MEAD ELEMENTARY PRESCHOOL
STUDENT-PARENT HANDBOOK
2025-2026

Mead Preschool
115 N. Elm
Mead, Nebraska 68041
Phone: 402 624-6465
Fax: 402 624-2001

ADMINISTRATION

Superintendent: P.J. Quinn
PK-12 Principal: Darin Kovar
Director of Special Programs: Terry Hickman

BOARD OF EDUCATION

President	Richard Kuhr
Vice President	Brenda Halbmaier
Treasurer	Sara Nicola
Member	Kevin Popken
Member	Deborah Virgl
Member	Greg Williams

Elementary Faculty

Position	Teacher	Ext		Position	Teacher	Ext
Superintendent	PJ Quinn	129		6th Grade	Lucas Timm	301
Principal	Darin Kovar	135		Art	Courtney Buelt	212
Preschool	Moriah Wellman	306		Elem Guidance	Megan Engel	208
Kindergarten	Lesha Quinn	300		Elem Special Ed.	Ann Egr	310
1st Grade	Cathy Kuhr	304		Media Specialist	Anne Swanson	131
2nd Grade	Elizabeth Bladt	303		K-6 Vocal Music	Tracy Munter	311
3rd Grade	Valerie Reiman	309		Physical Education	Randy Siske	122
4th Grade	Katie Novak	302		Speech/Language	Stephanie Leonard	310
5th Grade	Jason Larsen	308		Title I	Mary Mayfield	307

Jr./Sr. High Faculty

Position	Teacher	Ext		Position	Teacher	Ext
Superintendent	PJ Quinn	129		Math	Jill Scanlon	209
Principal	Darin Kovar	123		Math/Journalism	Rod Henkel	207
Dir. Of Spec. Programs	Terry Hickman	206		Media Specialist	Anne Swanson	132
Agriculture	Cole Blomendahl	125		Music: Choir/Band	Cindy Miller	214
Art	Courtney Buelt	212		Physical Education	Randy Siske	210
Business	Amanda Lee	211		Science	Holly Miller	205
Family Sciences	Megan Dworak	202		Social Studies	Brandi Zetocka	122
HS Guidance	Dawn Moser	124		Spanish	Megan Engel	208
Language Arts	Tricia Kruse	201		Special Education	Nathan Krauel	218
Language Arts	Alexis Pedersen	200		Speech/Language	Stephanie Leonard	310

Support Staff

Position	Teacher	Ext		Position	Teacher	Ext
Bookkeeper	Shelly Kruse	128		Library Aide	Ashley Mixer	131
Admin. Asst. HS	Jessica Miller	120		Maintenance	Ryan Scanlon	
Elem. Secretary	Amanda Schaal	127		Bus Driver	Jim Halbmaier	
Para-educator	Penny Elliott			Bus Driver	Mark Dunwoody	
Para-educator	Mystic Hartgrave			Bus Driver	Vern Taylor	
Para-educator	Kayla Hrdlicka			Van Driver	June/Jerome Moline	
Para-educator	Lena Huckeby			Head Cook	Crystal Hartgrave	126
Para-educator	Miranda Koertner			Asst. Cook	Jenny Grasiani	
Para-educator	Brandon Mills			Asst. Cook		
Para-educator	Robyn Vera			Asst. Cook		
Para-educator						

After hours, a staff member's voicemail can be reached using the extension numbers listed above.

STUDENT - PARENT HANDBOOK
MEAD PRESCHOOL
2025-2026

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Mead Preschool Student-Parent Handbook
2025-2026 School Year

Section 1 Foreword and Welcome

On behalf of the entire faculty and staff, I would like to welcome you to Mead Public Schools. We are committed to providing an excellent academic and co-curricular experience.

This handbook is intended to be used by preschool parents/guardians and staff as a guide to the policies, procedures, and general information about Mead Public Schools. Parents are encouraged to use this handbook as a resource and to assist their child in understanding the policies and procedures contained in this handbook. The handbook has been reviewed and accepted by the Board of Education.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to cover every situation and circumstance that may arise during any school day, or school year. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program.

After reviewing this handbook, please feel free to contact me with any questions or concerns you might have.

Sincerely,
PJ Quinn, Superintendent

Section 2 School Vision, Mission, and Beliefs

Vision: Mead Public Schools' stakeholders will be engaged, motivated members of an educational culture that believes education is essential to a fulfilling future.

Mission Statement: The Mead Public Schools, families, and community shall provide learning opportunities that challenge and encourage all learners.

Belief Statements: We Believe

- All students can learn
- Diversity will be recognized and respected
- In providing a physically and emotionally safe learning environment
- Education is a shared responsibility of students, staff, family, and community
- Proper communication is fundamental to effective education
- Respect for self and others is vital to education
- In providing a foundation for continued learning
- In using data to make educational decisions
- Honesty and academic integrity is essential to education.

