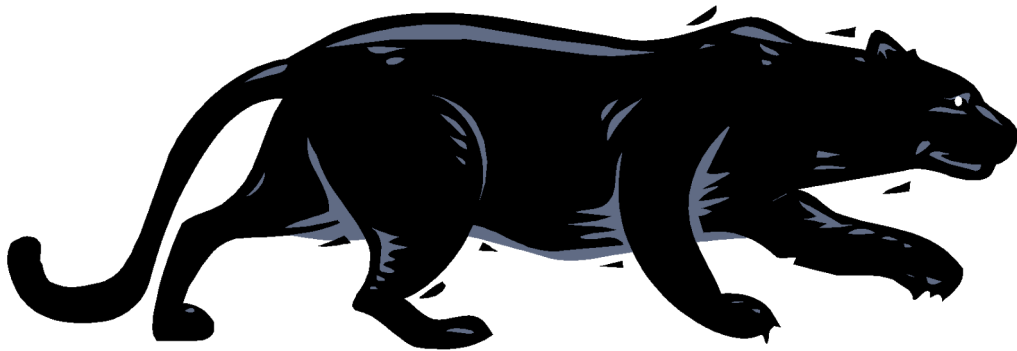


# Mt. Pleasant Community Middle School

400 N. Adams  
Mt. Pleasant, IA 52641  
319-385-7730



2018-2019  
Parent/Student Handbook

## Daily Schedule

**BAND** 7:55 - 8:35

**Advisory** 8:15 - 8:35

**PERIOD 1** 8:38 - 9:28

**PERIOD 2** 9:31 - 10:21

**PERIOD 3** 10:24 - 11:14

	<b>Lunch</b>	<b><u>Period 4</u></b>	<b><u>Period 5</u></b>
<b>7th GRADE</b>	11:17-11:47	11:50-12:43	12:46-1:36

	<b><u>Period 4</u></b>	<b>LUNCH</b>	<b><u>Period 4 (cont.)</u></b>	<b><u>Period 5</u></b>
<b>8th GRADE</b>	11:17-11:47	11:50-12:20	12:23-12:43	12:46-1:36

	<b><u>Period 4</u></b>	<b><u>Period 5</u></b>	<b>LUNCH</b>	<b><u>Period 5 (cont.)</u></b>
<b>6th GRADE</b>	11:17-12:07	12:10-12:35	12:38-1:08	1:11-1:36

**PERIOD 6** 1:39 - 2:28

**PERIOD 7** 2:31 - 3:20

**Regular School Hours**

8:15 am - 3:20 pm

**Office Hours**

7:45 am – 4:15 pm

**Middle School Phone Number**

319-385-7730

**Panther Fight Song**

***On Mt. Pleasant! On Mt. Pleasant!***

***Fight on for your fame***

***Take the ball right down the field boys***

***Touchdown every time! Rah! Rah! Rah!***

***On Mt. Pleasant! On Mt. Pleasant!***

***Fight on for your fame!***

***Fight fellows, fight, fight, fight!***

***We'll win this game!***

***P – P – P A N***

***T – T – T H E***

***E – E – E R S Go, Fight, Win!***

**School Symbol.....The Panther**

**School Colors.....Maroon and Gold**

# MT. PLEASANT COMMUNITY MIDDLE SCHOOL

## District Mission Statement

The Mission Statement of the Mt. Pleasant Community School District is to empower students to achieve without limits.

## District Essential Learning

All students will be able to:

- Communicate effectively
- Apply knowledge and skills to life
- Work with others and independently
- Solve problems
- Practice responsible citizenship
- Use technology

## Purpose

The purpose of this handbook is to help students and parents understanding school procedures at the Mt. Pleasant Community Middle School. Through student adherence to these rules and expectations, combined with parental support and involvement in school, we can be most effective in assuring a quality educational program for each student. During your Middle School years, you will make many decisions which will shape and strengthen your character while preparing you for the future. It is the design of this handbook to anticipate and help answer your questions--however, you are the one who is ultimately responsible to know and comply with its contents.

School district policies, rules, and regulations are in effect while students are on school grounds, school-owned and/or school-operated buses/vehicles/chartered buses, while being transported for school functions, while attending or participating in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district or involves students or staff. 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.

# MT. PLEASANT COMMUNITY MIDDLE SCHOOL

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## District Guidelines for Success

Respect others

Be Responsible

Take PRIDE in your work

Have a good attitude

Pay attention

## MPCMS Mission Statement

The Mt. Pleasant Community Middle School is committed to providing a safe learning environment that nurtures, challenges, and encourages ALL to reach their full potential and experience success. We accept the responsibility to teach ALL students and to create an educational program based on the needs and characteristics of early adolescents. It is our belief that education is of the highest priority and a shared responsibility among students, family, school district personnel, and the community.

## MPCMS Philosophy

### **WE BELIEVE THAT:**

1. The foundation of our decision making process will be what is best for students.
  2. Our program will provide pathways for future success; students will have the ability to communicate, problem solve, and be skilled with technology.
  3. In a safe, secure and nurturing environment where all members of the learning community demonstrate respect, compassion, and acceptance.
  4. Students learn differently and will be engaged in learning experiences that meet their individual needs.
  5. The needs of each student will be met so they can grow physically, emotionally, and intellectually.
  6. A quality education is a shared responsibility that is achieved through meaningful collaboration among staff, students, families, and community members.
  7. Mount Pleasant students will receive a high quality educational experience. (global, world class.
  8. All students can learn when provided with proper support, motivation, and guidance.
- Dear Parents,

Mount Pleasant Middle School is in our sixth year of implementing PBIS (Positive Behavior Interventions and Supports). At the beginning of the implementation process, staff members (teachers & administrators) in the Mt. Pleasant Community School District agreed upon district-wide expectations that schools would use as a tool for teaching expected behaviors. The acronym, PRIDE, is the format that was decided upon to present these expectations. The letters in the acronym stand for Practice responsibility, Respect and Safety, Integrity, Do your best, and Empathy.

The students at Mt. Pleasant Community Middle School have been learning about school wide behavioral expectations and have received many opportunities to learn, review, and practice these expectations. These expectations cover both classroom and non-classroom areas, and have been agreed upon by the staff as an effective way to be proactive in managing behaviors. The following information shows the expectation along with what the particular behaviors should look like at all buildings.

<b>Practice Responsibility</b>	Take responsibility for your actions.
<b>Respect and Safety</b>	Respect self, others, and property. Keep everyone safe.
<b>Integrity</b>	Be honest, be true to yourself and others.
<b>Do Your Best</b>	Do your personal best. Challenge yourself to go above and beyond.
<b>Empathy</b>	Demonstrate empathy for others.

This approach to managing behaviors is a positive one. Students are acknowledged for exhibiting the behaviors that we expect by receiving positive affirmations/ and or receiving behavior tickets. These tickets are turned into the lunch supervisor and the names drawn on a regular basis for recognition and prizes.

In the positive behavior support program we focus on positive interventions, attempt to redirect when necessary, and do our best to reconcile a wrong to restore relationships. Regardless of positive student supports, students will occasionally make poor choices that require negative consequences. The contrast of positive rewards balanced with negative consequences promotes learning the benefits of appropriate behavior. When student misbehavior consistently interferes with the ability of others to learn, compromises the safety of others, or breaks school conduct policy, the student may need removed from the environment leading to an office discipline referral. The student is then making a choice that will lead to corrective consequences. If this is the case, the parent will be contacted by the office to inform them of the infraction and the corrective action.

Please take this opportunity to talk to your child about the expectations at school and the importance of continuing to demonstrate **PRIDE** behaviors. With your continued support and involvement, the Mt. Pleasant Community Middle School will remain a school where students can excel.

