

# Midland MS/HS Family Handbook

**2024-2025**

*School Board Approved 7/25/2024*



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PowerSchool: <http://midland.powerschool.com>

RSchool: <https://www.tririversconference.org/public/genie/273/school/24/>

Parent Square: <https://www.parentsquare.com/signin>

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## VISION STATEMENT

The vision of the Midland School District is to prepare students to think, lead and serve.

## MIDLAND SCHOOLS MISSION STATEMENT

Midland Students	The Midland Learning Environment	The Midland District & Community
Think critically and creatively to solve problems	Believes all students can learn at high levels	Ensures safety for all
Lead with integrity	Produces college and career ready students	Promotes lifelong learning
Serve others for the common good	Prepares students for the 21 <sup>st</sup> Century	Embraces Change
Accept and celebrate diversity	Promotes the importance of community engagement	Collaborates with others
Strive for excellence	Provides opportunities for global perspectives	Honors the past and embraces the future

## BELIEF STATEMENT

We believe...that responsible people respect themselves and others in the home, school, and workplace...that it is the school's role to provide an educational environment which assists in the development of a mentally and physically healthy individual...that learning is a lifelong process... that the skills and motivation to manage resources are essential to function effectively in today's world...that the values of national and world citizenship are developed and strengthened by the recognition and understanding of diversity...that positive relationships among neighbors in the human family are enabled by people who are honest, trustworthy and fair...that communication skills are essential to function in the world today.

## EDUCATIONAL PHILOSOPHY

The Board of Directors of the Midland Community School District is committed to a philosophy of service to children. The objective of this philosophy is to help each child develop into a mature individual and a contributing member of society. The Board believes that this objective can best be met through a school program wide enough in scope to encompass the intellectual, physical, civic, social, and aesthetic education of children.

The Board of Directors realizes that an effective public school program must be directed toward common needs of all children; however, the Board believes the emphasis must always lie on the unique needs of each individual child.

The Board of Directors recognizes that the guardianship of public education is a trust and an obligation--that the goals of education and the goals of democracy are fundamentally the same. For that reason, the Board considers that its philosophy and objectives can best be realized when the educational program is directed through written Board policies, policies that are based on the Constitution, the state statutes, federal and state regulations, and the specific needs of this school district.

The Board of Directors believes that the Midland school should provide the finest administrative, instructional, operating staffs and physical facilities it can obtain within the limitations of the community's ability and willingness to furnish financial support.

The Board of Directors believes that it is the responsibility of the schools to provide the maximum learning opportunities for all the educable children of school age in the community, and for adult members of the community when such opportunities are desired by a reasonable number of persons.

It is the function of the educational process to provide each student with opportunities for obtaining the knowledge, experience, and skills which careful individual study indicates will best prepare him/her to assume a position in the competitive adult society which will permit him/her to make the greatest individual positive contribution to both society and self. For some students, this will mean thorough preparation for further formal education. For others, it will mean basic general information plus the attainment of certain vocational skills and experience.

The Midland School Board affirms its support of student responsibility and discipline policies, its intent to support school staff who enforce these policies, and its intent to hold school staff accountable for implementing the policies.

## BOARD OF EDUCATION

Sarah Fishwild, President      Gene Lawson, Treasurer      Lacie Jordan, Secretary  
Stacie Cronkleton      Scott Doll      Jeramie Ellefson      Lennie Miller      Teri Sterk      Patti Whitmarsh

## ADMINISTRATION

Mr. John Zimmerman , Superintendent      Mrs. Bobby Willms, Principal  
Mr. Ryan Steines, Dean of Students / Activities Director

## MIDDLE/HIGH SCHOOL FACULTY

Mr. Brayden Biersner - English	Mr. Ryan Luensman - ELP, MS Exploratories
Miss Jamie Christiansen – Science / Agriculture	Mr. Jordan Oberbreckling – Physical Ed / Health
Mrs. Kirstie Dirks - Special Education	Mr. Scott Kasik- Math
Miss Kristina Doll – Librarian / Computer Science	Mrs. Cheri Ruley – 6th Grade
Mr. Raymond Dosland – PE	Mrs. Gennifer Schroeder - English
Mr. Barry Eberhard - Social Studies/Drivers Ed	Mrs. Heidi Streets - K-12 Vocal
Mrs. Jennifer Eckhardt – Spanish	Mr. Ryan Streets – Industrial Technology
Mr. Jon Eganhouse – Science	Mrs. Charlene Tracy - Special Education - BD
Miss Kellie Kelck – Art	Ms. Ann Newhouse– Science/ Agriculture
Mr. Darren Kelley - English / Social Studies	Mr. William Wilding – Social Studies
Mrs. Mackenzie Lasack – School Counselor	Mr. Thomas Winters - Math
Ms. Santana Chapman– School Social Worker	Ms. Jill Yousse – 6 <sup>th</sup> Grade, Special Education
Miss Jaklyn Lamphier– 6-12 Band	Mrs. Tracy Zirkelbach - Special Education
	Mr. Jared Willms– MS Math

## Class Time Schedules

<b>Normal Schedule</b>	<b>1:20 Dismissal Schedule</b>	<b>2 Hour Late Schedule</b>
Period 1      8:00-8:44	Period 1      8:00-8:34	Period 1      10:00-10:33
Period 2      8:47-9:31	Period 2      8:37-9:11	Period 2      10:36-11:09
Period 3      9:34-10:18	Period 3      9:14-9:48	Period 5/Lunch
Period 4      10:21-11:05	Period 4      9:51-10:25	5A/B Lunch    11:12-11:42
Period 5      11:08-12:31	Period 5      10:28-11:02	5A/B Class    11:45-12:18
5A Lunch    11:08-11:38	Period 6      11:05-12:07	5C Class      11:12-11:45
Period 5A    11:41-12:31	6 MS Lunch    11:05-11:30	5C Lunch     11:48-12:18
Period 5B    11:08-11:38	6 MS Class    11:33-12:07	
5B Lunch    11:30-11:55	6 HS Class    11:05-11:39	Period 3      12:21-12:56
Period 5B    11:58-12:31	6 HS Lunch    11:41-12:07	Period 4      12:59-1:32
Period 5C    11:08-12:03	Period 7      12:09-12:43	Period 6      1:35-2:08
5C Lunch    12:06-12:31	Period 8      12:46-1:20	Period 7      2:11-2:44
Seminar      12:34-1:04	NO SEM/RTI	Period 8      2:47-3:20
Period 6      1:07-1:51		NO SEM/RTI
Period 7      1:54-2:38		
Period 8      2:41-3:20		

## School Song, School Colors and School Mascot

Midland school colors are black and gold with an eagle as a mascot. Our school song is as follows:

*Oh we're the Midland Eagles, don't you forget.  
We've got the spirit and we've got the pep,  
There is no doubt about it,  
Fight, fight, fight you Mighty Eagles,  
Never give in,  
Fight to the finish cause we're out to win!  
M-I-D-L-A-N-D that's the way we spell it,  
Here's the way we yell it, MIDLAND, MIDLAND, YEAH!*

## A Message to the Parents

The information in this booklet has been prepared to help you understand the expectations at Midland Middle/High School and become an integral part of it. This handbook is a guide to be used by the administration. All circumstances are not the same and interpretation is left to the administration. We encourage you and your student to read and become familiar with the handbook as it will assist in making students aware of their surroundings, restrictions, and responsibilities.

**It is only through your cooperation and support that our school can operate effectively and efficiently.** In order for your children to profit most from their school experiences and to develop into worthwhile citizens, it is necessary for the parents to:

- Realize that school is the chief business during the school year for the student and that very few things are allowed to interfere with this important job.
- Feel free to visit the school at any time to discuss your child's educational progress.
- Check your child's learning progress frequently. Learn the reasons for any unsatisfactory report from the student and from the school. The school has PowerSchool, an online student information system in which parents are able to check their child's academic progress and meal account. Parents are given a username and password and are then able to view their child's information. The username and password are provided by the school.
- ***One of the most important ways you can help your child is to help make sure they have a set time each evening to study and practice all of their learning targets. If their practice is completed effectively, we can almost assure you, they will do well with their assessments and grades.***
- Be interested to the point of knowing whether your child is working up to his/her ability, for this is the important aspect of his/her school career. Encourage your child to attempt a high goal.
- The Midland School Board affirms its intent to support the school-student responsibility and discipline policies, its intent to support school staff that enforces these policies and its intent to hold the school accountable for implementing the policies.
- Any person having inquiries concerning the Midland School District compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent, P.O. Box 109, Wyoming, IA 52362 or 319-259-5340.

## Notice of Nondiscrimination

It is the policy of the Midland Community Schools not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, religion in its programs, activities, or physical or mental disability in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 19B.11, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 - 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). Students are educated in programs that foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Equity Coordinator. The Equity Coordinator is Superintendent Jurgensen and can be reached at 319-259-5340. Inquiries may also be directed in writing to Superintendent, Midland Community Schools, P.O. Box 109, Wyoming, IA 52362-0109.

## Jurisdictional Statement

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. 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 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.

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, athletics, National Honor Society, graduation, concerts, trips, Prom, Homecoming activities, etc. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules and regulations as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the high school office for information about the current enforcement of policies, rules or regulations.

### Definitions

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved: whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

### Communication Tools

Midland provides communication to students, parents, and community members through these means. We encourage you to access them regularly to stay informed.

Parent Square.....	All parents assigned when enrolled in PowerSchool
School Website.....	<a href="http://www.midland.k12.ia.us">www.midland.k12.ia.us</a>
Bound.....	<a href="https://www.gobound.com/ia/schools/midlandwyoming">https://www.gobound.com/ia/schools/midlandwyoming</a>
Parent email group.....	Sign up at registration or contact Michelle Hansen to be added
Student email system.....	All students are assigned a school email
Daily announcements.....	Emailed out to students or available daily on the school website daily as long as secretary is at work
Monthly District Newsletter (sign up in office to have directly emailed to you monthly)...	<a href="https://www.midland.k12.ia.us/district-info/district-newsletter/">https://www.midland.k12.ia.us/district-info/district-newsletter/</a>
Midland CSD Facebook page .....	<a href="https://www.facebook.com/MidlandCSD">https://www.facebook.com/MidlandCSD</a>

## ACADEMICS

### Class Loads

Students grades 9-11 must be registered for at least 8 classes per semester. Administration has the right to waive this policy based on individual student need and/or the possibility of work release.

### Adding/Dropping Courses

Students who wish to add or drop courses must do so during the add/drop period. First semester classes students will be given an opportunity to request a change in their schedule during the first two days of the semester. These dates will be announced to the students. Second semester schedules will be posted in late November or early December and students will have the opportunity to request a change. Students taking courses from a college for high school or college credit, must drop the class within the first 2 weeks of the semester or receive a failing grade.

A student's ability to make course changes will be limited to sound educational reasons which may include, but are not limited to, the following and are at administration discretion:

1. **Educational advancement** - Students who choose to take an advanced course such as an Alternate Concurrent Course may ask to be withdrawn from a high school elective course in order to pursue a college credit course.
2. **Requirement for graduation credit** - Students who need, due to a credit shortage, a course to fulfill graduation requirements may request a schedule change.
3. **Failing a course** - Students who have failed a course may need to be scheduled into a course necessary for graduation requirement.
4. **Missed scheduling** - Inevitably, there will be a time when a mistake is caught in a student schedule. This is usually flagged during annual credit checks. If a course is required for graduation credit, if a student is mistakenly placed in a course requiring a prerequisite that the student has not taken, if a student is short a course on their schedule, if students are overbooked into a particular course, they will require rescheduling.
5. **Special education services** - If a student is in special education or is placed in special education services, it may require schedule revisions.
6. **Revision of early graduation** - If a student was previously anticipating early graduation, and for whatever reason is unable to, it may require scheduling revisions.
7. **Health issues of a student** - If a student, due to a health-related issue, is unable to meet the requirements of a class they have been scheduled for, it may require schedule revisions.

Middle School Students may elect to take Band and/or Choir. These are year-long classes. Students may NOT drop these courses during a semester without administrative approval.

### Senior Schedules

Seniors in good academic standing may not have a full 8 period schedule. Students may have one open period each semester. Students will remain on campus, but they will have a study hall. Those students who are enrolled in work experience, may have one period open for each credit they are pursuing through this program. Administration has the right to waive this policy based on individual student need and/or the possibility of work release.

### Grading (Standards Based)

Midland's purpose of grading is to communicate with students and parents the student's learning progress in relationship to grade-level standards.

Teachers are expected to follow these guidelines:

1. Each teacher has provided priority standards which will be reported out on report cards. A semester grade for each is determined by the MEAN (the average value of a set of data). More than one assessment may be used to assess each standard. A course grade for the semester will average the grades for the standards based on the following point value (assigned by PowerTeacher Pro):
  - Mastery – 100%
  - Proficient –85%
  - Developing –75%
  - Lack of Evidence – 10%
2. Assessments shall be assigned one of the following based on predetermined criteria for success.
  - M – Mastery – Student surpasses the standard
  - P – Proficient – Student meets the standard
  - D – Developing – Student knows and applies simple content and processes toward meeting the standard
  - L - Lack of evidence – Student has not displayed evidence of learning.
3. These grades should be entered within 5 calendar days of collection.

