



# **Main Street School Student & Family Handbook**

Located at 925 Main Street, Norwalk, Iowa 50211

Phone: 515-981-1275

Email: [office@mainstschool.org](mailto:office@mainstschool.org)

Head of School: Tanya Apana

Dear Families,

Welcome to Main Street School, where we take pride in making meaningful opportunities for individual and collective growth. Establishing the appropriate framework to guide this work is essential and a fundamental purpose of the Student and Family Handbook. It serves as our common resource for operational and behavioral guidance. It is one of our most important pieces of communication and it is every student's and parent's responsibility to be familiar and knowledgeable with its contents, particularly as the information is designed to keep our community purposefully oriented, well structured, and appropriately safe. Main Street School intentionally seeks to be a diverse gathering of students, teachers, parents, and community members all reaching for greater intellectual, physical and philanthropic heights.

Together, we seek to be good, productive, and contributing members of a larger community. Each individual is expected to participate by holding themselves and others accountable to these standards and fully adopting the school's values of integrity, responsibility, and respect. Please be in touch with us about any ideas you have or may develop during the year as to how this document can be improved.

**Vision Statement:**

To inspire each other in becoming our authentic selves and to pursue purposeful action in the world.

**Mission Statement:**

To provide young people with real world, purposeful curriculum and a learning environment that respects their individuality and goals.

A central part of our learning process is to engage our students in asking questions, solving problems and making decisions that will allow them to act with thoughtfulness, understanding, and compassion for others.

We are committed to developing students' natural resiliency, adaptability, knowledge, and desire for lifelong learning.

Active involvement from our families allows us to create a community of learners with exceptional human potential who will become personally fulfilled, interdependent, socially responsible global citizens.

### **Attendance/Absence from School**

Regular school attendance is important to academic success. The school day begins at 8:15 AM and ends at 2:45 PM. (On-line students may meet outside of this timeframe based on schedule and availability.)

Due to the nature of this school, attendance is essential. We ask all families to place a large emphasis on school attendance. We ask parents to use good judgment when it comes to sickness. Unfortunately, the more your child is absent, the more they miss at school.

**Parents are asked to call (981-1275) or email ([office@mainstschool.org](mailto:office@mainstschool.org)) the school if your child will be absent.** A message may be left at this number if you are not calling within school office hours. The answering machine is regularly checked. Unless the school has been notified by a parent concerning the child's absence, school personnel will attempt to contact the parent by telephone, either at home or at work.

Parents are to inform staff of extended student absences due to illness, family activities or other circumstances.

### **Admission Procedures**

Students of all races, creeds, cultural, and economic backgrounds who, along with their families, believe in and support the mission, philosophy, goals, and policies of Main Street School are encouraged to apply. Registration at Main Street School is open throughout the year provided there are openings in the class. You may submit registration applications through our website or by contacting the school office. [office@mainstschool.org](mailto:office@mainstschool.org) 515-981-1275

Main Street School recognizes the benefit of having all children in a family enrolled in the same school. Therefore, siblings of current Main Street School Students are given preferential consideration. Children of faculty members are also given special consideration

## Application Process

### In-person learning

#### Step 1 - Tour

Guardians/families are invited to tour our environment. We believe it is important to experience what learning looks like at Main Street. Potential students are welcome to attend but not required.

#### Step 2

We utilize Tuio for our data collection and invoicing. You may access our registration application on our website or by contacting the Main Street office. ([office@mainstschool.org](mailto:office@mainstschool.org) 515-981-1275)

#### Step 3 - Classroom visit

*Elementary Classroom (K-5th):* A classroom visit must be completed. This is a short visit from 9-11am, which allows the student to meet the teacher and interact with peers and the environment. It is recommended that the student do this independent from the parent.

*Secondary Classroom (Gr 6-12):* A half-day or full-day classroom visit must be completed. Applicants will submit a copy of the student's transcript or report of academic progress for the current and/or previous year.