Sincerely,

Mt. Pleasant Community Middle School Staff

**Panther  
PRIDE**

# **MT. PLEASANT COMMUNITY MIDDLE SCHOOL**

## **FACULTY 2017-2018**

**Nathan Lange – MPCMS Building Principal**  
**Vida Long –Associate Principal**  
**Scot Lamm- MPCSD Activities Director**  
**Allison White - School Counselor**

All staff emails end with **@mtpcsd.org**

### **ADMINISTRATION**

Mr. Lange	nathan.lange
Ms. Long	vida.long
Mr. Lamm	scot.lamm

### **SCHOOL COUNSELOR**

Miss White	allison.white
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### **ADMINISTRATIVE ASSISTANTS**

Mrs. Crile	jill.crile
Mrs. Housel	melanie.housel
Mrs. Lee	angela.lee

### **MATH DEPARTMENT**

Mr. Martin	colton.martin
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Mrs. Smith	kaila.smith
Mr. Taylor	tim.taylor

### **SCIENCE DEPARTMENT**

Mr. Davis	lincoln.davis
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Mrs. Rodgers	lori.rodgers
Mrs. Sartorius	ann.sartorius

### **LANGUAGE ARTS DEPARTMENT**

Mrs. Dexter	gina.dexter
Mrs. McMullin	elisha.mcmullin
Mr. Klopfenstein	jeremy.klopfenstein
Mrs. Johnson	jennie.johnson

### **SOCIAL STUDIES DEPARTMENT**

Mrs. Applegate	heather.applegate
Mrs. Pringnitz	katie.pringnitz
Mrs. Ruschill	kendra.ruschill
Mr. Williams	brennan.williams

### **EXERCISE SCIENCE DEPARTMENT**

Mrs. Gilmore	julie.gilmore
Mr. Smith	adam.smith

**EXPLORATORIES**

Mr. Anderson	Computer	mitch.anderson
Mrs. Bodenham	Family/Nutrition	dawn.bodenham
Mrs. Peterson	Art	michele.peterson

**RESOURCE**

Mrs. Garmon	Special Education	ivy.garmon
Mr. Chabal	Special Education	ryan.chabal
Ms. White	Special Education	mandi.white
Mrs. Jarvis	Special Education	amanda.jarvis
Mrs. Shull	Special Education	melissa.shull

**ENGLISH LANGUAGE LEARNER**

Mrs. Zihlman	English Language Learner	theresa.zihlman
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**TALENTED & GIFTED**

Mrs. Stater	Talented and Gifted	jennifer.stater
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**MUSIC DEPARTMENT**

Mr. Creager	7 <sup>th</sup> & 8 <sup>th</sup> Instrumental	adam.creager
Mr. Schroetter	Vocal/Gen. Music	philip.schroetter
Ms. Westfall	6 <sup>th</sup> Instrumental	laura.westfall

**At-Risk**

Mrs. Emerson		kristi.emerson
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**NURSE**

Mrs. Striegel		jennifer.striegel
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**PARAEDUCATORS****CUSTODIANS**

Ms. Panos
Mr. Trueblood



# ACADEMICS

## Program of Studies

All Mt. Pleasant Community Middle School students take 4 core classes (Math, Science, English, and Social Studies), Exercise Science, and Exploratory classes.

## Productivity

Being a productive student and citizen is extremely important to the future well being of our families and our community. A supportive school/parent partnership is the best way to achieve this result. At MPCMS we believe, as you do, that it is important that each person works hard to achieve their potential. Together we must expect that all students will complete assigned work in a timely manner. We are committed to have celebrations throughout the year to recognize and reward those students who have accepted, and met, the challenge of being responsible and productive. Conversely, students who are not meeting the expectation of completing work in a timely manner will be provided with the support necessary to meet this expectation. MPCMS will provide identified students with a place and staff support to meet this expectation. Students who are experiencing difficulty in completing their work in a timely manner, will be required to meet with the teacher(s) whose class(es) they are experiencing difficulty. This will take place during the school day during classroom time, Core Support, after school, and possibly Saturday school.

For those students that are meeting classroom and behavior expectations, they will be placed in a more flexible setting in the cafeteria. Please refer to the [MS PRIDE Core Support Cafeteria Expectations and Procedures 2018-19](#).

In this flexible setting students will be allowed to deviate from some of the [MS PRIDE Core Support Expectations and Procedures 2018-19](#) upon approval of the Core Support supervisor.

## Academic Growth

Academic growth is essential to academic achievement. Academic growth is measured by a combination of results from MAPs Testing, Iowa Tests, classroom assessments, and classroom performance. When students are not displaying expected growth, it is a sign that additional support is needed. MPCMS will use all non-core periods to provide additional support for those students who are not meeting expected growth, or who require academic growth to become proficient in established skills. Core Periods are identified as a period in which a student is scheduled to take Math, Language Arts, Science, and Social Studies.

Academic growth will take precedence over other uses for student non-core periods.

MPCMS will assign and re assign students to intervention support during non-core periods to best meet the academic growth needs of that student. Parents will be notified when student schedules are changed and we would ask for your support in helping us to meet the needs of your student.

## Academic Achievement

Academic achievement is determined by a combination of classroom assessments and performance in class. These are quantified into a grade that represents a student's achievement in each course. When students are failing courses it is an indicator that they are in need of additional support. MPCMS is committed to providing support to those students who are experiencing academic difficulties. Student grades will be monitored regularly.

**Students will review their grades with their advisors each week.** Parents of students with failing grades will be notified, and assistance will be provided to help parents effectively monitor their student's grades through the Parent Portal on Infinite Campus. In addition, students with failing grades will be required to receive further assistance by the corresponding teacher. The intent of this will be to provide access to their teachers for extra support and to provide a structured setting in which to focus on improved academic achievement.

## Honor Roll

A student who has a 3.0 average or higher is on the quarterly honor roll. Principal Scholar honors is a 4.0 quarterly GPA. For the purposes of computing the honor roll the following point system will be used: A+=4.0, A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, D- = .7, F = 0

However a pass/satisfactory grade is needed in all areas to become eligible for academic honors. In any instance where unusual circumstances prevail, the Principal, with faculty input, will make the final decision regarding an individual's eligibility for the honor roll.

## Student Eligibility

It is our belief that students representing our school in extra-curricular activities need to meet basic academic requirements. Participation in extra-curricular activities is a privilege, not a right. Students must earn the right to participate by putting forth a solid effort in the classroom. Therefore the following policy has been put into place governing the students involved in extra-curricular activities:

*Weekly Eligibility: Academic eligibility will be checked on a weekly basis. To be eligible to participate in any extracurricular activity the student must be passing all of their classes as indicated by a weekly grade report submitted every Thursday morning. Any student receiving a non-passing grade will be ineligible to participate in contests/events until the student is adequately passing the class. **Students will be notified by the classroom teacher of the failing grade as well as during their advisory class period.** Parents will be notified of failing grades and ineligibility by the teacher issuing the failing grade. Parents should also check their student's grades online using Infinite Campus to determine their child's eligibility. All coaches will receive a list of ineligible athletes by Thursday afternoon.*

*It is the expectation of the middle school that ineligible students will fulfill academic obligations during, before, and/or after school before attending practices for extracurricular events. An ineligible athlete will not be permitted to travel nor participate with the team during competition. It is at the coach's discretion whether an ineligible athlete can be with the team on the sideline/bench during an athletic contest.*

## Advisory

Advisory is a block of time designated for teachers to build relationships with students in a small class setting. Teachers will conduct conferences with individual students in regards to their academic and behavioral progress at the middle school. Advisory is scheduled from 8:15-8:35 for all non-band students. Students will report to their Advisory class to begin the day. During this period of time, students will have a book to read and/or participate in advisory activities designed by the advisory.

