



**Mid-Prairie  
Elementary Schools  
Student and Parent  
Handbook  
2018-2019**

## **MPCSD DISTRICT TELEPHONE NUMBERS AND E-MAIL ADDRESSES**

### **MID-PRAIRIE EAST ELEMENTARY SCHOOL | 656-2243**

Fax Number | 656-2238

Robin Foster, Principal

E-mail Address: [rfoster@mphawks.org](mailto:rfoster@mphawks.org)

### **MID-PRAIRIE WEST ELEMENTARY SCHOOL | 646-2984**

Fax Number | 646-2987

Bill Poock, Principal

E-mail Address: [bpoock@mphawks.org](mailto:bpoock@mphawks.org)

### **MID-PRAIRIE MIDDLE SCHOOL | 656-2241**

Fax Number | 656-2207

Marc Pennington, Principal

E-mail Address: [mpennington@mphawks.org](mailto:mpennington@mphawks.org)

### **MID-PRAIRIE HIGH SCHOOL | 646-6091**

Fax Number | 646-6097

Jay Strickland, Principal

E-mail Address: [jstrickland@mphawks.org](mailto:jstrickland@mphawks.org)

### **MID-PRAIRIE ALTERNATIVE LEARNING CENTER | 646-6096**

Amy Shalla, Principal/Special Education Director/504 Coordinator

E-mail Address: [ashalla@mphawks.org](mailto:ashalla@mphawks.org)

### **MID-PRAIRIE CENTRAL ADMINISTRATIVE OFFICE | 646-6093**

Fax Number | 646-2093

Mark Schneider, Superintendent | 1-800-641-6811 home

E-mail Address: [mschneider@mphawks.org](mailto:mschneider@mphawks.org)

### **MID-PRAIRIE TRANSPORTATION | 646-6881**

Teresa Hartley, Transportation Director

E-mail Address: [thartley@mphawks.org](mailto:thartley@mphawks.org)

### **MID-PRAIRIE HOMESCHOOL EDUCATION CENTER | 683-2770**

Fax Number | 683-2284

Rachel Kerns, Director

E-mail Address: [rkerns@mphawks.org](mailto:rkerns@mphawks.org)

### **GRANT WOOD AREA EDUCATION AGENCY**

Coralville | 1-800-854-0446

Cedar Rapids | 1-800-332-8488

# Mid-Prairie East Elementary

## STAFF FOR 2018-19

### Administrative Staff

Robin Foster  
Jessica Tadlock

Principal  
School Secretary

### Teaching Staff

Lori Miller  
Ericha TeBockhorst  
Joyce Billups  
Kara Troyer  
Shaina Gearhart  
Becca Droll  
Melissa Gerot  
Melissa O'Rourke  
Sarah Holtkamp  
Kaitlyn Van Fossen  
Nikole Eichelberger  
Kerri Bell  
Renee Fisher  
Jill Lundberg  
Lori Simon  
Emily Zehr  
Chelsee Ronan  
Jill Poock  
Jenny Roth

MP-E Preschool  
MP-E Preschool  
Kindergarten  
Kindergarten  
Kindergarten  
First Grade  
First Grade  
First Grade  
First Grade  
First Grade  
First Grade  
Second Grade  
Second Grade  
Second Grade  
Second Grade  
Second Grade  
Special Education  
Title 1/Reading Recovery  
Title 1/Reading Recovery

### Shared Teaching Staff

Tonya Hovey  
Kelby Bender  
Heather Herschberger  
Nora Kehoe  
Danielle Ramsey  
Jessica Nafziger  
Rebecca Yoder  
Elena Beachy  
Amanda Smith  
Mackenzie Kos  
Frank Slabaugh  
Nicholas O'Brien

Art (MP-W/MP-E)  
Physical Education (MP-E/MP-W)  
Vocal Music (MP-E/MP-W)  
School Counselor (MP-E/MPMS)  
Teacher-Librarian (MPCSD)  
School Nurse (MP-E/MPMS)  
ELP-Academic (MPCSD)  
Spanish (MP-E/MP-W)  
Early Childhood Special Education Teacher  
Behavioral Interventionist (MP-E/MP-W)  
Learning Design Coach (MP-E/MPMS)  
English Language Learners Teacher (K-12)

### Support Staff

Katy Debler  
Lois Dehagues  
Julie Frieden  
Jodi Kahler  
Brielle Brown  
Holly Kemp  
Jillian Wilson  
Audra Hershberger  
Mike TeBockhorst  
Andrew Kahler  
Martha Benedict  
Tom Duwa  
Marianne Blasingame

Library-Media Secretary  
Special Education Associate  
Special Education Associate  
Special Education Associate  
Special Education Associate  
Special Education Associate  
MP-E Preschool Associate (Miller)  
MP-E Preschool Associate (TeBockhorst)  
Lead Custodian  
Second Shift Custodian  
Head Chef  
Crossing Guard  
Crossing Guard

# Mid-Prairie West Elementary

## STAFF FOR 2018-19

### Administrative Staff

Bill Poock  
Coralie Miller

Principal & Lead Learner  
School Secretary

### Teaching Staff

Stacia Danner  
DiAnna Geiger  
Paula Buckwalter  
Melody Black  
Katelynn Barthelman  
Diane Miller  
Jill Hartsock  
Katelyn Hammen  
Ames Molsberry  
Marnett Meier  
Suzanne Yoder  
Mo Gingerich  
John Alatalo  
Karen Bender  
Emily Pennington  
Makenzie Flynn  
Beth Spenler  
Melissa Thomas

