

Morning Sun
Elementary
2019~2020



Parent/Student Handbook

TABLE OF CONTENTS

Absences	20
Admissions.....	18
AIMSS Team	30
Anti-Bullying/Harassment Policy.....	10
Appointments.....	20
Attendance (Arrival).....	19
Asbestos Notification.....	13
Attendance Policy	19
Basic Rules of Conduct.....	31
Before and After School Conduct.....	31
Books and Supplies.....	23
Bus Rules	34
Bus Schedule.....	34
Calendar	4
Cell Phone Use/Electronic /Technological Devices.....	22
Child Abuse.....	9
Conferences.....	24
Definitions.....	8
Dental Screening/Lead Screening	26
Discipline Ticket Policy.....	30
Dismissal.....	21
Dress Regulations	18
Early Dismissal, Late Start or School Cancellation.....	21
E-Mail Addresses.....	5
Emergencies (Illness/Injury).....	26
Emergency Procedures for Security Breach	23
Equal Educational Opportunity.....	14
Every Student Succeeds.....	6
Excuses	20
Field Trips.....	22
Fire Drills, Tornado Drills and Emergencies.....	23
General Rules of Conduct.....	31
Great Prairie AEA.....	29
Guidelines for Success.....	30
Hallway Conduct	31
Hats Off.....	18
Hawk-I Insurance for Children	25
Health and First Aid.....	25
Homelessness Information for Parents	6
Homework Policy	22
Hot Lunch Program.....	28
Human Growth and Development	16
Illegal Items Found in School or in Students' Possession	17
Illness policy	20
Immunization	25
Improper Vulgar Language.....	31

TABLE OF CONTENTS (CONTINUED)

Initiations, Hazing or Harassment.....12
Inspection of Educational Materials17
Internet - Appropriate Use25
Invitations to Private Parties23
Jurisdictional and Behavioral Expectations Statement.....8
Lead Screening.....26
Lice27
Locked Door Policy27
Lunchroom Conduct31
Medication26
Mission Statement.....7
Noon Period (Attendance)19
Notification of Rights Under FERPA and PPRA15
Olweus Bullying Prevention Program12
Open Enrollment.....18
Parent Support.....28
Parent Teacher Organization.....28
Philosophy.....8
Physical Education - Non-participation27
Physical Restraint of Students13
Playground Conduct.....31
Progress Reports24
Release During School Hours21
Restroom Conduct31
Retention.....24
Room Directory of Telephone Numbers5
School Staff5
Search and Seizure17
Section 504 Student and Parental Rights12
Sending Notes and Money to School.....23
Sexual Abuse and Harassment of Students by Employees.....9
Snow Make-Up Days.....21
Special Days.....23
Standardized Tests24
Student Directory Information.....24
Student Records24
Students Transferring to Another School District25
Support Services29
Talented and Gifted Program.....29
Tardiness/Unexcused Tardies (Attendance)19
Telephone.....22
Truancy – Excused/Unexcused Absences20
Use of Video Cameras on School Buses33
Visitors to Building.....27
Waiver of Student Fees28
Welcome3
Wellness Policy.....28

Welcome to Morning Sun Community School and school year 2019-2020! We are excited about the start of another year and are looking forward to working with you and your children. The mission of the Morning Sun Community School District, in cooperation with the community it serves, is to educate all students by providing a future-oriented, comprehensive, quality education in a positive, caring environment through unique programs which meet their special needs and prepare them to be contributing members of a changing society. Success in learning depends a great deal on involvement of parents and community in the processes of learning. We hope you and our community will play a part in the learning experiences of each child in our school.

Please take the time to read this handbook carefully, as it will answer many of your questions about procedures, programs and services that our school offers. Many of these items may be new to the children. You, as the parent, are the one best equipped to discuss the items with your child. Please feel free to contact us with questions or concerns about our policies or procedures. We want you to be an active participant and to know and understand our program and services for 2019-2020.

Again, we are excited about the new school year. We look forward to our involvement with each of you to provide the best possible learning experiences for your children.

Sincerely,

Nathan Carlson, Morning Sun Elementary Principal

Please note:

- We will be dismissing at 1:00 p.m. August 23th. School will dismiss each day at 3:20 p.m. beginning August 26th.
- During the school day all doors will remain locked. Access to the building is gained at the main entry door by pressing a button to the right of the doors. Students that leave school during the school day must check out at the central office.
- Mark your calendars for our "Back to School Night/Meet the Teacher" on Thursday, August 22nd, from 4:00 - 6:00 p.m.
- Please be sure and check out our school web site at: www.msccd.org

Morning Sun School 2019-20 Calendar								
Summary of Calendar Days	August					Total	Date	Events
	M	T	W	R	F	Days		
Days in Classroom				1	2		August 20	New Teacher-Inservice
First Semester = 90 days	5	6	7	8	9		August 21	Teacher-Inservice
Second Semester = 90 days	12	13	14	15	16		August 22	Teacher-Inservice
TOTAL CALENDAR DAYS = 180	19	*20	*21	*22	23	1	August 23	Begin 1st Quarter
	26	27	28	29	30	6		
	September							
	M	T	W	TH	F			
	*2	3	*4	5	6	10	September 2	Labor Day (No School)
	9	10	11	12	13	15	September 4, 18	Early Dismissal (PD) - 1:00
	16	17	*18	19	20	20	September 24, 26	P/T Conferences
	23	24	25	26	*27	25	September 26	Early Dismissal - 1:00
	30					26	September 27	No School (Comp Day)
	Holidays							
	October							
	M	T	W	TH	F			
Labor Day								
Thanksgiving Day		1	*2	3	4	30	October 2, 16	Early Dismissal (PD) - 1:00
Christmas Day	7	8	9	10	11	35	October 25	End of 1st Qtr (45 Days)
New Year's day	14	15	*16	17	18	40		
MLK Day	21	22	23	24	*25	45		
President's Day	28	29	30	31		49		
Memorial Day								
	November							
	M	T	W	TH	F			
					1	50	November 6, 20	Early Dismissal (PD) - 1:00
	4	5	*6	7	8	55	November 27, 29	Thanksgiving Break (No School)
	11	12	13	14	15	60	November 28	Thanksgiving Day
	18	19	*20	21	22	65		
	25	26	*27	*28	*29	67		
	Calendar Summary							
	December							
	M	T	W	TH	F			
Student Days - 180								
Paid Holidays - 7	2	3	*4	5	6	72	December 4, 18	Early Dismissal (PD) - 1:00
In-Service Days - 4	9	10	11	12	13	77	December 20	Early Dismissal (WB) - 1:00
Total Contract Days - 191	16	17	*18	19	*20	82	December 23 - Jan 1	Winter Break (No School)
	*23	*24	*25	*26	*27	82	December 25	Christmas Day
	*30	*31				82		
	Snow Makeup Days							
	January							
	M	T	W	TH	F			
January 20							January 1	New Year's Day
February 17			*1	2	3	84	January 2	Classes Resume
April 13	6	7	8	9	10	89	January 15	End of 2nd Quarter (90 days)
	13	14	*15	16	17	94	January 16	Begin 3rd Quarter
	*20	21	22	23	24	98	January 20	MLK Day (No School)
	27	28	29	30	31	103	January 20	1st Potential Snow Makeup Day
	February							
	M	T	W	TH	F			
	3	4	*5	6	7	108	February 5, 19	Early Dismissal (PD) - 1:00
	10	11	12	13	*14	113	February 11, 13	P/T Conferences
	*17	18	*19	20	21	117	February 13	P/T Conferences (1:00 Dismissal)
	24	25	26	27	28	122	February 14	Comp Day (No School)
							February 17	President's Day (No School)
							February 17	2nd Potential Snow Makeup Day
	March							
	M	T	W	TH	F			
	2	3	*4	5	6	127	March 4, 18	Early Dismissal (PD) - 1:00
	9	10	11	12	13	132	March 20	End of 3rd Quarter (45 Days)
	16	17	*18	19	*20	137		
	23	24	25	26	27	142		
	30	31				144		
	April							
	M	T	W	TH	F			
			*1	2	3	147	April 1, 15	Early Dismissal (PD) - 1:00
	6	7	8	9	*10	151	April 10-13	Spring Break (No School)
	*13	14	*15	16	17	155	April 13	3rd Potential Snow Makeup Day
	20	21	22	23	24	160		
	27	28	29	30		164		
	May							
	M	T	W	TH	F			
					1	165	May 6, 20	Early Dismissal (PD) - 1:00
	4	5	*6	7	8	170	May 22	End of 4th quarter (45 days)
	11	12	13	14	15	175		End of 2nd Semester (90 days)
	18	19	*20	21	*22	180		Early Dismissal (PD) - 1:00
	25	26	27	28	29		May 25	Memorial Day
							May 26, 27	Professional Development

