

Dear Family Member:

Hello and welcome to the 2016-17 school year! When you and your child step inside our building we hope you will immediately **sense** the pride, **feel** the friendly atmosphere and **see** the aesthetic beauty throughout our school. Prairie Wind Middle School is a great place to learn, to work, and to make lasting memories!

Much of our philosophy is based on the idea that the purpose of education is to provide a continuation of essential learning. Although it's important to place emphasis on higher learning standards, we can't and we don't neglect the affective needs of our students in a safe, positive environment. It is **VERY IMPORTANT** to everyone here at Prairie Wind Middle School that we develop and maintain a sense of community and weave social responsibility into our culture.

To help in this process, we are offering this handbook as a guide to inform you about our expectations at Prairie Wind Middle School. Please read the information closely, refer to it often, and call me if you have questions.

You can be assured that we are committed to a quality educational experience for your child. Please accept our invitation to stay involved with your child's education. Feel free, anytime, to communicate with the staff, teachers, secretaries, administrators, whenever you have a concern or question. If you are interested in volunteering your time at the school we would be more than happy to accommodate you. **Together** we can make a difference.

Sincerely,

Scott Bjerke, Principal
Prairie Wind Middle School

PWMS Professional Staff

Paul Belka	Grade 5
Ali Braukmann	Special Education
Dan Buchin	Psychologist
Janet Buchin	Special Education
Dan Christenson	Grade 5
Kelly Collette	Grade 5
David Cresap	Grade 6
Grant Dierkhising	PE-Health
Jodee Ebeling	Technology
Hannah Frink	Social Studies
Brian Graff	Technology
Amber Gullingsrud	Special Education
Hans Hanson	Math
Ryan Hendrickson	Phy Ed/DAPE
Shelly Januszewski	Language Arts
Brittany Johnson	Grade 6
Sue Jones	Computer
Mike Jordahl	Grade 5
Kevin Kosiak	Band
Deanna Kovash	Geography
Roberta Kuhlemeyer	Special Education
Angela Larson	Social Worker
Jensen Maiden	Band
Nikki Mattfield	Choir
Jenni Melvin	Science
Dana Motchenbacher	ESL
Darrel Pederson	Grade 6
Dean Salo	Industrial Technology
Ali Schmitz	Social Worker
Brian Schwantz	Grade 6
Melody Scott	Speech/Language
Sue Seip	School Nurse
Ronna Severson	PLEC
Nikki Schneeberger	PE-Health
Mallory Stoderl	Math
Nancy Stromstad	Special Education
TJ Super	Geography
Robert Tangen	Spanish
Rondi Ulmer	Science
Karlee Werner	Language Arts
Wayne Werner	PLEC

PWMS Support Staff

Tanya Beachy	Para Professional
Chad Disselbrett	Cleaner
Connie Foltz	Para Professional
Melissa Graham	Admin. Assistant
Lori Groff	Para Professional
Kathy Johnson	Food Service
Colleen Kroenke	Para Professional
Barb Krumwiede	Para Professional
Wanda Kupferschmid	Para Professional/Media
Roberta Miller	Food Service
Kathy Pesch	Para Professional
Sue Ruther	Para Professional
Deb Shannon	Admin. Assistant
Crystal Shepersky	Para Professional
Kellie Speicher	Cleaner
Amanda Starzl	Sign Language Interpreter
Deb Troje	Para Professional
Vicki Wagenman	Food Service
Teresa Wiebe	Para Professional

Administration

Erin Anderson	Activities Director
Mitch Anderson	Superintendent
Scott Bjerke	Principal
Bob Formanek	Counselor
Kristi Werner	Business Manager
Russ Winkels	Buildings & Grounds

Board of Education

Sue Huebsch	Arnie Thompson
Nathan Rooney	Christi Stoll
Sue Von Ruden	Vince Pankonin
Cyndy Huber	

School Begins

School begins at 8:30 and ends at 3:20. Students are encouraged not to arrive before 8:00 *unless transportation is an issue.*

Period Times

There will be six 51 minute periods with 2 minutes of passing time between each class.

Announcements: 8:30-8:37

Period 1 8:37-9:28

Period 2 9:31-10:22

Period 3 10:24-11:15

Period 4 11:17-12:08

11:15-12:00 5/6 Lunch

12:10-12:40 7/8 Lunch

Advisory 12:43-1:34

Period 5 1:36-2:27

Period 6 2:29-3:20

Lost and Found

Jewelry, wallets, purses, books and papers will be kept in the office. Lost articles of clothing will be kept in the mechanical room. It is the student's responsibility to seek lost items. Students should not bring items of value to school. PWMS will not be responsible for lost or stolen items.

