

MUSCATINE COMMUNITY SCHOOL DISTRICT

K-12 Student Handbook

2017-2018



DISTRICT NON-DISCRIMINATION POLICY

It is the policy of the Muscatine Community School District not to discriminate on the basis of race, creed, color, gender, sexual orientation, national origin, religion, age, marital status, veteran status or disability in its educational programs, activities or employment practices. If you believe you have (or your child has) been discriminated against or treated unjustly, please contact Equity Director, 2900 Mulberry, 263-7223 Civil Rights Compliance Officer, 2900 Mulberry, Affirmative Action Coordinator, 2900 Mulberry, 263-7223, or the 504 Coordinator, 2900 Mulberry, 263-7223. They will discuss the situation with you and if you wish, help you file a grievance.

*HANDBOOK INFORMATION: Policies/procedures within this handbook are subject to change.

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THE MUSKIE WAY

2017 – 2022

VISION

EVERY STUDENT IS A SUCCESS STORY

RIGOROUS
ACADEMICS

FOCUS ON
CAREER
PATHWAYS

DEVELOPMENT
OF ENGAGED
FUTURE
COMMUNITY
LEADERS

YOUR DISTRICT OF CHOICE

MISSION

*Muscatine Schools will develop a community of
successful learners and leaders.*

CORE VALUES

Mutual Respect
Clear and Timely Communication
Students First
Dedicated to learning and Achievement for All

TARGETS

- **Students will graduate prepared for post-secondary options**
- **Students will learn in a positive and supportive environment**
- **Muscatine Schools will utilize resources effectively and equitably**

SUPERINTENDENT'S MESSAGE

It is with great pleasure that I take this opportunity to welcome you to the Muscatine Community School District. I am extremely proud of the programs our school district offers our students and I encourage you to make the most of your time with us.

This information has been developed by faculty and administrators to help students and parents learn as much as possible about school district policies and procedures and the services we offer students. It is a quick reference guide you will find extremely useful throughout the school year.

Whether you are joining us for the first time or have been with us for a number of years, I encourage you to become an active member of your school. In addition to an excellent academic foundation, our school district offers many educational programs to help students become well-rounded, mature young adults. Our Mission Statement is our promise to you and our expectation of every student.

I look forward to this school year with great excitement and hope all of our students will have a rewarding and successful year.

Once again, welcome!

Dr. Jerry Riibe

BOARD POLICY & REGULATIONS

All board policies can be accessed on the district website:

<http://www.muscatine.k12.ia.us/district/board/policies/> or at the Administrative Center at 2900 Mulberry Avenue, Muscatine, Iowa.

Board Policies and Regulations:

- [100 EDUCATIONAL PHILOSOPHY](#)
- [200 BOARD OF DIRECTORS](#)
- [300 ADMINISTRATION](#)
- [400 EMPLOYEES](#)
- [500 STUDENTS](#)
- [600 EDUCATIONAL PROGRAM](#)
- [700 SCHOOL FINANCE AND ADMINISTRATION](#)
- [800 FACILITIES AND GROUNDS](#)
- [900 COMMUNITY RELATIONS](#)

This policy manual contains the policies of the board of directors of the Muscatine Community School District. Policy development is a dynamic, ongoing process. New problems, issues, and needs give rise to the continuing need to develop new policies or to revise existing ones.

MUSCATINE SCHOOL DISTRICT INFORMATION

Colorado Elementary

149 Colorado Road
563-263-4998

Franklin Elementary

210 Taylor Street
563-263-5040

Grant Elementary

705 Barry Avenue
563-263-7005

Jefferson Elementary

403 E. 9th Street
563-263-8800

Madison Elementary

1820 First Avenue
563-263-6062

McKinley Elementary

621 Kindler Avenue
563-263-9049

Mulberry Elementary

3211 Mulberry Avenue
563-263-8143

Central Middle School

901 Cedar Street
563-263-7784

West Middle School

600 Kindler Avenue
563-263-0411

Muscatine High School

2705 Cedar Street
563-263-6141

Administration Office

2900 Mulberry Avenue
563-263-7223

Transportation Department

2714 N. Isett Avenue
563-263-7288

Attendance

(Available 24 hours a Day)

563-263-7223 or
563-262-4150

attendance@mcsdonline.org

GENERAL INFORMATION

ACADEMICS

Elementary: Elementary students receive progress reports at the end of each nine-week period. Midterm reports will be sent to parents when students are not making satisfactory progress. Students and/or parents who have concerns about student grades should talk to the student's teacher to determine how improvements can be made. If a teacher or parent has concerns about a student's academic or behavioral progress, they are asked to contact the building principal. MCSD utilizes a solution-focused process to address these concerns through classroom interventions. For more information, please contact your building principal.

Middle School: Report cards are provided to report a student's academic progress in the classroom. Grade reports will be distributed to students to take home or mailed following the close of each of the nine week grading periods. Grades may also be accessed electronically through PowerSchool. Parents, teachers, or counselors may request a conference for students at any time if they feel the circumstances so warrant. Report cards are mailed at the end of the school year. Final grades for each course are recorded on the permanent records of each student.

High School: Students are evaluated according to scholastic performance each nine weeks and at the end of each semester. Nine-week grades are an indicator of work being done in a course. Pluses and minuses do not affect the grade point average. Grades A, B, C, or D are considered passing. An "A" indicates exceptionally fine work; "B" represents better than average work, "C" indicates average work, and "D" represents poor but passing work. A grade of "F" indicates failure - work below passing, no credit earned. If a student wishes to appeal a grade earned in a class, that appeal must be in writing to the high school principal within 5 days of a scheduled grading period. If the student withdraws from a class *after the first 10 school days of each Grading Period*, a grade of "F" will be recorded. Students may repeat a course only if they have received a grade of "D" or "F" in the course. Said course must be repeated within one calendar year. Any exception(s) require administrative approval.

- **Dropping a Course:** Students may request to drop a course for a study hall only if they are enrolled in the maximum number of courses (seven) per semester and only after they have attended and participated in the course of three class periods. Students wishing to drop a course must first discuss it with their parents, teacher and counselor. After a parent/guardian signs the request to drop a course, the counselor and department chair will sign the request as well. A grade of "F" will be reflected on the transcript of a student who chooses to drop a course after the first week of a semester. Student enrolled in year-long courses will not be allowed to drop at the end of first semester unless the department recommends it.
- **Repeating Courses(s):** A course may be repeated for credit only when a student has a previously received a "D" or an "F." Both the grade received and the credit earned for repeating the course, as well as the original grade and credit received in the course, will be used in computing the student's grade point average. The student's transcript will indicate the first grade and credit earned, as well as the second grade and credit earned. However, the credit received for repeating the course will not count toward satisfying graduation requirements unless the student failed the course.

- **Graduation requirements:** 25 Academic Credits (Class of 2017 and Beyond). **English:** four credits, including English 9, 10, 11, 12. All other courses are electives determined by the need or interest. **Social Studies:** one credit of U.S. History is required. One half credit of government and one half credit of economics are required of eleventh or twelfth grade students. One elective credit of social studies is also required. **Mathematics:** Three credits are required. In ninth grade, each student must enroll in one of the following courses; Algebra I, Geometry or Algebra II. **Science:** three credits are required, including Biology, Chemistry and Physics. **Physical Education:** four classes are required. Student will enroll in one class each school year to complete the requirement for graduation. The remainder of credits required will come from electives.

ACADEMIC DISHONESTY

Plagiarism is the use of another writer's words or ideas without acknowledgement. It is literary theft. Academic dishonesty is the use of cheating by using other's work and claiming it as your own. Both are considered a severe violation of academic integrity and apply to all phases of the learning process (homework, assignments, projects and assessments). If a teacher or administrator concludes that a student has plagiarized, or has cheated, the consequences will consist of the student taking a "zero" on the assignment or assessment in which the student violated academic integrity. Cheating can be any activity where a student unfairly gains an advantage in their work by using another student's information and work as their own.

ATTENDANCE POLICIES (Board Policy 501.02)

Students will be expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program, to develop habits of punctuality, self-discipline and responsibility, and to assist in keeping disruption of the educational environment to a minimum. Students who have good attendance records are most likely to achieve higher grades, enjoy school life to a greater degree, and have more employment opportunities after leaving school. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of attendance and punctuality. Life-long patterns of responsibility and self-discipline are fostered by regular attendance and promptness during the years of school attendance. While it is possible for an absent student to make up much of the school work missed, it is impossible to completely compensate for absence from classes. Absences always cause some disruption in the educational progress of the student who is absent. In order to maintain interest and understanding in a program of instruction, students should not be absent any more than is absolutely necessary. Students who are absent may not understand what the teacher is currently presenting, and may also become discouraged with the double burden of keeping current and making up missed work. Irregular attendance or tardiness by students not only retards their own studies, but also may interfere with the progress of those pupils who are regular and prompt in attendance. There are times, however, when school officials may determine that the problems associated with the absence from classes are outweighed by the advantages of another school activity. Attendance at such approved trips will not be considered an absence from school. Every effort will be made by school officials to keep these absences from class to a minimum.

ATTENDANCE GUIDELINES & OUTREACH

The district is committed to working with families to help reduce obstacles keeping students from regular daily attendance. The district attendance team with the help of principals, counselors, teachers, community and/or county attorney will provide attendance outreach in the following ways.