**MORNING SUN COMMUNITY SCHOOL
STAFF
2019 - 2020**

Tracy Almelien.....	Guidance Counselor
Kathy Bonar.....	Special Education/Preschool Aide
Troy Bonar.....	Custodian
Kerry Bunnell.....	Special Education
Nathan Carlson.....	Principal
Sherry DeKlotz.....	Library/Teacher Aide
Karen Edwards.....	Art
Brian Fletcher.....	Custodian
Marj Gibson.....	Library
Sara Gieselman.....	Special Education Aide
Kenna Greiner.....	Human Resources
Gina Hagge.....	Title I/Preschool/Reading Recovery
Kim Hagge.....	Business Manager
Grace Hartman.....	Food Service
Kris Judd.....	Fourth Grade
Jeremy Kral.....	Third Grade
Lundvall, Traci.....	Special Education Aide
Nancy Martin.....	Music/Spanish/TAG/ELL
Julie McCulloch.....	Kindergarten
Tammy Noble.....	Sixth Grade
Deb McElhinney.....	Nurse
Sandy McElhinney.....	Second Grade
Mike Peterson.....	Superintendent
Alaura Rappenecker.....	First Grade
John Siegel.....	P.E.
Robert Timmerman.....	Bus Driver
Amanda Vreeland.....	Fifth Grade
Stephanie Whitaker.....	TLC Coach
Kerry Wilkerson.....	Food Service

All rooms may be contacted through the main office number: 319-868-7701

Staff members may also be contacted by email

- firstname.lastname@mcsd.org

HOMELESSNESS INFORMATION FOR PARENTS

Your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act.

Does your family lives in any of the following situations?

- In a shelter
- In a motel or campground due to lack of alternative adequate accommodation
- In a car, park, abandoned building, bus or train station
- Doubled-up with other people due to loss of housing or economic hardship

If the answer to any of those options is “yes,” your school-age children may qualify for certain rights and protections under the federal McKinney-Vento Act.

If eligible, your children have the right to:

- Receive a free, appropriate public education.
- Enroll in school immediately, even if lacking documents normally required for enrollment.
- Enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school the school in which they were last enrolled) if that is your preference and is feasible.
 - If the school district believes that the school you select is not in the best interest of your children, then the district must provide you a written of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if requested.
- Receive educational services comparable to those provided to other students, according to your child’s needs.

If you believe your children may be eligible, contact the local liaison to find out what services and supports may be available. There may also be supports available for your preschool-age children.

- Local liaison: Tracy Almelien 319-868-7701
- State Coordinator: Donna Eggleston

If you need further assistance with your children’s educational needs, contact the National Center for Homeless Education at (800) 308-2145 or homeless@serve.org and www.serve.org/nche

EVERY STUDENT SUCCEEDS PARENT/GUARDIAN RIGHTS NOTIFICATION

Parents/Guardians in the Morning Sun Community School District have the right to learn about the following qualifications of their child’s teacher:

- State licensure requirements for the grade level and content areas taught.
- The current licensing status of your child’s teacher.
- The baccalaureate/graduate certification/degree of your child’s teacher.
- The qualifications of an instructional paraprofessional who serves your student in a Title I program or if your school operates a school-wide Title program.

Parents/Guardians may request this information from the Office of the Superintendent by calling 868-7701, or by sending a letter of request to:

Office of the Superintendent
Morning Sun Community School District
311 Division Street
Morning Sun, IA 52640

The Morning Sun Community School District ensures that parents will be notified in writing if their child has been assigned or has been taught by a teacher for four or more consecutive weeks who is not considered highly qualified.

UNA NUEVA LEY DE EDUCACIÓN

La Ley Cada Estudiante Triunfa (Every Student Succeeds Act, "ESSA") fue firmada por el presidente Obama el 10 de diciembre de 2015, y es una buena noticia para las escuelas de nuestro país. Esta medida bipartidista reautoriza la Ley de Educación Primaria y Secundaria (ESEA), la legislación de educación nacional que se compromete a la igualdad de oportunidades para todos los estudiantes de la nación, y vigente desde hace 50 años.

La nueva ley se basa en áreas clave del progreso en los últimos años, que ha sido posible por los esfuerzos de los educadores, comunidades, padres y estudiantes en todo el país.

Por ejemplo, hoy en día las tasas de graduación de escuela secundaria están en su nivel histórico más alto. Las tasas de abandono escolar están en mínimos históricos. Y más estudiantes asisten a la universidad que nunca antes. Estos logros constituyen una base firme para seguir ampliando las oportunidades educativas y así mejorar los resultados estudiantiles con ESSA.

La versión anterior de la ley, llamada Que Ningún Niño Se quede Atrás (ESSA), fue promulgada en 2002. ESSA fue un importante paso adelante para los niños de nuestro país en muchos aspectos, particularmente porque reveló donde los estudiantes estaban progresando y donde necesitaban apoyo adicional, sin importar raza, nivel económico, barrio, discapacidad, idioma o ascendencia. La ley estaba programada para ser revisada en 2007, pero con el tiempo, los requisitos de ESSA resultaron inviables para las escuelas y educadores. Debido a eso, en 2010 la Administración de Obama apoyó a los educadores y a las familias que pedían reformas a la ley para mejor preparar a todos los estudiantes para el éxito en la universidad y en el trabajo.