#### Step 4

Once the registration application and classroom visit is complete, the admission committee will determine, based on the applicant's qualifications and space available, whether the applicant will be offered enrollment.

### On-line Learning (Available for grades 5th through 12th)

#### Step 1 - Meeting

Call or email ([office@mainstschool.org](mailto:office@mainstschool.org) 515-981-1275) the office to set up an appointment for a virtual meeting or phone call to discuss the expectations and format for our online program. If the program seems like a good fit for your family proceed to step 2.

#### Step 2

We utilize Tuio for our data collection and invoicing. You may access our registration application on our website or by contacting the Main Street office. ([office@mainstschool.org](mailto:office@mainstschool.org) 515-981-1275)

#### Step 3

Once the registration application is complete, the admission committee will determine, based on the applicant's qualifications and space available, whether the applicant will be offered enrollment.

## **Bullying and Cyberbullying and Harassment**

Bullying or repeatedly teasing of a student or particular group of students will not be tolerated. Students are to report bullying situations to staff. Bullying is a violation of the Student Rights and Responsibilities. Students found to be bullying will be dealt with on an individual basis. Consequences will range from a warning, parent/guardian contact, conflict resolution and/or possible expulsion.

All forms of harassment in cyberspace, or cyber bullying, are unacceptable.

Cyber bullying includes, but is not limited to, the following abuses of technology:

- A. Harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or WEB site postings (including Blogs) and all social media.
- B. All reports of harassment in cyberspace will be investigated by school personnel.
- C. Sanctions may include, but are not limited to, the loss of computer privileges, conference with parent/guardian and possible expulsion from the school.

## **Calendar**

The annual school calendar is available on our website or by contacting the school.

## **Cell Phone/Electronics/Toys/etc.**

There are times when parents will need to communicate with their child. Please contact the school (981-1275 within office hours) where you will be able to speak to your child. If you are calling outside office hours, you may text the classroom teacher who will allow the student to use the school phone when appropriate.

Secondary students (grades 6th-12th) are allowed to have cell phones at school. Students are to turn off their cell phone during the school day and secure it in their back pack, purse or cubby. Cell phones are not to be visible or activated throughout the school day unless explicit permission has been given by a teacher. Students not following these expectations will result in the cell phone being taken and returned to the student at the end of the day.

Preschool and Elementary students are not allowed to bring cell phones to school. Just like all "extra" things, they are to be left at home unless it is the child's day for sharing.

Unless otherwise noted, electronic toys and laser pointers are not to be brought to school. There is some risk that they may be lost or misplaced. The school is not responsible for replacing these items.

## **Competency-Based Education and Assessment**

Main Street School utilizes a competency-based education model to meet the needs of our unique learners.

“Competency-based education” means that learners advance through content or earn credit based on demonstration of proficiency in competencies. Proficiency for this context is the demonstrated skill or knowledge required to advance to and be successful in higher levels of learning in that content area. Some students may advance through more content or earn more credit than in a traditional school year while others might take more than a traditional school year to advance through the same content and to earn credit. A student must meet the requirements of 12.5(14) to be awarded credit in a competency-based system of education.

All courses and assessments are to align with the Iowa Core, the Iowa 21st Century Framework, and the Universal Constructs. Additional guidance may be sought where the previously mentioned resources fall short, which may include Common Core, NAEA, etc. Expectations for course completion should directly correlate with the students' demonstration of meeting each standard addressed in the course being taken. Students and teachers are encouraged to collaborate on authentic learning opportunities, project-based learning activities, and interdisciplinary work.

## **Computer Use**

Main Street School provides computers with internet access to students to promote exposure to the vast educational resources available through the Internet and the World Wide Web in preparing students to live and work in the 21st century. Misuse of computers for illegal or unauthorized activities, or activities that disrupt or interfere with the education of students in any manner is prohibited and may result in disciplinary action.

