space, however this does not prevent searches conducted by the school. The building principal may periodically inspect all or a random selection of lockers and desks for inspection. Either students or another school administrator will be present during the inspection of lockers. These searches may be conducted at any time and without advance notice in compliance with the district's search and seizure rules and policies.

Bullying and Harassment

Mediapolis CSD 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. A safe and civil school environment is necessary for students to learn and achieve. Bullying and/or harassment can seriously disrupt the ability for a school district to maintain a safe and civil environment, hindering the students' ability to learn and succeed. Bullying and/or harassment of students, employees, and volunteers is against federal and state law, and Mediapolis CSD's rules, regulations, and policies.

Bullying and/or harassment will not be tolerated on school district property, on property within the jurisdiction of the school district, while on school-owned or operated or chartered vehicles, while attending or engaged in school activities, or while away from school grounds if the misconduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Definitions

"Harassment" and "bullying" mean any repeated and targeted electronic, written, verbal, or physical act or other ongoing conduct toward an individual that creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property.
- Has a substantially detrimental effect on the student's physical or mental health.
- Has the effect of substantially interfering with the student's academic performance.
- Has the effect of substantially interfering with the student'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. It also includes but is not limited to

communication via electronic mail, internet-based communications, cell phones, and electronic text messaging.

Complaint Procedure

Complaints of bullying and/or harassment may be filed promptly, reasonably and in good faith with the elementary counselor (for grades 6-12) and high school counselor (for grades K-5). When necessary the elementary principal may receive complaints for grades 6-12 and the high school principal for grades K-5. The complainant may be asked to complete the Harassment/Bullying complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible. Within 24 hours of receiving the report that a student may have been the victim of conduct or behavior that constitutes bullying and/or harassment, the district will notify the parent, guardian, or legal custodian of the student.

The internal or external investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate. If an outside investigator is involved in a school-related investigation, an administrator will reach out to the parents of the students involved in the investigation to inform the parents that the student may be interviewed by a third-party acting on behalf of the district.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

Retaliation and False Reports

Individuals who knowingly file false bullying and/or harassment complaints, and any person who gives false statements in an investigation may be subject to discipline by appropriate measures. Any student found to have violated this policy or retaliated against another student for filing a complaint under these rules is in violation of the bullying and/or harassment rules and may be subject to discipline up to and including suspension and expulsion.

Threats of Violence

Parents and guardians should review and become familiar with the [“Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence”](#) policy. All threats of violence, which include any written, verbal, symbolic, electronic, or behavioral message, that either expressly or implicitly express an intention to inflict emotional or physical injury or damage against students, employees, visitors, or school facilities are prohibited. A student who makes a threat of violence, causes an incident of violence that results in injury or property damage, or who commits an assault, will be subject to escalating levels of discipline for each occurrence.

Threats will be promptly investigated. When appropriate, referrals will be made to local law enforcement. The district retains the authority to assign the level of disciplinary measures appropriate to the severity of the threat of violence or incident of violence.

Threats issued and delivered away from the school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operations of the school.

Disciplinary measures may include discipline up to and including suspension and expulsion. The following factors will be considered in determining the extent to which a student will be disciplined for threats of violence include, but are not limited to:

- The student's intent and knowledge of their actions.
- The student's developmental level and the context of the incident.
- Whether a pattern of threats of violence exists.
- Age, grade level, and maturity of the student.
- The circumstances surrounding the threat.
- Cooperation of the student and his or her parent(s) or guardian(s).
- The degree of disruption to the school community created by the threat.
- Other relevant information from a credible resource.

Weapons and Weapon Look-a-Likes

Weapons, weapon look-a-likes, and other dangerous objects cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district. Weapons, weapon look-alikes, and other dangerous objects in the possession of a student that are brought onto the school district premises or property within the jurisdiction of the school district will be confiscated.

The possession will be reported to law enforcement and parents or guardians of the student. Students may be subject to appropriate disciplinary measures. Disciplinary measures may include discipline up to and including suspension and expulsion.

Firearms are strictly prohibited from school grounds, except for weapons under the control of law enforcement officials or other individuals specifically authorized by the board. Any student who is determined to have brought a firearm to school or knowingly possessed a weapon at the school must be expelled from school for a period of no less than one year. However, the superintendent may modify the expulsion requirements on a case-by-case basis. Firearms include but are not limited to 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; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; incendiary or poison gas, or any destructive device such as bombs, grenades, mines, etc.

Student Substance Abuse

Students are prohibited from distribution, dispensing, manufacture, possession, use or being under the influence of alcohol, tobacco/nicotine products, other controlled substances, or look-a-like substances while on school district premises or property within the jurisdiction of the school district, while on school-owned and/or operated school or chartered vehicles, while attending or engaged in school activities, and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school.

Students found to be in violation of this rule will be subject to appropriate disciplinary measures and may be required to satisfactorily complete a substance abuse or rehabilitation program. Disciplinary measures may include discipline up to or including suspension and expulsion. For students under the age of 21, local law enforcement authorities may be notified.

