



JOHN ADAMS MIDDLE SCHOOL

MASON CITY COMMUNITY
SCHOOLS STATEMENT OF MISSION

PREPARING TODAY'S LEARNERS FOR TOMORROW'S
FUTURE IN A CARING AND RESPONSIVE ENVIRONMENT.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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PERMISSIONS

Student Handbook Planner 2018-2019

I have read, understood, and will abide by the rules and regulations of John Adams Middle School as established by the Student Handbook Planner endorsed by the Mason City Community School Board.

Student Signature _____ Date _____ Teacher Initial _____

Good Conduct Policy 2018-2019

I have read, understood, and will abide by the rules and regulations of John Adams Middle School as established by the Good Conduct Policy for extracurricular activities endorsed by the Mason City Community School Board.

Student Signature _____ Date _____ Teacher Initial _____

Search and Seizure Notification 2018-2019

In order to maintain a safe and orderly environment at John Adams Middle School, school officials may deem it necessary to conduct searches within the confines of the school campus. These searches would include classrooms, lockers, bags and/or purses, vehicles, and persons. Parents and students are hereby notified of the use of a drug dog, in cooperation with law enforcement, in making every attempt to maintain the safety of all who attend John Adams Middle School.

Student Signature _____ Date _____

STUDENT/PARENT HANDBOOK JOHN ADAMS MIDDLE SCHOOL

Dear Students and Parents:

Welcome to John Adams Middle School! We are glad to have you here. Whether you are a newcomer to our school or have been here before, we hope you will find this school year to be a memorable and exciting one.

This handbook answers many of the questions you may have about the expectations and activities at John Adams Middle School. We hope that this will be helpful to you throughout the year. Please understand that no handbook, regardless of the length, can answer all questions. Should you find yourself in that situation, please call the school for assistance. The school phone number is 421–4420.

We are looking forward to helping you have a good school year. We are always open to any suggestions you might have.

May this year be the most rewarding in your school career!

The John Adams Middle School Staff

JOHN ADAMS BEHAVIOR SUCCESS CODE

1. Be responsible at all times.
2. Be respectful at all times.
3. Build positive relationships at all times.

The administration, faculty, and staff at John Adams Middle School believe that all students can behave appropriately. Misbehavior is a matter of choice. Each student is responsible for his/her actions. In order to assist students in knowing what type of behavior is expected of them, and how to meet this expectation of behavior an expectation matrix has been developed. These expectations should be followed and adhered to at all times while at school, on school grounds, and/or while attending a school function. You will find be able view the matrix expectations throughout the handbook.

POSITIVE BEHAVIOR AND INTERVENTION SUPPORTS (PBIS)

JAMS is A Positive Behavior and Intervention Supports (PBIS) School focusing on Respect, Responsibility, and Positive Relationships

PBIS is a program supported by the Mason City Community School District to promote and maximize academic achievement and behavioral competence. It is a school-wide strategy for helping all students achieve important social and learning goals. We know that

when good behavior and good teaching come together, our students will excel in their learning. John Adams Middle School is proud to be a part of this exciting initiative.

As part of the PBIS program, we establish several clear expectations following the 3R's – Respect, Responsibility, and Relationships for the behavior we expect in areas of our school. We explicitly teach those expectations to the students and reward them frequently with positive incentives for their great behavior. The 3R's along with their expectations for all student behavior are clear throughout our building, cafeteria, gymnasium, and classrooms. You can ask your child, "What are the 3R's at JAMS?" "How do you follow those?" "What happens when a staff sees you following the 3R's expectations?"

JAMS 3R's specifically address bullying behaviors, provide for a safer school environment and give more time for instruction. We provide consistent consequences and positive reinforcement for all students. By detailing every expected behavior and teaching to the students in a positive way, we provide a common language for everyone in our building, including students, staff, office, custodial, and cafeteria.

We believe that by helping students practice good behavior, we build a school community where all students have an environment where they can succeed and grow.

PARAPROFESSIONALS – SECRETARIES – CUSTODIANS – FOOD SERVICE

Personnel working in these positions are identified as classified personnel. They perform a variety of supervisory, clerical, maintenance, and service responsibilities that are a very important part of our school operation. These staff members have authority, as delegated by the building administrators, and are entitled to the same respect and courtesy as any other staff member.

JURISDICTIONAL 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 are expected to treat teachers, other employees, students, visitors, and guests with respect and courtesy.**

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 or chartered buses; 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. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

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 operation 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. Discipline can also include prohibition from participating in extracurricular activities, including athletics. 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 them. Students or parents with questions or concerns may contact the John Adams office for information about the current enforcement of the policies, rules or regulations of the school district.

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or administrator, also means that 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, school-owned or

school-operated buses or vehicles and chartered buses. 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.

NATURE OF THE MIDDLE SCHOOL STUDENT

The middle school student experiences periods of change from late childhood to early adolescence. This age group has social, emotional, intellectual, and physical needs that must be met by the middle school if the student is to be academically successful. The middle schools in Mason City attempt to focus on the unique developmental stages of their students. The characteristics of the middle school age student follow.

PHYSICAL - - In relation to body development, appearance, and activity, students of middle school age exhibit:

- Increased interest in the physical aspects of the body, including its functions and changes
- Generally rapid, though irregular, physical development with resultant differences among peers due to uneven growth and development
- Generally a more advanced physical maturity on the part of girls than of boys at the same chronological age
- Awkward and clumsy movements due to body growth preceding muscle growth
- Considerable attention to personal appearance and concern with irregularities such as skin blemishes, scars, and obesity
- Conformity with "in" styles, such as clothing and hairstyle
- Extreme restlessness with great need to release physical energy
- Talkativeness
- Responsiveness to a variety of non-structured and leisure activities.

SOCIAL - - With their concern for individuality, conformity, and development of values, students of middle school age evidence:

- Desire to be "different," yet within the overall limits of peer conformity
- Desire for opportunities to exercise selectivity in the choice of food, activities, and friends--with frequent changes in "close" friendships
- Considerable peer consciousness: strong need for a feeling of belonging to a group
- Adherence to peer group standards along with an awareness of "acceptable behavior"
- Concern for "right," "wrong," and "social justice"
- Concern for less fortunate "others"
- Attempts to identify with adults other than parents.

EMOTIONAL - - In relation to their uncertainties and conflicts, students of middle school age tend to:

- Be frequently impulsive with words and actions; impatient to get things done in a hurry
- Have ambivalent desires: want freedom, but fear the loss of certain securities
- Become more independent, yet still feel the need for direction and regulation
- Desire to make their own evaluation of suggestions from others
- Exhibit a wide range of overt behaviors and mood instability: quiet-loud, shy-boisterous, fearful-confident, and anxious-assured
- Need experience with frequent success and desire attention and recognition for personal efforts and achievements
- Seeks approval of and acceptance by adults
- Be sensitive to criticism of personal shortcomings and often easily offended
- Be anxious, doubtful, and confused about their physical and intellectual development, social relationships, and adult authority.

INTELLECTUAL - - In relation to their intellectual experiences, students of middle school age tend to:

- Be curious and inquisitive
- Prefer active to passive learning activities
- Relate intellectual activities with immediate and short-range goals
- Prefer interaction with peers during learning activities
- Desire opportunities to express originality on an individual basis
- Be interested in both concrete and abstract exercises and be more able to deal with abstract concepts than formerly
- Show interest in races and cultures other than their own
- Challenge "idealistic" teachings
- Be interested in making fuller utilization of basic skills used in elementary school
- Evaluate personal capabilities, both attributes and limitations

- Show strong, intense interests, not always sustained, in various pursuits.

Many of the pre- and early-adolescents in the middle school age group will vary in differing degrees from these generalizations. The major emphasis of the middle school, however, should be toward providing for both the general and individual needs of these students.

ACADEMIC GUIDELINES

CHEATING

Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources (plagiarism) or similar cheating is not tolerated. Students will receive a 30 minute detention and/or lose credit on the work.

MAKE-UP WORK

All work missed due to absence should be made up in a reasonable length of time. A suggested guide for this is double the number of days a student has been absent. For example, if absent three days, then work made up in six days.

For an extended illness the above guide would need to be modified.

A “long range” assignment, that is one for which you have had several weeks to prepare, will not necessarily be extended by an absence on the day it is due.

MUSIC EDUCATION COURSES AND REQUIREMENTS

Band, Choir, and Orchestra classes are elective for student enrollment. Once a student has signed up for these courses their attendance in these classes when they are scheduled to meet is mandatory. Students may not choose to skip the class to attend to other course work or make-up work in another class. This would be considered no different than skipping a core curriculum course and would face the same consequences.

WITHDRAWAL FROM MUSIC EDUCATION COURSES

Students who are signed up for Band, Choir, and Orchestra who no longer wish to be enrolled in those classes may elect to withdraw from them in the first two weeks of the school year or during the first week of a quarter.. This withdrawal requires a conversation between the instructor and parent or guardian and written notification to be sent to the office expressing the desire for withdrawal.

PHYSICAL EDUCATION REQUIREMENTS AND PROCEDURES

To receive a passing grade in physical education, students must satisfy the minimal requirements of the course.

Requirements: All Mason City middle school students must be enrolled in a physical education class during each semester. Physical education is similar to other subjects in that the student must receive a passing mark to receive credit for the course. Students not fulfilling obligations in physical education classes will not receive credit.

Students who do not participate in PE will be required to make that session up. In some instances, a “replacement” assignment may be issued. Make-up work may be completed at times scheduled between the staff and student.

STUDENT PROGRESS REPORTS AND CONFERENCES

It is essential for public schools to regularly provide student achievement data to parents/guardians, students, school personnel, and the community. Further, this report must be comprehensive and clear regarding how the student is currently performing on academic content as defined by the standards and benchmarks and on the productivity skills of work habits and work quality. Achievement for these grades will be recorded and reported separately.

Geometry and Algebra 1 grading

Algebra 1 and Geometry are high school courses offered and taught here at John Adams for students who meet the enrollment criteria.

As these two classes are high school courses they do count for high school credit and have an immediate impact on a student's high school grade point average (gpa).

Communication to Parents and Students

- Teachers will discuss assessment with students, in an age appropriate manner, at the beginning of instruction. Where feasible, students will be involved in decisions about methods of assessment and scoring scales.
- Early in the year, teachers will provide students and parents a written overview of grading practices, in clear, easily understood language in each course or grade.
- Student progress or grade reports will be provided to parents or guardians four times per school year.
- Whenever a student's progress has an unsatisfactory trend, that information will be provided to parents or guardians.

Special Grading

Students receiving special education services may be graded against Mason City Community School District standards or the goals of the Individual Education Plan (IEP). The IEP team will give direction to the principal regarding individual grading modifications.

Privacy/Confidentiality

The privacy of a student's educational record is protected by the Family Educational Rights and Privacy Act. Therefore, no student is permitted to have access to another student's educational record or to make entries in such a record. Only district employees who have a need to know the information in a student's educational record are permitted to have access to that record. This privacy issue does not pertain to students involved in peer editing or providing other feedback to one another prior to an assignment being recorded by the teacher or other school employee.

Sharing of student's grades or progress with parents or guardians will be conducted in a confidential manner.