MP-W Preschool  
MP-W Preschool  
Kindergarten / KA  
Kindergarten / KB  
Kindergarten / KC  
Third Grade / 3A  
Third Grade / 3B  
Third Grade / 3C  
Third Grade / 3D  
Third Grade / 3E  
Fourth Grade / 4A  
Fourth Grade / 4B  
Fourth Grade / 4C  
Fourth Grade / 4D  
Fourth Grade / 4E  
Special Education  
Special Education  
Title 1/Reading Recovery (MP-W/MP-E)

### Shared Teaching Staff

Tonya Hovey  
Kelby Bender  
Heather Herschberger  
Leanne Bender  
Danielle Ramsey  
Traci Waterhouse  
Rebecca Yoder  
Elena Beachy  
Amanda Smith  
Mackenzie Kos  
Glenda Seward  
Nicholas O'Brien

Art (MP-E/MP-W)  
Physical Education (MP-E/MP-W)  
Vocal Music (MP-E/MP-W)  
School Counselor (MP-W/Sigourney)  
Teacher-Librarian (MPCSD)  
School Nurse (MP-W/MPHS)  
ELP-Academic (MPCSD)  
Spanish (MP-E/MP-W)  
Early Childhood Special Education Teacher  
Behavioral Interventionist (MP-E/MP-W)  
Learning Design Coach (MP-W/MPHS)  
English Language Learners Teacher (K-12)

### Support Staff

Jessica Dodds  
Brooke Bringman  
April Crane-Brady  
Cassie Hinrichs  
Wendy Klostermann  
Sydney Miller  
OPEN  
Kim Blauvelt  
Leslie Duvall  
Robin Harris  
OPEN  
Jordan TeBockhorst  
David Nisly  
Amber Kempf  
Melanie Saresky  
Marci Stanfield  
Lee Gingerich

Library-Media Secretary  
Special Education Associate  
Special Education Associate  
Special Education Associate  
Special Education Associate  
Special Education Associate  
Special Education Associate  
Title One Reading Associate  
MP-W Preschool Associate (Danner)  
MP-W Preschool Associate (Geiger)  
MP-W Preschool Associate (Geiger)  
Lead Custodian  
Second Shift Custodian  
Head Chef  
Chef  
Chef  
Crossing Guard

## **MID-PRAIRIE NON-DISCRIMINATION STATEMENT:**

It is the policy of the Mid-Prairie Community School District not to discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status in its educational programs, activities and employment practices. If you have questions or a grievance related to this policy please contact the District's Equity Coordinator, Amy Shalla, at 319-646-6096 or [ashalla@mphawks.org](mailto:ashalla@mphawks.org).

Guidance: Chapter 33 of Iowa Administrative Code defines "Homeless child or youth" as a child or youth from the age of 3 years through 21 years who lacks a fixed, regular, and adequate nighttime residence and includes the following:

1. A child or youth who is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; is living in a motel, hotel, trailer park, or camping grounds due to lack of alternative adequate accommodations; is living in an emergency or transitional shelter; is abandoned in a hospital; or is awaiting foster placement;
2. A child or youth who has primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings;
3. A child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting; or
4. A migratory child or youth who qualifies as homeless because the child or youth is living in circumstances described in paragraphs -1 through 3 above.

Mid-Prairie Community School District has designated Amy Shalla, Alternative Learning Center and Director of Special Education, to serve as the district's liaison for homeless children and youth to carry out the duties specified. She can be contacted at 319-646-6096 or [ashalla@mphawks.org](mailto:ashalla@mphawks.org).

## **MID-PRAIRIE EAST ELEMENTARY SCHOOL HOURS**

The school day officially starts at 8:25 AM and ends at 3:20 PM.

Breakfast Served	7:50 – 8:15 AM
Buses Arrive/Town Students Arrive	7:47 AM
Doors Open for all students	8:10 AM
Classes Begin	8:25 AM
Dismiss First Bus Students	3:20 PM
Dismiss Car Riders/Walkers	3:25 PM
Dismiss Last Bus Students	3:42 PM

## **MID-PRAIRIE WEST ELEMENTARY SCHOOL HOURS**

The school day officially starts at 8:25 AM and ends at 3:20 PM.

Breakfast Served	7:50 - 8:15 AM
Buses Begin Arriving	7:45 AM
Doors Open for all students	8:10 AM
Classes Begin	8:25 AM
Dismiss Car Riders/Walkers	3:20 PM
Dismiss First Bus Students	3:22 PM
Dismiss Last Bus Riders	3:50 PM

## **MID-PRAIRIE EAST ELEMENTARY DROP OFF AND PICK UP POLICY:**

### **DROPPING OFF STUDENTS BEFORE SCHOOL**

Students are admitted into the building at **8:10 am**. **Students eating breakfast will be admitted into the building at 7:50.** Any student arriving prior to 8:10 will go to the playground and be under the supervision of a building staff member.

The area directly in front of the school building (identified by signs) is for ***BUS LOADING AND UNLOADING ONLY. DO NOT DROP OFF STUDENTS IN THIS AREA.*** (*Iowa Administrative Code 281-43.42(285) Loading and unloading areas.* Restricted loading and unloading areas shall be established for school buses at, or near schools.) ***This is NOT a parking area; never leave your car unattended.***

***Please drop off students on G Ave or H Ave and students can use the sidewalk and crosswalk to get to school.***

### **PICKING STUDENTS UP AFTER SCHOOL**

School will be dismissed for students who do not ride a school bus at 3:30 p.m. Buses will be picking up students from 3:25 - 3:50 p.m. **Buses need access to the drive from 3:20 - 4:00 p.m.** **NO VEHICLES, OTHER THAN SCHOOL BUSES, WILL BE PERMITTED IN THE DRIVEWAY FROM 3:20 – 4:00.** Please do not enter through the exit of the parking lot.