Internet

Students will be able to access the internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. Students may be permitted to use district-issued email addresses and internet-based collaboration software to send and receive messages at school. Students will receive age-appropriate training prior to using the internet.

Students will be under teacher supervision while on the network and the district uses technology protection measures to block and filter inappropriate/unauthorized use as much as possible and to the extent permitted by law or vendor policies. Additionally, student's internet activities may be monitored by the school district to help ensure students are not accessing inappropriate sites that contain restricted material. However, it is not possible to constantly monitor individual students and filter everything they are accessing. Because the internet is a global network and information appears, disappears, and changes constantly, it is not possible to predict or control what students may locate. Some students may encounter information that may not have educational value.

Students will not intentionally access or download any text file or visual depictions or engage in any discussion that includes restricted material. Restricted material includes but is not limited to obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, or will cause the commission of unlawful acts or the violation of lawful school regulations.

Should a student be found to have accessed restricted materials, students may experience disciplinary measures up to and including suspension and expulsion.

Electronic Devices

In order to promote the best educational experience possible, student use of personal electronic devices during the school day is prohibited except for during the lunch/recess period.

Personal electronic devices include any device that is capable of electronically communicating, sending, receiving, storing, recording, reproducing and/or displaying information and data. This may include but is not limited to electronic communication equipment, mobile phones, smart phones, video game devices, and portable media players. Students may wear smart watches, but may not use any communication applications or features that are prohibited from use on other electronic devices and all notifications must be turned off.

A student's personal electronic device may be used for instructional purposes if a member of the school's instructional staff directly permits use of personal electronic devices for a specific instructional purpose or activity.

Parents or guardians who need to communicate with students during the school day may contact the school building office. A student who has a current IEP, 504 plan or health plan may maintain access to a personal device during an appropriate portion of the school day as documented in the plan. The device should be used solely in the manner necessary and documented.

A student's personal electronic device, not otherwise allowed to be used under this policy, must be securely stored and out of sight at all times.

Should a student be found with a device outside of the permitted times:

- 1st Offense – The device is confiscated, and students may pick up device in the office at the end of the day.
- 2nd Offense– Parent/Guardian must pick up the phone/device in the office.
- 3rd Offense – Parent/Guardian must pick up the phone/device in the office and additional consequences may be assigned.

If a student uses a personal electronic device during the administration of any assessment, the student will be required to retake the assessment and may face additional disciplinary action.

Students who choose to use personal electronic devices outside of instructional time but while on school property, at school-sponsored events, or in a manner that may impact the educational environment must use these devices in accordance with all applicable laws and board policies. Students who violate this policy may face disciplinary consequences up to and including suspension or expulsion.

Lunch

All lunches will be eaten in the elementary gym. Students will be dismissed to recess or to return to class by the lunch room supervisor.

Use of Motor Vehicles and Parking

When parking on campus, use only the student-designated area in the parking lot across the street east of the school during school hours. Off street city parking is also available. Do not park in the circle drive, Agriculture/Industrial Technology parking lot, or illegally on Iowa Avenue during school hours. Students are not permitted to go to the parking lot during the school day without permission from the office.

When parking a vehicle in the parking lot, park in an orderly manner. Please refrain from blocking other vehicles and blocking the black top entrance to the parking lot. Improper parking may result in your vehicle being towed at your expense or your parking privileges being revoked. The student must report accidents, vandalism, etc., to the Des Moines County Sheriff's office.

Students are expected to drive in a safe and sensible manner on school property and in school zones. Careless driving and improper parking can result in the loss of driving and parking privileges and other disciplinary action. Students may also be referred to the sheriff's office for violations.

Academic Integrity

Students are expected to do their own schoolwork. Academic dishonesty includes but is not limited to looking at another student's schoolwork without permission, copying others' work, copying from other unauthorized sources such as past exams, presenting work that is not original work and thoughts of the student without citation, or unauthorized use of devices. Academic dishonesty is strictly prohibited. Students will be required to create original work or re-assess and may face disciplinary measures as outlined in this handbook if found to have engaged in academic dishonesty.

Dual Enrollment

Home schooling/private instruction or home school assistance program students enrolled in classes or participating in school activities in Mediapolis Community School District are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner as other students. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the building principal.

STUDENT CONDUCT

Student Policies Concerning Behavior

Discipline measures will attempt to serve as a deterrent designed to modify inappropriate behavior and encourage acceptable behavior. Discipline infractions vary in their degree of seriousness. Therefore, a corresponding degree of latitude will be given to school personnel in disciplining those involved.

Good Conduct Rule

Participation in school activities is a privilege. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with law, board policy, and school rules and must refrain from activities which are illegal, immoral, or unhealthy. Students who participate in extracurricular activities serve as ambassadors of the school for the entire year, both away from or at the school. The privilege of participating in these activities is conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches, sponsors, and directors. The Activities Director will keep records of violations of the good conduct rule. All school sponsored extracurricular activities recognized by the Mediapolis Community School are covered by the board's policy and these rules:

Prohibited Activities and Violations

A student will be deemed to be in violation if law enforcement notifies school authorities of a violation, the student receives a citation from law enforcement, a school official or law enforcement observes the student, the student admits the violation, or the violation is supported by substantial evidence.

