

# MID-PRAIRIE MIDDLE SCHOOL 2015-16

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*Superintendent*

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*Principal*

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<http://www.mid-prairie.k12.ia.us/MiddleSchool/>



Dear Students,

Welcome to MPMS!! This handbook has been prepared to tell you about our school. In this guide, you will find the rules and policies that govern our lives at the middle school in addition to information about the various activities, programs, and services that are available to you as a student.

Please note that the handbook is organized in three sections: **Information for Students, Student Programs, and Student Rights and Responsibilities.** To make using this guide easier, in each section information is presented in alphabetical order. It is important that you familiarize yourself with this handbook in order to take advantage of the many opportunities available to you at Mid-Prairie Middle School.

Education is a three way venture among students, parents, and the school. We are dedicated to helping you learn more about the world in which you live. Your cooperation is essential for you to experience a successful school year. Welcome to Mid-Prairie Middle School. We look forward to working with you this year.

Sincerely,

*Middle School Staff*

This Handbook Belongs to:

NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_

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## **Mid-Prairie Middle School Staff**

### **Marc Pennington, Principal**

Adam, Terri .....	5 <sup>th</sup> grade
Aldrich-Rietz, Sarah .....	6 <sup>th</sup> Grade Science
Allen, Wendy .....	8 <sup>th</sup> Grade LA
Bartels, Ashley .....	6/7 <sup>th</sup> Math
Beachy, Marlinda .....	District Librarian
Beeler, Mary Jo .....	Associate
Berry, Wendy .....	Special Education
Bertelli, Deanna .....	Associate
Bessman, Michelle .....	5 <sup>th</sup> Grade
Blieu, Jane .....	Associate
Denkman, Kortney .....	Special Education
DiGiorgio, Lauren .....	Band
Doser, Lisa .....	P.E.
Espionzo, Oralia .....	Associate
Fiordelise, Beth .....	7 <sup>th</sup> Grade LA
Foster, Jeff... ..	Ag.Life Science/Health
Freel Matt .....	Behavior Interventionist
Fry, Linda .....	Associate
Harris, Liz .....	Associate
Hernandez, Fabiola .....	Spanish
Hershberger, Daniel .....	5 <sup>th</sup> Grade PE
Huber, Terra .....	PLTW
Hunter Kristan .....	Curriculum/Prof Learning Leader
Kehoe, Nora .....	Guidance
Kleese, Deb .....	Associate
Kleese, Jeremy .....	Associate
Kos, Mackenzie .....	Behavior Interventionist
Kral, Kym .....	6 <sup>th</sup> Grade Social Studies
LaBelle, Taylor .....	5 <sup>th</sup> Grade
Lambert, Daren .....	7 <sup>th</sup> Grade Social Studies
Land, Ellen .....	7/8 <sup>th</sup> Science/PLTW
Leonard, Casey .....	Art
Kim McAtee .....	5 <sup>th</sup> Grade
McCall, Kristene .....	Special Education
Meyers, Jeremy .....	7 <sup>th</sup> /8 <sup>th</sup> Math
Miller, Diane .....	Associate
Miller, Dustin .....	ELL
Murphy, Jeff .....	8 <sup>th</sup> Grade Social Studies
Nafzinger, Jessica .....	Nurse
Neal, Megan .....	Secretary
Ropp, Luetta .....	Vocal Music
Ruggiero, Valli .....	ELP Coordinator
Rusch, Tracy .....	Guidance
Schweitzer, Carrie .....	FCS
Sexton, Jenny .....	Special Education
Slabaugh, Frank .....	Learning Design Coach
Sojka, Nancy .....	Media Secretary
Spilman, Elsie .....	6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> Math
Stafford, Shelli .....	Associate
Steffen, Rachel .....	6 <sup>th</sup> Grade LA
Swartzentruber, Jessica .....	7/8 <sup>th</sup> Grade Science
Tyler, Chris .....	Business/Computer Science
Yoder, Paula .....	Secretary

Custodians: Rosie Weber & Gary Dawson

Cooks: Martha Benedict, Jean Jamieson, Linda Wilson, Matt Kindred, Sharrie Groff

en route via two-way radio by calling the Superintendent's Office at 646-6093.

## MPMS VISION STATEMENT

"The Mid-Prairie Middle School Community ensures students with a variety of learning opportunities in a safe and interactive environment, with a strong and innovative staff, and a community that focuses on student success while incorporating a vigorous and relevant curriculum."

## SCHOOL DAY SCHEDULE

The school day starts at 8:25 a.m. and ends at 3:15 p.m. The doors open at 7:30 a.m. and students are welcome at this time. **Once students arrive on the school grounds for the day, they are not to leave without notifying and securing permission from the office.** Once on the school grounds, students are to stay in the Student Center until the 8:00 a.m. bell rings. Breakfast is served from 7:50-8:20 a.m. A class time schedule, early out and late start schedules are listed on page 24.

## Emergency Dismissal, School Cancellations and Delays

Any announcements regarding school cancellations, early dismissals, and/or bus delays will be broadcast on the radio and TV stations. It would help the office greatly if you would rely on the radio/TV stations for this information rather than calling the school office as it ties up the telephone line for incoming calls concerning the weather conditions.

We also use the School Messenger System to send out alerts. The Alert System sends important announcements to your e-mail and/or phone. Please sign up for these alerts on the Direct Website or contact the Central Office at 646-6093.

All school delays and cancellations will be announced on the following radio and TV stations:

**KCRG TV Channel 9 WMT AM Radio 600**  
**KWWL TV Channel 7 KC II AM Radio 1380**  
**KGAN TV Channel 2 KRNA FM Radio 93.9**

Emergency messages may be relayed to bus drivers



## MISSION STATEMENT

Preparing today's students for tomorrow's world in a caring learning environment.

## JURISDICTIONAL STATEMENT

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. Students are expected to comply with and abide by the school district's policies, rules and regulations. 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 this handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the Mid-Prairie Middle School office for information about the current enforcement of the policies, rules or regulations of the school district.

## IMPORTANT PHONE NUMBERS

Middle School .....	656-2241
Middle School Fax .....	656-2207
Kalona Elementary .....	656-2243
Wellman Elementary .....	646-2984
Washington Township Elementary .....	683-2770
Senior High School .....	646-6091
Mid-Prairie Central Office .....	646-6093
Mid-Prairie Central Office Fax .....	646-2093
Mid-Prairie Transportation .....	646-6881

## Grant Wood Area Education Agency:

Coralville Office .....	1-800-854-0446
Cedar Rapids Office .....	1-800-332-8488

## **M-P MIDDLE SCHOOL WEB SITE**

[http://www.edline.net/pages/Mid-Prairie\\_Middle\\_School](http://www.edline.net/pages/Mid-Prairie_Middle_School)

The Mid-Prairie Middle School web site gives you links to all Mid-Prairie buildings, staff e-mail addresses, athletic information, a copy of this handbook, lunch menus, Mid-Prairie Middle School Weekly Bulletins, Daily Announcements, Parent On-Line Access to your student's grades and much more.

## **PARENT ON-LINE GRADE ACCESS**

Parents have access to their students' grades and attendance through the PowerSchool Online Grading System. Call the middle school office with questions.

# **STUDENT INFORMATION**

## **ACCIDENT INSURANCE**

Student accident insurance is available in a variety of reasonably priced options for those who wish to purchase it. It is recommended that each student be covered by either a family policy or one of the school plans.