**All parents picking up students by automobile should park on H Avenue** (street north of the school) or G Avenue (southwest of the school), **F Ave is also available for parking.** Sidewalks are available from the school asphalt to H Avenue and on the south side of H Avenue. **Please honor the No Parking and Do Not Enter signs at the front of the school.**

## **MID-PRAIRIE WEST ELEMENTARY DROP OFF AND PICK UP POLICY**

### **DROPPING OFF STUDENTS BEFORE SCHOOL**

Students are admitted into the building at **8:10 am**. **Students eating breakfast will be admitted into the building at 7:50.** Any student arriving prior to 8:10 will go to the playground and be under the supervision of a building staff member.

The area directly in front of the school building around the circle (identified by signs) is for ***BUS LOADING AND UNLOADING ONLY. DO NOT DROP OFF STUDENTS IN THIS AREA.*** (*Iowa Administrative Code 281-43.42(285) Loading and unloading areas.* Restricted loading and unloading areas shall be established for school buses at, or near schools.) ***This is NOT a parking area; never leave your car unattended.***

### **PICKING STUDENTS UP AFTER SCHOOL**

School will be dismissed for students who do not ride a school bus at 3:30 p.m. Buses will be picking up students from 3:25 - 3:54 p.m. **Buses need access to the drive from 3:20 - 4:00 p.m.** **NO VEHICLES, OTHER THAN SCHOOL BUSES, WILL BE PERMITTED IN THE DRIVEWAY FROM 3:20 – 4:00.**

**All parents picking up students by automobile should park in designated areas or at the top of the hill to reduce congestion.** Please honor the no parking signs at the front of the school.

## **WALKERS AND BIKE RIDERS**

Children who live south of Highway 22 are to cross the highway at the corner of 7<sup>th</sup> Ave. and Highway 22 (Casey's corner). Portable stop signs are posted and a crossing guard is on duty before and after school. Students should ALWAYS cross when the crossing guard provides permission for crossing the highway. This is to protect the safety of all children.

## **STUDENTS WHO WALK TO SCHOOL**

Students walking to school are expected to cross Highway 22 at the stop light intersection. An adult crossing guard is on duty at Hwy 22 and 6th Street from 7:30 - 8:30 a.m. and from 3:15 - 4:15 p.m. to assist students. Pedestrian signs are also placed in front of the school building on 6th Street. Please use the crosswalks.

## **BICYCLE RIDERS**

All students should follow street regulations and regular bicycle safety precautions. We ask that students **walk their bicycles while on school grounds**, and park their bicycles in the racks provided. Riding a bicycle to school is a privilege; any student who is riding to and from school in an inappropriate manner may be denied the privilege of riding their bicycle to school. Children who cannot ride their bicycles safely will be asked to leave the bicycle at home. ***The same rules apply to skateboards. Please carry the boards on school grounds and leave them in the office during the school day.***

## **BUS RIDERS**

Children are expected to behave safely and appropriately on the buses. Board Policy 711.2 details Mid-Prairie School District's rules and expectations for children riding buses. Consequences for violating the bus rules vary depending upon the severity and frequency of violations. The consequences range from warning the student to immediate suspension of bus riding privileges. All Mid-Prairie school buses are equipped with video cameras and microphones; see board policy 711.2 for specific details of this policy. If at all possible, please let the bus driver know in advance if your child will not be riding the bus. ***Please let the school office and your child's teacher know anytime your child's normal transportation routine will be changed.***

Mid-Prairie buses are equipped with two-way radios; the Transportation Office (646-6881) and Central Administrative Office (646-6093) can relay emergency messages to the bus drivers.

## **EDUCATIONAL PROGRAM**

**Mid-Prairie East Elementary School** has students in Preschool, Kindergarten, 1st, and 2nd grade. Preschool students attend half days, four days a week (Monday, Tuesday, Thursday, Friday). Kindergarten students attend full days, every day. Alternative Kindergarten students attend every day--half days (M/T/W/Th/F in the AM). Preschool has two sections, Kindergarten serves three sections, **First grade has six sections**, and Second grade has five sections. Students are assigned to each classroom so that a heterogeneous group is established.

**Mid-Prairie West Elementary School** has students in grades Preschool, Kindergarten, 3rd, and 4th Grade. Preschool students attend half days, four days a week (Monday, Tuesday, Thursday, Friday). Kindergarten students attend full days--every day. Preschool has 2 sections; Kindergarten has 3 sections; and both 3rd and 4th grades have 5 sections. Students are assigned to each classroom so that heterogeneous grouping is established.

Mid-Prairie East Elementary school and Mid-Prairie West Elementary School staff are committed to providing the very best school experiences for your child. We believe in working together in partnership with parents to solve problems and to create sound educational programs. Grant Wood AEA support staff is also an important



part of our educational team. During the school year, if you have a concern or question about any aspect of your child's educational program, please contact your child's teacher or the principal at Mid-Prairie East Elementary (319-656-2243) OR Mid-Prairie West Elementary (646-2984).

All elementary students receive instruction in:

1. Literacy
2. Social Studies
3. Mathematics
4. Science
5. Health
6. Visual Arts
7. Guidance
8. Human Growth and Development
9. Physical Education
10. Music
11. Foreign Language

The following programs are considered specialized subject areas:

**ART** - The art curriculum is a sequential approach to presenting age and grade appropriate skills and concepts. A variety of media is offered to enable students to develop a range of understanding in the use of tools and materials. In addition to the diverse skill experiences, students are provided with individual and group problem-solving activities. Students are encouraged to develop an appreciation for the efforts and differences of others.