El Congreso ha escuchado esa petición. La Ley Cada Estudiante Triunfa incluye muchas de las prioridades de esta Administración.

MISSION STATEMENT

The mission of the Morning Sun Community School District, in cooperation with the community it serves, is to educate all students by providing a future oriented, comprehensive, quality education in a positive, caring environment through unique programs which meet their special needs and prepare them to be contributing members of a changing society.

PHILOSOPHY

The purpose of our educational system:

- To provide students with the basic knowledge that will become the stepping-stone of life-long learning.
- To provide the financial resources, within our means, that allows our staff to provide the instruction and curriculum to meet the needs of our students.
- To provide an equal opportunity and a desirable atmosphere for a quality education.
- To provide the students with quality teachers and role models, so that learning is not only for the knowledge gained; but to be applied to living a good and productive life.

JURISDICTIONAL AND BEHAVIORAL EXPECTATIONS STATEMENT

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students, teachers, employees and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff.

Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient management of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the school office for information about the current enforcement of the policies, rules and regulations of the school district.

DEFINITIONS

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrative title, such as superintendent or principal, also means the individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within

the jurisdiction of the school district or school district premises and school-owned or school-operated buses or vehicles. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

CHILD ABUSE

It is the policy of the Morning Sun Community School District that any employee who believes, or has reason to believe, that a student under the age of 18 years has been abused, as defined by law, shall be held responsible for reporting such abuse to the Department of Social Services.

SEXUAL ABUSE AND HARASSMENT OF STUDENTS BY EMPLOYEES

The Morning Sun School District does not tolerate employee's physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Nathan Carlson, at 868-7701 as its Level I Investigator. Nathan Carlson may also be contacted directly by email (nathan.carlson@mscsd.org).

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

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

Level I – Nathan Carlson, Principal
Alternate – Tracy Almelien
Level II – Joshua Helscher

Telephone: 868-7701
Telephone: 868-7701
Telephone: 523-3511

ANTI-BULLYING/HARASSMENT POLICY (MSCSD Board Policy #104)

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

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

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

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

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

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

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

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

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;

- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

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

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.

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

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

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

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

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The guidance counselor or principal will be responsible for handling all complaints by students alleging bullying or harassment. The guidance counselor or principal will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment in the board.

The superintendent shall report to the board on the progress of reducing bullying and harassment in the board.

OLWEUS BULLYING PREVENTION PROGRAM

Staff and students will respond to bullying by following the Olweus Bullying Prevention Program. It is a school-wide program designed to reduce and prevent bullying. The goals are to: reduce existing bullying problems among students, prevent the development of new bullying problems, and achieve better peer relations at school.

Olweus Rules:

- We will not bully others.
- We will try to help students who are bullied.
- We will include students who are left out.
- If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

Staff/Adults will:

- Stop the bullying.
- Support the student who has been bullied.
- To the student(s) who bullied: Name the bullying behavior and refer to the four anti-bullying rules.
- Empower the bystanders with appreciation if they were supportive to the student who was bullied or with information about how to act in the future.
- Impose immediate and appropriate consequences for the student(s) who bullied.
- Take steps to make sure the student who was bullied will be protected from future bullying.

INITIATIONS, HAZING OR HARASSMENT

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, disability, age or marital status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

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

Sexual harassment includes, but is not limited to:

- Verbal, physical or written harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person with sexual or demeaning implications;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment based on factors other than sex includes, but is not limited to:

- Verbal, physical, or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, etc.; and
- Demeaning jokes, stories or activities.

Harassment and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed should:

- Communicate to the harasser that the student expects the behavior to stop if the student is comfortable doing so. If the student needs assistance communicating with the harasser, the student should ask a teacher, counselor or the principal to help.
- If the harassment does not stop, or the student does not feel comfortable confronting the harasser, the student should:
 - Tell a teacher, counselor or the principal; and
 - Write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including:
 - what, when, and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, at the time or later;
 - how the student felt; and
 - how the harasser responded.

PHYSICAL RESTRAINT OF STUDENTS

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

State law also places limits on school employees' abilities to restrain or confine and detain any student. The law limits why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact the school. The complete text of the law and additional information is available on the Department of Education's website link <http://www.iowa.gov/educate/> and search for Timeout, Seclusion and Restraint.

ASBESTOS NOTIFICATION

Asbestos has been an issue of concern for many years. The Asbestos Hazard Emergency Response Act of 1986 (AHERA) was designed to determine the extent of asbestos concerns in the schools and to act as

a guide to formulating asbestos management policies for the schools. The school district facilities have been inspected by a certified asbestos inspector as required by AHERA. The inspector located, sampled and determined the condition and hazard potential of all material in the school facilities suspected of containing asbestos. The inspection and laboratory analysis records form the basis of the asbestos management plan.

A certified management planner has developed an asbestos management plan for the school district facilities which includes: notification letters, training for employees, a set of procedures designed to minimize the disturbance of asbestos containing materials and plans for regular surveillance of the materials. A copy of the management plan is available for inspection in the office.

EQUAL EDUCATIONAL OPPORTUNITY - SECTION 504 NOTICE OF NONDISCRIMINATION

Students, parents, employees and others doing business with or performing services for the Morning Sun School District are hereby notified that this school district does not discriminate on the basis of sex, race, religion, color, national origin, marital status, sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), Section 504 or Iowa Code Section 280.3 is directed to contact the school's Affirmative Action Coordinator, Sally Wenger, at 311 Division St., Morning Sun, IA 52640, or phone 868-7104. Inquiries may also be directed in to the Director of Region VII Office of Civil Rights, U.S. Department of Education, 319 W. Wisconsin Avenue., Suite 800, Milwaukee, WI, 53203-2292, (414) 291-1111, or to the Iowa Department of Education, Grimes State Office Building, Des Moines, IA, 50319-0146, (515) 281-5294.

SECTION 504 STUDENT AND PARENTAL RIGHTS

The Morning Sun Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. If it has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students, as a parent you have the right to the following:

- participation of your child in school district programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- receipt of free educational services to the extent they are provided students without disabilities;
- receipt of information about your child and your child's educational programs and activities in your native language;
- notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a reevaluation of your child;
- inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have the right to a hearing and to

place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate;

- hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

Inquiries concerning the school district's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA), Section 504 or Iowa Code Section 280.3 should be directed to Tracy Shriver at 868-7701, who has been designated to coordinate the school's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, Section 504 and Iowa Code 280.3

NOTIFICATION OF RIGHTS UNDER FERPA (FAMILY EDUCATION RIGHTS AND PRIVACY ACT)

The Family Education Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents should submit to the school superintendent a written request that identifies the record(s) they wish to inspect. The school will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- The right to request the amendment of the student's records that the parent believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents who wish to ask the school to amend a record should write the superintendent, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent, the school will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Morning Sun Community School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW
Washington, DC 20202-5920

NOTIFICATION OF RIGHTS UNDER PPRA (PROTECTION OF PUPIL RIGHTS AMENDMENT)

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires Morning Sun Community School District to notify parents/guardians and obtain consent or allow parents/guardians to opt their child/children out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

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

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Morning Sun Community School will provide parents/guardians, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and give parents/guardians an opportunity to opt their child/children out, as well as an opportunity to review the surveys.