## **ATTENDANCE/ABSENCES**

If your child is absent from school for any reason, **please call the school by 9:00 a.m. to report the absence and reason.** If the office is closed, parents may leave a message on the school's voice mail. Excused absences include student illness, medical appointments, family obligations, and other merited cases when arrangements have been made in advance with the principal.

Parents/Guardians must notify the school promptly by phone or written note regarding the student's absence.

## **Homework Request**

Homework requests need to be made when the student misses two (2) or more days.

## **Student Sign-Out**

When picking up students during the school day, parents need to come to the office first to notify the staff that their child will be leaving with them. Parents will be required to sign-out their child so the school has a record of with whom the student left. Students who have a written parent note or whose parent calls or e-mails the office may sign themselves out before leaving the building. **Students who leave the school grounds without permission will be subject to disciplinary action.**

## **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.

Regular attendance is expected 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.

Letters will be sent to families notifying them of excessive absences/school policy once students reach 10 and 15 absences.

More than 20 days missed per school year is considered excessive except in the case of extended illness or unusual circumstances. If poor attendance starts impacting student performance, a plan will be developed to help the student improve his/her attendance. If the plan is not followed and the student's absenteeism continues to interfere with the students education the county attorney may be notified.

**Tardy to School/Class** - Being on time to school/class is very important and is part of student responsibility. Students arriving late to school must check in at the office. Students arriving late for class should have a pass from a teacher or the office.

**MPMS Tardy Policy** (Consequences could include, but not limited to)

**After 5<sup>th</sup> Unexcused Tardy:** 30 min detention/referral

sent home

**After 10<sup>th</sup> Unexcused Tardy:** Staff escort student to class for specified period of time

**After 15<sup>th</sup> Unexcused Tardy:** Formal plan with intervention team, AM/7-min break lockdown, adult escort to class, parent meeting, loss of privileges

## **BICYCLES**

Bicycles should be parked in the bicycle racks and taken home each day. The school recommends students lock their bikes as they will not be responsible for loss, damage, or theft of bikes brought to school.

## **BULLYING/HARASSMENT**

**Bullying is defined in the following way:**

A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself/herself.

**Harassment is defined in the following way:** To irritate or torment by any unwanted or annoying action(s). This can be one time or repeated occurrence.

Bullying types include:

- Verbally
- Social exclusion or isolation
- Physical
- Lies or Rumors
- Threats/peer pressure
- Racial bullying
- Sexual bullying
- Cyber-bullying via e-mail or internet

**Cyber-bullying is defined in the following way:**

Bullying that takes place using electronic technology including: cell phones, computers, tablets, iPods, as well as communication tools including social media sites, text messages, chat applications, and websites. Examples could include: mean text or emails, rumors sent electronically or posted on social media, and embarrassing pictures, videos, websites, or fake profiles.

## **CELL PHONES**

**Students carrying cell phones to school are asked to provide the office with their cell phone number.** In recognition that cell phones can be used for education purposes. Cell phone use in the classroom is on a teacher-by-teacher basis. **Cell phones may be out during passing periods and 7 minute break.** Cell Phones are not to be out at lunch. Students may use cell phones in the student center before school until 8:22. Students needing to use their cell phone may do so in the office or with teacher

permission.

**1st Offense:** Cell phone will be returned at the end of the same school day it is confiscated.

**2nd Offense:** Cell phone will be at the end of the same school day it is confiscated.

**3rd Offense & All Subsequent Offenses:** Cell phone returned to guardian after school the following day

**\*\* Taking pictures with personal devices is strictly prohibited in lockerrooms, bathrooms and without permission. Taking pictures in class for educational purposes is up to teacher discretion.**

## **DETENTION**

Students may be assigned a morning, noon hour or after-school detention for not following school rules. Detentions may be assigned by the school staff or the principal. MPMS families are expected to make arrangements for transportation for after school detentions.

## **DISCIPLINE POLICY**

Effective discipline is necessary for quality education. It is the teacher's role to guide and direct the classroom. It is expected that students and parents will support and cooperate with the classroom teacher. Grade level rules may differ.

Students are to conduct themselves in a manner that includes respect and consideration for others. This conduct is expected while on school premises, using school issued technology, on school owned and/or operated school or chartered busses, and while attending or engaging in school activities, on or off school property.

MPMS will adhere to the MPMS PRIDE behavior expectations: Personal Responsibility, Respect yourself and others, Invest in your own work, Dare to take a risk and Everyone is included.

Students who exhibit inappropriate behavior in the opinion 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, and/or the educational atmosphere.

**Students are expected to show respect for all teachers, supervisors, and staff. Fighting, violent/disruptive behavior, and/or destructive behavior will be dealt with on an individual basis. The use of vulgar/obscene language and gestures is not permitted at any time at Mid-Prairie Middle School.**

When student behavior is deemed inappropriate by the supervising school employee, the following consequences are acceptable:

- Warning to student of specific misbehavior.
- Student moved to Refocus Chair in classroom
- If behavior does not improve to an acceptable level at this time, the staff/administration will take further action which may include but is not limited to:
  - ◊ removal from classroom or activity to Refocus Room
  - ◊ loss of privileges
  - ◊ detention
  - ◊ in-school suspension
  - ◊ out-of-school suspension
  - ◊ expulsion (requires Board action)

School personnel will contact parents as needed to communicate continuous behavior or disciplining concerns.

## DRESS CODE

There is a strong connection between academic performance, students' appearance and students' conduct. Inappropriate student appearance may cause substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate for their age level, covers enough of their body, and does not disrupt the school or educational environment.

Aersol can sprays (i.e. Axe, Old Spice, etc.) are not to be brought to school.

Obscene, suggestive slogans/symbols, alcohol or tobacco advertising on clothing is forbidden. Midriffs, halter tops, off the shoulder tops, revealing low cut tops, extremely short shorts, spaghetti straps and low riding pants with undergarments showing are not to be worn to school. Students will be asked to change or turn clothing inside out. **Hats, caps, hoods, bandanas, do-rags and sunglasses are not to be worn in the building until after 3:15 p.m.**

## DUE PROCESS AND GRIEVANCE POLICY

### 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.

Inquiries concerning discrimination may also be directed in writing to the Director of the Region VII Office of Civil

Rights, Office for Civil Rights, US Department of Education, 111 North Canal St. Suite 1053, Chicago, IL 60606-7204, 312-886-8434, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, 515-281-5294

The plan addressing equal opportunity and affirmative action in employment in the Mid-Prairie School District is in place to insure fair, equal and consistent employment practices afforded to all individuals regardless of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, gender identity and socioeconomic status.

Implementation of this plan is the responsibility of all Mid-Prairie staff members. In internal system for monitoring the plan will be performed on a periodic basis.

**ELECTRONIC DEVICES:** See "Student Property"

## EMERGENCY DRILLS

State law requires two fire drills and two severe weather drills be conducted each semester. At the beginning of each year, teachers will notify students of the procedures to follow in case of an emergency or drill. Emergency signs will be posted in each room to help direct students to proper exit areas. Students are expected to remain quiet and orderly during a drill or emergency.

## EMERGENCY PLAN

In an emergency situation that requires the middle school to be evacuated, students will go to a reunification location. Parents may pick up students at the secure location after they have been checked out with designated school personnel. An announcement regarding an emergency will be released on radio & TV stations listed on Page 3.

## EXTRA CURRICULAR ELIGIBILITY REQUIREMENTS

To promote academics and positive school behaviors, all students participating in extra curricular activities must pass all their classes and exhibit consistent positive school behavior. Students with at least 1-F or 0/1 at mid-term and/or displaying inappropriate consequences could be withheld from competition while academic performance and/or behavior improves. Staff will communicate with coaches and families on a regular basis to monitor student progress. This includes behavior on the bus, school property and at school activities.