4. Students will be provided multiple opportunities to practice standards independently through practice assignments and activities, which will be consistent with classroom standards for the purpose of providing feedback. Practice assignments will not be included as part of the final grade, but may be recorded.
5. Students will be allowed multiple opportunities to demonstrate their understanding of classroom standards in various ways. Retakes and revisions will be allowed. See Guidelines for RETAKES AND REVISIONS.
6. Extra credit will not be given at any time.
7. A final course grade will be determined by averaging the scores for each of the standards assigned to a course. Only the final course grade will be reported on the transcript.

In order to pass a course, it is important for students to demonstrate Proficiency in all course standards. Due to this reason, the following grading scale is used for final course grades.

<b>A</b> (93 - 100%)	<b>F</b> - Indicates a failing grade and student will not receive credit
<b>B</b> (85-92%)	<b>I</b> - Indicates course work is incomplete.
<b>C</b> (80-84%)	<b>P</b> - Indicates passing grade, credit earned, not used in GPA calculation.

### **Retakes and Revisions of Assessments**

We believe that a successful learning environment allows students to redo, rework, and learn from mistakes. Therefore, students will be allowed to retake assessments and make revisions to projects and papers utilized as assessments. The following guidelines should be followed:

1. Learning is the responsibility of the student. Teachers make learning opportunities available to students, but students must take advantage of the opportunities.
2. All students will take the summative assessment on the date scheduled by the teacher. (Please follow the Attendance Guidelines outlined in this document.)
3. Students choosing to NOT complete all practice work and formative assessments prior to the scheduled summative assessment may be required to complete the work prior to being able to reassess.
4. Students must provide evidence of review and revision of learning to the teacher prior to reassessment of a summative assessment.
5. Students should take the initiative to communicate their need / desire to reassess with teachers and to schedule a time for additional learning and reassessment.
6. Students should be respectful of a teacher's time. If you make an appointment, you should keep it.
7. Eagle Lab and Seminar time should be utilized by students for additional learning and reassessment.

### **Eagle Lab**

Eagle Lab is an opportunity for students to get additional learning support. It is held most Mondays and Thursdays from 3:20 – 5:00. Students should bring work to Eagle Lab. Teachers may request students attend Eagle Lab if the student is falling behind or struggling with course work. School day behavior expectations are continued into Eagle Lab. Teachers facilitating Eagle Lab have the right to assign seats and redirect student behavior so that learning can occur. Activity buses are available after Eagle Lab to transport students to district communities.

### **MTSS—Academic Support**

MTSS stands for multi-tiered system of support. As the name implies, this framework has a tiered infrastructure that uses data to help match academic and social-emotional behavior assessment and instructional resources to each student's needs. In this tiered, data-informed framework, educators work to ensure that the majority of students respond to core instruction. Students who need additional support for enrichment or remediation are identified by data and provided that support with the right focus and intensity. We provide this support in several ways using this protocol for academics:

Seminar: This is a common time throughout grades 6-12 when all teachers are available to provide extra support to students. Students may sign up and/or be requested to make-up work, receive reteaching, practice standards, or reassess.

Eagle Lab: This opportunity is available to all students. However, if a student is failing 2 or more courses for 3 weeks, they will be required to stay for this support.

Staff Connections: Once a student is failing 2 or more courses for 4 weeks, they will be paired with a staff member. During a meeting, the staff member and student will develop a plan to help the student have success in their courses. This plan will be shared with the student, his/her teachers and parents.



## **Academic Integrity / Plagiarism**

Academic integrity is the commitment to and demonstration of honest and moral behavior in an **academic** setting. We expect that Midland students practice academic integrity in all settings. If a teacher suspects a student of submitting another person's work for a grade, using electronics to locate answers, using notes without the teacher's permission, plagiarizing someone else's words or ideas, or any other form of cheating, the student will serve a detention and may be required to meet with the instructor, principal, and parents. Students will not receive credit for any work submitted when the teacher believes that plagiarism or cheating has occurred. Instead, the student will receive an incomplete grade and a timeline for completing the assignment/assessment again, correctly and with academic integrity.

## **Grade Reports**

Students receive progress reports in the form of report cards at the end of each semester. Students who have concerns about their grades should talk to their teachers to determine how they can improve their performance.

Students who receive an incomplete in a class must complete the class within two weeks after the start of the next quarter, unless extension is granted by the principal due to a special circumstance. Failure to finish an incomplete by the end of the next grading period will result in a failing grade and loss of credit.

Midland has a student information program (PowerSchool) that is web-based. Teachers will make every attempt to update on a weekly basis. Parents are provided a password for accessibility to this information. If a parent or student does not have a user ID or password, please contact the principal's secretary (319-259-5340 ext. 1250)

## **PowerSchool**

PowerSchool is the learning management system. This will improve teaching and learning opportunities, give students continuous access to grades and provide greater communication with parents. It is the expectation of the district that teachers will utilize PowerSchool for all courses. Within those courses, teachers will:

1. Provide a course syllabus to include classroom expectations; policies and procedures; and course outline through email.
2. Post all assignments and grades on a weekly basis

If a student and/or parent has a question regarding the grades posted in PowerSchool, they should contact the classroom teacher first.

## **Honor Roll and Academic Honors**

The school district honors students who excel academically. Grade point averages will be calculated two times each year at the end of each semester. There will be three Honor Rolls: **Superior** – all students with a GPA of 3.85 or higher for the semester. **High** – all students earning a GPA between 3.75 and 3.8499 for the semester. **High School Improvement Honor Roll** – all students whose grade improved from one grading period to the next.

Students may qualify for an academic letter (similar to an athletic letter) in high school the first time they have a 3.75 grade point or higher for one semester. For each following semester that the student has above a 3.75 grade point, a gold bar will be awarded.

## **Class Rank**

Class rank will be figured for high school students according to grade point average. Students' GPAs do include quality points determined by the courses they have taken during their high school years.

## **Credit Recovery**

Midland will be offering a credit recovery program on our campus to students who require options in order to graduate on time or to students who may not be successful in the traditional school setting. Due to staffing, a limited number of seats are available for the alternative program. The principal and counselor will review each case on an individual basis to determine need and placement. Any student considering utilizing the credit recovery program should contact the principal or school counselor. A parent meeting will be required prior to placement to review the program and the expectations for students in the program.

## **Dual Credit / Alternate Concurrent / Online Classes**

Because of the nature of these types of classes, instructors of these classes may have additional requirements than those in the school handbook or requirements that vary from the high school handbook. These variances may deal with policies regarding late work, absences, test or project deadlines, use of cell phone, plagiarism, and participation points.

## **Graduation**

Students who are in good standing and who meet the graduation requirements set by the board are allowed to participate in the graduation ceremony and in senior activities. All bills and fees must be paid before graduation. It is possible that students who are serving discipline at the time of the graduation ceremony or other senior activities will not be allowed to participate. Participation in the graduation ceremony is optional. All students will follow established guidelines for participating in the graduation ceremony as determined by administration. Students will not be allowed to wear sunglasses, tape any sort of information on their hats or robes, wear slippers, etc. We consider this a formal occasion and

request that students dress appropriately to show respect to themselves, their peers, their families, their school, and their community. Approval will be granted at the sole discretion of administration.

### **Graduation Requirements**

Midland has the following requirements that must be met before a student can be given a diploma:

**Students are required to obtain 56 credits to graduate.** Required - 33 credits /Electives - 23 credits. Under the 8 period schedule, there are a maximum of 64 credits available.

Any student who has not successfully completed all the requirements to receive a diploma prior to graduation exercises will NOT be allowed to participate in graduation ceremonies.

The following options would be available to the student:

1. The student may return to school the next semester and pick up only those credits necessary for graduation or may elect to complete these credits through correspondence courses with administration approval.
2. The student may request enrollment in Midland's Credit Recovery Program to complete necessary coursework.
3. This student will have one year from the date of graduation to complete these credits under his/her class's graduation requirements. After one year he/she must meet the requirements of the current graduating class.
4. The student who completes graduation requirements late will receive a diploma.

### **Early Graduation**

Students may graduate prior to the completion of grade twelve if the coursework for graduation has been fulfilled. The high school principal will grant permission for early graduation if the student has met all "Graduation Requirements." Students will not be permitted to graduate earlier than after the fall semester of their senior year. (Administration has the right to waive this due to unique circumstances.) Students graduating early will be permitted to participate in the May graduation ceremony. After a student graduates, they will have to get special permission from the principal to participate in any other activities such as prom and senior trip.. Early graduates are NOT permitted to participate in athletics or other student groups/organizations.

## **Specific Graduation Requirements** **For students in graduating classes of 2025**

*Courses italicized are either Kirkwood courses or courses that were included as meeting graduation requirements during the past four years but not currently offered at MHS.*

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### **English - 8 credits including:**

- 2 credits - English Language Arts I
- 2 credits - English Language Arts II
- 2 credits - English Language Arts III
- 2 credits - English electives

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### **Science - 8 credits including:**

Earth Science, Biology, Advanced Biology, Chemistry, Astronomy, Physics, PLTW – Principles of Biomedical Science, Zoological Science; Botanical Science; CASE: Food Science and Safety, PLTW – Environmental Sustainability, Principles of Physics, Anatomy, *C- Environmental Science, Scientific Research and Development, CASE: Principles of Ag Science, Animal Science, CASE: Principles of Ag Science, Plant Science, CASE: Ag, Power & Technology*

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### **Mathematics - 8 credits including:**

- 2 credits – Algebra I
- 2 credits – Geometry
- 4 credits from math electives: *Transition Algebra, Algebra II, Precalculus, Calculus, Consumer Math, Financial Algebra, C-AP Calculus, C-Statistics, C-Mathematics and Society, C-Business Math and Calculators*

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### **Social Studies - 8 credits including:**

- 2 credits - US History 1877-1945, US History 1945-1975, *Modern US History*
  - 2 credits - World History
  - 1 credit - Government
  - 3 elective credits from: Psychology, Psychology II, Economics, Iowa History, 20<sup>th</sup> Century US History, 21<sup>st</sup> Century US History, HERstory, Current Events, US History through Film, African-Americans in US History, *C-Intro to Psychology, C- Intro to Sociology, C-Economics, C-Survey of World Religions, C – US History to 1877, Women in US History*
- \*Students completing both Spanish 4 S1 & S2 may use them to fulfill 2 credits of social studies requirement.*

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### **Health - 1 credit – Health**

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### **Physical Education – 1 credit (minimum)**

Iowa Law indicates that students must take PE each semester UNLESS:

- 1) Student is enrolled in a full academic day of courses (8 of 8)
- 2) Student is a participant in an organized athletic activity:  
Fall: Football, Volleyball, or Cross Country      Spring: Basketball, Wrestling, Track, Golf
- 3) Medical exemption
- 4) Religious exemption

& a waiver is on file in the high school office.

PE courses include: *Fitness for Life, Athlete Development, Unified PE*

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**State requires 1 credit of Financial Literacy** from one of these classes: *Consumer Mathematics, Economics, or Personal Finance (also counts as elective or other required area), Financial Algebra*

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### **Electives – 23 credits**

- All other courses except drivers education

**Specific Graduation Requirements**  
**For students in graduating classes of 2026 and beyond**

**English - 8 credits including:**

- 2 credits - 9th grade - English Language Arts I
  - 2 credits - 10th grade - English Language Arts II
  - 2 credits - 11th grade - English Language Arts III
  - 2 credits - English electives
- 

**Science - 6 credits including:**

- 2 credits - Earth Science
  - 2 credits - Biology
  - 2 credits - Minimum requirement completed by end of 11th Grade - Chemistry or Botanical Science
- 

**Mathematics - 6 credits including:**

- 2 credits – Algebra I
  - 2 credits – Geometry
  - 2 credits–math electives
- 

**Social Studies - 6 credits including:**

- 2 credits - 9th grade - US History 1877 – 1945, US History 1945 - 1975
  - 2 credits - 10th grade - World History 1341 – 1817, World History 1817 - 1991
  - 1 credit - Government
  - 1 credit – Social Studies Electives
- 

**Health - 1 credit – Health**

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**Physical Education – 4 credit (minimum)**

Iowa Law indicates that students must take PE each semester UNLESS:

- 1) Student is enrolled in a full academic day of courses (8 of 8)
- 2) Student is a participant in an organized athletic activity:  
Fall: Football, Volleyball, or Cross Country      Spring: Basketball, Wrestling, Track, Golf
- 3) Medical exemption
- 4) Religious exemption  
& a waiver is on file in the high school office.

PE courses include: Athlete Development, Fitness for Life, Unified PE

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**Financial Literacy - 1 credit completed by 12th grade from:**

Consumer Math, Economics, Ag Business, or Financial Algebra

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**Electives – 24 credits**                      - All other courses except drivers education

### **Inspection of Educational Materials**

Parents and other members of the school district community may view the instructional materials used by students in the office. Copies may be obtained according to board policy. Tests and assessment materials are only available for inspection with the consent of the superintendent. Persons wishing to view instructional materials or to express concerns about instructional materials should contact the building principal.

### **Human Growth and Development**

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction. Human growth and development excuse forms are available from the Principal's office.