Reviewed: January 2025

Section 3 School Calendar

2025-2026 Mead Public Schools CALENDAR

Approved February 10, 2025

July

4 Independence Day

Student Contact Days..... 177

Teacher Contract Days..... 187

*The calendar shows 187 contract days. If fewer than 2 days are missed due to weather, the year will be shortened at the end to match the 185 day contract with teachers.

July 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

I	S	T
3	12	16

11-13 Teacher Inservice/Workdays

14 School Begins - 1:30 Dismissal

No Breakfast

August 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

I	S	T
1	20	21

1 Labor Day - No School

19 Teacher Inservice - No School

September 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October

I	S	T
1	21	22

10 No School - Teacher Inservice

17 End of 1st Quarter 44 Days

30 12:30 Dismissal

Parent-Teacher Conferences 1:30-8:00

31 No School

October 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November

I	S	T
0	17	17

26-28 No School - Thanksgiving Break

November 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

I	S	T
0	16	16

19 12:30 Dismissal - Christmas Break

End of 2nd Quarter 41 Days

End of 1st Semester 85 days

22-31 No School - Christmas Break

31 Teacher Flex Day

December 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January

I	S	T
2	19	21

1-2 No School - Christmas Break

2 Teacher Flex Day

5 School Resumes

30 Teacher Inservice - No School

February 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

February

I	S	T
1	19	20

25 No School - ECNC Speech Host

March 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March

I	S	T
0	21	21

13 End of 3rd Quarter 48 Days

26 12:30 Dismissal

Parent-Teacher Conferences 1:30-8:00

27 No School

April 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April

I	S	T
0	20	20

2 1:30 Dismiss - Easter Break

3-6 No School - Easter Break

May 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May

I	S	T
2	13	15

1 No School - Teacher Inservice

9 Graduation - 2:00 p.m.

20 11:30 Dismissal

End of 4th Quarter 45 days

End or 2nd Semester 45 days

21 Teacher Checkout

June 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

KEY

- School/Semester Begins
- Teacher Inservice - No School
- No School
- Early Dismissal
- End of Quarter/Semester

Enrollment and Eligibility Priority

Enrollment for the preschool program will be conducted on an annual basis. Parents or legal guardians must complete and submit a preschool enrollment application form by the specified deadline. Applications will be reviewed, and enrollment decisions will be based on available space, eligibility criteria, and other factors deemed appropriate by District staff. Parents will be notified of their child's enrollment status within a reasonable timeframe after the application deadline.

3-Year-Old Class Enrollment Priority

1. Those students that are required by law to participate or be given a preference in the preschool program;
2. Resident students, and non-resident students who have a parent who is a Mead Public Schools staff member, who will turn three-years old by July 31st prior to the school year;
3. Non-resident students who will turn three-years old by July 31st prior to the school year who have a sibling already enrolled in the district;
4. All other non-resident students who will turn three-years old by July 31st prior to the school year.

4-Year-Old Class Enrollment Priority

1. Those students that are required by law to participate or be given a preference in the preschool program;
2. Resident and non-resident students who were previously enrolled in the Mead Public Schools 3-Year-Old Class.
3. Resident students, and non-resident students who have a parent who is a Mead Public Schools staff member, who will turn four-years old by July 31st prior to the school year;
4. Non-resident students who will turn four-years old by July 31st prior to the school year who have a sibling already enrolled in the district.
5. All other non-resident students who will turn four-years old by July 31st prior to the school year.

In the event that the number of applicants exceeds the preschool program's capacity, a waitlist may be established. Priority on the waitlist may be given to eligible children based on the priorities listed in this policy. Parents will be notified if their child is placed on the waitlist and will receive updates regarding their status if openings become available.

Local Capacity Limits

Beyond state level limits based on square footage and student-adult ratio, the three-year old class enrollment will be capped at 14 students and the four-year old class enrollment will be capped at 16 students.

Attendance

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage such regular and punctual student attendance.

Arrival and Dismissal

The three-year-old class will begin at 8:00 and end at 11:10. Three-year olds will be able to enter the building upon arrival at school, within reason. Teachers do not report until 7:45 and supervision begins at 7:50. The four-year-old class will begin at 12:00 and end at 3:10. They will enter the building upon arrival, using the main entrance. Both three and four-year olds will be dismissed from the lower, south door, which is labeled as #1.

Absences

Parents and guardians are expected to notify the school if their child will be absent for any reason. You can call the elementary school at 402 624-6465, or you can email Amanda Schaal, the elementary attendance secretary, at aschaal@meadpublicschools.org. If a student is absent and the school has not been notified, we will contact you to ensure the safety of your child.