- Daily automated calls, emails and texts from School Messenger if student is not present in the classroom and there has been no contact from student's parent and/or guardian.
- Daily personal calls from the district attendance team if student is not present in the classroom and there has been no contact from the student's parent and/or guardian.
- During the 3rd week of school, the school's attendance team will make personal calls if a student has accumulated a 10% absence rate.
- During the 5th week of school, the school's attendance team will schedule meetings with parents in order to design plans for improved attendance if student has accumulated a 10% absence rate.
- During the 9th week of school, the school's attendance team will contact parents and schedule a home visit if student has accumulated a 10% percent absence rate.

At any point, the steps of Attendance Outreach can be accelerated in cases where a student has excessive absences. Documentation may be requested if student has over 10 days of combined excused and unexcused absences. Discussions may begin with county attorney if all steps of Attendance Outreach has been attempted and student continues to accumulate absences.

Excused and Unexcused Absences

The State of Iowa Department of Education Code states that a school district may determine what is coded as an excused or unexcused absence within their district. All absences take students away from classroom learning and school activities, however, we know students get sick, important events happen and unexpected situations arise for all of us. In those instances please keep your student's time away from school to a minimum. Every effort should be exercised on the part of the parent and/or guardian to ensure regular attendance at school. The following absences will be considered excused absences:

- Medical or dental appointments which cannot be scheduled other than during school time and have written verification provided.
- Student illness or injury, reported by parent, guardian or medical doctor. Please note that extended illness or frequent illnesses may require written verification from a nurse or physician as requested by the school administrator, their designee or attendance coordinator.
- The funeral of a relative or close friend.
- Court appearances, when subpoenaed.
- Religious Holidays.
- Participation in school or district sponsored activities.
- Administrative Office/School Clearance.

Notification of Student Absence

Parents and/or guardians are accountable for their student's attendance and have an obligation to report their student's absence to the district attendance team.

***If you do not have access to a telephone or email account, please discuss options for reporting your student's attendance with your school administrator.**

Please call attendance prior to 8am on the day of your student's absence. If you do not contact the district attendance team to report your student's absence you may receive automated contact as well as personal calls inquiring as to the reason for your student's absence. Multiple day absences due to illness, contagious disease or hospitalization may be reported with one phone call or email stating the days the student will be absent. For your convenience, you may call or email attendance 24 hours a day, 7 days a week. You may call or email future absences in advance, so they can be recorded for your convenience. Parents and/or guardians will receive notifications from the district's attendance team based on the percentage of absences the student has accumulated at any given time during a school semester or school year. When a student becomes of majority age (18 years or older, married, or with approval of self-guardianship papers) and is not residing with the student's parents or guardian and not under parental insurance or tax credits, the student may provide their own reason for absence without parental verification. The principal should be notified in advance of any such circumstances. Absences not specified in the excused absence guidelines and for which no explanation is provided by a parent and/or guardian will be considered unexcused. Absences not reported within 24 hours of being marked not present in the classroom will also be considered unexcused. Absences outside of our excused and unexcused guidelines may be considered on an individual basis at the discretion of the school administrator or district attendance team once the absence has been explained by the parent and/or guardian.

Tardy or Late Arrival

Elementary school hours for grades K-5 are 8:10 am to 3:05 pm. Students arriving after 8:10 am will be considered tardy, students arriving after 8:45 am will be considered late, unexcused for the morning portion of the instructional day. The exception to this policy is students arriving from a medical appointment with written verification. Being tardy or late to class without a medical appointment or other approved excuse will be considered unexcused unless approved by the principal. If your student will arrive late, please get them to their school as soon as possible as we want students present on a daily basis. Arriving late to the classroom can be difficult for the student. Being late may make them feel uncomfortable, making it difficult for them to get settled and focus on the lesson being taught. A tardy is considered unexcused unless arriving from a verified medical appointment or another pre-excused activity. "Overslept", "running late", "missed bus" and "personal" are examples of unexcused tardiness.

Middle school hours for grades 6-8 are 8:25 am to 3:21 pm & High school classes are 8:22 am to 3:30 pm. Students arriving after their instructional day begins, need to report to the school attendance office and will be checked in upon their arrival. Their attendance will be recorded per the excused and unexcused guidelines in the district's attendance policy and they will be given a pass to class. As a reminder, students arriving late to school from a medical appointment need to provide written verification from the clinic, dentist, etc. Students who are tardy to class must have a written pass from the school employee responsible for the tardy will be recorded. Individual teachers are responsible for the disciplinary action regarding between class tardies. Consistent tardiness may result in office discipline.

Appointments During the School Day-Picking up Your Student

Parents and guardians should contact the school directly when their student needs to be picked up unexpectedly for an appointment during the instructional day. Students must be signed out through the office at their prospective school before leaving the building. For early pick-up, written verification may be provided at the time of pick-up or upon arrival the next school day. As stated under medical appointments, if documentation is not provided, the time away from school will be considered unexcused. It will be the student's responsibility to make sure the written verification is turned in to the school attendance office if bringing it in the day following an early pick-up.

Missed Schoolwork

It is expected that parents and/or guardians will help support their **elementary school student** by requesting missed homework and/or making arrangements for missed work when absences occur. It is the parent and/or guardian responsibility to inform attendance of vacations and/or out of town travel.

A five school day notice is requested for vacations and out of town trips. Satisfactory homework arrangements must be made with the classroom teacher at the time of notification.

When middle school students return from an excused absence(s), it is the student's responsibility to arrange for make-up work. All missed schoolwork from excused absences must be made up within twice the number of school days missed to the satisfaction of the classroom teacher(s). When students anticipate absences they should make arrangements to the satisfaction of the classroom teacher to complete the work prior to the absence(s).

High school students that are absent with an excused absence will have twice the number of school days missed to complete missing work and shall receive full credit if completed to the satisfaction of the classroom teacher(s). All known absences should be discussed with the classroom teacher prior to the absences. In special circumstances, the school administrator or their designee may extend this time period. When students return to class from an excused absence(s), it is the student's responsibility to arrange for make-up work. When students anticipate absences, all efforts should be made to complete work in advance of the absences. Homework requests for students missing more than three consecutive days may be made through the guidance counselor office

Credit or Grade Reduction

Classroom attendance is an integral component to student success. Absences affect a student's ability to participate in classroom instruction and learning opportunities. This may affect their ability to complete all requirements to pass a course or specific units of a course required for successful attainment of credit.

Absences Due to Extended Health Issues and Hospitalization

Parents and/or guardians of students that are absent due to extended health issues and/or hospitalization, should contact their school administrator to discuss the best options for making up missed work and determining what support will be best for the student. All efforts should be made to notify the school administrator prior to extended absences.

STUDENT APPEARANCE (Board Policy 503.6)

The Board believes inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors. Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting. The Board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion.

Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for student's personal appearance lies with the students and their parents, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications. It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

STUDENT APPEARANCE - ADMINISTRATIVE REGULATIONS

The following guidelines will be used to determine appropriate student appearance during regular school hours:

1. No midriffs may be exposed. The student's hem of the upper garment must touch the waistband of their pants/shorts/skirt while the student is standing.
2. Shorts/skirts must be at least half the distance between the top of the knee and the groin.
3. No outdoor/winter coats are allowed in the classroom. Jackets and team apparel are acceptable.
4. Headwear (bandanas, hats, sweatbands or hoods) may not be worn at any time in the building. Headphones may be used only during assigned area time. No headphones are to be used in the hallways or the classrooms.
5. Undergarments must be worn, not shown.
6. Spaghetti straps, tube tops, halter-tops, backless tops, off-the-shoulder tops and one-shoulder tops are acceptable only if they are underneath another upper garment.
7. Upper garments must expose no cleavage.
8. Slippers of any type are not allowed. Shoes must be worn at all times. These include all hard sole shoes. Flip-flops are acceptable.
9. Coaches or after school activity sponsors are to decide the dress code during practice and competition hours.
10. No clothing or apparel is to promote products illegal for minors, display obscene material, profanity, or make reference to prohibited conduct.
11. Shirts must cover all areas of skin and/or undergarments when wearing low rider pants.
12. Chains hanging from clothing must not be longer than three inches.
13. Gloves are to be left in the locker or backpack and not worn in the classroom, study hall or assigned areas.

The following procedures will be followed regarding enforcement of the Student Appearance policy:

1. A record of student dress code violations must be kept.
2. Offenders of the dress code must be told that they have violated the dress code and what area of the code they have violated.
3. Students may not leave the building until a parent/guardian or emergency person has been informed of the policy violation by the student.
 - a. 1st offense: The student is notified that they have violated the dress code; the student must change clothing.
 - b. 2nd offense: A parent/ guardian is contacted; the student must go home and change (if needed).

It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

STUDENT ACTIVITY PROGRAM/GOOD CONDUCT (Board Policy 502.4)

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetime. Students in good standing will have an opportunity to participate in all offered intramural and/or inter-scholastic athletic activities. If the activity is an intramural or interscholastic athletic activity, students of the opposite sex will have a comparable opportunity for participation. Comparable opportunity does not guarantee boys and girls will be allowed to play on each other's teams when there are athletic activities available that will allow both boys and girls to reap the benefits of school activities, which are the promotion of additional interests and abilities in the students.

The superintendent or designee must approve student activity events, unless it involves unusual travel and expense, in which case the Board will take action. The events must not disrupt the education program or other school district operations. A high school student who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season with approval of the superintendent or his/her designee. Failure to receive prior permission to participate in a non-school sponsored sport during the same season will result in one year of ineligibility. Such outside participation shall not conflict with the school sponsored athletic activity.

It shall be the responsibility of the superintendent or designee to develop administrative regulations for each school activity. These regulations shall include, but not be limited to, when physical examinations will be required, how and when parents will be informed about the risk of the activity, forms and procedures for a waiver of liability from the parent and student in certain activities, and proof of insurance on the student participating in certain activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity. As members of the IGHSAU and IHSAA, we will abide by association rules and bylaws.