Mason City Community Schools Board Policy Reference: 505.1

STUDENT PROGRESS - RETENTION

Middle school students not demonstrating proficiency in the core content area may be retained. It will be the responsibility of the principal or designee to notify students and families who may be affected by retention. Notification should begin no later than midterm of the third quarter, with written notification no later than May 1 as to potential retention. Middle school students whose attendance falls below the minimum number of days required by the State of Iowa may also be considered for retention.

Mason City Community Schools Board Policy Reference: 505.2

ANTI-BULLYING/HARASSMENT

Code No. 104

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ANTI-BULLYING/ANTI-HARASSMENT POLICY

The Mason City Community Schools District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored

activity.

Definitions

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

- “Electronic” means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- “Harassment” and “bullying” shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual’s actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
 - (1) Places the student in reasonable fear of harm to the student’s person or property.
 - (2) Has a substantial detrimental effect on the student’s physical or mental health.
 - (3) Has the effect of substantially interfering with a student’s academic performance.
 - (4) Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
- “Trait or characteristic of the student” includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- “Volunteer” means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent’s designee. An alternate will be designated in the event it is claimed that the superintendent or superintendent’s designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. Complaint forms may be found on the school’s website under public notices or see policy 102.E4. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent or the superintendent's designee (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint (hereinafter "Respondent") to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings.

Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and

including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Publication of Policy

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

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's website,

Code No. 104

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Legal References: 20 U.S.C. §§ 1221-1234i.
 29 U.S.C. § 794.
 42 U.S.C. §§ 2000d-2000d-7.
 42 U.S.C. §§ 12101 *et. seq.*
 Iowa Code §§ 216.9; 280.28; 280.3.
 281 I.A.C. 12.3(6).
 Morse v. Frederick, 551 U.S. 393 (2007)

Cross References: 102 Equal Educational Opportunity
 502 Student Rights and Responsibilities
 503 Student Discipline
 506 Student Records

ATTENDANCE/ABSENCE/TARDIES

We ask that a parent/guardian please call school before 9:00 A.M. on the day that the student is absent. Please call our secretary at 421-4420. Parents are requested to discuss absences that are not health related with the school administration. Please send a note prior to the absence(s). The note should indicate date(s) and reason for absence(s). With pre-approval by the administration, most of these

absences will not accrue to a possible violation under the mandatory attendance laws of the state of Iowa.

The school day is composed of eight periods, so when a student has missed eight periods that will count as one day even though it may be part of several different days. The notes from doctors, dentists, and other appointments will be even more important to turn in to excuse the time missed. We will still be expecting students to be in school 37 days each quarter.

Students must attend school for one-half day to be eligible to participate in any school activity, unless pre-excused by an administrator. This means students must be in school by 11:30 A.M. and attend the rest of the school day in order to attend a school activity of the same day.

Students arriving late to first period without a pass from the office will be sent to the office for a tardy pass.

COMPULSORY ATTENDANCE

Parents within the Mason City Community School District who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the board. Students will attend school the number of days school is in session in accordance with the school calendar.

Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are attending religious services, receiving religious instruction or participating in religious observances;
- are attending an approved or probationally approved private college preparatory school;
- are attending an accredited nonpublic school; or,
- are receiving competent private instruction.

It is the responsibility of the parent of a child to provide evidence of the child's mental and physical inability to attend school or of the child's qualifications for one of the exceptions listed above.

Code of Iowa Reference: 294.4 and 299.8

Mason City Community Schools Board Policy Reference: 501.3

Students age 6 and under age 16 prior to September 15 of each school year are under the mandatory attendance laws of the State of Iowa. These laws require that each student be in attendance a minimum of 37 days per quarter; 148 days per school year.

Regular attendance is essential to a student's success in school. Many subjects are taught in sequence, requiring the understanding of each concept in the order it is taught. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. The office keeps records of absences and tardies and reviews this data on a regular basis. The administrator will contact parents of students with excessive absences or tardies. This is done in the spirit of improving communications and in improving student attendance. Research indicates that the lack of prompt and regular attendance is the number one indicator of potential drop-outs across the country.

The assistant superintendent is designated as the Truant Officer who will monitor student attendance throughout the district.

STUDENT ABSENCES

Regular attendance at school is important. When it is necessary for a student to be absent, we ask that a parent or guardian notify the school by 9:00 a.m. Parents may expect a call if we have not been notified. If home communication has not been made you must bring a written statement from your parent.

Parents are requested to discuss absences that are not health related with an administrator. By prior arrangement such absences may be excused, others may not.

Makeup work is expected when absences have occurred. Homework will be gathered in the office upon parental request after the second day of absence.

Any student, who is absent without the permission of the parents or the school, for all or part of the day, will be assigned consequences according to our discipline policy. Time lost in school through unexcused absences may have to be made up on an hour-by-hour basis.

Examples of unexcused absences might include but are not limited to:

- absences without the parent's' permission
- shopping, hunting and fishing trips
- family vacations where work is not completed before the student leaves
- leaving school without permission from the office

STUDENT ABSENCES - EXCUSED

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

The principal or principal's designee will determine whether a student's absence is classified as excused. When a student misses classes due to school-sponsored activities, those absences will be excused. Students whose absences are excused will have the opportunity to make up the work missed and receive full credit. It will be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed. (See 501.9R3)

Students who wish to participate in school-sponsored activities must attend school at least one-half day the day of the activity unless permission has been given in advance by the principal/designee for the student to be absent.

It will be the responsibility of the parent/guardian to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence of written verification of the student's reason for absence.

Opportunity for make-up work will be provided for absences that reasonably can be considered to be unavoidable (e.g., medically-related absences, family emergencies, trips with parents, religious holidays or instruction, school-sponsored or approved activities). Reasonable penalties such as after school work may be applied by the administrative staff for incidents of truancy.

When students are absent without prior notice, the designated person(s) of the school of attendance will initiate communication with the parent or guardian to verify parental knowledge of the absence.

It will be the responsibility of the superintendent to develop regulations regarding this policy.

Code of Iowa Reference: 294.4 and 299.8

Mason City Community Schools Board Policy Reference: 501.9

STUDENT ABSENCES - UNEXCUSED

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students will attend school unless excused by the principal of their attendance center.

Truancy is the failure to attend school for the minimum number of days for each quarter established in the school calendar that is adopted by the Mason City Community School District Board of Education. Truancy is the act of being absent without a reasonable excuse. These absences will include, but not be limited to, tardiness, shopping, hunting, concerts, preparation or participation in parties and other celebrations and employment. Truancy will not be tolerated by the board.

Students are subject to disciplinary action for truancy including suspension and expulsion. Disciplinary action for students receiving special education services will not interrupt their progress on Individualized Education Program goals and objectives. Students receiving special education services will not be assigned to supervised study hall, in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met.

The administrative regulations will indicate the disciplinary action to be taken for truancy.

Code of Iowa Reference: 294.4 and 299.8

Mason City Community Schools Board Policy Reference: 501.10

STUDENT ABSENCES – PROCEDURES REGULATION

Realizing that there are circumstances which require special procedures on an individual basis, the building administrator may vary from these procedures, but must document for the records why a variation in procedure is made. The term "absence" means any nonattendance by the students from the assigned attendance center without permission of the building administrator/designee. Eight (8) periods is equal to one full day of absence.

1. During a given quarter after the third absence:
 - a. Written notification of the absences will be sent to parent/guardian by the building administrator with copies to the assistant superintendent.
 - b. Further action, if determined necessary by the building administrator, may take place.
2. During a given quarter, after the fourth absence:
 - a. Juvenile Court School Liaison for Mason City Community School District may be notified of the absence and may initiate contact with the parent/guardian.
 - b. Further action, if determined necessary by the building administrator, may take place.
3. During a given quarter, after the fifth absence:
 - a. Written notification of the absences will be sent to parent/guardian by the building administrator, warning them that seven absences in a given quarter is considered truancy. The assistant superintendent will send the first warning letter to the parent/guardian with a copy to the county attorney.
 - b. A contact/conference with the parents/guardians is an option at this time.
 - c. Further action, if determined necessary by the building administrator, may take place.
4. During a given quarter, after the seventh absence:
 - a. A violation letter from the building administrator will be sent to the parent/guardian.
 - b. A written notice requesting truancy charges will be sent to the parents/guardians and the county attorney by the assistant superintendent.
 - c. A contact/conference with the parent/guardians is an option at this time.
 - d. Further action, if determined necessary by the building administrator, may take place.

Code of Iowa Reference: 294.4 and 299.8

Mason City Community Schools Board Policy Reference: 501.10R2

TARDY TO SCHOOL

Students who are tardy to their first period class must report to the office. The office will issue a pass to class after recording the tardy.

TARDY TO CLASS

Being on time for classes is an expectation for students. Students who are not in the classroom when class begins will be considered unexcused tardy. Any student who fails to report for his/her class within 5 minutes shall be considered unexcused absent. Teachers will be responsible for informing students when they are counted tardy. The accumulation of tardies towards consequences will reset each quarter.

Students who accumulate unexcused tardies will face disciplinary sanctions. Disciplinary sanctions for unexcused tardies shall include:

1st – 3rd tardy – warning discipline assigned

4th tardy – 30-minute detention assigned by teacher and parent notified

5th tardy – 30-minute detention assigned by teacher and parent notified

6th tardy – office managed referral, 30-minute detention assigned and parent notified (possible conference with parent set up)

7th tardy – office managed referral, ½ day ISS assigned, parent notified

8th tardy – office managed referral, 1 day ISS assigned, parent notified

9th tardy – office managed referral, 2 days ISS assigned, parent notified

All others – Follow MAJOR VIOLATIONS procedures, parent notified

BEHAVIOR AND CONDUCT GUIDELINES

Dress Guidelines for Students

Clothing which constitutes a possible safety or health hazard or which causes distraction will not be permitted. All clothing must be worn in an appropriate manner according to the way it is designed. Students wearing the following attire will be required to change before returning to assigned areas.

- Halter Tops will not be permitted.
- Shirts showing bare backs or midriffs. The top and outer garment must have a strap of at least 1 inch wide for each shoulder.
- Clothing or accessories with inappropriate pictures, designs or language which transmits messages containing sexual innuendos creating a hostile learning or working environment.
- Clothing or accessories that advertises or displays alcohol, illegal drugs, tobacco, discrimination, racism, sexism, sex or profane language or weapons.
- Caps, hats, bandanas and all outer attire, including head covers, coats, and jackets are to be put in students' lockers at 8:35 and remain there until leaving the building.
- Facemasks, sunglasses or other devices that obscure the identity of the student are not allowed in the building or the classroom.

While primary responsibility for appearance rests with students and parents, the administration reserves the right to judge what is proper and what it not. Staff members who observe students wearing clothing that violates this guideline are asked to send the student to the office.

ASSEMBLIES

All school assemblies or grade level assemblies take place periodically throughout the school year. The purpose is to expose students to a program and to help them learn appropriate audience behavior.

Special Events/Assembly Expectations:

Respect	Responsibility	Relationships
Keep hands, feet, and materials to yourself	Stay with class	Encourage "bully-free" zone
Be active listeners	Stay seated until dismissed	Celebrate accomplishments
Applaud when appropriate	Represent our school appropriately	
	Enter and exit appropriately	

CONDUCT WHILE IN THE OFFICE

The office is a place of business.