Emergency Closings

In case of emergency/weather related school closings, families will be notified by an auto-dialer system. Families can also listen to radio stations KWAD 920 AM, KDLN/KOOL 95, KJJK 1020 AM, and 96.5 FM, 104.1 FM, 99.5 FM, and KZCR Z103 FM and 1250 AM. Announcements will also be made over TV stations WDAY Channel 6, KCCO Channel 7 and KVLV Channel 11.

Telephone

Student use of phones is discouraged, except in case of an emergency. Messages will be given to students during the noon hour and at the end of the school day. No students will be called from class unless it is an emergency. Students may not turn on or use cell phones during the school day unless there is an emergency. If a cell phone is used inappropriately, it will be confiscated. It will be returned at the end of the school day.

Please Call

If your student is going to be absent or tardy for the day, please call the school at 346-1700 and either leave a message or talk to the secretary. In this day of heightened awareness of children's whereabouts, the school wishes to verify every child's attendance early in the day. To receive a note the day after is helpful but does not allow us to account for every child's whereabouts in a timely manner.

Lockers

Each student is assigned a locker for storage of books, materials and personal articles. The lockers belong to the school and are loaned to the students, thus they will be periodically inspected by school staff for neatness and unauthorized contents. Please do not leave money or other valuable in lockers. Any malfunction should be reported to a custodian or the office.

Students must stay in the locker they are assigned, must keep it clean and free of graffiti and use poster tac or a similar product if they wish to put up pictures or mirrors. A locker may be searched at any time without notice if the school has a reason to suspect a search will result in prohibited items in the locker.

Grading

Prairie Wind is organized into 4 Quarters (2 Semesters).

Qtr 1= 9/6/16 – 11/4/16
Qtr 2 = 11/7/16 – 1/20/17
Qtr 3= 1/23/17 – 3/24/17
Qtr 4= 3/27/17 - 6/1/17

Report cards will be printed at the end of each Quarter and posted on Infinite Campus.

Promotion Policy

Any student in grades 5-8 who does not attain a passing grade of 70% in their core classes (math, language arts, social studies or science) averaged over the school year, will be required to make up the work during summer session. *NOTE: Student must be between 40-69% to attend traditional summer school.*

For any student in grades 7 or 8 who does not attain a passing grade of 70% in 3 core classes (or averages less than 40 % in two or more core classes over the school year) will be placed on a Retention Review Plan. Retention or promotion will be determined on a case by case basis.

Once a student is placed on a Retention Review Plan the parents will receive written notification at the beginning of semester 2 that their child may be in jeopardy of being retained. The parents will also attend a meeting with the principal to **discuss the situation and try to develop an individual plan for the future (Academy, Targeted Services, Saturday school, etc....).**

A Retention Review Committee (made up of the principal, counselor, school nurse, teachers) will then review the individual plan developed and monitor progress. The team will then make a recommendation to the principal. **The principal will have the final say on retention or promotion.**

Academic Eligibility

Students failing a class at mid-quarter will be considered “academically ineligible” to participate in games/contests UNTIL they are passing. The length of time is solely dependent upon how long it takes the student to reach passing status (could be one hour, one day, one minute, etc.....). **The ineligibility period will not exceed 2 weeks.**

A mid-quarter report will be generated and coaches will be notified of students not passing. Our new student information system will allow coaches to have access to this information. Students will present a “green slip” to their coach/advisor signed by the teacher when they are passing to regain eligibility.

Students will have the opportunity to meet with teachers/attend Targeted Services in order to help them reach passing status in their class/classes.

Students will not be penalized at the end of a quarter if they fail a class (an “F” for the class will be the penalty).

NOTE: AR grade will not affect eligibility.

*Students who earn credit from summer school may be declared eligible immediately once they produce record of passing any credit(s) they make up.

*Students may rehearse or practice during the ineligibility period if they attend Targeted Services before the scheduled practice or rehearsal.

*Students who attend Targeted Services may attend home events but may not travel with team or group

President's Award for Educational Excellence

The President's Award for Educational Excellence honors student achievement and hard work. Begun in 1983 this award signed by the President of the United States and the Secretary of Education, provides recognition to those students whose outstanding efforts have enabled them to meet challenging standards of excellence. A student must meet both of the following criteria in order to be considered for this award:

- 1) An A- average from grade 7 through the first ½ of the 8th grade year
- 2) Score at or above the 85th percentile in Reading or Math on a standardized achievement test. At PWMS we use 7th grade MCA's as our norm.