## FIELD TRIPS AND ASSEMBLIES

Throughout the year the school district sponsors assemblies and field trips. These are extensions of the classroom and contribute to the achievement of the educational goals of the school district. While at

assemblies or on field trips, students are considered ambassadors and representatives of Mid-Prairie Middle School.

Parents must sign a permission form at the beginning of the year allowing their students to attend any school field trip(s). Any students unable to afford the cost of the field trip should contact their teacher or principal.

## **FINES FOR LIBRARY MATERIALS AND TEXTBOOKS**

Library materials may be checked out for three weeks. If they are not returned at the end of three weeks, there is a \$.05 fine per school day. No fines are charged on weekends and days when there is no school. These fines continue to build until the book is renewed or returned. Students with lost or damaged books will be charged for the replacement of the book.

Students who have lost or damaged their textbooks may be charged the replacement cost of the book/books.

## **FINES FOR CHROMEBOOKS**

Students that damage or mistreat the school issued Chromebooks are responsible for paying for replacement parts. These parts include, but are not limited to: screen, front plastic cover, bottom cover, internal power jack, keyboard, power cord, top lid, and the protective case. Students not paying these fines will not be allowed to take their device home until replacement costs are paid. Administration will work with families if a payment plan is needed.

**\*If fines are not taken care of by the end of the current school year, students will not be issued a device the following year until fines are paid in full\***

## **FOOD**

Food is not allowed in any learning environment without teacher permission.

## **GUM CHEWING**

Gum chewing will be allowed on a teacher by teacher basis. If a teacher says his/her classroom is a no gum classroom, then that will be the policy. Certain areas/rooms will be no gum zones. These areas are the following: band room, all computer labs and the office area.

## **HALL PASSES**

Students leaving the room to go to another location will use a specified pass. Students are expected to have passes while in the hall. Students abusing this *could be* asked turn in personal devices prior to leaving class.

## **HEALTH SERVICES**

The Mid-Prairie School District has three nurses employed to oversee the health services of the district. The Grant Wood Area Education Agency also provides services for the students. Hearing screenings are conducted at the middle school for all new students.

The office is equipped to handle minor emergencies, accidents, and to administer first aid. In the absence of the nurse, these situations may be handled by office personnel, the classroom teacher or an associate.

If a student becomes ill or is injured at school, the student's parents will be notified as soon as possible. Emergency or minor first aid will be administered if a person competent to do so is available. In any event, ill or injured students will be turned over to the care of the parents or qualified medical personnel as quickly as possible. Every year on e-registration, parents will be asked to complete an emergency medical form providing necessary information to be used in the case of an illness or injury. Injuries shall be reported and a "Preliminary Accident Report" will be filed in the office.

Students may be sent home with any of the following:

- ...Elevated temperature
- ...Inflammation or redness of the eye
- ...Continuous coughing
- ...Vomiting
- ...Suspected ringworm or impetigo
- ...Nurse's discretion

Students with contagious diseases are to be excluded from school for the period of time that their condition may endanger the health of others.

Each student must have an Iowa Certificate of Immunization on file. If a student doesn't have a card, he/she will not be allowed to attend school.

**Parents should notify the nurse if a student has any special medical needs or is on continual medication. If the student is to receive medication at school, the medication must be in the original container, labeled with the student's name and a permission form must be signed by the parent and the doctor. See "Medication" on page 8.**

## **ACADEMIC AND PRIDE HONOR ROLL**

MPMS utilizes the Standards Based Grading philosophy. Student will be recognized based on their proficiency on essential learning standards. In addition, students will be acknowledged for demonstrating MPMS Pride:

**Academic Honor Roll** – Earning 3 and 4 on ALL essential learning standards at end of the year

7 **PRIDE Honor Roll** – Earning all G's or O's for PRIDE



## **Principal PRIDE Honor Roll – Earning all O's**

### **PRACTICE (HOMEWORK)**

Practice is an opportunity for students to work on skills and activities, to share and discuss ideas, to review materials, to prepare for classroom activities, or to make up incomplete class work. Students are expected to complete practice on time. Failure to complete practice will impact PRIDE grade. Students must complete practice to earn reassessment opportunities. **Practice is not used in determining student proficiency.**

### **ILLEGAL ITEMS/SUBSTANCES**

Students are prohibited from selling, 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 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.

Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy will be contacted, and the students may be reported to law enforcement officials.

### **JUICE & WATER MACHINE**

Juice & water may be purchased from the machine before school, at noon, and after school. Students may drink juice in the Student Center only and they are not to keep any opened beverages in their locker. Beverages may not be taken on the bus. We ask that all soft drinks and energy drinks stay in the student center. A student may have a water bottle in the classroom with permission from the class specific teacher.

### **LOST AND FOUND**

A lost and found is maintained in the student center and office. Students finding articles should leave them in the office and should check there for lost articles immediately as the office cannot permit articles to accumulate. Students should not take items from the lost and found unless they belong to that student. Periodically, articles not claimed will be donated to charity.

### **LUNCH PROGRAM**

Mid-Prairie Middle School has a closed lunch break, which means students may not leave the building for lunch. Carry-out orders may not be delivered to the school without office permission. No pop and/or energy drinks are permitted at lunch. Since most classes are in session during the lunch hour, students must stay in the lunch area.

**Lunch: \$3.05    Breakfast: \$1.80    Milk: \$.45**

Mid-Prairie uses the School Dining System from IS-USA. Money is deposited into family accounts and parents are able to access their children's accounts on line and are able to receive e-mail notifications when balances start to run low. If you would like more information about the School Dining System, please visit Information Services USA on the web at [www.is-usa.com](http://www.is-usa.com). The Mid-Prairie site is <http://lunch.mid-prairie.k12.ia.us/>.

Students may not use another student's account to purchase meals or food items. Free and reduced lunch guidelines and applications are available in the office and at central office.

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 alternate of a sandwich and milk at lunchtime will be provided for those over this threshold.

### **MAKE-UP WORK**

Makeup work **MUST** be requested by a parent/student. It is the teacher's obligation to create the work for a student who has been absent from a class. It is **NOT** the teacher's obligation to track down the student to give him/her the makeup work.

When a student knows of an assessment or assignment that is due prior to his/her absence, the student will be expected to take the exam or hand in the assignment immediately upon his/her return to school.

Under most circumstances, students will have two days for a every day missed to turn in makeup work.

### **MEDICATION**

No prescription medication is to be taken during the school day unless there is a permission form signed by a parent/guardian and a doctor. Medicine must be brought to school in its original container with the pharmacist's label designating the following: student's name, dosage, time to be given, name of drug, date of prescription, and physician's name. All medication must be kept in the office.

A record must be kept of all pupils receiving medication. Students need to be responsible for asking for the medication at the proper time.

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. These medications



authorization from a healthcare provider.

Students who have an inhaler or epi-pen prescribed for use during the day must have a medication permission form as stated above. It is also recommended that a spare inhaler or epi-pen be kept in the office. The office should be informed of students who carry their own inhalers.

## **ON-LINE GRADING**

Mid-Prairie Middle School uses Power School On-Line Grading System. Parents may call the office with any questions or to get log-in information.

## **PERSONAL SELLING**

Students are not allowed to bring items to school in attempt to sell for personal gain or profit.

## **PHYSICAL EDUCATION**

All students are expected to bring an appropriate change of clothes to physical education class. P.E. clothes cannot be borrowed from the office. Shoes must tie or be velcro, no cutoff shorts or shirts.