**GUIDANCE** - Individual, small group, and classroom guidance is available to students. The guidance program emphasizes a preventative approach through classroom instruction along with crisis intervention when appropriate. Counseling curriculum includes an anti-bullying component to help our students learn about bullying and what can be done to stop it. Its goals are to reduce and prevent bullying problems among school children and to improve peer relations at school.

**MUSIC** - Every homeroom group attends 1 fifty-minute music class per week. Music reading skills and an appreciation of music are two priority objectives of music instruction. A variety of instruments, including Yamaha Keyboards, are available for instruction. A public music program is held each spring.

**LIBRARY-MEDIA CENTER** - Every class has 1 scheduled library/computer classes per week. Children are able to check out books any time throughout the school day. Preschool and Kindergarten are limited to one book and grades 3-4 to two books. Whenever books are returned, students may check out more books. A one-cent fine each school day is charged for overdue books.

The media center has access to laptop computers for use in a variety of purposes.

**PHYSICAL EDUCATION** - Each class has 1 fifty-minute physical education classes per week. The objective of the program is to instill in children the desire to be physically active their entire life. Safe and appropriate clothing and shoes are required, including tennis shoes with a good grip on the bottom: sandals, slip-ons, or dress shoes are not appropriate.

**FOREIGN LANGUAGE** - Each class has the opportunity to learn Spanish during the week. Certified teachers in Spanish come into the classroom.



**ENRICHMENT LEARNING PROGRAM (ELP)** - Special programs in academics, art, and general music are available to selected students starting in the third grade. Enrichment activities are provided in the classroom on an ongoing basis.

**TITLE ONE READING** - Title One Reading is a federally funded program designed to give support to the regular reading curriculum. This program is provided to eligible students in addition to the regular reading class in grades K-4.

**SPECIAL EDUCATION** - A variety of services may be provided to students who have been determined to be in need of special education. Consideration for special education starts first with Learning Supports Team meeting in which teachers and parents (if applicable) review student concerns. Generally a support plan is initiated to assist the student before special education placement is considered. Parent permission is required prior to placement into a special education program. This program provides services to students needing assistance in specific skill areas such as reading, math, or written language. The intent of the program is to build academic and/or behavior skills that will permit the student to function successfully in the regular classroom.

### **POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)**

PBIS includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Positive behavior interventions and supports is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Each elementary building is involved in professional learning for supporting the PBIS process. Our building-wide student behavior expectations revolve around three main concepts: 1) I am respectful. 2) I am responsible. 3) I am safe. We teach students about these three main expectations in common areas to include the hallways, the lunchroom, the playground, and the restroom. Students will be taught what being respectful, responsible, and safe looks like and sounds like in those four common areas of our school. To encourage positive choices and behaviors, we also have an acknowledgement system in place to support all learners. Teachers incorporate our 3 main expectations in the classroom setting including a recognition system for students following the expectations. More PBIS information will be shared with you throughout the school year.

To help us engage all of our learners, we have implemented effective programs for students who need additional support including Check In/Check Out (CI/CO) and Social Academic Intervention Groups (SAIG). In both programs, students are nominated through teacher referral and/or parent referral. During the CI/CO process, students start the day meeting with a staff member in the building to set a goal for the day. Then students check out with another staff member at the end of the day to celebrate meeting their goal or areas for continued growth. During the SAIG process, students work in small groups on Pro-Social Skills, Problem-Solving Skills, or Academic Behaviors. If your child is chosen to participate in CI/CO or SAIG, we will contact you with additional information. More PBIS information will be shared with you throughout the school year.

### **GRANT WOOD AEA - SUPPORT SERVICES**

The Grant Wood Area Education Agency provides a variety of support personnel that assist the school in evaluation, remediation, and consultation. Grant Wood personnel and services include:

- **Speech-Language Pathologist** - assists students in developing age-appropriate articulation and language development.
- **Occupational Therapist** - assists students in the development of appropriate fine motor and self-help skills.

- **Physical Therapist** - assists students in the development of gross motor skills and mobility.
- **School Psychologist** - assists in the evaluation and identification of students having problems in learning and behavior.
- **School Social Worker** - provides counseling services and serves as a liaison among home, community and school.
- **Special Education Consultant** - assists in program planning with special education teachers.

## **GENERAL NOTICE OF GRANT WOOD AEA SUPPORT SERVICES**

Additional support services are available to assist teachers when concerns arise with students. These services include assistance of building staff -- (special education teacher, counselor, nurse, health secretary, etc.) and Grant Wood Area Education Agency support staff -- (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, work experience coordinators and others). Teachers and families may request input on an informal basis or seek formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services may be used as part of the school's Learning Supports Team meetings.

## **LEARNING SUPPORTS TEAM**

Learning Supports Teams have been established at each grade level to respond to the unique learning needs of our students in those classrooms. The teams are organized to assist teachers in the development of effective programs for students experiencing learning and behavior problems. The team consists of the referring teacher, selected teachers, the principal, selected Grant Wood staff and other school personnel on an as needed basis. Parents are an integral part of the process to create learning and behavioral supports for their children and will be contacted regarding information for the plan to support their child.

The goals of the Learning Supports Teams are to:

1. Help teachers to individualize instruction to meet the needs of all students.
2. Support and assist teachers in the inclusion of special needs students.
3. Provide support and interventions for parents and families, in meeting the needs of the student.
4. Collaboratively create supplemental/intensive learning and/or behavioral interventions to support the wide variety of students' needs in classrooms.
5. Provide an efficient, documented referral screening for special education services as mandated by the Code of Iowa.