BEHAVIOR EXPECTATIONS FOR STUDENTS

Students should take pride in their behavior and have respect for each other and authorities in and out of school. Students are and will be responsible and accountable for their actions. Appropriate conduct is expected while on school premises, on school owned or operated vehicles, on school-chartered

vehicles and while attending or participating in school activities on or off school property. Throughout the year the school district may sponsor school trips, activities or assemblies. Attendance at these activities, trips and assemblies is a privilege. Inappropriate behavior identified by staff or administration is behavior that interferes with the educational program or the orderly and efficient operation of the school or school activity, or the rights of other students to participate in the educational process or activity. This behavior may result in the disciplinary actions by school administrator. School administrators may make referrals to the appropriate legal authorities as deemed appropriate. Pranks may cost students the privileges of school assemblies, dances, graduation ceremonies, field trips, and other activities; and will be deemed in violation of the schools good conduct policy by administration. Students may not leave directly with their parents after an assembly or school function. Parents must notify the school prior to the conclusion of the event or function or go to the office to sign them out. Students will then be released to their parents or guardians.

ACTIVITIES & ATHLETICS PARTICIPATION

MIDDLE SCHOOL: All seventh and eighth students are encouraged to participate in our co-curricular activities that include; football, volleyball, cross country, basketball, wrestling, swimming and track. All middle school students taking part in athletics at middle school shall observe the following policies:

1. Attendance: Students in school shall attend every practice unless excused by the coach or by notification from the office.
 - a. ** A student must be present by 12:00 noon on the day of the game or activity to be eligible for participation that evening/ night. Building administration may waive this policy bases on special situations.
2. Training Rules: Athletes are required to follow training rules to remain a squad member. Use of drugs, alcohol or smoking will result in at least:
 - a. 1st offense - Parent contact and suspension from one contest with attendance at practice required.
 - b. 2nd offense - Parent contact and dismissal from the team for the remainder of the season.
3. After School Detention: Athletes will be expected to serve detention the same as any other student. Serving a detention will not excuse the student from practice. The athlete should report to practice immediately after serving a detention. How and when the detention will be served is left to the discretion of the teacher or administrator.
4. Truancy: Could result in suspension from events or removal from the team. Parent contact will be made.
5. School equipment: Equipment issued to athletes will be their responsibility. Students may have to pay for equipment they lose. School equipment is to be used or worn by athletes at school practices or contests only.
6. Signed Statements: Before dressing for any practices, a physical statement, concussion statement, and a parent consent statement must be signed and on file with school officials before dressing for any practice.
7. Eligibility: Students may be withheld from events due to academic grades, unexcused absences, and misbehavior. The administration and teachers will make this determination.

HIGH SCHOOL: All questions regarding MHS clubs, activities, or athletics should be directed to the Athletic/Activities Director. Extra-curricular activities are planned and fostered because of the significant contribution they make to the education of the students. Leadership is encouraged in the extra-curricular program and is designed to stimulate student interest in the area.

Eligibility Rules and Regulations for High School Athletics

Rules and regulations for high school athletic eligibility are written by the Iowa Department of Education and enforced by the State Athletic Associations.

Students are not eligible if they:

- Are twenty years of age or older, or have attended high school for more than eight (8) □ semesters. (Twenty days of attendance or playing in one (1) contest constitutes a semester.) High school refers to grades 9-12. Students in approved foreign exchange programs will be eligible if approved by the State Athletic Associations and/or the local school district. □
- A student must receive credit in at least 4 subjects at all times. They must pass all and make adequate progress toward graduation to remain eligible. □ Muscatine High School will follow the rules and regulations of the Iowa Department of Education, the Iowa High School Music Association and the Iowa High School Speech Association for academic eligibility (Scholarship Rule 36.15(2) updated on May 16, 2006). □
- If a student is dropped from a class due to unexcused absences with “no credit,” it is considered to be a failing grade for the purpose of athletic/activity eligibility. □
- Were out of school last semester. □
- Have changed schools this semester (except upon like change of residence of parent or guardian). □
- Have ever accepted an award for high school participation from an outside group other than inexpensive, unframed, unmounted paper certificates of recognition, or, if have ever received any money for expenses or otherwise for participation in an athletic contest. □
- Have competed on an outside school team as a member or as an individual while out for a high school sport and during that sport season without previous written consent of the □ superintendent. (Example: A student is out for wrestling and during the wrestling season wants to participate on an outside school wrestling team or tournament. The student would have to have permission from the superintendent or principal. Otherwise the student would be considered ineligible. Once the wrestling season is over, the student could participate without □ permission.) Soccer, swimming, baseball and softball are exempt from this rule. □
- Have ever trained with a college squad or participated in a college meet. □
- Have habits and conduct both in and out of school that make you unworthy of representing the ideals, principles, and standards of your school. □
- Have violations listed in the disciplinary section that would require removal from the activity or athletic programs for a specified period of time. □

Athletic Participation: A student who makes the squad in one sport and who does not finish the season in that sport is not eligible to start practice for another sport before the end of the competition in the sport not completed, unless he has the consent of the coaches of both sports.

Athletic Requirements: Before any student is permitted to become a member of any Muscatine Community School District athletic squad, for his/her safety and protection, the following must be on file with the Activities Director:

- Physician's statement
- Parental Permission and Acknowledgement Form (insurance information, Good Conduct Policy Agreement, and concussion information) The athlete pays for the cost of the student physical examination. The physician's statement must be signed by the physician and returned to the Activities Director. An athlete's physical will be good only for one calendar year.

MHS GOOD CONDUCT CHART

Fall Season	1 st Violation (25%)	2 nd Violation (50%)	3 rd Violation
Football (9 games)	2 games	4 games	Loss of eligibility
B/G Cross Country (10 meets)	2 meets	5 meets	Loss of eligibility
Volleyball (14 competition days)	3 competition days	7 competition days	Loss of eligibility
Girls Swimming (12 meets)	3 meets	6 meets	Loss of eligibility
Boys Golf (12 meets)	3 meets	6 meets	Loss of eligibility
Activities (Instrumental, Vocal, Drama, Forensics, Poms, Color Guard, Cheerleading and all clubs)	% determined by the AD based on scheduled # of events for that year.	% determined by the AD based on scheduled # of events for that year.	Loss of eligibility
National Honor Society	Permanent Removal		
Homecoming Royalty	Loss of candidacy and/or selection		
Winter Season	1 st Violation (25%)	2 nd Violation (50%)	3 rd Violation
B/G Basketball (21 games)	5 games	10 games	Loss of eligibility
Wrestling (15 competition days)	4 competition days	7 competition days	Loss of eligibility

Boys Swimming (12 meets)	3 meets	6 meets	Loss of eligibility
B/G Bowling (12 meets)	3 meets	6 meets	Loss of eligibility
Activities (Instrumental, Vocal, Drama, Forensics, Poms, Color Guard, Cheerleading and all clubs)	% determined by the AD based on scheduled # of events for that year.	% determined by the AD based on scheduled # of events for that year.	Loss of eligibility
National Honor Society	Permanent Removal		

* All suspensions are based on the maximum number of VARSITY competitions/performances allowed by their respective state associations as noted in parentheses. The period of ineligibility is determined by multiplying the percentage stated by the total number of regular season □ contests/performances/events. That number is then rounded to the lower nearest whole number (example – 2.5 is rounded down to 2).

Spring Season	1 st Violation (25%)	2 nd Violation (50%)	3 rd Violation
B/G Track (12 outdoor meets)	3 outdoor meets	6 outdoor meets	Loss of eligibility
B/G Soccer (13 competition days)	3 soccer competition days	6 soccer competition days	Loss of eligibility
B/G Tennis (12 meets)	3 meets	6 meets	Loss of eligibility
Girls Golf (12 meets)	3 meets	6 meets	Loss of eligibility
Activities (Instrumental, Vocal, Drama, Forensics, Poms, Color Guard, Cheerleading and all clubs)	% determined by the AD based on scheduled # of events for that year.	% determined by the AD based on scheduled # of events for that year.	Loss of eligibility
National Honor Society	Permanent Removal		
Summer Season	1 st Violation (25%)	2 nd Violation (50%)	3 rd Violation

Baseball (40 games)	10 games	20 games	Loss of eligibility
Softball (40 games)	10 games	20 games	Loss of eligibility
Activities (Instrumental, Vocal, Drama, Forensics, Poms, Color Guard, Cheerleading and all clubs)	% determined by the AD based on scheduled # of events for that year.	% determined by the AD based on scheduled # of events for that year.	Loss of eligibility
National Honor Society	Permanent Removal		

* “Determined on # of events for that season by the AD” has been noted for some violations. This is because the nature of these activities makes it difficult to define a period of ineligibility because it may vary from year to year and activity to activity.

* Definition of a contest/game/performance – is defined as that activity which takes place on a given date. For instance, a tournament played on a given date including multiple games counts as one contest whereas a tournament held on three different dates counts as three contests.

* An ineligible student must attend all practices/games/events but may neither “suit up” nor participate/perform. The student must successfully complete the season in which they served the suspension for their ineligibility to count.

HOMEcoming COURT

To be considered a candidate for MHS Homecoming Court, a student must be a senior in good standing. A student will not be considered for the Court if they have violated the schools “Good Conduct Policy” during their time as a student at MHS. It is important that students understand that they are representing Muscatine High School as a member of the Court, and that by doing the right things both academically and socially qualifies for such an opportunity.