Aersol can sprays (i.e. Axe, Old Spice, etc.) are not allowed in the gym or locker rooms.

If a student cannot participate in physical education class when they are at school, they must have a doctor's note to excuse them from class.

## **PUBLIC DISPLAY OF AFFECTION**

Displays of affection for one's girl/boy friend in the school environment is prohibited. Public displays of affection will result in disciplinary action.

## **REPORT CARDS/CONFERENCES**

**Report Cards** are available online at the end of each grading period. MPMS families wanting a hard copy can send a request to the office.

**Progress Reports** Guardians for students who are receiving a 0, 1, or I will be contacted in a timely manner to report give students an opportunity to reassess PRIDE progress reports will also be sent home for students with N (needs improvement) or U (unsatisfactory) at mid-term.

**Parent/Teacher Conferences** are held in the fall and spring with student advisors. However, if parents have any questions or concerns about their child's progress or want to meet with a specific teacher, an appointment with the teacher can be scheduled any time throughout the year.

## **EVENING ACTIVITIES/DANCES**

Evening activities and dances are periodically held during the school year for Mid-Prairie Middle School students ONLY. Students exhibiting violent, disruptive, or other disrespectful behaviors may not be allowed to attend school dances or other school events. Students must attend at least a half day of classes in order to attend an evening dance. Students are expected to follow school handbook rules while in attendance. Once at the dance students may not leave unless they are with a parent or person designated by parent, until the dance is over. Students need to have arrangements to leave the dance promptly.

## **SCHOOL FEES**

Registration fees will be instituted for the 2015-16 school year of \$50/student with a \$150 family max. Adjustments in the fee schedule may be made for students qualifying for free and/or reduced lunches.

## **SCHOOL PICTURES/YEARBOOK**

School pictures are usually taken during the first month of school. Students are not required to purchase pictures but are encouraged to have their picture taken so it can be included in the Yearbook. Yearbooks include pictures of all the students and staff. Spring pictures are also taken in March. Students are asked to return pictures they do not purchase. These pictures are part of a fundraiser and profit from the pictures goes toward student activities.

## **STANDARDS BASED GRADING**

SBG measures your student's mastery of the essential learning standards identified by MPMS and MPHS staff over the past two years. Staff at MPMS have then taken these essential learning standards and broken them down into student friendly learning targets that are posted in the classrooms at the beginning of each unit and throughout each unit. During the unit, students are assessed to see what information they are proficient on and what they need continued instruction. At the end of each unit, students and their families will be able to see exactly what standards and learning targets students have mastered as well as those they need additional instruction. Because we understand learning takes place over time and that all students learn at a different pace, students are able to **earn** reassessment opportunities on non-mastered standards and learning targets.

The goal of SBG is to provide the teacher, student, parent, and MPHS staff as accurate a picture as possible of the student's learning at MPMS. Further we want students to learn the importance of responsibility to complete the

## STUDENT CLASS SCHEDULES

Student class schedules will be given out on the first day of classes during Advisor/Advisee. Sixth graders will receive their schedules and teacher assignments on their first half day of classes.

## STUDENT LOCKERS

Students will be assigned a locker in a designated area. Each student is responsible for keeping their assigned locker clean, both inside and outside. Signs/posters advertising alcoholic beverages, tobacco products, or those with obscene and/or suggestive pictures and printing will not be permitted. Any materials put inside locker doors must be secured with a magnet. Nothing is allowed on the outside of the lockers. Failure to follow this guideline will result in disciplinary action. **Lockers are not to be exchanged without permission from the office.**

**Students who choose to buy a lock for their locker must provide a key or the combination to the office.**

Lockers will be provided in the gym area for P.E. clothes and equipment. Students should provide a lock for these lockers and keep them locked at all times. The locker combination or an extra key must be left with the P.E. teacher.

**All lockers in the school building are the property of the Mid-Prairie Community School District. The school reserves the right to search lockers at any time with or without student notification.**

## STUDENT SEARCH AND SEIZURE

All school property is held in public trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, work areas, student bags, or student automobiles. School authorities may seize any illegal, unauthorized contraband materials discovered in the search.

It is recognized that illegal, unauthorized, or contraband materials generally cause substantial disruption to the school environment or present a threat to the health and safety of students, employees, and include, but are not limited to, nonprescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student on the school premises.

All non-maintenance searches must be based on reasonable

suspicion and be reasonable in scope.

## TECHNOLOGY

**Computers and other technology are to be used for academic, school related purposes.**

Technology may NOT be used for the following during instructional time:

- playing games or instant messaging
- personal e-mailing
- personal internet surfing
- downloading or uploading personal content to the internet
- accessing another student's folder without permission
- attempting to bypass content filter
- shopping
- searching or viewing inappropriate material

Technology use is a privilege, not a right, and inappropriate use will result in cancellation of these privileges and/or disciplinary action.

## TRANSPORTATION

Bus rules are established for the purpose of ensuring each student's safety while waiting, boarding, riding, and exiting the school bus. Any type of conduct which causes distraction to the driver is a potential safety hazard. The bus driver is responsible for the safety of the bus and passengers at all times and therefore students are expected to obey the driver. Failure to follow the directions given by the bus driver will result in disciplinary action which may include suspension from bus riding privileges.



Students are expected to obey the following rules:

1. Be respectful to persons and property.
2. Always use appropriate language.
3. Stay seated while the bus is in motion.
4. Wait for signal before crossing the road.
5. No throwing objects in or around the bus.
6. Keep the bus aisle clear.
7. No gum chewing, eating or drinking without the bus driver's permission.
8. Keep all body parts inside the bus.

### Consequences for Conduct Violations

Consequences are outlined in the Mid-Prairie School District Bus Discipline Policy and Students

Responsibilities Brochure handed out at registration.

### **Activity Bus**

The normal activity bus departure times and drop-off points are listed below:

- The middle school bus departs to the high school at 5:10 p.m.
- The Wellman Elementary bus departs to the high school at 5:20 p.m.
- Both buses leave the high school at 5:30 p.m.
- One bus travels to West Chester and arrives at 5:45
- The other bus makes the circuit to:
  1. Joetown Corner arriving approximately 5:40
  2. Frytown arriving approximately 5:50
  3. Back to Kalona at approximately 6:10

## **VANDALISM**

Students are responsible for reasonable care of school property. Those who destroy or vandalize school property will be required to pay for losses and/or damages. If a student willfully destroys school property, suspension and subsequent expulsion may be necessary. At the discretion of the administration, such students may be turned over to local law enforcement officers.

## **VISITORS**

Permission to bring a visitor to school must be granted by the building administrator at least 24 hours in advance. No visitors are permitted during the first or last week of school. For the security of the students, any person visiting the school must sign in/out at the main office and wear a visitor's pass.

## **WEAPONS**

The Mid-Prairie Board of Education supports zero tolerance of weapons. They believe weapons and other dangerous objects in school district facilities cause substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

School district facilities are not an appropriate place for dangerous weapons and other dangerous objects and shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement authorities. The superintendent shall have the authority to recommend this

expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy.

# STUDENT PROGRAMS

## ADVISOR/ADVISEE

The purpose of the Advisor/Advisee program is to improve the support given to individual students as well as communication between the staff, students and parents.

Potential goals for the Advisor/Advisee meetings may be:

1. Personalize the educational process for all students
2. Provide an adult advocate for each student
3. Improve school climate and communication
4. Improve student accountability
5. Establish a stronger relationship between staff, students and families

## ATHLETICS

Student athletics in the middle school include football, volleyball, wrestling, basketball, track, softball, and cross country. A current physical examination and concussion form are required before students may participate in athletics.