Parent Conferences

Thursday, October 13	3:30-7:00 PM
Thursday, January 5	3:30-7:00 PM
Thursday, March 9	3:30-7:00 PM

Tardiness

A student who is late for school must report to the office for a pass to class. If the student does not bring a note from home or the office has not received a phone call, the tardy will be unexcused. Minnesota law disallows lateness due to oversleeping or missing the bus to be considered excused.

Closed Noon Hour

Students are reminded that we have a closed noon hour, and are expected to be here during the lunch time. Students who leave to go "out to lunch" need to have their parent come to the Middle School office to pick them up. Students who return late will be counted as an unexcused tardy.

Cell Phones, Electronic Devices, Games

Cell Phones Electronic devices, toys or games detract from active participants in classroom and school activities. Students may bring these to school as long as they don't distract from the learning environment. **Student are allowed to use them before school, after school, during lunch, and at other times with teacher permission.** Should they abuse this privilege they will be confiscated and returned to the child or parent at the end of the day. See behavior chart for more info.

Visitors

Anyone interested in visiting the school must obtain prior approval by the principal. Visitors will be limited in how long they are allowed to stay. The principal will have the right to approve or deny the opportunity for someone to visit the school. We do insist that each visitor check in the office prior to attending to school business for a visitor pass.

Personal Rights

At Prairie Wind the administration and staff will do everything possible to recognize, respect and preserve the rights of individuals within the framework of rules, regulations and policies. If there is a problem at school, both parent and student can expect a fair hearing. When in doubt about an issue do not assume; ask someone who can assist, when angry talk to the person who can clarify and help. At Prairie Wind we earn respect by showing respect.

Activities

We are the Yellowjackets and our school colors are black & yellow. Our students have the opportunity to participate in many activities. 5th & 6th grade students are not required to pay an activity fee, however there is a maximum \$65.00 fee charged per activity for 7th & 8th grade students, not to exceed \$130.00 per student during the school year. A fee waiver may apply for those who meet income guidelines.

Title IX

It is policy of Independent School District No. 549 not to discriminate on the basis of sex in its education programs, activities or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to Mr. Scott Bjerke, Perham MN, 346-1700 or the Director of the Office for Civil Rights, Department of Health, Education, Welfare, Washington, DC

Attendance

One of the most critical factors in student success in the middle years of education is regular school attendance. Minnesota State Law and the Department of Education policies require daily school attendance. Prairie Wind Middle School keeps an accurate daily accounting of each student's attendance and will support the law with appropriate action.

The law requires schools to classify absences as excused or unexcused. They are defined as follows:

Excused:

- 1) Family authorized absence due to illness, emergency or death in the family, medical or dental appointments, prearranged family business, or observance of a religious holiday.
- 2) School authorized absences such as field trips, music contests, interscholastic meets and competitions
- 3) School suspension
- 4) PWMS reserves the right to deny a request by the student or parent for an excused absence
- 5) An absence will be listed as unexcused unless a parent/guardian alerts the school in advance of the absence by phone, email or in writing
- 6) Absences will not be changed to excused after the absence has occurred

Unexcused:

- 1) Skipping
- 2) Family vacations for which no prior arrangements were made
- 3) Babysitting or other family work
- 4) An absence that is not cleared prior to the child missing school (by 10:00 AM the day of the absence) or by a note on the day of the child's return

Consequences for Unexcused absences:

- 1) Detention or suspension will be assigned on a double time equivalent basis (ex. 5 periods = 10 periods detention)

- 2) A natural consequence of an unexcused absence will be that class work and tests and projects will be lost for the student. In other words, a student should not expect to make up work following an unexcused absence

Dress Code

Students may exercise individual choices in their clothing and grooming unless it interferes with the educational environment. Common sense and good taste will be the rule at Prairie Wind.

Some basic expectations regarding attire will be enforced:

- 1) No clothing displaying
 - Vulgar or obscene language
 - Sexual or violent pictures or language
 - Gang related insignia
 - A bare midriff; bare shoulders; visible undergarments
 - Skirts & Shorts shorter than "finger rule"
 - Muscle shirts
 - Low cut shirts
 - References to drugs, tobacco or alcohol
 - Shoes are required at all times
- 2) Students may wear hats in the building EXCEPT in CLASSROOMS!
- 3) Prairie Wind administration reserves the right to define and prohibit offensive attire. Students may be asked to alter their attire if ONE staff member finds a student's dress is inappropriate.

