



MID-PRAIRIE HIGH SCHOOL
STUDENT HANDBOOK
2018-19

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Welcome to the 2018-2019 school year. Academic excellence continues to be a top priority at MPHS. Each year we set academic data goals to monitor our success in five key areas. We continue to be recognized as one of “America’s Best High Schools” which places us in the top 6% of all high schools in the nation. We are very proud of our success in the areas of Advanced Placement, concurrent credit and internships. Our goal is to have every high school student experience post secondary success before they graduate.

Setting challenging goals and striving to achieve them is an important part of life. It will never be more important than during your high school years. Staff will work together with students to set challenging goals throughout their school career. Each student’s transcript and academic portfolio will reflect the quality of work throughout their high school career.

The purpose of the student handbook is to provide students and parents with notice of the school district's policies, rules, and regulations.

Each student is given a copy of the handbook at the beginning of the year and will be held responsible for its contents.

It's important that students be aware that decisions and interpretations, in regard to the information in this handbook, are based on the operation of the entire high school and not from an individual or small group perspective. Teachers are responsible for enforcing the rules and regulations in this handbook and should not be expected to make exemptions or allowances for certain individuals. The handbook also explains various programs and opportunities that are available to students.

As we begin another exciting year at MPHS, we ask that students keep in mind our **GRIT** expectations:

- GROWTH
- RESPECT
- INVOLVEMENT
- TEAMWORK

We believe by following these expectations, our students will have the opportunity to achieve reach their potential and achieve their goals.

Jay Strickland
Principal
GO HAWKS!

MID-PRAIRIE SCHOOL SONG

Go you Mid-Prairie
On you Golden Hawks
With your colors flying
We will cheer you all the way
Rah, Rah, Rah!
Go you Mid-Prairie
Fight for victory
Spread forth the fame our dear name
Go Mid-Prairie win the game!
Hoorah, Hooray,
Mid-Prairie Golden Hawks all the way!

Goals for 2018-2019
Attendance | 95.5%
Renaissance | 65%
AP Enrollments/Tests | 100/75
ACT | 22.5
Iowa Assessments | 88%

VISION

90% of MPHS students will leave high school with college credit through Advanced Placement, or concurrent credit opportunities.

Mission Statement

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

Philosophy of Education

The Mid-Prairie High School believes that its major responsibility is the provision of the finest education possible. This education should emphasize the academic excellence, the social skills, and the personal development that we believe are necessary for our students to function in today's society.

The structure of the curricular and extracurricular programs shall reflect the needs of each student, the local community, and the world community. It must be free of sexism and racism, and show the value of other opinions and cultures. The curricular and extracurricular programs should foster an appreciation for free and democratic societies, and develop personal values, and socialization skills. The vitality of this program shall be maintained through quality instruction, review, evaluation, and revision.

If a school system emphasizes quality, excellence, vitality, and community values, it will provide for the finest education possible, and that education will be a basis for a lifetime of learning.

- Industrial Education
- Health Occupations Education

MESSAGE TO PARENTS

The quality of a student's education is at its highest level when the parents, school, and students are working together, focused on outcomes, and taking the time to communicate whenever possible. We do appreciate the level of cooperation and support that you provide throughout the school year.

We ask that you continue to:

- Encourage your son/daughter to make school their top priority. Please familiarize yourself with our attendance policy. Whenever possible, set up appointments to miss the least amount of school as possible. Remind your son/daughter that their attendance record is a part of their transcript.
- Encourage your son/daughter to strive to work up to his/her potential. Be sure to monitor his/her grades via PowerSchool and help them set and reach academic goals.
- Meet with your son/daughter and know who his/her friends are and monitor social media accounts.

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, 319-646-6096 or ashalla@mphawks.org.

CONTINUOUS NOTICE OF 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, 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, 319-646-6096 or ashalla@mphawks.org.

MID-PRAIRIE EQUITY STATEMENT

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

- Business Education
- Agricultural Education
- Family and Consumer Sciences Education

JURISDICTIONAL STATEMENT

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to

conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, employees, other students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule or regulation may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session. Students are expected to comply with and abide by the school district's policies, rules and regulations. Students who fail to abide by the school district's policies, rules and regulations may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation, and expulsion. *Discipline can also include prohibition from participating in extracurricular activities, including athletics.* The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in this handbook. Students are expected to know the contents in this handbook and comply with it.

NOTIFICATION OF STUDENT RECORDS POLICY

The Mid-Prairie Community School District maintains cumulative records on each student as an aid in the instruction, guidance and educational development of the student. The records contain information about the student's education, including identification data, attendance data, record of achievement, family background data, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings, and observations and external agency reports.

Records of each student are located in either the elementary or secondary areas of the school building, depending on where he/she is enrolled. Any exception is noted in the student's other record or by those involved in record maintenance.

Those who are responsible for maintenance of school

records are the Superintendent/designee/and/or building administrator. The person directly responsible for maintenance of student cumulative records at Mid-Prairie High School is Mr. Jay Strickland, High School Principal.

Information and data collected about students in the Mid-Prairie Community School District for the purpose of administering, designing, implementing, and evaluating the educational progress of each student shall be handled in accordance with the Educational Rights and Privacy Act of 1974.

Student records and rosters are to be used only for the welfare of students. Access to student records shall be to authorize personnel only. The following persons, agencies, and organizations may have access to student records without prior written consent of the parents or students over the age of 18:

1. School officials and teachers with a legitimate educational concern.
2. Officials of other schools in which the student plans to enroll.
3. Representatives of state and local government when auditing and evaluating federal education programs.
4. Parents of dependent children, regardless of the child's age. Any other access to the student records shall be only upon the parent's written consent (or the student's if over 18); or upon court order or legal issued subpoena. Parents of students under age 18 and students over 18 may exercise the opportunity to review educational records of the student, to obtain copies of the records, and to challenge the contents of the records on the grounds of inappropriateness, inaccuracy, or invasion of privacy, and to have the records explained by school personnel.

GRADUATING WITH HONORS (Board Policy Code No. 505.3)

Students who achieved academic excellence will be honored at commencement ceremonies by wearing honor medallions with their cap and gown. Students who have a cumulative GPA of 3.75 to 4.00 will graduate with highest honors. Those with a cumulative GPA of 3.33 to 3.74 will graduate with honors.

ACADEMIC LETTER (Board Policy Code No. 505.3)

Promoting student academic recognitions provides incentives that are highly beneficial to continued academic and personal success. The purpose of the academic letter is to recognize students who consistently do well in the classroom. The letter is a chenille MP with an academic insert.

CRITERIA:

1. Students must have the following GPA for the previous school year: 9th Grade - 3.2; 10th Grade 3.3; 11th Grade - 3.4; 12th Grade - 3.5
2. The student shall not have an unexcused absence.