Students who allegedly violate the good conduct rule will be given notice of the alleged misconduct, the basis of the allegation, and given the opportunity to respond. A student may lose eligibility under the good conduct rule for any of the following reasons:

- Behavior that would constitute bullying or harassment prohibited by district policy.
- Possession, use, or purchase of tobacco/nicotine products
- Possession, use, or purchase of alcoholic beverages.
- Possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs.
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, regardless of whether the student was actually cited, arrested, convicted or adjudicated.
- Inappropriate or offensive conduct including but not limited to fighting, insubordination, or hazing

Penalties

If a student, after being provided due process, is found to have violated the good conduct rule, the student will be subject to the following penalties:

FIRST VIOLATION within the student's high school career

- Athletics - The student will be ineligible for 12.5% of that student's competition in the current athletic season (including any post season competition). If the student is not competing in an activity at the time of the violation, the penalty will be enforced during the next activity in which the student is involved. If the loss of eligibility occurs at a point

in the season where the number of competitions remaining is less than the number of competitions in the loss of eligibility, the loss of eligibility will carry over into the next activity in which the student participates.

- highest level of student competition will be determined by administration in consultation with athletic coach (fresh-soph/junior varsity/varsity)
- students will be ineligible for all athletic competitions until penalty has been completed
- 12.5% = the number of games or matches in a season, not dates, as determined by administration in consultation with athletic coach
- Students will have the option to reduce the penalty to 10% of the competitions in the current athletic season by performing 20 hours of community service.

· Fine Arts - The student will be ineligible for one public performance or perform 20 hours of community service prior to any public performance.

· Non-Athletics/Fine Arts - Ineligibility to participate/serve in the current or next non-athletic activity for a period of time determined by a committee made up of an activity sponsor and the administration.

*** Community service may be performed with a religious, non-profit human service or government organization. Community service may not be performed under the supervision of a relative, whether by blood, marriage, adoption or guardianship. This includes parents, siblings, aunts, uncles, cousins, nieces, nephews and/or grandparents. Community service must be completed within forty (40) calendar days of the assignment of the penalty. If the student fails to complete the community service within forty (40) calendar days, ineligibility shall be reinstated and continue until such time as the community service is completed or 12.5% of the competitions in the current athletic season, whichever first occurs.

- Community service hours used to reduce a Good Conduct Policy violation may not be counted towards the Silver Cord program.
- The organization selected by the student and the person supervising the student are to be approved by a school administrator according to the standards in the previous paragraph prior to the student commencing community service.
- The student is responsible for recording dates, hours, and activities and obtaining signatures upon completion.

SECOND VIOLATION within the student's high school career

· Athletics - The student will be ineligible for 25% of that student's competition in the current athletic season (including any post season competition). If the student is not competing in an activity at the time of the violation, the penalty will be enforced during the next activity in which the student is involved. If the loss of eligibility occurs at a point in the season where the number of competitions remaining is less than the number of competitions in the loss of eligibility, the loss of eligibility will carry over into the next activity in which the student participates.

- highest level of student competition will be determined by administration in consultation with athletic coach (fresh-soph/junior varsity/varsity)
 - students will be ineligible for all athletic competitions until penalty has been completed
 - 25% = the number of games or matches in a season, not dates, as determined by administration in consultation with athletic coach
- Fine Arts - The student will be ineligible for two public performances.
 - Non-Athletics/Fine Arts - Ineligibility to participate/serve in the current or next non-athletic activity for a period of time determined by a committee made up of an activity sponsor and the administration.

THIRD VIOLATION within the student's middle school career

- Athletics, Fine Arts, Non-Athletics/Fine Arts - The student will be ineligible to participate in any activities for 6 months of a calendar year.

FOURTH VIOLATION within the student's school career

- The student will be suspended from competition and participation in all extra-curricular activities for the remainder of his/her middle school career.

Drug and Alcohol Violations

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

Second and Third Violations: An independent drug/alcohol evaluation at student expense shall be offered. The school is to be furnished a copy of the evaluation. The student shall be required to participate in any treatment intervention deemed appropriate by the evaluator and to provide verification of participation upon completion of evaluation and treatment by a recognized licensed agency. The student's penalty may be reduced by up to one half

Application of Good Conduct Policy

- Ineligible students must still attend practices or rehearsals but may not perform or participate in games, performances, competitions, etc. The period of eligibility attaches immediately upon the finding of a violation.
- Appropriate student behavior is required by and impacts on all extra-curricular activities in which a student participates. If a student is participating in multiple extra-curricular activities at the time the student loses privileges under this policy, the loss of privileges shall apply to all of the multiple activities until such time that the penalty has been served in all areas that the student participates (athletics, fine arts, non-athletic/fine arts activities).
- If at the time of the violation the student is not currently participating in any activity, then the loss of privileges shall apply to the first extra-curricular activity or activities in which the individual participates for a calendar year. If the period of time between a violation

and an activity is twelve calendar months or more, the student shall not serve an ineligibility period for the violation.