## Good Conduct Rule

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes.

Students who participate in extracurricular activities serve as ambassadors of the school district throughout calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from

activities which are illegal, immoral or unhealthy. Students who participate in extracurricular activities shall commit themselves to meet the standards of this policy.

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The Activities Director shall

Keep records of violations of the Good Conduct Rule.

## Conduct Requirements

1. No student shall have in their possession or have used
2. a controlled substance (tobacco in any form, any alcoholic beverages, or drugs).
2. No student shall steal, destroy, and/or deface any school property or property of school employees.
3. No student shall be convicted of a felony, aggravated misdemeanor, or serious misdemeanor.
4. If the student is observed violating one of the above by faculty, administrators, or law enforcement personnel, admits to violating any of the above, or upon thorough

investigation by school personnel which determines the student committed the violation, he/she will be declared ineligible for a period of time as determined by the athletic director and principal.

5. These are minimum requirements. Any further rules specified by an activity sponsor must be followed.

## School Attendance

*Any student who wishes to participate in any extracurricular activity must be in school attendance by noon of the day for that activity.* If there are unusual circumstances, such as a funeral, the principal/athletic director may waive the half day requirement. This approval must be granted before the student leaves school.

## Transportation

The school provides transportation for all participants in school sponsored activities held in other towns. The school may provide a "pep bus" transportation for student spectators to away activities. The commitment of time and money to provide this service is considerable. Therefore, the following rules are in effect with regard to the use of school-provided transportation:

1. All participants in school-sponsored events will travel to that event in school-provided transportation. If extremely unusual circumstances are present, arrangements may be made between the parent and administration allowing student participants to be transported to an event by his/her parents.
2. All students who travel to an event in school-sponsored transportation will return by the same

means, unless the parent/guardian personally takes responsibility for the student by seeing the group sponsor or coach at the away event and securing permission from the principal.

3. Under **NO** circumstances will student participants be allowed to ride with another student to or from out-of-town events.
4. Student athletes are not to leave the school grounds during the athletic event.

## **MUSIC**

### **Mixed Choir**

Any student who likes to sing and is interested in developing vocal skills is encouraged to enroll in choir. Choir meets every other day for the entire year. One 20 minute small group lesson is given to vocal students every other week.

### **Band**

Anyone who has played or wants to play an instrument is welcome to join band. The class meets one period every other day. One twenty minute lesson is given to individuals weekly.

### **Jazz Band**

Jazz Band runs from January through March. Students involved rehearse two mornings a week before school.

### **Solos and Small Ensembles**

Band/choir students are encouraged to participate in small band and vocal ensembles and to perform solos. Band students have the opportunity to participate in contests in February and March.

### **Festivals**

Students who are interested may audition in September for the State Honor Choir OPUS. Also, a small number of students from each grade are selected to sing at an honor choir festival in January and bi-annually in April. Select 7th & 8th band students participate in Conference Band in November, audition for District Honor Band in January & attend Mt. Pleasant Honor Bands in April.

### **Concerts**

Band and choir concerts are held periodically during the school year in the evenings. Band & choir students are asked to wear white blouses/shirts and black skirts/pants. Admission of \$2 is charged for adults. Students K-12 are free.

## **ENRICHED LEARNING PROGRAM (ELP)**

The Enriched Learning Program is planned, operated, and evaluated by a team of teachers and administrators representing all segments of the district. The Special Talent Program consists of the following:

### **Art**

Any student identified for the elementary school STP program is automatically invited to participate in the middle school STP Art program. This group meets after school to work on individual projects.

### **Debate & Discussion**

Students discuss current issues and laws that impact their lives. We close the year with a one on one debate tournament.

### **Future Problem Solving**

In the Future Problem Solving Program, students learn and use a problem-solving approach to solve a futuristic real-world problem. The students are divided into teams of four and are given two "practice" problems which are evaluated and scored. Teams compete in regional competition with a chance to advance to state and international competition.

### **Music**

Any student identified in elementary school as musically gifted is automatically invited to participate in the STP Music Program. This group regularly meets before school to choose and complete individual projects, compose music, and create and participate in a musical/drama presentation in the spring.

Families of ELP students will receive quarterly updates from staff.

## **STUDENT LEADERSHIP STUDENT COUNCIL**

Student Leadership serves as a training experience for student leaders, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school district affairs and helps solve problems that may arise. Members of the team are student representatives who have direct access to the administration.

## **STUDENT SERVICES**

### **School Counselor: Mrs. Rusch/Mrs. Kehoe**

The middle school counselors, Mrs. Rusch and Mrs. Kehoe, provide guidance and school counseling services to all students at MPMS. She is available to assist students with personal, social, and school-related issues. MPMS students are part of a comprehensive guidance program which includes: individual, small group, and classroom sessions. The counselor also partners with teachers, parents, and members of the community to help make middle school a good experience for all students.

### **At-Risk Program**

The At-Risk Program is designed to better meet the needs of the middle school student who is failing in one or more classes and/or has the potential of becoming a dropout. These students may not qualify for special education services, but could greatly benefit from study skills and learning strategies taught in the at-risk program.

### **Refocus Room**

The Refocus Room is a safe spot for students needing

additional learning or behavior support. Students in the Refocus Room will work with staff to brainstorm strategies to be used to better communicate their needs to enable them to return to the general education classroom successfully.

### **Social Skills**

Students needing support and coping strategies for Social Skill development will work with staff in either individual or small group setting as needed.

### **Special Education Program**

The special education program includes four certified teachers that are part of the collaborative teaching teams that work as a collaborative team. Students qualifying for special education will receive the support services needed in the regular classroom and the Learning Center. The program is designed to meet the individual needs of students with disabilities by utilizing the special education and regular education teaching staff.

### **Grant Wood Area Education Agency**

The Grant Wood Area Education Agency provides the district with additional student support services including speech-language pathologists, special ed consultants, psychologists, social workers, occupational and physical therapists, and others.

Assistance from Grant Wood Area Education Agency support staff will be provided to identify strategies to address a concern, carry out these strategies, and/or monitor individual student progress. These services are available for special education students through teacher or parent request. There is no charge to the student or family for these services.

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

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

### **CHANGE OF ADDRESS**

Students/parents need to report any changes in address and/or telephone numbers promptly to the school office so that parents or guardians can be reached in case of emergency.

## **STUDENT RIGHTS & RESPONSIBILITIES**

### **ASBESTOS NOTIFICATION**

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

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa and the former U.S.S.R. The properties of asbestos make it an ideal material for insulating, sound absorption, decorative plasters, fire proofing, and a variety of miscellaneous uses. There have been over 3,000 different products manufactured using asbestos. The Environmental Protection Agency (EPA) began action to limit its uses in 1973. Most of the asbestos products used as building materials were banned by 1978.

### **CHILD CUSTODY**

In most cases, when parents are divorced, both Mom and Dad continue to have equal rights where their children are concerned. Parents that have a court order limiting the rights of one parent in matters such as custody or visitation need to bring a copy to the office. Unless the court order is on file with the office, the school must provide equal rights to both parents. School personnel will adhere to the more current court order when working through family conflict that involves the school.

Parents who are divorced or separated can request that a second copy of all reports, newsletters, etc. be sent so that each parent receives school information about their child. Parents wishing a second letter sent should contact the office.