### **Physical Education Excuses**

Students may be excused from PE for the following reasons:

1. A physician's written excuse because of illness or injury. (*Students would not be allowed to participate in athletics during the time covered in the written excuse.*)
2. Student is enrolled in a full academic day of courses (8 of 8)
3. Student is a participant in an organized school athletic activity:  
Fall: Football, Volleyball, or Cross Country    Spring: Basketball, Wrestling, Track, or Golf
4. Religious considerations

Parents must complete a waiver form for each semester the student wishes to be excused. *See the office if you have questions.*

### **Religious Exemption**

Under section 257.25(7) Iowa Code, parents and guardians may file a written request with the principal that their child be exempted from enrolling in some required course or be exempted from a portion of a course, if that course conflicts with the pupil's religious beliefs. All requests for exemption on this ground must follow these guidelines:

1. The parent/guardian must file a written request with the principal stating exact reasons for the request for exemption at least 30 days prior to the class starting. Any requests for exemption received by the principal after that date will be untimely and will not be considered.
2. The parent or guardian must make an appointment with the instructor and principal to discuss the request for exemption.

### **Standardized Tests**

Students are given standardized tests annually. These tests are used to determine academic progress for individual students, for groups of students and for the school district. Students are tested unless the principal excuses them. Students are expected to take the tests seriously and try to do their best. Students not performing up to expectations or not trying on the test will be required to retest. Test scores may be used as eligibility tools for certain services, coursework, and educational opportunities.

### **Parent-Teacher Conferences**

Parent-teacher conferences will be held twice each year: Oct. 23/24, 2024 and Mar. 12/13, 2025. We strongly urge parents to attend the parent-teacher conferences. Parents may request a conference with any teacher at any time throughout the year.

### **Educational Records**

Student records containing personally identifiable information are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

Student directory information is released without parental permission unless the parent asks the school district not to release it by submitting a completed "Student Opt Out" form. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information. Directory information includes: name, address and telephone number.

## STUDENT HEALTH, WELLBEING, & SAFETY

### Bullying/Harassment Policy

*This section may be amended, dependent upon the Guidance that has not yet been provided by the Iowa Department of Education.*

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 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. (Policy 104.00, 104.01, 104.02, 104.03, 104.R1) Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The board prohibits harassment, bullying, hazing or any other victimization, of students, 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. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age or disability is also prohibited.

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 and depending on the nature of the violation, the student(s) may be provided behavioral interventions for the bullying/harassment behavior and may also 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.

[Iowa Code 280.28](#) states Harassment and Bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and 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 students' physical or mental health;
- \*Has the effect of substantially interfering with the student's academic performance; or
- \*Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

An objectively hostile environment contains five criteria that must be met in order to substantiate a bullying/harassment complaint. Objective means, "*Would a reasonable person, in a similar situation,*" experience harm? For more information, please visit the [District Bullying Checklist](#) provided by the Iowa Department of Education.

#### Hostile School Environment Criteria:

1. Intentional Act
2. Severe, Persistent or Pervasive
3. Harm Occurs
4. Unwelcome
5. Interferes with the Educational Environment: for complainant, witnesses and others.

"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 the student 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.

All alleged complaints involving sexual harassment, sexual misconduct or sexual discrimination including gender-based harassment, falls under the new [Title IX Final Ruling](#), and must be reported to the Title IX Coordinator, Bobby Willms, MS/HS Principal.

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

- Submission to such conduct is made either implicitly or explicitly a term or condition of the student's education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile, or offensive education environment.
- Any instance of quid pro quo harassment by a school's employee.
- Any Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access.
- Any instance of sexual assault (as defined by the Clery Act) dating violence, domestic violence, or stalking as defined in the Violence Against Women's Act (VAWA).

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

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

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 superintendent or designee will be responsible for handling all complaints by students alleging bullying or harassment. The superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include how to recognize harassment and what to do in case a student is harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment.

**Anti-Bullying/Harassment Investigation Procedures:**

Individuals who feel that they have been bullied/harassed should:

- Communicate to the bully/harasser that the individual expects the behavior to stop, only if the individual is comfortable doing so. If the individual wants assistance communicating with the bully/harasser, the individual should ask a teacher, counselor or principal to help.
- If the bullying/harassment does not stop, or the individual does not feel comfortable confronting the bully/harasser, the individual should:
  - Report the incident(s) to a staff member, teacher, counselor or principal
  - The staff member who has been notified will contact the building principal immediately and the following procedures will be followed.

**Complaint and Investigation Procedures:**

An individual, parent, or student witness, who believes that they have been harassed or bullied will notify an adult in the building whom they feel comfortable with (teacher, counselor, principal, Dean of Students) will notify the

superintendent. The superintendent or designated investigator will be in charge of the investigation. The school is obligated to begin the investigation, immediately, but no later than within a 24 hour time period.

1. The principal and/or the Dean of students will complete a first level, fact-based, report.
2. Parents/Caregivers of both the student(s) making the complaint and the person who has allegedly bullied this student(s) will be contacted and given an opportunity to be present either by phone, technology or in person. Presence by the parent(s) at the school is required at the minimum of 24 hours within notification.
3. The complainant will be interviewed first and a written statement will be completed. The alleged bully/respondent will then be interviewed and a written statement completed.
4. An inquiry investigation will (s) be conducted and a determination of whether the alleged complaint needs to move forward with a full investigation or if the incident involves student conflict.
5. Further investigation is not required when:
  - The facts are not in dispute by either party.
  - The impact on the target and the school is not significant (no harm).
  - It is not discriminatory harassment.
  - The behavior was not directed with discriminatory intent, at the member of the protected class.
6. A full investigation will detail the Facts, the Impact upon all parties (target, witnesses and school environment) the totality of the Circumstances and what Actions need to be taken during and following the completed investigation.
7. Both parties will be notified in writing whether the alleged bullying/harassment complaint is Founded or Unfounded based on the findings of the investigation.
8. Parents/Caregivers and the student(s) of both parties will be contacted and given an opportunity to meet with building administration to discuss the outcomes of the complaint, any interventions deemed necessary, and possible disciplinary actions.

The investigator may request evidence of the bullying/harassment, including, but not limited to: letters, tapes or pictures. The complainant and respondent shall be given a copy of their completed complaint form. Information received during the investigation is kept confidential to the extent possible. The investigator has the authority to initiate an investigation in the absence of a written complaint.

When the school is notified of an alleged sexual harassment, sexual misconduct or sexual discrimination complaint, the Title IX Coordinator will be contacted and the procedures as outlined in the [Title IX Final Rule](#) will take effect.

#### **Investigation Procedure:**

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged bully/harasser. The alleged bully/harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of bullying/harassment and report the findings and conclusions to the building principal superintendent. (This last sentence seems repetitive)The investigator will provide a copy of the findings of the investigation to the superintendent.

#### **Resolution of the Complaint:**

Following receipt of the investigator's report, the building principal (superintendent) may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline.

Prior to the determination of the appropriate remedial action, the building principal or superintendent may, at the superintendent's discretion, interview the complainant and alleged bully/harasser. The Building Principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged bully/harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

#### **Points to Remember:**

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

#### **Physical/Sexual Abuse & Harassment of Students by Employees:**

The school district does not tolerate employees' physically or sexually abusing or harassing students. Students who are physically or sexually abused by an employee should notify their parents, teacher, principal or another employee. Sexual abuse means sexual acts involving a student, acts that encourage the student to engage in prostitution, as well as, inappropriate intentional sexual behavior or sexual harassment by the employee toward a student. Sexual harassment are unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- Submission to the conduct is made implicitly or explicitly a term or condition of the student's education or benefits;



•Submission or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or

•The conduct has the purpose or effect of substantially interfering with the student's academic performance by creating an intimidating, hostile or offensive educational environment.

The Iowa Department of Education has established a two-step procedure for investigating allegations of sexual and physical abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. The school district has designated Mrs. Deanna Martens or Mr. Ryan Steines, Dean of Students as its Level I investigators. Midland utilizes discretion and unbiased investigators, determined on a case by case basis. The Jones County Sheriff Department is the Level II alternate investigator. Mr. Ryan Steines and Mrs. Mrs. Deanna Martens may be contacted directly.

Physical abuse is a non-accidental physical injury that leaves a mark at least 24 hours after the incident. The Iowa Department of Education has established a two-step procedure for investigating allegations of physical abuse of students by employees.

While employees cannot use physical force to discipline a student, there are times when the use of physical force is appropriate. The times when physical force is appropriate include, but are not limited to, times when it is necessary to stop a disturbance, to obtain a weapon or other dangerous object, for purposes of self-defense or to protect the safety of others, to remove a disruptive student, to protect others from harm, for the protection of property or to protect a student from self-infliction of harm.

### **MULTICULTURAL, NON-SEXIST POLICY**

Any student, employee, patron, or parent of the Midland Community School District shall have the right to file a complaint alleging non-compliance with the Board of Education policy on Nondiscrimination on the Basis of Race, Sex and Gender in accordance with regulations outlined in Title VI of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act 1973 and the Title IX Final Rule.

The purpose of the procedure is to provide for a mutually acceptable method for the prompt and equitable settlements of alleged grievances over the interpretation and application of the policy on Nondiscrimination on the Basis of Race, Sex and Gender. Representatives for the Board of Education and the grievant shall keep these proceedings as informal and confidential as may be appropriate at any level of the procedure.

LEVEL ONE: (Informal) With principal or immediate supervisor.

Any employee, student, patron, or parent with a grievance should first discuss it with his/her principal or immediate supervisor, and a student with a complaint should first discuss it with his/her teacher or building principal, both with the objective of resolving the matter informally.

LEVEL TWO: (Formal) Grievance Officer (Guidance Counselor) – Director of Student Services and/or Law Enforcement

If, as a result of the informal discussion with the principal, teacher, or appropriate immediate supervisor, a grievance still exists, the aggrieved employee or student may formalize and pursue the grievance by filing a complaint in writing on a Compliance Violation Form, which may be obtained from any building principal or grievance officer. The complaint shall state the nature of the grievance and the remedy requested and shall be signed by the grievant (parents or guardian if by a minor child). The filing of the formal, written complaint at Level Two must be filed with the grievance officer within fifteen (15) working days from date the grievant could reasonably become aware of such occurrence.

The grievant may request a meeting with the grievance officer concerning the complaint. A minor child shall be accompanied by a parent or guardian. The grievance officer shall provide the person against whom a complaint is being alleged a copy of the written complaint, investigate the complaint, and attempt to resolve it. A written report from the grievance officer regarding action taken will be sent to the grievant within fifteen (15) working days after receipt of the complaint.

If the aggrieved person is not satisfied with the disposition of the grievance, or if no disposition has been made within the fifteen (15) working day period, the grievance shall be transmitted to Level Three within fifteen (15) working days.

LEVEL THREE: Superintendent

The superintendent shall attempt to meet with the aggrieved person within fifteen (15) working days following receipt of the grievance or appeal from Level Two. The superintendent shall indicate his disposition of the grievance in writing within ten (10) working days of his meeting with the grievant and shall furnish a copy thereof to the aggrieved person, party against whom the complaint has been alleged, and grievance officer. This procedure in no way denies the right of the grievant to seek private counsel or agencies for mediation.

### **Concussion (Return to Learn / Return to Play)**

Midland has a board approved Return to Learn/Return to Play policy that will be enforced with all suspected or confirmed concussions. This policy is available from administration (principal or athletic directors). Midland offers a free annual Concussion Screening each fall. We recommend that all student athletes take advantage of this opportunity as it helps determine the timeline of Return to Learn/Return to Play. We recommend that parents notify the school immediately upon a diagnosis of a concussion whether school related or not as a concussion can impede a student's learning for a period of time. We want to ensure that all protocols are in place and followed to enable students to be successful in the classroom.

## **Counseling**

Sometimes in your school life, assistance concerning personal, social, and educational growth will concern you enough to ask for help. The counseling department will assist you or be able to refer to those who can. The counseling department will provide students with the following services:

1. Enrollment and orientation of students
2. Schedule changes (as permitted)
3. Career exploration/information
4. College information: including college catalogs, college tests, registrations, scholarships, admission procedures and financial aid information
5. Interpretation of test results
6. Social-emotional needs

## **Emergency Contacts**

During the registration process, parents must provide the emergency telephone number of the parents, as well as alternate persons to contact in the event the school is unable to locate the parents. This online registration form should also include the name/names of an alternate person to release the student to in case the parents cannot be reached. Parents should contact the school throughout the year and provide updated information should phone numbers or contact information change.

## **Emergency Drills**

Periodically the school holds emergency fire, tornado, lockdown, evacuation, and bus drills. At the beginning of each semester, teachers notify students of the procedures to follow in the event of a drill. Emergency procedures and proper exit areas are posted in all rooms. Students are expected to remain quiet and orderly during a drill or an emergency. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

## **Food Allergy Information**

Midland Schools is committed to providing a safe school environment for all students. The district recognizes that food allergies, in some instances, may be severe and even occasionally life threatening. It is the intent of the School District to try and reduce the likelihood of severe allergic reactions of students with known food allergies while at school, and to increase the likelihood that appropriate medical treatment is available in case of an allergic reaction. It is the District's intent to work with students and parents to help students learn how to manage their food allergies while providing an environment where the risk is reduced and emergency support is available. The school cannot achieve this goal alone and student and family involvement is critical. Ultimately the primary responsibility for reducing the risks associated with food allergies rests with the student and their parents. School procedures to reduce that risk are as follows:

1. Information pertaining to student allergies will be shared with faculty and staff who have contact with the student(s). Otherwise this information will be kept as confidential as possible.
2. Based on information from the parent's doctor, the school nurse along with the Food Service Director will develop a food allergy action plan which lists the students food allergies, emergency treatment protocol, and contact information.
3. Food allergy and anaphylaxis training for faculty, staff and coaches will be provided as needed.