Dance Rules

- Dances begin at Prairie Wind at 7:30 PM and end at 10:00 PM. Students will be admitted no earlier than 7:00 PM
- Students from other schools wishing to attend PWMS dances will need to obtain prior permission from the principal. The parents must contact the principal.
- High School students are NOT allowed to attend PWMS dances.
- The doors will lock at 8:00 PM. Students will not be admitted after that time unless parents have spoken to school personnel prior to the dance
- Once the doors close, no students may leave the school building
- If a student chooses to leave the dance before 9:30 PM, he/she must call the parent in the presence of a chaperone, or the parent must come in and speak to a school person before the student may leave
- No controlled substances are allowed

Library/Media Center

Students are encouraged to make use of the LMC before and after school as well as during the day. The LMC has a wide variety of resources to support student research and to promote the enjoyment of reading. All materials students wish to use outside the LMC must be checked out for a two-week period while other reference materials may be checked out overnight.

Each of the fiction books and some of the non-fiction books in the AR program in our library have been given one of three interest designations.

- ❖ LG (those books that have a lower grade interest level)
- ❖ MG (those books with a middle grade interest level)
- ❖ UG (those books with an upper grade interest level)

Only you as the parent can best make the determination if any book is appropriate or inappropriate for your child. Each year you will be given an opportunity to sign a form allowing or disallowing your child to check out books labeled UG. Upon request, we will provide you access to a list of our UG-labeled books.

Food Service

Prairie Wind offers breakfast and lunch every day. Students may deposit money into their lunch accounts in the office. Checks should be made out to Perham Schools. Students may bring a lunch from home and purchase milk if they choose.

Breakfast will be served daily from 8:00-8:30 AM. Lunch will be served daily as according to the grade level schedule.

Health Service

The Health Office is located in the main office complex. Office hours are 8:00-3:30, although the school nurse will only be in the building from 11:30 AM – 3:15 PM.

Students are required to report to the nurse when feeling ill or get injured at school. Students SHOULD not call or text home to request to be picked up BEFORE reporting to the nurse first!

Medication Policy

According to policy, students may not self-administer any medications (including aspirin/Tylenol) in school with the exception of inhalers used for asthmatic conditions. However, the nurse should be aware of any student carrying an inhaler in school. Medications should be brought to the nurse's office in a prescription container, appropriately labeled by a pharmacist. The medication must be accompanied by a physician's order and parent/guardian permission. Over the counter medications (Tylenol, Motrin) need to be in original containers along with signed parent/guardian permission. All medication will be kept in a locked cabinet and administered as prescribed by the nurse or designee. Please contact the health office at 346-1758 with any questions or concerns.

Counseling/Guidance

The purpose of the guidance program is to help each individual student achieve her/his greatest growth mentally, emotionally and socially. We try to do this in several ways by:

- 1) Helping the student feel at home at school
- 2) Holding individual conferences with students
- 3) By administering testing to help the student learn about their capabilities
- 4) Talking things over with students when they are having difficulties, or just need someone to talk to

Fire and Emergency Drills

Periodically throughout the school year we will conduct fire drills. When these occur, students are to follow the instructions in the classroom in which they are located. Teachers will take attendance once outside. By state law we will also conduct lock down practices throughout the course of the school year.

Once a year we will also conduct an emergency tornado drill. Students are to follow instructions given at that time.

Sexual Harassment/Violence

To maintain a learning and working environment that is free from sexual harassment and violence, this school district prohibits any form of sexual harassment and violence.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of sexual nature. Any student or employee of this school district who harasses or commits violence toward another student or employee through conduct or communication of a sexual nature will be subject to the consequences appropriate for the behavior.

All complaints whether verbal or written will be investigated and appropriate disciplinary action will be taken. The individual reporting a violation is encouraged to use the form available in the principal's, superintendent's or counselor's office.

All verbal and written complaints should be submitted to Principal Bjerke or Superintendent Mitch Anderson at the District Office 346-4501. Retaliation is prohibited against any individual who reports sexual harassment or participates in an investigation. Confidentiality of all persons involved will be respected to the fullest extent possible.

This is a summary of the District Sexual Harassment/Violence Policy. A complete policy handbook is available from the Principal's or Superintendent's Office. Sexual Harassment and Sexual Violence are against the law!