## Core Support Expectations and Procedures

Core Support is an opportunity for students to work on homework assignments, read, and or get assistance when struggling in a class. Core Support needs to be a quiet, controlled environment so that this can take place. Click on the following link to review the Middle School's Core Support Expectations: [MS Core Support Expectations and Procedures](#)

## PRIDE Core Support Cafeteria Expectations and Procedures

The students within this setting have demonstrated that they do not need a structured Core Support. They have demonstrated success in the classroom by achieving a "C" or higher in all of their classes. They have also demonstrated that they consistently have demonstrated PRIDE within our school. For students that seem to be utilizing their time responsibly and have demonstrated PRIDE according to our PBIS structure, we would like to offer a looser setting in the cafeteria and reward these students for their efforts as a responsible student. The criteria for this **Privilege** is as follows:

- Students should have a "C" or higher in all classes with teacher discretion to pull students.
- Students should consistently demonstrate Panther Pride within the Building: Meets Expectations
- Consistently has completed assignments/made up formative/summative assessments to the expectations of the class and teacher (teachers and administrators will monitor).

Click on the following link to review the Middle School's PRIDE Core Support Expectations: [MS PRIDE Core Support Cafeteria Expectations and Procedures](#)

# GENERAL INFORMATION

## Admissions

A valid immunization card is required upon enrollment.

Household information will need to be provided. If your last name, street address, or telephone number changes at any time during the school year, notify the office immediately. This is very important in keeping our records up to date and also in being able to contact a parent in case of an emergency.

## Transfer Students

Eligibility for students who transfer into the Mt. Pleasant Community School District from another district will be reviewed at the time the student officially enrolls and begins attending school. All factors affecting students' eligibility status in the previous district will be considered in determining the date the student becomes eligible for participating in performances and/or competitions.

## Check Out

If for any reason you will no longer be attending the Mt. Pleasant Community Middle School, please inform the office at least three days before you leave. Come to the office and you will be given your exit report card and a transfer request giving your permission for your records to be sent to your new school. Students will be required to turn in all materials belonging to the school (e.g. computer, textbooks, et cetera)

## Conferences

Parent-Teacher conferences are scheduled in the fall and spring of each year. However, we urge parents to ask for conferences with a teacher, counselor, or principal any time throughout the year.

### Conference Dates:

- |               |                 |
|---------------|-----------------|
| • November 1  | 2:00pm-8:00 pm  |
| • November 2  | 8:00am-12:00 pm |
| • February 14 | 2:00pm-8:00 pm  |
| • February 15 | 8:00am-12:00 pm |

# Academic Progress Reporting

## Quarter & Semester Dates

Quarter 1:	August 23-October 26
Quarter 2:	October 29-January 16
Semester 1:	August 23-January 16
Quarter 3:	January 21-March 22
Quarter 4:	March 25-May 30
Semester 2:	January 21-May 30

# **GENERAL INFORMATION**

## **Notice of Non-discrimination**

Applicants for admission and employment, students, parents of elementary and secondary students, employees, sources of referral of applicants for admission and employment, and all unions of professional organizations holding collective bargaining or professional agreements with the Mt. Pleasant Community School District, are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning Mt. Pleasant Community School District's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact the Director of Instruction, Mt. Pleasant Community Schools, 400 E. Madison, Mt. Pleasant, IA 52641. (319) 385-7750. The Director has been designated by the Mt. Pleasant Community School District to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, or Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, Regarding the regulations implementing Title VI, Title IX, or Section 504.

## **Notice of Corporal Punishment, Restraint, and Physical Confinement and Detention**

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

State law also places limits on school employees abilities to restrain or confine and detain any student. The law limits why, how, where, and how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child's parent.

If you have any questions about this state law, please contact your school. The complete text of the law and additional information is available on the Iowa Department of Education's web site: [www.iowa.gov/educate](http://www.iowa.gov/educate).

## **Emergency Drills**

Fire, storm and active threat drills will be conducted during the school year. Directions for fire, storm and active threat procedures are posted near the door of each room. The teacher in charge of each room will direct students where to go. It is very important that students move in a rapid but orderly fashion. There must be no talking so that any directions given by your teacher can be easily heard by all.

# Teacher Qualifications

Parents/Guardians in the Mt. Pleasant Community School District have the right to learn the following qualifications of their child's teacher: State licensure requirements for the grade level and content areas taught, the current licensing status of your child's teacher, and baccalaureate/graduate certification/degree. Parents/Guardians may request this information from the office of the Director of Instruction by calling 385-7750 or by sending a letter of request to 400 East Madison, Mt. Pleasant, IA 52641.

The Mt. Pleasant Community School District ensures that parents will be notified in writing if their child has been taught for four or more consecutive weeks by a teacher who is not considered highly qualified.

## **ATTENDANCE** Attendance Information

Regular attendance is essential for students to obtain the maximum opportunities from the educational program. Parents and students alike are encouraged to ensure that each absence from school is a necessary absence.

### Attendance Policy

**Absences from school are either excused or unexcused.**

**Excused Absence:** Student absences approved by the school administration shall be excused absences. Excused absences will count as days in attendance for purposes of the Code of Iowa truancy law. These absences include, but are not limited to **illness, family emergencies, and recognized religious, school-sponsored or approved activities**. When you have prior knowledge of an upcoming absence, please bring an excuse from a parent or legal guardian giving the reason for the absence and the time the absence will occur. It is best to get your assignments from your teacher and do the work prior to your absence. If it is to be an extended absence, you should get a homework makeup sheet from the office to be filled out by yourself and your teachers prior to leaving. (Board Policy 501.1A)

**Unexcused Absence:** Any absence from school classes other than those included in the area of excused absences will be treated as unexcused. Absences for pleasure, including activities with permission of parents or guardians may be considered unexcused. Unexcused absences shall include, but not be limited to, **tardiness, shopping, hunting, hair appointments, over-sleeping, errands, pictures, employment**. Students with excused or unexcused absences are expected to make up any work missed. (Board Policy 501.1B)

Any student who is absent from school a portion of the day without the consent of parent or legal guardian is considered truant from school. The penalty for truancy may be

detention/suspension and can lead to legal charges being filed against the parents in accordance with Iowa State law.

The Mt. Pleasant Community Middle School office will send out a letter to parents when their student has missed 5 days, 10 days, 20 days, and 30 days.

## Reporting an Absence

When you are absent from school, your parent/guardian must telephone the Office (385-7730) between 7:45 a.m. and 4:15 p.m. on the day that you are absent or leave a message on the answering machine. If a call has not been received, the parent/guardian will be contacted either at home or at work during the day. The safety of the child is our first priority. Knowing the whereabouts of a child is deemed more important than the inconvenience that may be caused by calling a parent/guardian at work.

## Signing In/Out of School

The Mt. Pleasant Community Middle School is a **CLOSED CAMPUS**. Any student entering or leaving the building between 8:10 a.m. and 3:20 p.m. needs parental/guardian permission as well as permission from the Office. Students are required to sign in and sign out in the office when leaving school for any reason.

Failure to follow sign in/out procedures through the Office may result in the student's absence being considered an unexcused absence.

## Partial Day Absence

If a student becomes ill during the school day, he/she should report to the Office. Parents will be notified before a student is sent home.

Students who plan to leave school prior to an early dismissal should bring a note or have a parent contact the office (24 hours preferred), sign out in the office, and leave campus. Bus students are reminded that they will not be allowed to come back and ride the bus.

To be credited with a half day of attendance, a student must attend a greater portion of the session.



## Unexcused Tardies

Students who are late to class 10 minutes or less will receive a minor tardy. Students who are 10 to 25 minutes late will receive a major tardy. If a student is late more than 25 minutes, he/she will be considered absent. The following policy will be used for tardies:

**3 minor tardies** – 1 detention assigned

**6 minor tardies** – 2 additional detentions assigned

**9 minor tardies** – 3 additional detentions assigned

**12th, 15th, 18th, 21st tardy level** – 3 additional detentions assigned for each level

**3 major tardies to the same class** – equivalent to one unexcused absence

## Make-Up work

When students are absent due to illness or other reasons, make-up work should be completed in the same number of days as the absence. The student is responsible for contacting all teachers whose classes were missed to obtain make-up work. In cases of prolonged illness special arrangements may be made with the teacher. When a student is absent due to suspension, academic work must be made up during the suspension period or as arranged with the instructor.