### **Parent Responsibilities:**

1. Parents of students with life-threatening allergies must provide the district and school nurse with emergency medications and written medical treatment protocol for their student addressing their specific allergy related event(s). This information and medication must be provided before the start of the school year. The school nurse / office personnel will keep the medications according to school medication policies.
2. Parents are expected to meet with the school nurse at the beginning of each school year regarding their child(s) food allergies.
3. Parents are responsible for educating their child about managing their food allergy at school, including identifying "safe foods" by reviewing the lunch menu together, contacting the food service director for ingredient listings and reinforcing that the student should ask for help if the student is unsure about choosing foods in the cafeteria.
4. If parents are uncertain about possible exposure to allergy-causing foods, they should provide meals and/or treats for their child.
5. Parents of students with severe, multiple or unusual food allergies may be required to provide meals and snacks for their student.

## **Insurance**

The School District's insurance policy does not cover injuries incurred by your child at school. It should also be noted that the school is not legally responsible for medical treatment for accidents that may happen at, or going to and from school. Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents who would like more information about student health and accident insurance should contact the school.

Student athletes must have health and accident insurance in order to participate in extracurricular athletics. Students must provide written proof of insurance prior to the start of the athletic activity. Student athletes who do not have insurance should contact their coach.

## **Illness or Injury at School**

A student who becomes ill or is injured at school must notify the office, his or her teacher or another employee as soon as possible and report to the nurse's office. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information in PowerSchool contacts. If the student is too ill to remain in school, the student is released to the student's parents, or with parental permission, to another person directed by the parents. **DO NOT LEAVE THE SCHOOL BUILDING WHEN ILL, REPORT TO THE NURSE. All must sign out in the office.**

While the school district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid if possible.

When in the opinion of the principal or an appropriate designee, an ill or injured student must be transported to a medical facility, if possible, attempts will be made to notify the parent/guardian of the student the extent of the illness or injury and obtain consent for transportation before contacting emergency personnel.

## **Medication**

The following procedures will be followed if a student needs to take a medication at school (both prescription or over the counter):

1. The medication must be in the original container with directions as prescribed by a physician or dentist. If medication must be given during school time, ask the pharmacist for an extra container.
2. Written permission from a parent or guardian is required before medication will be dispensed from the office. The medication form is available in the office or on the district webpage under "Nurse".
3. All medication is required to be kept in the office where refrigeration is available if needed.
4. Any medication that has not been taken or picked up will be destroyed at the end of the year.
5. Acetaminophen is not allowed to be given out by state law without specific written parental consent. Parents can give consent during the e-registration process on PowerSchool.

## **Physical Examinations**

Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletics are required to provide a school district physical examination form signed by the student's doctor stating the student is physically fit to perform in athletics prior to the start of the sport. Failure to provide proof of a physical examination makes the student ineligible. A new physical is required every 13 months if a student continues to participate in any sports.

## **Senate File 482 - Bathroom Use**

This bill prohibits all persons (adult and student) from entering single and multiple occupancy restrooms or changing areas and other facilities in elementary and secondary schools that don't correspond with the person's biological sex.

## **Student Services**

Additional support services are available to assist teachers when concerns arise with students. These services include our building staff (special education teacher, social worker, school counselor, nurse) and Grant Wood Area Education Agency support staff (psychologist, social worker, consultant, speech-language pathologist, occupational and physical therapist, work experience coordinator and others). Teachers and families may use input on an informal basis or request formal assistance in identifying strategies to address a concern, in carrying out these strategies, or in monitoring individual student progress. These services are available for all students through teacher or parent request. Working together, we can provide the best education possible for all of our children. Contact either the counselor's office or the principal's office if you have questions.

## ACTIVITIES

### Family Education Night

In cooperation with local churches, activities will not be held after 6:00 pm on Wednesday evening with rare exceptions. Sunday meetings are discouraged. All Sunday and Wednesday night activities (meetings) must have prior administrative approval.

### Dances (Including Prom/Homecoming)

Prom, Homecoming and any other school dances are social events sponsored by the school. Students will not be allowed to attend if they have unserved detentions.

1. Prom tickets must be purchased in advance.
2. Students will be required to sign in at Prom and sign out when they leave.
3. Students who leave will not be allowed to re-enter.
4. Anyone who has been drinking or acts like he/she has been drinking or brings alcoholic beverages to the event will be expelled from the dance and dismissed to his/her parent/guardian.
5. Students are responsible for their out-of-school date. If the out-of-school date breaks a rule, the student is responsible. All dates who are NOT currently in attendance at Midland, must be signed up in advance of the dance and would need to purchase a prom ticket.
6. Attendees are expected to conduct themselves according to school behavior expectations.
7. A police officer may be present at the event.

Middle School Dances may occur throughout the school year. Only current Midland Middle School students are allowed to attend these events. Students are not allowed to bring guests.

### Fundraising and Student Funds

Students may raise funds for school activities upon approval of the administration prior to the fund raising event or the start of a fundraising campaign. Funds raised remain in the control of the school district and the board. Classes who wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

### Extracurricular Participation

Tri-Rivers Conference Citizenship/Sportsmanship Seminar on September 17, 2002 developed the following beliefs about co-curricular activities: This belief continues from year to year.

*We believe participation in co-curricular activities is an equal part of our education. In fact, co-curricular activities provide us with opportunities to develop abilities that might not be developed in the classroom. We believe all students should have the opportunity to participate in co-curricular activities and every attempt should be made to avoid conflicts that would limit our participation in a variety of activities. We believe co-curricular activities, led by good role models, help us to work as a team to develop individual success. Co-curricular activities should be an enjoyable experience that helps us develop citizenship and other traits important to success in later life.*

**All students participating in Midland's Extracurricular program are subject to the Good Conduct Code.**

Practices - Students will be excused from athletic practices for the following types of reasons: illness, doctor, dental, or other appointments that cannot be scheduled at another time; parent approved trips with family; students needed to help at home. **Students participating in extra-curricular activities must attend all of their afternoon classes on the day of the activity or have a school approved absence except an illness.** Any exception must be pre-approved by the principal/designee.

There will be four consecutive days at Christmas without required practices. Any practices called during that time will be voluntary. Sunday practices may be held only if there is a varsity game or meet on Monday and the practice will be voluntary. Holiday practices (Labor Day, Thanksgiving, Christmas, New Years, Easter, Memorial Day, and 4th of July) will be voluntary. Coaches and activity sponsors may establish additional rules for their particular sport and/or activity.

1. Participants in any activity who miss a game/practice with an unexcused absence shall miss the next scheduled contest for that sport during that season. If a student misses two practices that are considered unexcused they will be ineligible for 2 games, three unexcused absences would result in being ineligible for 3 games and so on.
2. An assigned detention for student misconduct takes precedence over any practice or activity.
3. Any participant in any activity who receives an in-school suspension for any reason for any length of time shall be ineligible for the term of five (5) contact days. (A contact day is a day in which either practice or a contest **may** be held.)
4. Any participant in any activity who receives an out-of-school suspension for any reason, for any length of time, shall be ineligible for participation in any athletic contest, performance, etc. for the term of the suspension plus the following seven (7) contact days. The student cannot practice during the term of the out-of-school suspension, but at the coach's discretion may practice during the length of the seven days which follow the suspension.
5. All athletes must pass a physical examination and have a copy of the same on file in the high school office. Athletes and parent must sign a concussion form each year and have a copy of the same on file in the office.

6. Training hours may be set by the individual coach for his/her sport. Violators shall be ineligible to participate in the next scheduled contest.
7. Students will all follow the rules set forth for transportation to/from school events under EXTRACURRICULAR TRIPS found in this document.
8. Additional penalties, including suspension from the squad, may be assessed by the coach for violation of the above rules. Any rule above may not be suspended by the coach's training rules.

**SPORTSMANSHIP** - It is the clear obligation of all contestants in all interscholastic competitions to practice the highest principles of sportsmanship and ethics of competition. The governing organization shall have the authority to penalize any contestant in violation of this obligation.

Following is the policy for a violation of student eligibility rule 35.15(10): A student disqualified from an interscholastic contest by game officials for flagrant, violent, or verbal misconduct will be ineligible for the next regular scheduled game/meet at that level of competition and all other games and meets in the interim at any level in addition to any other penalties the IHSAA or the school may assess. The second violation carries a four (4) game/meet automatic ineligibility. Any school that does not enforce this penalty will be placed on probation and will not be permitted to participate in any athletic association sponsored event for one calendar year.

**CAUSE FOR BARRING FROM ACTIVITIES** - The superintendent, principal, or his/her designee has the authority to bar any student, participant, or spectator from attending or participating in activities because of disrespectful conduct or behavior that is not appropriate.

Respect for personal and school property (vandalism, etc.): Students will be held financially responsible for any willful damage or damage as a result of "horse play" to any school or personal property. In addition, disciplinary action may be taken.

### **Extracurricular or Athletic Trips**

Absences in other classes or school activities due to attendance on extracurricular or athletic trips or excursions are not considered absences on school records. Students are expected to make up all classroom assignments. Classroom teachers may raise the expectations or request a student not to go on a field trip. Students with poor performance in class, failing grades, or excessive disciplinary referrals may be denied the opportunity to participate in trips.

Students participating in Extracurricular Trips must complete a pre-excused form provided by the teacher/sponsor of the trip. Completed forms need to be returned to the event sponsor one day in advance of the trip or event. Students must have a parental signature.

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

Transportation in most cases will be by school bus. The following policies are in effect for all student activity trips:

1. Seating arrangements may be designated by the person or persons in charge of the bus.
2. Loud, boisterous, or profane talk on the bus or at any extracurricular event is forbidden by state law.
3. For any student to participate in an extracurricular activity which requires transportation, said student will travel by means of school approved transportation. Any exception must be cleared with the principal's office or the principal's designee. The sponsor/coach should keep the principal informed.
  - a. A parent(s) or grandparent(s) who wants to take his/her child(ren) home needs to sign student(s) out with the sponsor/coach at the site of the event.
  - b. If the parent/guardian (whether or not present at the event) wishes their child(ren) to be released into the custody of a third party (other than grandparent), the parent/guardian, prior to the event must:
    - I. Give written authorization to the sponsor/coach or principal to release their child(ren) into the custody of a third party, **and also**
    - II. Orally verify with the sponsor/coach or principal that the parent/guardian is releasing custody of their child(ren) into the custody of the third party.
  - c. Special cases must be approved by the principal in advance.
  - d. Emergency cases will be handled by the coach/sponsor or principal on an individual basis.

### **Academic Eligibility for Co-Curricular Activities**

ALL students must follow these academic eligibility guidelines, with the following exception: all incoming 9<sup>th</sup> grade students are academically eligible for the first grading period. Grading periods will be semesters. Students found not to be passing at semester will be ineligible for the first period of 20 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. For those non-athletic participants (band, vocal, cheerleading, FFA, Spanish Club, etc.), 20 consecutive days will begin the day following the end of the grading period.

It is at the discretion of the coach whether a student athlete participates in practice during the academic ineligibility period. Academic ineligible students may not participate in games, festivals, activity banquets, etc. during the ineligible period. Academic ineligible students may ride to or from any type of activity on school transportation at the discretion of the coach/sponsor as a non-participant as long as the bus leaves after the 3:20 bell. Ineligible students may not leave school before 3:20 to attend events.

Students involved in music (band and/or vocal) may participate in the local (in-house) concerts, etc. since these activities are part of their grade. However a student MAY NOT participate in any activity away from school such as festivals, state contests, music trips, etc. Students in clubs (FFA, Spanish, etc.) may attend local meetings at the sponsor's discretion. They may not, however, participate in extracurricular activities such as FFA conventions, etc.

Additionally, athletes must follow the eligibility requirements and attendance at Study Tables outlined in the Activities Handbook.

## **Good Conduct Code (Code: 503.4R.1)**

### **I. Statement of Philosophy**

A. Encouragement of Participation -The Midland Community School District encourages students to participate in extracurricular activities and recognizes that such activities are of significant educational benefit. These educational benefits are as follows:

1. The development of good citizenship and moral character.
2. The development of personal habits aimed at lifetime success.
3. The promotion of the image and identity of the school and community.
4. The training for successful lifelong careers.
5. Extracurricular activities are an extension of the classroom.

B. Participation is a privilege - by legal interpretation, participation in extracurricular activities is a privilege extended to students by the citizens and taxpayers of the district.

C. Participation carries responsibilities; this privilege carries with it a corresponding responsibility to represent the school and community in an appropriate manner. The community recognizes that participants in extracurricular activities are respected and emulated by the community as a whole. Therefore, a Good Conduct Code is established to set forth behavioral expectations of those students involved in extracurricular activities. Those expectations shall be applicable on a year-round basis. School district policies, rules and regulations for the Good Conduct Policy are in effect at all times and in all places (24 hours a day/7 days a week, 365 days a year).