- Use appropriate inside voices and positive language.
- Respect others and school property.
- Follow office staff directions.

CLASSROOM EXPECTATIONS:

Respect	Responsibility	Relationships
<p>Use appropriate social skills</p> <p>Keep hands, feet, and materials to yourself</p> <p>Participate actively and positively</p> <p>Wait for staff to dismiss the class</p>	<p>Follow classroom procedures</p> <p>Come to class on time with all your materials (planner, assignments, homework completed)</p> <p>Stay on task</p> <p>Clean up after yourself</p> <p>Return borrowed materials</p> <p>Handle materials appropriately</p>	<p>Encourage cooperation with teacher and other students</p> <p>Encourage “bully-free” zone</p> <p>Be helpful</p> <p>Be caring</p> <p>Be friendly</p> <p>Listen to others</p> <p>Include others</p>

COMMONS – BEFORE SCHOOL/AFTER SCHOOL EXPECTATIONS:

Respect	Responsibility	Relationships
<p>Keep hands, feet, and materials to yourself</p> <p>Use appropriate inside voices and appropriate language</p> <p>Follow staff’s instructions</p>	<p>Follow Commons Before/After School procedures</p> <p>Keep area clean</p> <p>Keep stairways, doorways, and halls passable</p> <p>Stay in designated area</p> <p>Walk</p>	<p>Encourage “bully-free” zone</p> <p>Include others</p> <p>Be helpful</p> <p>Be caring</p> <p>Be friendly</p>

HALL/STAIRWELL EXPECTATIONS:

Respect	Responsibility	Relationships
Keep hands, feet, and materials to yourself	Use time wisely	Encourage “bully-free” zone
Use appropriate language and inside voices	Keep area clean	Be helpful
Take care of school and personal property	Walk down halls and stairs appropriately	Be friendly
	Stay on right side	Use common courtesy
	Carry your planner with you at all times	
	Keep electronic devices in your locker and off	

PUBLIC CONDUCT ON SCHOOL PREMISES

Individuals are permitted to attend school sponsored or approved activities or visit school premises only as guests of the school district, and as a condition, they must comply with the school district’s rules and policies. Individuals will not be allowed to interfere with or disrupt the education program or activity. Visitors, like the participants, are expected to display mature, responsible behavior. The failure of individuals to do so is not only disruptive but embarrassing to the students, the school district and the entire community.

To protect the rights of students to participate without fear of interference or disruption and to permit the school officials, employees and activity sponsors and officials to perform their duties without interference or disruption the following provisions are in effect:

- Abusive, verbal or physical conduct of individuals directed at students, school district administration, employees, officials and activity sponsors of sponsored or approved activities or at other individuals will not be tolerated.
- Verbal or physical conduct of individuals that interferes with the performance of students, school district administration, employees, officials and activity sponsors of sponsored or approved activities will not be tolerated.
- The use of vulgar, obscene or demeaning expressions directed at students, school district administration, employees, officials and activity sponsors of sponsored or approved activities participating in a sponsored or approved activity or at other individuals will not be tolerated.

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expressions, or in any way interrupts an activity, the individual may be removed from the event by the district administrator and/or designee in charge of the event and the superintendent may exclude the spectator at future sponsored or approved activities.

The superintendent shall cause a notice of exclusion from sponsored or approved activities to be sent to the individual involved. The notice shall advise the individual of the school district’s right to exclude the individual from school district activities and events and the duration of the exclusion. If the individual disobeys the school official or district’s order, law enforcement authorities may be contacted and asked to remove the individual. If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school sponsored or approved activities.

Individuals removed from school premises have the option to follow the board’s chain of command and complaint policies should they

choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term “individual” as used in the policy also includes students and employees.

Mason City Community Schools Board Policy: 903.4

Visitors/Guests

Visitors, including parents, must report to the school office on arrival and pick up a visitors badge. Visitors desiring to make classroom visits must obtain prior approval from the principal. The principal will inform the teacher of this request prior to the parent visit. When making classroom visits, parents are asked not to bring younger children. If a parent-teacher conference is desired an appointment should be made.

PUBLIC DISPLAYS OF AFFECTION

Students will refrain from public displays of affection during the school day and/or school-related activities. Students who engage in public displays of affection during the school day and/ or school-related activities will face consequences deemed appropriate by administration.

RESTROOM EXPECTATIONS

Respect	Responsibility	Relationships
Keep hands, feet, and materials to yourself	Keep area clean	Wait your turn
Honor others privacy	Use bathroom equipment (toilet, sink, dryers, etc.) appropriately	Get help for others
	Flush	
	Wash Hands	
	Return to class promptly	
	Report problems	

VANDALISM

This is your building. Most students enjoy a clean attractive building of which they can be proud. We ask all students to help keep it neat and attractive by not marking on school property, and by keeping paper and other waste off of the floors.

Property or equipment damaged by a student, either intentionally or due to an accident, will require a compensatory obligation. Administration will investigate the incident and determine the appropriate compensation. Students involved in vandalism or defacing school property will be expected to reimburse the school for the amount of damage and will be subject to other disciplinary action.

BICYCLES – MOPEDS – SKATEBOARDS - ROLLERBLADES

The use of motor bikes, or any motorized conveyance on school grounds is forbidden unless prior arrangements have been made with the building administrator or the Board of Education. Students must have the proper operator's license and the vehicle must be operated according to the law. Failure to do so will result in loss of the privilege of operating them on school property.

Students riding bicycles or mopeds to school must park them in the racks provided. You are strongly encouraged to lock your vehicle to the rack. The school district cannot accept responsibility for stolen bikes. In the event a bike is taken, it should be reported to the police department as well as the school office. We will assist you in helping to get the bike back.

Students must carry their skateboard or rollerblades onto campus when crossing Illinois Avenue on their way to school. Students must carry their skateboards or rollerblades across Illinois Avenue when leaving campus on their way home. Tennis shoes with detachable rollers installed will not be allowed on campus.

BUS STUDENTS

All students riding buses are expected to follow proper bus procedures. Students will have 5 minutes from the end of the school day to gather their belongings and report to their designated area. During inclement weather, students may wait inside. An announcement will be made if this occurs. Students are to conduct themselves in a proper manner at all times refraining from bothering other students, running, or throwing objects (snowballs, etc.). They should remain focused on finding and boarding their bus. Students must have a note written by a parent and signed by a principal to ride a bus other than their assigned bus. If a student is going home with another student, then both students need a note from their respective parent and then signed by a principal to be able to do this.

DISCIPLINE ON BUSES AND OTHER SCHOOL DISTRICT VEHICLES

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, to extracurricular activities, or any other destination must comply with school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading, or leaving the bus. The driver has the right to discipline a student and may notify the principal of a student's inappropriate bus conduct.

BUS PROCEDURES:

- Follow bus driver instructions
- Remain properly seated at all times
- Keep your hands and feet to yourself and inside of the bus
- No swearing or objectionable language
- No excessive noise
- No food, gum, beverage or tobacco
- No littering

Video cameras are in use on school buses for the safety of the students riding the bus. The content of the videotapes may be used to discipline students. Students are not informed when the video cameras are or are not in use. When a disciplinary bus report is filed with a building administrator according to Board Policy 711.2R2 the following guidelines will be implemented:

Minor Incident

First referral will be a detention and all other subsequent referrals will follow guideline below for behavior causing a safety concern. (Example: Eating or drinking on bus.)

Major Incident

(Example: Standing, moving around, swearing, yelling, hands/arms/head out of bus.)

- 1st Referral - Warning
- 2nd Referral - 5 days off the bus
- 3rd Referral - 10 days off the bus
- 4th Referral - permanent exclusion

The building guidelines will also be enforced for behaviors such as fighting, smoking, or demeaning/obscene language directed at staff members.

CAFETERIA AND FOOD

BREAKFAST EXPECTATIONS

Students may choose to eat breakfast at school from 8:00 -8:30 AM (Monday, Wednesday, Thursday, & Friday). On Tuesdays, breakfast will be served from 8:15-8:45 AM. Breakfast will be served in the High School Cafeteria.

CAFETERIA BREAKFAST/LUNCH EXPECTATIONS:

Respect	Responsibility	Relationships
Keep hands, feet, and materials to yourself Give attention to the person speaking Follow staff directions Use good table manners Honor other classes in session when passing to lunch Use appropriate language and inside voices Be active listeners	Follow cafeteria procedures Keep area clean Raise hand and ask for permission to leave area Have and keep lunch card in good condition Lights go out = QUIET Stand calmly in line	Encourage “bully-free” zone Be helpful Be caring Be friendly Include others

LUNCH PERIOD

We operate lunch as a closed period, which means that all students must eat at school. No one will be given permission to leave the building for lunch. A parent wishing to take their child out for lunch must come to the office and pick them up. You may bring a sack lunch from home or participate in our hot lunch program, whichever you desire. No food or drink is ever to be taken from the commons without permission from an administrator. Table “parties” and food brought in from fast food restaurants are not allowed. Students are reminded that classes are in session during the lunch period; therefore, they should pass to and from the cafeteria as quietly as possible.

FOOD, SODA, AND BEVERAGES

Breakfast & lunches are to be consumed in the cafeteria and not taken from that area. Soda and other caffeinated/energy drinks are not permitted in the school building during the school day. Unflavored water is permitted in the middle school during the school day but only if consumed from a clear plastic container. Beverage containers should be placed in trash receptacles located outside the building prior to entry.

Food brought in from outside the school should not be shared with other students due to the possibility of unknown allergies and the potential health risk that may arise, i.e. peanut allergies.

LUNCH DISCIPLINE

Eating in the cafeteria is a school privilege. Students not following the cafeteria procedures, and school guidelines, will be assigned to detention lunch or ISS lunch in the ISS room. Students need to report to the detention location and then they will be dismissed to get their food.

- 1st assignment – 5 days
- 2nd assignment – 10 days
- 3rd assignment – 15 days
- 4th assignment – 20 days
- 5th assignment – Cafeteria removal

MEAL TICKETS

The initial lunch card is provided to all students free of charge and will provide the opportunity for each student to have an account in the Food Service Department. Students are expected to keep tickets free from markings, cracks, and/or stickers. Students are required to bring the lunch card to lunch. Lost or damaged cards will be replaced for a fee of \$5.00.