## Home Suspension

Students whose presence poses a continuing danger to persons or property and/or ongoing threat of disrupting the academic process will be assigned out-of-school suspension

1. Parents/guardians will be notified of the suspension. A parent conference will be required for re-admittance.
2. Academic work missed due to the suspension must be made up during the suspension period or as negotiated with each teacher.
3. Any student who is placed on suspension from school will be prohibited from being on campus grounds or from attending or participating in any extracurricular activities during the suspension period. This includes any activities scheduled on a non-school day.  
(Board Policy 502.2)

# EXPECTATIONS FOR STUDENTS

## General Behavior Guidelines

Students are expected to conduct themselves as young ladies and gentlemen. Conduct which infringes upon the rights of others or disrupts the educational process of the school will not be tolerated and will be dealt with by the administration.

Students going to other buildings such as the High School or Maple Leaf should always use sidewalks whenever possible and always respect the private property of landowners.

## Respect & Responsibility

Respect other people and their property. At all times the student should act with courtesy toward teachers, staff members, and other students. Both their actions and words should reflect our PBIS PRIDE motto. The student is responsible for keeping all school property (laptops, books, classroom material, et cetera) in good condition.

## Inappropriate Classroom Behavior

Any student displaying inappropriate classroom behavior may be removed from class and parents will be notified. If a student receives a second classroom removal or Office Intervention within a day, he/she will be suspended for the remainder of the day.

## Classroom

Teachers will communicate their specific classroom expectations to students at the start of the school year or semester. The student will be expected to exhibit appropriate classroom behaviors as outlined by each classroom teacher. All students are expected to:

1. **Make school attendance a priority.** Consistent and prompt attendance in every class is critical for successful academic performance.  
For pre-excused/school-related absences students should have work for the day completed prior to being excused. The students should be prepared to take a quiz, test, or submit an assignment should it fall on the day of his/her return to school.
2. **Be prepared for and participate in class.**
  - A. Report to class prior to the tardy bell with laptop, pen, pencil, paper, notebook, folder, and all other materials related to the class.
  - B. Complete practice in a neat and legible manner.
  - C. Achieve maximum performance in class through effort, attitude, and daily attendance. Sleeping is not permitted in any classroom.
  - D. Students are expected to do their own schoolwork. Cheating by looking at another student's schoolwork, copying others' work, copying from other sources, providing resources to facilitate cheating, or similar behaviors are inappropriate.

## Internet and Computer Resource

Internet access is available to students for academic-related purposes only. The goal in providing access to the Internet's vast, diverse, and unique resources is to promote educational excellence by facilitating research, innovation, and communication.

With access to computers and people all over the world also comes availability of materials that may not be considered to be of educational value in the context of our school setting. Students are expected to use good judgment in accessing appropriate Internet resource sites.

Students must adhere to established guidelines regarding proper conduct and efficient, ethical, and legal usage of the Internet and other computer networks. Any student who wishes to access computer resources in the school will be asked to follow district and building policies regarding such use. Students will be asked to read and sign an agreement outlining the terms and conditions of school computer usage. Students who violate this agreement will lose access and computer privileges. School disciplinary action and/or appropriate legal action may be taken. (Board Policy 603.8)

## Telephone Usage

A telephone for student use will be located in the office. Messages for students will be delivered immediately if deemed necessary by the office staff. Otherwise a message will be delivered at the earliest convenience.

The telephone is available for student use before and after school or for emergency use any time with permission from the office. If a student needs to make a call during the school day, they should get permission from their teacher to report to the office prior to using the phone. Student cell phones must be kept in their locker from the time they enter the building until the time they exit the building. Coaches and staff supervising students after school will make a telephone available to students.

## Cell Phone Policy

Due to the many distractions a cell phone can create, students are required to turn cell phones off before entering the school building and required to keep them locked up in their locker. At the end of the day, and once the student is out of the building, the cell phone may be used. If a parent needs to get in contact with their student, they need to contact the school and make arrangements for messages to be given to their child.

## Food, Candy, & Beverages

All food and beverages must be consumed in the cafeteria or classroom with teacher permission. Only unopened and sealed containers will be allowed outside the cafeteria unless special arrangements have been requested by staff and approved through the Office.

**Energy drinks are not permitted.** Open containers and/or packages of food and/or drink are prohibited in student lockers.

All food brought into the school building for classroom sharing or sale during the school day must be commercially prepackaged and in unopened containers. Keeping our students safe is a top priority in the Mt. Pleasant Community School District. As a district we continually strive to improve our efforts in this important area.

Restaurant Food will not be allowed in the cafeteria during school hours. If a student returns to school from an appointment or absence with take out food from a restaurant, or a parent brings restaurant take out food to the school for their student, the student will be required to eat this in the office. If this situation arises, food may only be brought in for YOUR student. No exceptions will be made.

# Dress Code

At the Mt. Pleasant Community Middle School, we take pride in the appearance of our student body. No dress or grooming of any kind will be permitted that infringes on the rights of other students to benefit from a productive, safe educational environment. The major responsibility for appropriate dress and grooming rests with students and their parents. The items listed below are the expectations that all Mt. Pleasant Community Middle School students must adhere to during school hours:

- No clothing that promotes products or actions prohibited or inappropriate for minors, including:
  - double meaning slogans, obscenities, profanity, vulgarity, racial or sexual remarks, alcohol, tobacco or drug products.
- No heavy coats, hats, stocking caps, bandanas, or head coverings of any kind.
- No tops or dresses with straps less than 2 inches in width.
- No sheer blouses, low cut tops, halter style, backless, strapless or spaghetti straps.
- Shorts, skirts and dresses must be knee length. Knee length is defined as: 6 inches or less above the kneecap. This can and will be measured by using a dollar bill to determine whether the garment is within the the six inch range.
- Pants shall be worn in an appropriate manner. Pants (including jeans) worn, must be in reasonably good repair. Pants that are well worn and faded are permissible. Pants that are torn, shredded or have holes above the 6 inch line from the kneecap that show skin are prohibited.
- No pajamas, pajama pants, or flannel pants are to be worn at school.
- Clothing must completely cover the midriff.
- Upper garments must not expose any cleavage.
- Undergarments should not be visible (including A-shirts, boxers, thongs, and/or bra straps).
- Prohibited items include (1) chains, (2) studded or spiked accessories, (3) sunglasses, except for health purposes, (4) offensive tattoos, and (5) "wheeled" shoes.
- Students shall keep their clothing, bodies and hair clean and well groomed. Personal hygiene is important for all students.

Any student whose clothing is found to not meet the dress code will be given the following options:

1. Change into clothing that meets the code, if the student has immediate access to appropriate clothing.
2. Accept clothing from the school that meets the code.

**The final decision on the appropriateness of a student's clothing will be made by the Middle School administration.**

## Lockers

Student's lockers are the property of the Mt. Pleasant Community School District. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. Students should refrain from sharing their locker combination with others, allowing others access to their locker, or storing valuables in their lockers. Open containers of food and/or drink is prohibited. It is the responsibility of each student to keep his or her assigned locker clean and undamaged. Since Mt. Pleasant Community Middle School is not responsible for losses, students should not bring valuables or large amounts of money to school.

Student's lockers can be periodically searched whenever an administrator or teacher has a reasonable suspicion that a criminal offense or a school district policy, rule, or regulation has been violated. (Board Policy 502.6)

## Lost and Found

Any lost items should be reported to the Office. Students who find or locate items not belonging to them should bring the items to the Office. Students may check with the Office during open hours, lunch, before, or after school for any lost articles. Any unclaimed items will be donated or discarded.

## Posters & Signs

Faculty advisors or an administrator must approve all posters or signs before posting on the announcement boards located throughout the building.