The academic letter will be presented during academic assemblies. Certificates and bars will be awarded to students each time they meet the requirements beyond their first award. A maximum of four bars will be possible, one for each year of high school.

HONOR ROLL

Honor roll will be determined at the end of each term. The following grade point averages will be used:

- SILVER HONOR ROLL - GPA OF 3.20-3.74
- GOLD HONOR ROLL - GPA OF 3.75-4.00

RENAISSANCE

The Renaissance Program was implemented to provide a commitment to and recognition of academic excellence. The program places an emphasis on what students are accomplishing in the classroom and gives these students well-deserved recognition for their achievement. Students will be recognized for:

- Perfect attendance
- Honor roll
- 0.5 grade point improvement,
- Work habit honor roll.

An academic assembly will be held to honor those students reaching these standards.

ATTENDANCE POLICY (Board Policy Code No. 501)

While it is possible for a student absent from school to make up much of the schoolwork missed, it is impossible to completely compensate for absences from classes. The Mid-Prairie School District expects that trips and family vacations coincide with school vacation periods. Emergency absences related to personal illnesses in the home or death in the family cannot be dealt with in advance. Schoolwork missed must be dealt with on an individual basis with the teacher and/or building principal. Schoolwork missed for all absences must be made up to obtain credit for assignments missed. The parents and the student shall assume the full responsibility for work resulting from an absence.

Mid-Prairie High School is in compliance with state law that requires students to be in regular attendance for an instructional period of 180 days. Students absent from school without acceptable excuses shall be deemed truant and be subject to disciplinary sanctions described in the rules and procedure of the MPCSD District Policy. This compulsory attendance statute places the responsibility with the parents to cause a child to attend school for the entire period when schools are in session. Violation of this responsibility may require referral for appropriate action to the Washington County Attorney's Office. It is the philosophy of Mid-Prairie High School's administration and faculty that daily, punctual attendance is essential for maximum benefit of the educational program. Irregular attendance by students not only inhibits their own studies, but also interferes with the progress of those pupils who are regular and prompt in attendance.

ABSENCE PROCEDURE

Students will be expected to bring a note, have a parent/guardian email or call the school to excuse their absence from school. The note, email must include **Name of student, date of absence, reason, and signature of parent/guardian.** When a student has an appointment, a note from the doctor's office is required. These notes, emails are placed in the students file for reference. ***If a student fails to bring a note on/before the third day after the absence, the absence will be considered unexcused.*** It is beneficial to both students and the school if absences for appointments are prearranged and the assigned school work be made up ahead of time. This prevents students from being at a disadvantage of working from behind when they

return.

For absences due to illness or emergencies we request that the parent/guardian telephone the school on the morning of the absence between 7:30 and 8:00 a.m. We ask that the parent/guardian telephone the high school office (646-6091) each day a student is absent, unless prior arrangements have been made with school officials. If absences are not called in, an effort will be made by the high school office to contact the parent. When the student returns to school, after an illness or other emergency, we ask that they bring a note with the same information included as the prearranged absences. This provides better documentation and will benefit both the student and the school in clarifying cases of excessive absences.

EXCUSED ABSENCES

To be considered an excused absence, students shall provide written notification from parent/guardian stating the reason for the absence, the date, and parent signature. As stated in school board policy 501.9, absences will be considered excused for the following:

- 1) Illness
- 2) Family emergencies
- 3) Family funerals
- 4) Recognized religious observances
- 5) School sponsored activities/field trips
- 6) Field trip with church group
- 7) Vacation trip with parent(s), grandparents or graduated siblings
- 8) Any other absence must be pre-approved by a Planned Absence Meeting with the student's teachers and advisor. The responsibility to convene the Planned Absence Meeting in a timely manner is that of the student.

If more than one day (per half year) is requested for number 6 or 7 combined, the student will be expected to use their discretionary day for the second day.

Students will be allowed one (1) discretionary day per half year, which will grant them an excused absence, which has not been listed above. **To be excused for discretionary day students must:**

- Have a signed note from parent
- Have a planned absence form signed by teachers to assure work has been prearranged
- Not have had an unexcused absence (1/2 day or more) in the half year
- No detention time remaining to be served
- Not have exceeded 10 absences during previous half year.
- **Discretionary days will not be used to replace unexcused absences.**
- **Discretionary days cannot be taken during the first week or last week of a semester.**
- **Discretionary days are not intended for group gatherings during school time.**
- **No more than five (5) students may take a discretionary on the same day.**

Any other absence, with or without parent approval, and not for one of the excused reasons (1-8), will be considered **unexcused**. Unexcused absences include, but are not limited to:

- Appointments or work time which can be scheduled outside of school time

- Missing a ride to school (students should call the school before 8:15 A.M. to check on available transportation)
- Attending tournament games/meet where Mid-Prairie or IMS students are not competing or outside of a team scheduled trip.
- *Students will be required to serve detention time for time missed at school per each unexcused absence. For example, for a full day unexcused absence, the student would serve six hours of detention time.*

EXCESSIVE ABSENCES

As stated earlier, the importance of regular attendance affects the level and quality of a student's education. It also affects the efficiency of our educational system and therefore has an impact on the education of the other students in our building.

- More than 10 days or 10 class periods per half school year are considered excessive except in case of extended illness or unusual circumstances. This equates to missing more than one day every two weeks of school or being absent from school more than 10% of school time.
- When students are absent more than 10 days per semester (half year) a doctor's note will be necessary to excuse their excessive absence.
- If a student has more the 10 absences (per half year) without a doctor's note the student will be required to make up time in before/after detention or with their classroom teachers before or after school.

SKIPPING INDIVIDUAL CLASSES/BLOCKS/SEMINAR PERIOD

Having an unexcused absence from a class or not signing out of the office with permission is a serious offense. Seminar period, which may include announcements, advisor/advisee meetings, and other organization meetings, will be considered on the same level as a regular class. The consequence for skipping a class or seminar period will be as follows:

- *Students will be assigned detention time to make up for any missed time during the school day. For example, if a student skips one block, he or she will be assigned an hour and half of detention time. If a student skips two blocks he or she will be assigned three hours of detention time.*

TARDINESS

Students are expected to exercise punctuality, responsibility, and self-discipline. Arriving late to class is a disruption to the educational process. Being tardy to school will be handled separately from being tardy between classes. Being tardy to school will be handled more consistently with the regular attendance policy.

To be excused, a student will be expected to bring a note or have a parent/guardian send an email or call with the following information: *Name of student, date of tardiness, specific reason for tardiness, and signature of parent/guardian.*

Students will receive one "grace tardy" per half year for arriving to school and one for being tardy between classes. Additional tardies beyond the limitation will result in detention time being assigned.