## **DISASTER PLAN**

School officials hope a disaster never occurs, but if a fire, tornado, or any other disaster should happen, the staff will see that students are taken to a place of safety. When tornado warnings are in effect, the administration shall determine whether pupils will be dismissed or held. Students will be moved to emergency locations once warning sirens are heard and will remain there until the all-clear is given. Pupils generally are safer in a supervised school building with tornado situations than they would be walking home or riding a bus. In the event students must be evacuated from the middle school for any reason, families will pick-up their MPMS students(s) at the communicated reunification site

In case of disaster, **PARENTS SHOULD NOT PICK UP THEIR CHILDREN** until they have been notified by school officials to do so. Often times when parents pick up their children, school officials are not notified thus causing more confusion. This also ties up traffic in an area that needs to be kept free for emergency vehicles. If students are forced to leave the building, the reunification location is Kalona Mennonite Church.

## **HEALTH/F.L.A.S.H. CURRICULUM**

Each year parents are given the opportunity to review health curriculum materials which are used in the classroom. The materials will be available for preview upon parent request. Parents may make a written request that their child be excused from specific instruction.

## **LEGAL STATUS OF STUDENT**

If a student's legal status, such as the student's name or the student's custodial arrangement should change during the school year, the parent or guardian must notify the school district. The school district needs to know when these changes occur to ensure that the school district has a current student record.

## **RIGHT TO KNOW**

The Iowa law provides each employee with the "Right to Know" concerning any dangerous chemicals which might be in the building or work place in which an employee is assigned. The Mid-Prairie Community School District also offers parents the information about any cleaning supplies or chemicals which may be used in the educational environment. Any requests for information should be filed with the Superintendent of Schools.

## **SEXUAL ABUSE/HARASSMENT OF STUDENTS BY EMPLOYEES**

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an

employee should notify their parents, teacher, principal or another employee. The Iowa Department of Education has published a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. The procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Mark Schneider, Superintendent, as the Level I investigator.

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

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

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

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



## STUDENT RECORDS

Student records containing identifiable information, except for directory information, are confidential. The Family Education Rights and Privacy Act of 1974 (FOREPAW) requires school districts to keep educational records confidential. Only persons, including employees, who have

a legitimate educational interest are allowed to access a student's records without the parent's permission. Parents and students 18 years of age may request an appointment with the building administrator to examine a copy of students records during regular office hours.

# MPMS PRIDE Behavior Policy

### ***MPMS Vision Statement:***

The Mid-Prairie Middle School Community ensures students with a variety of learning opportunities in a safe and interactive learning environment, with a strong and innovative staff, and a community that focuses on student success while incorporating a vigorous and relevant curriculum.

### ***Philosophy of Student Discipline:***

At Mid-Prairie Middle School, we believe student safety and maintaining a positive learning environment is at the forefront of student success. Just as we address student academic needs on an individual basis, we believe student behavior needs also present learning opportunities for our students. Further, while academic skills and procedures are communicated, taught, and reinforced, the same should be expected when working with student behavior and citizenship.

### ***MPMS PRIDE Behavior Matrix:***

A matrix has been developed to assist MPMS staff, students, and families with consistent and logical consequences for student conduct. This matrix is a basic outline of common behavior infractions and possible consequences occurring on school grounds. This matrix is not an all-inclusive list and is purely meant as a guide. As in the past, all behavior incidents will be treated on an individual basis.

### ***Behavior Matrix Levels (these levels and potential consequences can be modified at any time):***

**Level 1:** Minor infractions that are typically resolved by staff. This behavior is expected to be corrected without office referral. Staff will document in Powerschool database as it occurs.

**Level 2:** Common school misbehavior needing teacher re-direction and possible office intervention. These also can include "Chronic" (consistent and ongoing) Level 1 behaviors that have not been corrected by the student after numerous opportunities. Staff will document in Powerschool database. Parents/Families will be contacted by MPMS staff or administration if students reach Level 2.

**Level 3:** Severe behavior concerns that pose a significant safety concern to students or staff. These also can include "Chronic" (consistent and ongoing) Level 2 behaviors that have not been corrected by the student after numerous opportunities and family contact. Level 3 behaviors potentially lead to strong consequences such as suspension or involvement of law enforcement. Staff will document in Powerschool database. Parents/Families will be contacted immediately by MPMS staff or administration if students reach Level 3.

## MPMS PRIDE Behavior Matrix

Level 1 Minor Behaviors	Level 2 Minor/Major Behaviors	Level 3 Major Behaviors
<b>P</b> ersonal Responsibility <b>R</b> espect self and others <b>I</b> nvest in Work <b>D</b> are to take a Risk <b>E</b> veryone is included	<b>P</b> ersonal Responsibility <b>R</b> espect self and others <b>I</b> nvest in Work <b>D</b> are to take a Risk <b>E</b> veryone is included	<b>P</b> ersonal Responsibility <b>R</b> espect self and others <b>I</b> nvest in Work <b>D</b> are to take a Risk <b>E</b> veryone is included
<ul style="list-style-type: none"><li>• blurting/disruption</li><li>• interruption</li><li>• PDA</li><li>• profanity not directed at</li></ul>	<ul style="list-style-type: none"><li>• CHRONIC Level 1 behavior</li><li>• founded bullying as defined in student handbook</li><li>• Inappropriate tech searches,</li></ul>	<ul style="list-style-type: none"><li>• CHRONIC Level 2 behavior</li><li>• possession of weapons</li><li>• possession/distribution of drugs, alcohol, tobacco, paraphenalia, prescription drugs</li></ul>

<ul style="list-style-type: none"> <li>others</li> <li>defiance</li> <li>disrespect to peers/staff</li> <li>cheating/plagiarism</li> <li>“Messing around”/play-fighting</li> <li>leaving room without permission</li> <li>not keeping hands, feet, object to self</li> <li>gaming</li> <li>tardiness</li> <li>truancy</li> <li>Student Center expectations</li> <li>dress code violation</li> <li>inappropriate cell phone use</li> <li>invading others personal space</li> <li>poor sportsmanship</li> </ul>	<ul style="list-style-type: none"> <li>messaging</li> <li>lying</li> <li>refusal to work</li> <li>stealing/theft</li> <li>restroom/school vandalism</li> <li>threats/intimidation</li> <li>fighting not causing physical injury</li> <li>leaving school grounds once dropped off before school</li> <li>insubordination</li> <li>profanity specifically directed at others</li> </ul>	<ul style="list-style-type: none"> <li>harassment (sexual, verbal, physical)</li> <li>sending inappropriate/explicit pics/video</li> <li>pulling fire alarm</li> <li>damage fire extinguisher</li> <li>fighting causing injury</li> <li>leaving school grounds without permission</li> <li>discriminatory remarks/actions based on gender, religion, origin, sexual orientation, race</li> <li>bomb threats/other threats of violence</li> </ul>
Level 1 Possible Consequences	Level 2 Possible Consequences	Level 3 Possible Consequences
<ul style="list-style-type: none"> <li>verbal warning/redirect</li> <li>parent contact if needed</li> <li>Powerschool referral documentation</li> <li>preferential seating</li> <li>loss of privileges</li> <li>referral to counselor</li> <li>detention before /after school/lunch</li> <li>AM lockdown</li> <li>7-min break lockdown</li> <li>sit in pod to work</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact is <b>required</b> by staff/admin</li> <li>verbal warning/redirect</li> <li>ISS</li> <li>Intervention Team</li> <li>Behavior Interventionist support</li> <li>GWAEA Support</li> <li>Admin/Counselor referral</li> <li>Powerschool referral documentation</li> <li>restitution</li> <li>removal from class</li> <li>loss of privilege</li> <li>contact coach/sponsor</li> <li>tech ban</li> <li>clean-up mess</li> <li>detention before/after school/lunch</li> <li>AM lockdown</li> <li>7-min break lockdown</li> <li>custodian support</li> </ul>	<ul style="list-style-type: none"> <li>Parent Contact is <b>required</b> by staff/admin</li> <li>contact Law Enforcement</li> <li>ISS</li> <li>OSS</li> <li>loss of privileges</li> <li>loss of extracurricular activity participation</li> <li>confiscation</li> <li>expulsion</li> <li>restitution</li> <li>Powerschool referral documentation</li> <li>Intervention Team</li> <li>GWAEA support</li> <li>detention before/after/lunch</li> <li>AM lockdown</li> <li>7-min break lockdown</li> <li>custodian support</li> </ul>