### **II. Coverage**

Students involved in multiple activities will be suspended in all those activities in which a suspension could be applied. If one or more activities do not have performances or events during the period of ineligibility, then there will not be any period of ineligibility regarding those activities provided the student served a period of ineligibility in at least one activity.

The Good Conduct Code applies to all extracurricular activities, including but not limited to: athletics, instrumental and vocal music performances not required for course credit, drama productions, speech contests, variety shows, FFA, National Honor Society, all extracurricular and service clubs, all honorary and selected offices (e.g., Homecoming King/Queen/court, class officer, student council officer or representative), social activities such as Homecoming activities, Prom, or school dances, or any other activity where the student represents the District outside the classroom.

### **III. A student will lose eligibility under the Good Conduct Code for any of the following behaviors:**

- possession, use, or purchase of tobacco products or look-alike products regardless of the student's age.
- possession, use, or purchase of alcoholic beverages, including beer and wine.
- attending a function (without their own parent or guardian's supervision) where alcohol is present and being used by minors and the student has knowledge of such use, and does not immediately remove themselves from the situation.
- being in a vehicle where alcohol is present and the student has knowledge of such presence, and does not immediately remove themselves from the situation.
- attending a function or being in a vehicle where illegal drugs are present and the student has knowledge of such presence, and does not immediately remove himself or herself from the situation.
- possession, use, or purchase of illegal drugs and/or drug paraphernalia; or the unauthorized possession, use or purchase of otherwise lawful drugs;
- stealing, vandalism or other conduct which would violate the law, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted or adjudicated for the act(s).

If a student transfers from another Iowa school district and the student had not yet completed a period of ineligibility of a Good Conduct Code in the previous school district, the student shall be ineligible for the duration of the period of ineligibility imposed by the student's previous school district.

### **IV. Consequences**

Consequences for violation of this policy will be enforced for students in grades 6th through 12th. Offenses will not carry over from the end of grade 8 into grade 9. When a student is found in violation of the Good Conduct Code, the conditions of the penalty are as follows:

#### **First offense:**

A. 6 weeks of ineligibility from extracurricular activities which begins immediately upon determination that a violation occurred.

B. Ten (10) hours of community service.

C. If the violation is related to substance use, an appropriate evaluation from a recognized substance abuse center or agency that is equipped to address substance abuse issues. This will be at the student's expense.

**Second offense:**

A. 6 months of ineligibility from extracurricular activities which begins immediately upon determination that a violation occurred.

B. Twenty (20) hours of community service.

C. If the violation is related to substance use, an appropriate evaluation and counseling at a recognized substance abuse center or agency that is equipped to address substance abuse issues. These sessions will be conducted outside the District and will be at the student's expense.

**Third offense or more offense:**

A. 12 months of ineligibility from extracurricular activities which begins immediately upon determination that a violation occurred.

B. Forty (40) hours of community service.

C. If the violation is related to substance use, an appropriate evaluation and counseling at a recognized substance abuse center or agency that is equipped to address substance abuse issues. These sessions will be conducted outside the District and will be at the student's expense.

1) An ineligible student shall attend all practices or rehearsals but may not "suit up" nor perform/participate.

2) If a student violates the Good Conduct Code while ineligible due to an earlier violation, the penalty for the subsequent offense will attach at the completion of the earlier penalty.

The Good Conduct Appeals Committee's decision on a student's application for reinstatement is final and cannot be appealed.

**V. Honesty Clause (Reduction in Consequence)**

Admission Prior to Determination: If a **student** comes forward to a coach, administrator, or activity sponsor to admit (self-report) a violation of the Good Conduct Code prior to a finding of guilt by the administration, the student's consequence may be reduced to 2/3 of the ineligibility penalty. All community service hours are still required. Admission of guilt must occur within 72 hours of the incident.

**VI. Determination of Violation**

A student may be found in violation of the Good Conduct Code if any one of the following occurs.

1. Admission of conduct which is in violation of the Good Conduct Code to coach/sponsor, athletic director, or principal.

2. Report by a staff member that witnessed the student committing a violation.

3. Signed complaint by a credible adult who witnessed the student committing the violation.

4. Notification of violation by an official of a law enforcement agency or Juvenile Court Services.

5. After being informed of an allegation, the Principal or designee performs an investigation which finds the student committed a violation.

**VII. Letters and Awards**

To earn a letter for an activity the student must end the season in good standing with the activity.

**VIII. Appeals:**

Any student who is found by the administration to have violated the Good Conduct Code may appeal this determination to the Good Conduct Review Committee by contacting the Principal in writing within 3 working days of being advised of the violation. The committee will consist of two teachers (one of the student's choosing), one of the student's coaches or activity sponsors, athletic director and an administrator. The administrator will serve as the facilitator for the committee.

The committee will meet within 7 working days for a hearing with the student and/or parents/guardians. The consequence will be in effect pending the committee's decision.

If the student is still dissatisfied, he or she may appeal to the Midland Community School District Board of Directors by filing a written appeal with the Board Secretary no later than three working days following the decision of the Good Conduct Review Committee. **The Board Secretary will contact the student about the date and time of the hearing with the Board.** The hearing by the Board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for appeal to the Board of Directors are limited to the following:

- whether the student violated the Good Conduct Code;
- whether the student was given appropriate due process; or
- whether consequence given the student is in violation of the Good Conduct Code.

The consequence will remain in effect pending the outcome of the hearing with the Board. If the Board reverses the decision of the committee, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

## STUDENT RIGHTS & RESPONSIBILITIES

### Attendance

Students and parents are expected to make attendance a top priority. Only through attendance and class participation do students achieve the full benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to absence can never be replaced. Parents make the call as to whether their son or daughter is in school, but the school makes the call on whether the nature of the absence is avoidable or unavoidable. Regular attendance and being well prepared for class helps students in school, as well as prepares students for the real world.

Students who know they will be absent should have their parents notify the office prior to the absence. Students should also complete a "Pre-Excused Form" with their teachers and turn it into the office for full day or extended absences..

If advance notification is not possible, parents must notify the office at 319-259-5340 ext. 9 on the day of the absence by 8:10 a.m. In an effort to assure the safety of all our students, a school official may email or call parents to verify an unannounced absence.

If no phone call is received, when the student returns he/she must present a note from a parent/guardian listing the student name, date(s) of absence, reason absent, and the parent's signature. Students 18 or older who reside in the residence of a parent or guardian will be expected to bring a note as well. Parents have 48 hours to excuse their child for an absence. A call is necessary for all absences or a tardy to school, except when on a school event with a sponsor/teacher. Parents have the responsibility to provide to the school a written medical doctor's excuse if their child/student misses 3 or more consecutive days of school.

#### **Midland classifies unavoidable absences as follows:**

- 1) Personal illness (some type of medical excuse to validate absence within 48 hours, see above)
- 2) Professional appointments that cannot be made other than during school time. (doctor/dental appointments, an appointment card or a note from the doctor or dentist on letterhead is required -- A reasonable amount of time gone for the appointment will be listed as unavoidable)
- 3) School arranged college visitations for juniors and seniors that are arranged through the counseling office
- 4) Funerals, death, or serious illness in the immediate family.
- 5) Participation in school scheduled activities.
- 7) Family events – such as weddings, awards, recognitions, or a sibling participating in a state athletic competition.
- 8) Any absence outside of the guidelines listed above for a legitimate reason will be considered and decided on a case by case basis by the principal.

Students who need to leave school during the school day must receive permission from the office, sign out, and have their parents telephone the office or have their parents pick them up. Students who return to class or arrive after the school day has begun must have a call by their parents to the office for readmission. Students are not released to anyone other than their parents during the school day unless the office has a message by the student's parents.

Students are responsible for arranging to make up schoolwork. Students who know they are going to be absent prior to an absence must make arrangements with their teachers in advance to make up schoolwork. Students will have one day for each day absent, plus one additional day to make up work assigned while absent. If a student misses the day work is due to be turned in to a teacher, it is due the day the student returns to school at no penalty. A student who is in attendance the day an assessment is announced is expected to complete the assessment on the day he/she returns.

Chronic absenteeism, as defined by the state, is 10% of the school day/hours in each semester. This means a student is considered chronically absent if they miss just 2 days each month. Students that are missing excessive days in a quarter may meet with the principal and their parents. The County Attorney may also be notified. Excessive days absent may result in failing grades and loss of credit for classes. The office may assign detentions if students do not have a verifying call from a parent within 48 hours of the absence or being tardy at the beginning of the school day.

#### Attendance Protocol:

- After 5 days absent, a letter is sent through email as a reminder of attendance.
- After 10 days absent, a letter is sent home, and the student will be required to meet with a staff member to identify steps necessary for student success.
- After 15 days absent, a meeting with parents will be scheduled to discuss a plan to improve student attendance. If a lack of improvement or support is shown, the County Attorney will be notified.

### Student Tardy

It is the student's responsibility to attend class on time. Any student arriving after the school day has started will be required to stop and notify the office. Being late to class up to 10 minutes constitutes a tardy – over 10 minutes will constitute an unexcused absence. A student will be considered tardy/absent according to the attendance taken by the teacher. A student must provide a pass to the teacher in order to be considered NOT tardy or NOT absent. Students will receive one warning for being tardy to a class period. Each subsequent tardy may result in a detention.



### **Student Truancy**

**The State of Iowa defines truancy as: Any child between 6 and 16 years of age on September 15, who fails to attend school in violation of that school board's policy, without a reasonable excuse for the absence, is a truant.** Students are considered truant if they are missing class/school for any reason for at least twenty percent of the days/hours in the semester.

After no more than 15% missed days, a meeting will be scheduled to discuss a plan to improve student attendance. An absenteeism prevention plan will be developed in partnership with an administrator, parent and student. If the plan is not followed, the school officials will notify the county attorney.

### **College Visits**

A junior or senior who qualifies for college admission may be granted two excused college visits per year. Seniors who verify admission prior to going, may be granted one additional college day. A completed field trip form needs to be returned to the HS office one day prior to the college visit and a signed statement from the Office of Admissions must be submitted within three school days following the visit in order for the absence to be excused. College days are not allowed during the final week of a semester. All college days must be set up through the HS office. You need to plan your college day at least one week in advance.

### **Leaving School During School Hours**

A student may not leave the school grounds without permission once he/she has entered it. To be excused, permission must be obtained from the principal's office before the student leaves school. A call must be received by office personnel prior to a student's signing-out. Any student who does not follow this procedure will be given an avoidable absence and detention assigned. Students participating in extra-curricular activities must attend all of their afternoon classes on the day of the activity or have a school approved absence except an illness. Any exception must be pre-approved by the principal/designee. If a student is ill, he/she must check out with the office before leaving the building.

### **Backpacks / Purses**

Students may be provided with a laptop bag for transporting their computers, books, writing utensils, etc. if requested. Each student is allowed one standard backpack if they choose to provide their own. All other bags / purses are prohibited in the classrooms. Any additional personal bags must be stored in the student locker.

### **Books & Book Rental**

Books are placed on a rental basis at Midland so as to provide each student with an adequate book of the same edition. Students are responsible for the condition of these books. Excessive wear on a book will require an extra payment at the end of the year. A lost book will result in the full payment for replacement of the book. Please do not write in books assigned by your instructors. Payment for book rental may be made prior to opening day of school or during registration. Students who enter at a later date will pay rental on a prorated basis

### **Care of School Property**

Students are expected to take care of school property including desks, chairs, books, lockers and school equipment. Vandalism is not tolerated. Students found to have destroyed or otherwise harmed school property may be required to reimburse the school district. In some circumstances, students may be reported to law enforcement officials.

### **Cell Phones & Other Electronic Devices**

For the purpose of this handbook, "Remotely activated, or activating communication devices" are defined to include portable two-way telecommunication devices, including but not limited to cellular telephones, with or without cameras, beepers, walkie-talkies, other hand-held computing devices used as a communication device, any portable electronic device capable of storing and transmitting or receiving images, such as cameras, as well as any new technology developed for similar purposes.

Midland School extends to 6-12th grade students the privilege to possess, display and use remotely activated or activating communication devices between classes, during meal times and before and after school, provided such "Remotely activated, or activating communication devices" are not displayed, activated or used during class time, unless the classroom teacher is encouraging the use of such devices as a part of instruction.

Cell phones with cameras and other portable "Remotely activated, or activating communication devices" capable of storing, and transmitting or receiving images are banned from locker rooms and rest rooms at **ALL** times. Students will be disciplined for the use of cell phones with cameras in school locker rooms or restrooms. At no time are students authorized to video, photograph or audio record others in the school building or at school activities without the consent of the other party. **It is up to each student to respect and adhere to each teacher's classroom policy regarding the above devices, without question.**

As required, the response to students' use of these devices includes:

**1st OFFENSE** – Warning + Phone or electronic device held in office

Student may pick it up at the end of the school day.

**2nd OFFENSE** – 60 minute detention + Phone or electronic device held by principal

Student may pick up device at the end of the school day.

**3rd OFFENSE** – 60 minute detention + Phone or electronic device held by principal

Parent to pick up phone or electronic device

**4th OFFENSE** – Phone or electronic device held by principal. A meeting will be held with the parent & student.

Discipline upon the discretion of the principal.

Consequences will reset at the end of the semester.

### **Dress Code**

There is a strong connection between academic performance, student's appearance and student's conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to adhere to reasonable levels of cleanliness and modesty. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment. These specific items of dress will not be allowed to school:

- Clothing which advertises or promotes items or actions illegal for minors including, but not limited to, alcohol and tobacco.
- Clothing which displays obscenity, profanity, vulgarity, racial or sexual remarks, or double-meaning sexual references or pictures.
- Headwear (hats, bandanas, sunglasses, durags, or hoods) may not be worn in the building during the school day. These items should remain in a locker or in a vehicle.
- Undergarments should not be shown.
- Coats are not to be worn in the building and blankets should not be carried into classrooms. Once you arrive, put them in your locker. Bring a sweatshirt or sweater to wear if it's cold.
- Slippers of any type are not allowed. Shoes must be worn at all times.
- Clothing may NOT show any private areas.

If in the judgment of the administration your conduct or personal appearance constitutes a health or safety problem, disrupts the educational process, or flagrantly violates community standards and values, you will be asked to change your conduct or appearance appropriately, or leave the school.

Under certain circumstances or during certain classes or activities a stricter dress code may be appropriate, and students will be expected to comply with the stricter requirement.

### **Driving to School**

Students driving to school must park in designated student parking areas and must purchase a Midland parking hang tag. Students who drive in an unsafe manner will be reprimanded and if it happens a second time will not be able to park on school grounds. **STUDENTS ARE NOT ALLOWED TO GO TO THEIR VEHICLE DURING THE SCHOOL DAY WITHOUT PERMISSION FROM THE OFFICE.** Any student who parks improperly in the student parking lots can receive a detention or loss of driving privileges.

School permits may be granted by the principal for students who meet the requirements through the Iowa DOT. A meeting with the principal, parent, and student must be held in order to obtain permission. Middle school students will not be eligible for school permits until after the last day of school of their 8th grade year.

### **Food and Beverages**

No food or beverages are allowed outside of the cafeteria. Water may be allowed in the classroom with the classroom teacher's permission. Containers should not be glass. Carbonated beverages and energy drinks will not be allowed in the building. They will be confiscated and disposed of. Federal lunch guidelines do not allow middle school students to have sports drinks during the school day.

### **Library**

The school library is available to students during school hours. The library is a place for study and research. It is not a place to socialize. Students are expected to conduct themselves as if they were in class while in the library. As with all classrooms, behavior expectations are posted in the library. Students may check out materials from the library. Students will be held financially responsible for damaged or lost materials. *This section may be amended, dependent upon the Guidance that has not yet been provided by the Iowa Department of Education.*

### **Lockers**

Student lockers are the property of the school district. Students shall use the lockers assigned to them for storing their school materials and personal items necessary for attendance at school. Once lockers have been assigned, there will **NOT** be any changes without permission from the principal. It shall be the responsibility of each student to keep the assigned locker clean and undamaged. The expenses to repair damage done to a student's locker are charged to the student.

For safety reasons, students are not allowed to carry book bags or purses into the classrooms. The only bag students may carry is their school provided laptop bag. Combination locks are available from the office upon request for convenience and protection. Students should not store valuables or cash in lockers or in the locker room. To leave valuables unattended is to invite loss. If it is necessary for students to carry large sums of money, etc. on various occasions, it may be checked in at the office. The school is not liable for lost valuables.

A student's locker can be searched whenever an administrator or teacher has a reasonable and articulable suspicion that a criminal offense or a school district policy, rule or regulation bearing on school order has been violated and the administrator or teacher has a reasonable and articulable belief that the search will produce evidence of the violation. Items in violation of school district policies, rules or regulations found in student lockers are confiscated. Illegal items may be given to law enforcement officials. Locker maintenance inspections are conducted periodically throughout the school year. These inspections are generally for the purpose of ensuring that lockers are clean and well kept. Prior to a maintenance inspection, students are given 24 hours' notice. Students must not leave money or anything valuable in the locker. Students having any problems with their locker should notify the office or Guidance Office. Students will be assigned a locker each year.

State law allows a school district to conduct periodic locker maintenance checks. Any illegal substances found during these checks can be and shall be used as evidence for disciplinary actions and/or prosecution. Under state law, these locker maintenance checks shall be conducted in the presence of the student or another adult who works at the school. The use of a K-9 drug sniffing dog may be used during these maintenance checks at any time during the duration of the current school year.

### **Lost and Found**

Lost and/or found items are placed in lost and found in the cafeteria, if not claimed in a reasonable period the item may be disposed of. Students may come to the office to report a missing item, an email can be sent out to try to help find it.

### **Lunches / Lunch Period**

Breakfast and hot lunches are available daily. All students will be assigned a four digit lunch number. Extra milk and ala carte items are also available on a daily basis. These extra items are NOT included in the free/reduced lunch program. Students will not be allowed to charge meals or ala carte items if the account reaches -\$5 per board policy 710.4 and Federal regulations. The district may provide an alternate meal that meets Federal and State requirements to the student who has charged the maximum allowance of \$5 and cannot pay out of pocket for a meal.

To apply for either free or reduced meals, students are to secure an application from the main office or the district website. This form is to be completed by the parent/legal guardian and returned to the office. Information provided on the application is confidential. This is limited to one free breakfast and one free lunch per day.

Midland does NOT have an OPEN LUNCH policy; students must remain in school and are not permitted to eat lunch elsewhere. During the lunch periods, students are expected to be in the lunchroom unless other arrangements are made with a teacher or administrator. No students are to be in the halls during the lunch period.

School personnel will provide supervision in the cafeteria. All students are expected to follow cafeteria expectations which will be posted, taught, and reviewed throughout the school year. Students who do not follow expectations may receive an assigned seat, be required to clean the lunch room, or be required to eat breakfast or lunch in an alternative setting.

### **Respect-Professional Address Towards Staff**

Students should address staff members with appropriate titles such as Mr., Mrs., Ms., Miss, or Coach followed by their last name (*or initial if approved by staff*). Students should not address staff members by their first names or some other slang.

### **School Announcements**

Students are responsible for knowing the content of daily announcements, which are emailed out to students and posted on the district website and on the cafeteria bulletin board. Students who wish to have an item included in the announcements must have permission from the principal.

## School Day

School begins at 8:00 a.m. each day and ends at 3:20 p.m. Anyone entering the building before 7:55 a.m. must go directly to the cafeteria for supervision. Students who arrive by bus are not to leave the school grounds but are to report to the cafeteria for supervision. Students who arrive after 8:00 a.m. must sign in at the office.

Classes dismiss for the day at 3:20. No students should be in the building after 3:40 unless participating in a supervised activity or requested to remain by a teacher. Students waiting for route buses are to report to the bus depot for supervision.

If school is dismissed early, students are expected to leave the school grounds within 15 minutes of dismissal. Students may be present on school grounds before 7:30 a.m. or after 4:00 p.m. when they are under the supervision of an employee or an extracurricular activity sponsor. Activity chaperones are responsible for students until they have left the building.

## School Equipment

All athletic and other equipment issued for student use is the responsibility of the student and should be turned in as soon as the activity for which the equipment was issued is completed. Any students having athletic or other school property in their possession that has not been issued for their use or has not been returned at the proper time can expect to buy the equipment or face charges of theft and be reported to the sheriff's office.

Students who owe fees will not be allowed to participate in graduation ceremonies.

## Search and Seizure Regulations

All school property is held in public trust by the Board of Directors. School officials may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles under the circumstances as outlined in the following regulations to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search.

It is recognized that such illegal, unauthorized, or contraband materials generally cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises. Items of contraband may include, but are not limited to, non-prescription 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 anywhere on the school premises.

All non-maintenance searches must be based on reasonable suspicion and be reasonable in scope. After each search the person conducting the search is to complete the search and seizure checklist by the end of the working day and file it with his/her supervisor.

## SEARCH AND SEIZURE Code No 502.5-R

### I. SEARCHES IN GENERAL

A) Reasonable Suspicion: A search of a student will be justified when there are reasonable grounds for suspicion that the search will turn up evidence that the student has violated or is violating the law or the rules of the school. Reasonable suspicion may be formed by considering factors such as the following:

- 1) eyewitness observations of school personnel
- 2) information received from reliable sources
- 3) suspicious behavior by the student
- 4) the student's history and school record

B) Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- 1) the age of the student
- 2) the sex of the student
- 3) the nature of the infraction and
- 4) the exigency requiring the search without delay

### II. TYPES OF SEARCHES

#### A) Personal Searches

- 1) A student's person and/or personal effects (e.g.: purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal or contraband items.
- 2) Personally intrusive searches will require more compelling circumstances to be considered reasonable.
  - a) Pat-down Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same sex and with another adult witness present, when feasible.
  - b) A more intrusive search of the student's person is permissible in emergency situations when the health and safety of the students, employees, or visitors on the school premises are threatened. Such a search may only be conducted in private by a school official of the same sex, with an adult of the same sex present, unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.
  - c) It is recognized that strip searches, body cavity searches, and the use of a drug sniffing animal to search a student's body are not to be permitted under Iowa statute.

#### B) Locker Inspection and Searches

At various times throughout the school year, student lockers may be inspected by school personnel either in the

presence of the student(s) whose locker is being inspected or the inspection shall be conducted in the presence of at least one other person. A canine dog as well as law enforcement may be included in these inspections. Periodic inspections of lockers, cars, parking lots, desks or other facilities belonging to the school and provided to students as a courtesy, are necessary to provide a positive, safe environment for all students in attendance.

In an on-going effort to keep and to provide a safe environment for all students, Midland has partnered with local law enforcement and may participate in routine unannounced training sessions/building walk-throughs for the drug and bomb K-9 units. Sessions will be scheduled through the superintendent's and/or principal's offices.

### **Telephone Calls**

The telephone in the office is for school business. In an emergency situation students may use the telephone by requesting permission from the office personnel. Students will not be called from class to answer the phone unless the person calling identifies him/herself and states that it is an emergency. Long distance phone calls will be furnished if students are contacting parents.

### **Technology Code of Ethics**

#### **APPROPRIATE USE OF COMPUTERS, COMPUTER NETWORK SYSTEMS, AND THE INTERNET**

The Board of Directors of the Midland Community School District is committed to making available to students access to a wide range of electronic learning facilities, equipment, and software, including computers, computer network systems, and the Internet. The goal in providing this technology and access is to support the educational objectives and mission of the Midland District and to promote resource sharing, innovation, problem solving, and communication.

Access to the District's computers, computer network systems, and the Internet shall be available to all students within the District. However, access is a privilege, not a right. Each student must have a signed acceptable use agreement on file prior to having access to and using the District's computers, computer network systems, and the Internet. The amount of time and type of access available for each student may be limited by the District's technology and the demands for the use of the District's technology. Even if students have not been given access to and/or use of the District's computers, computer network systems, and the Internet they may still be exposed to information from the District's computers, computer network systems, and/or the Internet in guided curricular activities at the discretion of their teachers.

Every computer in the District having Internet access shall not be operated unless Internet access from the computer is subject to a technology protection measure (i.e. filtering software). The technology protection measure employed by the District shall be designed and operated with the intent to ensure that students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are otherwise harmful to minors. The technology protection measure may only be disabled for an adult's use if such use is for bona fide research or other lawful purposes.

The use of the District's computers, computer network systems, and Internet access shall be for educational purposes only. Students shall only engage in appropriate, ethical, and legal utilization of the District's computers, computer network systems, and Internet access. Students' use of the District's computers, computer network systems, and Internet access shall also comply with all District policies and regulations. Inappropriate use and/or access will result in the restriction and/or termination of this privilege and may result in further discipline for students up to and including expulsion and/or other legal action. The District's administration will determine what constitutes inappropriate use and their decision will be final. The technology coordinator may close a user account at any time as required and administrators, faculty, and staff may request the technology coordinator to deny, revoke or suspend user accounts. Any user identified as a security risk or having a history of problems with computer systems may be denied access to the District's computers, the District's computer network systems, and the Internet. Students will be instructed by the District's technology coordinator or other appropriate personnel on the appropriate use of the District's computers, computer network systems, and the Internet. The following are rules for appropriate use by the District's students of the District's computers, computer network systems, and the Internet:

- Do not make offensive or harassing statements or use offensive or harassing language including disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religious or political beliefs. Do not swear, use vulgarities or any other inappropriate language. Be polite and follow the same privacy, ethical, educational, and other considerations observed regarding other forms of communication.
- Do not send or solicit sexually oriented messages or images.
- Do not transmit your credit card information or other personal identification information, including your home address or telephone number from any District computer. Do not publish personal or private information about yourself or others on the Internet without prior written permission. If any information is to be provided regarding students, it should be limited to the student's first name and the initial of the student's last name only. Do not arrange or agree to meet with someone you met online.
- Do not use the District's computers and/or computer network systems to participate in illegal activities. Illegal activities include, but are not limited to, gambling, fraud, and pornography.
- Do not subscribe to Listservs, bulletin boards, online services, e-mail services or other similar services without prior permission from the technology coordinator or other appropriate personnel.
- Do not use, possess or attempt to make or distribute illegal/unauthorized copies of software. Illegal/unauthorized software

means any software that has been downloaded or copied or is otherwise in the user's possession without the appropriate registration and/or license for the software, including the payment of any fees to the owner of the software.

- Do not alter, modify, corrupt or harm in any way the computer software stored on the District's computers or computer network systems. Do not install any software on the hard drive of any District computer or on the District's computer network systems or run any personal software from either floppy disk, CD-ROM or other storage media or alter or modify any data files stored on the District's computers or computer network systems without prior permission and supervision from the technology coordinator or other appropriate personnel.
- Do not download any programs from the Internet without prior permission from the District's technology coordinator or other appropriate personnel. Any programs downloaded from the Internet shall be strictly limited only to those that you have received permission from the technology coordinator or other appropriate personnel to download.
- Do not use any encryption software from any access point within the District.
- Do not access the Internet from a District computer using a non-District Internet account.
- Do not share a personal user account with anyone. Do not share any personal user account passwords with anyone or leave your account open or unattended.
- Do not access the District's computers or computer network systems or use the District's Internet connection from a non-District computer without prior authorization from the technology coordinator or other appropriate personnel.
- Do not use an instant messenger service or program, Internet Relay Chat or other forms of direct electronic communication or enter a chat room while using the District's computers, computer network systems, and/or the District's Internet connection.
- Do not disable or circumvent or attempt to disable or circumvent filtering software.
- Do not play any games that are not related to the District's educational program.
- Do not vandalize the District's computers or its computer network systems. Vandalism is defined as any attempt to harm, modify, deface or destroy physical computer equipment or the computer network and any attempt to harm or destroy data of another user. All users are expected to immediately report any problems or vandalism of computer equipment to the administration, the technology coordinator or the instructor responsible for the equipment.
- Do not commit or attempt to commit any act that disrupts the operation of the District's computers or computer network systems or any network connected to the Internet, including the use or attempted use or possession of computer viruses or participation in hacking or other unlawful/inappropriate activities on line. Users must report any security breaches or system misuse to the administration or technology coordinator. Do not demonstrate any security or other network problems to other users; give your password to another user for any reason; and/or use another individual's account. Do not attempt to log on to any device as a system administrator.
- Do not use the network in such a way that you would disrupt the use of the network by other users or would waste system resources (e.g. listening to Internet radio, printing web pages without prior permission from the technology coordinator or other appropriate personnel).
- Do not use the District's computers and/or computer network systems for any commercial or for-profit purposes, personal or private business (including but not limited to shopping or job searching), product advertisement or political lobbying.
- Do not use the District's computers, computer network systems, and/or the Internet to transmit any material in violation of any federal or state law, copyrighted material, obscene material, hate literature, material protected by trade secret, computer viruses, offensive material, and/or any threatening or harassing materials. If a user encounters potentially inappropriate information, the user shall immediately terminate contact with such information and notify the technology coordinator or other appropriate personnel of the contact with inappropriate information.
- Do not plagiarize information accessed through the District's computer, computer network systems, and/or the Internet. Students shall obtain permission from appropriate parties prior to using copyrighted material that is accessed through the District's computer, computer network systems, and/or the Internet.

Although reasonable efforts will be made to make sure students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value and/or may be inappropriate. If a student encounters such information, the student should terminate access to the information immediately and notify the student's teacher or other appropriate personnel of what occurred.

Students will be able to access the District's computers and computer network systems, including use of the Internet, through their teachers and/or other appropriate supervisors. Individual electronic mail addresses will not be issued to students. Students will not be allowed to use email except under very specific, limited educational circumstances. If a student has an electronic mail address that has been set up outside of school, the student will not be permitted to access that e-mail account or use that address to send and receive mail at school.

Parents will be required to sign a permission form to allow their students to access the District's computers, computer network systems, and the Internet. Students will sign a form acknowledging they have read and understand the District's policies and regulations regarding appropriate use of the District's computers and computer network systems, that they will comply with the policies and regulations, and understand the consequences for violation of the policy or regulations. Prior to publishing any student work and/or pictures on the Internet, the District will obtain written permission from the student's parents to do so.

The District has the right, but not the duty, to monitor any and all aspects of its computers, computer network systems, and Internet access including, but not limited to, monitoring sites students visit on the Internet and reviewing e-mail. The

administration and the technology coordinator shall have both the authority and right to examine all Internet activity including any logs, e-mail, computer disks and/or other computer related records of any user of the system. The use of e-mail is limited to District and educational purposes only. Students waive any right to privacy in anything they create, store, send or receive on the District's computers and computer network systems, including the Internet.

No warranties, expressed or implied, are made by the District for the computer technology and Internet access being provided. The District, including its officers and employees, will not be responsible for any damages including, but not limited to, the loss of data, delays, non-deliveries, misdeliveries or service interruptions caused by negligence or omission. Individual users are solely responsible for making backup copies of their data. The District also is not responsible for the accuracy of information users access on the Internet. Any risk and/or damages resulting from information obtained from the District's computers, computer network systems, and/or Internet access is assumed by and is the responsibility of the user.

Students and parents may be asked from time to time to sign a new consent and/or acceptable use agreement to reflect changes and/or developments in the law or technology. When students and parents are presented with new consent and/or acceptable use agreements to sign, these agreements must be signed for students to continue to have access to and use of the District's computers, computer network systems, and the Internet.

The interpretation, application, and modification of this policy are within the sole discretion of the Midland Community School District. Any questions or issues regarding this policy should be directed to the Superintendent, any building principal or the technology coordinator. The Board of Directors will review and update this policy as necessary.

### **Care of Computers**

Students are provided with a computer bag (upon request), a chromebook, and a chromebook charger. The chromebook and charger are to be transported in a bag. Students should charge their chromebooks each evening and bring the charger with them to school each day in case they need additional power.

Students are responsible for proper care, storage, and use of the school provided chromebook & charger. The cost to repair or replace the chromebook or charger is the sole responsibility of the student / family. The school reserves the right to have chromebooks repaired by its personnel with parts ordered from our distributor. Until repair or replacement costs are paid in full, the student will not be permitted to remove his/her chromebook from the school grounds. The chromebook will need to be checked into the office prior to the final bell each day.

### **Technology Insurance**

Technology Insurance is available through the school for \$30.00. This premium is on a voluntary basis and will cover the repairs to a school issued chromebook one time due to accidental damage. If the premium is used on one occasion the student/family can pay another premium of \$30. For any subsequent damages, the insurance premium would increase to \$60. If a student/family decides not to pay the insurance premium the student will be responsible for the total cost of repairs.

### **Classroom Discipline**

Teachers and / or others who are in charge of a classroom must be the administrators of classroom discipline. Therefore, minor disciplinary offenses are the responsibility and obligation of the classroom teacher. When a situation arises wherein the educational process is substantially interfered with, it then becomes the responsibility of the administration to assist in the disposition of the discipline problem. Midland is a PBIS district. Therefore, all classroom behavior expectations are posted, taught, and reviewed throughout the school year.

### **Student Conduct**

The board believes inappropriate student conduct causes 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.

Students shall conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered buses; while attending or engaged in home or away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Students who fail to abide by this policy and the administrative regulations supporting it 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 participation; 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.

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered buses; while attending or engaged in school district activities shall be suspended by the principal. Notice of the suspension shall be sent to the board president. The board shall review the suspension to determine whether to impose further sanctions against the student, which may include expulsion. Assault for purposes of this section of this policy is defined as:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- intentionally points any firearm toward another or displays in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport, social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreadable risk of serious injury or breach of the peace

**Removal from the classroom** means a student is sent to the Dean of Students or building principal's office. It shall be within the discretion of the person in charge of the classroom to remove the student.

**Detention** means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day or after school has been dismissed for the day. Whether a student will serve detention, and the length of the detention, shall be within the discretion of the licensed employee disciplining the student or the principal. Assigned detentions take precedence over extra-curricular practices, and/or performances. Students with unserved detentions will not be able to participate in extracurricular activities or athletics, trips, social events such as dances or graduation until all time is served.

**Suspension** means an in-school suspension, an out-of-school suspension, and a restriction from activities or loss of eligibility. An **in-school suspension** means the student will attend school but will be temporarily isolated from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days. No electronics or wireless devices will be allowed during the suspension without approval from the principal (for educational purposes only). A student who serves an in-school suspension will be ineligible for all extra-curricular activities for a period of five contact days. A contact day is defined as a day in which either practice of a contest may be held. The ineligibility will start from the day the suspension is issued.

**Out-of-school suspension** means the student is removed from the school environment, which includes school classes and activities. A student who serves an out-of-school suspension is ineligible to participate in all extra-curricular activities for the period of the suspension and the seven contact days to follow the suspension period.

**Probation** means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall result in immediate reinstatement of the penalty.

Expulsion means an action by the board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the board but no longer than one year.

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

Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The Individual Education Program (IEP) shall be evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

[See HF 604 - Student Discipline](#)

## OTHER INFORMATION

### Buses and Other School District Vehicles

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities, or any other destination must comply with school district policies, rules, and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading, or leaving the bus. The driver has the ability to discipline a student and may notify the principal of a student's inappropriate bus conduct. In the event of a physical altercation between students on the bus, the driver will find a safe spot to park the bus and will call 911 to have a deputy remove the fighting students from the bus.

Video cameras are in use on school buses for the safety of the students riding the bus. The content of the video may be used to discipline students. Students are not informed when the video cameras are or are not in use.

Persons riding the school district vehicles shall adhere to the following rules. The driver, sponsor, or chaperones are to follow the school district policies, rules and regulations for student violations.

1. Riders must be at the designated loading point before arrival time.
2. Riders must wait until the vehicle comes to a complete stop before attempting to enter.
3. Riders must not extend arms or heads out of the windows at any time.
4. Aisles must be kept cleared at all times.
5. Riders shall load and unload through the right front door. The emergency door is for emergencies only.
6. Riders will depart from the vehicle at the designated point unless written permission to get off at a different location is given to the driver.
7. Riders may be assigned a seat by the driver.
8. Riders who damage seats or other equipment will reimburse the school district for the cost of the repair or



replacement.

9. Riders are not permitted to leave their seats while the vehicle is in motion.
10. Waste containers are provided on all vehicles for riders' use.
11. Permission to open windows must be obtained from the driver.
12. Classroom conduct is to be observed by students while riding the vehicle except for ordinary conversation.
13. The driver is in charge of the riders and the vehicle, and the driver is to be obeyed promptly and cheerfully.
14. Riders should assist in looking after the safety and comfort of younger riders.
15. Riders who must cross the roadway to board or depart from the vehicle must pass in front of the vehicle (no closer than 10 feet), look in both directions, and proceed to cross the road or highway only on signal from the driver.
16. Riders must not throw objects about the vehicle nor out through the windows.
17. Shooting paper wads, squirt guns, or other material in the vehicle is not permitted.
18. Riders must keep their feet off the seats.
19. Roughhousing on the vehicle is prohibited.
20. Riders must refrain from crowding or pushing.
21. The use or possession of alcohol, tobacco, or look-alike substances is prohibited in the vehicle.
22. The good conduct rule is in effect.
23. Making inappropriate gestures or inappropriate comments to others will not be tolerated.
24. All students riding the late bus must report to the bus depot by 3:20 and stay there until the late bus bell rings.
25. Students who ride buses are expected to remain on school grounds once here. Students who violate this may be denied transportation.
26. Each bus route has assigned students. Students not listed on a specific bus roster are not allowed to ride the bus unless permission is granted by the principal.
27. Students are expected to always ride on the same bus both to and from school. They are not to change buses.

**BUS WRITE-UP:** In grades 6-12, if a student receives a bus write-up, he/she will not be allowed to ride the bus for a specified period of time: **First write-up** - Warning and assigned seat for a period of time. **Second write-up** - Three (3) days off bus. **Third write-up** - Five (5) to ten (10) days off bus. **Fourth and beyond** - At least five (5) days off and possible loss of bus privileges for the rest of the school year.

Administrators reserve the right to implement consequences appropriate to the nature and severity of misconduct in addition to bus write-up guidelines. Penalties will be determined by nature and severity of misconduct.

### **Child Abuse/Neglect**

It is the policy of the Midland Schools that any employee who has reason to believe that a student has been abused, as defined by law, must report such abuse to the Department of Human Services. Legal reference: Chapter 35A, the Code of Iowa. The level one investigator for abuse by the district employee is the School Counselor or Principal.

### **Conflict Resolution / Questions**

We believe that effective communication and teamwork must exist among students, family, and school. In the event that a question or conflict arises, we request that parents bring it to our attention in a respectful manner and utilize the following chain of command:

- |   |                       |
|---|-----------------------|
| 1) Teacher/Coach/Sponsor/Staff member       | 3) Superintendent     |
| 2) Building administrator/Athletic director | 4) Board of Education |

Faculty and staff members will make every effort to respond to you in a timely manner. Contact hours for Midland faculty are 7:40am – 3:40pm.

### **Grievance Procedure**

Grievances may involve almost any issue relating to sex, race, religion, color, national origin, marital status or disability in the treatment of students or employees in education programs or activities. They may relate to the actions of a particular individual, to the practices or policies of a particular school or unit within an education agency or institution, or the practices or policies of the agency or institution as a whole. Grievances may assert discrimination against a single individual or against a group or class of individuals. Students may file a written complaint regarding school district policies, rules and regulations or other matters by complying with the following procedure. This procedure is strictly followed except in extreme cases. 1) If unsatisfied with the employee's response or if there is no employee involved, file a written complaint with the principal within one school day of the employee's response or the incident; 2) If unsatisfied with the principal's response, file a written complaint with the superintendent within two days of the principal's response; 3) If unsatisfied with the superintendent's response, students may request in writing to speak to the board within three days of the superintendent's response. The board determines whether it will address the complaint.

## **Gun Free Schools**

Students and parents need to be aware of the Federal Gun Free Schools Act. Under this act, a student shall be suspended from school for one year (unless modified by the Board of Education) if found on school property with a firearm or dangerous weapon.

## **Inclement Weather**

All delays, cancellations, and no school announcements for bad weather or other similar problems which may arise during the year will be given over these radio stations: WMT (600), KMAQ (1320 AM), KHAK (98.1 FM) and the following TV stations: KGAN (channel 2), WHBF (4), KWQC (6), WQAD (8), KWWL (7), and KCRG (9).

Parents are automatically enrolled in Parent Square when they have an account through PowerSchool. This will be the fastest notification.

The superintendent determines whether buses will follow the regular routes in inclement weather. If the buses do not follow the regular routes, they follow emergency routes or the parents are responsible for picking up the students at the school. There will be no extracurricular morning practice when school is delayed. When school is dismissed or canceled because of extreme weather conditions, all athletic and activity practices and games will be determined by administration. State sponsored event cancellations will be determined by the administration on an individual basis. If weather conditions deteriorate after the conclusion of a regular school day, the decision to participate will be made by the administration of the participating schools. Any missed days may have to be made up at a later date.

## **Non-Custodial Parents**

Non-Custodial parents of students may receive school bulletins, report cards, and other communication upon request. The request must be made each year during the e-registration process and all current contact information must be provided to the school.

## **Open Enrollment**

Parents/guardians considering the use of the open enrollment option to enroll their children in another public school district in the state of Iowa should contact the Superintendent's office for rules, regulations and guidelines. Parents should be aware that open enrollment may result in the loss of athletic eligibility. For further details, contact the district office at 319-259-5340.

## **Paul Petersen Fitness Center**

Students using the Paul Petersen Fitness Center must be under the supervision of an adult at all times.

## **Printing or Copying**

Students can print things from the computer for educational purposes by emailing it to a teacher or secretary. The secretaries will make copies for students. All copies or printed pages that are not for educational purposes will be charged at a rate of 10 cents per page for black and white or 50 cents per page for color.

## **Public Conduct on School Premises – Code 903.4**

The board expects that students, employees and visitors will treat each other with respect, engage in responsible behavior, exercise self-discipline and model fairness, equity and respect. Individuals violating this policy will be subject to discipline. Students will be disciplined consistent with the student conduct policies. Employees will be disciplined consistent with employee discipline policies and laws. Others will be subject to discipline according to this policy.

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

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

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

If an individual becomes physically or verbally abusive, uses vulgar, obscene or demeaning expression, or in any way interrupts an activity, the individual may be removed from the event by the individual in charge of the event. Law enforcement may be contacted for assistance. If a Midland spectator is ejected from a home or away event, the following procedure will be followed:

- A meeting will be held with the Activities Directors and/or Administration.
- 1st offense: Not allowed to attend the next event in that sport
- 2nd offense: Not allowed to attend any event in that sport for the rest of the season
- 3rd offense: Not allowed to attend any Midland sporting event for 1 year

Individuals removed from school premises have the ability to follow the board's chain of command and complaint policies should they choose to do so. The exclusion is in effect should the individual choose to appeal the decision of the superintendent. The term "individual" as used in the policy also includes students and employees.

If an individual has been notified of exclusion and thereafter tries to enter a school building or attends a sponsored or approved activity, the individual will be advised that his/her attendance will result in prosecution. The school district may obtain a court order for permanent exclusion from the school building or from future school sponsored or approved activities.

### **School Fees**

The school district charges fees for certain items, such as class materials and class dues. Students who have concerns about the fees should contact the principal. Fees may be paid during registration prior to the opening day of school or on the first day of school.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), Transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal's office at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually.

Students can accrue additional fees for damage to or loss of school property such as textbooks, library books, laptops/chargers, etc. Fees are to be paid in a timely manner. Payment plans can be arranged with the office if necessary.

### **Transferring to Another School or District**

A student who plans to transfer to another school or quit school must inform the principal of such plans. A withdrawal slip will be issued so that proper clearance can be made. All books, laptop and other materials belonging to the school are to be returned. Any money owed to the school must be paid at the business office. If any refunds are due the student, such will be made as soon as possible.

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents notified that the student's records have been sent are given an opportunity to view the student's records that were sent and a right to a hearing to challenge the content of the student's records that were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

### **Tuition**

Students attending Midland Community School who do not live in the school district are charged tuition fees which are paid by the home district or the parents, depending upon circumstance. The term "home district" means where students and their parents or legal guardians reside. Tuition students have the same privileges as resident students. All students must notify the office if any change of resident to nonresident classification is made.

### **Visitors/Guests**

All visitors to the school grounds must check in at the principal's office, advanced notice is appreciated. To go beyond the office area, all visitors must provide their driver's license to be scanned through our Raptor Visitor Program. Student visitors from other schools are frowned upon. On rare occasions, the principal will consider requests in rare and unusual circumstances. Midland graduates must follow the same procedures as visitors; they are encouraged to visit former staff members during lunch and prep periods. Parents are welcome to attend classes or lunch.

### **Volunteers, Chaperones & Drivers**

The role of a chaperone is an important one, and while enjoyable, requires accepting certain responsibilities. All Volunteers, Chaperones & Drivers must read, agree to, and sign Midland's "Guidelines for Volunteers, Chaperones & Drivers," and be approved by the district office. These guidelines help ensure that school district sponsored field trips result in safe and rewarding experiences for all participants. These guidelines are available from the coach and/or sponsor of the event, from either school office, or on the Midland website. All volunteers, chaperones, and drivers must have a criminal records check completed prior to services.

# Midland Major Behavior Infractions

(Administration has the right to modify the severity of the consequence due to the student infraction)

[Model Policy for students who make threats of Harm or Violence](#)

HF 604

Behavior	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
<b>Defiance, disrespect, insubordination, non-compliance</b>	Time out of classroom	Time out of classroom + 60 minute detention	Time out of classroom until parent meeting	Staff and parents will meet to discuss an individual plan for the student.  4 <sup>th</sup> Offense may lead to possible removal from class.
<b>Inappropriate Use of Cell Phone or Remotely Activated Communication Device</b>	Cell Phone to office. Students pick up device at the end of the school day.	Cell Phone to office. Students pick up device at the end of the school day.  60 minute detention	Cell Phone to office. Held in the office until the parent picks the device up.  60 minute detention	Cell Phone to office. Device is held by the principal until a meeting with the parent & student is held.  Discipline upon the discretion of the principal.
<b>Horseplay</b> (pushing, slapping, grabbing, punching, kicking, similar behavior that may injure others)	60 minute detention	Immediate Plus 1-Day (ISS or OSS)	Immediate Plus 2-Day (ISS or OSS)	ISS until a meeting with the parent & student is held.  Discipline upon the discretion of the principal
<b>Fighting</b> (serious physical contact and endangers others' physical safety)	2 day OSS	4 day OSS	OSS until the next board meeting, possible expulsion	OSS until the next board meeting, possible expulsion
<b>Verbal Aggression directed towards student or staff</b>	Immediate Plus 1 Day ISS	1 day OSS plus 1 day ISS	1 day OSS plus 2 day ISS	2 day OSS Suspension plus 2 day ISS
<b>Assault on Staff</b>	Immediate 3 to 5 day OSS Parent Conference	Immediate 3 to 10 day OSS Possible Expulsion		
<b>Vandalism</b>	Immediate plus 2-Day ISS/ OSS Parent Conference Replacement Costs Law Enforcement Notified	Immediate plus 5-Day ISS/OSS Parent Conference Replacement Costs Law Enforcement Notified Possible Expulsion	Possible Expulsion Replacement Costs Law Enforcement Notified	

Behavior	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
<b>Theft</b>	Immediate plus 1-Day ISS Parent Conference Replacement Costs Law Enforcement Notified	Immediate plus 2-Day ISS Parent Conference Replacement Costs Law Enforcement Notified	Possible Expulsion Parent Conference Replacement Costs Law Enforcement Notified	
<b>Possession or use of tobacco products or possession of Illegal Substance or Alcohol</b>	Immediate plus 2-Day ISS + Notify Law Enforcement	Immediate plus 2-Day OSS + Notify Law Enforcement	Immediate plus 5-Day ISS + Notify Law Enforcement	OSS until the next board meeting, possible expulsion
<b>Under the influence of illegal substance or alcohol</b>	Immediate plus 2-Day OSS + Notify Law Enforcement	Immediate plus 5-Day OSS + Notify Law Enforcement	OSS until the next board meeting, possible expulsion	OSS until the next board meeting, possible expulsion
<b>Possession of combustibles such as matches, lighters, ammunition, firecrackers, gasoline, lighter fluid.</b>	60 minute detention	Immediate plus 1-day ISS	Immediate plus 2-day ISS	OSS until parent and student meeting. Discipline upon the discretion of the principal
<b>Possession, distribution, or solicitation of pornography</b>	Immediate plus 1-Day ISS + Notify Law Enforcement	Immediate plus 3-5-Day ISS + Notify Law Enforcement	Immediate plus 3-5-Day ISS + Notify Law Enforcement	Immediate plus 3-5-Day OSS + Notify Law Enforcement
<b>Possession, use, or threatening to use any instrument is that generally considered a weapon, an instrument that is normally not considered a weapon as a weapon, or imitation weapon or explosive.</b>	Long-term suspension which may result in expulsion. Parent Notified			
<b>Reckless driving or Reckless behavior in parking lot</b>	Conference with principal	60 minute detention + loss of school parking lot privileges for two weeks	60 minute detention + loss of school parking lot privileges for two weeks + parent/student meeting	Permanent loss of school parking lot privileges Law Enforcement may be notified.
<b>Inappropriate Use of Technology / Recklessness with school provided laptop</b>	Loss of Privilege for day Parent Notified	Assigned Detention 1-Week Loss of Tech Usage Parents Notified	1-Day ISS 2-Week Loss of Tech Privileges Parents Notified	1-Day ISS Permanent Ban Parents Notified
<b>Plagiarism/Cheating</b> (looking at another student's work, copying work, copying from other sources, sharing answers with another student, etc.)	60 minute detention + possible alternative assignment	60 minute detention + possible alternative assignment	60 minute detention + Parent, student, teacher meeting + possible failure of course	Failure of course

## 2024-25 SCHOOL CALENDAR

Aug. 16	New Staff Orientation
19-22	Staff PD Days
21	Open House
23	1st day of school for all students, 2 hour early dismissal
28	2 Hour Early Dismissal - Inservice
Sept. 2	No School - Labor Day
11, 18, 25	2 Hour Early Dismissal - Inservice
Oct. 2, 9, 16	2 Hour Early Dismissal - Inservice
23-24	2 Hour Early Dismissal - Parent-Teacher Conferences - 1:30-7:00 PM
24	End of Quarter 1
25	No School – Conference trade off day
Nov. 1	No School - Inservice
6, 13, 20	2 Hour Early Dismissal - Inservice
27-29	No School - Thanksgiving break
Dec. 4, 11, 20	2 Hour Early Dismissal - Inservice
20	End of Semester 1/Quarter 2
23-31	No School - Winter vacation
Jan. 1	No School - Winter vacation
2	No School - Inservice
3	Classes Resume – Begin 2 <sup>nd</sup> Semester/Qtr 3
8, 15	2 Hour Early Dismissal - Inservice
20	No School - Martin Luther King Day
29	2 Hour Early Dismissal - Inservice
Feb. 5, 12	2 Hour Early Dismissal - Inservice
17	No School - Inservice
26	2 Hour Early Dismissal - Inservice
Mar 5	2 Hour Early Dismissal - Inservice
12-13	2 Hour Early Dismissal - P/T Conferences 1:30-7PM
13	End of Quarter 3
14	No School - Conference trade off day
17-21	No School - Spring Break
26	2 Hour Early Dismissal - Inservice
Apr 2, 9	2 Hour Early Dismissal - Inservice
18	No School - Easter Break
21	No School - Easter Break - Snow Makeup Day
30	2 Hour Early Dismissal - Inservice
May 7, 14	2 Hour Early Dismissal - Inservice
12	Seniors Last Day
14	Grad. Practice 9AM
18	Graduation - 2:00 p.m.
23	2 Hour Early Dismissal* - End of Semester 2/Quarter 4*
26	Memorial Day – No School
27	No School - Inservice *

*\*Days that result in weather related closures will either be absorbed through the extra hours built in, made up on April 21st snow day, made up on a PD day, or added to the end of the school year.*

*School board approved 3/26/24*