For tardies to school, students are expected to bring a note,

or have a parent send email or call the following day. If students fail to bring a note the following day, the tardiness will be considered unexcused and detention time assigned.

Oversleeping will not be considered an excused tardy. The grace tardy may be used for oversleeping if the time missed from class was 30 minutes or less. If a student arrives one hour late due to oversleeping, a student may take their grace tardy to reduce the detention time from one hour to 30 minutes. The time assigned for unexcused tardies to school will be a minimum of 30 minutes up to the amount of time the student missed. If the problem persists, the student may be required to make up double the time missed. Excused tardies in arriving to school may also be limited if they become too excessive.

For tardiness between classes, admission after the tardy bell must accompany a pass from the previous teacher if it is to be excused. If it is unexcused, the pass will come from the office. After one unexcused tardy per half-year, the student will be assigned a 30-minute detention for each additional tardy.

SCHOOL DAY

The school day is from 8:30 A.M. - 3:15 P.M. **The doors open at 7:45 each day.** Students who bring breakfast food or beverage to school are expected to take their breakfast to the student center. Students are encouraged to see a teacher before school for extra class help.

EARLY RELEASE/LATE ARRIVAL PROGRAM

This program is available for juniors and seniors who have a **2.75 GPA** from the previous semester. Juniors and seniors can utilize this program 6 out of the 8 semesters within the two years. Grade point averages will not be rounded. Students are expected to monitor their own grades. If GPA will be close, students should enroll in four (4) classes until grade cards are finalized. Students must also test in the proficient range in three (3) out of four (4) of the core areas on the Iowa Assessments or test at or above the proficiency level of the latest STAR assessment in both Reading and Math. The most recent battery of Iowa Assessments taken will be used to determine eligibility. The proficiency range is defined by National Standard Scores (NSS). The following are the proficiency scores for each of the core areas.

Grade	Reading	Math	Science	Soc St.
10	257	257	256	261
11	263	263	265	266

If a student feels that this is an unfair expectation, they can appeal the eligibility status to a Student Assistance Team.

Students who qualify for this Early Release or Late Arrival will be expected to be at school for assemblies and special activities during the regular time. Early release or late arrival does not take priority over these special activities. In addition, late arrival students will be required to attend WIN every day.

If a student is referred to a Student Support Team meeting for the purpose of reviewing attendance or behavior concerns, the SST has the option of revoking the late arrival/early release privilege.

EARLY DISMISSAL

The school is responsible for student supervision during normal school hours. (8:30 A.M.- 3:15 P.M.)

Students wanting to be excused early must have permission from the principal's office and sign out before leaving school grounds.

Leaving school property during normal school hours without permission will be considered an unexcused absence. Students arriving to school after 8:30 should sign in to verify their arrival time. This includes late arrival students. Signing out without permission will also be considered an unexcused absence.

To be excused early from school, have a written/email request from your parent/guardian or have them contact the high school office by telephone. This information should be consistent with the attendance policy so proper documentation can be kept.

MAKE-UP WORK

Makeup work MUST be requested by the student. It is the teachers' 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 a test 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 every day missed to turn in makeup work.

CODE OF DISCIPLINE

One of the goals of the student handbook is to allow students to be aware of behavioral expectations and restrictions before problems occur. In reference to school board policy, the definitions and importance of school discipline is to guide student conduct in a way that permits an orderly and efficient operation of the school. All rules and regulations are linked to the maintenance of a scholarly, safe, disciplined atmosphere, which allows all students to achieve the maximum educational benefit. A goal of the Board of Directors is to ensure the right of all students to a safe and productive educational environment in which they may learn the skills and attitudes necessary to develop and to mature as responsible adults, accountable for their own actions.

Student conduct, which interferes with the maintenance of school discipline, shall be considered a breach of discipline.

Examples of a breach of discipline may include, but is not limited to:

- a) The use, possession, or distribution of tobacco products (including tobacco substitutes/e-cigarettes/vaporizers, beer, liquor, or other controlled substances. Attendance or participation in any school activity under the influence of a controlled substance.
- b) Prescription drugs are not considered a violation, if they are in possession of and administered by the school nurse.
- c) Disorderly conduct: including temper tantrums, fighting or rowdy behavior, disruptive behavior,

use of abusive language or gestures, disruption of meetings, activities, or assemblies.

- d) Refusal to conform to policies, rules, regulations, directives of its officers, employees or agents of the District when acting within the scope of their employment or duties.
- e) Physical attacks on or threats of physical attack to other students, officers, employees, visitors, or agents of the district.
- f) Extortion.
- g) Possession or use of dangerous weapons or objects.
- h) Display of racial bigotry or intolerance.
- i) Criminal or illegal behavior.
- j) Committing a theft or robbery or attempting to commit a theft or robbery.
- k) Damaging, altering, or destroying any building, fixture, piece of equipment or item, which includes writing, drawing, or making marks on walls, furniture and fixtures.
- l) Gambling.
- m) Intimidation.
- n) The use of obscene, lewd, or profane language.
- o) Initiating, circulating or participating in the circulation of a report or warning of fire, epidemic, or other catastrophe knowing such report or warning to be false.
- p) Threatening to place or placing any incendiary or explosive device or material in any place where it may endanger persons or property.
- q) Truancy: absence from school or assigned classes or activities without a reasonable excuse.
- r) Trespassing on school property: entering upon or into school property without justification or without permission of school officials or remaining on school property after being notified to leave by school officials.
- s) Joining, becoming a member of or soliciting other students to join, or become a member of, or taking part informing a fraternity or society of students without prior approval of the Board of Directors.

Consequences of violating school policies, rules, or regulations:

- a) Suspension from extra-curricular activities or privileges.
- b) Students may be removed from the classroom and sent to the office if their behavior is disruptive to the progress of the class. This may be for a day or up through the remainder of the semester depending on the severity of the incident and the frequency of disruptions.
- c) Probation: a trial of attendance subject to specified conditions.
- d) Detention: a requirement that students attend a specified detention setting outside of school time.
- e) In-school suspension: the temporary isolation of a student from one or more classes, while under proper administrative supervision.
- f) Short term suspension: the student is prohibited from attending classes or any school activity for a temporary period of time, not to exceed five school days.
- g) Long-term suspension: the student is prohibited from attending classes or any school activity for a temporary period of time to be determined by the

Principal or designee.

- h) **Expulsion:** the student is prohibited from attending classes or activity for an indefinite period of time.
- i) Referral to other agencies.

DETENTION

Detention can be served with any staff member throughout the school year before or after school. Students can also serve detention time during lunch provided he or she makes arrangements with the main office.

When a student receives a detention, he/she will receive a 24-hour notice so transportation can be arranged.