The Learning Supports Team system is designed to provide prompt, individualized support and assistance to teachers so that they can most effectively meet the needs of students. The Learning Supports Team and the teacher requesting assistance develop a student intervention plan through a structured process. The team identifies the problem, brainstorms solutions including instructional strategies, and devises a plan of interventions. When appropriate, students are referred for further evaluation and consideration for special education.

## **STUDENT CONDUCT AT SCHOOL**

Any list of conduct rules can usually be summarized into our PBIS expectations: **Be Respectful, Be Responsible, Be Safe**. This includes respect for the property of others. At Mid-Prairie, we have the utmost respect for your child. In return, we ask your child to treat all adults and other students in the building with the

same high degree of respect. Consequences for disrespectful behavior will vary depending on the severity of the behavior. As our partners, parents will be notified when the behavior warrants it.

## **REPORTING STUDENT PROGRESS**

Student progress is reported to parents four times a year through scheduled parent teacher conferences and report cards. Additionally, staff members communicate informally with parents whenever the need arises. Parents are encouraged to contact their child's teacher anytime they have a question about the student.

## **STUDENT HARASSMENT**

At Mid-Prairie we will not tolerate harassment of any kind. Verbal and physical harassment is not permissible. Policies 502.10 and 502.10R1 detail the Mid-Prairie School District's board policy and administrative regulation on student-to-student harassment. Disciplinary action up to and including expulsion will be taken for violations of this policy. Please encourage your child to report all incidents of harassment to an adult at school. Parents wanting to report harassment are encouraged to call the school principal or school superintendent.

## **DISTRICT WELLNESS POLICY**

Please see full Code No. 507.9 and 5079R

The Mid-Prairie School District supports and promotes proper dietary habits contributing to students' health status and academic performance. All school prepared foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the Mid-Prairie School District nutrition standards. Foods should be served with consideration toward nutritional integrity, variety, appeal, taste, safety, and packaging to ensure high-quality meals and snacks.

## **SNACKS**

A snack provided for a group or class must be in the unopened prepackaged container. Individuals can bring their own personal snack but it is not to be shared with others. Snacks served during the school day will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of meals, children's nutritional needs, children's ages and other considerations. The school district will disseminate a list of healthy snack items to teachers and parents upon request.

## **THERAPY DOGS IN THE ELEMENTARY SCHOOLS**

The MPCSD's elementary schools have two therapy dogs to be used at both elementary schools. Numerous research studies and evidence have validated the benefits of animal-assisted therapy, in particular that of therapy dogs. Both elementary schools plan to use the therapy dogs to enhance children's psychological development, improve social skills, and increase self-esteem, as well as to teach responsibility, compassion, and respect for other living things. Dogs in the classroom can be used to calm fears, relieve anxiety, and teach skills. We will utilize the dogs to assist with students of all backgrounds that need the skills previously mentioned. Our dogs will provide a strong foundation for children to love school and learning and will benefit the greater community as a whole.

As we learn more about how to integrate the therapy dogs into our student populations and services provided, students will be taught expectations for interacting with the therapy dogs. First and foremost, all students must ask the therapy dog's handler for permission to pet the therapy dog. This "permission to approach" is designed to protect both students and pets. The therapy dog handlers will work diligently to train all students on how to benefit from the services of a therapy dog in our schools. It is our intention that therapy dogs will be utilized in many different ways to support all students in a variety of ways.

## **STAFF AVAILABILITY**

Problems are best solved when they are addressed quickly at the lowest possible level. The staff members at Mid-Prairie are committed to doing what is best for your child. They are ready and willing to discuss any educational concern with you. Please feel free to call them at school any time a classroom problem or question occurs. If your concern cannot be taken care of over the phone, our staff members will be happy to set up an appointment to discuss the matter with you.

## **ATTENDANCE AND WITHDRAWAL OF CHILD DURING SCHOOL DAY**

Regular school attendance is critically important for a child's learning. Children arriving to school late or leaving school early miss important learning events. The school recognizes that scheduling medical and dental appointments for non-school hours is not always possible; however, parent cooperation in maintaining the continuity of the school day as much as possible is appreciated.

*Please report to the office anytime you take your child from school during the middle of the school day.* We require that we be notified by written note or personal telephone call if persons other than parents or a legal guardian will be withdrawing a child from school at times other than regular dismissal. No child will be released unless the school office knows the reason and the person to whom the child is released. This measure protects the child as well as the school. Parents should also impress upon their child(ren) the need for caution in accepting rides, help, etc., from strangers.

## **STUDENT ABSENCES**

If your child will not be attending school due to illness, appointment, etc. **please call the school by 9:00 that morning.** Parents of students listed absent, who have not notified the school, will be contacted to confirm the absence.

## **EXCESSIVE ABSENCES**

Students who are habitually absent from school are a cause of great concern among teachers, administrators, and fellow students. When a student is absent, he/she is missing the teacher's presentation, class discussion, and student-teacher interaction, all of which can be as valuable as any textbook material. Research suggests that students with excessive absences from school attendance are at a greater risk for failure and are more at risk to dropout of school in the future.

Regular attendance is absolutely necessary if students are to be successful in the classroom. School attendance is the responsibility of the student, his/her parent or guardian and the school. Unexcused absences will be subject to disciplinary actions as determined by the administration.

Excused absences include student illness, medical appointments, family obligations, and other merited cases when arrangements have been made in advance with the principal. **More than 20 days missed per school year is considered excessive except in the case of extended illness or unusual circumstances. After 20 days missed, the parents/guardians will be notified and a meeting between the administration, counselors and parents/guardians will be arranged.** A plan will be developed to help the student improve his/her attendance. If the plan is not followed and the student's attendance reaches 25 days missed, the county attorney will be notified.