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

Family Policy Compliance Office
U.S. department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

HUMAN GROWTH AND DEVELOPMENT

As required by Iowa law, all students in the Morning Sun School will be taught human growth and development. The topics of instruction are:

- Self-esteem, responsible decision making, and personal responsibility and goal setting.
- Interpersonal relationships.
- Discouragement of premarital adolescent sexual activity.
- Family life and parenting skills.

- Human sexuality, reproduction, contraception and family planning, prenatal development including awareness of mental retardation and its prevention, childbirth, adoption, available prenatal and postnatal support, and male and female responsibility.
- Sex stereotypes.
- Behaviors to prevent sexual abuse or sexual harassment.
- Sexually transmitted diseases, including acquired immune deficiency syndrome, and their causes and prevention.
- Substance abuse treatment and prevention.
- Suicide prevention and stress management.

These topics will each be taught at levels appropriate to the age and grade level of your child. If you would like to examine the materials that will be used in the classroom, please feel free to do so. They will be available in the central office during regular school hours. You have the right to remove your child from the classroom during any part of this instructional time. A written request form is available in the superintendent's office.

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENTS' POSSESSION

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of drugs, or look-a-like substances. Weapons are not allowed on school grounds or at school activities including hunting rifles even if unloaded and locked in cars with the exception of weapons in the control of law enforcement officials, or those being used for educational purposes and approved by the principal/superintendent. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

INSPECTION OF EDUCATIONAL MATERIALS

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

SEARCH AND SEIZURE

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students, student lockers, personal effects, desks, work areas or student vehicles based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. Students are **NOT ALLOWED** to put locks on lockers. Locker inspections, without prior notice, may be conducted periodically throughout the school year. The search shall be in a manner reasonable in scope to maintain order and discipline in the school, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials.

ADMISSIONS

Morning Sun Community School maintains a policy of open enrollment, which means that students meeting the school's reasonable academic requirements are admitted regardless of race, ethnic origin or creed.

A pupil shall not be allowed to start kindergarten unless he/she is five years of age on or before the 15th day of September of the current year. A pupil shall not be allowed to begin school in the first grade unless he/she is six years of age on or before the 15th day of September.

A health examination is required for all beginning kindergarten students and must include screening for lead poisoning and dental screening.

OPEN ENROLLMENT

Parents/guardians considering the use of the open enrollment option to enroll their child/children in another public-school district in the state of Iowa should be aware of the following dates:

- March 1, 2020 – Last date for regular open enrollment requests for the 2020-2021 school year.
- September 1, 2019 – Last date for open enrollment request for entering kindergarten students and those students falling under the "good cause" definition for the 2019-2020 school year.

Parents/guardians of open enrolled students whose income falls below 160% of the federal poverty guidelines are eligible for transportation assistance. This may be in the form of actual transportation or in the form of a cash stipend.

Parents should be aware that open enrollment might result in the loss of athletic eligibility. For further details, contact the school office.

DRESS REGULATIONS

In order to maintain an environment of learning, school attire should be neat, clean, and appropriate. Gym shoes are needed for physical education. Students will be expected to go outside for recess except during extremely cold temperatures. Make sure your children have coats, mittens/gloves, scarves and boots. If they do not have boots they must stay on the cement while outside.

Morning Sun Community School promotes a Drug/Alcohol Free Environment. Please be aware that T-shirts, other articles of clothing, pins and buttons with objectionable or suggestive slogans imprinted on them will not be allowed.

HATS OFF

Hats and caps off indoors are a common courtesy and reflect good manners. In order to set a good example for others, Morning Sun Community School students are expected to remove hats and caps when coming indoors. Those who cannot remember this common courtesy will have the hat/cap removed and stored for safekeeping.

There may be special circumstances when students are given the option to wear hats, letter will notify parents of this.

ARRIVAL

The school day begins at 8:15 A.M. Students are not to enter a classroom unless a teacher is present. The teachers' doors will be open to signify that they are present in their room.

TARDINESS/UNEXCUSED TARDIES

A student is tardy if he/she is not present in the classroom at the opening of school at 8:15 A.M. or at the beginning of the afternoon at 12:20 P.M. When a student arrives at school late he/she must go to the Central Office before going to class to get an admittance slip. ***If a student leaves school early, he/she must go to the Central Office and sign out and upon returning, sign back in.*** This helps us keep accurate attendance records of the students. A tardy student must bring a note signed by the parent/guardian acknowledging the student's tardiness. If a student does not bring a note concerning his/her tardiness, (or if the parent would not be aware of the student's tardiness), the Central Office staff will send a tardy notice to the student's home for the parent/guardian to sign and return to school. ***The time missed for unexcused tardiness is expected to be made up after school under the teacher's supervision.***

NOON PERIOD

The noon period begins at 11:05 A.M. for K-2 students and 11:30 for 3-6 students. It extends until 11:55 A.M. for K-2 and 12:20 P.M. for 3-6, during which time students will have lunch and recess.

ATTENDANCE POLICY

School begins at 8:15 A.M. Teachers will take roll at this time. If a student is not present and we have not been notified of his/her absence, the student's home will be called. This is done to assure that the student is safe and is not missing. Anyone not present at this time will be recorded tardy or absent. Anyone coming to school between the 8:15 A.M. tardy bell and 9:15 A.M. will be marked tardy.

If a student misses 60 minutes or more any time during the morning, it will be counted as ½ day absence. Anyone returning to school between 12:20 P.M. and 1:20 P.M. will be marked tardy. If 60 minutes or more are missed any time during the afternoon session, it will also be ½ day absence.

Students who are tardy or absent **must bring a written note** signed by the parent/guardian with them when they return to school or call the school office before they return to school. This will still be considered an unverified absence.

When we dismiss school early, anyone absent in the morning will be counted absent for the whole day and anyone leaving after 11:30 A.M. will be 1/2 day absent.

ABSENCE

Regular attendance at school is essential for elementary school children. The federal government requires us to maintain a 95% rate of attendance for our students, thus children must be in school unless they are ill. If your child will not be in school, please phone the Central Office at your earliest convenience to let your child's teacher know. This is considered an unverified absence.