CALENDAR

CYCLE DAYS

Mason City Community Schools Grades 7 to 12 ~ Student Calendar for 2018-2019

** 2018-2019 Calendar is based on HOURS of attendance **

2018 August						
S	M	T	W	T	F	S
			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	

2018 September						
S	M	T	W	T	F	S
						1
2	H	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					

Aug 14-17 New Teacher Workshop
 Aug 28 FIRST DAY OF SCHOOL
 New Mohawk Day
 * 7th & 8th & students new to district grades 10-12 attend
 * All All HS students attend
 Aug 29 * All students grade 7-12 attend
 Sept 3 Labor Day
 Nov 21-23 Thanksgiving Break
 Dec 24-Jan 1 Winter Break
 Mar 11-15 Spring Break
 May 23 Seniors Last Day
 May 27 Memorial Day
 May 31 Last Day of School
 June 2 Graduation

2018 October						
S	M	T	W	T	F	S
		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		

2018 November						
S	M	T	W	T	F	S
						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						

2018 December						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	H	26	27	28	29
30	31					

2019 January						
S	M	T	W	T	F	S
						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					

2019 February						
S	M	T	W	T	F	S
						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

2019 March						
S	M	T	W	T	F	S
						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					

2019 April						
S	M	T	W	T	F	S
						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						

2019 May						
S	M	T	W	T	F	S
						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					

2019 June						
S	M	T	W	T	F	S
						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						

- ◇ Professional Development Workshops ~ No School for Students
- No School for Students & Staff
- ⊗ No School for Students & Staff ~ Compensatory day for staff for evening parent-teacher conferences
- ↔ 1/2 Day School for Students Qtr. or Semester Ends
- ☀ 1/2 Hr. Late Start for Students
- Parent-Teacher Conferences for JAMS and MCHS
- △ Parent-Teacher Conferences for ALT HS

***** STAFF ONLY ***** Make-Up Schedule for School Cancellation

* even though the calendar is based on hours for students, 1/14/19 will remain as an optional make-up date for staff (teachers & para's).

School starts M W T H F @ 8:35 a.m.
 School starts Tuesdays @ 9:05 a.m.
 ALT school starts M W T H F @ 8:25 a.m.
 ALT School starts Tuesdays @ 9:00 a.m.
 School dismisses @ 3:40 p.m.
 Scheduled early dismissals @ 12:55 p.m.

NO late start for professional development on 5/25/18. Classes will run as if it is a regular M-W-T-H-F schedule.

○ JAMS & MCHS Conferences
 10/11/18 & 10/16/18 ~ 4 to 6 p.m.
 2/21/19 & 2/26/19 ~ 4 to 6 p.m.
 △ ALT HS Conferences
 10/2/18 & 10/16/18 ~ 4 to 6 p.m.
 3/7/19 & 4/11/19 ~ 4 to 6 p.m.

Mason City Community Schools

Grades 7 to 12 ~ Student Calendar for 2018-2019

** 2018-2019 Calendar is based on HOURS of attendance **

2018 August

S	M	T	W	T	F	S
			X	X	X	X
5	X	X	X	X	X	X
12	X	X	X	X	X	X
19	X	X	X	X	X	X
26	X	A	B	A		

2018 September

S	M	T	W	T	F	S
						X
2	X	B	A	B	A	X
9	B	A	B	A	B	X
16	A	B	A	B	A	X
23	B	B	A	B	A	X
30						

- Aug 14-17 New Teacher Workshop
- Aug 28 FIRST DAY OF SCHOOL
- New Mohawk Day
 - * 7th & 9th & students new to district grades 10-12 attend
 - * All Alt HS students attend
- Aug 29 * All students grade 7-12 attend
- Sept 3 Labor Day
- Nov 21-23 Thanksgiving Break
- Dec 24-Jan 1 Winter Break
- Mar 11-15 Spring Break
- May 23 Seniors Last Day
- May 27 Memorial Day
- May 31 Last Day of School
- June 2 Graduation

2018 October

S	M	T	W	T	F	S
	A	B	A	B	A	X
7	B	A	B	A	B	X
14	A	B	A	B	A	X
21	B	A	B	A	B	X
28	A	B	A			

2018 November

S	M	T	W	T	F	S
						X
4	A	B	A	B	A	X
11	B	A	B	A	B	X
18	A	B	A	B	A	X
25	A	B	A	B	A	

2018 December

S	M	T	W	T	F	S
						X
2	B	A	B	A	B	X
9	A	B	A	B	A	X
16	B	A	B	A	B	X
23	X	X	X	X	X	X
30	X					

2019 January

S	M	T	W	T	F	S
						X
6	B	A	B	A	B	X
13	X	A	B	A	B	X
20	A	B	A	B	A	X
27	B	A	B	A		

2019 February

S	M	T	W	T	F	S
						X
3	A	B	A	B	A	X
10	B	A	B	A	B	X
17	X	A	B	A	B	X
24	A	B	A	B		

2019 March

S	M	T	W	T	F	S
						X
3	B	A	B	A	B	X
10	X	X	X	X	X	X
17	A	B	A	B	A	X
24	B	A	B	A	B	X
31						

2019 April

S	M	T	W	T	F	S
						X
7	A	B	A	B	A	X
14	B	A	B	A	B	X
21	A	B	A	B	A	X
28	B	A				

2019 May

S	M	T	W	T	F	S
						X
5	A	B	A	B	A	X
12	B	A	B	A	B	X
19	A	B	A	B	A	X
26	X	B	A	B	A	X

2019 June

S	M	T	W	T	F	S
						X
2	X	X	X	X	X	X
9	X	X	X	X	X	X
16	X	X	X	X	X	X
23	X	X	X	X	X	X
30						

- Professional Development Workshops - No School for Students
- No School for Students & Staff
- No School for Students & Staff - Compensatory day for staff for evening parent-teacher conferences
- 1/2 Day School for Students Qtr. or Semester Ends
- 1/2 Hr. Late Start for Students
- Parent-Teacher Conferences for JAMS and MCHS
- Parent-Teacher Conferences for ALT HS

NO late start for professional development on 8/28/18. Classes will run as if it is a regular M-W-Th-F schedule.

This is a two letter day calendar for the 2018-2019 school year. The beginning dates of the week (Sunday) are there as your guidelines. Day A, Day B are used in place of the days of the month. Day letters continue after any "school not in session" days. In the event of school cancellation, the sequence of this calendar will not be interrupted.

CHAPTER 103

Notice: Corporal Punishment, Restraint, and Physical Confinement and Detention

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 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 your school. The complete text of the law and additional information is available on the Iowa Department of Education’s web site: www.iowa.gov/educate.

CHILD ABUSE

Any person who believes a student has been abused by a school employee may make informal contact in the school district, or may go directly to the identified Level I investigator, Tom Drzycimski, Human Resources Director, (641) 421-4400 or the Director of Special Education and Student Services (641) 421-4400. Forms for filing complaints are available in the Superintendent's Office.

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the Mason City Community School District under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The school district has appointed a Level I investigator. The school district will arrange for a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate will be provided training in the conducting of an investigation at the expense of the school district. The names of the investigators are listed in the student handbook, published annually in the local newspaper and posted in all school facilities.

The superintendent is responsible for drafting administrative regulations to implement this policy.

Code of Iowa Reference: 280.17 (Chapter 102 - Administrative Rules)

Mason City Community Schools Board Policy: 402.3 (Approved 6-18-18)

CUSTODY AND PARENTAL RIGHTS

Court orders that have been issued regarding custody or parental rights will be followed by the Mason City Community School District. It is the responsibility of the person requesting an action by the school district to inform and provide the school district a copy of the court order allowing such action.

This policy regarding custody and parental rights does not prohibit an employee from listening to a student's problems and concerns.

Mason City Community Schools Board Policy Reference: 507.7

DISCIPLINE

DISCIPLINE PROCESS

Students are to conduct themselves in a manner consistent with their age and grade level. For all students, this includes respect and consideration for others. This conduct is expected while on school premises, while on school owned and/or operated or chartered buses, and while attending school activities on or off school property.

Students who exhibit inappropriate behavior in the reasoned judgement of the staff and/or administration shall be subject to discipline. Inappropriate behavior includes behavior which disrupts or interferes with the educational program, the orderly and efficient operation of the school or school activity, the rights of other students to participate in the educational process or activity, or the educational atmosphere. Disciplinary measures may include, but are not limited to, removal from the classroom, detention, suspension, and expulsion. Based on school or district-level administrator discretion, restorative alternative discipline may be assigned to students as a means of addressing behavior.

SUSPENSIONS

When conduct of a student warrants suspension from school, the parents will be notified. In cases where the parents cannot be contacted or transportation is not provided, the student will remain in the ISS room or office for the remainder of that school day. Suspensions may be for less than one day or as long as three days and may be assigned as in-school suspension (ISS) or out-of-school suspensions (OSS).

In-school suspensions will be assigned to the in-school suspension room. Parents are to assume responsibility for students assigned to out-of-school suspensions. If it becomes necessary to suspend a student often or if the student is involved in flagrant disrespect or disregard for building regulations, an interim suspension will be requested from the superintendent of schools. This suspension, when imposed, will consist of a continuation of a temporary suspension and may last for such additional time as is necessary to make a complete investigation of all changes made and facts involved and/or to complete all educational or psychological testing deemed necessary prior to a conference with the superintendent and/or his designee.

The following are reasons that may result in suspension or being placed on disciplinary probation or both:

- A. Controlled Substances
- B. Improper or Abusive Language
- C. Assault or Threatening Assault on a School District Employee
- D. Physical Abuse of a Student or Other Person Not Employed by the School District
- E. Gambling
- F. Damage or Destruction of School District Property
- G. Damage or Destruction of Private Property
- H. Serious Student Misconduct
- I. Insubordination
- J. Weapons and Dangerous Instruments
- K. Fireworks/Firecrackers/Smoke Devices
- L. Repeated School Violations

Mason City Community Schools are committed to providing a safe environment for all our children. Many interventions and consequences for inappropriate, threatening or dangerous behavior are in place to protect the safety and well-being of our students.

SUSPENSION (IN-SCHOOL)

The major objective for the in-school suspension program is to reduce the amount of school time missed as a result of suspension.

Students violating school rules that are punishable by suspension will be required to serve the term of the suspension in an isolated study area. Generally, the term of suspension will be one day's schedule of classes. The school principal will determine variations in the term of suspension. Normally students who are suspended will report to the ISS room, and will be released at the end of the school day.

IN-SCHOOL SUSPENSION (ISS) EXPECTATIONS:

When students report to ISS there will be a brief review of the rules they are expected to follow while in the ISS room. Students will

then sign the expectations agreement form indicating they understand and will follow the ISS room expectations. Student refusal to sign the ISS expectations will result in the need for the student to meet immediately with an administrator and could result in an out of school suspension.

Expectations for the ISS room include:

1. Students will be working on schoolwork
2. Students will not talk without permission
3. Electronic devices will be turned off and put in locker.
4. Bathroom breaks will be given at the beginning of third and sixth periods.
5. Students will remain in ISS during passing time.
6. Lunch will be taken during "A" lunch.

DUE PROCESS

Mason City Community School District recognizes and supports the principle of the due process. Students and/or parents who feel discontented with decisions made in accordance with school procedures may appeal the decisions in writing to the building administrator within five (5) school days following the giving of notification of the action. Following the review, the administrator shall affirm, reverse, or modify the previous decision.

Students and/or parents who are still discontented with the decision of the administrator may file a request for review with the Superintendent or the designee within five (5) school days after the giving of notification of the building administrator's decision. At the conclusion of the review, the Superintendent or the Superintendent's designee shall affirm, reverse or modify the building administrator's decision.

Students and/or parents may appeal the Superintendent's decision to the local Board of Education. State law provides for an appeal beyond the local Board of Education.

