



**Prairie Wind Middle School  
Handbook 2019-20**

Dear Family Member:

Hello and welcome to the 2019-20 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 of doing THREE things well each and every day: *Be kind, help others, and be a good person*. Those three things represent **WHO WE ARE & WHAT WE ARE ABOUT** at PWMS! Although, we understand the importance of placing 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  
 Amy Braukmann Language Arts  
 Nikki Bruns PE-Health  
 Dan Buchin Psychologist  
 Janet Buchin Special Education  
 Peder Butenhoff Art (7-12)  
 Dan Christenson Grade 5  
 Kelly Collette Grade 5  
 David Cresap Grade 6  
 Grant Dierkhising PE-Health  
 Jodee Ebeling Technology  
 Robert Formanek Testing Coordinator  
 Ronita Hackel Academic Intervention  
 Hans Hanson Math  
 Ryan Hendrickson Phy Ed/DAPE  
 Shelly Januszewski Language Arts  
 Jessie Jensen Grade 6  
 Brittany Johnson Grade 6  
 Sue Jones Computer  
 Deanna Kovash Geography  
 Katarina Kuhlman Grade 5  
 Marilyn Kunza Special Education  
 Ellen Kurtz Art  
 Matt Lamb Band  
 Hannah Levenhagen Social Studies  
 Jensen Maiden Band  
 Jenni Melvin Science  
 James Mulcahy Intervention Specialist  
 Darrel Pederson Grade 6  
 Lance Rach Grade 5  
 Maggie Ragan Choir  
 Dean Salo Industrial Technology  
 Ali Schmitz Social Worker  
 Brian Schwantz Grade 6  
 Melody Scott Speech/Language  
 Sue Seip School Nurse  
 Maria Soto ESL  
 Mallory Stoderl Math  
 Nancy Stromstad Special Education  
 TJ Super Geography  
 Robert Tangen Spanish  
 Rondi Ulmer Science  
 Alecia Wahlin Special Education

**PWMS Support Staff**

Kim Brouillet Kitchen  
 Jamie Fischer Admin. Assistant  
 Connie Foltz Paraprofessional  
 Melissa Graham Admin. Assistant  
 Lori Groff Paraprofessional  
 Tom Gustafson Cleaner  
 Stephanie Hahn Paraprofessional  
 Wanda Kupferschmid Paraprofessional/Media  
 Emily Mingo Paraprofessional  
 Clint Moser Cleaner/Maintenance  
 Jeff Mosca Paraprofessional  
 Kathy Pesch Paraprofessional  
 Trisha Pickar Paraprofessional  
 Tina Reed Admin. Assistant  
 Sharon Rickerson Food Service  
 Sue Ruther Paraprofessional  
 Sally Rux Paraprofessional  
 Brenda Sandahl Paraprofessional/Health  
 Jennifer Shaw Kitchen  
 Kellie Speicher Cleaner  
 Cindy Sweet Paraprofessional  
 Mitch Toso Tech  
 Vickie Wagenman Food Service  
 Judy Wanderi Cleaner  
 Teresa Wiebe Paraprofessional

**Administration**

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

**Board of Education**

Justine Anderson Mike Hamann  
 Nathan Rooney Christi Stoll  
 Sue Von Ruden Aaron Kalina  
 Cyndy Huber

### School Begins

School begins at 8:30 and ends at 3:18. Students are encouraged not to arrive before 7:30 **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

Period 1 8:30-9:21

Period 2 9:24-10:15

Period 3 10:18-11:09

Period 4 11:12-12:03

11:15-12:00 5/6 Lunch

12:06-12:36 7/8 Lunch

Advisory 12:39-1:30

Period 5 1:33-2:24

Period 6 2:27-3:18

### Lost and Found

Jewelry, wallets, purses, books and papers will be kept in the office. Lost articles of clothing will be kept in the lost and found. 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, KDLM/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 content. Please do not leave money or other valuables 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= 9/3/19 – 11/1/19