APPOINTMENTS

Please make every effort to be familiar with our school calendar and schedule needed appointments for your child/children on days when we will be dismissing early or are not in session. We will normally have at least two 1:00 P.M. dismissal days each month and other times when we are not in session. If you must schedule an appointment for your child when we are in session, please return them to school as soon as possible.

If a doctor's note is provided upon return, this is a verified absence. A student returning to school from an appointment with out a note will be considered unverified.

ILLNESS POLICY

Please note: The health and wellbeing of our students is one of our primary concerns. Sending a child to school that is sick not only endangers the child who is sick, but the other children as well. In case a child comes to school sick or becomes sick or injured at school, the child will be isolated. His/her immediate needs will be met, and the parents will be asked to pick up the child. This is considered a verified absence.

If your child has been carrying a fever, keep them at home until the fever has been below 100 degrees for 24 hours.

If a child is to stay in from recess due to illness or injury, the parent must provide the teacher with a written note, which specifies the illness or injury. ***If the need to stay in lasts for more than one day, the student must have a written excuse from the student's doctor.***

TRUANCY – VERIFIED/UVERIFIED ABSENCES

Truancy is being absent without a reasonable excuse. The school determines whether an absence is verified. Verified absences include, but are not limited to, any absence accompanied by a doctor note, sent home ill by school personnel, family funeral, recognized religious observances and school activities. Unverified absences include, but are not limited to, any absence accompanied by a parent note, tardiness, shopping, hunting, concerts, and preparation or participation in parties or other celebrations. Students are

expected to be at school on time. Being tardy for school is considered an unverified absence unless approved by the principal.

After 8 unverified absences, letter will notify parents/guardians of truant students. Principal will investigate the cause for a student's truancy and attempt to secure the truant student's attendance. After 10 unverified absences parents/guardians of truant students will be referred to the county attorney.

A pupil who has been absent or tardy from school is required to bring a written note giving the date on which he/she was tardy/absent, the reason for the tardiness/absences and the signature of the parent/guardian. The notes are kept on file and are subject to inspection by proper authorities. Any absence or tardiness is considered "unexcused" until the note is filed.

DISMISSAL

Daily dismissal will be at 3:20 P.M. each day. Be sure that either the school's Central Office or the child's teacher is aware of what your child is to do after school each day. We need to know if we are to put your child on the bus, let him/her walk home or if he/she is to be picked up by a baby sitter, relative, etc. We also need to know if there is anyone who is not to be allowed access to your child. In the event a student is not picked up after school, the student will be sent to the central office until a parent/guardian can be contacted.

EARLY DISMISSAL, LATE START OR SCHOOL CANCELLATION

Early dismissal, late start or school cancellation due to inclement weather will be announced on the following stations:

KCRG-TV (Cedar Rapids)
KWQC-TV (Quad Cities)
WQAD-TV (Quad Cities)

Parents are advised to listen to one of these stations for announcements of early dismissal, late start or school cancellation whenever the weather is questionable. Schedule changes will also be announced on the school's web site and also on the Morning Sun School Facebook page. The address of the web site is: www.msbsd.org

SNOW MAKE-UP DAYS

Snow make up days are as follows: January 20th, February 17th, and April 13th, 2020.

RELEASE DURING SCHOOL HOURS

A student will not receive permission to leave the school premises during the school day unless he/she has a written request from the parent/guardian. This excuse should be presented to the superintendent before school on the day the excuse is to be honored. This request is also filed.

Students who are absent should request and do homework assignments. The student should contact his/her teachers to find out which assignments were missed. It is the student's responsibility to be sure that the assignments are made up. Parents should notify the Central Office if they would like a list of assignments, which can be picked up after school.

FIELD TRIPS

All of our classes will take occasional field trips to attractions and places of interest in the surrounding area. Some of the classes, particularly the lower grades, will want parent volunteers to accompany them. A volunteer accompanying the class on a field trip must be 21 years of age and the parent/guardian of a student in the class or have prior approval from the teacher.

HOMEWORK POLICY

Homework will consist of special information-seeking projects, practicing specific skills, or work, which was not completed in the allotted class time. Parents are encouraged to support their child's education by regularly listening to their child read, practicing spelling words and practicing math facts. Such involvement by parents in their child's learning will greatly increase the child's interest and ability. Homework for upper level students is more frequent as they are preparing to enter junior high. However, most teachers allot class time for completion of assignments. Any work not completed when it is due in class time will then also be considered homework. Students who do not complete assignments by the designated time given by the teacher will be subject to being detained during recess or after school, if necessary, to complete such work. Parents will be notified if students are consistently late with assignments.

TELEPHONE

The school telephones are not intended for general use by the children. In an effort to improve student responsibility, we will not be allowing students to call home or be called to the phone except for emergencies. Teachers will not be called to the phone during class time for parent's calls.

CELL PHONE USE/ELECTRONIC/TECHNOLOGICAL DEVICES

Students should not bring cellular telephones to school. If you feel it is essential for your child to have a cell phone at school for after-school safety, please be aware that we expect cell phones to be turned off during the school day and kept in the child's locker or desk. If a student is using the cell phone at school without special permission from a teacher or adult supervisor, the phone will be taken from the student's possession and returned to the parent and/or student at the end of the school day. No device is permitted which allows students to send or receive personal messages that would contribute to cheating, access the Internet, or take pictures. Students found in violation of this policy may be subject to discipline and, in cases where a law may be violated, law enforcement may be contacted. Students need to remember that whatever they put on a personal electronic device could end up anywhere, so they need to ensure the devices are used appropriately.

SENDING NOTES AND MONEY TO SCHOOL

Whenever you send a note/money to school remind your child to deliver it to the appropriate person. Be aware that school communication will often come home with your child.

FIRE DRILLS, TORNADO DRILLS AND EMERGENCIES

Fire and tornado drills will be held during the school year as required by law. We will do everything we can to keep these drills from frightening the students. In case of a real emergency, students will be taken from their fire and tornado safety stations to the bus barn. Parents will sign out when they have picked up their children.

EMERGENCY PROCEDURES FOR SECURITY BREACH

Morning Sun School has a plan in place in the event of an emergency situation or security breach. An emergency situation inside or outside the building may require that we keep all students and staff "sheltered in place." This usually means the nearest classroom. The alarm that would be sounded will be a code word over the speaker system that only our school is aware of. Teachers will instruct students on the procedures to follow in the event of an emergency situation.

SPECIAL DAYS

We have parties for various holidays during the school year. Teachers will notify you of celebrations and parent sponsors for such. Birthdays are very special to your child. We try to make birthdays special and welcome treats from home to make it "their day" at school. Let the teacher know in advance if and when your child will celebrate his/her birthday at school.

In support of our "Wellness Policy," we encourage you to consider healthy alternatives as treats for your student's special day and our holiday celebrations. Such items as party mix, popcorn, pretzels, animal crackers, granola or fruit bars, finger jello, sugar-free pudding or jello, fruit snacks, trail mix, any kind of fruit or meat and cheese, all provide kids with a healthy and enjoyable snack.