Conduct On School Bus

School bus transportation is a privilege, not a right. If a student has difficulties on the bus, she/he may have that privilege suspended. The following bus rules are to be followed. Follow the directions of the driver.

- Talk quietly and use appropriate language
- Keep all parts of your body inside the bus
- Keep your arms, legs and belongings to yourself
- No fighting, harassment, intimidation or horseplay
- Do not throw any object
- No eating, drinking or use or possession of tobacco or drugs
- Do not bring any weapon or dangerous objects on the school bus
- Do not damage the school bus

Otter Tail County-Wide K-12 School Attendance Policy

The Truancy Prevention Work Group of the Otter Tail Family Services Collaborative developed this Attendance Policy to be incorporated into the policies and procedures of all Otter Tail county schools, grades K-12. We have worked together to develop this policy because we believe it is necessary to be academically engaged in order to be successful in school.

This policy only addresses unexcused absences. Unexcused absences are defined by Minnesota Law and specifically within each school district's individual attendance policy.

K-12 Attendance Policy

1. Attendance will be taken every half-day in elementary schools and every class period in secondary schools.
2. For purposes of this policy, unexcused absences are cumulative throughout the school year. Records regarding attendance will transfer with students who transfer between schools within Otter Tail County.
3. Every time a student is absent for any period of time the school will notify the parents on the day the absence occurs, if the parent has not called or sent a note.
4. After three periods of unexcused absences, a letter will be sent to parents. The purpose of the letter will be to document the student's unexcused absences.
5. Between the third and the seventh unexcused absence, a face-to-face meeting with the parents and student will be scheduled. Working together, a Truancy Plan will be established to address the student's attendance issues.
6. Under Minnesota Law, students with seven or more unexcused absences qualify as truant, and schools may make a formal referral to Human Services. Parents are required to attend a face-to-face meeting with

school administrators to develop A Truancy Plan of Action, as a final attempt to compel the student to attend school.

7. A contract will be established with the child, who is then placed under supervision to attend school. Significant consequences can occur at this level and appropriate options will be discussed for services available to families with school attendance issues.
8. If the Truancy Plan developed is not followed and the child continues to have unexcused absences, the matter will be referred to Human Services for review by the County Attorney's Office for determination of what action should occur. At this point, the parent or guardian can be criminally charged if they have not compelled their child's attendance. Judges have the authority to administer a variety of consequences, which can include the following:
 - ✓ A child may lose their driving privileges until he or she is 18 years old;
 - ✓ A child can be assigned community work service hours;
 - ✓ The court can order that any necessary evaluations, treatment, and counseling services be completed by the child or family;
 - ✓ A child can be removed from their home and placed in a shelter or foster care or a short-term residential facility.

If you have questions or concerns about this policy, please feel free to contact an administrator within your school district.

Special Education Third Party Billing

ISD 549 considers names and birthdates of students, eligible for special education, as directory information and will share the information with DHS (Minnesota Dept. of Human Services) to determine which students are currently enrolled in a Minnesota Health Care Program. If a parent/guardian does not wish for directory information to be shared, you may opt out by contacting the administrative offices 218-346-1611.

PWMS Important Dates – 2016-17

Date	Event	Time
September 6	First Day of School	8:25
September 29	School Picture Day	AM
September 30	HOMEcomings	
October 13	PWMS 1 st Quarter Family Conferences	3:30-7:00
October 20-21	NO SCHOOL – MEA	
October 24	NO SCHOOL-Staff Development Day	
November 3	PWMS Hearing and Vision Screening	All Day
November 4	End of Quarter 1	All Day
November 9	PWMS Staff Work Night	3:30-7:00
November 16	PWMS Hearing and Vision Rescreening	TBA

November 24-25	NO SCHOOL – Thanksgiving Break	
November 28	NO SCHOOL-Staff Development Day	8:00-11:30 for PWMS Staff
November 29-December 2	8 th grade Laurentian-GROUP 1	
December 5-8	8 th grade Laurentian-GROUP 2	
December 23-January 2	NO SCHOOL – Winter Break	
January 5	PWMS 2nd Quarter Conferences	3:30-7:00
January 16	NO SCHOOL-Staff Development Day	
January 20	End of Quarter 2/ Semester 1	
January 25	PWMS Staff Work Night	3:30-7:00
February 20	NO SCHOOL-President's Day	
March 3	NO SCHOOL-Staff Development Day	8:00-11:30 for PWMS Staff
March 9	PWMS 3rd Quarter Conferences	3:30-7:00
March 15	LifeTouch Photos	Morning
March 24	End of Quarter 3	
March 29	PWMS Staff Work Night	3:30-7:00
April 13, 14, 17	NO SCHOOL-Spring Break	
May 29	NO SCHOOL-Memorial Day	
June 1	End of Quarter 4/ Semester 2 -Last Day of School!!	
June 2	NO SCHOOL-Staff Development Day	All Day