Qtr 2 = 11/4/19 – 1/17/20

Qtr 3= 1/21/20 – 3/19/20

Qtr 4= 3/23/20 – 5/22/20

**Report cards will be posted on Infinite Campus at the end of each quarter.**

### 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 practices and 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 minute, one hour, one day, 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. **Once a student is deemed academically ineligible, they will not attend any practices or games/contests. Instead they will attend our after school study hall program UNTIL they are passing. Additionally, mandatory DAILY academic check in's will take place with their Advisory teacher.**

Students will present a "green slip" to their coach/advisor signed by the teacher when they are passing to regain eligibility.

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 8<sup>th</sup> grade year
- 2) Score at or above the 85<sup>th</sup> percentile in Reading or Math on a standardized achievement test. At PWMS we use 7<sup>th</sup> grade MCA's as our norm.

### **Parent Conferences**

Thursday, October 10 3:30-7:00 PM

Thursday, December 12 3:30-7:00 PM

Thursday, February 20 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. Students 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 Yellow Jackets and our school colors are black & yellow. Our students have the opportunity to participate in many activities. 5<sup>th</sup> & 6<sup>th</sup> grade students are not required to pay an activity fee, however there is a maximum \$65.00 fee charged per activity for 7<sup>th</sup> & 8<sup>th</sup> grade students, not to exceed \$130.00 per student during the school year. \$450.00 Family Maximum. 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. Erin Anderson, 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 an 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 on 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 one hour for each period missed.
- 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 the 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 weapons 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 2019-20

<b>Date</b>	<b>Event</b>	<b>Time</b>
September 3	First Day of School	8:25
September 9	HOMECOMING	
September 26	School Picture Day	AM
October 10	PWMS 1 <sup>st</sup> Quarter Family Conferences	3:30-7:00 PM
October 17-18	NO SCHOOL – MEA	
October 23	PWMS Hearing and Vision	All Day
November 1	End of Quarter 1	All Day
November 6	PWMS Staff Work Night	3:30-7:00
November 14	PWMS Hearing and Vision Rescreening	All Day
November 27-29	NO SCHOOL – Thanksgiving Break	
December 3-6	8 <sup>th</sup> grade Laurentian-GROUP 1	
December 9-12	8 <sup>th</sup> grade Laurentian-GROUP 2	
December 12	PWMS 2 <sup>nd</sup> Quarter Conferences	
December 23-January 1	NO SCHOOL – Winter Break	
January 17	End of Quarter 2	
January 22	PWMS Staff Work Night	3:30-7:00 PM
January 20th	NO SCHOOL-Staff Development Day	
February 14	NO SCHOOL	
February 20	PWMS 3rd Quarter Conferences	3:30-7:00 PM
March 12	Life Touch Photos	Morning
March 19	End of Quarter 3	
March 20	NO SCHOOL-Staff Development Day	8-1130 for PWMS Staff

March 25	PWMS Staff Work Night	3:30-7:00
April 10-13	NO SCHOOL – Spring Break	
May 22	End of Quarter 4	
May 22	NO SCHOOL – Staff Development Day	All Day

## Behavior Chart

	Behavior Chart			
	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
Unexcused absences (Skipping)	Detention, parent contact	Detention, parent conference	ISS, parent contact, truancy mediation	<b>County attorney</b>
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 <b>5<sup>th</sup> Offense:</b> 5-10 day bus suspension. <b>6<sup>th</sup> Offense:</b> 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 phone 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 (Instigating Conflict)	Detention, parent contact	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)	
Technology Misuse	Detention, return device to original form, parent contact	Detention, Chromebook suspension for up to 1 week, parent conference	ISS, Chromebook 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-Vaping Violations	ISS ( 1 day), parent contact, police referral	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 beverages, 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 beverages, 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 grounds, 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, nunchucks, throwing stars, explosives, stun guns, ammunition, lead pipes, darts, chains, explosives (fireworks, firecrackers, 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.