## **Conflict Resolution**

Conflict Resolution will provide students with peaceful and appropriate ways to handle conflict among fellow students. Students will have an opportunity to talk to a Main Street School staff member about resolution of the issue. Working together, the students will resolve their concerns. If necessary, a staff member will act as facilitator.

## Dress Code

### Dress Code Philosophy

We strive to provide engaging, collaborative, innovative, learning environments that promote inquiry as a means to develop versatile and involved learners that are advocates of their personal learning journey. Our values are reflected in this dress code. The primary responsibility for a student's attire resides with the student and parent(s), guardian(s), or caregiver(s). The school is responsible for setting an atmosphere conducive to learning and seeing that student attire does not interfere with the health or safety of, nor contribute to a disrespectful, hostile, or intimidating atmosphere for any member of the school community.

To ensure effective and equitable enforcement of this dress code, staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

Our Dress Code is in place in order to:

- Maintain a safe learning environment in classes where protective or supportive/protective clothing is needed, such as chemistry/biology, welding, physical education, etc.
- Allow students to wear clothing of their choice that reflects their personal style and is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, gang affiliations, sexualization, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence, or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of sex, gender identity, gender expression, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

### Expected Behavior

Basic Principle: clothes must be worn in a way such that genitals, buttocks, abdomen, breasts and chests (including nipples) are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this requirement.

**At Main Street School, students must wear (which meets the basic principle above):**

- Top (shirt, tank top, etc.)
- Bottom (pants, sweatpants, shorts, skirt, dress, leggings, etc.)
- Shoes: depending on your course-load & other student activities, activity-specific shoe requirements are in place (for example for PE, sports, carpentry, welding, mechanics, etc.)

**At Main Street School, students may wear (as long as it meets the basic principle above):**

- Hats. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff)
- Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, (including spaghetti straps), and halter tops

- Athletic attire
- Visible waistbands or visible straps on undergarments worn under other clothing

**At Main Street School, students cannot wear:**

- Violent, sexual, or racist language, images, or associations
- Images or language depicting drugs or alcohol (or any illegal for minors item or activity), or use of the same
- Hate speech, profanity, sexualization, pornography, or gang related affiliations/logos/images
- Images or language that creates a hostile or intimidating environment based on any protected class
- Visible underwear (visible waistbands or straps on undergarments worn under other opaque clothing are not a violation)
- Bathing suits (except as required in class or athletic practices)
- Crop tops that intentionally expose the abdomen (minimal exposure of an abdomen during movement is not an exposed abdomen)
- Accessories that could be dangerous or considered as a weapon
- Accessories that promote any illegal for minors activity (includes mugs, toques, etc.)
- Any item that obscures the face or ears including sunglasses (except as a religious observance or as medically necessary or as appropriate on a school trip)

**Enforcement of Dress Code**

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School staff shall not have discretion to vary the requirements in way that leads to discriminatory enforcement.

Students in violation will be provided three options to be dressed more to code during the school day:

- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day
- Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day
- If necessary, students' parent(s), guardian(s), or caregiver(s) may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.

Students should **not** be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:

- Kneeling or bending over to check attire fit;
- Measuring straps or skirt length;
- Asking students to account for their attire in the classroom or in hallways in front of others;
- Accusing students of "distracting" others with their clothing;
- Calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct placement of pants or tops that do not expose the entire undergarment, or confronting students about visible waistbands or



bra straps, since visible waistbands and straps on undergarments are permitted.

These dress code guidelines shall apply to both staff and students, and applies to regular school days and special event school days, as well as any school-related events and activities such as Halloween costumes, off-campus events, school trips, graduation ceremonies, dances, and prom. Students/staff who feel they have been subject to discriminatory enforcement of the dress code should contact the Principal.

### **Fire/Emergency/Tornado Drills**

Regular emergency evacuation drills are conducted by school staff monthly. When the alarm signals, students must evacuate the school or proceed to their assigned area immediately, in an orderly fashion. At the direction of staff, students must follow evacuation routes noted on diagrams posted throughout the school. Students must follow all staff directions regarding movement to other locations. It is essential to be quiet during drills and evacuations. Specific procedures will be outlined for all other emergencies.