Mason City Community Schools Board Policy: 503.1

DISMISSAL/REMOVAL FROM CLASS

If a student is dismissed or removed from a classroom by a staff member for disruption of the educational process or other reasons deemed necessary by the staff member, the student must report directly to the office. **If a student fails to report to the office, the student will receive an unexcused absence and will be subject to additional consequences by an administrator for insubordination.**

Behavior Intervention Procedure:

1st Offense = Teacher Parent contact within 24 hours; green admit slip

2nd Offense = Teacher and Administrator contact the parent; Office managed detention is issued; green admit slip

3rd Offense = Student removed from class and parent contact made to inform.

DISRUPTION OF THE EDUCATIONAL PROCESS

A student shall not, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the substantial and material disruption of the orderly operation of the school day or school sponsored activities. Teaching interactions are dependent on positive relationships between teachers and students. Verbal, written or nonverbal abuse of faculty by students undermines those relationships and will not be tolerated.

INSUBORDINATION

Students shall be expected to comply with reasonable requests, provide proper identification of themselves, and display an attitude of cooperation and respect when interacting with school employees.

EMERGENCY DRILLS

FIRE DRILL

Two fire emergency drills shall be conducted each semester. Fire drills shall incorporate practices detailed in the district Comprehensive Safety Plan.

Should a fire drill be necessary during passing time, please evacuate the building from the nearest exit. Move to the west field and line up with your next period teacher. For example, if the fire alarm sounds during passing time to 4th period, you report to your 4th period teacher in the west field.

TORNADO DRILL

Two tornado drills shall be conducted each semester. The tornado shelter used by the entire JAMS population is located in the FEMA room. The FEMA room is located next to the cafeteria.

OTHER TYPES OF EMERGENCIES

The district Comprehensive Safety Plan should be followed for all other types of emergencies. A copy of this plan is on file in each principal's office.

Mason City Community Schools Board Policy: 804.2R1

EXTRA-CURRICULAR ACTIVITIES

CODE OF CONDUCT POLICY

Students who participate in athletics, band and music, or other extra-curricular represent John Adams Middle School in public. As representatives of our school, these students can be held to a higher standard of conduct than those students who do not participate in these activities. The Supreme Court agrees with this philosophy. Participation is a privilege rather than a right.

Students who "wear the school colors" are expected to be student leaders at all times. Those who represent John Adams in any extra-curricular activity will always abide by the school rules, use good judgment, and earn the privilege of representing John Adams. Any behavior counter to this will result in the student losing his/her extra-curricular privilege for an amount of time to be determined by the administration.

Students participating in any activity sponsored by the Mason City Community Schools may jeopardize this privilege of participation through the following: smoking, use of alcoholic beverages or controlled substances (drugs), felony conviction, or serious misconduct. Students will be subject to disciplinary action in all such cases.

Students suspended from school for violation of school procedures will be ineligible for participation in any activity for the period of suspension. Students who have been assigned to in-school suspension by the administration will forfeit the privilege of participation in activities.

When a violation of school rules is deemed to be a serious violation beyond the bounds of a three-day normal suspension, the director of the activity involved and the principal will meet to consider the case as an individual one; the probationary period or suspension period from the activity will be determined by school board policy.

If a student feels a need to question the suspension or expulsion from an activity, it is then recommended that Mason City School Board Policy 503.1 and 503.1R1 be used to resolve the problem.

ATHLETICS

Athletics – Eligibility Requirements

Students who earn an F, I, E or NP on any report card may be ineligible to participate in any athletic competition for a period of ten (10)

school days. This penalty begins immediately if a quarter ends during a season, or the beginning of the next athletic season in which a student chooses to participate. A student must finish the season in good standing for the penalty to be served.

Athletics – Equipment and Uniforms

Equipment and uniforms issued to athletes are school district property. Students are responsible for the care of all items issued to them. Equipment and uniforms are not to be worn as personal clothing or used as personal property. Uniform jerseys may be worn at school on the day of a game or meet. Lost uniforms and/or equipment will be paid for at replacement value. Failure to pay for these items may result in a student being ineligible until the payment is made.

Athletics – Excused from Practice

Students need to be at all practices and/or games unless:

- Arrangements have been made in advance with the coach
- The student needs to stay after school and work with a teacher. The student may go to practice with a teacher note when completed.
- The student needs to stay for discipline referral notices. The student may go to practice after the time is served.
- The student has been issued OSS during the day. These students may NOT attend practice or a game/meet for those days.

STUDENTS WHO ARE HAVING PROBLEMS WITH THESE RULES OR BEHAVIOR AT PRACTICE AND/OR GAMES WILL BE REPORTED TO AN ADMINISTRATOR. ONLY THE ADMINISTRATOR MAY REMOVE A STUDENT FROM A TEAM PERMANENTLY.

Athletics – Good Conduct Rule

The Board Policy (503.4 and 503.4R1) entitled Good Conduct Rule and Good Conduct Rule Regulation will apply to all 7th & 8th grade athletics. Copies of the policies may be obtained at JAMS office or the Superintendent's office.

Penalties for violating this policy start in the 7th grade and continue through the 8th grade year. For example, a student could have the first violation in 7th grade and their second violation in 8th grade. The penalties start again at the 9th grade.

A summary is provided below:

- 1st Violation: Not less than 28 consecutive days of ineligibility from participation in all student activities as defined in Policy 503.4. A student, who reports himself or herself for a violation outside the school's jurisdiction, may have the penalty reduced to 14 days. Self-reporting must occur within the next business day. Violations while under school jurisdiction will be handled administratively on a case-by-case basis. Depending upon the circumstances, there may or may not be a penalty reduction for self-reporting.
- 2nd Violation: Not less than 56 consecutive days of ineligibility from participation in all student activities as defined in Policy 503.4. No reduction for self-reporting.
- 3rd Violation: Not less than one calendar year of ineligibility from participation in all student activities as defined in Policy 503.4. No reduction for self-reporting.
- 4th Violation: An additional year added onto the remainder of ineligibility already in place.

Athletics – Participation Requirements

To be involved in middle school athletics a student must:

- Be in seventh (7TH) or eighth (8TH) grade.
- Have a current physical (which is good for one year plus 30 days) on file in the John Adams Office.
- Have an up-to-date medical card (which needs to be new each year) on file in the John Adams Office.
- Join the team before the end of the 5TH day of practice.
- Attend all practices
- Attend school for one-half day to be eligible to participate in any school activity unless pre-excused by the principal. This means students must be in school by 11:30 a.m. and attend the rest of the school day in order to attend a school activity

- If a coach decides to have a manager for the team, the student must be from the same grade as the team or have administrator approval to be the manager of the team.

EQUAL EDUCATIONAL OPPORTUNITY

Code No. 102

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of the Mason City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

For the purpose of this section, “*educational institution*” includes any preschool, elementary or secondary school, community college, area education agency, or postsecondary college or university and their governing boards. This section does not prohibit an educational institution from maintaining separate toilet facilities, locker rooms, or living facilities for the different sexes so long as comparable facilities are provided. Nothing in this section shall be construed as prohibiting any bona fide religious institution from imposing qualifications based on religion, sexual orientation, or gender identity when such qualifications are related to a bona fide religious purpose or any institution from admitting students of only one sex.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Equity Coordinator, Tom Drzycimski, 1515 S. Pennsylvania Ave., Mason City, Iowa, 50401, 641-421-4403, tdrzycimski@masoncityschools.org.

The Mason City Community School District Board of Education requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

Legal Reference: 20 U.S.C. §§ 1221 *et seq.*

20 U.S.C. §§ 1681 *et seq.*

20 U.S.C. §§ 1701 *et seq.*

29 U.S.C. § 206 *et seq.*

29 U.S.C. § 794

42 U.S.C. §§ 2000d and 2000e.

42 U.S.C. §§ 12101 *et seq.*

34 C.F.R. Pt. 100

34 C.F.R. Pt. 104

Iowa Code §§ 216.9; 256.11, 280.3

281 I.A.C. 12.

Cross Reference: 101 Educational Philosophy of the School District

401.1 Equal Employment Opportunity

500 Objectives for Equal Educational Opportunities for Students

506.1 Student	08-21-78	Reviewed	1987, 1991, 1992,	Revised	12-15-86,
Records Approved			1995, 2003,		12-16-91,
					08-17-92,
					09-18-95,

2008, 2009, 2012, 2014, 2016	11-17-03, 05-17-04, 10-27-08, 12-21-09,
03-19-12, 06-06-2016	

Equity – Non Discrimination Notice

It is the policy of the Mason City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district’s Equity Coordinator:

Jodie Anderson

Human Resources Director

Mason City Community School District

1515 S. Pennsylvania Ave.

Mason City, Iowa, 50401

Phone: 641-421-4403

Email Address: joanderson@masoncityschools.org

(Mason City Community School District Board of Education – Board Policy 102, Board Policy Regulation 102.R1)

FEES/FINES

Students are expected to pay all school fees and/or fines for damaged or lost school materials. Lost school materials also include athletic equipment and clothing. Failure to pay these fees may result in official grade reports being withheld until fees/fines are paid.

FIELD TRIPS

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

While on field trips, students are guests and considered ambassadors and representatives of the school district. Students must treat employees, chaperones, and guides with respect and courtesy.

Prior to attending a field trip, students must return the permission slip signed by the student's parents. Required fees must accompany the permission form. Students unable to afford the cost of the field trip should contact their teacher to request alternative source of funding.

Field trips will normally not be conducted during the last week of the first semester or during the last two weeks of the school year.

GRIEVANCE PROCEDURE

Code No. 102.R1

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GRIEVANCE PROCEDURE

It is the policy of the Mason City Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the Equity Coordinator, Tom Drzycimski, 1515 S. Pennsylvania Ave., Mason City, Iowa, 50401, 641-421-4400, tdrzycimski@masoncityschools.org.

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

Investigation

Within 15 working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake

the investigation (hereinafter “equity coordinator”). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 60 working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings. The equity coordinator shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class. *MASON CITY COMMUNITY SCHOOL DISTRICT BOARD OF EDUCATION*

Code No. 102.R1

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Decision and Appeal

The complaint is closed after the equity coordinator has issued the report, unless within 10 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated time frames cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

Legal Reference: 20 U.S.C. §§ 1221 *et seq.*

20 U.S.C. §§ 1681 *et seq.*

20 U.S.C. §§ 1701 *et seq.*

29 U.S.C. § 206 *et seq.*

29 U.S.C. § 794

42 U.S.C. §§ 2000d and 2000e.

42 U.S.C. §§ 12101 *et seq.*

34 C.F.R. Pt. 100

34 C.F.R. Pt. 104

Iowa Code §§ 216.9; 256.11, 280.3

281 I.A.C. 12.

Cross Reference: 101 Educational Philosophy of the School District

401.1 Equal Employment Opportunity

500 Objectives for Equal Educational Opportunities for Students

506.1 Student	08-17-92	Reviewed	1992, 1995, 2003,	Revised	09-18-95, 11-17-03,
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Records Approved			2008, 2009,		05-17-04, 10-27-08,
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2012, 2014, 2015, 2016			12-21-09, 03-19-12, 06-16-14, 11-16-15,		
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06-06-16

ILLEGAL ITEMS FOUND IN SCHOOL OR IN STUDENT POSSESSION

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs

or look-a-like substances; and possessing or using tobacco, tobacco products, or look-a-like substances. Weapons or look-a-like weapons and explosive devices or look-a-like explosive devices are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Parents of students found in violation of this policy will be contacted, and the students may be reported to law enforcement officials. Disciplinary action, including suspension and expulsion, may result based upon the conditions of the incident.