Students leaving school for any reason must have parental/guardian permission. This permission can be written or verbal notification from the parent to the office prior to the student's departure. If a student leaves the school for any reason, including illness, they must be signed out in the office to provide a record of their departure.

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include but are not limited to the following: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice or nits, or on determination by the school that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Students should be fever-free without the aid of fever-reducing medicines before attending to school.

Guidelines for Administering Medication

Whenever possible your child should be provided medications outside of school hours. In the event it is necessary that a child take or have medication available at school, the parents/guardians must provide a signed, written consent for the child to be given medication at school. A consent form is available at the school office. If your child has asthma or diabetes and is capable of self-managing his or her health condition, contact the office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted.

Severe Weather and School Cancellations

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local television and radio stations when school will close due to weather. Notices will be sent via our messaging system ParentSquare. You will automatically receive these notices. School Beacon serves as a backup to ParentSquare. You may sign up for School Beacon at https://www.schoolbeacon.com/users/login. Generally, when school is canceled, activities scheduled for that day and evening are also canceled, but some of these decisions are made on a case-by-case basis.

After School Starts. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. If school is closed during the day the notice will be communicated by School Beacon and local television and radio. Parents should have a plan in place to accommodate these circumstances.

Busing

Busing for three-year olds will be available only on the morning route. Busing for the four-year olds will be available only for the afternoon route. Both three and four-year olds need an older sibling on the bus to be able to ride the bus. The school will transport three and four-year olds to licensed day cares within the boundaries defined by the school.

While riding school buses students are expected to follow the same student conduct rules which apply when on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses and vehicles.

Special Conduct Rules for Riding School Buses.

a. Rules for Getting On and Off the Bus
    i. Be on time to be picked up. As a general rule, get to the bus stope before the scheduled pick up time. Students who miss the bus should notify parents.
    ii. While waiting for the bus, stay at least 5 feet away from the street, road or highway. Wait until the bus comets to a complete stop before approaching the bus.
    iii. Exit the bus only at the approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
    iv. If it is necessary to cross the street after exiting the bus, cross in front of the bus where the driver can see. Wait for the driver to signal before crossing the street.
b. Rules on the Bus
    i. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
    ii. Sit in the seat facing forward and remain seated at all times. Use seat belts in vehicles in which they are available.
    iii. Talk quietly and use appropriate language. There is to be complete silence at railroad crossings.
    iv. Keep all parts of your body inside the bus.
    v. Keep arms, legs and belongings to yourself.
    vi. No fighting, harassment, bullying, intimidation or horseplay.
    vii. Do not throw any object.
    viii. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
    ix. Do not damage the school bus.

Getting the Driver's Assistance: if a student needs assistance from the driver, he/she should wait until the bus is at a full stop. If he/she is close enough, tell the driver what is needed. Students too far away for the driver to hear should ask a student in front of them to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If immediate assistance is needed for an emergency, take all action needed to safely get the help of the driver.

Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

Snacks

A snack break will be included for preschool students. Properly selected snacks can contribute to student nutrition and learning. Snacks will be selected and provided by the preschool program.

Field Trips

Preschool students will occasionally participate in field trips. When these are within the community, notification will be provided in classroom communications. Out-of-town field trips will generally require permission slips.

Birthday Parties / Non-school Information
If a student is inviting ALL students to a party, invitations may be brought to school. This is also true if a boy is inviting all the boys or a girl inviting all the girls. We will not typically hand out information that does not pertain to school.

School News and Information
The preschool will provide information on a regular basis. ParentSquare is another source of information. Information regarding class and school reminders from the app will be provided.

Parent teacher conferences are scheduled in the Fall and Spring. This is an effective tool for communicating with teacher. Parents can also schedule additional conferences with teachers if desired.

Home Visits
Preschools are expected to conduct two home visits during the school year. The preschool teacher will schedule these visits during the school year.

School Visitation
For the safety of students and staff and to protect instructional time, visitors should report to the office as soon as they enter the building. You are welcome to visit your child's classroom, but arrangements should be made prior to the visit. On occasion, the school staff may invite parents to assist with sponsorship of students at school events such as field trips, room parties, etc. Such participation shall be by invitation of the teacher and/or building principal.

Recess
Preschool students will have recess daily. It is important that they dress appropriately for the weather. Recess is outside unless the temperature is below 20 degrees or there is rain or snow.

Immunization
All students must have up-to-date immunizations that meet Nebraska's state regulations. Proof of immunizations must be provided by November 1 or 60 days after the enrollment date of a new student.

Video Surveillance
The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Messages and Use of Telephone
Parents should feel free to call the school concerning any matter dealing with their children and the school. Only in urgent situations will students be called from classrooms to answer a telephone call and only messages from parents will be delivered to students.

Drug-Free Schools
The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The

District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of District Policy 5131.7 is that the use of illicit drugs and the unlawful possession and use of alcohol and tobacco is wrong and harmful.