### **Grading/Records (see also Competency Based Education)**

**Preschool:** Skill competencies for development in the following domains are demonstrated to parents through work samples and checklists: language, social/emotional, mathematical thinking, emergent literacy, cognitive and large/fine motor development

**Elementary/Middle School:** The report describes a student's progress toward mastery on grade level standards. A lack of proficiency on any standard does not imply failure; it means the student needs to continue to develop in that area. The following performance levels are used to report student progress:

- E: Exceeds grade level expectations
- P: Proficient with grade level expectations
- D: Developing level expectations
- B: Beginning foundations for grade level expectations

Along with the standards report, students work on developing a performance portfolios that are presented to parents at conferences and are used as a source for continuous evaluation of the student's performance as well as to determine changes in their educational plans.

**High School:** We are committed to students mastering the standards, therefore support will be offered and a class will not be completed nor credit earned until a student has reached at least a 70% proficiency on all assessments. The performance levels are slightly different at this level. The following performance levels are used to report student progress:

- E: Exemplary performance with grade level expectations (4.0/A)
- A: Advanced performance with grade level expectations (3.0/B)
- P: Proficient performance with grade level expectations (2.0/C)

## **Graduation Requirements**

Main Street School follows all of the requirements set by the Iowa Department of Education therefore, “beginning with the 2020-2021 school year graduating class, all students in schools and school districts shall satisfactorily complete at least four units of English and language arts, three units of mathematics, three units of science, three units of social studies, and one full unit of physical education as conditions of graduation. The three social studies units include United States Government (1 semester) and one unit of United States History.” In addition, Main Street students must take 1 semester of Health/CPR and 1 semester of Financial Literacy.

### **Main Street offers two paths to graduation.**

First is our Rigorous, Ready Now Diploma, you choose to focus on your core classes (8 credits for English, 6 credits for science, 6 credits for social studies, 1 credit for Financial Literacy, 6 credits for math, 1 credit for health, and .25 credits for each semester of P.E.) and receive your diploma. We encourage you to take additional electives in areas that meet your personal goals; however, they are not required to graduate.

You can also choose the second option for graduation, our Future Focus Diploma, this path meets RAI and NCAA requirements and requires you to include electives into your plan (8 credits for English, 6 credits for science, 6 credits for social studies, 1 credit of Financial Literacy, 6 credits for math, 1 credit for health, and .25 credits for each semester of P.E., and a minimum of 8 elective credits).

Both pathways include service-learning and Genius Hour discussed in later sections of the handbook.

## **Grievance Procedure for Parents**

It is very important that we resolve all questions and concerns. If there are issues you as a student or parent want to discuss, please contact the classroom teacher or the director of Main Street School.

## **Health**

### **Emergency File**

In the event of a serious accident, parents will be notified immediately. For your security, **it is very important that the school have updated telephone numbers on file at all times.**

### **When Should Your Child Stay Home**

Your child must stay home when he or she:

- Has vomiting or diarrhea.
- Has a temperature above 99° within the last 24 hours.

- Has yellow or green drainage from eye(s) or nose(s).
- Has a contagious disease—chickenpox, flu, strep throat, lice, scabies, impetigo or “pinkeye”.

### **Homework**

The purpose of homework is to build upon concepts learned during the school day or as a result of a student’s absence from school. Parents will support students in developing a regular routine of completing homework in a neat, timely and acceptable manner.

Work in the Elementary classroom relies heavily on material that may not be taken out of the school. Because of this, the most important role parents should have in homework is to read to your children and to have them read to you!

Fifth through eighth grade students have a weekly planner and are expected to make note of their assignments and due dates.