Code of Iowa Reference: 279.8 and 724

Mason City Community Schools Board Policy Reference: 502.6; 502.7; 502.8

CONTROLLED SUBSTANCES

Chemical Substance Use

Possession, distribution or use of tobacco products, alcohol, or other illegal drugs by students is prohibited by law on school property. Disciplinary action will be taken up to and including expulsion from school.

Code of Iowa Reference: 98A and 279.9

Mason City Community Schools Board Policy Reference: 502.7

Smoking – Drinking - Drugs

The Mason City Community School District Board of Education prohibits the distribution, dispensing, manufacture, possession, use, or being under the influence of alcohol, tobacco, other controlled substances, or "look alike" substances that appear to be tobacco, alcohol or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaging in school activities; and while away from school grounds if the misconduct will directly affect the good order, efficient management and welfare of the school district.

The board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase or being in possession of cigarettes, tobacco or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use or being under the influence of beer, wine, alcohol and/or of a controlled substance will also be reported to the local law enforcement authorities.

Students who violate the terms of this policy will be required to satisfactorily complete a substance abuse assistance or rehabilitation program approved by the school board. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

The board believes the substance abuse prevention program will include:

- Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco, drugs or alcohol;
- A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities;
- A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, will be imposed on students who violate the policy and a description of those sanctions;
- A statement that students will be required to successfully complete an appropriate rehabilitation program;
- Information about drug and alcohol counseling, rehabilitation, and re-entry programs available to students;
- A requirement that parents be given a copy of the handbook that includes a statement of expectations for students related to smoking, drinking, and drugs and related disciplinary sanctions.

It is the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Smoke-Free Environment

All buildings and grounds, athletic complex areas, school vehicles, parking lots, and exteriors of the buildings are smoke-free environments and as such, no smoking is allowed on school property. This requirement extends to employees and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Persons failing to abide by this request are required to extinguish their smoking material or leave the school district premises immediately. It is the responsibility of the administration to enforce this policy.

Mason City Community Schools Board Policy: 905.2 (Approved 10-21-02)

Tobacco Possession or Use

Section 279.9 of the Code of Iowa requires local Boards of Education to develop rules regarding tobacco and alcohol. Section 98.2 and 98.3 of the Code of Iowa prohibit the use of tobacco products by persons under the age of 18. The Mason City Community School District policy (Policy 502.7) specifies that use and/or possession of tobacco on school property and adjoining right-of-way or at school activities is not to be allowed.

The following administrative rules describe the sequence which will be followed when students of the Mason City Community Schools violate the policy. In all cases, due process will be implemented.

Definitions

“Use” of tobacco products means that reasonable grounds exist to believe that the student is smoking or chewing tobacco products. “Possession” of a tobacco product means that a student has tobacco products on his/her person or with his/her personal property.

TOBACCO PRODUCTS – POSSESSION AND /OR USE OF

Possession and/or use of tobacco products by students are prohibited in all areas of the Mason City Community Schools and on school grounds. Students will not knowingly possess or use tobacco products while in attendance at school or at a school-related activity. Students regardless of age are considered members of the student body and are subject to this regulation. Students smoking on school grounds will be reported to the administration for disciplinary action. A referral will be made to legal authorities when it is deemed appropriate. Any device, or look a-like device, designed for the purpose to simulate smoking shall not be used by any student, regardless of age, on property owned by the district or at school sponsored events. This includes, but is not limited to e-cigarettes, e-hookahs, vape pen, or any other electronic devices.

Consequences for Use and/or Possession

In all cases where tobacco products are used on school property, the adjoining right-of-ways, or at school activities, local police may be called, and arrest may result (Section 98.3).

First Offense: The tobacco product(s) will be confiscated and the incident documented on a discipline notice. The student will be suspended to in-school suspension for one day.

Second Offense: The tobacco product(s) will be confiscated and the incident documented on a discipline notice. The student will be suspended to in-school suspension for two days.

Third Offense: The tobacco product(s) will be confiscated and the incident documented on a discipline notice. The student will be assigned to one-day out-of-school suspension with a parent conference required.

Fourth Offense: The tobacco product(s) will be confiscated and the incident documented on a discipline notice. The student will be suspended out of school for a period not to exceed three days and request will be made to the Assistant Superintendent of Schools for an interim suspension. Subsequent offense(s) may result in recommendation for long-term suspension or expulsion from school.

Students, whether enrolled in middle schools (grades 7-8) or high school (grades 9-12) are subject to the above stated penalties. However, a middle school student’s violation records shall terminate at the close of his/her eighth grade year.

Summary

The primary objective of the school policy regarding use and possession of tobacco is to prevent such use and/or possession on school

property or at school activities. In addition, the district will endeavor to assist students and families in quitting the use of tobacco as a matter of good health.

INFORMATION CENTER (IC) PROCEDURES

The Information Center (I.C.) is an area for students to do curriculum-related reading, recreational reading, listening, viewing, browsing, and studying. The following materials are available for use: books, magazines, newspapers, and pamphlets; curriculum-related AV media: DVDs, computers, tapes, and pictures. John Adams does have a computer lab designated for Internet use by students and staff.

Students who are in the IC will:

- A. Obey the Board Policy on Technology Conduct – Students
- B. FLASH DRIVES: It is recommended that students only use flash drives that are purchased from school on student computers. It is the hope that this will limit the possibility of viruses, inappropriate material, and games brought in from outside of school.

IC/COMPUTER LAB EXPECTATIONS:

Respect	Responsibility	Relationships
Keep hands, feet, and materials to yourself	Follow IC/Computer Lab procedures	Encourage “bully-free” zone
Work and enter quietly	Handle materials appropriately	Be helpful
Take care of IC/Computer Labs and personal property	Use equipment appropriately	Be friendly
Use appropriate inside voices and positive language	Stay on task	Listen to others
	Use appropriate websites	
	Return material on time	

LOCKERS

Student lockers are the property of the Mason City Community School District and are provided for student convenience. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. It shall be the responsibility of each student to keep the student's assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the students. Students are not to have open food or drink in their lockers. Any food or drink in the lockers for lunch or after school activities should be stored and sealed until the time of their use is appropriate, either at lunch or at the students after school activity. To help maintain the facilities and deter attracting bugs and rodents any open food containers and beverages may be confiscated and disposed of if deemed appropriate.

Locker maintenance inspections are conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept. Prior to maintenance inspections, students are given notice 23 hours ahead of time. Each locker has a built-in combination lock. If your locker or lock does not function properly, report the locker number to the office. Lockers should be kept locked at all times. Do not share your locker or locker combination with your friends. If your combination is given to another student, your valuables are no longer secure. The office will NOT give out locker combinations to other student's lockers.

LOST AND FOUND

Items that are found will be turned into the office and remain there for a short period of time. Students who have lost an item should check in the office. Students who find an item should bring the item to the office.

NURSE

The school nurse is available to students. The nurse checks all referrals from teachers and parents. When problems are discovered notices to parents advising them to consult their doctor or dentist will be sent. Home calls are made when necessary. The nurse is glad to help with any health problems. The speech and hearing specialists will give hearing tests.

ILLNESS AT SCHOOL

Students who become ill at school and who are unable to attend class, must report to the nurse's office. In the event that a child becomes ill at school, the parents will be called or, if needed, the emergency number on the registration form will be used so that the child may be taken home. Please make arrangements so that this can be handled effectively. Students who fail to report to the office prior to contacting their parents will face possible consequences including, but not limited to, a violation of the John Adams Personal Electronic Device Guidelines.

Sometimes parents are unsure whether their student should stay home from school. Please keep your child home if they have any signs of a communicable disease such as:

- an undiagnosed skin rash or sore
- red or inflamed eyes
- fever of 100 degrees F or more
- continuous coughing
- vomiting or diarrhea
- persistent headache, earache, or other discomfort

Following any fever, vomiting, or diarrhea a child should remain at home for 24 hours. The school may contact you if your child is showing any of the above symptoms.

ADMINISTRATION OF MEDICATION TO STUDENTS

Some students may need prescription and nonprescription medication to participate in their educational program.

Medication shall be administered when the student's parent or guardian (hereafter "parent") provides a signed and dated written statement requesting medication administration and the medication is in the original, labeled container, either as dispensed or in the manufacturer's container.

A written statement by the student's parent shall be on file requesting self-administration of medication. By law, students with asthma or other airway constriction diseases may self-administer their medication upon approval of their parents.

Mason City Community Schools Board Policy: 507.2

MEDICATIONS

Medication brought to school must be left at the nurse's office. No medication, including aspirin and other over the counter pain medications, is to be kept in pockets, purses, bags or lockers. **Exceptions: Prescribed inhalers for asthma control which have been registered with the nurse may be carried by the student for which it is prescribed. Students carrying cough drops - no note required from the parents.**

PERSONAL PROPERTY AT SCHOOL

Students are discouraged from bringing personal items to school unless requested to do so. The school district is not responsible for damage to or loss of personal property which is brought to school. Please mark for identification any personal property that is brought to

school.

PLEDGE OF ALLEGIANCE

The First Amendment to the United States Constitution does not forbid voluntary recitation of the Pledge of Allegiance, regardless of whether it is by a student, government employee, or private citizen. While no person may be forced to recite the Pledge or other statements against his or her will, freely allowing such recitations to occur voluntarily does not raise any First Amendment concerns. Any student may choose not to stand, not to face the flag, and not to recite the pledge. However, they may not engage in activities that disrupt the saying of the pledge.

POSTING OF INFORMATION

Students who wish to post or distribute information must receive permission from an administrator at least two days before the posting or distribution. This applies whether the information deals with school sponsored or non-school sponsored activities. The administrator can explain or answer questions regarding the school's rules on posting and distributing materials.

REGISTRATION AND FEES

The Mason City Community School District will hold school registration for all students in the district prior to the start of fall classes. The purpose of registration is to distribute and collect information regarding students, classes, insurance, bus routes, etc. and to collect fees for supplies and lunches. Medical information and immunization records will also be reviewed and updated as appropriate.

Students are usually assigned a textbook, reference book, or reading book to enable them to achieve the learning goals of the various courses. It is the responsibility of the student to care for those books in a responsible manner. The school charges a textbook fee at registration to help pay for the use of textbooks. A student will incur fines for lost or damaged textbooks. The amount of the fine is determined by several factors including the number of years a book has been used. New textbooks may cost more than fifty dollars while the cost of having a new cover bound to the book is over eight dollars.

Middle school fees are announced in July or August. Additional fees are assessed for voluntary participation in instrumental music, bus transportation, insurance, etc.

SCHOOL DAY

The length of the school day Monday Wednesday, Thursday, Friday is 8:35 A.M. – 3:40 P.M. On Tuesdays, the school day starts at 9:05 and ends at 3:40. Please be aware that supervision is not available until 7:30 A.M. for students arriving early, nor do the front doors unlock till that time. We ask that parents not drop students off or allow students to arrive at John Adams until 7:30 A.M. Campus is closed at 4:30 p.m. at the end of the day. All students not involved in an after school activity should be off-campus by that time. Students involved in after-school activities should be off-campus within 30 minutes of the activity ending.