	1st Offense	2nd Offense	3rd Offense	4th Offense
Unexcused absences (Skipping)	Detention, parent contact	Detention, parent conference	ISS, parent contact, truancy mediation	County attorney
Alcohol use./possession	OSS up to 3 days, Police referral, parent conference	OSS 3-5 days, Police referral, Student Assistance Team referral	Potential for expulsion	
Bullying/Harassment	Detention, conference with counselor, Parent contact	ISS 1 day, Parent/Student meeting	ISS up to 3 days, parent meeting.	OSS, possible police referral.

Bus Conduct	Verbal warning, parent contact	Detention, parent contact.	1-3 day bus suspension,	3-5 day bus suspension, parent/bus company meeting 5th Offense: 5-10 day bus suspension. 6th Offense: 10 day or longer bus suspension. **Consequences can be skipped/repeated at the discretion of the principal in consultation with bus company.
Cell Phone Misuse	Phone confiscated for the day, parent contact	Student will "check" phone into the office or classroom at the beginning of the day and pick it up at the end of the day for UP to 2 days.	Student will need to CHECK in phone to office or classroom each day for UP to a week.	Cell phoned banned from school for one month (phone turned over to parent).
Cheating	Zero on assignment, parent contact	Parent contact, detention, zero on assignment	ISS, zero on assignment, parent conference	
Chemicals (drugs)	OSS up to 3 days, Police referral, parent conference	OSS 3-5 days, Police referral, parent conference	Potential for expulsion	
Disruptive behavior	Detention	½ day ISS	ISS, 1-3 days, possible Saturday school	OSS, possible Saturday school
False Fire Alarm	ISS (3 day min) Police referral	ISS, Police referral	OSS 5 days, legal charges	
Fighting	Detention and/or ISS, parent contact	ISS and/or OSS, police referral, parent conference	OSS, referral to SAT, police referral	
Forgery	Detention, parent contact	ISS (1 day)	ISS (3 days)	
iPad/Technology Misuse	Detention, return iPad to original form, parent contact	Detention, iPad suspension for up to 1 week, parent conference	ISS, iPad suspension for up to 1 month, parent conference	
Inappropriate Dress	Conference & alter attire	Conference, alter attire and lunch detention	Conference, alter attire, detention, parent conf.	
Insubordination (including academic insubordination)	Detention, parent contact	ISS 1 day, parent meeting, possible Saturday school	1-3 days ISS, parent/student meeting, possible Saturday school	OSS, parent/student meeting, possible Saturday school
Internet misuse	3 week suspension from using computer, parent contact	30 day suspension from computer, parent conference.		
Lunchroom Misconduct	Lunchroom cleaning	Lunch detention, clean lunchroom,	1-3 day ISS, clean lunch room, possible Saturday school	Parent/student meeting, possible Saturday school
Obscene Materials	Detention	1 day ISS	3 days ISS	
Profanity (written, spoken & gesture)	Detention	1 day ISS, parent contact	ISS (1-3 days), parent meeting	OSS
Scuffling	Lunch Detention (possible ISS for rest of day), parent contact	1 day ISS, Parent meeting	2-3 days ISS, police referral	1-3 days OSS, police referral
Stealing	Detention, item returned/replaced, Parent Contact	ISS (1-3 days) , Police Referral, parent meeting	OSS, Police referral	
Tardies	Per classroom teacher policy			
Threats/Intimidation	Detention, parent contact	Up to 3 days ISS, parent meeting, police referral	OSS, Police referral, Possible exclusion	
Tobacco Violations	ISS (1 day), parent contact	1-2 days OSS, Police referral, parent meeting	OSS up to 3 days, Police referral, cessation classes	
Vandalism	Detention, restitution, parent contact	Police referral, ISS, restitution, parent meeting, possible Saturday school	OSS, legal charges, restitution	

Zero Tolerance

At Prairie Wind Middle School we believe every student has a right to:

1. Be treated with respect and courtesy
2. Learn without disruption
3. Attend school every day
4. Feel safe

In addition, we endorse the right of teachers to feel safe in their classrooms and teach without disruption. Therefore, we have zero tolerance for the following actions. If a student commits any of the following actions they will be suspended and the principal will make a recommendation to the Superintendent for expulsion. The Superintendent will decide if a hearing should be held in front of the Board of Education to expel the student.