- A student must begin involvement in an extra-curricular activity from the date on which that activity begins (at least before the first competition/performance) and will not be allowed to join an extra-curricular activity in progress unless coach/sponsor provides written permission and the student has no outstanding Good Conduct Code violations (i.e. has completed all Good Conduct Code periods of ineligibility).
- If a student joins an activity with an outstanding Good Conduct Code violation, the student may not quit such activity until the end of that activity's athletic season and finishes in good standing with the coach/director, if the student wishes to get credit for satisfying the previous Good Conduct penalty provision.
- If a student joins the activity after the date of the first contest (coach's written permission required) the activity may not be used to fulfill any Good Conduct penalty obligation. A disciplinary action may carry over from one activity to another activity and may carry over from one school year to the next.
- If a student is not medically cleared to participate in activities at the time of a Good Conduct violation, the Good Conduct period of ineligibility will not begin until the student is cleared to participate by a medical professional.

Appeals

The decision of the Activities Director regarding a violation of the Good Conduct Code may be appealed to the Principal. The appeal to the Principal shall be in writing and delivered to the Principal or the Principal's secretary within five (5) school days of receipt of the Activities Director's decision. The appeal to the Principal shall specify the reasons for the appeal and all supporting information and facts. The Principal shall review the results of the investigation conducted by the Activities Director and the student's objections within five (5) school days of receipt of the written request for appeal. The Principal shall provide a written decision to the Activities Director, the student and/or the student's parents within five (5) days of considering the appeal. When a student's behavior results in a first violation of the Good Conduct Code, the decision of the Principal will be final and no further appeal will be allowed.

Following an appeal to the Principal regarding a violation of the Good Conduct Code, the Principal's decision may be appealed to the Superintendent only when the student's behavior results in a second violation of the Good Conduct Code. The appeal to the Superintendent shall be in writing and delivered to the Superintendent or the Superintendent's secretary within five (5) school days of receipt of the Principal's decision. The appeal to the Superintendent shall specify the reasons for the appeal and all supporting information and facts. The Superintendent shall review the results of the investigation conducted by the Principal and Activities Director, and the student's objections within five (5) school days of receipt of the written request for appeal. The Superintendent shall provide a written decision to the Principal, the Activities Director, the student and/or the student's parents within five (5) days of considering the appeal. When student behavior results in a second offense of the Good Conduct Code and the Principal's decision is appealed, the Superintendent's decision will be final and no further appeal will be allowed.

Following an appeal to the Principal and Superintendent, the decision of the Superintendent may be appealed to the Board only when the student's behavior results in a third or subsequent violation of the Good Conduct Code. Such appeal shall be filed within five (5) school days after the receipt of the Superintendent's decision. A hearing on the student's appeal shall be held as soon as reasonably practical before the Board. The decision of the Board shall be final.

During the appeal process, the student shall remain ineligible pending a decision on the student's appeal.

Student Transfers

If a student transfers in from another school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school district, the Activities Director will gather information and make a determination as to appropriate ineligibility in our district. Violations of Good Conduct Policies in other school districts may result in loss of eligibility in the Mediapolis Community School District.

Temporary Removal from Classroom

Temporary removal from a classroom means that a student will be temporarily removed from the current classroom due to disruption of the learning environment. This is at the discretion of the classroom teacher.

Detention

Detention means that a student is required to attend school during non-school hours for disciplinary purposes. Whether detention is to be imposed, the time of detention, and the length is determined by staff employees on a case-by-case basis.

Student Suspensions

Suspensions and discipline in lieu of or on condition of suspension, may be considered when a student violates board policy, school rules, or the law. All suspensions will be determined by school administration after an investigation of the incident or allegation. Written notice and reasons will be given to the parents and student regarding the suspension, probation, or intervention. Students who are suspended from school will still be expected to complete class work.

Probation or Intervention

Probation is a conditional suspension of a penalty for a set period of time. Time period and conditions are determined by school administration. This may be imposed where violations do not necessarily require removal from school.

Interventions are actions in lieu of suspension intended to help the student understand and refrain from engaging in the behavior again. This may be imposed where a student's behavior may be indicative or symptomatic of a great underlying issue.

In-School Suspension

In-school suspension is a temporary isolation of a student from one or more classes while under administrative supervision and remaining on the school property.

Out-of-School Suspension

Out-of-school suspension is used when other available school resources are unable to constructively remedy the student's behavior. Out-of-school suspension is the removal of a student from the school environment for short periods of time. A student may be removed from school for periods not to exceed 10 school days by the principal due to gross or repeated infractions or when the student's presence causes interference with the educational environment or operation of the school. The principal may use out-of-school suspension after an investigation and the student is afforded due process as outlined in school policy and the law.

Student Expulsions

An expulsion occurs when a student is removed from the school environment, including but not limited to classes, activities, and other school related events. Students may be expelled for violation of board policy, school rules, or the law.