## Laptops

Each student is responsible for the safekeeping of his/her laptop. Please refer to the MPCMS Computer Use Agreement for specific details.

## Textbooks

Each student is responsible for the safekeeping of his/her textbooks. A fine will be assessed for excessive wear or damage to books and for lost or stolen books.

## Announcements

Printed copies of the announcements are posted outside the main office. In order for an announcement to be printed, it must be approved by a faculty member and submitted to the office by 3:00 p.m. on the day prior to its printing.

# CODE OF CONDUCT/OFFICE REFERRALS

## Due Process Provision

Disciplinary action will be taken in accordance with Board Policy. A preliminary hearing will be held, the student will be presented with notice of the charges, an explanation of the basis of the charges will be made, the student will have an opportunity to present his/her side of the incident, and parents will be notified.

## Realm of Consequences

It is the desire of Mount Pleasant Middle School to resolve behavior issues through a process known as **Restorative Justice**. Restorative justice views negative behaviors as more than just negative behaviors – it also causes harm to people, relationships, and the community. So a just response must address those harms as well as the wrongdoing. If the parties are willing, the best way to do this is to help them meet to discuss those harms and how to bring resolution. The foundational principles of restorative justice have been summarized as follows:

1. Negative behavior causes harm and justice should focus on repairing that harm.
2. The people most affected by the behavior should be able to participate in its resolution.
3. The responsibility of the school is to maintain order and of the community to build peace.

There may be incidents that behaviors necessitate more intensive assistance. These consequences may include the following

- **Time in the office** - Student will fill out the PBIS Student Behavior Reflection form and conference with one of the principals or the school counselor to discuss the behaviors and appropriate actions moving forward.
- **Loss of Privileges** - Students may not attend and/or participate in extracurricular school activities on or off campus before, during, or after school. **Privileges** include exemptions, fine arts and athletic activities, dances, pep rallies, assemblies, and parking.
- **Detention** - The supervised retention of students beyond the regular **school** schedule. This may be before/after school or during lunch. Activities during this time may include completing a behavior reflection statement and/or working with the custodial staff complete cleaning/maintenance tasks in the building.
- **In-School Suspension** - Mandatory leave assigned to a student as a form of discipline that can last anywhere from one day to several weeks, during which time the student is held in the office and not allowed to attend regular classroom sessions.
- **Out-of-School Suspension** - Mandatory leave assigned to a student as a form of punishment that can last anywhere from one day to a few weeks, during which time the student is required to leave the school premises and not return until a time determined by the administrator. This disciplinary consequence will be the result of a

student causing a severe disturbance to self or others, causing harm to self or others, or repeated offenses that move a student along the continuum of consequences.

- **Expulsion** - Removal/banning of a student from a school system for an extensive period of time due to a student persistently violating that institution's rules, or for a single offense of appropriate severity in extreme cases.

Repeated offenses may progress a student along the continuum of consequences and may also include a Behavior Intervention Plan or a Student Safety Plan.

## Alcohol/Substance Use/Abuse

It is the intent of the Mt. Pleasant Community School District Drug/Alcohol Policy that the school buildings and students be DRUG FREE. Any student under the influence or in possession of illegal drugs or alcoholic beverages, regardless of age, is in violation of state and school regulations. Parents and police will be notified to immediately remove violators from the building. Violators will be suspended for five days and be required to attend a district recognized drug and alcohol educational program and/or loss of privileges of participation in extracurricular activities. Subsequent offenses will involve notification of police, notification of parents, and removal from school grounds, ten-day suspension, and attendance at a district recognized drug and alcohol education program.

Any student who sells, possesses, deals in, or delivers drug and/or alcohol on school property during school or at school events will be subject to the following: notification of the police, notification of parents to remove the student from school grounds, five-day suspension, and attendance at a district recognized drug and alcohol education program and/or loss of privileges of participation in extracurricular activities. An official copy of this policy may be obtained from the administrative offices. (Board Policy 502.3)

## Possession or Use of Tobacco

Students are prohibited by law from using tobacco either in the building or on the school campus. THEREFORE, IT IS EXPECTED THAT TOBACCO SHALL NOT BE CARRIED ON THE PERSON WHILE IN SCHOOL. This rule applies to all school-sponsored events outside the regular school day and to trips where students appear in any official capacity as representatives of Mt. Pleasant Community Middle School. Violation of this rule may result in detention and/or out-of-school suspension (Board Policy 502.3) and/or loss of privileges of participation in extracurricular activities.

## Weapons on School Property

School district facilities are not an appropriate place for weapons of any kind. Weapons are defined to include, but not limited to: firearms of any type, including hunting rifles and look-a-likes, knives, chains, clubs, brass knuckles, explosives, incendiary devices, chemical control agents, mace, etc.... Definition of firearms means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler



or firearm silencer; or (d) any destructive device. Weapons and look-a-likes 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 weapons on school property shall be notified of the incident. Confiscation of weapons shall be reported to a law enforcement agency, and the student will be subject to disciplinary action up to and including suspension or expulsion. School staff will cooperate, aid and assist law enforcement agents with their investigation concerning weapons on school property.

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

**A student found to possess firearms on school property would be expelled for not less than one calendar year from date of incident. (Board Policy 502.5)**

## Illegal Acts

**The Board believes inappropriate student conduct, including threats of violence, causing material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises.**

**The Board supports the use of video cameras to prevent inappropriate student conduct on school premises. The video cameras will be used to monitor student behavior and may be used as evidence in a student disciplinary proceeding. The video tapes are student records subject to school district confidentiality, board policy and administrative regulations. (Board Policy 502.1)**

Arson, false fire alarm, bomb threats, threats toward the school, vandalism and/or destruction of school property, stealing and/or possession of stolen property are defined as illegal acts and may result in parent notification, exclusion and/or suspension, and notification of proper authorities.

## Comprehensive Harassment

The board, its employees, and the students of the Mt. Pleasant Community School District shall maintain an environment free from harassment. No employee or student of the district shall be subjected to harassment. Any conduct, verbal or physical, which harasses another person is unacceptable and will not be tolerated within the school environment. (Board Policy 401.28)

# **CODE OF CONDUCT/OFFICE REFERRALS**

## **Student Abuse Investigators**

The Mt. Pleasant Community School District Student Abuse Investigators are Don LeBlanc (385-7765) and Todd Liechty (385-7700).

## **Assaultive Behavior & Fighting**

An assault is committed when a student intentionally causes or threatens to cause injury to another person, or applies physical force. Students will be automatically suspended for an assault on a school employee. The school board will meet to discuss whether further sanction, including expulsion should be ordered against the student. Students will be suspended for a minimum of three days on the first offense and referred to the appropriate authorities.

Fighting will be defined as two or more students engaged in a physical altercation, including the exchange of blows, shoves, struggle, kicks, offensive physical conduct, or physical contact motivated by anger. If students are determined to have engaged in fighting we will suspend the student for a minimum of three days on the first occurrence and be referred to the appropriate authorities.

## **Disorderly Conduct**

Students are expected to conduct themselves in an appropriate and respectful manner. Disorderly conduct is when a student acts in a violent or serious inappropriate manner that disrupts the teaching and learning environment. Possible examples of disorderly conduct could be swearing in classrooms, hallways, or the lunchroom. Disorderly conduct could also be the result of other loud or offensive behavior that disrupts the learning environment. Additionally failing to cooperate with directions given by teachers and staff that disrupt the school environment could be considered as disorderly conduct. Students who are found to have engaged in disorderly conduct could be suspended and be referred to the appropriate authorities if necessary.

## **Inappropriate/Insubordinate Behavior**

Foul language towards staff, failure to serve and/or refusal to comply with reasonable requests will not be tolerated and may result in any of the aforementioned disciplinary actions on the continuum of consequences.