1. The possession or use of any narcotic drug steroid, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind on school property at any time or at any school sponsored function is expressly forbidden. Likewise, the possession or use of any substance which is represented to be a narcotic drug, steroid, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind on school property at any time or at any school sponsored function is expressly forbidden.
2. A loaded or unloaded firearm, a weapon, device, laser or electronic stun weapon equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
3. Assaulting a school staff member.
4. Possession of a weapon:
 - Possession of a weapon will result in:
 1. Confiscation of the weapon
 2. Notification of the police
 3. A recommendation to the Superintendent that the student is permanently expelled from the school

“Possession”. Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntarily possess, store in an area subject to one’s control, handle, transmit or use an instrument that is considered a weapon in school, on school ground, at school activities, on school buses or school vehicles, or entering upon or departing from school premises, property, or events. Possession of a weapon includes a look-alike weapon that is used with intent to intimidate or cause or create fear in another because of the similarity in appearance of the look-alike weapon to an actual weapon that is prohibited by these rules. This prohibition applies to all school owned buildings and grounds, leased or owned, and within all school owned, leased or contracted vehicles.

“Weapon”: means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce or great bodily harm, or any device or instrument that is used to threaten or cause bodily harm or death. The following are examples of weapons but are not limited to: guns (including pellet guns, look-alike guns and non-functioning guns that could be used to threaten others), knives with a blade, clubs, metal knuckles, numchucks, throwing stars, explosives, stun guns, ammunition, lead pipes, darts, chains, explosives (fireworks, fire crackers, smoke bombs) flammable liquids and mace.

“Non-Weaponry Objects”: means any article designed for other purposes but may be used to inflict bodily harm and/or intimidate or cause fear. The following are examples of non-weaponry objects but not limited to: belts, combs, pencils, files, compasses, scissors and poisonous chemicals. The use of a non-weaponry object to inflict bodily harm, or intimidate, or cause fear in another is prohibited by this policy.

**A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal’s office shall not be considered in possession of a weapon.

5. Making a bomb threat.
6. Making a death threat – with malice and intent.
7. Setting a fire, or attempting to set a fire.

Having read this Zero Tolerance policy, I agree to abide by the policy and the procedures of Prairie Wind Middle School and realize that I may be subject to disciplinary action if I do not abide by the policy.

iPad Information

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad.

Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher. The iPad is the property of Perham Public Schools. Therefore, school staff and administration have the right to check any material stored on a student's iPad at anytime.

iPads Left at Home/Charging the Battery

If students leave their iPad at home or brings an uncharged iPad to school, they are responsible for getting the course work completed as if they had their iPad present. Students will also serve lunch detention in an attempt to "remind" them to bring them to school each day fully charged. Loaner iPads may be issued to students when they leave their iPads for repair in the office. There may be a delay in getting an iPad should the school not have enough to loan.

Screensavers and Backgrounds

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions.
- Passwords are not to be used.

Inspection

Students may be selected at random to provide their iPad for inspection. These inspections may include an inspection of all material saved on the iPad.

Software Upgrades

Upgrade versions of licensed software/apps are available from time to time. Students will be required to check in their iPads for periodic updates and syncing.

Student Activities Strictly Prohibited

- Illegal installation or transmission of copyright materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Messaging services (i.e. MSN Messenger, ICQ, etc.)
- Internet/computer games/accessing YouTube without teacher permission.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of iPad setting (exceptions include personal setting such as font size, brightness, etc.)
- Downloading apps which violate the Acceptable Use Policy.
- Spamming – sending mass or inappropriate emails.

- Gaining access to another student's accounts, files, and/or data.
- Use of the school's Internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications such as MSM Messenger, Yahoo Messenger.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, ebay, email, etc.....
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism, (any malicious attempt to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Use of the iPad camera to take and/or distribute inappropriate or unethical material (including unauthorized videotaping/photography)
- Bypassing the Perham Public School web filter through a web proxy.
- I will use my iPad in ways that are appropriate, meet Prairie Wind Middle School expectations, and are educational.
- I will use appropriate language when using e-mails, journals, wikis, blogs, or other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in activity that is harmful to others.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of Perham Public School.
- I will follow the policies outlined in the iPad Handbook and the Acceptable Use Policy while at school, as well as outside the school day.
- I will take good care of my iPad.
- I will never leave my iPad unattended.
- I will never loan out my iPad to other individuals.
- I will know where my iPad is at all times.
- I will charge my iPad's battery daily and arrive at school with my device charged.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will not use of the iPad camera to take and/or distribute inappropriate or unethical material.