INVITATIONS TO PRIVATE PARTIES

One of the cruelest blows a child can receive is to have to stand empty-handed watching others open their invitations to a birthday party. No child should have to experience this misery at school. Therefore, if you do not have the facilities or resources to invite all the boys or all the girls in your child's class, please mail the invitations to the guests' homes. These incidents may seem trivial to an adult, but to a youngster they can assume immense proportions. Please do not allow your child to contribute to the unhappiness of another.

BOOKS AND SUPPLIES

The school will issue a list of books and supplies needed by the students. The remainder of the books and supplies to be used will be supplied by Morning Sun Community School. Each student is expected to take responsibility for keeping all books issued to him/her in excellent condition and will be assessed for payment to cover any damages or loss of such school-owned books. Each student should have a water repellent bag or backpack to carry books and papers to and from school each day to protect these items from loss or damage. In emergencies paper, pencils and other office supplies are available in the Central Office for your students to purchase.

PROGRESS REPORTS/CONFERENCES AND RETENTION

Report cards are sent home after each quarter. Teachers may also send mid-term progress reports home. Parent-Teacher Conferences will be held during the first quarter on September 26th from 3:30-7:30 p.m., and September 28th from 1:30-7:00 p.m. Conferences will also be held on February 13th and 15th, 2018. If an additional conference is necessary, parents will be contacted. If parents feel a conference is necessary they should contact the student's teacher or the school. If the teacher and principal feel a child is not ready for the next grade, the parents will be contacted and consulted on the possibility of retention.

STANDARDIZED TESTS

Students may take the Cognitive Abilities Test during the second semester. Students in grades 1-6 are given the ISASP standardized tests annually during the spring. These tests are used to determine academic progress for individual students, for groups of students, for the school district and to comply with state law. Students are tested unless the principal excuses them. Students in grades 3-6 take additional assessments during the second semester in reading and math using the Skills Iowa program.

STUDENT RECORDS

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary in the central office.

STUDENT DIRECTORY INFORMATION

Student directory information is released without parental permission unless the parent asks the school district not to release it. Parents must notify the school district by September 15, if they do not want the school district to release directory information and/or photographs. Directory information includes the student's name, grade level, enrollment status, photograph and other likeness.

Parents who do not want their child's directory information and/or photographs to be given out/or published in the newspaper and/or the school's web site will be given opportunity to notify the school in writing no later than September 15, 2019.

INTERNET - APPROPRIATE USE

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.

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to sign a permission form to allow their students to access 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 understand the consequences for violation of the policy or regulations. Students found violating the policy will lose internet privileges for one month after a first violation, two months after a second violation, and the remainder of the year for a third violation.

STUDENTS TRANSFERRING TO ANOTHER SCHOOL DISTRICT

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents notified that the student's records have been sent are given an opportunity to view the student's records that were sent and a right to a hearing to challenge the contents of the student's records that were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

HAWK-I INSURANCE FOR CHILDREN

Parents can apply for low, or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescription, immunizations, physical therapy, vision care, speech therapy, and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll free) or go to the web site at www.hawk-i.org for more information.

HEALTH AND FIRST AID

Certain precautions need to be taken to protect each child's health. Morning Sun Community School is interested in the health and safety of every youngster. A qualified professional is available to maintain medical records. However, this nurse is only available one day per week for first aid support. Please notify the school if your child is absent because of a contagious disease. This will help us in controlling any further spread of disease.

IMMUNIZATION

No person shall be enrolled in any licensed childcare center, preschool, elementary or secondary school in Iowa without evidence of adequate immunization. The local board of health shall report to the State Department of Health within thirty days of the first official day of school regarding immunization records of children enrolled in elementary and secondary schools. Your child will not attend Morning Sun Community School or any school without these records.

Exemptions to this immunization requirement will be allowed only for medical or religious reasons. To be exempt a valid Iowa State Department of Health Certificate of Immunization Exemption must be provided.

DENTAL SCREENING

An Iowa law requires children enrolling in elementary school and high school to have a dental screening. Parents or guardians of elementary school children are **REQUIRED** to provide evidence of a dental screening (done no earlier than age three and no later than age six) by a dentist, dental hygienist, physician, nurse or physician's assistant. High school students will be required to provide evidence of a screening by a dentist or dental hygienist within the previous year of enrollment. To be exempt from the requirement, a valid Iowa State Department of Health exemption must be provided.

LEAD SCREENING

Iowa law also requires a blood lead test when children enter school. Schools are required to collect exemption certificates for children that have not had the lead blood test, but not evidence of the testing.

EMERGENCIES

The school must have on record for each child the following information:

- The phone number of the parent's home and place of employment.
- The phone number of someone to be called in case the parents cannot be reached.
- The name of the family's physician.

It is the parent's responsibility to notify the school in the event of a phone number change.

Should a child become ill or injured at school we will first call the parents at home or work, then the emergency person. If no response can be obtained, the family physician will then be called if conditions warrant his/her attention.

MEDICATION

Only Central Office personnel or the school nurse are permitted to administer medication. To do this, they **MUST** have a signed note from the **PHYSICIAN** and **PARENT** stating what the medication is, when it is to be given. **NO MEDICATION OF ANY KIND CAN BE ADMINISTERED WITHOUT A DOCTOR'S PERMISSION.** This policy includes all prescription medications and over-the-counter medications, including cough drops. Please note that the doctor's permission notice must accompany the

medicine. Aspirin can never be given; Tylenol may only be given with a doctor's permission. When a prescription must be given at school, you must have two bottles, (one for home and one for school) and a dispensing spoon for measuring and administering. Students are to turn in all medications to the Central Office at the beginning of the school day. They will be kept locked in the Central Office and given to the student at the correct time. NO medications are to be kept on the student or in the student's belongings. Medicines taken three times a day should not be given at school. Time-released medicines should never be taken at school. Cough medicine should not be given at school. (Purchase only the 8 or 12-hour varieties.)

Parents of older students may authorize their child/children to self-administer medications at school by completing authorization and release forms that are available in the central office.

PHYSICAL EDUCATION - NONPARTICIPATION

If a child is to miss physical education class due to illness or injury, the parent must provide the principal with a written note, which specifies the illness or injury. If the illness or injury lasts more than one physical education period, the student must have a written excuse from the student's doctor.

LICE

Having head lice is not a sign of poor health habits or being dirty. Head lice can be transmitted in a number of ways. Combs, brushes, hats, scarves, towels and even stray hair can transmit lice. They are, however, a very communicable infestation. To prevent further spread in the school, your child will not be allowed to attend until this condition is treated. Upon return to school your child must present proof of treatment (e.g., note from you or your doctor and label from treatment). He/she will then be rechecked by school personnel. If treatment is judged to be satisfactory, he/she will be readmitted to school immediately. It is the policy of Morning Sun Community School to check for lice periodically during the year, but an outbreak can be eliminated if parents check their children's heads and notify the school if lice/nits are found.