At the recommendation of the superintendent, a student may be considered for expulsion for disciplinary purposes. Only the board may make the determination to expel a student. Students considered for expulsion will be given due process as outlined in school policy and the law.

Fines and Fees

Students may be assessed for fines, fees, and other similar charges for materials needed in a course, overdue school materials, activity participation, misuse of school property, or any other reason permitted by law. Parents and students meeting specific financial eligibility standards will be eligible for a waiver of student fees or a reduction upon parental request. Should a parent or student seek a waiver, they should contact the building principal for more information and waiver forms.

STUDENT HEALTH AND WELLBEING

Insurance for Students

Children's Health Insurance Program (CHIP) is offered through the Healthy and Well Kids in Iowa program (Hawki). Hawki is the state of Iowa's medical insurance program for uninsured children. Parents can apply for low-cost health insurance for their children through the program.

[Hawki | Health & Human Services \(iowa.gov\)](https://www.iowa.gov/Health-Human-Services)

Immunizations

Prior to starting school or transferring into the school district, students must submit a certificate of immunization as required by law. Students without a proper certificate are not allowed to attend school until they have received the required immunizations or may be admitted on the condition that the student is in the process of completing the immunization process. Should a student fail to meet the immunization requirements, this is grounds for suspension, expulsion, or denial of admission.

Exemptions are recognized only for specific medical or religious purposes as recognized by the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption.

Physical Examinations

Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletic activities are required to provide the school with a physical examination form signed by the student's health care provider stating that the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination causes the student to be ineligible to participate in the athletic activity.

Administration of Medication

Students may need to take prescription or non-prescription medication during school hours. Medication will be administered after a student's parent or guardian has provided a signed and dated written request that medication be administered. In some cases, students who have demonstrated competency in administering their own medication may do so after receipt of a written and signed statement by the student's parent or guardian. However, a student with asthma, respiratory disease, or other airway constricting diseases must be allowed to carry and self-administer their medication without showing competency as long as the school is presented with a written approval signed by both the parent or guardian and the prescribing physician. Students are not permitted to abuse their self-administered prescriptions. Those who have been found to be abusing self-administration may have the option of self-administration withdrawn if medically advisable and lawful.

Medication is held in the school office areas and distributed by the nurse or school secretary. Medication must be in the original container, with original label, and an instruction sheet or parental authorization that includes the student's name, medication name, directions for use and dosage, times and duration of administration, contact information of the pharmacy (if applicable), date of the prescription (if applicable), name of the physician (if applicable), potential side effects, and emergency number of the parents.

Student Illness or Injury at School

A student that becomes ill or is injured at school must notify their teacher or another employee as soon as possible. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the student's emergency contact form. If it is

determined by the school nurse that the student is too ill to remain in school, the student will be released to the student's parents or, with the parents' permission, to another person directed by the parents.

While the school is not responsible for treating medical emergencies of an ill or injured student, employees may administer emergency or minor first aid if possible. The school will contact emergency medical personnel, if necessary, and attempt to notify the parents where the student may have been transported for treatment.

Communicable and Infectious Diseases

Students who have an infectious or communicable disease are allowed to attend school provided they are able to do so, and their presence does not create a substantial risk of illness or transmission to other students or employees. The health risk to others in the school district environment will be determined on a case-by-case basis by the student's physician, a physician chosen by the school district, or public health officials. Infectious or communicable diseases include but are not limited to mumps, measles, chicken pox, etc.

[Reportable Diseases | Health & Human Services \(iowa.gov\).](#)

Health Screenings

Throughout the year, Mediapolis Community School District sponsors a variety of health screenings. Parents are notified prior to the screening and may opt out through a written, signed note.

Sexual Abuse and Physical Abuse of Students by School Employees

Mediapolis Community School District does not tolerate physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees. Students who are physically or sexually abused by an employee should notify their parent or guardian, and report to a principal or other trusted school employee. A report may also be made directly to the Level 1 investigator.

The Iowa Department of Education has established procedures adopted by the district for investigating allegations. The procedure requires the district to identify the Level 1 investigator and Level 1 investigator alternative. Mediapolis Community School District's Level 1 investigator is Mrs. Andrea Reif, school nurse, and can be contacted at 319-394-3101 Ext.1413. Mediapolis Community School District's Level 1 investigator alternative is Mrs. Natalie Ulloa, Director of Instructional Services, and can be contacted at 319-394-3101 Ext. 1119 . Allegations will be handled promptly and confidentially to the maximum extent possible.

It is not appropriate to use physical force to discipline a student. However, for the safety of students, staff, and property there are times when the use of physical force is reasonable and necessary. The use of reasonable and necessary force, not designed or intended to cause pain, may be used in order to accomplish any of the following: (1) To quell a disturbance or prevent an act that threatens physical harm to any person. (2) To obtain possession of a

weapon or other dangerous object within a student's control. (3) For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3. (4) To remove a disruptive student from class or any area of the school's premises or from school-sponsored activities off school premises. (5) To prevent a student from self-inflicting harm. (6) To protect the safety of others. (7) To protect property as provided for in Iowa Code section 704.4 or 704.5. - Incidental, minor, or reasonable physical contact may be used to maintain order and control.