## Prohibited Items

It is the intent of the Mt. Pleasant Community Middle School to maintain a school environment that is conducive to learning for all students. Therefore, the following items are **prohibited** during class hours (8:00-3:32) and must be stored in the student's locker: iPod's, cell phones, iPads, Kindles, eBook readers, tablets and other electronic devices at principal's discretion. Students are allowed to use electronic devices before school. Inappropriate use, or use without teacher permission during class time, will result in the device being held in the office for pick up at the end of the day. A repeated infraction will result in a parent or legal guardian being required to pick up the device for each subsequent incident.

Backpacks and gym bags are to remain in student's lockers and will NOT be allowed in classrooms. Gym bags may be stored on top of the student's locker. Students are prohibited from boarding, blading, and/or biking on school property.

# Anti-Bullying Harassment Policy

## 105 ANTI-BULLYING/HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of individuals will not be tolerated in the school or school district. Any student or employee filing a bullying/harassment complaint must complete Form 105A.

The board prohibits harassment, bullying, hazing, or any other victimization of persons, based on any of the following actual or perceived traits or characteristics, including but not limited to, age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a person which is based on any actual or perceived trait or characteristic of the person and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the person in reasonable fear of harm;
- Has a substantially detrimental effect on the person's physical or mental health;
- Has the effect of substantially interfering with the person's performance; or
- Has the effect of substantially interfering with the person's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not

limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at individuals that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student's performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or condition of a person's employment;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic (student) or employment decisions affecting that person;
- The conduct has the purpose or effect of substantially interfering with the person's academic or employment performance by creating an intimidating, hostile, or offensive education environment.

In situations between individuals and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that an individual submit to bullying or harassment by another individual, either explicitly or implicitly, as a term or condition of the targeted individual's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the individual.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of

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

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The school administration will be responsible for handling all complaints by students alleging bullying or harassment. The district's Level 1 investigator will be responsible for handling all complaints by employees alleging bullying or harassment. If the complaint is directed toward a building principal or a supervisor, the superintendent will be the investigator.

This policy will be published in the student handbook and employee handbook.

Legal References:           20 U.S.C. §§ 1221-1234i (2004).  
                                  29 U.S.C. § 794 (1994).  
                                  42 U.S.C. §§ 2000d-2000d-7 (2004).  
                                  42 U.S.C. §§ 12001 *et. seq.* (2004).  
                                  Senate File 61, 1<sup>st</sup> Regular Session, 82<sup>nd</sup> General Assembly,  
(2007).  
                                  Iowa Code §§ 216.9; 280.3 (2007).  
                                  281 I.A.C. 12.3(6).

Date of Adoption:   August 13, 2007  
Reviewed:            April 14, 2008  
Amended:

## 105 HARASSMENT INVESTIGATION PROCEDURES

Harassment of employees and students will not be tolerated in the school district. School district includes school district facilities, school district premises, and non-school property if the employee or student is at any school sponsored, school approved or school related activity or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Harassment includes, but is not limited to, racial, religious, national origin, age, disability and sexual harassment. Harassment by board members, administrators, employees, parents, students, vendors and others doing business with the school district is prohibited. Employees whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate action. Other individuals whose behavior is found to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment;
- Submission to such conduct is made either explicitly or implicitly a term or condition of academic achievement, advancement or participation in school activities.

Other types of harassment may include, but not be limited to, jokes, stories, pictures or objects that are offensive, tend to alarm, annoy, abuse or demean certain individuals and groups.

### COMPLAINT PROCEDURE

A student who believes that they have been harassed shall notify the building principal. If the alleged harasser is the building principal, the complaint shall notify the Level I Investigator. An employee who believes that they have been harassed shall notify their immediate supervisor.

If the alleged harasser is the immediate supervisor, the complaint shall notify the Level I Investigator. Any student or employee filing a bullying/harassment complaint must complete Form 105A.

### INVESTIGATION PROCEDURE

#### a) Student – Student

The building administration shall reasonably and promptly commence the investigation upon receipt of the complaint. The building administration shall interview the complainant and the alleged harasser. The alleged harasser must file a written statement refuting or explaining the behavior outlined in the complaint. The building administration may also interview witnesses as deemed appropriate.

#### b) Employees

The investigator shall reasonably and promptly commence the investigation upon receipt of the complaint. The investigator shall interview the complainant and the alleged harasser. The alleged harasser must file a written statement refuting or explaining the behavior outlined in the complaint. The investigator may also interview witnesses as deemed appropriate. Upon completion of the investigation, the investigator shall report to the superintendent. The investigator will outline the findings of the investigation to the superintendent, and the superintendent will act upon the findings within seventy-two hours.

### RESOLUTION OF THE COMPLAINT

#### a) Student – Student

Following the investigation, the building administration will make a determination of the appropriate next step which may include discipline up to and including expulsion from school.

## b) Employees

The superintendent will complete the next step in the investigation reasonably and promptly upon receipt of the investigator's report. Following the investigator's report, the superintendent may investigate further, if deemed necessary, and make a determination of the appropriate next step which may include discipline up to and including discharge, and in cases involving students, expulsion from school.

Prior to the determination of the appropriate remedial action, the superintendent may, at the superintendent's discretion, interview the complainant and the alleged harasser. The superintendent shall file a written report closing the case. The complainant, the alleged harasser and the investigator shall receive notice as to the conclusion of the investigation; notwithstanding, compliance for all student and personnel privacy laws.

### POINT TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaint must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process. (Retaliation is defined as an attempt to harm or wrong another in response to a real or perceived injury.)
- Retaliators will be disciplined up to and including discharge.
- Retaliation should not preclude exercise of an individual's legal rights.

### CONFLICTS

If the Level 1 investigator is the alleged harasser or a witness to the incident, the alternate Level 1 investigator shall be the investigator. If the alleged harasser is the superintendent, the Level 1 investigator shall take the superintendent's place in the investigation process. The Level 1 investigator shall report the findings to the board.



# A Parent's Guide to Understanding and Responding to Bullying

Dear Parent of Mount Pleasant Community Middle School Students,

The Mount Pleasant Community Middle School is working to ensure that all students are provided with a safe, welcoming school. As part of this process we have put together this guide for parents as a tool and resource on how to respond if you believe your child may be bullied.

The Mount Pleasant Community Middle School takes all reports of bullying and harassment seriously and seeks to work within the framework included in this document to respond appropriately to prevent further incidents of bullying. We all share in the responsibility to prevent bullying. Communication is paramount in the process. Please feel free to call and speak to the school if you have questions about this document or the school's policy.

## Understanding Bullying

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

-Olweus et al, 2007-

There are three key components to the above definition:

- Involves an unwanted and aggressive behavior
- Typically involves a pattern of behavior repeated over time
- Involves a real or perceived imbalance of power or strength

# What Does Iowa Law Say?

Harassment and bullying shall be construed to mean any electronic, written, verbal, or physical act or conduct toward a student which is based on actual or perceived trait or characteristic of the student which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's' person or property
- Has a substantially detrimental effect on the student's' physical or mental health
- Has the effect of substantially interfering with a student's academic performance
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school

## If You Suspect Your Child is Being Bullied at School

- Listen- Let your child tell their story, document their where/when/how
- Be supportive- React in a way that encourages trust and empowers the child. Avoid judgmental comments.
- Explore strategies for dealing with bullies/bullying with them
- Communicate your concerns with school administration
- Fill out the MPCSD Harassment/Bullying Form:  
[http://www.mt-pleasant.k12.ia.us/files/1413/5949/8028/Harassment\\_Policy\\_103\\_For\\_ms.pdf](http://www.mt-pleasant.k12.ia.us/files/1413/5949/8028/Harassment_Policy_103_For_ms.pdf)

## How Will the School Respond?

- Upon receipt of a formal complaint of bullying and harassment the MPCMS administration will utilize a screening tool designed by a state guided bullying and harassment investigator to determine an appropriate course of action, as well as provide information regarding policy and procedures for handling bullying/harassment allegations.
- The screening tool will determine whether the complaint is an articulation of bullying in which case a full investigation will be undertaken. The screening tool will also determine if the incident is an example of bullying behavior and/or an infraction of another school rule or policy.
- Prior to the investigation, a pre-investigation student safety plan will be administered to ensure the protection and safety of all students involved during the investigative process.