### **Illness/Accident/Emergency Care**

If your child becomes ill or seriously injured during the school day, we will attempt to reach you by phone. It is important that we have the number where you can be reached during the day, as well as the name and number of a person with whom you have made arrangements to care for your child in an emergency. Also, please note who has permission to pick up your child in an emergency on your child's **Emergency Contact Sheet**.

### **Library**

Main Street School students regularly visit the Norwalk Public Library as part of their academic program. Parents/guardians must assist their child in obtaining a personal library card prior to the school year. This does not apply to Preschool students.

### **Lunch and Snacks**

Main Street School students are responsible for bringing their own lunch and snacks. The school provides the use of microwaves and a refrigerator. Students are assisted as needed, to use the microwave.

### **Medication Procedures**

In order for medicine to be given to your child at school, you must complete and sign the **Medication Request Form**. Medicine will not be given unless this form is completed and on file at the school. **All medicines will be kept and dispensed by staff.** Medicine must be brought in the original container. This includes over the counter, as well as, prescription medications. For safety reasons, we ask parents to bring medications to the staff. Medication will not be sent home with students for any reason.

## **Notice of Nondiscrimination**

Main Street School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## **Online Expectations**

Main Street School's academic program and technology policies emphasize that the use of the laptop, including access to all network resources, is a privilege that must be maintained through considerate and responsible behavior. All technology resources are, first and foremost, intended for academic and other school-related purposes. Each student signs a user agreement stating that they understand the rules and agree to follow them.

Failure to follow policies will result in the loss of laptop privileges and other serious disciplinary action. Main Street School utilizes network software that blocks access to certain websites, including those that present pornography, violence, criminal activity, and other inappropriate topics. All members of the community are expected to respect these limits. Students should not harm the network or bypass filtering and network security to access inappropriate material on the internet or intranet. Students should also be aware that digital information kept on the school network is open to perusal by administration or designated personnel if necessary. Students are responsible for their conduct (including communications) while using all technology resources, just as they are in a classroom, school hallway, traveling, or at home.

Students should recognize the importance of maintaining personal and network security. Students will protect their privacy by not sharing their passwords or giving out other personal information on the internet. Main Street School does not guarantee the safety of information kept on the network.

## **Online Program**

Our on-line program is available to students across the state of Iowa in grades 5th through 12th.

### **Obligations and Accountability**

Log in to your classes **every day**. Check your email and connect with your teachers daily through Google Hangout/email/text or phone call. The most important part is that you are communicating. We want to help you but there is give and take in building a trusting relationship. Teachers will notify the administrator or Head of School whenever a student's academic progress is not satisfactory or they have stopped communicating with the instructor. You are required to complete two courses each month, so planning and consistency are vital. It is much better for you to speak up and ask for help rather than to get a call that you are behind.

Make continuous progress. **You will need to contact teachers each day M-F unless arrangements for an alternative attendance schedule have been approved. You are required to put in 30 hours of work into school each week, an average of six hours per day on a five-day schedule.** We also recognize that you may have a personalized schedule due to family or work commitments, or personal concerns. This may lead to you working on your classes at nontraditional times, for example, Saturday afternoon rather than Tuesday at 10:00 am. This is perfectly acceptable. We will work with you to make sure you are receiving all the support you need to not only be successful in your classes but also meet the formal requirements to earn your diploma. Our school is flexible and can operate 24/7. We are here for you!

**If you need a computer or other technology through Main Street School, you will need to sign a contract to check it out. While you are enrolled in the program you will have access to a Chromebook and, if you do not have internet access, a WIFI hotspot. You are responsible for the safety and functionality of any equipment you borrow. All Internet access will be granted on a minutes/month basis and should be used for schoolwork.** You must take care of this equipment as it is to be returned in working order when you graduate. If you have technical issues, please contact your mentor first. We have a system in place to make sure you always have working technology. **Please see the ONLINE EXPECTATIONS section for more information.**

Other materials you need for classes, examples include: novels, art kits, science labs, etc., are also provided just as they would be in a brick and mortar school. These items may or may not need to be returned (a microscope-yes, paints from an art kit-no). If you have questions, please ask your teacher or mentor.

