

Maize Intermediate School

12100 W 45th St N

Maize, KS 67101

Main Office: (316) 462-8201

Fax: (316) 462-8202



Student Handbook

2021-2022

Inge Esping, Principal

Megan Lavelle, Assistant Principal

District Mission Statement

The purpose of Maize USD 266 is to inspire students to discover their potential through connecting, learning, leading.

Maize Intermediate School Foundational Beliefs

- Operates as a cohesive community in which 5th and 6th grade students have opportunities to share geographical spaces, programming, and scheduling.
- Embraces teaming/family to support core content and social-emotional learning of students.
- Implements tiered structures to support a variety of student needs.
- Functions in a school that will offer opportunities for exploration by the students.

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Important Contacts and Phone Numbers

Maize Intermediate School Main Office	(316) 462-8201
Fax Number	(316) 462-8202
Principal	Inge Esping
Assistant Principal	Megan Lavelle
Counselor – Last name A-L	Mandy Glasse
Counselor – Last name M-Z	Lauren Dutcher
Secretary – Communications	Shawna Sphar
Secretary – Finance	Katie Jennings
Secretary – School Psychologist	Christy Quach
Media Specialist	Kim Lehner
Nurse	Laura Ewy

Arrival and Dismissal Procedures	Which means...
Drop off begins at 7:10 am	If you must arrive early, you will be expected to enter through the main doors (bus riders in the main front doors, all others in the back front doors) and sit quietly in the lunchroom until 7:15 am when you are released to your team hallway/classroom. Breakfast will be served until 7:35 am and eaten in the lunchroom. Students arriving during Eagles' Landing may take breakfast to their classrooms, but breakfast must be finished before the first block begins.
The school day begins at 7:25 am	Allow yourself time to be in your classroom and ready to begin learning at 7:25 am. Breakfast will be served until 7:35 am and eaten in the lunchroom. Students arriving during Eagles' Landing may take breakfast to their classrooms, but breakfast must be finished before the first block begins.
The school day ends at 2:30 pm on Monday, Tuesday, Thursday, and Friday and at 1:55 pm on Wednesday.	Leave the building within 15 minutes of dismissal. Exit the building and grounds in an orderly manner. Bus riders should exit through the main front doors. All other students should exit through the main back doors. All students who are still on grounds beyond 15 minutes past dismissal should report to the office and wait there for dismissal.
Dismissal	On Mondays, Tuesday, Thursdays, and Fridays, classes end at 2:30 pm. Wednesday is early release, and school will end at 1:55 pm. Students should be picked up no later than 2:45 pm on Mondays, Tuesdays, Thursdays, and Fridays and no later than 2:10 pm on Wednesdays. If your child is not picked up by those times, they will be in the school's front office waiting for a parent or guardian to sign them out.
Bus Transportation	Buses will pick up and drop off in the front driveway. Buses also will enter at 45th Street and exit on 119th Street. Drivers should please refrain from using the front driveway to allow school buses to load and unload student passengers safely. Students who typically ride the bus will be expected to ride the bus unless there is a note from a parent or guardian giving them permission for alternate transportation.
Parent Drop Off/Pick Up	Families should use the back driveway for pickup and drop-off. There should be a single row of vehicles coming in from 45th Street and exiting on 119th Street. Students can exit vehicles at any point in the driveway and should use the sidewalk to enter into the main school doors in the middle of drive. When dismissed, students will be allowed to wait outside during nice weather days and will wait in the lunchroom until they see their ride on inclement weather days.
Changes to Transportation	Changes to transportation must be communicated to the school's front office no later than 1 pm.

Attendance

Regular attendance is necessary to fully realize the benefits of educational opportunities. Students with regular attendance benefit from in-class learning experiences and generally will be more successful in their classes. These experiences include class discussion, problem solving exercises, teamwork and social opportunities. Students are expected to be present and punctual for all classes throughout the year. The responsibility of school attendance is with the student and his/her parents.

Attendance Information for Maize Intermediate School

Students not in their assigned classrooms at the set beginning school time will be counted as tardy if they report to class without a school-related excuse (i.e. late bus, breakfast, etc.). Students with three consecutive or five total tardies in a single grading period will be brought to the attention of the building principal. A student will be considered tardy up until an hour after school begins. After that time, a student will be considered absent $\frac{1}{2}$ or one full day. Teachers will take attendance when class begins and again after their assigned lunch periods. If a student leaves an hour before school is out, the student will be considered absent for a $\frac{1}{2}$ day in the afternoon. Students not present for one of these periods will be counted $\frac{1}{2}$ day absent in the morning or afternoon.

An attendance letter, regardless of excused or unexcused absences, will be sent to parents after eight accumulated absences. Subsequent letters will be sent if absenteeism continues to be a concern.