## Chromebook Policy and Procedures

### RECEIVING YOUR COMPUTER:

Parents/Guardians and students **MUST** attend Start of the Year Chromebook rollout, sign and return the MPMS Computer Loan Agreement document before the Chromebook can be issued to their child. Families unable to attend rollout must make other arrangements with staff personnel prior to receiving device. This Chromebook Policy Handbook outlines the procedures and policies for families to protect the Chromebook investment for the Mid-Prairie Middle School. Chromebooks will be collected at the end of each school year.

There will not be an additional fee for student devices. There **will be** a damage fee assessed for any necessary repairs and replacement parts:

- 11.6 LCD Screen - \$40
- Keyboard and Palmrest - \$33
- Hinge Cover - \$16

- Front Panel - \$15
- Cord - \$12
- Internal Power Jack - \$5
- Top Chromebook Lid - \$25
- Chromebook Case - \$20 if damaged/defaced
- Chromebook Case - \$40 if destroyed or lost

All students will be asked to sign the Acceptable Use Policy during the first 2 weeks of their school attendance.

### GENERAL PRECAUTIONS

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Never transport your Chromebook with the power cord plugged in.
- ***Students should never carry their Chromebooks while the screen is open.***
- Chromebooks must remain free of any writing, drawing, or stickers UNLESS the Chromebook is protected with removable skin. An identification label with the student's name is acceptable on the Chromebooks.
- Vents **CAN'T and SHOULDN'T** be covered.
- Chromebooks must have a Mid-Prairie Middle School AV tag on them at all times and this tag must not be removed or altered in any way. If tag is removed disciplinary action will result.
- Chromebooks should never be left in a car or any unsupervised area.
- Students are responsible for bringing completely charged Chromebooks for use each school day.
- When chromebooks are not being used in a classroom, they should be in the students' lockers. This includes PE and the lunchroom.

### USING YOUR CHROMEBOOK AT SCHOOL

- Chromebooks are intended for use at school each day.
- In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook.
- Students are responsible to bring their Chromebook to all classes, unless specifically advised not to do so by their teacher.

#### Chromebooks left at home

- If students leave their Chromebook at home students need to borrow a loaner from the Help Desk in the Library.
- Repeat violators of this policy will result in loss of privileges or other consequences as necessary. (See consequences pg 20)

#### Chromebooks under repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Help Desk.
- Students using loaner Chromebooks will be responsible for any damages incurred while in possession of the student.
- Loaner chromebooks **do not** go home unless arrangements are made with staff.
- If loaner Chromebooks are lost, stolen or damaged they will be assessed fine in line with the offense up to the amount needed to replace the device

#### Charging your Chromebook

- It is expected that Chromebooks are brought to school each day fully charged. If devices are not fully charged, students are responsible for charging them throughout the day at a school charging station
- Students need to charge their Chromebooks each evening.
- Repeat violations of this policy will result in consequences. See section 7e.

#### Backgrounds and Password

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.
- Take care to protect your password. Do not share your password.

### Inappropriate use of the Chromebook in school

- Inappropriate use of the chromebook may include but is not limited to:
  - taking inappropriate pictures
  - accessing sites that are not school related during school
  - cyberbullying
  - playing non-educational and unapproved games during school time
  - inappropriate google searches of words or images
- Consequences could include:
  - detention
  - chromebook use only during school hours - not allowed to take it home
  - Chromebook ban
  - Tech ban from all school devices for a specific amount of time
  - suspension

### General Guidelines

- Acceptable Use Policy is included at the end of this document.
- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the Mid-Prairie Middle School.
- Students are responsible for their ethical and educational use of the technology resources of the Mid-Prairie Middle School.
- Access to the Mid-Prairie Middle School technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

### Privacy and Safety

- Do not go into chat rooms or send chain letters without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- Remember that storage is not guaranteed to be private or confidential as all Chromebook equipment is the property of the Mid-Prairie Middle School.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately and tell an adult.

### Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Iowa Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

### E-mail Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language / material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, school-wide mass e-mails, chain letters or spam.
- E-mail & communications sent / received should be related to educational needs.
- E-mail & communications are subject to inspection by the school at anytime.

### Consequences

- If a student leaves their chromebook home three times, they will receive a consequence as mentioned in part 7.  
\*\*This includes parents/others taking the device for their personal use
- Students that damage their device are expected to pay for replacement costs. Fines are expected to be paid in full as soon as possible or by the end of the current school year. Students not taking care of their fines **will not** be issued a device the following year until all outstanding fines are paid. \*Administration will work with families if a payment plan is necessary
- The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use.
- Non-compliance with the policies of this document will result in disciplinary action.
- Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated district staff to ensure appropriate use.
- The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

### At Home Use

- The use of Chromebooks at home is encouraged.
- The Chromebook is for the MPMS student only. Parents, siblings, family, friends, etc should not use the device for their personal use
- Chromebook care at home is as important as in school, please refer to the care section.
- Transport your chromebook in the protective case.
- School district filtering allows for school officials to see websites and material accessed while the device is off of school grounds. Inappropriate or dangerous content will subject MPMS student so discipline action

### TIME SCHEDULE

Advisor .....	8:25-8:41
1st Period.....	8:43-9:25
2nd Period .....	9:28-10:10
7 Minute Break	
3rd Period.....	10:17-10:59
4th Period .....	11:02-11:44
1 <sup>st</sup> Lunch.....	11:18-11:41
5th Period	
2nd Lunch .....	11:45-12:09
3rd Lunch.....	12:10-12:33
4th Lunch .....	12:34-12:57
6th Period .....	1:00-1:42
7th Period .....	1:45-2:26
8th Period .....	2:30-3:15

### 2 Hour Early Out Time

#### **Schedule**

Advisor .....	8:25-8:41
1st Period .....	8:44-9:12
2nd Period .....	9:15-9:43
3rd Period .....	9:46-10:14
4th Period.....	10:17-10:45
6th Period.....	10:48-11:13
5th Period	
1st Lunch.....	10:52-11:15
2nd Lunch .....	11:15-11:37
3rd Lunch .....	11:37-11:59
4 <sup>th</sup> Lunch .....	11:59-12:21
7th Period.....	12:24-12:48
8th Period.....	12:51-1:15

### 2 Hour Late Start Time

#### **Schedule**

Advisor.....	10:25-10:30
1st Period .....	10:33-11:00
2nd Period .....	11:03-11:30
5th Period	
1 <sup>st</sup> Lunch.....	11:10-11:33
2 <sup>nd</sup> Lunch .....	11:33-11:56
3rd Lunch .....	11:56-12:19
4th Lunch .....	12:19-12:42
3rd Period .....	12:45-1:12
4th Period .....	1:15-1:42
6th Period .....	1:45-2:12
7th Period .....	2:15-2:42
8th Period .....	2:45-3:15



# Mid-Prairie Middle School Library

Teacher Librarian: Marlinda Beachy

Library Associate: Nancy Sojka

The library is a place to find answers to your questions, and great books to read for school and for fun. The computer lab is also available for school projects and research for classes or individuals.