Sexual abuse includes but is not limited to, sexual acts involving a student and intentional sexual behavior as well as sexual harassment. Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits; submission to or rejection of the conduct is used as a basis for academic decisions affecting that student; or the conduct has the purpose or effect of substantially interfering with a student's academic performance by creating an intimidating, hostile, or offensive educational environment.

Health Education List

Mediapolis Community School District may provide the following age-appropriate and research-based materials and resources: [Health Education List \(iowa.gov\)](#)

Emergency Drills

Periodically the school holds emergency drills for fire, tornado, and other threats or disasters. At the beginning of each semester students are notified by their teachers of the emergency drill procedures. Additionally, the procedures and proper exit areas are posted in each room.

Students are expected to remain quiet and orderly during a drill or an emergency. Fire alarms and other calls to alarm should be taken very seriously. Students who pull the fire alarm or call in false alarms, will be disciplined up to and including suspension or expulsion. Additionally, depending on the situation, they may be reported to local law enforcement authorities.

Physical Restraint and Seclusion of Students

Corporal punishment, mechanical restraint and/or prone restraint is prohibited in all schools by Iowa law. Employees are prohibited from administering corporal punishment, mechanical restraint and/or prone restraint.

That said, trained district employees and others may have to use behavior management interventions, physical restraint and/or seclusion of students. The school uses the least restrictive behavioral interventions appropriate for the situation.

Physical restraint or seclusion may be used for the following reasons:

- To prevent or terminate an imminent threat of bodily injury to the student or others; or

- To prevent serious damage to property of significant monetary value or significant non monetary value or importance; or
- When the student's actions seriously disrupt the learning environment or when physical restraint or seclusion is necessary to ensure the safety of the student or others; and
- When less restrictive alternatives to seclusion or physical restraint would not be effective, would not be feasible under the circumstances, or have failed in preventing or terminating the imminent threat or behavior; and
- When the physical restraint or seclusion complies with all applicable laws.

All physical restraints and seclusions will be conducted and documented in accordance with the adopted policy and state law.

STUDENT SCHOLASTIC ACHIEVEMENT

Conferences and Student Progress

Students receive progress reports at the end of quarter. If there are concerns about your child's progress, contact the classroom teacher to determine how they can improve performance. Teachers may notify parents and students should the student be doing poorly in the class.

Additionally, parent-teacher conferences are regularly scheduled and held twice a year. Individual conferences are also available to parents with ongoing concerns. They are held outside of regular school hours and can be scheduled through their child's teacher.

Testing/Survey Programs

Students undergo standardized testing annually. These tests are used to determine academic progress for individual students, for groups of students, and for the school district and to comply with state law. If you have questions about the required testing or surveys, please contact a building administrator.

Health Education Program for Students

Students in grade levels one through twelve shall receive health education. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being. The health curriculum will be adapted for age appropriateness. Parents who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction.

Honor Roll

Students who maintain a 3.0-3.49 grade point average for a grading period will be placed on the "honor roll." Students who maintain a 3.5-4.0 grade point average for a grading period will be placed in the "high honor roll."

Academic Eligibility for Extracurricular Activities

Students who fail a semester course will be ineligible for 14 calendar days.

Grading

Grades are a representation of what the student has learned. Grades will be determined based on student knowledge and skills assessed throughout the semester of the course.

Grades become part of a permanent record on a student transcript. Students are evaluated according to scholastic performance at the end of each semester which is recorded on the permanent record. A 4.0 scale (A-4.0, B-3.0, C-2.0, D-1.0, F-0.0) will be used to calculate grade point average (GPA) for all courses awarding credit. The calculated grade point average (GPA) will be used for the official permanent transcript, class rank, extracurricular eligibility, honor rolls, local academic awards, and membership in the National Honor Society.

High School Credit for High School Level Courses

Although credit will be awarded for the completion of a high school class by students younger than 9th grade, the grade for that course will not count in a student's high school grade point average. An example of this would be taking Algebra I in 8th grade.

STUDENT ACTIVITIES

Participation in After School Activities

Students will be required to be in school during the last half of their academic day if they wish to participate in any activities after school. Students who are truant (absent unexcused) for any part of the school day are not permitted to participate or attend extra-curricular activities or practices. This policy does not include Iowa Assessments reward personal days or school field trips. These after school activities include, but are not limited to: practices, games, concerts, meetings, etc. Students who attend a funeral or have a doctor's appointment, and who have given prior notification, will be allowed to participate in evening activities. If the student or parents have not received prior approval from the principal for the student to be absent, the student will not be allowed to participate that day.

Assemblies

Throughout the year the Mediapolis Community School District sponsors school assemblies. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away. Students who are not participating in assemblies must report to the office.