CELL PHONE / TELEPHONE USE

Any use of a cell phone, computer, or technology device that violates a state or federal law will automatically be referred to the proper authorities/Police.

- **Elementary:** Elementary school students may bring cell phones to school. Students may only use cell phones before or after school.
- **Middle School:** Students may bring cell phones to school and can use them appropriately before or after school. Students should not be using cell phones in the classroom, unless given permission by the classroom teacher. If students are using cell phones in the class (without permission) they will be first warned to put it away. The second time the teacher may take it for the remainder of the class. If the student continues to use their cell phone in class the phone may will be given to the teacher who will give it to the office to pick up at the end of the day. Additional consequences will be considered for students who have been given multiple opportunities and continue to use their phone in the classroom. A telephone for student usage

is located in the main office. Students may use the school office phone for emergency calls after first obtaining permission from school personnel. Phone use is to be kept to a minimum. Telephones in classrooms are not for student use. Student mobile device use must follow district policies. Abuse of these devices will result in them being taken and returned to the parent/guardian at the end of the day.

- **High School:** It is important for students to understand their responsibility in appropriate use of cell phones. School Officials will continue to monitor abuse of cell phones as it relates to cyber-bullying, harassment issues by students, academic cheating and inappropriate use of picture cell phone in violation of students' right to privacy. Cell phones may be used during the school day only at lunch and passing time. Cell phone will not be permitted during academic class time (including study hall and assessments). Cell phones with cameras and other portable Handheld Technology Devices capable of storing and/or transmitting and or receiving images are banned from use for any purpose in locker rooms and restrooms at ALL times. Students may be disciplined for any use of Handheld Technology Devices in school locker rooms or restrooms. At no time are students or visitors authorized to capture, photograph, or audio record others in the building, on school property, (including school vehicles) or at school activities (unless recording a public performance, such as a game, honor assembly, concert, contest, etc.) without the consent of a teacher, coach or school administrator. Violation of the cell phone / pager rule will result in the following: 1st offense will result in the cell phone being taken by a staff member, turned in to the assistant principals office and returned only to a parent/guardian at the end of the school day. 2nd offense will result in ISS (In School Suspension) the time will be determined by school administrators. The information and Attendance Center has a telephone available to students.

COMPUTER USE ELECTRONIC RESOURCES (Board Policy 601.15)

The power of electronic networks and resources is transforming the educational culture from one of isolation to one of connectivity. The Internet links computer networks around the world. While the Internet is a decentralized network, the one characteristic shared by all network sites is the use of common communication protocol to transmit data. The Muscatine Community School District has installed their own network becoming one of the network sites on the information Super Highway. As students/staff use this network it is essential for each user on the network to recognize his/her responsibility in having access to the vast services, sites, and people. The user is ultimately responsible for his/her actions in accessing network service. In the environment of a global network, it is impossible to control all materials. The Muscatine Community School District believes that the valuable information and interaction available on the worldwide network far outweighs the possibility that users may procure materials that are not consistent with the educational goals of the District. The use of the Internet is a privilege that may be revoked by the school administration at any time for abusive conduct. Such conduct would include, but is not limited to, the altering of system software, vandalism, the placing of unlawful information, computer viruses or harmful programs on or through the computer system in either public or private files or message. The Muscatine Community School District staff reserves the right to remove files, limit or deny access and refer for other disciplinary action as stated in the Student Handbook under "Computer Access and Use by Student" and as outlined through the formal orientation process. The Muscatine Community School District reserves all rights to any material stored in files on district owned computer and will remove any material which

the administration, computer specialists and/or technology supervisor believe may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Appeals to this process may be made to the Muscatine Community School District's Reconsideration Committee. Users will not use the Internet to obtain, view, download or otherwise gain access to such materials.

Any use of the network to facilitate illegal activity, or for commercial or "for profit" purposes, produce advertisement or political lobbying are prohibited. Copyrighted material must not be placed on the network without the author's permission. The Muscatine Community School District offers Internet computer accounts for the purpose of (in order of priority): academic support, communications, general information. Network accounts are to be used only by the authorized owner of the account for the authorized purpose. The user is responsible for all expenses incurred through the use of Internet (i.e., downloading an article or sending a fax). Users shall not intentionally seek information on, obtain copies of or modify files, other data, or passwords belong to other users, or misrepresent other users on the network. The Muscatine Community School District does not warrant that the functions of the system will meet any specific requirements you may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained on incurred in connection with the use, operation, or inability to use the system. In consideration for the privilege of using the Muscatine Community School District internet computer accounts contained on it, the user hereby releases Muscatine Community School District, its operators and administrators from any and all claims of any nature arising from any use, or inability to use an internet account. The user also agrees to abide by such rules and regulations of system usage as may be further added from time to time by the network administrators of the system. These rules will be posted for public perusal. The user will avoid offensive or inflammatory speech and be courteous and polite. The Technology Supervisor serves as the district's System Administrator for the Muscatine Community School District. The Technology Committee meeting will be called by the Technology Supervisor or Director of Educational Services whenever questions arise that do not fall into normal policy and procedure. Policy changes will be approved by the committee. The Muscatine Community School District's Reconsideration Committee will be the appeals committee for all administrator decisions. Policies of system usage will be reviewed annually by the Technology Committee.

INTERNET - APPROPRIATE USE PP_11/22/95 PP7/06/01 PP4/17/12 Code No. 605.6

Because technology is a vital part of the school district curriculum, the Internet will be made available to employees and students. Appropriate and equitable use of the Internet will allow employees and students to access resources unavailable through traditional means. Students will be able to access the Internet through their teachers. Individual student accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student will not be permitted to use the address to send and receive mail at school. The Internet can provide a vast collection of educational resources for students and employees. It is a global network which makes it impossible to control all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the Internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information which may not be of educational value. Student Internet records and access records are confidential records treated like other student records. Students' Internet activities will be monitored by

the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. The school district will use technology protection measures to protect students from inappropriate access, including sites that include obscenity, child pornography or are harmful to minors.

The school district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the school district's commitment to:

The standards and acceptable use of Internet services as set forth in the Internet Safety Policy;
Student safety with regard to:

- safety on the Internet;
- appropriate behavior while on online, on social networking Web sites, and
- in chat rooms; and
- cyberbullying awareness and response.

Compliance with the E-rate requirements of the Children's Internet Protection Act

Employees and students will be instructed on the appropriate use of the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations, and that they understand the consequences for violation of the policy or regulations.

INTERNET - APPROPRIATE USE

In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

Note: This is a mandatory policy. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 22 #2 – April 17, 2012 and 14 #4- July 6, 2001.

CHANGE OF STUDENT INFORMATION

Parents are asked to update student demographics in PowerSchool when there is a change of address, phone number, cell phone numbers or other emergency information as soon as possible. Please notify the main office of any changes of address, telephone numbers, or other emergency information. **This includes the change of guardianship. Parents and guardians need to provide a legal document if there is a change in guardianship or custody of students.**

CHILD ACCESS PROCEDURE

Elementary: No student is to be removed from school classes or facilities without official clearance by the building principal, office secretary, or acting principal. Anytime someone requests to contact a student during school, or to have the student leave with the individual, such record is to be checked, state issued or equivalent ID presented by the individual in question, and official permission issued. (This applies to requests in other than normal dismissal routine or a note from a parent.) Any individual who attempts to access or pick up a child in violation of this procedure, or by force or threat of force, will be denied access in so far as possible, and they shall be immediately reported to the police for apprehension efforts. If any adult is not of record and the office personnel is unable to reach a parent or guardian for verification, that adult will be denied access to the child. In cases of divorce

where one parent instructs that the other cannot have access to the child, a file copy of the court ordered restriction must be submitted to the school before such request will be honored. A log of requests is to be kept by office personnel to include: date, student's name, child's teacher, person making the request, verification of ID and name of the office official granting such request.

Middle School: Students will be allowed to leave school grounds during school hours only with prior authorization from their parents. Approved reasons for a student leaving school during the school day include illness, family emergencies, medical appointments, religious instruction, classes off school grounds, employment for which the student has been issued a work permit, and other reasons approved by the administration. Parents/Guardians will be allowed to pick up their child directly after an assembly or field trip. For security and safety reasons, the student must be signed out in the attendance area for dismissal. For all other student dismissals, parents/guardians will need to go to the attendance office and sign out their child/student. That student will then be notified by the office to report to the attendance office for dismissal. Lunch period is closed, which means that no one may leave the designated areas during the twenty-five minute period.

Muscatine High School is considered a “**closed campus**”. Students are not allowed to leave the building during the regular school day (including lunch periods) unless administrative approval has been granted. Junior and Senior students with a study hall(s) during the school day have the opportunity to exempt out of the study hall if they are currently holding a 2.5 g.p.a. or better or have a cumulative 2.5 g.p.a or better, are a “student in good standing”, have the cumulative credits to their grade level, and have parental and administrative approval. This exemption allows students to arrive at 2nd period with 1st hour exemption or leave campus 7th period with 7th period exemption. These are the only exemptions where students can arrive late and leave the school campus. Study Hall exemption forms are found in the Assistant Principal's office. All exemptions must be submitted to the Assistant Principals Office for final approval. If a student fails to meet the above-mentioned criteria, the exemption can be taken away.

CRISIS PLAN/EMERGENCY PROCEDURES

The district has a District Crisis Plan to give buildings guidance on how to respond to emergencies. The training for these procedures will be ongoing and include staff and students.

DISCIPLINE

The discipline referrals/infractions shall have the following range of consequences; conferences, detention(s), in school suspension, out of school suspension, referrals to outside agencies, restitution, and/or recommendation for expulsion. Consequences will be assigned to accommodate individual circumstances and severity at the discretion of the administrator. School District Policies will supersede building level consequences.