On late start Mondays; students may make arrangements to serve time from 7:45 A.M. – 9:10 A.M.

Students can also use lunch time to serve the assigned time if he or she makes arrangements with the office staff.

Any student with detention time WILL NOT be allowed to participate in any extracurricular activities including contests, practices and rehearsals or attend any of these activities until all of his or her detention time is served.

Any student with detention time WILL NOT be allowed to participate in any school sponsored activities (i.e. Homecoming, Prom, Graduation Ceremony).

PROCEDURE FOR SHORT TERM SUSPENSIONS

Students may be suspended for up to five days by the building principal or the Superintendent. The suspensions may be assigned as in school or out of school suspensions. In-school suspensions will provide a setting for the student that isolates them from their peers.

Students will be required to complete schoolwork during their suspension and they will be given full credit for the work that they complete. If students do not work efficiently on assignments, projects, test preparations, or free reading, they will be assigned additional suspension time.

Before a suspension is assigned, a student will be told orally or in writing of the charges against him/her. If the student denies the charges he/she will be given an explanation of the evidence against them and also an opportunity to explain their position. After consideration of the information being presented, the administrator will notify the student of the disciplinary action to be assigned.

IMMEDIATE OUT OF SCHOOL SUSPENSION

Students whose presence at school poses a continuing danger to persons or property or an on going threat of disrupting the academic process may be immediately removed from school, with the regular due process procedures for short term suspensions to be followed as soon as practicable. An administrator shall attempt to inform the parent/guardian by phone or in person on the same day of taking this disciplinary action.

Formal written notice of the disciplinary action for out-of-school suspensions and removal from class for an extended period of time should be mailed or personally delivered to the parent or guardian within two school days

of the action with a copy forwarded to the Superintendent and Board President.

A student who has been suspended may be readmitted only after a conference between the Superintendent or building principal, the student, and if possible, the parent or guardian.

LONG TERM SUSPENSIONS AND EXPULSIONS

A student may be suspended for greater than five days or may be expelled from school. This disciplinary action would require a majority vote of the Board of Directors after receiving a recommendation from the Superintendent or Principal. This recommendation may be the result of a serious breach of discipline or immorality and would be considered to be in the best interest of the school. In addition, the Board of Directors may expel any child, who in the Board's judgment, is unable to benefit from regular instruction or whose presence in school would be detrimental to the health or morals of other pupils or to the welfare of the school.

HARASSMENT

Harassment of students and employees will not be tolerated in the school district. The school district includes school facilities, school grounds, and non-school property when the employees or students are at school-sponsored activities. Harassment may also include behavior away from school that exhibits a level of disrespect that can be considered detrimental to a sound educational environment.

Harassment includes, but is not limited to, racial, religious, national origin, age disability and sexual harassment.

Sexual harassment includes, but is not limited to:

- Verbal, physical, or written harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Sexual comments, jokes, or gestures
- Unwelcome touching
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning grades, etc.

Other types of harassment may include, but are not limited to:

- Verbal, physical, or written harassment or abuse
- Repeated remarks of demeaning nature
- Implied or explicit threats concerning ones grades, etc.
- Demeaning jokes, stories, comments, name calling, or activities

Procedures for Reporting Harassment

Step 1 - Communicate to the harasser that you expect the behavior to stop. May do so verbally or in writing. If this is too difficult to do alone, seek help from a teacher, counselor or principal.

Step 2 - If the behavior is repeated, the student should contact the principal, guidance counselor or a teacher to report the harassment. The principal and/or assistant principal will review the completed harassment form, investigate the allegations and determine if the complaint is founded or unfounded.

Step 3 - If the behavior is repeated, principal or assistant principal will contact parents and possibly law enforcement

as part of mediation process.

WEAPONS

The board believes 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 weapons or dangerous objects. Weapons, look-alike weapons, and other dangerous objects 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 will be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including detention, suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months and will be referred to 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 SEARCH AND SEIZURE

The Board of Directors holds all school property in public trust. School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles. Such a search may be under the circumstances as outlined in the following regulations to maintain order and discipline in the schools, promote the educational environment, and to protect the safety and welfare of students and school personnel. 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.

Periodic unannounced inspections of student lockers are permissible to check for cleanliness, vandalism and proper use. Drug dogs may be used for unannounced inspection of student lockers, student bags and student cars parked on school property.

All non-maintenance searches must be based on a reasonable suspicion and be reasonable in scope.

EXTRA-CURRICULAR ACTIVITIES

There are many activities available to Mid-Prairie students. Students are encouraged to take advantage of as many activities as possible.

ATHLETICS

Baseball
Basketball (boys & girls)
Cross Country (boys & girls)
Cheerleading
Dance Team
Football
Golf (boys & girls)
Soccer (boys & girls)
Softball
Track (boys & girls)
Wrestling
Volleyball

SPEECH & DRAMA

Fall/Spring Play
State Speech Contest (Individual and Group)
Fall/Spring Musical

INSTRUMENTAL MUSIC

Concert Band
Jazz Band
Marching Band
Pep Band
State Contests

VOCAL MUSIC

Concert Choir
Ladies Lyrica
Mixed Choir
Madrigal
State Contests
College Festivals

STUDENT GROUPS

Student Council
NHS
FFA
FCCLA
Thespians
Science Club/Robotics
Film Club

ACADEMIC ELIGIBILITY FOR INTERSCHOLASTIC COMPETITION

Students may participate in high school sponsored extracurricular athletic, music, speech, and other contests or events approved by the administration. Any such event must be directed or guided by professional school personnel.

No student shall participate in an athletic practice or contest without filing a doctor's certificate of good health.

All students participating in high school activities must meet IHSAA and IGHSAA minimum standards for eligibility. The state standard for academic eligibility is to require students to pass every class that they are enrolled in. This policy will

be monitored at the end of each semester when grades are issued which will be documented on a student's transcript. The length of the ineligibility period for students not meeting this standard is thirty (30) consecutive calendar days. The 30 days of suspension may carry over from one activity to the next. Ineligibility will start during the semester of when the first event/contest begins. Students may practice but can't participate in games or events. Also, if academically ineligible they may not travel to away games or events.

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 the 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 that 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.

A. CONDUCT REQUIREMENTS- ALL ACTIVITIES

- 1) No student shall have in their possession or have used a controlled substance (tobacco in any form, any alcoholic beverages, or drugs).
- 2) No student shall steal, destroy, and/or deface any school property.
- 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 as described in Part C of these rules.
- 5) These are minimum requirements. Any further rules specified by an activity sponsor must be followed.