- I will not disassemble any part of my iPad or attempt any repairs.
- I will protect my iPad by only carrying it while in the case provided. I will not remove my iPad from the case provided by Perham Public School.
- I will not place decorations (such as stickers, markers, etc.) on my iPad or provided case.
- I will not deface the serial number iPad sticker on any iPad.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance as well as report to the administration of Prairie Wind Middle School.
- I will be responsible for all damages or loss caused by neglect or abuse.
- I agree to return the iPad, case, and power cords in good working condition.

**PERHAM/DENT PUBLIC SCHOOL'S DISTRICT
ACCEPTABLE USE POLICY**

The Perham/Dent Public School District's Computer Network, including Internet access, exists to promote the exchange of information to further education and research, and is consistent with the mission of the District.

Students are encouraged to make use of the Computer Network for the education benefits that it provides; however, student also need to be aware that when accessing the Computer Network they are representatives of the Perham/Dent School District, and are expected to act accordingly.

While backups of the Perham/dent Network will be performed nightly, the District makes no warranties of any kind, whether expressed or implied, for the service it is providing. Therefore, each individual is responsible for making back-up copies of critical documents and/or data.

The following activities are prohibited:

- Use of the Internet to access obscene or pornographic material.
- Use of the Internet to send offensive or objectionable material or to harass other individuals.
- Attempting to access the accounts and files of others. Please keep all accounts and passwords confidential and not accessible to others.
- Improper use or distribution of information. This includes software copyright violations as well as plagiarism. Installation of software on District computers is prohibited without proper authorization.
- Using the Computer Network for commercial purposes or in support of illegal activities.
- Attempting to tamper with Perham/Dent Network security or to damage other computing systems. Visiting sites containing known viruses or miscellaneous hacking programs will be viewed as an attempt to tamper with the Perham/Dent Network.

Violations of the above activities will result in disciplinary action by the Principal, or the Principal's designee, based upon the current discipline policy in their building. On the following page, you will be asked to sign a statement stating that:

- I have read and understand the policies as listed in the Parent-Student Handbook. I will abide by the stated rules and regulations.
- I have read and understand the Acceptable Use Policy. I will abide by the stated rules and regulations while enrolled in ISD 549

Prairie Wind Middle Library Form 2016-17

- Students will be held responsible for materials they have checked out.
- Every attempt will be made to follow parent/guardian wishes as outlined in this form, however, children at PWMS routinely check out materials independently. Please discuss your wishes with your child.

MY CHILD MAY READ THE FOLLOWING BOOKS:

(CIRCLE ALL THAT APPLY)

YES/NO K-4th Grade Books

YES/NO 5th -8th Grade Books

YES/NO Upper Level Books

***Note: Upper Level books may contain Adult Content**

Data Protection

Occasionally, we take photographs of the children at our school. We may use these images in our school's prospectus or in other printed publications that we produce, as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use. From time to time, our school may be visited by the media who will take photographs or film footage of students here at Prairie Wind Middle School. These may appear in newspapers or on a televised news programs.

Please answer each question by circling the following:

- May we use your child's photograph in the school prospectus or other printed publications that we produce for promotional purposes? YES/NO
- May we use your child's image on our website? YES/NO

- May we record your child’s image on video or webcam? YES/NO
- Would you be alright with your child’s image to appear in the media? YES/NO

By signing and returning to the school this handbook page, you are agreeing to and requesting of the district the following:

- o Read and agree to support my student (or student agrees) in following all school rules and district policies, as outlined.
- o Thoroughly read and understand the Zero Tolerance policy.
- o Thoroughly read and understand the computer use policy (Acceptable Use Policy), as outlined in the Handbook.
- o _____ By checking this box I agree to the stipulations set forth in the above documents including the 1:1 Policies and Procedures, the Acceptable Use Policy, the iPad Insurance Agreement Form, and the Student Pledge for iPad Use.

Signature of Parent

Date

Signature of Student

Date

(PLEASE RETURN THIS TO YOUR ADVISORY/HOMEROOM TEACHER)