Board Policies on Discipline

For more information on Discipline refer to the following board policies:

502.1 Discipline

- 502.2 In-School Suspension, Suspension & Expulsion
- 502.3 Suspension & Expulsion of Special Ed Students
- 502.4 Student Activity Program/Good Conduct with Administrative Procedures
- 502.5 Weapons
- 502.6 Student Drug, Tobacco & Alcohol Offenses
- 502.7 Search & Seizure with Administrative Procedures and Exhibits (forms)
- 502.8 Transportation Discipline with Administrative Procedures
- 502.09 Corporal Punishment

FIELD TRIPS

Through E-registration, parents are asked to complete the *Parent Permission* section stating that their student may attend all school district field trips within the school year. Additional written parental permission may be requested prior to the student's participation in any special field trip or excursion outside of the school district. Parents are notified before the trip concerning the destination, times, and lunch arrangements. Parents accompanying students on a field trip must have completed an *Application for Temporary Assignment Working with Students* prior to the field trip. Completed forms should be returned to the school building. Parents of elementary school students are asked to review and sign the *Chaperone Guidelines*. The principal must give prior authorization for all field trips and/or excursions.

I.D. CARDS –MUSCATINE HIGH SCHOOL STUDENT IDENTIFICATION CARDS

Security and safety are major points of emphasis in schools across the country. A major facet of building security is the ability of staff to easily identify students and others walking our halls. All students are required to carry an MHS photo ID card. On the first day of school each student will be issued a photo ID card. Students must be able to show their ID card throughout the school day. Failure to show their ID card may result in the student being issued a detention for the offense; and with repeated infractions additional consequences for a period of time determined by high school administration. Replacement cards may be requested for a \$5.00 replacement fee. The identification card will provide students with: the ability to check out library materials, the ability to purchase food through the school lunch program, the ability to attend sporting and fine art events with purchased Activity Pass.

ILLNESS – INJURY - HEALTH

Elementary: Health screenings are sponsored by the school district. These screenings may include vision, dental, and hearing. Parents are responsible for informing the school of existing medical problems. A student's medical concerns should be listed on the enrollment/emergency form. Prior to starting school or when transferring into the school district, students must present an approved Iowa Department of Public Health immunization certificate signed by a health care provider stating that the student has received the immunizations required by law. Students without a complete certificate may not be allowed to attend school until they receive the required immunizations or the student makes

arrangements with the principal, school nurse, and health care provider. Only for specific medical or religious purposes are students exempted from the immunization requirements.

Middle School: Every year parents will be asked to complete or update an emergency medical Section in PowerSchool; providing necessary information to be used in the case of an illness or injury. Any student who becomes ill or sustains an injury at school should report to the nurse's office for first aid treatment or request assistance from the nearest teacher. Parents will be notified when further medical treatment may be needed. In case of an emergency, the school will contact the appropriate authorities. All students must have emergency contact information in PowerSchool, so the school will be able to reach someone when needed. All phone calls need to come from the nurse's office.

Injuries shall be reported within 24 hours and an "Accident Report" will be filed in the principal's office. Any student suffering from a minor illness or injury should report to class and ask the teacher for permission and a pass to go the nurse's office. Students will not be sent home unless school personnel have contacted a parent, guardian, or his/her designee. All medications need to be checked in with the school nurse at the beginning of the day. Any medication sent to school with a student should be sent in the original or prescription container, along with a note written by the parent or guardian giving specific instructions as to the directions for administering the medication. No medication is provided by the school, and no medication will be administered to a student without the above information and parental consent. This includes cough drops. A parent must provide the school with a note allowing the student to have these in school. A student bringing a doctor's or parent's excuse from physical education class should bring the excuse to the nurse at the beginning of the school day so that the nurse can make arrangements for the student and notify the physical education instructor.

High School: If a student becomes ill or is injured at school, the student's parent or guardian will be notified as soon as possible. Emergency or minor first aid will be administered if a person trained to do so is available. In any event, ill or injured students will be turned over to the care of the student's parent or guardian, or qualified medical personnel as quickly as possible. Each year parents/guardians are asked to complete an Emergency/Medical section when registering their students in PowerSchool. Please make sure to include necessary information to be used in the case of an illness or injury. Injuries shall be reported and within 24 hours a "Preliminary Accident Report" will be filed in the principal's office. Forms are available at school for accident claims covered by insurance purchased through the school. □ □ Students must follow Board policy in regard to administration of prescription medicine found in the Muscatine Community School District (MCSD) Policies. Students who fail to register their non-prescription medications with the nurse's office shall be subject to disciplinary action. Students who are unlawfully in possession of a prescription drug shall be subject to suspension and/or referral to proper legal authorities. Students referred to the nurse's office must have a signed pass from their classroom teacher. □

INVITATIONS TO PARTIES

Elementary School: Only invitations to parties that include all children (or all girls/all boys) in the room may be given out at school.

PARENTAL NOTIFICATION - UNDER TITLE 1 - NCLB ACT

The *No Child Left Behind Act* requires school districts that receive Title I funds to notify parents that they may request and receive additional information that includes the following:

- Professional qualifications of staff
- Student academic achievement level
- ESL education program
- School in Need of Assistance (SINA) notification
- Annual Yearly Progress notice
- Title I parent involvement policy
- Safe and Drug-Free education program
- Parental access to student assessment data
- Military recruiter access to secondary students
- Homeless school choice
- Third party survey rights for parents
- Notice of screenings/surveys of student information

Schools identified as SINA 1 and beyond must notify parents of the following:

- Meaning of identification
- How the school compares in terms of academic achievement to other schools
- Reasons for identification
- What the school is doing to address the problem
- What the local education agency (LEA)/district or state educational agency is doing to help the school
- How the parents can become involved
- Option to transfer to another school and the names of those schools (at least two schools must be identified, except for single-building districts)

The LEA must notify parents of eligible students of the availability of public school choice no later than 14 calendar days before the first day of the school year once they have been identified as SINA.

PHYSICAL RESTRAINT

Iowa Administrator's Code 102.4 (1) The following do not constitute physical abuse, and no school employee is prohibited from using reasonable and necessary force, not designed or intended to cause pain: to quell a disturbance or prevent an act that threatens physical harm to any person, to obtain possession of a weapon or other dangerous object within a pupil's control for the purposes of self defense or defense of others as provided for in Iowa Code for the protection of property as provided for in Iowa Code section 704.4 or 704.5, to remove a disruptive student from class, any area of school premises or from school sponsored activities off school premises, to prevent a student from the self-infliction of harm, to protect the safety of others by using incidental/minor or reasonable physical contact to maintain order and control. ***Corporal Punishment, restraining, confining and detaining students*** Chapter 103 of the Iowa Administrative Code regulates what school district employees may and may not do when restraining, confining, and detaining students. Chapter 103 was amended in 2008 and applies to all students.

PLAYGROUND SUPERVISION/RECESS

Elementary: Parents requesting that students be excused from going outside at recess for longer than three days are required to provide a statement from their family physician. Indoor recess will be held when the temperature, including wind chill, is 10 degrees or below. The current temperature and wind chill can be determined at www.weather.com or by accessing the Muscatine Community School District's webpage at <http://www.muscatine.k12.ia.us>.

STUDENT PUBLICATIONS

Students shall be free to express themselves in publications at school except for the following restrictions: 1. Students shall not publish or distribute materials, which are obscene, libelous, or slanderous. 2. Students shall not publish or distribute materials that encourage students to commit unlawful acts, violate lawful school regulations, or cause material and/or substantial disruption of the orderly operation of the school. Within these guidelines, advisors and student staff shall maintain professional standards of English and journalism when choosing which information to publish in school-sponsored publications. 3. School administration reserves the right to review appropriateness of content.

ELEMENTARY AND MIDDLE SCHOOL TRANSFERS (Board Policy 501.5)

Students are expected to attend their assigned schools. The superintendent may find it necessary to involuntarily transfer students to schools for programs, i.e., special education, which are not available at the assigned schools. Students who are involuntarily transferred shall be provided with transportation, subject to the normal rules.

When a parent or guardian requests that an exception be made to this policy, the following rules shall be enforced on a student-by-student basis case annually. All requests for an exception to this policy shall be considered "voluntary transfer requests." As such, students do not have access to school transportation. All requests for voluntary transfer must be submitted in writing using the district form and meeting the published deadlines. Requests are considered on a case-by-case basis. None of these require the district to approve, but may serve as grounds for consideration:

- Requests where there is a legitimate medical justification. A written statement from a medical doctor stating the specific medical reasons for the request is submitted with the request.
- Requests where a sibling or household member has been involuntarily transferred and would require the parents/guardians to have students at more than one elementary school.
- Requests where a change of residence from one area to another within the district occurs and the request is to finish the school year.
- Requests that improve class sizes.

CLASS SIZE (Board Policy 600.06)

Elementary class size standards and boundary lines for attendance purposes shall be reviewed annually in March by the Board of Directors upon recommendation of the Superintendent. Boundary lines for attendance purposes may be changed due to class size standard, enrollment patterns, educational programs, district resources and other factors. The superintendent may select a committee

representative of the community schools to study boundaries prior to making a recommendation to the Board. An effort will be made to keep class size at the lowest level possible.

TRANSPORTATION

School bus transportation is available for students according to school board policy. The Muscatine Community School Board of Education sets fees for bus transportation. Students who ride the school buses are expected to demonstrate good behavior. Bus problems may result in school disciplinary action or loss of riding privileges. Students are required to show a school identification if requested to do so by the bus driver. Any and all concerns regarding bus discipline and or problems must be directed to the Bus Transportation Office (563-263-7288).