Should it be necessary to leave school for any reason during the school day, students are required to report to the office before leaving. If leaving for any reason other than illness (i.e., medical appointment, funeral, trip, etc.), the office must have a written request or a telephone call from a parent before 9:00 a.m. of the day you want to leave, stating specifically why you must leave and for how long. Students must report to the office upon returning to the building. Students not checking with the office prior to leaving may be marked unexcused and may be subject to further disciplinary action.

SEARCH AND SEIZURE

Mason City Community School District property is held in public trust by the Mason City Community School District Board of Education. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and articulable suspicion that a school district policy, rule, regulation or law has been violated. The search is in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the

school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, lighters, matches, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

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

Mason City Community Schools Board Policy: 502.8 (Approved 6-17-02)

SEARCH, SEIZURE, AND SAFETY

School district authorities may, without a search warrant, search students or student lockers, desks, backpacks, clothing etc. based on reasonable suspicion that a school district policy, rule, regulation or law has been violated. Illegal or unauthorized material may be seized, disciplinary action will be taken and law enforcement may be notified.

LOCKERS

A student's locker can be searched whenever an administrator has a reasonable and articulable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable and articulable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials.

School administrators may conduct periodic, random inspections of student lockers without any suspicion of wrongdoing by the student. In such cases, the student will be given the opportunity to be present for the inspection.

SNOW DAYS

WEATHER CANCELLATIONS

Please establish an emergency plan with your child. This plan should incorporate late starts, early dismissals, and school cancellations. If there is a one hour late start, school will start at 9:35 am. If there is a two hour late start, school will start at 10:35 am.

Early dismissal or cancellation announcements are broadcast on:

KGLO - 1300 AM, KRIB - 1490 AM, KLSS - 106.1 FM,

KCMR - 97.9 FM, KIA - 93.9 FM and KJCY - 95.5 FM

KIMT Television - Channel 3 will announce during the 6:00 a.m. and noon news broadcasts.

STUDENT PUBLICATIONS

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district's publications, is not an expression of official school district policy. The school district, the board and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from the Assistant Superintendent.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law

including, but not limited to, the restrictions against unlawful speech. No student shall express, publish or distribute in an official school district publication material that is:

1. obscene (intended to be sexual in nature)
2. libelous (untrue words that hurt someone's reputation or status)
3. slanderous, or
4. encourages students to:
 - a. commit unlawful acts
 - b. violate school district policies, rules or regulations
 - c. cause the material and substantial disruption of the orderly and efficient operation of the school or school activity
 - d. disrupts or interferes with the education program
 - e. interrupt the maintenance of a disciplined atmosphere or
 - f. infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the due process procedures outlined in this handbook.

SUPPORTS FOR JAMS STUDENTS

What JAMS has to offer for JAMS students:

Child Study & Student Assistance Meeting Teams
PBIS (Mohawk Report and Wraparound)
School Counseling
Circle of Friends
Social Skills
Support Groups (i.e. Friendship Group, Grief Group)

**The school counselor is available to provide assistance to students and parents. The counselor is willing to assist you in adjusting to school, solving personal problems, and planning schedules.

*Contact JAMS about information regarding any of the programs listed above. Call (641) 421-4420.

SUICIDE PREVENTION

The National Suicide Prevention Lifeline is a 24-hour, toll-free suicide prevention service available to anyone in suicidal crisis. If you need help, please dial 1-800-273-TALK (8255). You will be routed to the closest possible crisis center in your area. With more than 130 crisis centers across the country, the mission is to provide immediate assistance to anyone seeking mental health services. Call for yourself, or someone you care about. Your call is free and confidential.

Some of the reasons to call 1-800-273-TALK are listed below.

- Call to speak with someone who cares
- Call if you feel you might be in danger of hurting yourself
- Call to find referrals to mental health services in your area

TECHNOLOGY

TECHNOLOGY POLICY COMPLIANCE

Compliance:

Students will comply with all sections of this policy. Violations of this policy may result in disciplinary action, which may include denial of system access, suspension, expulsion and/or criminal prosecution as deemed appropriate by the school district. It is not possible to list all behaviors that are prohibited or considered unacceptable. This list is representative of the types of activities which may result in disciplinary action and is not intended to be all-inclusive.

1. Unauthorized copying or installation of any software (including operating systems, programs, applications, databases, or code), which is licensed or protected by copyright.
2. "Computer hacking" (i.e. unwanted or unsolicited entry into a computer system)
3. Knowingly introducing a virus to a computer or network.
4. Unauthorized access, intentional damage, or misuse of systems, applications, databases, code, or data. (examples, but not limited to these)
 - a. Attempting to gain another user's password or log on as another user
 - b. Permitting use of an assigned account by another person
5. Inappropriate, unauthorized or unlawful use of any form of media or technology, system, or network owned or leased by the school district. (Examples, but not limited to these)
 - a. Transfer or use of copyrighted materials through the school's computer resources, without explicit consent of the owner
 - b. Taking or altering another's work without permission
 - c. Knowingly allow non-school personnel access to or use of MCCSD equipment
6. Use of the district's technology for personal financial gain.
7. Fraudulent, harassing, threatening, discriminatory, sexually explicit or obscene messages and/or materials that are transmitted, printed, requested or stored. "Chain letters," solicitations and other forms of mass mailings are not permitted.
8. Use of district technology for political activity, lobbying, or any other use, which would be in conflict with ethical standards of public school equipment.

Mason City Community Schools Board Policy: 508.3

ELECTRONIC DEVICES

Personal Electronic Devices (PEDs)

John Adams Middle School is committed to allowing responsible, learning-centered use of personal devices at school so as to provide as many pathways to understanding as possible for our students. The word, DEVICE, means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, netbooks, tablets/slates, iPod Touches, cell and smartphones.

PED Guidelines:

**Cell phones and all PEDS are not to be used as cameras on school property,
including school buses.**

Items of this nature represent distractions from instruction. John Adams and its staff are not liable for lost, damaged, or stolen cell phones or PEDs. **Use of cell phones and PEDs are not allowed in school between the hours of 8:35 a.m. and 3:40 p.m. Phones will be turned off and left in the student's locker.** If cell phones or PEDs are seen or heard, the teacher will take the student's electronic item to the office and a first violation will result in the student being able to pick up the electronic item up at the end of the school day. The second violation will require a parent to pick up the electronic item from the office at the end of the school day. School telephones are accessible for student use before, during and after school.

- 1.) Students shall make no attempts to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
- 2.) Students shall not distribute pictures or video of students or staff without their permission or permission from an administrator (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).

Liability Statement:

Students bring their devices to use at JAMS at their own risk. It is their duty to be responsible in upkeep and protection of their devices. Students are also responsible for using computing resources in an effective and lawful manner, consistent with the provisions of school board policy.

JAMS is in no way responsible for:

- 1.) Personal devices that are broken while at school or during school-sponsored activities.
- 2.) Personal devices that are lost or stolen at school or during school-sponsored activities.
- 3.) Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).
- 4.) Loss of data from delays, non-deliveries, miss-deliveries or service interruptions.

Personal electronic devices may be used in the mornings before school but must be used in combination with headphones (no one else should be able to hear them.) Personal electronic devices may be used after school. School telephones are accessible for student use before, during, and after school. Students who wish to contact their parents or guardians regarding illness must still do so through the nurse and/or school office. To not do so will constitute a violation of the school PED rules and appropriate consequences will be issued for the violation.

PED Discipline:

1st Offense: PED confiscated by a staff member and student may be able to pick it up in the main office after school. Student is given a verbal warning.

2nd Offense: PED confiscated by a staff member and legal guardian must pick-up after school.

If a student refuses to give their phone to a staff member, the student will be sent to the office where appropriate consequences will be determined.

INTERNET – APPROPRIATE USE

Because technology is a vital part of the Mason City Community School District curriculum, the Internet will be made available to employees and students. Appropriate, equitable use of the Internet will allow employees and students to access resources unavailable through traditional means. Access entails responsibility and is a privilege, not a right.

Students will be able to access the Internet with teacher approval. Individual secondary student accounts and electronic mail addresses may be issued to students. If a student already has an electronic mail address, the student may, with the permission of the supervising teacher, be permitted to use the address to send and receive mail at school.

The Internet can provide a vast collection of educational resources for students and employees. The school district makes no guarantees as to the accuracy of information received on the Internet. Some students might encounter information that may not be of educational value. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Student Internet activities will be monitored by the school district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or any other material deemed harmful to minors in accordance with the Children's Internet Protection Act. The school district will use technology protection measures to protect students from inappropriate access.

Cyberbullying or harassment by electronic communications is considered a disruption of the academic environment and, as such, it is not appropriate to originate or share such communications.

Employees and students will be instructed on the appropriate use of the Internet. Parental authorization for student internet usage is automatically given upon registration in the Mason City CSD unless the registration form is marked to deny access. 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.

Mason City Community Schools Board Policy: 605.6

TELEPHONE CALLS - MESSAGES

Generally, students receiving telephone calls during school hours are not called to the telephone. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a telephone call. The school telephone is for school business only. Students should never use the school phones without permission. During the school day a student **must have a pass issued by a teacher** to use the telephone. After school, only one student at a time will be allowed in the office to use the phone. Make arrangements for after school activities and rides before you leave home so a call home is not necessary.

TELEPHONE NUMBERS

JAMS Office	421-4420
Cafeteria	421-4501
Transportation	421-4428

WEBSITE

The school district and John Adams Middle School maintains a website for your assistance. The school newsletter, calendar, activities information, staff directory, and a note from the principal are all key components on the site. This information is available at <http://www.masoncityschools.org>

YEARBOOKS

Yearbooks will be available for purchase at registration as well as a few at the end of the school year. Yearbooks purchased at the end of the year are will be available on a first come-first served basis.

INTEGRATING SOURCES

*Paraphrase when you **can**, quote when you **must**!*

THREE MAIN WAYS OF INCORPORATING SOURCES INTO YOUR PAPER

Quote - Any time you use the exact wording found in a source it needs to be "quoted." Use minimally and only when the source has written something in an interesting/distinctive way.

Paraphrase - Putting an excerpt from a source in your own words, rephrasing but not shortening it.

Summarize - Boiling an excerpt down to its essential points, like describing an entire book in one or two sentences.

Why use quotations, paraphrases, and summaries?

Quotations, paraphrases, and summaries serve many purposes. You might use them to:

- Provide support for claims or add credibility to your writing
- Refer to work that leads up to the work you are now doing
- Give examples of several points of view on a subject
- Call attention to a position that you wish to agree or disagree with
- Highlight a particularly striking phrase, sentence, or passage by quoting the original
- Distance yourself from the original by quoting it in order to cue readers that the words are not your own
- Expand the breadth or depth of your writing

WHEN TO USE QUOTATIONS

- When language is especially vivid or expressive
- When exact wording is needed for technical accuracy
- When it is important to let the debaters of an issue explain their positions in their own words
- When the words of an important authority lend weight to an argument
- When language of a source is the topic of your discussion

Use Signal Phrases to introduce most summaries and paraphrases. Except for certain legitimate uses of quotations, use your own words to summarize and paraphrase your sources and to explain your own ideas.

Without the signal phrase (underlined) in the following example, readers might think that only the quotation at the end is being cited, when in fact the whole paragraph is based on the source.