B. SCHOOL ATTENDANCE

Any student who wishes to participate in any extra curricular activity must be in school attendance by noon of the day for that activity. Also, students need to be at school on time the day after events. If there are unusual circumstances, such as a funeral, the Principal and/or Athletic Director may waive the half-day requirement. This approval must be granted before the student leaves school. ***Students taking a full discretionary day are not eligible to participate in a contest or performance that day/evening.***

C. LENGTH OF INELIGIBILITY FOR NON-ACADEMIC VIOLATIONS

To determine the length of the ineligibility period(s) all extracurricular activities will be divided up into performing

activities or leadership/service oriented activities.

Current activities include:

Performing: Athletics, Fine Arts Ensembles, Plays/Musical

Leadership/Service: *Student Council, *NHS, *FFA, *FCCLA, Science Club.

*Affiliation with state or national organizations may require stricter eligibility requirements.

Any stricter requirements will require communication between sponsors and participants prior to any violation. Communication will be verified through student and parent signatures.

The length of the ineligibility periods will be assigned to each group of activities separately.

1. First Offense – three (3) weeks of ineligibility plus participation in an approved substance abuse counseling program
2. Second Offense – six (6) weeks of ineligibility plus participation in an approved substance abuse counseling program.
3. Third Offense - One year, twelve (12) calendar months, of ineligibility shall be imposed from the date of the last offense.

For the first offense, three (3) weeks of suspension will be determined as it applies to performing activities in addition to three weeks of suspension from leadership/service activities if a student is involved in both areas.

Anytime there are three or more offenses within a year, twelve (12) calendar months, the last offense shall be considered a third offense making the student ineligible for one year, twelve (12) calendar months from the date of that offense, whether or not the student is out for an activity.

Weeks of ineligibility are weeks when there are performances or contests in the extra curricular activity that the student is participating in. Weeks of ineligibility will carryover from one extra curricular activity to the next until all weeks of ineligibility have been served.

In order for an ineligibility period of time to be considered officially served, the ineligible student must start and complete the entire performing activity "season" in good faith as determined by the sponsor/coach of said activity.

D.VIOLATIONS HAVE OCCURRED WHEN:

For an offense to be considered a first offense it must have happened after initial involvement in any extra curricular activity that could start as early as the beginning of ninth grade. It will be counted as an offense even if the student is not currently out for an activity.

For an offense to be a second offense it must be the second offense to have happened within twelve (12) calendar months. It will be counted as a second offense even if the student is not currently out for an activity.

For an offense to be considered a third offense it must be the third offense to have happened within twelve (12) calendar months. It will be counted as a third offense even if the student is not currently out for an activity.

E. DUE PROCESS PROCEDURE

Due Process procedures shall be followed in the handling of each case. Essentially the procedure will be the following:

1. The principal shall handle the hearing. He/she may include the activity director, coach(es), teacher or other administrator as he/she chooses to hear the case.
2. Prior to the hearing to determine whether a violation has occurred, the student will be furnished with a written or oral statement from the high school principal of the alleged misconduct sufficient to prepare a defense to the charge, setting out the student's violations of the academic or conduct requirements set out herein.
3. If the student denies the charge, the principal shall explain the evidence and give the student an opportunity to tell his/her side of the story.
4. The high school principal shall then determine whether the student should be declared ineligible. If the student is declared ineligible said ineligibility shall commence immediately.
5. If the student(s) is not satisfied with the decision arrived at above, he/she will, at his/her request, be granted an informal hearing before the Board of Education.
6. If the student is not satisfied with the school board's decision, he or she may appeal within thirty (30) days to the Department of Education.

However, the ineligibility period will begin with the school board's decision and will not be delayed pending the State Board's decision.

TRANSPORTATION

The school provides transportation for all participants in school-sponsored activities held in other towns. The school may provide "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. Any exceptions must be made with permission of the athletic director or principal prior to the event. It is important to keep exceptions to a minimum so that student safety from a large group perspective remains the number one priority.
3. Under NO circumstances will student participants be allowed to drive themselves to or from out-of-town events or ride with another student to or from out-of-town events.

SCHOOL NURSE

A school nurse is on duty to provide both protection from and prevention of disease and injury. Her primary duties are those of a health protector and resource person in health

matters. She is to be contacted whenever there is an injury to students or personnel on the school grounds. She will give first aid treatment and encourage referral of the injured party if it is felt necessary. The nurse should be contacted in cases of either contagious diseases or prolonged illness of any of the students.

W.I.N. TIME

The purpose of the W.I.N. is to ensure that all students achieve at high levels. WIN is scheduled for 30 minutes between blocks 1 & 2. All students will receive an email indicating their selection for WIN session on that given day. If students are not selected by a staff member to report for WIN, they will have the option of selecting a staff member to report for a WIN session. Any student that does not select a WIN session will receive a verbal warning for the 1st offence – will then be issued a 30 detention for any following offences.

ADVISOR/ADVISEE - SEMINAR

The purpose of the advisor/advisee program is to improve the support given to individual students as well as communication between the staff/administration and the student body, and to promote overall school pride. Potential topics for advisor/advisee meetings may be:

- Discussion of a new policy, regulation or program.
- Initiating the scheduling process and explanation of opportunities.
- Planning a group community service project.
- Follow-up discussion of an assembly, speaker or program.
- Discussion of ways to improve school climate and pride.
- Establishing a portfolio for each student.

A successful Advisor/Advisee program will improve awareness and understanding of various issues relating to the operation of the school. The program will help to draw student input out on various issues. A successful program will also establish a stronger relationship between the faculty and student body by promoting school pride in all our activities as well as our facility.

1. Students must have a pass from a current teacher to leave their seminar that must be for educational purposes.
2. Students using the restroom, going to their locker or the office will sign out of their seminar room one at a time.

ACCIDENT INSURANCE

Every year, accident insurance is made available to the students through the school. Insurance is available in a variety of forms covering school time, non-school time, and participation in athletics. It is recommended that students seriously consider taking this type of insurance.

ADMINISTRATION OF MEDICATION

Students may need to take prescription or non-prescription medication during the school day. It's important that the school be aware of the medication a student is taking in case of a reaction or illness. The school nurse will be responsible for administering and storing all prescription and non-prescription medication. If a student has an individual need to carry their own medication, they should check with the principal.

To administer medication, written authorization from the parent is required. Medication must be contained in a bottle that is labeled by the pharmacy or manufacturer that includes the name of the child, name of medication, and time of day to be given.

ASSEMBLY PROGRAMS

At various times during the year there will be assembly programs. All students are required to attend the assembly program, and all students are required to behave in a way that represents themselves and the school in a positive way. Students who fail to respect presenters will be assigned to a restricted study hall so they do not disrupt the current assembly or future assemblies.

AUTOMOBILES

Parking on school property is a privilege and students are expected to park in designated areas to promote efficient use of the limited parking space, safety, and consideration of other drivers. **Students must have a parking pass to park on school property.** The tag is issued through the main office at the start of the school year.