Vehicles parked on Muscatine High School property during the school day must have a current parking tag or face suspended vehicle privileges on campus. □ Students who do find it necessary to drive a motor vehicle to Muscatine High School must have a valid Iowa Driver's License. All laws of the State of Iowa applying to motor vehicles will apply and be enforced on the Muscatine High School property. The speed limit on Muscatine High School property is 15 miles per hour. Motor vehicles must travel the paved roadways and parking areas. **NO MOTOR VEHICLES ARE PERMITTED ON THE GRASS OR DIRT AREAS AT MUSCATINE HIGH SCHOOL AND MUST BE PARKED BETWEEN TWO WHITE LINES IN A STUDENT PARKING SPACE. (BONNIE OR CEDAR LOT ONLY)** This applies to all hours of the day, not just school hours. Event parking must also be in compliance. Students must realize that they are choosing to bring their motor vehicle on school campus. Muscatine Community Schools will not be responsible for any theft or damage that might occur while the vehicle is on campus. It is highly recommended that all vehicles be locked.

VANDALISM

Students are expected to treat school property with care and respect. Students found to have deliberately damaged or destroyed school property will be required to reimburse the school district. In addition, students may be subject to further disciplinary action and/or referral to proper legal authorities

VISITORS

To ensure a safe school environment, all visitors must report to the school office upon entering the building and obtain a visitor's badge to be worn while in the building. Parents are welcome and encouraged to visit the school at any time. To gain the most from your visit, 24-hour notice is best. If a parent-teacher conference is desired, an appointment should be made in advance by calling the teacher, principal or the guidance office. Children who are not enrolled in the building are not allowed to visit the classrooms; ***unless the student is considering attendance at MCSD.***

VOLUNTEERS

Volunteers are a valuable part of the education process. Parents are encouraged to be a participant at the school. For the safety of the students, all volunteers are required to complete the *Application for Temporary Assignment Working with Students*.

DISTRICT - ADDITIONAL INFORMATION

ANTI-BULLYING/ANTI-HARASSMENT (Board Policy 503.2)

The *Muscatine Community School District* 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. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Definitions - For the purposes of this policy, the defined words shall have the following meaning:

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived 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, and which creates an objectively hostile school environment that meets one or more of the following conditions:
 1. Places the student in reasonable fear of harm to the student’s person or property.
 2. Has a substantial detrimental effect on the student’s physical or mental health.
 3. Has the effect of substantially interfering with a student’s academic performance.
 4. 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.
- “Trait or characteristic of the student” includes but is 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.
- “Volunteer” means an individual who has regular, significant contact with students.

Filing a Complaint - A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 30 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the

remedy requested. The Complainant shall receive assistance as needed. School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation - The school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal (hereinafter “Investigator”) will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent’s designee shall also be responsible for developing procedures regarding this policy.

Decision - If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include 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, which may include 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, which may include exclusion from school grounds. A school employee, volunteer, or student, or a student’s parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report. Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may 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.

Publication of Policy - The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district’s web site.

ASBESTOS PROGRAM

Asbestos is a naturally occurring mineral that, due to its excellent heat resistive, friction resistive and acoustical properties, has been used extensively as a building material in countless commercial, industrial and educational buildings. Asbestos was used primarily as a boiler and pipe insulating material; however, because it is such a versatile mineral, it can also be found in acoustical and flame retardant wall and ceiling finishes, in vinyl asbestos floor tile, ceiling tile, and sheet goods used both on the interiors and exteriors of buildings. Asbestos has over 2000 different uses. However, studies

have shown asbestos may cause debilitating and fatal diseases. Because of this fact, the federal government has enacted laws regarding the use and care of asbestos products. On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act, or AHERA.

AHERA requires school districts to inspect and identify the forms and locations of asbestos containing building materials in all of their school buildings. Upon completion of the inspection, an asbestos management plan must have been developed and sent to the Governor of the State of Iowa by October 12, 1988. Implementation of the management plan must have begun no later than July 9, 1989. The Muscatine Community School District has taken a very firm stand to protect the health of all faculty, staff, students and visitors who use our buildings, and to protect the environment. The initial inspection process and the process for the development of the management plan are complete. The implementation of the management plan has already begun. Copies of the management plan for each individual building are available for review at each building. The ongoing evaluation of the condition of in-building asbestos has been performed by having bi-annual periodic surveillance conducted by an inspector from the Mississippi Bend Area Education Agency. Samples are taken in our continuing efforts to identify asbestos containing materials. "Response Actions" (projects for the care, maintenance or removal of asbestos containing building materials) are performed as dictated by the Asbestos Management Plan. The Muscatine Community School District is intent on meeting the requirements set forth by AHERA regulations. All questions concerning asbestos in schools, AHERA or the Muscatine Community School District's Asbestos Management Plan should be forwarded to: Director of Maintenance, Asbestos Program 2900 Mulberry Avenue, Muscatine IA 52761 or by phone 563-263-4740 or 563-263-7223.

CHILD ABUSE BY DISTRICT EMPLOYEES (Board Policy 403.1)

It is the policy of the Muscatine Community School District that school employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, towards students.

The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge. The Muscatine Community School District requires all employees to report to a designated investigator of the school district when they reasonably suspect an incident of physical or sexual abuse committed by a school employee against a student. The Muscatine Community School District will respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible.

All employees are required to assist in the investigation when requested to provide information, and to maintain the confidentiality of the reporting and investigating process. The Muscatine Community School District has appointed a level one investigator(s) and alternate(s), and has arranged for or contracted with a trained, experienced professional to serve as the level two investigator. The level one investigator(s) and alternate(s) will be provided training in the conducting of an investigation, at the expense of the Muscatine Community School District. The names of the investigators are listed in the student handbook, published annually in the local newspaper, and posted in all school facilities. The superintendent or designee shall prescribe rules in accordance with the rules adopted by the State Board of Education to carry out this policy.

DISABILITIES

Parents who suspect their child has a disability requiring accommodations or special education are urged to contact their child’s school or the Mississippi Bend Area Education Agency (1-800-947-2329) for additional information and a copy of the booklet entitled Parental Rights in Special Education.

DISTRICT COMPLIANCE OFFICERS

Affirmative Action	Jill Bourquin	563-263-7223
Asbestos Program	Jeff Miller	563-263-4740
Child Abuse Investigator, Level I	Family Resources, Inc.	563-263-0067
Civil Rights	Edwin Colon	563-263-0411
Equity Coordinators	Jill Bourquin	563-263-7223
504 Coordinator	Sue O’Donnell	563-263-0411

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Administrative Regulations – Family Educational Rights And Privacy Act Annual Notice (Board Policy 506.02AP)

The Board has stated that it declines to designate student records as directory information under FERPA. The school district will not provide access to directory information to the general public. However, the school district will provide such information for traditional uses, such as the yearbook, honor rolls, athletic programs and other school publications. In addition, the school district has also provided student’s names and addresses to post-secondary educational institutions that desire to notify students of educational scholarship opportunities, and also to the armed forces for recruitment purposes. The school district intends to continue to disclose student information for these and other similar educational purposes. If you desire to withhold the use of information from the educational records of your child for even these limited educational purposes, please notify your child’s school prior to September 15. If you have no objection to the use of student information for the educational purposes described here, you do not need to take any action.

FEES WAIVED

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 student fees waived or partially waived.

Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact their building principal. This waiver does not carry over from year to year and must be completed annually.

HOMELESS CHILDREN AND YOUTH (Board Policy 501.1)

The board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving education which may exist in district policies or practices. The designed coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is the Associate Superintendent. A homeless child or youth is defined as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or awaiting foster care placement;
2. A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs "1" through "3" above. So that enrollment of homeless children and youth of school age may be facilitated, the following policy areas shall be modified as follows:

Enrollment Requirements: Homeless students including unaccompanied youth will be enrolled immediately even if they are missing records and documents normally required for enrollment.

School Selection & Placement: Homeless students may attend either the school of origin or the school in the attendance area where he/she is actually residing. According to the McKinney Vento Act a child's district of origin is the district or school where the child was last enrolled or school where the child last attended while permanently housed. The deciding factor shall be the welfare of the child. As much as feasible, the child will not be required to change attendance centers within the district every time the child changes residences.

Waiver of Fees & Charges: Fees and charges which may present a barrier to the enrollment or transfer of a homeless child or youth may be waived at the discretion of the superintendent or designee.

Transportation: When students enroll in a new school, they must be provided with any transportation services that are offered to non-homeless students. In addition, homeless students may be provided transportation to their school of origin as required by the McKinney Vento Act.

Special Services: All services which are available to resident students are made available to homeless children or youths enrolled in the school district. Services include special education, talented and gifted, Title 1 programs, vocational education, English as a second language programs, health services and food and nutrition programs.

Dispute Resolution Process: If a dispute arises over Enrollment or School Selection, the child or youth in transition will be admitted immediately to the school in which enrollment is sought, pending resolution of the dispute. The student will also have the right as a student in transition to all appropriate educational services, transportation, and free schools meals while the dispute is pending. The school homeless education liaison will provide the parent or unaccompanied youth with a written explanation of the district's decision on the disputed issued and the right of the parent or unaccompanied youth to appeal that decision. The parent or unaccompanied youth will be given every

opportunity to participate meaningfully in the resolution of the dispute. The parent, guardian, or unaccompanied youth may appeal the school district's decision as provided in the state's dispute resolution process 281-IAC 33.9(256).