## **TARDIES**

Students who are habitually tardy from school are a cause of great concern among teachers, administrators, and fellow students. When students are late to school, he/she is missing out on opportunities for socialization and

student-teacher interaction, both of which are valuable pieces to your child's school day. Parents of students who have excessive tardies from school will be recommended for a mediation meeting and develop a plan of action with the Washington County Attorney or representative as well as with MPCSD administration. Excessive tardiness is defined as being tardy more than 10% of the current school session.

### **MOVING FROM THE SCHOOL DISTRICT**

Please notify the school in advance of a planned move from the Mid-Prairie Community School District. Parents will need to sign a release of records form in order for the child(ren)'s records to be forwarded to the new school.

### **VISITATION**

Parents are always welcome and encouraged to visit your child's classroom. We ask that you call to schedule a visit so an appropriate time can be arranged. It is recommended that visits occur after the first two or three weeks and before the last week of school. All visitors (including parents and volunteers) are asked to check in at the office when entering school and wear a visitor sticker. This is for the safety of the children. Please do not send other children to school to visit unless the principal has approved this. If you plan to eat school hot lunch during your visit to school, the price of an adult meal is \$3.65. Please let the school secretary know that you are planning to eat, so she may add an extra meal to the lunch count.

### **VISITORS**

As the most important educators of their children, parents are encouraged to visit the school at anytime. **It is helpful, however, to wait two or three weeks after school starts in the fall to allow the teacher and students time to become accustomed to the school routine and to each other. Additionally, please avoid visits during the last week of school; this is usually a hectic time.** Please inform the teacher of your plans to visit beforehand, because there are times (e.g., tests) when it would be inappropriate to have visitors in the classroom. When you arrive at the school, please check in at the office and get a visitor badge. This is for the safety of the children. You are welcome to visit any area of the school that you wish. The price of an adult meal is \$3.65 if you plan on eating school hot lunch. Please do not send other children to school to visit unless approved by the principal.

### **VOLUNTEER PROGRAM**

A school cannot be fully effective without the support and involvement of the parents and community. One way for parents or community members to become involved is through our Volunteer Program. Listening to children read, helping students master pre-taught skills are just a few of the many tasks volunteers can do. If you would like to donate your time and talent to our school, please call your child's teacher, or call the school office. All volunteers will need to fill out a background check and "be cleared" before any type of volunteering at school.

### **PET POLICY**

Live animals will not be allowed in school district facilities except under special circumstances and only for an educational purpose. Permission from the principal will be required of anyone wishing to bring an animal into school district facilities. Appropriate supervision of animals is required when animals are brought into the school district facilities. The person bringing the animal must furnish transportation for the animal brought to school. Animals will not be allowed to travel to and from the student's attendance center on the school bus without prior approval from the principal. It is the responsibility of the principal to determine appropriate supervision of animals in the classroom.

## **MID-PRAIRIE STUDENT BOOSTERS**

The Mid-Prairie Student Boosters provide much needed support to the school and help to foster parent and community involvement. The Mid-Prairie Student Boosters, serving PK-12, help to sponsor many activities across the district. The Boosters organization is an invaluable support to the school. Please contact the office or any of the Boosters officers if you would like to participate.

## **WEAPONS**

Dangerous weapons and objects are not permitted in or on Mid-Prairie facilities and grounds. Board Policy 502.6 details the Mid-Prairie School District's policy on weapons. Disciplinary action up to and including expulsion will be taken for persons bringing dangerous weapons or objects in or on Mid-Prairie facilities and grounds. Please encourage your child to report to an adult at school any known instances of dangerous weapons or objects. Parents wanting to report the presence of dangerous weapons or objects are encouraged to call their child's teacher or the school principal.

## **POSSESSIONS**

It is helpful when parents carefully mark their child/children's coats, caps, gym shoes, boots, etc. We will assist your children in safeguarding their possessions, but it helps greatly if they are identified. Children should not bring toys, playground equipment, electronics or materials from home, other than regular school supplies, unless they have asked and are given permission to do so by the teacher and/or the school principal. The school cannot assume responsibility for loss or breakage of things brought from home.

## **TELEPHONE**

Students may use the school phone with the permission of the classroom teacher, the school secretary or any adult employee. The phone's intent is to be used for school business, or for health reasons. We encourage you to arrange after school plans with your child in the morning before she/he leaves for school, and we ask that you not call your child out of class unless it is an emergency. Messages for your children may be left at the office with the school secretary.

## **CELL PHONES**

Cell phones are not to be visible or in use between the hours of 7:45 AM - 4:00 PM. Teachers and staff are expected to confiscate cell phones that are visible or in use and bring them to the office.

**1st Offense** – cell phone will be returned at the end of the **second school day**.

**2nd Offense** – cell phone may be picked up by a parent at the school during regular school hours.

## **DRESS**

Students should wear clothing suitable for public appearance. Any type of dress that does not disrupt the learning process or present a safety hazard is acceptable. Attire displaying alcohol, tobacco, illegal drugs, is sexually suggestive, or has a violent theme is inappropriate. Hats or other headdresses are not to be worn in the building.

## **INTERNET USAGE**

The Internet is available for student usage at Mid-Prairie. No student will be allowed to access the Internet until the child has received proper instruction on the use of the Internet. Additionally, the child and his/her parent

must sign a form indicating that they have read and understand the Internet Acceptable Use Policy and the related regulations.