Field Trips

In certain classes, field trips and excursions are authorized and may be taken as an extension of the classroom to contribute to the achievement of the educational goals of the school district. If a field trip is required for a course, students are expected to attend the field trip. Absences in other classes or school activities due to attendance on field trips or excursions are

considered excused absences. Parents sign a field trip permission form during school registration.

Student Government

Student council provides for student activities, serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals for personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

Students who decide they would like to run for a student council or other officer position should contact Mrs. Stoecker for more information regarding qualification, expectations, roles of an elected official, the election process and other relevant information.

Student Organizations

Mediapolis Community School District recognizes curriculum related and non curriculum related student organizations. These student organizations may use school facilities for their meetings during non-instructional time at the approval of building administrator. Meetings will not interfere with the orderly conduct of the education program or other school district operations. Administrators make the decision whether to approve a curriculum related student organization or not.

Buses and Vehicles Used for Activities

Students who ride a district bus or vehicle for activities must ride to the event on the district transportation. Students ride home on the district bus or vehicle unless prior arrangements have been made with the pre-approval of the coach/sponsor and parent, or the student's parents personally appear and request from the coach/sponsor to transport the student home.

Students are to conduct themselves in an orderly manner fitting to their age and maturity level on district transportation. Students who fail to behave appropriately will be subject to disciplinary measures.

Student Funds and Fundraising

Students may raise funds for school activities upon approval of the activities director and the school board prior to the fundraising event. Funds raised remain in the control of the school district and the board. Curriculum related student organizations must have the approval of the principal prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Dances

School-sponsored dances must be approved by a building administrator prior to the dance date. School district policies, rules, and regulations apply to students during school dances. Students violating any of the above will be removed from the dance and school grounds. All

dances will end no later than 10:00 p.m., only Mediapolis middle school students are allowed to attend dances, and anyone leaving the dance will not be allowed to return to the dance.

STUDENT RECORDS AND INSTRUCTIONAL MATERIALS

Student Records; Family Educational Rights and Privacy Act Notice (FERPA)

Under the Family Educational Rights and Privacy Act (FERPA) student records containing personally identifiable information, except for directory information, are considered education records and are confidential. For a complete copy of Mediapolis Community School District's policy on education records and other related information and procedures contact the building secretaries or it may be obtained from the district website.

FERPA affords parents and students over the age of 18 (eligible students) certain rights with respect to a student's education records. These rights are:

1. Right to inspect and review the student's education record.
2. Right to seek amendment(s) of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. Right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the law authorizes disclosure without consent.
3. The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the law. Complaints should be made to the following:

Student Privacy Policy Office
US Department of Education
400 Maryland Avenue
Washington, DC 20202-8520

[File a Complaint | Protecting Student Privacy \(ed.gov\)](#)

Student Directory Information

Under FERPA, there is certain information that is contained in a student's education files that may be released to the public without prior consent from the parent or eligible student. This information is called directory information and is generally not considered harmful or invasive. Directory information includes student's name, photo or likeness, audio files, video recordings, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received.

Parents and eligible students may restrict the disclosure of directory information by making the request in writing. Written requests should be turned into the building principal by September 15 of the current school year.

School Photos

Mediapolis Community Schools allows for school photos to be taken by a commercial photographer. Prior to students' photos being taken, students and students' parents will be notified. Photos taken will be included in the yearbook and school publications unless parents or students request otherwise.

Student Disclosure of Identity

Students may make a request to a licensed employee to accommodate gender identity, name, or pronoun that is different from what was assigned to the student in the student's registration forms or records. Should a student make this request, licensed employees are required to report the request to the building administrator. The building administrator will contact the student's parents/guardian regarding the request. These procedures must also be applied to nicknames.

Student Legal Status

If a student's legal status, such as a student's name or the student's custodial arrangement, should change, the parent must notify the district. These changes are important to keep up-to-date to ensure that the school district is maintaining a current and accurate student record.

School Library

Mediapolis Community School District maintains a school library for use by employees and students during the school day. Materials maintained in the library are consistent with all applicable laws and board policy. All parents and guardians of students enrolled in the district have access to the online catalog on the district website. Lost or stolen library materials will be addressed on an as needed basis. Requests from parents or guardians to prohibit their enrolled student from accessing specific library material must be directed to the school principal.

Inspection of Instructional Materials

Parents and other members of the school district community may view the instructional materials used by the students upon request. Copies may be obtained according to board policy 603.13. Tests and assessment materials are only available for inspection with the consent of the building administrator. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the building administrator.

In the event that an individual makes an objection to instructional materials and is not satisfied with the initial explanation from the classroom teacher, the individual is referred to the principal or to the teacher-librarian of the attendance center. If, after consultation with the principal or teacher-librarian, the individual desires to file a formal complaint, the principal or teacher-librarian will assist in filling out a Reconsideration Request Form in full and filing it with the superintendent.

MISCELLANEOUS

Student Counseling Program

Mediapolis Community School District maintains a school counseling program that provides certain services that assist students with their personal, educational, and career development. Confidentiality is maintained by the employees involved in the school counseling program to the extent the law allows.