ACCEPTABLE PARAPHRASE -With Signal Phrase

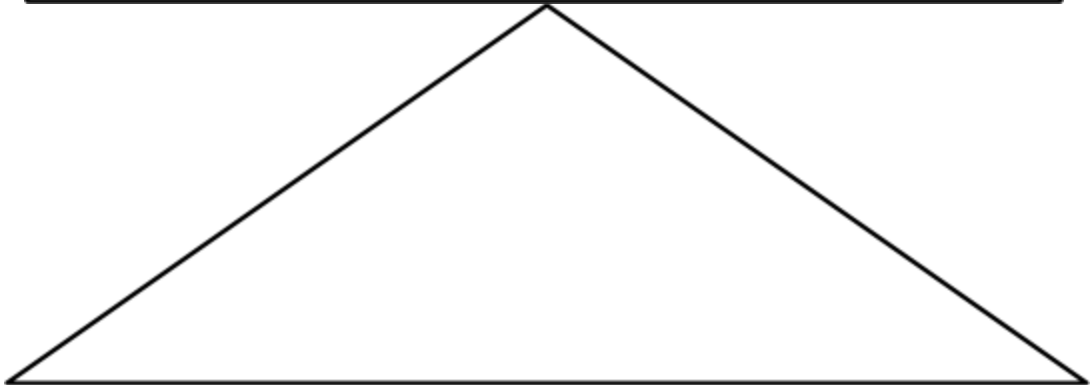
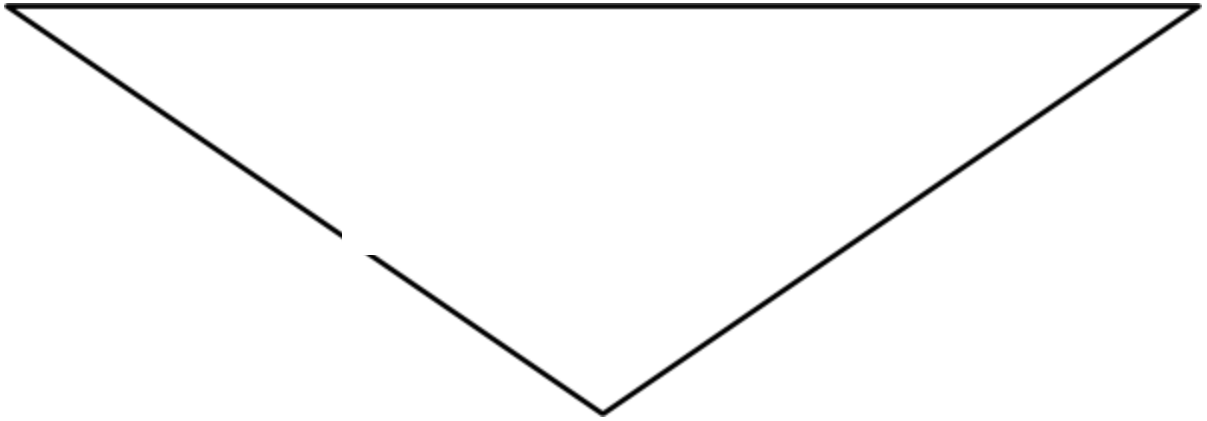
Radio show hosts Tom and Ray Magliozzi claim that motor vehicle manufacturers do not always design features with safety in mind. For example, when designers replaced radio, CD player, and temperature control knobs with touch-sensitive panels, they were forgetting one thing: To use the panels, drivers would need to take their eyes off the road (3).

To avoid plagiarizing an author's language (taking more than 4 consecutive words from an author without citing your source and giving them credit) resist the temptation of looking at the source while you are summarizing or paraphrasing.

Source :www.dianahacker.com

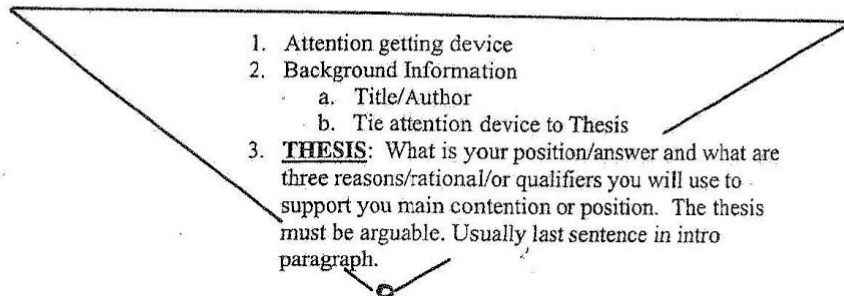
Title: _____

Introduction Paragraph



Title: _____

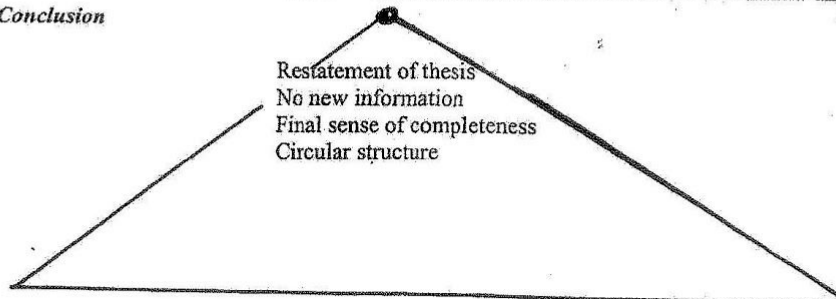
Introduction Paragraph



Body of Paper-Paragraphs 2,3,4

#2	Reason/Rational/Qualifier #1: _____ First Sentence must be a specific topic sentence where you state how this point will help prove or support you thesis? Must be a clear, declarative sentence. Paragraph to contain specific examples to support your position.
#3	Reason/Rational/Qualifier #2: _____ Just as in Paragraph 2 you need to make sure you have a strong topic sentence that ties to your thesis. You must tell your reader how the examples you are using prove your contention or position . Tie together and make clear the examples are relevant and have purpose .
#4	Reason/Rational/Qualifier #3: _____ Just as in body Paragraph # 2-3 you must have a strong, clear, declarative topic sentence. How the details you are providing help prove the papers position? Are you giving enough detail? Are you telling the reader how the examples of the paper prove you central and core point?

Conclusion



WRITING GUIDELINES

Proficiency Level:	Explanation:
Highly Proficient	Highly Proficient essays clearly demonstrate an understanding of the topic. Superior papers will immediately hook the reader and provide a clearly stated focus (thesis). The topic is discussed with insight and creative thinking. The writing demonstrates a control of organization, flow, and specific word choice. Sentences vary in length to appeal to style.
Proficient	Proficient essays demonstrate an understanding of the topic. Proficient papers will hook the reader and provide a clearly stated focus (thesis). These papers are generally well-written; but, they may lack the insight and creative thinking of a superior paper.
Nearly Proficient	Superficiality characterizes Nearly Proficient essays. Nearly Proficient essays have a recognizable focus; however, explanations are vague or oversimplified. Sentences “get the job done” but are not artfully crafted.
Far to Go	Essays lack a clear sense of direction. Far to Go papers contain limited or unclear information with limited, repetitious words and/or sentences. In addition, they are poorly written on several accounts, including many distracting errors in grammar and mechanics, or they are unacceptably brief.

** If grammar or mechanics detract from meaning, this may result in a lower proficiency level.

UserName: _____ **Password:** _____

Steps to create a Noodletools Account(Do ONLY ONCE)

1. Go to NoodleTools.com or click on “blue guy” on your student portal page
2. Click on Sign in
3. Create a Personal ID
4. Account linked to school...
5. Register
6. School/Library Username –ask your teacher
7. School/library Password –ask your teacher
8. Click student or library patron
9. Pull down to your graduation year
10. Personal ID: Use same one as you use to log into your school account
11. Password: Can use same one as your school account but write it down, so you remember next year.
12. Initials-First & last-not case sensitive
13. Phone: ask teacher
14. Click on Register
15. From now on you will click on Current Users and sign in.

Steps to create a Noodletools project and input the sources

1. Create a New Project (only do this only when you begin a new research project))
2. Click on Project Name
3. MLA-Starter/ Junior/Advanced (Teacher choice) Description = title
4. Create Project
5. Components...Works Cited
6. Select a Citation Type (Pull down menu)-click on “Create Citation”
7. Fill in ALL relevant boxes
8. Check for SPELLING
9. Check for Capitalization
10. Check for accuracy
11. ONLY If it is a book log, type in the # of pages in “Annotation” section, otherwise leave it blank
12. Submit = saved
13. Continue steps 6-12 until all sources are added

Steps to Format and Save Bibliography

1. Click on Print/Export tab and pull down to.....
2. Print/Export to Word
3. Your document download will appear in lower left hand corner of screen.
4. Open document and Enable Editing (Yellow Bar)
5. Double check spellings & correct all errors
6. File-Save as... Put it in a folder in your account and title it “Topic Works Cited” (Child Abuse Work Cited) so you will be able to find this later to use OR
7. Copy and paste it onto the last page of your Google document (steps 15-19)
OR
8. Just print it.

Create/Format Document & Works Cited

1. Open your Google drive
2. Click create (red rectangular box) to create a new Google document
3. Pull down 'File' –slide down to 'New' then over to 'From Template'
4. The first time use 'Public Templates' and search for MLA.(Every time after this you will be able to access the template by clicking on the 'Templates I've Used' tab.)
5. Select the first template by Martin T. and click on 'Use this Template'
6. Fill in your correct last name in upper right header. Do not delete the page number.
7. On the left hand side fill in your first and last name, your teacher's name, the title of the class, and the date (3 August 20XX)
The above four lines will be double spaced-do not change any spacing, size or font.
8. Replace 'Title Goes Here' with the title of your paper
9. Again-do not change any of the formatting. The template is the correct form.
10. Click on toolbar where it says 'Copy of MLA Template'. It will ask you to rename the document-name so you can identify it later.
11. Begin typing your paper 'Text begins here.'
12. As you type your paper, the Works Cited page will move down. When all your paragraphs are complete, press enter until the Works Cited title is at the top of the following page.
13. Open Noodletools, sign in and open your project that matches your essay by double clicking on its title.
14. On this screen go to Components (left hand side of page) and click on Works Cited-all of your entries should be listed.
15. At the top find the Print/Export button and pull down the menu to either Print/Export to Word or Export to Google Docs. (Either will work-just choose the one that is easiest for you to use and remember so you know where to go next.)
16. Highlight the entire list except for the Works Cited line, right click and copy.
17. In your essay on Google Docs, scroll down to the last page-Works Cited page-highlight and delete the practice entries and paste your list of sources into the document.
18. Your document is now complete with your essay, bibliography, proper format and pagination for the entire document.
19. Print or share.

Last Name 1

First Last Name
Teacher's Name
Course title
Date (3 August 2013)

The Amazing Internet

Spring break is coming and your family is planning an outing to a local theme park. As you finalize your plans, there are some details to check. You want to find out about next weeks' weather. Your parents need to get directions to the amusement park and your brother wants to see how many roller coasters there are. Where can you go to find out everything in one place?

Just look on the Internet!

A few years ago it would probably have taken more time and effort to find all this

Last Name 4

Works Cited

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