# **Investigative Process**

- Both parties will be interviewed as well as any witnesses. If possible, other evidence to include video surveillance, electronic or written communications, etc. will also be examined.
- After all evidence has been gathered and statements taken, administration will rely on the preponderance of evidence to determine if the claim of bullying is founded or unfounded.
- In the case it is determined the incident is a founded claim of bullying or harassment or a policy/rule has been broken the school may respond in one of several ways or there may be a combination of appropriate responses.

# **Disciplinary Action**

- Disciplinary actions can include warnings, parent conferences, safety plans, referral for anti-bullying mentoring, detention, loss of privilege, suspension (in/out of school), or expulsion.
- Founded bullying will be reported to school administration, school board and the superintendent. Bullying will also be reported in district-wide management system as well as the state reporting system
- Unfounded bullying will be reported in the school wide management system and kept on file.
- Please be mindful that the school will not be able to discuss the disciplinary action taken against any student other than your own child.

# Procedural Checklist

- Receive Bullying Form
- Institute Pre-Investigation Safety Plan
- Administer Bullying Screening Tool
- Conduct Investigation
- Determine Bullying is Founded
  - Founded bullying - the perpetrator and actions will be reported to school administration school board, and the superintendent. The perpetrator will also be disciplined by appropriate measures up to, and including, suspension and expulsion.
  - Unfounded bullying - administration will provide consequences for bullying behavior
- Institute Post-Investigation Safety Plan
- Documentation
  - Founded bullying - incident will be reported to Infinite Campus and to the State Reporting System
  - Unfounded bullying - incident will be reported on Infinite Campus and a folder containing above documents will be kept on file

# Form 103A ANTI-HARASSMENT/BULLYING COMPLAINT FORM

Name of complainant: \_\_\_\_\_

Position of complainant: \_\_\_\_\_

Date of complaint: \_\_\_\_\_

Name of alleged harasser or bully: \_\_\_\_\_

Date and place of incident or incidents: \_\_\_\_\_

\_\_\_\_\_

Description of misconduct: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of witnesses (if any): \_\_\_\_\_

\_\_\_\_\_

Evidence of harassment or bullying (i.e., letters, photos, etc.) (Attach evidence if possible): \_\_\_\_\_

\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Form 103B ANTI-HARASSMENT/BULLYING**

**WITNESS DISCLOSURE FORM:**

Name of witness: \_\_\_\_\_

Position of witness: \_\_\_\_\_

Date of testimony, interview: \_\_\_\_\_

Description of incident witnessed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any other information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# STUDENT SERVICES

## Food Service/Cafeteria

The Mt. Pleasant Community Middle School uses a computerized lunch system. Students should deposit money into their personalized account in the cafeteria from 7:45 AM until 8:00 AM. As the students go through the lunch line, they will electronically enter their account number. The students' names will appear on the screen and will be verified before deducting the amount from their accounts. It should be noted that there will be no charging or borrowing from other students' accounts. Extra milk for all students can be purchased for \$.35 on a cash basis or be deducted from their accounts.

The Mt. Pleasant Community School District encourages students to keep a positive balance in their lunch accounts at all times. Students will be allowed to carry a negative balance for two meals. After two meals, students will be given an alternative lunch until money is deposited into their lunch accounts giving them a positive balance.

All students are to eat in the cafeteria. Students bringing their lunches from home may purchase milk to supplement their meal. Upon request by a parent, a student may eat lunch at home. The parent must contact the office and make the necessary arrangements. It must be only their child, going directly to and from home, signing out in the office before leaving the campus and signing in upon their return. Students who are eating at locations other than home must have Office permission. Students must sign in/sign out and be picked up, supervised, and dropped off by a parent. Failure to comply will result in loss of privileges.

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The cafeteria management and your fellow students will appreciate your cooperation in:

1. Depositing all litter in wastebaskets
2. Returning all trays, dishes, and utensils to the dishwashing area
3. Leaving the table and floor around your place in a clean condition for others

Beverage and disposable items are to be deposited in the appropriate containers. Cafeteria trays and dishes are to be taken to the kitchen window where students deposit their milk cartons, paper scraps, and silverware in designated containers.

# **STUDENT SERVICES**

## **Guidance and Social Worker Services**

A parent or guardian may contact the school counselor or school social worker by calling their student's attendance center. Guidance services and the school social worker focus on student growth and development in personal and educational competencies.

## **Support Services for Students**

### **GREAT PRAIRIE AREA EDUCATION AGENCY**

Great Prairie AEA staff will be available to partner with district staff members to provide the best education possible for your child. The Great Prairie AEA staff include, but are not limited to: audiologists, consultants, teachers for hearing impaired and visually impaired, occupational therapists, physical therapists, school psychologists, school social workers, and speech-language pathologists. Your child's teacher may contact AEA staff for consultation, observation or interaction with your child. If you do not want the above services, please notify the school *IN WRITING*.

If you have any questions and or concerns about these services, please call Michelle Earhart, Regional Special Education Director at the AEA at 385-9005, ext. 3011.

## **PBIS/PAIDEIA/MTSS**

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture and needed for all students in a school to achieve social, emotional and academic success. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all youth by making targeted misbehavior less effective, efficient, and relevant, and desired behavior more functional.

PAIDEIA is a positive and caring environment that empowers students to make life choices that will positively impact their future. PAIDEIA is a program to identify and provide academic, career, social, and emotional support for at-risk students. "At-risk" means any identified student who needs additional support and who is not meeting or not expected to meet the established goals of the educational program (academic, personal/social, career/vocational). At-risk students include but are not limited to students in the following groups: homeless children and youth, dropouts, returning dropouts, and potential dropouts."

Multi-Tiered System of Supports (MTSS) is an every-education decision-making framework of evidence-based practices in instruction and assessment that addresses the needs of all



students. As an every-education process, MTSS allows educators to judge the overall health of their educational system by examining data on the educational system as well as identifying students who need additional supports. Those supports are provided in both small group and individual settings, and are monitored to ensure they support all learners demonstrate proficiency in the Iowa Core standards and leave school ready for life.

These programs work together to serve those students who are having academic and or behavioral difficulty. Referrals by teachers, peers, parents, or administrators identify the students from the school to be serviced by this team. If you feel that your student is in need of additional support, please contact one of their teachers, their advisor, or the office.

## Health Office

Mt. Pleasant Community School District employs registered nurses who are available if a student becomes ill. Students should report to their teacher when they feel ill and the teacher will send the child to the office. The administrative office will attempt to contact a parent / guardian if it is necessary for a sick child to be picked up from school. They will not send a student home if there is no one there to take care of the student. In the case of a serious illness or injury, the school staff shall attempt to notify a parent /guardian according to the information on the emergency card. While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid, if possible. The school will contact emergency personnel if necessary and attempt to notify a parent /guardian when the student has been transported for treatment.

- In accordance with chapter 655 of the Iowa Administrative Code, any prescription medication that is to be administered by school personnel must have a written permission form signed by the prescribing health care provider and the parent. It must be in the original container from the pharmacy.
- If the student has been prescribed an inhaler and wishes to self-administer at school, the parent/guardian must supply written authorization from the prescribing practitioner and parent/guardian stating the student is competent and may carry and self administer the medication.
- If nonprescription medication is brought to school to be administered to the student it is required that the medication be in it's original container. It will be kept at school along with the health form completed and signed by a parent/guardian that the student has permission to take the medication. All non prescription medication will be kept in the office.