Service Learning - **For each month you are in the program you will need to log in for four hours of service learning.** This required portion of the program connects you to your community, enriches your experience as a participatory citizen, and develops your interpersonal skills. You get to choose the activity. It can be as simple as helping the neighbor rake leaves, shovel snow, or paint. You can volunteer at the food bank, homeless shelter, or ARL. You can go around the neighborhood or your favorite park and pick up the trash. You decide on how you are going to make your world a better place. Information, ideas, and the log you fill out to document your work is located in the Main Street School Student Portal. We will also be working with community partners to meet this expectation.

Genius Hour-As part of your education, you will have the opportunity to work towards the future you want for yourself concretely. Genius Hour is the time each week when you pursue your own plans. It may look different for each

student, but we support you in every way. If you are looking for an internship or a part-time job, we will help you make connections and apply. If you want to do personal research or work towards certification, we will guide you through the process. This is learning in its truest form.

### **Parent-Student-Teacher Conferences**

It is essential for parents and teachers to work together cooperatively. Although conferences are scheduled during the fall and spring, parents may request to conference with the teacher at any time. Parents are encouraged to visit the classroom. Please contact your child(ren)'s teacher to schedule a visit.

### **Personal Property**

Any personal property that will cause disruption in school will not be permitted out in the classroom without explicit permission. This includes toys, weapons and technology such as phones, smart watches, wireless headphones, smart glasses, etc... Should these items be brought to school, they will be taken and only returned to the parents.

There are occasions when these items may be used for instructional purposes. Parents will be notified by staff of the need for these items.

### **Progress Reports/Performance Portfolios: Assessment**

Main Street School does not use a typical letter grading system to report student progress. Due to the varying age and abilities in each classroom, reporting systems vary from class to class.

### **Rights and Responsibilities**

#### **Staff Responsibilities**

We will model, teach, and expect behavior which promotes honesty, integrity, responsibility, and respect.

We will provide a safe and secure learning environment.

We will demonstrate a commitment to continuous improvement of one's self.

We will dedicate ourselves to life-long learning.

We will accept diversity in our school and community.

We will challenge each student academically to achieve his/her full potential.

We will provide students with motivating and challenging instruction.

We will collaborate with our colleagues to enhance teaching and learning.

We will address the various learning styles and abilities of students.

We will communicate with parents on a regular basis.

### **Parent Responsibilities**

We will model and teach our children to show support and respect to our teachers, students and school.

We will support our children by instilling good study habits, proper nutrition, and regular sleeping routines.

We will show that we are interested in what our children are doing by making time to be involved with school activities and programs.

We will support our children by making sure they attend school daily.

We will communicate regularly with our children's teachers.

We will support our children by reinforcing homework skills and providing assistance as needed.

We will reinforce the importance of reading at home by reading with our children and discussing the material read.

### **Student Rights and Responsibilities**

Students will have the right to be safe and the responsibility to help others feel safe.

Students will have the right for you and your property to be respected and the responsibility to respect others and their property.

Students will have the right to a good learning environment and the responsibility to demonstrate good behavior and not interfere with the learning of other students.

Students will have the right to a personalized education and the responsibility to actively seek answers.

Students will have the right to engage your interests and passions and the responsibility to recognize and respect those of others.

Students will have the right to a quality educational community and the responsibility to be on time and be on task.

Students will have the right to speak freely and the responsibility to speak respectfully.

Students will have the right to feel accepted and the responsibility to be open to diversity.

Everyone is entitled to a safe, secure, and orderly environment in which to learn and work. These rights and responsibilities are designed to be effective during the following times and places:

- A. On the school grounds at any time.
- B. Off the school grounds at a school activity, function or event.
- C. When en route to and/or from school, a school activity, function or event.
- D. Off the school grounds when the behavior presents a potential danger to persons or property at the school, or which disrupts the educational process.
- E. When a student leaves without permission.