Be sure to **check us out!**

A few reminders:

- Try the online catalog to help you find books. (Access from the library website.)
- We also love to help - ask us to recommend a book or to assist you at the computers.
- Respect others...
  - >by allowing them to study and work in quiet.
  - >by cleaning up the area you used and pushing in your chair.

## Mid-Prairie Libraries Website

<http://bit.ly/mpreads>

This website offers a wealth of information and links for all Mid-Prairie students and staff.

When you visit you will find...

- >Online library catalog
- >Library blog with recent events or happenings
- >Research Room (use AEA login)
  - EBSCO** (magazine and newspaper articles)
  - SIRS Researcher** (*many* articles on today's hottest topics)
  - Gale** (magazine and newspaper articles)
  - Teen Health and Wellness** (factual information for students)
  - Culture Grams** (resource for world cultures)
  - Easy Bib** (citation tool)
  - netTrekker** (educational search tool)
  - and more...**

- >Photo Room (use AEA Login)

Access **copyright free images** through the resources here

**AP Images**

**AEA Digital Library**

**iClipart for Schools**

**Creative Commons Search**

- >Book Room

**Mackin VIA** (MP login)

**Follett Shelf** (AEA login)

- >Technology Tools (Web 2.0 tools)

**Wordle**

**Prezi**

**VoiceThread**

**Glogster**

**Go Animate!**

**Google Maps**

**Animoto**

**Blabberize**

**Wallwisher**

**Evernote**

**Popplet**

**and more...**

Stop by the library or ask a teacher **to get the log in information** to access these resources outside of the school building.



# Mid-Prairie CSD 2017-2018 School Calendar

Start –Finish  
(August 23 to May 30)

Summary of Calendar  
Days in classroom:  
First Semester ..... 91  
Second Semester ..... 89  
TOTAL CALENDAR DAYS **180**

Summary of Calendar  
Hours in classroom:  
First Semester .....  
Second Semester .....  
TOTAL HOURS

## CALENDAR LEGEND

	Start / End
	Quarter
	Paid Holidays
	Vacation Days
	New Staff Work Days
	P-T Conferences
	All Day Prof. Dev/Workday
	Early Out Inservice

## PAID EMPLOYEE HOLIDAYS:

Labor Day (9/4)  
Thanksgiving Day (11/23)  
Day After Thanksgiving (11/24)  
Christmas (12/25)  
Day After Christmas (12/26)  
New Year's (1/2)  
Memorial Day (5/28)

Cancelled School Days:  
1<sup>st</sup> Make-up Day: Feb. 19

If there is more than 1 make-up day,  
the remainder of the make-up days  
will be added to the end of the school  
year.

The school district reserves the right  
to change the calendar during the  
year.

Approved: February 27, 2017

August					Student Days
M	T	W	Th	F	
14	15	16	17	18	
21	22	23	24	25	3
28	29	30	31		
September					
				1	8
4	5	6	7	8	12
11	12	13	14	15	17
18	19	20	21	22	22
25	26	27	28	29	27
October					
2	3	4	5	6	32
9	10	11	12	13	37
16	17	18	19	20	42
23	24	25	26	27	47
30	31				
November					
		1	2	3	52
6	7	8	9	10	57
13	14	15	16	17	62
20	21	22	23	24	65
27	28	29	30		
December					
				1	69
4	5	6	7	8	74
11	12	13	14	15	79
18	19	20	21	22	84
25	26	27	28	29	
January					
1	2	3	4	5	87
8	9	10	11	12	91
15	16	17	18	19	95
22	23	24	25	26	100
29	30	31			
February					
			1	2	105
5	6	7	8	9	110
12	13	14	15	16	114
19	20	21	22	23	118
26	27	28			
March					
			1	2	123
5	6	7	8	9	128
12	13	14	15	16	128
19	20	21	22	23	133
26	27	28	29	30	138
April					
2	3	4	5	6	143
9	10	11	12	13	148
16	17	18	19	20	153
23	24	25	26	27	158
30					
May					
	1	2	3	4	163
7	8	9	10	11	168
14	15	16	17	18	173
21	22	23	24	25	178
28	29	30	31		180
June					
				1	

## Date Events

Aug 15-17	New Teacher Prof. Learning
Aug 18-22	Staff Professional Learning
Aug 23	First Day of School
Sept 4	Labor Day (No School)
Sept 13	2-Hr. Early Dismissal – Professional Learn
Sept 27	2-Hr. Early Dismissal – Professional Learn
Oct 3 & 5	MS & HS Parent/Teacher Conferences
Oct 11	2-Hr. Early Dismissal – Professional Learn
Oct 25	2-Hr. Early Dismissal – Professional Learn
Oct 25	End 1 <sup>st</sup> Quarter (45 days)
Nov 7 & 9	Elementary Parent/Teacher Conferences
Nov 8	2-Hr. Early Dismissal – Professional Learn
Nov 22	2-Hr. Early Dismissal
Nov 23-26	Thanksgiving Break (No School)
Nov 27	Comp Day (No School)
Dec 6	2-Hr. Early Dismissal – Professional Learn
Dec 22	2-Hr. Early Dismissal
Dec 25-31	Winter Break (No School)
Jan 1-2	Winter Break (No School)
Jan 10	2-Hr. Early Dismissal – Professional Learn
Jan 11	End 2 <sup>nd</sup> Quarter (46 days)
Jan 11	End 1 <sup>st</sup> Semester (91 days)
Jan 12	Staff Professional Learning Day (No School)
Jan 15	MLK Day (No School)
Jan 24	2-Hr. Early Dismissal – Professional Learn
Feb 7	2-Hr. Early Dismissal – Professional Learn
Feb 16	Staff Professional Learning Day (No School)
Feb 19	Presidents Day (No School)
Feb 19	(First Weather Make-up Day)
Feb 28	2-Hr. Early Dismissal – Professional Learn
March 6 & 8	MS & HS Parent/Teacher Conferences
March 12-16	Spring Break
March 21	2-Hr. Early Dismissal – Professional Learn
March 28	End 3 <sup>rd</sup> Qtr. (45 days)
March 30	Comp Day (No School)
Apr 4	2-Hr. Early Dismissal – Professional Learn
April 10 & 12	Elementary Parent/Teacher Conferences
April 18	2-Hr. Early Dismissal – Professional Learn
May 2	2-Hr. Early Dismissal – Professional Learn
May 16	2-Hr. Early Dismissal – Professional Learn
May 28	Memorial Day (No School)
May 30	End 4 <sup>th</sup> Quarter (44 days)
May 30	End 2 <sup>nd</sup> Semester (89 days)
May 30	Last Day of School - 2-Hr. Early Dismissal
May 31	Staff Professional Learning
May 31	(Second Weather Make Up Day)



# **EQUITY STATEMENT**

## **Annual Notice of Non-Discrimination Policy Statement**

The Mid-Prairie Community School District offers career and technical programs in the following areas of study:

- Business Education
- Family and Consumer Sciences Education
- Industrial Education
- Health Occupations Education

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 or 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, Amy Shalla, Principal, 319-646-6096 or [ashalla@mphawks.org](mailto:ashalla@mphawks.org)

## **Continuous Notice of Non-Discrimination Policy 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 or 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, Amy Shalla, Principal, 319-646-6096 or [ashalla@mphawks.org](mailto:ashalla@mphawks.org)