## **SOCIAL INVITATIONS**

From time to time students bring invitations for social events to school to distribute to classmates. Children are welcome to distribute invitations at school as long as everyone in the classroom is invited, **or one homogeneous group**. If some children will be excluded, parents should mail the invitations instead of having their child bring them to school.

## **FIELD TRIPS**

Field trips are a wonderful part of the schooling experiences of our students and we are fortunate to be able to provide these learning experiences for our students. Many field trips require adult supervision and we love to have parental involvement on field trips as needed. Teachers will communicate the need to additional adult supervision. Any parent interested in attending field trips MUST have completed a volunteer background check with the Central Administrative Office well in advance of the field trip. Parents who have not been approved are not able to attend field trips in any capacity. In addition, field trip supervision includes students' parents and sometimes older adults/family members. Students' siblings, younger or older, are not allowed to attend school-based field trips. If a parent is unable to secure daycare for the students' siblings on the date of the field trip, then that parent will not be allowed to chaperon on the field trip. This is a school liability issue and we can only allow our registered students to attend the field trips.

## **FOOD SERVICES**

All meal and milk purchases are computerized at Mid-Prairie. Each student has a meal account that is tracked by a computer. When money is brought to the school secretary, these "deposits" are recorded into the computer. At mealtime, when the student's "debit card" is scanned, the appropriate amount is automatically deducted from their account. Individual lunch, breakfast and milk tickets are not used at Mid-Prairie. Parents are free to send any amount of money to school at any time for deposit into their family's account. If you do not have email, you can check the balance of your child's account at any time by calling the school secretary or sending a note to school. Meal and milk prices are summarized below. All money needs to be turned into the school office before classes begin. We encourage you to apply for free or reduced meals if there is a possibility that you would qualify. If you qualify for free or reduced lunch prices, you also qualify for free or reduced breakfast. **Afternoon milk is an additional .45 per carton, \*not covered by the free or reduced program.**

**We discourage the charging of meals.** Family nutrition accounts will be allowed to reach a negative balance of \$5.00 per individual account member before eating privileges will be taken away. An alternative of a sandwich and milk at lunchtime will be provided for those over this threshold. This shall apply to students and adults. The superintendent shall have the right to make exceptions for extenuating circumstances.(Code No.710.1) You will be notified by email that your family's account is getting low. If you do not have email, when your family account reaches zero, students will bring home a reminder that you need to send money. If you have difficulty paying for meals please see the principal or the secretary for an application for free or reduced meals. If you allow your balance to become excessively negative, you will run the risk of being taken to small claims court.

One carton of milk is furnished with the purchase of hot lunch or breakfast. A student may purchase an extra carton of milk. Kindergarten through third grade children have the option of milk at the time of their afternoon break. Students who carry a sack lunch may purchase milk at school. Please do not send pop/soda/soft drinks with your child's sack lunch. Breakfast is served until 8:15 a.m.



### **Meal and Milk Prices**

**Lunch:** \$3.10 (1 day) \$61.00 (20 days)

**Reduced Lunch:** \$0.40

**Adult:** \$3.75

**Breakfast:** \$1.85 (1 day) \$37.00 (20 days)

**Reduced Breakfast:** \$0.30

**Adult Breakfast:** \$2.35

**Milk:** \$0.45

### **OUTDOOR RECESS**

It is our intention at Mid-Prairie East and Mid-Prairie West to take the children outside for recess as much as possible. Common sense will apply, and obviously, wind chill will also be a factor. Appropriate coats, mittens/gloves, hats and footwear are necessities to insure your child's comfort when going outside for recess.

### **Playground Expectations:**

Students will:

1. Play only in designated areas.
2. Stay within the sight of a supervisor at all times.
3. Remain outside during recess unless they have a pass and have checked with the teacher on duty.
4. Play with designated equipment only; leave rocks, wood chips, sticks and other dangerous objects alone.
5. Use equipment as intended and follow all game rules.
6. Leave personal items at home.
7. When the whistle blows, stop playing immediately and go inside through designated door.
8. Walk to and from the playground.
9. During blacktop recess, the balls may be thrown and not kicked.
10. Be respectful of others by:
  - a. Playing together
  - b. Resolving conflicts peacefully, kids talk it out first then get an adult involved.
  - c. Taking turns and sharing equipment.
  - d. Use equipment safely and properly

### **MID PRAIRIE ELEMENTARY SCHOOL COLD WEATHER POLICY**

ALL students need to bring appropriate clothing for winter weather.

Rules:

- Students need to have long pants and long-sleeves or jackets when the wind-chill/feels like temperature is 31-40 degrees.
- At 30 degrees and below, students are to have pants, coats, hats (including hoods, headbands, or earmuffs to cover the ears), and mittens/gloves, no exceptions.
- Any student missing these items may borrow hats or gloves from the classroom supply. Students will be provided hats/gloves if needed, **based on availability.**
- Indoor recess will occur when the wind chill/feels like temperature is 0 degrees or below.
- To play in the snow, students must wear snow pants and snow boots.
- Items must be worn outside at all times. **Snow boots are not to be worn inside classrooms so that we can keep our carpets clean.**
- Once the snow flies, students not having boots when the playground conditions warrant, must remain on hard surfaces while outside. **No exceptions will be made.**

We will make every attempt to ensure that the blacktop area is cleared of snow so that those students without boots may play on the blacktop surface. IF snow is not cleared, students without boots need to remain by the recess door near the building.

Local weather can be found at the following link:

\*Both elementary schools are also accepting donations of hats, gloves, mittens, and scarves to assist students who may not be adequately prepared for cold weather. Thank you for your assistance! Thanks also for understanding and keeping our students safe and warm during the winter months.