### **Consequences of Student Rights and Responsibilities**

The Student Rights and Responsibilities are designed to make students aware of the types of behaviors that are acceptable. Where it is impossible to note all variations of misconduct, consequences for inappropriate behaviors

will follow these general guidelines\*:

Step 1: Confidential meeting with student and/or parent/guardian discussing misbehavior and appropriate disciplinary actions

Step 2: Placing a disciplinary notice signed by staff, parent/guardian and student in student's file and reporting infraction to the board

Step 3: Suspension or removal from Main Street School

\*Whereas, these steps are sequential, the infraction will determine the level of the consequence. Consequences could include will be determined by the offense. Our goal is never punishment but rather to present learning opportunities to grow in all aspect of our humanness.

### **School Hours**

Main Street School school hours are 8:15 AM – 2:45 PM. **The doors are unlocked at 8am for the arrival of students. The doors are locked at 3pm.**

Please be considerate of both your child and the staff by not arriving at school before 8am and picking your child up no later than 3pm. Teachers often have meetings scheduled and/or daily work to complete after school. Before and after care are available. Please inquire at the office if interested.

### **Sexual Harassment/Sexual Intimidation**

Main Street School encourages parental and student support in all efforts to address and prevent sexual harassment and intimidation in school and during school activities. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with Main Street School staff.

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or Main Street School staff. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and Main Street School personnel with courtesy and respect. Students are to avoid any behaviors known to be offensive, and they are to stop these behaviors when asked or told to stop.

When a complaint is substantiated against a student, appropriate disciplinary action, based on the nature of the offense, will be taken.

Main Street School staff will notify the parents of any student involved in sexual harassment by student(s) and of any incident of sexual harassment or intimidation by Main Street School personnel. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may



be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or intimidation by a staff member may be presented by a student and/or parent in a conference with a mediator. The parent may accompany the student throughout the complaint process. The mediator will conduct an appropriate investigation.

The student will not be required to present a complaint to a person who is the subject of the complaint.

### **Special Services/Students with Special Needs**

Because of our small size and personalized curriculum, it is possible for Main Street School to work with students with special needs. However, our small staff size restricts our ability to proficiently work with some students with high levels of needs. Therefore, we retain the right to determine admission based on the assessment of our ability to meet each student's needs.

### **Student Records**

- Enrollment and attendance history
- Proficiency of standards and content mastery
- Disciplinary notices

### **Tardiness**

When students arrive after the school day has begun, they are to report directly to class.

### **Transcripts**

Transcripts are a student's permanent record of school performance while at Main Street School. Standardized test scores reported to Main Street will become a permanent part of a student's transcript. At no time may a reported score be removed from a transcript.

### **Tuition and Fees**

Tuition is set annually. Our updated Tuition and Fees Schedule can be found at our website: [www.mainstschool.com](http://www.mainstschool.com)

As an independently accredited private school, our families can utilize Students First Education Savings Accounts to pay their tuition. The Students First ESA must be applied for through the state of Iowa. The

application window for the ESA starts June 1st through June 31st prior to the coming school year. Information can be found at: [Students First ESA](#)

### **Volunteering**

Volunteers are welcomed and appreciated. Please refer to the Parent Opportunities form on our website for ideas on how you can help.

### **Weather Emergencies/School Closing**

Inclement weather conditions may cause the school to be closed. Main Street School will contact parents through email as soon as a change in schedule is determined. Notice is also reported to KCCI and WHO online, TV and radio services. Emergency plans should be considered in advance by parents in the event of inclement weather.

### **Withdrawal Process**

Should you choose to withdraw from Main Street School, the procedure is as follows: 1) Submit a written letter of intention to withdraw with a minimum of one week's notice. 2) You will be required to make a tuition payment for the month following that month of the given notice. Ex. If a withdrawal letter is given on Nov. 15, you will be required to make a December tuition payment.