The following rules have been established:

1. Students are expected to park in the west (paved) lot in the marked areas (between two lines).
2. Students parking in the east (gravel) parking lot are expected to stay on the gravel and park in front of the bumpers.
3. Students may not park in either lot north of the school or on the concrete circle in front of the school.
4. Student vehicles must not block another vehicle's exit from the lot.
5. Students are not to block the three lanes to the bus barn.
6. The gas barrel by the bus barn must stay clear for our buses to refuel during the school day.
7. Recreational vehicles such as snowmobiles and 4-wheelers are not allowed on school property.
8. Student-athletes who are currently participating in a sport *may park on the sloped portion* of the north lot. *The level portion of the north lot is reserved for our staff and the marked parking spaces bordering the weight room are reserved for coaches.* Student-athletes are expected to park in regularly marked spaces (between two lines). The intent is to make more space available in the east and west student lots. **Parking in the north lot is a privilege provided to student-athletes (in season)** because they are the students who finish their day in this area.

Punishments for improper parking as defined above:

The student will be reminded to move the vehicle, and will serve 30 min of detention as assigned.

RECKLESS DRIVING

Any student who is observed, by a staff member, driving in a reckless manner on or near school property will have their driving privileges suspended for one month. Suspended driving privileges will mean the student is not allowed to drive any vehicle on school property or have their vehicle on school property driven by someone else. If students violate this suspension or after the one-month suspension have a

second offense, the report of reckless driving will be turned into the Washington County Law Enforcement.

BUS RULES

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 that causes distraction to the driver is a potential safety hazard. A bus driver is responsible for the safety of the bus and its passengers at all times and therefore students are expected to obey the driver. Failure to follow the direction given by the bus driver may result in disciplinary action that may include suspension from bus riding privileges.

- 1) Be respectful to persons and property (no rude behavior, fighting, tripping).
- 2) Always use appropriate language.
- 3) Stay seated while the bus is in motion.
- 4) Wait for signal before crossing the road.
- 5) Do not bring dangerous objects on the bus.
- 6) No throwing objects in or around the bus.
- 7) Keep the bus aisle clear.
- 8) No gum chewing, eating, or drinking without the bus driver's permission.
- 9) Keep all body parts inside the bus.

For any serious violations/offenses the student's bus riding privileges may be revoked immediately. Loss of transportation for the remainder of the year is classified as a minimum of 60 days. In the event of less than 60 days left of the school year, the remainder of the suspension will be served in the forth-coming school year.

Severe consequence clause

One of the following consequences will occur immediately if a serious violation occurs:

1. Student removed from bus immediately
2. Riding privilege suspended for 9 week period.

DRESS CODE

The students of Mid-Prairie High School have great traditions. One of these traditions is that they dress and groom themselves in a fashion that is complimentary to the school and not distracting to other students. Your appearance sends a message to those around you, including any guests that may be visiting our school.

State law requires that shoes be worn in school buildings. Inappropriate T-shirts are not considered suitable dress for the school environment. T-shirts advertising inappropriate substances, immoral activity, or gang relation will not be allowed. Hooters shirts will not be allowed. Shirts will be expected to reach the belt line. Spaghetti straps, and/or strapless tops will not be allowed. Students will not be allowed to wear caps, hoods, hats, or bandanas in the building between 8:30 A.M. (9:15 A.M. Monday late starts) and 3:15 P.M. Bandanas worn on the forehead will not be allowed for either boys or girls. Students are not permitted to wear blankets in the building. Students who violate the dress code will be subject to disciplinary action.

EMERGENCY DRILLS

Each year the school will hold emergency fire and tornado drills as required by law. At the beginning of each year, teachers will notify students of the procedures to follow in the 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.

FIELD/ACTIVITY TRIPS

Activity and field trips away from school are designed to be an educational experience for the student. While they can provide an in-depth study for the group sponsoring the trip, the student will be missing other educational opportunities in classes missed during the day. For this reason, students are required to have a homework release form signed by each teacher. The form should be picked up well in advance to allow the student to make up the homework and receive the teacher's signature releasing the student from class that day. This form must be signed by the parent or guardian, and turned into the teacher sponsoring the trip at least 24 hours before the trip departs. On all activity field trips, the school rules on conduct, discipline, and behavior apply.

Students planning family trips or vacations, college visits, or any other activity that will require absence from school for an extended period should fill out a PLANNED ABSENCE FORM.

HALLWAY BEHAVIOR

Pride in a school is built around the behavior of its students. Therefore, regulations regarding students in halls are necessary. Students will be expected to follow these rules of hallway conduct: Violations of hallway behavior rules may result detention.

1. Our halls are crowded when students are between classes. Walk, DO NOT run.
2. If you are at your locker during class time, please remember that classes are in session and close your locker quietly.
3. Please keep the hallways clean.
4. Inappropriate displays of affection are not acceptable in a school environment.
5. Loud or disruptive noises are not acceptable.
6. Students are expected to have a pass to be in the hallway during class time. Failure to have a pass may result in disciplinary action.

WATER BOTTLES

Water bottles are only permitted if they have a lid and can be properly sealed. Students must have teacher permission to bring them into their rooms. If the water bottles present a distraction to the classroom environment they will be completely restricted.

INTERNET ACCESS/IPAD PROGRAM

Technology is a vital part of the school district curriculum and to stay competitive in an expanding information based society, it's important that students receive proper exposure to the Internet. The Web has tremendous potential for accessing information and communicating with other users, but also brings with it the risk of accessing inappropriate information or materials. Students will only be able to access the Internet through the permission of their classroom teacher or teachers and will receive proper instruction before doing so. Parents will be required to sign a permission form to allow their son/daughter access to the Internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and

regulations before they will be allowed access. In signing the form, students agree to comply with the rules and regulations and understand that violation of the accepted practices will result in losing the privilege of using the Internet. Students are expected to read and be aware of the contents of the AUP.

Student iPad agreement information has been condensed for placement in the student handbook. See the original student iPad agreement signed by parents/guardians and students for full details on the agreement.