Notice of Nondiscrimination

The Mead Public Schools does not discriminate on the basis of sex, disability, race, color, religion, military or veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Darin Kovar, Principal, Mead Public Schools, 114 N. Vine, Mead, NE 68041 dkovar@meadpublicschools.org

Employees and Others: P.J. Quinn, Superintendent, 115 N. Elm, Mead, NE 68041 pquinn@meadpublicschools.org

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	K-12 Principal
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent
Behavioral Awareness and Health	Community Service Providers & other resources	Building Counselors

The Coordinators may be contacted at: Mead Public Schools, 115 N. Elm, Mead, NE 68041; 402 624-6465.

Anti-discrimination & Harassment Policy

Elimination of Discrimination. The Mead Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination. For more information regarding the elimination of discrimination, harassment, and anti-retaliation, please consult polices 4003 and 5401/

Preventing Harassment and Discrimination of Students.

Purpose: The Mead Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race, color, religion, military or veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status, may include, but is not limited to:

a. Name-calling,
b. Teasing or taunting,
c. Insults, slurs, or derogatory names or remarks,
d. Demeaning jokes,
e. Inappropriate gestures,
f. Graffiti or inappropriate written or electronic material,
g. Visual displays, such as cartoons, posters, or electronic images,
h. Threats or intimidating or hostile conduct,
i. Physical acts of aggression, assault, or violence, or
j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

a. Unwelcome sexual advances or propositions,
b. Requests or pressure for sexual favors,
c. Comments about an individual’s body, sexual activity, or sexual attractiveness,
d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person’s will or where a person is incapable of giving consent due to the victim’s age, intellectual disability, or use of drugs or alcohol,
f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

Anti-retaliation

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

Grievance (or Complaint) Procedures

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is available in the office of each District building, on the District's website, and from the designated coordinators. Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

Multicultural Policy

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act 1973

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading at the time the record was created. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student 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 or eligible student when notified of the right to a hearing.

3. 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 or otherwise allowed by law. A school official is a person employed by the district 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 District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student 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 educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

   The District forwards education records (may include academic, health and discipline records) to schools that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Office of the Chief Privacy Officer
   U.S. Department of Education
   400 Maryland Avenue, S.W.
   Washington, D.C. 20202-4605

NOTICE CONCERNING DIRECTORY INFORMATION

The District may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone number, electronic mail address, photograph, , dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received. A parent or eligible student has the right to refuse to let the District designate any or all of those types of information about the student as directory information. Parents or guardians may refuse to allow their student's information be designated as "directory information" at any time during the school year, so long as the parent or guardian notifies the Superintendent in writing.

Notice Concerning Parents Right to Know, Staff Qualifications, and Testing Opt-Out

At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including at a minimum, whether the students teacher:

1. has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. is teaching under emergency or other provisional status through which State qualification or

licensing criteria have been waived; and

3. is teaching in the field of discipline of the certification of the teacher.

We will also inform parents on request whether the child is provided services by paraprofessionals and, if so, their qualifications.

At the beginning of each school year, if the District receives Title I funding, the District shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the District will provide the parents on request (and in a timely manner), information regarding any State or District policy regarding student participation in any State or District assessments, including the District's policy and procedure on the parental right to opt the child out of such assessment(s). The District shall also make widely available through public means (including by posting in a clear and easily accessible manner on the District's website) information on each State or District assessment, including:

(A) the subject matter assessed;
(B) the purpose for which the assessment is designed and used;
(C) the source of the requirement for the assessment;
(D) the amount of time students will spend taking the assessment, and the schedule for the assessment; and
(E) the time and format for disseminating results.

Student Privacy Protection Policy

It is the policy of Mead Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. Parents shall have the right to inspect surveys administered to their students, and parents have the right to opt-out of surveys containing matters deemed to be sensitive.

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate date from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such polices.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be "sensitive" for purposes of this policy:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parental Involvement Policies, Including Title I

Mead Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District's policy (Policy Numbers: 1161, 1161.1, 5161, 5161.1) to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students. The policies noted above include Title I Parental involvement policies. All District policies can be accessed via the District Information / Board of Education section of the school's website: www.meadpublicschools.org, or printed

copies will be made available upon request. Policies are reviewed and updated regularly. Parents are welcome to call the administration regarding policy questions.

On occasion, the school staff may invite parents to assist with sponsorship of students at school events such as field trips, room parties, etc. Such participation shall be by invitation of the teacher and/or building principal.

Child Abuse

School employees are required by law to report any suspected case of child abuse or neglect to the office. Abuse or neglect can be placing the child in a situation that endangers his/her life or physical or mental health, cruel confinement or punishment, deprivation of food clothing, shelter, care, sexual abuse, or being left unattended.