IOWA "RIGHT TO KNOW" LAW

The Muscatine Community School District will develop procedures to comply with standards as set forth in OSHA Title 29, 1910. 1200. The purpose of the standards is to establish procedures for employees to follow to insure their safety in the work place concerning their health and physical well being. The procedures include a list of hazardous chemicals used in the work place, training in the use of the chemicals, and emergency response actions. Information concerning hazardous chemicals used or stored on the Muscatine Community School District property or in the buildings or structures thereof can be obtained by writing the Director of Facilities.

LEAD CONTAMINATION CONTROL ACT OF 1988

The Muscatine Community School District has completed testing for lead in the district's building water systems. The tests were conducted according to the EPA procedures outlined in the manual Lead in School's Drinking Water. All student drinking sources, i.e., bubbler water fountains and electric water coolers, tested below the allowable .50 mg/liter. The results of the lead testing program are available in the district's administrative office and the principal's office in each school.

LOCKERS

Students are responsible for items in their locker and should not divulge combination numbers to others. The lockers may be inspected by school officials. The Safe Schools Bill HF528 eliminates the 24 hour notice before locker searches.

MULTICULTURAL/NONSEXIST EDUCATION (Board Policy 601.28)

The Muscatine Community School District shall provide a program of activities, a curriculum and instructional resources that will reflect the racial and cultural diversity present in the United States and the variety of careers and roles open to both men and women in our society. Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, creed, color, sex, marital status, national origin, sexual orientation, gender identity or disability. The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans, American Indians, European-Americans, and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

OPEN ENROLLMENT TRANSFERS(Board Policy 501.8)

Procedure as a Sending District - Transfers Out

The school district will participate in open enrollment as a sending district. As a sending district, the Board will allow resident students who meet the requirements to open enroll to another school district. Parents requesting open enrollment out of the school district for their student will notify the sending and receiving school district no later than March in the school year preceding the first year desired for open enrollment. The notice is made on forms provided by the Department of Education. The forms are available at the central administrative office. Parents of children who will begin kindergarten in the school district are exempt from the open enrollment March 1st deadline. Parents of children who will begin kindergarten will file in the same manner set forth above by September 1st. Parents who have good cause as defined by law for failing to meet the March 1st deadline may make an open enrollment request by September 1st unless another deadline applies. The receiving district will approve open enrollment requests according to the timelines established by law. The parents may withdraw the open enrollment request prior to the start of the school year. The receiving district's superintendent will notify the parents and sending school district by mail within five days of the school district's action to approve or deny the open enrollment request. The Board may consider a student's request to allow the receiving district to enter the school district for the purposes of transportation. An open enrollment request out of the school district for a special education student is reviewed on a case-by-case basis. The determining factor for approval of such an open enrollment request will be whether the special education program available in the receiving district is appropriate for the student's needs. The area education agency director of special education serving the receiving district will determine whether the program is appropriate. The special education student will remain in the school district until the final determination is made.

Procedures as a Receiving District - Transfers In

The school district will participate in open enrollment as a receiving district. As a receiving district, the Board will allow nonresident students, who meet the legal requirements, to open enroll into the school district. The Board will have complete discretion to determine the attendance center of the students attending the school district under open enrollment. The superintendent will notify the sending school district and parents within five days of the school district's action to approve or deny the open enrollment request. The superintendent will also forward a copy of the school district's action with a copy of the open enrollment request to the Iowa Department of Education. Open enrollment requests into the school district will not be approved if insufficient classroom space exists. Open enrollment requests into the school district will not be approved for students who have been suspended or expelled by the administration or Board of the school district the student is or was attending until the student has been reinstated into the school district from which the student was suspended or expelled. Once the student is reinstated, the student's open enrollment request will be considered in the same manner as other open enrollment requests provided the required timelines are met. Open enrollment requests into the school district that, if denied, would result in students from the same nuclear family being enrolled in different school districts, will be given highest priority. The Board, in its discretion, may waive the insufficient classroom space reason for denial for students of the same nuclear family to prevent the division of a nuclear family between two school districts. Other open enrollment requests into the school district are considered in the order received by the school district with the first open enrollment request given a higher priority than the second open enrollment request and so forth.

Generally, students in grades nine through twelve open enrolling into the school district will not be eligible for participation in varsity interscholastic athletics during the first ninety days of open enrollment into the school district. Parents are responsible for providing transportation to and from the receiving school district without reimbursement unless the parents qualify for transportation assistance. Upon a parent's request, the Board may consider providing transportation into the sending district. The transportation is limited to within two miles of the district boundary/current bus route. The Board's approval is subject to the sending district's approval. An open enrollment request into the school district from parents of a special education student is reviewed on a case-by-case basis. The determining factors for approval of such an open enrollment request will be whether the enrollment of the special education student will cause the class size to exceed the maximum allowed. The area education agency director of special education serving the school district will determine whether the program is appropriate. The special education student will remain in the sending district until the final determination is made. The policies of the school district will apply to students attending the school district under open enrollment. It is the responsibility of the superintendent to develop appropriate office procedures and administrative regulations necessary for open enrollment requests.

PARENT/GUARDIAN'S RIGHTS NOTIFICATION

Parents/guardians in the Muscatine Community School District have the right to learn about the following qualifications of their child's teachers: state licensure, requirements for the grade level and content areas taught, the current licensing status of their child's teacher, and baccalaureate/graduate certification/degree(s). Parents/guardians may also request the qualifications of an instructional paraprofessional who serves their student in a Title I program or if their school operates a school-wide Title I program. This information may be requested from the Superintendent's Office at 263-7223 or by sending a letter of request to 2900 Mulberry Avenue, Muscatine, Iowa.

PRESCRIPTION MEDICATION

No medication shall be dispensed to any student unless the following rules are observed:

1. The medication must be prescribed by a licensed medical or osteopathic physician or dentist.
2. The parent or guardian must sign a request to have this prescribed medication dispensed to the child according to the written directions of the prescribing physician or dentist.
3. The prescription and the parent's signed request to dispense the medication are to be kept on file in the office from which the medication will be dispensed.
4. The medicine shall be maintained in the original prescription container which shall be labeled with: (a) name of pupil, (b) name of medication, (c) directions for use, (d) name of physician or dentist, (e) name and address of pharmacy, and (f) date of prescription.
5. The medication, while at school, shall be kept in a designated place, in a locked drawer or cabinet. When required, refrigeration will be provided.
6. In each building that houses a full-time registered nurse, access to the medication shall be under the authority of the nurse.
7. In each building housing a less than full-time nurse, access to the medication shall be under authority of the building principal or a person designated by the principal.

8. A written record will be kept on any medication(s) given at school. This record will include the pupil's name, the name of the medication, the amount of medication to be given, and the time at which it is to be given. After the medication is given, the person dispensing the medication will initial the medication sheet with his/her initials. The record shall be kept each time the medication is given at school, on the appropriate "Medication List" form.

9. At the end of the school year, or at the end of a dispensing time, any remaining medication shall be returned to the pupil's parents or destroyed. If medication is destroyed, this should be noted on the pupil's health record.

Although these are the rules required by law as to the administration of medication, because of legislation passed in 1992, there are restrictions as far as which individuals may be required by the school district to administer any medications. There are specific rules governing self-administration of medications for asthma or airway constrictions. You can request a copy of those rules from your building principal. No over-the-counter medications will be dispensed at school unless a written permission note from the parent is on file in the school office. These over-the-counter medications must be in the original container as school staff cannot administer any medication that is not properly labeled. The note from the parent must be dated and signed by the parent, and written directions for giving enclosed. All prescriptions must be renewed at the beginning of each school year. Please use the medication form at the end of this handbook if your child needs to take medicine at school. Additional forms will be available at your child's school.

RADON MEASUREMENTS IN SCHOOL

The Muscatine Community School District has begun a voluntary testing program for radon in the district's school buildings. The tests were administered by trained personnel according to the EPA procedures outlined in the interim report Radon Measurements in Schools. Of the tests completed, no tests were noted above the targeted concern 4.0 pCi/l level. The results of the voluntary radon testing program are available in the district's administrative office and the principal's office in each of the district's schools.

REHABILITATION ACT OF 1973/AMERICANS WITH DISABILITIES ACT OF 1990/ SECTION 504

The Muscatine Community School District shall attempt to be in compliance with the above regulation that provides, "No otherwise qualified individual shall, solely by reason of their handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activities receiving Federal financial assistance." The district shall make reasonable accommodations for persons with disabilities.

The district shall review, make a file of, and make available for public inspection, the physical barriers existing in district-owned facilities for the disabled. The written review and report shall be available in the Office of the Director of Facilities. **Sue O'Donnell - 504 Coordinator – 563-263-0411**

STUDENT CIVIL RIGHTS GRIEVANCE PROCEDURE (Board Policy 503.03)

Students and/or parents of students of the Muscatine Community School shall have the right to file a formal complaint alleging non-compliance with applicable federal and state laws and regulations. This includes, but is not limited to disagreements on actions related to Section 504 regarding the identification, evaluation or educational placement of a student.

LEVEL ONE — Teacher, Counselor, Principal or District Personnel Officer

A student or parent with a complaint of discrimination or harassment on the basis of race, creed, color, gender, gender identity, parental status, language, marital status, sexual orientation, national origin, religion, age, veteran status or disability may discuss it with the teacher, counselor, appropriate building administrator, or the District personnel officer.

LEVEL TWO — Compliance Officer

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, (s)he may formalize it by filing a complaint in writing on a Compliance Violation Form, which may be obtained from the Compliance Officer. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaints at level two must be within fifteen (15) working days from date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer shall investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent within fifteen (15) working days after receipt of the complaint. Copies will be sent to the parents, or to the student if said student is 18, in compliance with the student records laws.