## **SCHOOL CANCELLATION AND DELAYS**

In the event of inclement weather, school starting times may be delayed or school canceled. Sometimes school may dismiss early after the children arrive. If you are in doubt as to whether there will be a cancellation or early dismissal, please listen to or watch one of the following radio or TV stations.

Sign up with the PARENT/GUARDIAN ALERT SYSTEM to receive a text message, phone call or email when school is delayed, canceled, or let out early due to inclement weather or other emergency. See district web page for sign-up details.

KCII (1380 FM & 106.1 AM)	Washington
KRNA (94.1 FM)	Iowa City
WMT (600 AM & 96.5 FM)	Cedar Rapids
KCRG - TV (Channel 9)	Cedar Rapids
KGAN - TV (Channel 2)	Cedar Rapids
KWWL - TV (Channel 7)	Cedar Rapids

*\* Breakfast will not be served when school-starting time is delayed.*

*\*Preschool services for a.m. preschool will be cancelled when there is a late school start.*

## **SCHOOL CALENDAR**

A copy of the school calendar is available at the school office. Please check the school calendar to see when early dismissals for holidays and staff in-services are scheduled.

## **SCHOOL PICTURES**

Lifetouch Photography takes our school pictures. Money for purchasing pictures must be brought the day pictures are taken. Pictures this year will be taken at Mid-Prairie East and Mid-Prairie West will be on **Friday, September 7th** for all elementary students and also for home schooled children if desired. Retakes will be available later in the year for absent children or for those whose first photos were unsatisfactory. More information will come home with your student from school.

## **HEALTH SERVICES**

School nurse services are available in all of the attendance centers in the Mid-Prairie District. In the absence of a school nurse, designated school personnel (after completing medication administration training) administer medication and take care of health related incidents that occur during the school day. The school nurse maintains a confidential health/immunization record for each student. During the school year, Grant Wood Area Education Agency specialists conduct hearing screening tests. Parents who do not wish to have their child(ren) tested must indicate this in writing and submit the request to the school office.

## **DISPENSING MEDICATION AND EMERGENCIES**

It is important for the school to know if your child is on medication. By having this information we can watch for adverse symptoms to the drug. No medication is ever given by the school without parent permission. All medications are to be kept in the school office. Physician permission is needed before the school will administer any drugs. Upon request, your pharmacist will give you a second container (one for home, one for

school). Authorization forms for administration of medication are available in the school office. First aid will be administered for accidents that happen at school.

**TYLENOL AND IBUPROFEN** will be supplied by the school district on an as needed basis only. Parents have the option of signing permission for Tylenol and/or Ibuprofen during registration each school year. This will be included in the permission section of E-Registration. A supply of Tylenol and Ibuprofen will be kept at each building. These medications will not be given more than 5 times without written authorization from a health care provider.

Medication must be contained in the *original prescription or manufacturer's container* and needs to be labeled with the following information:

1. Name of pupil
2. Name of medication
3. Directions for use (dosage, time of day to be given, and duration of use)
4. Name of physician

You will be called in cases of emergency. We would appreciate being informed of any physical, mental, or psychological handicaps; prolonged medication; convulsive disorder; or any communicable disease that you are aware of existing with your child. All information will remain confidential.

## **ILLNESS**

Learning is the last thing on the mind of a sick child. If your child is not feeling well, please keep him/her at home. Children should be fever-free for twenty-four hours without the aid of medication, before returning to school following an illness. Also, children need to stay home for twenty-four hours following any episode of vomiting or diarrhea. We realize that this at times may inconvenience families, but it is better for the child in the long run. ***If your child will not be attending school for any reason please notify the school office by 9:00 a.m. that morning.*** This is for the safety of the children.

If your child has any one of the following conditions, you will be notified to pick up your child immediately: contagious disease, fever over 100 degrees F, vomiting or diarrhea, accident requiring medical attention. *Therefore, it is very important that we have a telephone number where we can reach you during the school day.* Please let us know if this telephone number, or any other pertinent information, changes during the school year.

**Allergies** - Please notify the school nurse if your son or daughter has any food allergies/diet restrictions, by email to Jessica Nafziger at [jnafziger@mphawks.org](mailto:jnafziger@mphawks.org) (MP East Elementary/MP Middle School) and Traci Waterhouse @ [twaterhouse@mphawks.org](mailto:twaterhouse@mphawks.org) (MP West Elementary/MP Middle School).

## **HEAD LICE POLICY**

The Mid-Prairie School District health services follow the recommendations of the Iowa Department of Public Health (IDPH) in the event of head lice. Routine classroom screenings for head lice will not occur. Parents are encouraged to regularly screen their children for lice. It should be assumed that head lice are in the community and schools at all times. Children **will not be excluded** from school if found with head lice. Head lice can be a nuisance but research shows they do not spread disease or illness. For more detailed information of the remainder of the recommendation from the Iowa Department of Public Health (IDPH), please contact an administrator or the school nurse.

## **HEARING SCREENINGS**

Grant Wood Area Education Agency (GWAEA) screens all students in Alternative Kindergarten (AK), kindergarten, and grades 1, 2, and 5. Students in the Early Learning Program with IEP's will be screened.

Students in grades 3, 4, middle, and high school, who are new to the school, that don't have a documented normal hearing test, and some students with a history of known hearing loss will also be tested. Follow up testing may occur periodically if previous hearing test results were not within normal limits. Parents/Guardians not wishing their child's hearing tested should notify the health office in writing at the beginning of the year. Parents/guardians with concerns about their child's hearing should contact the school nurse.