- All written authorizations by the prescribing practitioner and parental permission forms for prescription and non-prescription medication must be renewed and received at the beginning of each school year or prior to administration of any medication at school. If the medication is changed during the school year, updated written authorization from the prescribing practitioner and parent/guardian are required.
- The parent/guardian provides for the safe delivery of the medication to and from school, and the parent will be notified when more medication is needed and when to pick-up unused medication by the school nurse, administration, or qualified personnel.
- In case of an accident where injury occurs, it should be reported immediately to the staff in charge at the time. This should be done whether you have school insurance or not. The staff member will file an accident report with the office.

#### REQUIREMENTS FOR SCHOOL ENROLLMENT:

**IMMUNIZATIONS:** According to Iowa's immunization law, all students **MUST** have the minimum immunization requirements completed for their age in order for the child to attend school.

The following immunizations are required for school enrollment prior to the **BEGINNING** of a student's 7th grade year :

- **Tdap**: 1 dose of tetanus/diphtheria/acellular pertussis-containing (Tdap) vaccine for students born after Sept. 15, 2000, upon entrance to 7th grade and above.
- **Meningococcal**: 1 dose received on or after 10 years of age for students in 7th grade and above if born after Sept. 15, 2004

**Medical exemption:** A medical exemption may be granted if a healthcare provider believes Immunization(s) would be harmful to the child or a member of the child's household. Once complete, the medical exemption must be submitted to the school.

**Religious exemption:** A religious exemption may be granted if immunizations conflict with a religious belief and is not based on scientific, medical or personal opinion. To be valid, the Certificate of Immunization Exemption must be complete and notarized. Once complete, the religious exemption must be submitted to the school.

Your child may receive these immunizations at their physician's office or at the Henry County Public Health Immunization Clinic.

## Should Your Child Stay Home From School?

Only well students should attend school. In order to minimize the spread of communicable disease, please adhere to the following guidelines when determining if your child should attend school:

1. Children with severe colds, nasal discharge or inflamed eyes should not come to school.
2. Children who are vomiting or have diarrhea should not attend, and should be without symptoms for 24 hours before returning to school.
3. Children with temperatures of 100.0 degrees or above should not attend. The child's temperature must be normal for 24 hours before returning to school.
4. Children who have been prescribed antibiotics for contagious diseases such as strep throat, tonsillitis, bronchitis or pneumonia should not return to school until they have been taking the medication for 24 hours.
5. If your child requires Tylenol or Motrin to feel well enough to go to school, assume they are not well enough to attend school.

## Advisor/Advisee

The Mount Pleasant Community Middle School has an Advisor/Advisee program for all 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students. This program consists of 12 – 13 students meeting with a certified teacher everyday for 20 minutes during the school day. Some of the benefits to this program are: opportunities for social development; to assist students with academic issues; facilitating positive involvement between teachers, students and administration; providing an adult advocate for each student and promoting a positive school climate.

Advisory time will be structured to ensure that students are up-to-date in their classes by using the data management system (Infinite Campus) and learning management system (Canvas) to check on assignment completion and to make up missing work. Advisory time will also provide students with the opportunity to participate in silent sustained reading time (SSR), and opportunities to conference with their advisor.

Our hope is that this program will promote better communication between home and school in a supportive setting where carefully designed activities challenge students to think, stretch, and grow as young adults. We want all students to feel part of a warm and caring environment where mutual respect is fostered.

If you have any concerns throughout the school year, please contact your student's advisor.

## Infinite Campus

The Infinite Campus Parent Portal is a parent-specific login to the shared, community-wide Infinite Campus database. The Parent Portal presents information about students to authorized parents or guardians in real time with secure socket layer (SSL) encryption of the information that is being transmitted.

When parents or guardians log in, they see information about all of the students they are associated with. Class schedules, assignments and grades can be viewed and are kept current weekly. E-mail hyperlinks facilitate communication with classroom teachers. Attendance and lunch account information is available. The Parent Portal allows report cards and unofficial transcripts to be viewed online and printed. If you have not used the web site please contact the school office to acquire your parent username and password.

## Canvas

Canvas is our learning management system. This is where we store our daily activities, assignments and class calendars for our students. Parents can sign up as an observer in Canvas. Observers can link their Canvas account to their student's account so they can see assignment dues dates, announcements, and other course content. Observers can view the course content but cannot participate in the course. In order to sign up for the Canvas Parent Portal please contact the middle school office.

# **SCHOOL AND COMMUNITY INVOLVEMENT**

## Visitors

Parents or guardians are always welcome to visit school. When coming to visit, parents or guardians are asked to check in at the main office upon arrival. Students not currently enrolled that are considering enrolling in the district will have the opportunity to visit for a day if they so choose. The family is asked to contact the Central Office at 385-7750 to initiate the process.

## Parental Involvement

Parents are encouraged to be actively involved in their students' school careers. Parental involvement has a positive influence on student success in school. Parents can help students by providing a place to do practice and by controlling the amount of time devoted to watching television and to working at after school jobs. Parents may be involved at Mt. Pleasant Community Middle School in a variety of ways such as volunteering regularly, attending Back-to-School Night, Parent-Teacher Conferences, and music, drama, and athletic activities, and contacting faculty or administrators whenever they have a question, a concern, or a suggestion for improving their student's middle school experience.

# Transportation

**Attention Parents: All students K-12, at sometime during the school year will ride school buses.**

**It is important that you and your student understand the expectations.**

## **MT. PLEASANT COMMUNITY SCHOOLS TRANSPORTATION RULES**

1. There is no eating or drinking permitted in our school buses.
2. Bus riders shall be at the designated loading point before the bus arrival time.
3. Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
4. Riders must not extend arms or heads out windows at any time.
5. Aisles must be kept cleared at all times.
6. All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
7. All bus riders will depart from the bus at the designated point unless written permission to get off at a different location is given to the driver.
8. The driver may assign a rider a seat.
9. Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
10. Riders are not permitted to leave their seats while the vehicle is in motion.
11. Waste containers are provided on all buses for bus riders' use.
12. Permission to open windows must be obtained from the driver.
13. Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
14. The driver is in charge of the students and the vehicle and the driver is to be obeyed promptly and cheerfully.
15. Students shall assist in looking after the safety and comfort of younger students.
16. A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look in both directions and proceed to cross the road or highway only on signal from the driver.
17. Students shall not throw objects about the vehicle nor out the windows,
18. Shooting paper wads, squirt guns or other material in the vehicle is not permissible.
19. Students shall keep feet off the seats.
20. Roughhousing on the vehicle is prohibited.
21. Students shall refrain from crowding or pushing.
22. The use or possession of alcohol, tobacco, fighting and profanity directed toward a driver will result in immediate suspension of bus services.
23. The School District reserves the right to use video cameras.

## **CONSEQUENCES OF VIOLATIONS**

1. Upon first violation, the bus driver will discuss the problem with the student.
2. If a second violation occurs, the driver and/or the transportation director will file the "Unsatisfactory Bus Conduct Report". A copy of this report will be sent to the parent by mail. Since the third violation will result in removal of the privilege to ride the bus, the parent should arrange a meeting with the transportation director to work out a program to reduce the possibility if the third violation occurring.
3. If a third violation occurs, the student shall be informed immediately that he/she is dismissed from any further riding of the bus. A dismissal report shall be sent to the parent by mail. Riding the bus shall be resumed only after a meeting between the parent, the student and the transportation director has resulted in an agreement satisfactory to all concerned. Parents shall initiate arrangements for this meeting.
4. When, in the judgment of the bus driver, behavior by a rider is such that it becomes an immediate threat to the safety of the other riders and/or the bus itself, the driver will take action as described the Procedure #3 without going through Steps 1 and 2 above.
5. Anything that happens on the bus to divert the driver's attention from his or her job immediately endangers the safety of the riders. It is therefore absolutely necessary that the student conduct themselves in a respectful manner. Furthermore, transportation equipment represents a large capital investment. This is another reason for expecting the utmost cooperation from students on our buses.