LEVEL THREE — Superintendent

If the complaint is not resolved at level two, the grievant may process it to level three by presenting a written appeal to the superintendent within ten (10) working days after the grievant receives the report from the Compliance Officer. The grievant may request a meeting with the superintendent or designee. The superintendent or designee has the option of meeting with the grievant to discuss the appeal. A written decision will be rendered by the superintendent or designee within ten (10) working days after receipt of the written appeal. Copies will be sent to the parents or student, as noted above.

LEVEL FOUR — Third Party

If the complaint is not resolved at the third level, the grievant may process it with the Iowa Civil Rights Commission, the Federal Office of Civil Rights, the Equal Employment Opportunity Commission, or the Iowa Department of Education, or seek private counsel.

The Board of Directors shall:

Annually identify the District Civil Rights Compliance Officer at an open public meeting.

Annually publish the name and telephone number of the Compliance Officer to all students:

in the student handbook, in a local newspaper of general circulation, and in all buildings by prominent posting.

*Refer to District Compliance Offices for the name and telephone number of the Compliance Officer

Civil Rights	Edwin Colon	563-263-0411
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Child Abuse Investigator, Level I	Family Resources, Inc.	563-263-0067, 563-263-6577
Equity Coordinators	Jill Bourquin	563-263-7223

COMMUNICABLE DISEASES (Board Policy 505.03)

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term “communicable disease” shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law. Prevention and control of communicable diseases shall be included in the school district’s bloodborne pathogens exposure control plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan shall be reviewed annually by the superintendent and school nurse. The health risk to immunodepressed students shall be determined by their personal physician. The health risk to others in the school district environment from the presence of a student with a communicable disease shall be determined on a case-by-case basis by the student’s personal physician, a physician chosen by the school district or public health officials. A student shall notify the superintendent or the school nurse when the student learns the student has a communicable disease. It shall be the responsibility of the superintendent, when the superintendent or school nurse, upon investigation, has knowledge that a reportable communicable disease is present, to notify the Iowa Department of Public Health. Health data of a student is confidential and it shall not be disclosed to third parties. It shall be the responsibility of the superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with students with a communicable disease.

STUDENT RECORDS (Board Policy 506.1)

The board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information are kept confidential at collection, storage, disclosure and destruction stages. The board secretary is the custodian of student records. Student records may be maintained in the central administration office or administrative office of the student's attendance center. Student is defined as an enrolled individual, PK-12 including children in school district sponsored child-care programs. Parents and eligible students will have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached eighteen years of age or is attending an institution of postsecondary education at the post high school level. Parents of an eligible student are provided access to the student records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the [Internal Revenue Code](#). In that case, the parents may be provided access without the written permission of the student. A representative of the parents or eligible student, who has received written permission from the parents or eligible student, may inspect and review a special education student's records. Parents, other than parents of an eligible student, may be denied access to a student's records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student

records. Parents may inspect an instrument used for the purpose of collection of student personal information prior to the instrument's use. A student record may contain information on more than one student. Parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access the information relating to themselves, or be informed of the information. Parents and eligible students will have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five calendar days after the request is made. Parents, an eligible student or an authorized representative of the parents will have the right to access the student's records prior to an Individualized Education Program (IEP) meeting or hearing. Copies of student records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the student records. Fees for copies of the records are waived if it would prevent the parents or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

Upon the request of parents or an eligible student, the school district will provide an explanation and interpretation of the student records and a list of the types and locations of education records collected, maintained or used by the school district. If the parents or an eligible student believes the information in the student records is inaccurate, misleading or violates the privacy or other rights of the student, the parents or an eligible student may request that the school district amend the student records. The school district will decide whether to amend the student records within a reasonable time after receipt of the request. If the school district determines an amendment is made to the student record, the school district will make the amendment and inform the parents or the eligible student of the decision in writing. If the school district determines that amendment of the student's record is not appropriate, it will inform the parents or the eligible student of their right to a hearing before the hearing officer provided by the school district. If the parents' and the eligible student's request to amend the student record is further denied following the hearing, the parents or the eligible student are informed that they have a right to place an explanatory letter in the student record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's records will become a part of the student record and be maintained like other student records.

If the school district discloses the student records, the explanation by the parents will also be disclosed. Student records may be disclosed in limited circumstances without parental or eligible student's written permission. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parents or the eligible student. This disclosure may be made to the following individuals or under the following circumstances:

to school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including, but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees; to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parents the student records are being sent and the parents have an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts; to the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local educational authorities; in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid; to organizations conducting educational studies and the study does not release personally identifiable information; to accrediting organizations; to parents of a dependent student as defined in the Internal

Revenue Code; to comply with a court order or judicially issued subpoena; in connection with a health or safety emergency; or as directory information.

The superintendent will keep a list of the individuals and their positions who are authorized to view a special education student's records without the permission of the parents or the eligible student.

Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur. The superintendent will also keep a list of individuals, agencies and organizations which have requested or obtained access to a student's records, the date access was given and their legitimate educational interest or purpose for which they were authorized to view the records. The superintendent, however, does not need to keep a list of the parents, authorized educational employees, officers and agencies of the school district who have accessed the student's records. This list for a student record may be accessed by the parents, the eligible student and the custodian of student records. Permanent student records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation. Permanent student records will be kept in a fire-safe vault. When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to a special education student, the parents or eligible student are notified. This notice is normally given after a student graduates or otherwise leaves the school district. If the parents or eligible student request that the personally identifiable information be destroyed, the school district will destroy the records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed by the parents or eligible student for social security benefits or other purposes. The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy. It is the responsibility of the superintendent to annually notify parents and eligible students of their right to inspect and review the student's records. The notice is given in a parents' or eligible student's native language. Should the school district collect personal information from students for the purposes of marketing or selling that information, the school district will annually notify parents of such activity. The notice will include a statement that the parents have a right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to [Family Policy Compliance Office](#), U.S. Department of Education, 400 Maryland Avenue, Washington, DC. 20202-4605.

STUDENTS RIGHTS AND RESPONSIBILITIES (Board Policy 500)

Student Rights and Responsibilities

Each student has the opportunity and the right to use school as a means for self-improvement and individual growth. In so doing, each student is expected to conduct his or her affairs in such a way as to assure other students the same opportunities without serving to restrict or otherwise inhibit their individual and collective rights. Enrolled children in the school district community shall have an equal opportunity for a quality public education without discrimination regardless of their race, creed, color, gender, gender identity, marital status, sexual orientation, national origin, religion, age, veteran status or disability. Of equal importance is the right of school authorities to prescribe and control, consistent with fundamental and constitutional safeguards, student conduct in the schools.

In exercising this right, each building principal, working with his/her staff and with the students, will attempt to achieve the objectives and follow the procedures set forth by Board policies and

administrative regulations pertaining to the various aspects of student rights, student conduct, and student discipline.

Objectives to be Achieved - The primary objective is the proper recognition and preservation of a student's constitutional rights and allowance for such rights:

Freedom of Expression - Students may freely express points of view within the limits of the law provided they do not seek to coerce others to join in their mode of expression and provided also that they do not otherwise intrude upon the rights of others during school hours or the school's educational mission.

Personal Appearance - Restrictions on a student's hair style or his/her manner of dress will be determined where there is a "clear and present danger to the student's health and safety, causes an interference with work, or creates classroom or school disorder" as a result of hairstyle or manner of dress. Participation in voluntary activities may necessitate specific requirements for approved grooming and dress due to the nature of the activity.

The Right to Petition - Students are allowed to present petitions to the administration at any time. Collection of signatures on petitions is limited to before and after school hours. No student will be subjected to disciplinary measures of any nature for signing a petition addressed to the administration, assuming that the petition is free of obscenities, libelous statements, personal attack, advocacy of disruption which poses a probable threat of disruption to the regular school program, and is within the bounds of reasonable conduct.

Student Due Process Rights - Students are to have clearly established means by which "administrative due process" is available to see that the individual's rights are protected. Students are to be involved, singly and collectively, as citizens of the school with the attendant rights of such citizenship and corresponding responsibilities for the proper conduct of their own affairs and those of other students.

VISITATIONS BY STUDENTS, ADULTS, GROUPS, OR AGENCIES TO THE MUSCATINE COMMUNITY SCHOOLS (Board Policy 900.5)

Parents and guardians are encouraged to visit schools for observations and conferences regarding their children. No student or adult will be permitted access to the Muscatine Community School District classroom buildings while school is in session unless the building principal grants permission. The reason for the visit should be in keeping with the role of the school as an educational institution.

Groups, agencies, or individuals, other than parents, will not be permitted access to the schools while school is in session unless they qualify in one or more of the following ways:

The visit constitutes educational business with the Muscatine School System. The visit is required by law. The visit involves the representation of post secondary career agencies. The visitation of post secondary career agencies will be limited to not more than one visit per month per agency.

Admission to school buildings by groups, agencies, or individuals meeting the above criteria will be allowed after approval by the building principal at his or her discretion.

WEAPONS (Board policy 502.5)

The board believes weapons and other dangerous objects and look-a-likes in school district facilities 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. School district facilities are not an appropriate place for weapons or dangerous objects and look-a-likes. Weapons and other dangerous objects 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 a weapon or dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion. Students bringing a firearm to school or knowingly possessing firearms at school shall be expelled for not less than one year. However, the superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. For purposes of this portion of the policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas. Weapons under the control of law enforcement officials shall be exempt from this policy. The superintendent or superintendent's designee may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational or extra-curricular purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy.