

MISSION STATEMENT

The Mission of the MFL MarMac School District is to meet the needs of all students and guide them to their fullest potential as productive and responsible citizens.

FOREWORD

Welcome to the MFL MarMac Intermediate & Middle School. It is our sincere hope that this year will be successful and rewarding for all students. We want you to enjoy your intermediate and middle school years and to continue the preparation for later life that was begun when you first started school. Every effort has been made to provide you with courses and extracurricular activities that will lay the foundation for a happy and successful life. To reach that goal, it is important for everyone to work together. This handbook will provide you with a working knowledge of how that can be accomplished. The principal will settle any situation that arises in the school that is not covered in this handbook.

EQUAL EDUCATIONAL OPPORTUNITY

The school district does not discriminate in its education programs or educational activities on the basis of sex, race, religion, color, national origin, marital status or disability. 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 Affirmative Action Coordinator. The Affirmative Action Coordinator is Dr. Dale Crozier and can be reached at 563-539-4795. Inquiries may also be directed in writing to the Director of the Region VII Office of Civil Rights, U.S. Department of Education, 10220 North Executive Hills Blvd., 8th Floor, Kansas City, MO 64153-1367, (816) 891-8156, or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319-0146, (515) 281-5294.

COURSE OFFERINGS

MFL MarMac Intermediate & Middle School offers students an academic curriculum consisting of the core courses in language arts, literature, math, science, and social studies. Students will also have courses in careers, vocal and instrumental music, and physical education. The exploratory program provides students with an exposure to a variety of important topics. Sixth grade exploratory courses include Art, Native American Studies, Computer Applications 1, and Math Concepts. Life Skills, Study Skills, Art and Computer Applications 2 make up the exploratory program for seventh grade. The eighth grade exploratory program consists of Art, Health, World Cultures, and Journalism.

ACADEMIC ACHIEVEMENT

Grading System:

Criteria used to earn letter grades may vary from course to course. Letter grades earned will have the following values for the purpose of Honor Roll and other records.

A.....	4.00	C.....	2.00
A-.....	3.67	C-.....	1.67
B+.....	3.33	D+.....	1.33
B.....	3.00	D.....	1.00
B-.....	2.67	D-.....	0.67
C+.....	2.33	F.....	0.00

Grading Scale:

100%	A+	77-79	C+
93-99	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
		59 or below	F

Honor Roll:

To qualify for the honor roll, a student must maintain a grade point average above 3.4 for that grading period.

Planners:

Students will be given a planner at the beginning of the school year. This planner will need to be carried everywhere in the school. There will be a hall pass in the planner that will get the students to where they need to go. Students will not be permitted in the hallway without their planner pass. Without the planner, they will not be able to leave the classroom.

The planners are to be filled in for every class. This planner is a communication tool between school and home. If there are any comments, questions or concerns from either party, those should be written in the planner. Any planner lost or destroyed will need to be replaced at a cost of \$7.00.

EXTRACURRICULAR/SOCIAL ACTIVITIES

Extracurricular activities are a very important part of the total school program. These activities provide physical, mental, cultural, and social experiences that allow students to pursue their individual interests at the same time they are learning the value of team effort. We encourage every student to find some activity in which to participate: such as music, drama, quiz bowl, or athletics. Our emphasis is on participation, and not winning, since the first step in becoming a winner must be to participate.

Students who are absent because of illness on the day of a game, or any other activity, must be able to return to school by the beginning of fifth period in order to participate in an activity that afternoon or evening.

Middle school activity nights and dances will be held throughout the year as the schedule permits. All students are encouraged to participate in the events. Special rules regarding school dances will be published prior to each dance. To be able to participate in extra curricular/social activities, students must be behaviorally and academically eligible.

SPECIAL AREAS**Locks and Lockers:**

At the beginning of the school year, each student will be assigned a locker where coats, books, and personal items may be kept. In order to protect personal property, students are asked to use their lockers and keep them locked. The school will not be responsible for lost or stolen material. You may use your own lock, provided the combination or spare key is given to the office.

Students are not permitted to move to a different locker without permission from the principal's office. Lockers are school property and may be examined at any time by the principal. School personnel may remove inappropriate material at any time.

Hall Passes:

Students will not be permitted in the hallways without a planner pass signed by a teacher. While classes are in session, all students in the hallways should move quickly and quietly to their assigned areas. Students abusing hallway privileges will be placed on a no-pass list.

Media Center:

1. Books, small media, and past magazines may be checked out for a period of two weeks and renewed for an additional two weeks if there is no waiting list for them.
2. Video tapes, DVD's, and computer disks may be checked out for a 1 day loan period and must be returned to the media center by 8:30 a.m. the following day. A fine of \$.50 per day will be charged for overdue tapes or disks.
3. The latest issues of magazines and newspapers will remain in the media center for leisure reading by students and staff.
4. Reference books may not be checked out but can be used in the media center unless special arrangements have been made with the library staff.
5. Students will be assessed the replacement cost for any materials that are lost or damaged beyond repair.

Computer Lab Use:

We are proud of our computer equipment and facilities, and we encourage all students to take advantage of them. All students in the computer lab must be supervised by an adult. The school has made a large investment in providing current technology for student use. Students who act in an irresponsible manner in the computer lab(s) may have their lab use restricted or revoked.

Lunch Period:

Lunch period is closed. All students are expected to go to the lunchroom to eat their lunches. No beverages, including pop/soda and energy drinks, may be brought into the school and all food must be eaten in the lunchroom. Any exceptions must be at the approved by the lunchroom supervisor.

BAD WEATHER OR ROAD CONDITIONS

In the event of bad weather or other conditions that make it necessary to delay or close the school, radio stations WPRE, KADR (FM-100), WMT, and KOEL will be notified. The superintendent will give the information to these stations as soon as possible.

STUDENTS IN BUILDING

Buses will arrive at approximately **8:10 A.M.** Students are not to be in the school building before that time. School will be dismissed at 3:20 P.M. and all students are to be out of the building by 3:40 P.M. Exceptions will exist only if the student is under the direct supervision of a teacher or coach.

ATTENDANCE

Attendance at school is essential if students are to have a successful experience in school. Therefore, all students are expected to be in attendance at school every day.

When it is necessary for a student to be absent from school, his/her parents must call the school before 8:30 A.M. to report the reason for the absence. If the school has not been notified, the office will attempt to contact the parents. After an absence the student must report to the principal's office with a written note from the parents, where he/she will be issued an admit slip. The student must have the admit slip before he/she is readmitted to class. It is the student's responsibility to present his/her admit slip to each teacher, obtain the make-up assignments, and complete the work missed during the absence. One additional day will be allowed for each additional day of the absence. Students are encouraged to call the school for assignments in the case of extended absences. A doctor's excuse may be required to prove illness sufficient to miss school.

MFL MarMac has a hotline that is to be used for any absences. The numbers to call are either 539-8699 locally, 1-866-DOG-NEWS for long distance or *BDOG on your wireless phone and follow the directions.

VISITORS

All visitors, this includes ANYONE who is not an employee; need to check into the office when arriving at school. There is a check-in sheet and visitor/volunteer badges for everyone. The only door that is open during the day is the front door by the office so all visitors must enter through those doors. Student visitors will not be allowed to attend school at the McGregor Center due to the disruption of the educational process. Students from other schools will not be allowed to attend school dances.

The road behind the school will be closed during the school year for the safety of the students. It is closed from the alley to the trailer court from 8:15 until 5:00.

CLASSIFICATION OF ABSENCES

Excused Absence:

Absences for illness or urgent reasons will be considered excused. Students will receive full credit for make-up work if it is completed promptly. Absence for educational reasons will be excused, provided the principal is informed in writing stating educational justification at least one day in advance, and arrangements are made with teachers regarding work prior to absence.

Unexcused Absence:

An absence is unexcused when it is not approved in advance. **No credit is given for make-up work.** Even if the parents approve of the absence, students may be required to make up the time. Out of school suspensions are considered an unexcused absence.

Admit to Class:

Any time a student misses school, they must come to the office when they return to get an admit slip. This is brought to each teacher to sign. This way the teacher knows to get homework to this person. If the student knows they are going to be gone in advance; they should get their planner signed in the office and show the teachers so the homework can be given before the time of the absence.

Skipping School:

This is an unexcused absence from school (with or without the parent's knowledge), where the student is deliberately absent from school for no productive reason. Habitual skipping of school may result in in-school suspension or suspension

from school and a board hearing. The school has a Juvenile Court Liaison Officer who may also be brought in to help with the situation.

Leaving the School Building During the Day:

Students who become ill at school or need to leave for any reason must check out at the principal's office. Parents must come into the office to pick up their child.

MEDICAL

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of parents as well as alternate persons to contact in the event the school is unable to locate the parents.

The school nurse's hours are from 8:10-3:20. Any time your child needs to take medication at school, a parent needs to fill out a medication form in the nurse's office.

BEHAVIOR

A goal of MFL MarMac Middle School is to provide a safe, healthy, comfortable environment that is conducive to learning. For mental, emotional, and social growth to flourish, certain undesirable behaviors cannot and will not be tolerated.

Harassment and Bullying:

Harassment of any kind (physical, mental, or emotional) is prohibited and will result in disciplinary action. We have a three-step approach to any type of harassment. The first step will be to meet with the student. The second step will be to call parents in. The third step will be to meet with the principal and/or superintendent. At each of these steps there will be additional consequences. It is possible to skip any of these steps depending on the severity of the student's actions. The law enforcement may also become involved.

MFL MarMac Schools prohibit any acts of bullying against students, teachers, and support staff. All students are protected by policy 501.9 of the school code. Policy 501.9 protects all students from all forms of harassment including but not limited to race, religion, physical disability and sexual orientation (GLTB). If you have any questions or concerns pertaining to bullying of your student during the school year, contact the administration office in the building your student attends.

Resources for Families of Upper Elementary and Middle School-Aged Youth

Ages 10 – 14:

Harassment Free Hallways: How to Stop Sexual Harassment in Schools:

<http://www.aauw.org/ef/harass/index.cfm>

Stay Safe Online: www.siecus.org/pubs/families/FATnewsletterV3N3.pdf

Safe Schools and Healthy Students Initiative:

www.sshs.samhsa.gov/initiative/resources.aspx

Families are Talking: www.siecus.org/pubs/families/FATNewsletterV3N3.pdf

or <http://www.siecus.org/pubs/pubs0004.html>

Stop It Now!: <http://www.stopitnow.org>

Keeping Children Safe from Abuse: Tips for Parents and Caregivers:

<http://www.cfchildren.org/parents/parentindex/>

Fighting:

Any student striking another person during school hours, school activities, or on school property, will be subject to disciplinary action. See consequence chart.

Cell Phones: Students should not have cell phones on during the school day. If a cell phone is seen during class, the teacher will take the cell phone, and the student's parent will have to come to pick it up.

Loss/Damage of School Property:

It is important for all people as responsible citizens to respect property. Students causing loss or damage to school property through negligent or malicious actions may be responsible for the replacement costs of the property and may suffer other consequences. See consequence chart.

Food, Pop, Candy, and Gum:

Students are not to bring food or beverages into the school building unless they are a part of the student's lunch to be consumed in the lunchroom. Students are prohibited from the use of candy and gum in all classrooms during the regular school day. The pop machine will only be turned on for students who are in extra curricular activities. There is to be no beverages on the regular route busses. Milk is available in the lunchroom throughout the day.

Tobacco Products:

Students are not to use or have in their possession any tobacco products during school hours, school activities, or on school property. Violations will result in a three-day suspension as a minimum consequence. In addition, it should be noted that a law passed by the 1991 Legislature prohibits smoking by minors, and prosecution could result.

Alcohol and Drugs:

The use or possession of alcoholic beverages or any controlled substance by any student while he/she is in school or at any school related activity shall be prohibited. The first offense shall result in a 3-day suspension as a minimum penalty.

Dress Code:

Only clothing that is safe, decent, and sanitary will be accepted. Shoes must be worn at all times. Any headgear that includes, but is not limited to: hats, scarves and bandanas are not to be worn in the building. Students will not be permitted to wear articles of clothing that exhibit or promote sex, alcohol, controlled substances, vulgar language, or inappropriate content. No midriff shirts or dress that is restrictive, dangerous or distracting to the education of other students will be tolerated. Students will be removed from classes until appropriate clothing is obtained and this loss of time will be considered unexcused.

Instructional Decision Making (IDM) Model:

The MFL MarMac Community School District uses an Instructional Decision Making model to address student concerns. IDM is a systematic set of procedures designed to look at different factors that might be affecting student success, such as what is taught, how it is taught, and how the student responds to these processes. Parents are key participants during all facets of problem solving. During the problem-solving process, school personnel (including special education staff and Keystone special education personnel) may be involved in gathering information that will be used to develop effective interventions. If a child is recommended for special education services, parents must give written consent. Parents may also request that their child be considered for special education services at any time by contacting the child's principal.

MFL MARMAC INTERMEDIATE & MIDDLE SCHOOL DISCIPLINE POLICY

MFL MarMac Middle School is a school that is proud of their student's conduct and behavior. The emphasis on student discipline is for the development of mature and self-disciplined young adults.

As a school community, all students and staff members will:

1. Strive for excellence, not mediocrity - "Be the best you can be!"
2. Respect other people for what they are.
3. Be courteous - use compliments, not "put-downs".
4. Respect the rights of others, including property, privacy, safety, and security.
5. Respect everyone's right to learn - including the student's own.

Students will be respectful, responsible, cooperative and trustworthy. It will be the job of the staff and parents to instill these qualities in our students. In addition we are a Character Counts School.

The discipline system utilized at MFL MarMac Middle School is used to insure the best possible learning environment for all middle school students. The discipline model we will be following is based on a detention and Saturday school system.

Adopted 2008

Detention:

Detentions will be held on **Tuesdays** and **Thursdays** from **3:30-4:30** throughout the course of the school year and will be located in the supervising teacher's classroom.

- Busing may be available, but parents are ultimately responsible for the transportation of their child.
- Detentions will be served on the Tuesday or Thursday immediately following the incident (Examples: incident on Tuesday – detention on Thursday, incident on Friday – detention on following Tuesday).
- If a student has to serve a detention, they will **NOT** be allowed to participate in practice or in a game for that day.
- If a student misses detention, they will receive an additional detention unless excused by the building principal. The student will be required to make up the missed detention.
- For every four, behavior detentions that a student serves, he/she will have to serve a Saturday School.
- For every two detentions that a student misses, he/she will have to serve an in-school suspension.
- Students that come unprepared to detention, or act poorly during detention, will have to serve an additional detention or receive additional consequences.
- Students who make a habit of skipping detention may receive an in/out of school suspension, and a conference will be held between the principal and the student's parents.

Adopted 2008

Saturday School (S.S.):

Saturday School will be held twice a month throughout the course of the school year. Saturday School will run from 8:00AM-11:00AM and will be held in the conference room or the supervising teacher's classroom.

- Students who arrive late to S.S. will be denied admission and will be required to attend the next S.S.

- Students will be required to bring schoolwork and/or a book (no magazines) to read. Poor behavior and/or not bringing materials to work on, will result in an additional S.S.
- Parents will be expected to provide transportation to and from Saturday School. If the parents can't get the child when Saturday School is over, it is the parents' responsibility to make arrangements for where their child goes until the parents can pick their child up.
- Students who receive 3 or more Saturday Schools throughout the year will not be eligible to participate in any school sponsored activities for the remainder of the school year.

Consequence Chart

Modified 2010

Students may be disciplined for conduct that violates commonly held notions of unacceptable, immoral or inappropriate behavior that includes, but is not limited to, the following chart. The school reserves the right to modify any consequence due to the severity of the infraction and/or any mitigating circumstances.

<u>Infraction</u>	<u>Consequence 1</u>	<u>Consequence 2</u>	<u>Consequence 3</u>
Running in school building	detention	detention	detention
Tardy	detention - 3	2 detentions - 6	In School Sus.
Incomplete homework	detention 3x/class/quarter	2 detentions -6	In School Sus.
Bus Incident	Principal/Transportation Director's Discretion		
Disturbance In/Out of Classroom	detention	2 detentions	Sat. School
Disrespect to student	detention	detention	Sat. School
Disrespect to adult	detention	2 detentions	Sat. School
Swearing/Inapp. Language	detention	detention	Sat. School
Harassment - verbal	detention	Sat. School	In School Sus. 3 days
Harassment - physical	detention	1-3 day In/Out Sus.	Out School Sus. 5 days
Possession of Inapp. Materials	detention	Sat. School	In/Out Sus. 3-10 days
Cheating	detention	Sat. School	In School Sus. 3 days
Lying	detention	detention	Sat. School
Deliberate damage to property (public or private)	2 detentions	Sat. School	In/Out Sus. 3-5 days
Misuse of equipment (public or private)	detention	2 detentions	In School Sus. 3 days
Skipping Class	detention	detention	Sat. School
Skipping School	Sat. School	2 Sat. School	3+ = Sat. Schools
Stealing	detention	Sat. School	3-10 day Out Sus.
*law enforcement may be contacted			
Fighting (physical)	1-3 day In/Out Sus.	3 day Out School Sus.	3-10 day Out Sus.
*law enforcement may be contacted w/ possible board hearing			
Poss. or use of Alcohol	3 day In/Out School Sus	3-10 day In/Out Sus	Possible Expulsion
Poss. or use of Tobacco	3 day In/Out School Sus	3-10 day In/Out Sus	Possible Expulsion
Poss. or use of Illegal Drugs	3-10 day Out School Sus.	Possible expulsion	
*law enforcement will be contacted w/ possible board hearing			
Weapons	Board Policy		

Restricted Privileges

Privileges are defined as participation in any extra-curricular or after-school activities. Examples could be band/chorus concerts, athletic events as a player or fan, fan buses, cheerleading, class parties, student council activities, etc.

If a student's privileges are restricted, he/she should continue practicing for a specific sport or activity. If a student's participation in a specific activity is required for a grade in one of his/her classes, the student will be required to participate in that activity if the principal, parents, and teacher involved agree that the student should participate.

The reason for loss of privileges is simply that a student's first and most important obligation to school is from 8:35 to 3:40. If the students are well behaved during school, we extend them the privilege of enjoying many after-school and extracurricular functions. If their behavior is not acceptable, we will remove this privilege.

Friday Checkpoint:

In order to maintain consistent lines of communication with parents and high standards of academic achievement, we will be using the Friday Checkpoint system. The Friday Checkpoint system works as follows:

1. Teachers will submit a list to the office of the students that are getting F's by 9:00AM on Friday.
2. Students that are getting an F in a class will not be eligible to participate in extra-curricular activities (including sports, dances, plays, and other activities) until the next Friday Checkpoint. If they are passing all their classes at that time, they will be eligible to participate.
3. Parents will be notified by the school if their child is on the Friday F-list.

Adopted 2008, Modified 2011

Tardies:

A tardy shall be defined as any student who is not in his/her assigned seat when the bell rings. If another teacher has detained a student, that teacher should sign the planner for the student to go to the next class. Student tardies will be handled in the following manner:

- An accumulation of three tardies will result in detention. A detention will be given for every three additional tardies.
- A student who accumulates more than 6 tardies in one quarter will have to serve an in-school suspension.
- A new record of tardies will begin with each grading period.

Physical Restraint

Restraint is considered an act of controlling actions of a pupil when the pupil's actions may inflict harm to him or to others and is not considered physical punishment. The teachers and administrators must feel free to use whatever reasonable means of physical restraint are appropriate at the moment, if it is necessary, to prevent a pupil from harming himself or others.

Chapter 103: Corporal Punishment, Restraint, and Physical Confinement - State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use "reasonable and necessary force, not designed or intended to cause pain" to do certain things, such as prevent harm to persons or property.

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

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

Adopted 2009

Middle School Band and Chorus Policy

A student who is in band and/or chorus to start the semester **must complete that semester**. A written note must be given to the teacher from the parents to be able to drop at the end of the semester for the following semester.

Adopted 1/00

MFL MarMac Middle School Activity Policy

1. A participant is eligible for competition until that student gets one F in a class at a Friday Checkpoint. Further, the student may not have any incompletes either. During this time the student continues to go to practice but does not play in games.
2. According to our discipline plan, when a student receives 3 or more Saturday Schools, he or she can no longer participate in games or events for the remainder of the season.
3. We will have a recognition assembly at the end of the year for any team who collectively ends their season with a 3.0 grade point average or better.
4. A student who is referred to the school by the police because of a violation will stay on the team or club, but miss 1/3 of the games for a first offense. Band and chorus students are out for the next performance, and the drama students would be out of the play. If the penalty is not finished and the season is over, it will be carried over to the next sport. This will not carry over from 7th to 8th grade or from 8th grade to high school, with the exception of 8th grade summer baseball or softball sponsored by the school.
5. A second offense causes the students to be out of games for the rest of the season while still practicing. The student may choose to have counseling which consists of 4-6 weeks of treatments and then be allowed to participate upon returning to the team. The student is expected to practice during this time. If the student does not finish out the season, the penalty carries over to the next season. This will not carry over from 7th to 8th grade or from 8th grade to high school, with the exception of 8th grade summer baseball or softball sponsored by the school. A student needs to participate in the practices for the penalty to be paid. If the student chooses to quit the sport and go out for the next sport, he or she will continue with the penalty in the next sport.
6. If it is discovered that a student was drinking at a party and the student admits it, the same rules apply as in the above situation.
7. An unexcused absence (which is up to each individual coach) will only be allowed once. On the second unexcused absence, the student will miss 1/3 of the games while still practicing. It will be up to the coach as to how much the student plays in games after an absence.
8. All athletes need to fill out physical forms, insurance waivers and emergency cards. The physical forms and the insurance waivers will be kept in the office, while the emergency cards will be kept with the coaches.

MFL MarMac Intermediate & Middle School
Student Expectations and Common Area Plan

Arrival and Departure

Goal: Students of the MFL MarMac Intermediate and Middle School are safe and kind to others and themselves while arriving and departing school.

Responsible Behavior for Arriving and Departing

Bus Area Expectations

- Bus loading areas will be supervised by staff members.
- Students need to stay on the sidewalk and wait patiently in line.
- Students should not run or push each other.
- Students waiting at the town bus stops should stay on the sidewalk(s) and wait patiently in line.

Bus Expectations

1. The students will represent the school by having and being respectful.
2. Students are under the authority of the bus drivers and the teachers.
3. Students need to be on time. Busses will not wait for tardy students.
4. Students are to go direct to their seats after boarding.
5. If students must cross the roadway, they must pass in front of the bus but no closer than 10 feet. Students must look in both directions, and proceed to
6. Students shall not stand in the roadway when waiting for the bus.
7. Student should remain in their seats until the bus has come to a complete stop.
8. Students should not extend their hands, arms, or heads through the bus windows.
9. Students shall keep a normal noise level and use appropriate language in their conversations.
10. Students should put trash in the garbage can.
11. Students should not: yell out the window, use inappropriate hand or body gestures.
12. Rough housing on the bus is prohibited.
13. Students need to keep their feet off of the seats.
14. Students must not throw objects in the bus or out the windows.
15. The aisle must remain clear of objects.

Bus Discipline – Involves a 3 step process (please note that steps may be skipped based on the severity of the offense.)

1. The first offense will be documented and recorded.
2. The second offense will be a 1 to 5 day suspension off of the bus.
3. The third offense will be 6 or more days of suspension off of the bus.

Bike and Walking Safety – the following are safety rules which will help protect the children when riding bikes or walking to and from school.

- walk with friends/family to and from school
- stay on sidewalks and do not take shortcuts through yards
- never play around parked cars
- never get into any vehicle or go anywhere with someone without parent's permission
- be sure to report to an adult if you are offered something suspicious

- be assertive and say NO to anyone who tries to take something from you or if they make you feel uncomfortable
- cross at the crosswalks and never dodge out between cars
- go straight home, never go into other people's houses without parent's permission
- No loitering – do not hang around the school when school is dismissed, go directly home
- bikes need to be parked in the bike racks
- bikes should be walked when the sidewalks are filled with students
- walkers and bikers need to follow the traffic rules

Families Dropping Off and Picking Up Their Students

- Families should stay on east side of the elementary building.
- The bus area is for busses only.
- Families need to sign students out (at the office), if they are getting picked up before 3:20 P.M.
- Students should not play in between cars that are parked in the parking lot.

Teaching Responsibilities

1. Throughout the school year, the classroom teacher, the guidance counselor and the Principal will teach and reinforce proper arrival and departure behavior.
2. In order to keep students behaving properly, the transportation director and Principal will keep in close contact with students.

Supervision Responsibilities

Staff members will be assigned student supervision duties (covering the arrival and departure areas).

Before and After School – McGregor Center

7:45-8:10 A.M.	Supervise bus loading area outside for grades PreK-12
8:10-8:35	Assigned staff should supervise grades 4-8 after admittance to the building or before 8:10 A.M., depending on the weather.
8:10-8:35	Breakfast supervision – keep the cafeteria clean and safe. Students may go to breakfast at 8:10 A.M.

Bus Supervision Guidelines

Arrival Procedures:

Middle School shuttle students will arrive approximately at 8:30 A.M. They may drop off their items at their lockers and/or go to breakfast.

Departure Procedures:

All Monona, Farmersburg, and Luana Middle School bus students will be dismissed out of the west doors at 3:20 P.M.

Parents/Families are to wait in back of the school for their students.

McGregor/Marquette route students will be dismissed at 3:20 P.M. and stay in designated area supervised by designated staff until busses arrive in Monona.

Encouragement Procedures

1. The supervisor/staff member should always look to praise students for making good choices.
2. Private feedback (effective praise) should be delivered to individual students who behave well and may have had difficulties in the past.

General Rules

- Supervisors have the authority to take away privileges or send students to the office.
- Students should wait on the bus parking area and off the street.
- Students should let departing students exit the bus before they enter.
- Any physical fights, snowball throwing, and/or rock throwing will result in disciplinary action.
- Students should walk and not run after school.
- Students are expected to leave school grounds right after school.
- Bus problems need to be reported to the bus driver and to the principal.
- Other serious problems need to be directed to the principal immediately.

Hallways

Goal: The hallways of the MFL MarMac McGregor Center are a safe, orderly and pleasant place for transitioning to classes.

Responsibility in Our Hallways

Students will:

- walk safely through the hallways, keeping to the right
- respect others' space; keep hands and feet to self; no pushing or shoving
- greet and converse pleasantly and quietly with staff, visitors, and friends; no put downs, swearing, or yelling
- take care of business directly – retrieving books from lockers, getting drinks, using the restroom quickly, and heading directly to the next class
- keep lockers clean; wipe feet when entering the building and put trash in trash cans
- manners matter, use “Please,” “Excuse me,” “Thank you,” etc.
- talk quietly and pleasantly to those next to you only; no yelling or shouting; no talking when passing by classes in session

Teaching Responsibilities

1. At the beginning of the school year, each advisor/homeroom teacher will conduct a lesson on the basic responsibilities when in our hallways.
2. Staff members must maintain low tolerances and use corrective teaching with individual students or groups when any violations of the expectations occur.
3. Substitutes and student teachers will be taught hallway expectations and supervision responsibilities by the principal or another designated staff member.
4. New students will be taught hallway expectations by the principal and reinforced by the advisor/homeroom teacher.
5. Within the first few weeks of school, following holiday breaks, and again second semester, each advisor/homeroom teacher will conduct lessons on how to move about our building safely and responsibly.
6. If problems emerge with a specific class or the entire student body, teachers will be asked to resume conducting lessons on hallway expectations and increase use of preventative prompts and feedback until improvement is noted.

Supervision Responsibilities

To ensure responsible student behavior in our hallways, all staff must maintain high visibility. The adult presence in our halls serves both to monitor appropriate behavior and to help build positive adult-student relationships and a warm and safe environment. Staff will greet and interact with students as they pass, providing positive feedback for responsible hallway behavior whenever possible.

1. All staff will be at their doorways or out in the halls during AM arrival. This is a critical time to get the day off to a positive start.
2. All staff will assist with hallway supervision at the end of the day, until all students have departed or reached a supervised area.
3. All staff are responsible for the behavior of their class when passing through the building during instructional time.
4. At lunch, all staff will escort their students to the cafeteria.
5. To protect valuable learning and to avoid the problems that often occur when students move about the building unsupervised, permission for individual students to leave the classroom should be reserved for essential learning activities or emergency needs only. Students are expected to use the restroom, and get a drink during regularly scheduled breaks.
6. All staff should help achieve the goal of safe, pleasant hallways by carefully monitoring hallways throughout the day as they routinely move through the building.

Encouragement Procedures

Staff will consistently encourage responsible behavior through frequent positive interactions with students:

1. Frequent positive feedback or appreciation should be provided to individuals, groups or entire classes by all staff members when displaying responsible behavior.
2. Positive feedback should be given privately to successful individuals who may have had previous difficulties.

Cafeteria

Goal: The cafeteria of the MFL MarMac McGregor Center is a clean, orderly, and pleasant environment for students and staff.

Responsible Cafeteria Behavior

The following expectations were developed to increase staff consistency while supervising our cafeteria and to provide assistance when teaching and re-teaching responsible behavior.

Students will:

- walk in the cafeteria and walk quietly through the small gym and hallways going to and from the lunchroom.
- keep hands and feet to self.
- talk quietly with others at their table.
- eat and return trays without visiting other tables.
- stay at the chosen table.
- ask permission to leave table to visit with others, etc.
- clean up their table and area before leaving.
- respect elementary students and adults while they walk through the cafeteria.

- say “yes please,” “thank you,” and “no thank you.”
- use good table manners!

Teaching Responsibilities

1. Throughout the school year, the advisor, the guidance counselor and the principal will teach and reinforce proper cafeteria behavior.
2. All staff are to maintain low tolerances and use corrective teaching with individual students or groups for violations of the expectations.

Supervision Responsibilities

1. During lunch, the person in charge must supervise students in the lunchroom, gym and hallway.
2. An acceptable noise level must be maintained.
3. Breakfast supervision will make sure the students maintain a clean and quiet environment for breakfast.

Encouragement Procedures

1. Frequent praise or appreciation should be provided to individuals or an entire table when displaying responsible behavior.
2. Staff should review the successful behaviors noted prior to dismissal of students and provide positive feedback to the group.

Interventions (Consequences) for Infractions

1. Positive practice; have students exhibit correct behavior.
2. Effective reprimand or corrective teaching, followed with praise when behavior is corrected.
3. Delay picking up lunches or delay dismissal until all the students are demonstrating quiet and mannerly cafeteria behavior.
4. Restitution; apologies to others as appropriate and/or clean up any messes made.
5. Assign cafeteria clean up duty.
6. Loss of privilege to self-select seating for a brief designated period of time until student can demonstrate responsible behavior.
7. Entire group loss of privilege to select seating and assign a seat for an entire table until students demonstrate responsible behavior.
8. Additional consequences may be necessary based on the severity of the infraction.

Restrooms

Goal: The restrooms of the MFL MarMac McGregor Center are safe, clean, and used with consideration for others.

Responsible Restroom Behavior

Students will:

- speak softly and pleasantly, using “inside voices.”
- respect others’ privacy (one person in the stall at a time with the door closed).
- use stall only as intended.
- check and clean up before leaving (water turned off, stalls unlocked, and paper towels in trash).
- go to the bathroom, wash their hands, and leave restroom.
- not plug up the sink or toilet with paper towels.

- wash hands when done (1-2 paper towels).

Teaching Responsibilities

Throughout the school year, the advisors and principal will teach and reinforce proper restroom behavior.

Supervision Responsibilities

Students will be expected to use the restroom before school, after school, between classes, or with a teacher's approval.

Encouragement Procedures

When students are behaving properly in the restrooms, staff members will use effective praise and general praise for the entire class.

Interventions (Consequences) for Infractions

1. Effective reprimand, followed with praise when behavior is corrected.
2. Detain student for corrective teaching with practice.
3. Restitution; clean up any mess made.
4. Loss of privilege to go independently until student can demonstrate responsible use.

Assemblies

Goal: Assemblies are a time in which students can have a shared learning experience and have fun.

Responsible Assembly Behavior

The following expectations were developed to increase staff consistency while teaching and supervising assemblies. They are an extension of our Middle School Guidelines for Success.

Students will:

- walk and enter quietly, using hallway procedures.
- sit in a designated area.
- respect others' space.
- be considerate and attentive.
- show appreciation with appropriate applause.
- participate when asked.
- remain seated until dismissed.
- leave book bags, coats, etc. in locker.

Teaching Responsibilities

1. Throughout the school year, the classroom teacher, the guidance counselor and the principal will teach and reinforce proper assembly behavior. Specifically, before each assembly, the classroom teacher will give a brief review/summary of the expectations for proper assembly behavior.
2. The principal or designee, who will lead the assembly, will also provide a brief reminder of the behavioral expectations of students.

Supervision Responsibilities

1. Classroom teachers will seat the students in the appropriate areas.
2. Staff members are responsible for student behavior and will correct any misbehavior during the assembly.
3. Staff members are to model the behaviors expected of the students including attentiveness and participation.
4. Classroom teachers/principal will dismiss their students in an orderly manner.

Encouragement Procedures

The following procedures are designed to keep students focused on responsible and respectful assembly behavior:

- Large group praise from the principal or person in charge of the assembly just prior to dismissal from the large gym.
- Immediate feedback from the classroom teachers to their students upon departure from the assembly.
- Private feedback should be delivered to individuals who behaved well and may have had difficulties in the past.

Interventions (Consequences) for Infractions

1. Teachers will correct student misbehavior.
2. Misbehaving students may be asked to leave.
3. Based on the severity of the infraction, additional consequences may apply.

Games and Events

Goal: The 4th-8th grade students who attend school district games and events are to have fun and cheer on our team respectfully. In order to insure student and spectator safety, the administration and staff have set forth guidelines for students to follow while at games and events.

Responsible Games and Events Behaviors

The following expectations were developed to tell students the expected behaviors while attending games and events. The behaviors are an extension of our Middle School Guidelines for Success.

Students will:

- respect others' space; keep hands and feet to self.
- be considerate and attentive.
- use sportsmanship through appropriate applause and excitement.
- not be allowed to play tackle/non-tackle football.
- horseplay will not be allowed during these events.
- students are to stay off practice equipment that may be close to the event.
- students should not be loitering in the hallways or bathrooms.
- during concerts students are expected to remain in their seats until the performance is over.

Teaching Responsibilities

Prior to each athletic season, the teachers, the guidance counselor and the principal will teach and reinforce proper game and event behavior.

Supervision Responsibilities

1. If the situation arises, staff and administration are to supervise students.
2. The school district has assigned personnel to supervise the games and events that occur in our district.

Encouragement Procedures

Private feedback should be delivered to individual students who behaved well.

Interventions (Consequences) for Infractions

1. Administrators and staff will correct student misbehavior.
2. Students will receive 1 warning. If students do not comply after the first warning, the students will be asked to leave.