Terms: High school students will be issued a district-owned Apple iPad at no cost to the student/parent/guardian. Financial obligations will not be issued unless loss or damage of borrowed device occurs as a result of handling, storage, transport or inappropriate use. By taking possession of a borrowed device, the student agrees to assume full responsibility for the safety, security, and care of the loaned device. Any loss, theft, or damage to the device should be reported to the administration or technology department within two school days. In case of deliberate damage the student will be charged the entire cost of repairs. If the device, is not repairable the student will be charged replacement cost at the time the damage occurs. Vandalism or inappropriate usage of the iPad will result in the following consequences:

- *First offense: Student will lose iPad and related privileges for a week*
- *Second offense: Student will lose iPad and related privileges for one month*
- *Third offense: Student could lost iPad for remainder of school year*

By accepting the use of this device the student agrees:

- Not to use these tools to bully, harass, or threaten other students or individuals
- That the technology is provided by the district and district property
- Not to publish personal information about or images of others or themselves without expressed permission.
- That the district has the right at any time to investigate, monitor, or review the contents of the device.
- That all Mid-Prairie Acceptable Use Policies apply to the device in all locations.
- Not to install non-school related apps or files.
- That the district has the right to remove any non-school-related apps or files.
- That the device and accessories shall be returned in working order by the last day of school each spring, upon graduation, withdrawal or exit from the school district, and whenever requested by school staff.
- Not to use the device to access, upload, download, store, print, post, receive, transmit, or distribute:
 - Pornographic, obscene, or sexually explicit material
 - Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
 - Materials or information that includes language or images that are

- inappropriate in or disruptive to the educational setting or process.
- Materials that use language or images that advocate violence or discrimination toward other people or that may constitute harassment or discrimination.

LOCKERS

Lockers are assigned at fall registration. Students are not to change lockers unless permission is obtained from the office. Each student is responsible for proper upkeep of the locker and is responsible for any damage to the locker he/she has been assigned.

Although school lockers are temporarily assigned to individual students, the lockers remain the property of the school district. The school district has a reasonable and valid interest in ensuring that the lockers are properly maintained.

For this reason, periodic unannounced inspections of the lockers (may include the use of drug dogs) are permissible to check for cleanliness, vandalism, and proper use. Any contraband discovered during such searches will be confiscated by the administration and may be turned over to law enforcement officials.

LUNCH PERIOD

Lunch is served in two (2) shifts. Students may eat during the shift assigned during their seminar period. Lunch money must be brought to the office before the start of 2nd block if it is to be registered for that day. Students will not be allowed to charge more than two lunches. Students will not be allowed to charge beyond the value of \$5.00 per person in the family. A sandwich and milk will be available to students instead of extending credits beyond two charges. There are programs for families of low incomes that provide lunches at free or reduced rates. Check with the office to see if you qualify.

All students are restricted to the lunchroom during their lunch period. Students are not allowed to leave the school or go to their cars during their lunch period. Students are not to go to their lockers or return to their classroom until the bell rings ending their lunch shift.

Food and beverage are to be consumed in the student center/lunch room only. Students can eat snacks in classrooms with teacher permission. Food will not be allowed in Science lab areas. Students are expected to handle all waste materials in a responsible manner.

PERSONAL (CELL) PHONES

The use of personal electronic devices during regular school hours is a privilege and not a right for students. Personal electronic devices cannot be used for any reason during the school day unless given specific permission by the classroom teacher or adviser during seminar. **The staff member responsible for supervising the area (class, study hall, and seminar) must grant permission before the personal electronic device can be used.** Personal electronic devices may be checked for messages in the Student Center during the lunch period. Texting or other forms of messaging are permitted during a student's lunch period, only in the

Student Center. **Regular phone calls are only allowed when given permission by the supervising classroom teacher or advisor. The use of the phone camera (photo/video) is strictly prohibited in locker rooms and restrooms.**

Students violating the acceptable use of personal electronic devices explained in this policy will have their devices confiscated by the supervising teacher or staff member. Teachers may bring confiscated personal electronic devices to the office to be held for the remainder of the school day. Students refusing to turn their personal electronic devices over to the teacher or supervising staff member will be assigned up to a six (6) hour detention for insubordination. If a student continues to violate the acceptable use of cell phones, their privileges may be restricted for the entire school day leading up to not being allowed to bring a cell phone to school and in-school suspension.

SCHOOL CANCELLATION

Occasionally, due to weather conditions, it will be necessary to close school on short notice. Parents and students will be notified by an announcement that will be broadcast on radio stations WMT (am 600) and KCII (am 1380). Any Announcement regarding school cancellation will be made by 7:30 a.m.

TEXTBOOKS

Textbooks are furnished to the student by the school. Every student is expected to take care of his/her textbooks. Students who abuse textbooks will be fined at the end of the year for a cost of the text or its replacement. These books represent a very great outlay of money each year and students should protect them from rough handling.

VISITORS

Students who would like to bring a friend/relative to school must get advance permission from the high school Principal at least one day prior to the visit. Reasons for visiting school must be for educational reasons only (ie. Potential enrollment), **visitors wanting to attend for a social visit only will not be allowed.** On the day of the visit, the student will bring the visitor to the office before school to be issued a Visitor's Pass.

NO VISITORS WILL BE ALLOWED DURING THE FIRST TWO OR LAST TWO WEEKS OF SCHOOL.

SCHOOL BOARD POLICIES

A complete set of policies governing the Mid-Prairie Community School District is set for in the school board policies book, which is on file in the high school office. School Board policies and a copy of the current student handbook are also available at www.mid-prairie.k12.ia.us.

The Mid-Prairie Board of Education affirms its support of the school student responsibility and discipline policies, its intent to support school staff that enforces these policies, and its intent to hold school staff accountable for implementing the policies.

THE POLICIES AND REGULATIONS DESCRIBED IN THIS STUDENT HANDBOOK ARE NOT INCLUSIVE. THAT IS, THEY DO NOT COVER EVERY ASPECT OF SCHOOL LIFE. RATHER, THEY COVER ONLY THOSE SITUATIONS THAT OCCUR MOST OFTEN IN THE DAY-TO-DAY OPERATION OF THE HIGH

SCHOOL THROUGHOUT THE YEAR.

GRADUATION REQUIREMENTS / OPTIONS

PREPARATION FOR A 4 YR. COLLEGE DEGREE

- 4-English / 3-Math / 3-Science / 3-Social Studies
- 2 Advanced Placement Classes
- 2 yrs. Foreign Language
- Advanced Algebra
- Chemistry and Earth/ Env. Science and Natural Forces
- American Literature or British Literature
- Advanced Composition

PREPARATION FOR A 2 YR. COLLEGE DEGREE

- 4-English / 3-Math / 3-Science / 3-Social Studies
- Advance Algebra
- Chemistry and Earth/Env. Science and Natural Forces
- American Literature or British Literature
- Advanced Composition
- 6-semester hrs. – concurrent credit or 1-Advanced Placement Class and 3-semester hrs. of concurrent credit

PREPARATION FOR POST HIGH SCHOOL OCCUPATION (Work Force)

- 4-English / 3-Math / 3-Science / 3-Social Studies
- 2-45 hr. Job Internships
- CILA (Career Immersion Leadership Assessment) Class

All three-graduation options will include the following requirements:

1. **English Requirement** 4 units (8 semester credits)
 - a. English 9 – 1.0 unit
 - b. English 10 – 1.0 unit
 - c. Composition class – 0.5 unit
2. **Science Requirements** – 3 units (6 semester credits)
 - a. Biology – 3 units
 - b. Chemistry or Physical Science and Earth/Env. Science and Natural Forces – 1 unit
 - c. Four units of agriculture classes may be substituted as 1 unit of Science credit
3. **Social Studies Requirements** – 3 units (6 semester credits)
 - a. US History (9th grade) 1.0 unit
 - b. Govt. (12th grade) – 1 semester credit
4. **Math Requirements** – 3 units (6 semester credits)
5. **Life Skills Requirements** – 2 semester credits
 - a. Parent Ed (12th grade) – 1 semester credit
 - b. Financial Literacy (11th grade) – 1 semester credit
6. Physical Education – .5 unit is required each school year / 2.0 units total

The responsibility of meeting the graduation requirements lies with the student.