VISITORS TO BUILDING/LOCKED DOOR POLICY

In an effort to promote safe schools, Morning Sun Community School operates a "Locked Door Policy". During the school day all exterior doors will remain locked. Any parent or adult entering the building from 8:15 A.M. - 3:20 P.M. must go to the main entry and push the button on the right side of the door for admittance, before proceeding to the Central Office. This will apply when you are picking up a child early, bringing a child late, leaving a message for a child, or if you wish to make any announcements.

If a student wishes to have a friend attend classes with him/her, arrangements must be made with the building principal at least one full day prior to the planned visit. The visitor must be an elementary student, have permission from parents and obtain a pass from the Central Office. Under NO circumstances will visits of more than one day be allowed.

If a parent wishes to visit for a day, please give the teacher at least one day's notice.

PARENT SUPPORT

Morning Sun Community School will function most successfully with the involvement, interest and support of the parents of our students. Morning Sun Community School parents are and always have been dedicated, energetic supporters of our school. They share the common goal with school personnel to provide the best education possible.

PARENT TEACHER ORGANIZATION

The PTO is an organization whose membership is open to all teachers, administrators, parents and community members who strive together for the betterment of Morning Sun Community School and its students. This organization enables parents to have a voice and active role in the education of their children. It also enables parents and teachers to become better acquainted and share ideas and hopes for Morning Sun Community School. The PTO plays an integral part in providing energy, talents, skills, and moral support through its many activities, projects, and aides to teachers in Morning Sun Community School. All parents of Morning Sun Community School students are encouraged and warmly invited to be active members of the PTO. PTO will be holding meetings as needed throughout the school year. Meetings will normally be held the second Tuesday of a given month beginning at 5:30 p.m. Let's work together to keep Morning Sun Community School the best!!!

WELLNESS POLICY

By federal law, all schools in the United States were required to adopt a "Wellness Policy" effective July 1, 2006. Morning Sun Community School District's Wellness Policy (Code No. 507.10) promotes healthy students by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential. In addition to following federal guidelines in our school lunch program that include the addition of more whole grains, fruits and vegetables, we will also follow the guidelines by serving low fat milk for our breakfast and lunch programs. Effective July 1, 2006, no public schools in the United States are allowed to have full calorie (sugared) soda available for students during school hours. PLEASE do not send sugared pop with your child's cold lunch, or for a birthday treat! We are encouraging "healthy" alternatives for special treats at school. (*See page 26, "Special Days," for suggestions.*) To facilitate increasing the physical activity of our students, we will begin each recess time with a short run/jog for all students before they begin their regular recess activities.

HOT LUNCH PROGRAM

Morning Sun School offers a hot lunch and breakfast program available to all students. Tickets may be purchased at school. Application forms are available in the school office for free or reduced lunch and breakfast.

WAIVER OF STUDENT FEES

Students whose families meet the income guidelines for free and reduced-price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. 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 the secretary at Morning Sun School for a waiver form. This waiver does not carry over from year to year and must be completed annually.

SUPPORT SERVICES

Due to state requirements, support service personnel and special educators will be available to all students. In addition to classroom teachers, the Morning Sun School has several individuals who are available to help you and your child. Morning Sun School has:

- Early Intervention Specialist
- Educational Consultant
- Guidance Counselor
- Occupational/Physical Therapist
- School Psychologist
- School Social Worker
- School Superintendent/Principal
- Special Education Consultant
- Special Education Teacher
- Speech/Language Clinician
- Talented and Gifted Teacher
- Title I Reading/Math Teacher
- Visual/Hearing Impaired Teacher

All of these people are employed to assist you, your child and child's classroom teachers. Your child's classroom teachers may contact any of these professionals if concerns arise about your child's educational progress. These professionals may observe/work with your child in the classroom, visit with him/her, participate in discussions about your child and provide recommendations to improve his/her success in school.

GREAT PRAIRIE AREA EDUCATION AGENCY (AEA)

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

If you have any questions and/or concerns about these services, please call Kim Kirchner, Regional Special Education Director at the AEA at 1-800-382-8970.

TALENTED AND GIFTED PROGRAM (TAG)

Morning Sun Elementary School offers Enrichment classes for first and second graders weekly in the TAG room. Kindergartners begin weekly Enrichment class second semester. Students will be invited to

participate in the Honors program at the beginning of third grade. These students will need to meet the following requirements to qualify for Honors: Cognitive Abilities Test (scoring 120 or higher in the Verbal or Quantitative measures), Iowa Assessments (scoring in the Advanced levels for Math or Reading), and teacher recommendation. The Morning Sun School Honors Committee evaluates criteria annually to determine Honors Program students. If an Honors student develops difficulties completing regular classroom assignments or there are dramatic changes in the test scoring and work, the student will be reevaluated concerning participation in the Honors program.

AIMSS TEAM

Morning Sun Elementary School provides a student assistance team called AIMSS. (Assistance is Immediate to Morning Sun Students) Team members include administration, guidance counselor, and teachers representing regular and special education. Your child's educational program may be discussed during team meetings. Your child may be referred for one of the following reasons: death in family, divorce, excessive absenteeism, excessive tardiness, sudden shifts in academic achievement, behavior patterns and social patterns. You may be contacted for your optional attendance and/or input.

GUIDELINES FOR SUCCESS

All staff and students at Morning Sun Elementary School will work together to help everyone reach his/her fullest potential. Everyone will be treated with dignity and respect. Any behavior or action that helps someone grow and mature will be encouraged. Staff will keep students focused on our school guidelines, which follow:

- Be responsible.
- Always try.
- Do your best.
- Cooperate with others.
- Treat everyone with dignity and respect.

These efforts will make Morning Sun Elementary School a warm and exciting place where new learning occurs each and every day.

DISCIPLINE TICKET POLICY

Morning Sun Elementary School has a two-tiered discipline ticket policy in place. The first tier, or "routine" discipline ticket system is for student conduct involving not following rules and/or not following adult directions. A student's first ticket in any given quarter results in a recess spent inside. A second ticket results in two recesses spent inside. A third ticket results in three recesses inside. A fourth ticket in any given quarter will result in the student being sent to the principal, a note or call made to the parents, and four recesses spent inside. "Routine" tickets do not carry over and students begin each new quarter of the school year with a "clean slate."

The second tier of discipline tickets are reserved for severe violations involving physical aggression and bullying. Second tier tickets do accumulate and do not start over each quarter and will result in the student's parents being contacted. A student's first offense will result in one day's recesses spent in the suspension room. The second offense will result in one day of in-school suspension. The consequence

for the third offense will be a week of recesses spent inside. For a student's fourth offense, they will not be allowed to go out for recess for two weeks. A fifth offense will result in one day of out of school suspension.

BASIC RULES OF CONDUCT

The following is a list of basic rules that will apply to all students. Parents should help their children understand these rules and stress the importance of obeying them. In addition, the children's individual teachers may have specific rules that apply to their class.