Visitors/Guests

Visitors are welcome to the Mediapolis Community School District under certain circumstances approved by building administration. All visitors must have prior approval and must check in at the building office. The check-in process includes Identification and verification, badges or passes and time limitations.

If a student wishes to bring a guest to school, the student must receive permission from the building administrator prior to the visit.

School Nutrition Program and Free and Reduced Lunch

Mediapolis Community School District operates a school nutrition program out of the school cafeteria. Students may either bring their own meals or purchase meals through the school. Breakfast is served from 7:40 a.m. until approximately 8:10 a.m. Lunch and breakfast are served every full day of school.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. For more information and forms contact the Food Services Director.

Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver or student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal's office for a waiver form. This waiver does not carry over from year to year and must be completed annually. Students participating in the hot lunch program cannot carry a negative balance in their lunch account. Notice of low account funds will be sent when your child's account has enough to last 5 days.

Upon receipt of this notice, you are expected to add money to your child's account. If the child's account does reach a negative number, your child may be fed an alternative lunch.

Buses and Other School District Vehicles

Buses and other school district vehicles (“vehicles”) are primarily used to transport students to and from school. Appropriate classroom conduct is to be observed by students while riding the vehicle except for ordinary, appropriate conversation. Students are responsible to the driver, chaperone and/or sponsor while on the school district vehicle, loading, or unloading or leaving the vehicle. The driver may discipline the student and may notify the principal of inappropriate conduct. All people riding school district vehicles to and from the school, extracurricular activities, or any other destination must comply with the law and school district policies, rules, and regulations.

Bus and vehicle specific rules to consider include but are not limited to:

- Designated loading spots will be identified before and after arrival.
- Pupils must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
- No guest passes are allowed.
- Any damage to a bus by a student must be paid by the student responsible and may lead to denial of riding privileges.
- Vehicles must be at a complete stop prior to entering or exiting.
- Bodies must remain in the vehicle.
- Riders must not throw or extend objects about the vehicle or from the vehicle.
- In case of emergency, children are to remain in the bus unless the driver directs them to evacuate the bus.
- Aisles must be clear.
- The emergency door is to be used for emergencies only.
- Assigned seating may be implemented.
- Riders are to remain seated and/or buckled at all times while the vehicle is in motion.
- To open windows, permission must first be obtained from the driver.
- The student’s school day includes the time a student is on the bus, therefore, the guidelines for student behavior apply and a student may have his/her bus privilege suspended for disciplinary reasons.

District Owned Recording Devices

The Mediapolis Community School District Board of Directors has authorized the use of recording devices on school district owned property and vehicles to the extent permitted by law. The recording devices will be used to enhance safety and security within the educational environment. Students, employees, and parents are hereby notified that the content of the recording may be used in a student or employee disciplinary proceeding. The content of the recordings may be considered confidential student records and may be retained with other student records. Recordings may be routinely recorded over and only be retained if necessary for use in a student or employee disciplinary proceeding or other matter as determined necessary by the administration.

Driver Education

Mediapolis Community School District provides driver education at Mediapolis High School. This is provided by the school and will be taught by current school employees. For more information on location, dates, and registration please contact the school office.

School Announcements

Announcements are emailed to students. Students are responsible for knowing the content of the announcements. Announcements should pertain to school related matters or volunteer opportunities for students. Students who wish to have an item included in the announcements must receive permission from a building administrator.

Lost and Found

Mediapolis Community School District maintains a lost and found located in each building. Items placed in lost and found will be maintained for 2 weeks after which items will be donated to local charities. Items of higher value will be kept with the building secretaries.

Artificial Intelligence

Use of Artificial Intelligence (AI) in research and graded work by students must include proper source citations. Copyright protections must be strictly adhered to. Students who fail to comply with these requirements may face discipline as stated in relevant district policies. Students are expected to abide by their classroom teachers' rules.

Students will not use AI tools to access or create information that is discriminatory, constitutes bullying or harassment, shares confidential or personally identifiable information of others, or access or create material that is harmful to minors, obscene, or child pornography. Any violation may result in the loss of access to the AI tool, and further discipline as appropriate.

Backpacks and Bags

Students may bring bags, backpacks, fanny packs, and purses, but they must be left in their locker during the school day.

Food and Drink

Students are not allowed to bring outside food or drink, except for bottles of water, into the school during the school day. Consumption of food or any non-water drink is not allowed in lockers, hallways, or classrooms. Students may bring water bottles to use during the day.

Citizenship

Being a citizen of the United States, of Iowa, and of the school district community entitles students to special privileges and protections as well as requires students to assume civic, economic and social responsibilities and to participate in their country, state, and school district community in a manner that entitles them to keep these rights and privileges.

As part of the education program, students will have an opportunity to learn about their rights, privileges, and responsibilities as citizens of this country, state, and school district community. As part of this learning opportunity students are instructed in the elements of good citizenship and the role quality citizens play in their country, state, and school district community.

**** The student/parent handbook is a general source of information and may not include every possible situation that may arise.****