COURSE EXEMPTION

PHYSICAL EDUCATION: All physically able students shall be required to participate in physical education for one (academic) semester for year that they are enrolled. P.E. will be counted as part of your grade point average. Students may be excused from physical education under the

following circumstances:

- A. Physically unable to participate due to an illness or injury.
- B. Due to a conflict with a student's religious beliefs. The parent or guardian must file a written statement with the school Principal that states the course conflicts with the religious beliefs of the students.
- C. If there is a direct conflict between P.E. and another academic class a conference will need to be held. This will be between the student, parent, teacher, counselor and principal before opting out will be allowed.

HEALTH: If a parent or guardian objects to health education instruction in human growth and development, they may file a written request with the Principal to have the student excused from the instruction.

PARENT EDUCATION: Parents who object to parent education instruction in human growth and development may file a written request with the principal for the student to be excused from the instruction.

HUMAN GROWTH AND DEVELOPMENT: Recently developed state educational standards provide for the instruction of human growth and development curriculum in grades K-12. Topics that can be covered in this instruction are:

- Self-esteem, responsible decision-making, personal responsibility and goal setting.
- Interpersonal relationships.
- Discouragement of premarital adolescent sexual activity.
- Human sexuality, reproduction, contraception and family planning, prenatal development (including awareness of mental retardation and its prevention), childbirth, adoption, available prenatal postnatal support, and male and female responsibility.
- Sex stereotypes.
- Behaviors to prevent sexual abuse or sexual harassment.
- Sexually transmitted diseases, including acquired immune deficiency syndrome (AIDS), and their causes and preventions.
- Substance abuse treatment and prevention
- Suicide prevention.
- Stress management.

Parents or guardians of any student enrolled in any course where human growth and development forms part of the course of study, may be provided with the instructional materials prior to their use in the classroom at their request. Parents or guardians may file a written request with the building principal requesting that their child not be required to take instruction in human growth and development.

EARLY GRADUATION

A student may graduate prior to the completion of grade twelve if the course work required for graduation under Board Policy 605.4 "Graduation Requirements" has been fulfilled. The responsibility for meeting the graduation requirements lies primarily with the student.

Students who are expecting to graduate early must have a release form signed and approved by the principal by the

following dates:

- Graduating at the end of Semester 2 – Form completed by December 1.
- Graduating at the end of Semester 3 – Form completed by February 1.

POST-SECONDARY ENROLLMENT OPTION

Freshman and sophomores who have been identified for the talented and gifted program and any junior or senior students may take pre-approved courses from community colleges, private colleges, or state universities and receive both college credit and high school graduation credit. The school district may pay up to \$250 per course. The district pays only for courses which are not offered in the high school curriculum and which are available during the regular school year. The school district does not pay for the costs of summer school classes or open learning labs.

Students who fail the course or fail to receive credit in the course that has been paid for by the school district must reimburse the school district for all costs directly related to the course. Prior to enrolling in a course, students who have reached the age of 18 or the parents of students under the age of 18 shall sign a form indicating that they are responsible for the costs of the course in the event the student does not receive a passing credit.

Students interested in participating in this program should contact either the guidance office or the principal.

If a student feels the need to withdraw or drop a course, notification of the withdrawal must be received by the district's high school contact within 14 calendar days of starting the course. Any decision to withdraw after the 14 calendar days will result in a non-weighted "W" received on official MPHS transcript. Any decision to withdraw after 28 days will result in a "F" received on official MPHS transcript.

REPORT CARDS

Report cards will be issued (emailed / available on PowerSchool) every 4-½ weeks. At the end of the school year, grade reports will be emailed approximately one week after the last day of school. If the student has an outstanding fine for a damaged book, library fine, etc., the grade report will be held in the office until the fine(s) are taken care of.

PROGRESS REPORTS

Mid-term progress reports will be mailed out at the mid-point of each grade report period, or whenever the teacher feels that communication with the home is necessary. These reports will notify parents and guardians of areas in which the student is deficient, or of classes in which their son or daughter is in danger of failing. Should a student receive a progress report and if the student or parent or guardian has questions, he/she should contact the teacher who sent the report. If the parent, guardian, or student has questions regarding the report after contacting the teacher, he/she should contact the principal.

CLASS SCHEDULING CHANGES

Student scheduling is a very important activity that not only determines a student's preparation, but also has an impact on class sizes. Students must have a very good reason for

wanting to make the change. Students wanting to change their schedules must obtain permission from the school counselor and the teacher(s) involved.

Students may only drop or add elective courses during the first two (2) days of each term (semester) following time periods provided they meet the minimum requirements of the students expected course load.

INCOMPLETES:

Students will receive an "I" or incomplete grade for a course that is not completed at the end of a semester. All unfinished work must be completed within two weeks from the end of the semester or grading period. It will be the responsibility of the student to complete the course work and turn it in within the two-week time frame. If the work is not completed in two weeks, the grade will automatically be entered as a failure. Unfinished work due to illness or other excused circumstances may be made up providing the student has made arrangements with the instructor.

SUPPORT PERSONNEL /MEETINGS

Additional support services are available to assist teachers when concerns arise with students. These services include our 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 use input on an informal basis or request formal assistance in identifying strategies, and in monitoring individual student progress. Students or parents may request a Student Assistance Team meeting to identify/communicate unique strategies to meet the learning needs of individual students. A Student Assistance Team meeting normally includes parents, students, faculty, counselor, and principal meeting together to establish a plan of assistance. These meetings are usually held before school and can be arranged through the advisor, counselor, or principal. If more specialized assistance is needed, which may include testing, the student will be referred to the Child Study Team. The CST meets once per month in the afternoon or on an as needed basis. Grant Wood personnel regularly attend these meetings. Parents interested in CST support can contact the school or Grant Wood personnel.

Working together, we can provide the best education possible for all of our students.