BEFORE AND AFTER SCHOOL CONDUCT

Responsible Behavior Before School:

- Students will not be allowed in the gym until 7:45 A.M.
- Upon arrival, students participating in the breakfast program will report to the cafeteria, while all others will meet in the gymnasium.
- If accompanied by parents, students will be escorted only to the gym or breakfast unless special arrangements have been made with the teacher.
- Students will go to their classrooms in an orderly fashion when the bell rings at 8:10 A.M.

Responsible Behavior After School:

- Students will be dismissed from school at 3:20 P.M.
- Bus students will wait appropriately until their bus arrives.
- While waiting for the bus, students will respect others and their property.
- Other students will leave the building and grounds in an orderly fashion. Crossing areas on the circle driveway have been designated with white marks. Students are expected to use only those crossings for going across the driveway.
- Students will arrange to meet friends and family members at 3:20 P.M. outside the building unless special arrangements have been made with the teacher.
- Students riding in cars will be picked up by parents who park in the designated areas of Division Street.

During bad weather, students will follow announced procedures.

SCHOOL DAY CONDUCT

General Rules of Conduct

- Gum and candy should not be brought to school unless as birthday treats. Nourishing treats, other than candy, are preferred.
- Squirt guns, fireworks, knives, etc. should be kept at home.
- Radios, tape recorders, skateboards and baseballs should be kept home.
- Students should speak to one another with courtesy and kindness. Abusive comments and name-calling will not be tolerated.
- Students will speak to their teachers with courtesy, using a respectful tone of voice as well as words.

- Vulgar language (four letter words, ethnic slurs, religious slurs (“God,” “Jesus Christ,” etc. . .) will not be tolerated anywhere on school property.
- Students are encouraged to bring vandalism to the attention of an adult in the school. Any marking or carving on desks, walls, or other school property will be considered vandalism and dealt with accordingly.
- Students are urged to pick up litter from the hallways and playground.
- Students should do their part to help make Morning Sun Community School the very best in every way.

Responsible Hallway Behavior:

- All students will move through the halls walking to the right using body basics, ie: hands to themselves and facing the front of the line.
- Students will travel quietly without disrupting other classes.
- Students should follow the directions given by any Morning Sun staff member.
- Students will treat the building and its equipment with respect. No littering or damaging wall displays.
- Students should not enter the building before 7:45 A.M., and they should remain in the gym or cafeteria until 8:10 A.M. unless they are supervised by a staff member.

Responsible Restroom Behavior:

- Students will get permission before using the restroom.
- Students will leave toys, pencils, etc. in the classroom.
- Students will use the restrooms appropriately and leave them clean.
- Students will put the toilet paper in the toilet and all other paper in the garbage can.
- Students will make sure the toilet has flushed after using it.
- Students will keep hands and feet to self.
- Students will not hang on, climb over, or climb under the stalls.
- Students will use appropriate voice level.
- Students will leave the restroom as soon as they finish.

Responsible Lunchroom Behavior:

- Students will use quiet voices.
- Student will keep hands, feet, and objects to themselves.
- Students will use good manners.
- Students will walk in the lunchroom.
- Students will sit at their assigned tables.

Responsible Playground Behavior:

- Students will show respect for others.
- Students will follow instructions given by staff.
- Students will take turns when using equipment.
- Students will use equipment appropriately: face forward going down slide, don’t dunk/hang on basketball hoops/nets, no sitting on exercise equipment, and sit down while using the wave runner.
- Students will play with balls away from the building. Balls are not to be bounced against the building.
- Students will ask permission to retrieve a ball if it goes out of the playground.
- Students will stay away from buildings. You must be within sight of the duty teacher.

- Students will ask permission from the teacher on duty to enter the building before the bell rings.
- Students will leave unsafe objects at home such as baseballs, marbles, etc. Toys brought from home are the responsibility of the students who brought them.
- Students will play touch football only. Rough play of any kind is not allowed.
- Students will play other games than poison ball/dodge ball.
- Students will leave rocks, bark, sticks, snowballs, etc. alone.
- Students will not swing the umbrella too quickly or roughly.
- Students will not sit on top of the monkey bars.
- Students will stay out of puddles, mud, and ice.
- Students will only play on ball diamonds when the lime is dry.
- Students will stay off of ropes, mats, stage, and bleachers in the gym.
- Students will not kick balls at the ceiling in the gym.
- Students will go directly to the classroom in an orderly fashion.

Responsible Bus Behavior:

- Be on time each morning. State law says that buses are not to wait.
- Parents are asked to call the bus driver if their children are not riding in the morning. To eliminate an unnecessary stop, call the stop ahead of your stop and have them relay that you will not be riding. If necessary, call cellular # at .
- Bus students are to give the bus driver a note signed by a parent if they are not riding the bus to their home that evening.
- Non-bus students must have a note signed by a parent if they wish to go home with someone on a bus.
- Cross in front of the bus.
- No pets or animals are allowed on the bus unless previous arrangements have been made with the driver.
- Students are to remain seated unless the driver gives permission to move.
- Students are not to wrestle, fight, kick, bite, spit, throw things, etc.
- Students are not to put anything out the window, including arms, heads, etc.
- Students are not to use abusive language. Students are not to physically or verbally abuse the driver and/or other students.
- Complete silence is expected at all railroad crossings and stop signs.
- No use of tobacco, alcohol or drugs will be allowed on school property or on the school bus.

USE OF VIDEO CAMERAS ON SCHOOL BUSES

The Morning Sun Community School District Board of Education has authorized the use of video cameras on school district buses. The video cameras will be used to monitor student behavior to maintain order on the school buses to promote and maintain a safe environment. Students and parents are hereby notified that the content of the videos may be used in a student disciplinary proceeding. The content of the videos are confidential student records and will be retained with other student records. Videos will only be retained if necessary, for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videos of their child if the videos are used in a disciplinary hearing involving their child.

Failure to comply with any or all of the bus rules could result in your privilege of transportation being suspended or revoked.

**Morning Sun Community School
Bus Schedule
2019-2020**

6:25 – Leave School
6:30—Beik
6:38—Woodruff
6:45—Hartz
6:51—Hewitt
6:52—Kerr
6:57—Coberley
7:05 –School
7:10 –Samuels
7:14—Strawhacker
7:16—Malcom
7:17—Hamilton
7:24—Newport
7:27—Lanz/Wagenbach
7:30—Marks
7:32—Thomson
7:36—Keller
7:42—Giese
7:48—Zweibohmer
7:50—Luna
8:00—School

Our new bus driver for 2019-2020 is Robert Timmerman.

Please have the children ready to go 5 minutes before the appointed times. If the time will be different, the driver will call and notify you.

The driver may be contacted at 319.523.6842 or by cell phone 319.750.8917

Contact the school at 868-7701 for additions or corrections to the route.