Parent Notification

A student's parent(s)/guardian(s) should notify the school by 10:00 am in the event the student will be absent on that day. Verification of the reason for the absence should be stated. Parents are encouraged to provide the front office staff with any medical appointment cards, physicians' notes, court documentation, etc. Each document should state the student's name, the time and date of the appointment/illness, and the reason for the absence from school.

Homework/Make-Up Assignments

Students are allowed one school day per excused absence to make up assignments. Students with consecutive absences are responsible for contacting their teacher to set up an individual contract for make-up assignments. Long term assignments are those that have a due date more than five days beyond the assigned date; these long term assignments are due on the scheduled

date and are not subject to make-up extensions unless prior arrangements have been made. Work missed because of a suspension is due upon return to the regular class, and is not subject to make up extensions. Students or parents/guardians may request homework on the second consecutive day of an absence. This request must be made to the school office no later than 10:00 am of the second day of illness. Homework will be ready for parents to pick up after 2:00 pm, but before 3:30 pm.

Additional information regarding absences and truancy can be found in the USD 266 District Student Handbook.

If you have any questions regarding the Absence policy, please contact the school office.

Maize Intermediate School Behavior Expectations Matrix

	Hallway	Restrooms	Breakout Spaces	Lunchroom	Playground/ Outdoors	Media Center	Nurse/Office
Be Respectful	<p>Listen to and follow the directions of adults.</p> <p>Use a conversation level voice.</p>	<p>Give people privacy.</p> <p>Use a quiet voice.</p> <p>Wait your turn.</p>	<p>Use a conversation level voice.</p> <p>Keep your focus on the task you are completing in a breakout space.</p>	<p>Listen to and follow the directions of adults.</p> <p>Use a conversation level voice.</p> <p>Allow others to sit at your table without saving seats.</p> <p>Raise your hand and wait for an adult to give you permission to use the microwaves, dump your tray, or go to recess.</p>	<p>Listen to and follow the directions of adults.</p> <p>Play by the rules.</p> <p>Wait patiently in line if it is not your turn.</p> <p>Laugh, play and have fun! Be mindful to avoid screaming and yelling.</p>	<p>Use a quiet voice.</p> <p>Listen to instructions and directions from adults.</p> <p>Wait patiently in line to use equipment or check out books.</p> <p>If you are using equipment, recognize that others may also need to and allow them a turn.</p>	<p>Use a conversation level voice.</p> <p>Use polite language saying 'please' and 'thank you' where appropriate.</p> <p>Say 'hello' or 'excuse me' if an adult doesn't acknowledge you first.</p>
Be Responsible	<p>Use a quiet voice.</p> <p>Keep our space looking clean by picking up trash.</p>	<p>Flush toilets.</p> <p>Wash your hands for 20 seconds with soap and water.</p> <p>Keep our space looking clean by picking up trash.</p>	<p>Use the furniture appropriately and keep it clean for yourself and others.</p> <p>Put furniture back where it was found when you are finished using the space.</p> <p>Keep our space looking clean by picking up trash.</p>	<p>Avoid touching or eating food other than your own.</p> <p>Stay in line and eat at your assigned table.</p> <p>Food and drinks should stay in the lunchroom except for breakfast which is grab and go and may be eaten in the hallway.</p> <p>Stack trays neatly.</p> <p>Pick up trash around you - even if left by others.</p>	<p>Say "I'm sorry" if your activity impedes on others and try to avoid getting in other's way in the future.</p> <p>Tell an adult if someone is hurt.</p> <p>Stop playing when the whistle blows to return to class.</p> <p>Help put the equipment away.</p>	<p>Sit and read once you have checked out your book</p> <p>Leave furniture as you found it.</p> <p>Keep our space looking clean by picking up your trash.</p> <p>Be careful to care for books to extend shelf life.</p> <p>Report damaged books right away.</p> <p>No food or drink in the media center.</p>	<p>Wait patiently for your turn.</p> <p>Give information about your needs.</p>
Be Safe	<p>Stay in line, facing forward when traveling through the hallway.</p> <p>Walk on the right side of the hallway to allow appropriate flow of traffic.</p> <p>Keep hands, feet, and objects to yourself.</p> <p>Walk only - no running.</p>	<p>Keep water off the floor.</p> <p>Report any problems with sinks or toilets to your teacher.</p>	<p>Walk to and from the breakout space.</p>	<p>Leave space between you and others in line to avoid crowding.</p> <p>Walk while in line.</p> <p>Keep food and drinks off of the floor.</p> <p>Alert your teacher to any spills and help us clean up if it is your spill.</p>	<p>Keep hands and feet to yourself.</p>	<p>Keep hands, feet, and objects to yourself.</p> <p>Walk at all times.</p> <p>Sit on the furniture appropriately.</p>	<p>Keep hands and feet to yourself.</p> <p>Avoid touching items that are not yours or ask for permission to use a needed item.</p>

At MIS, we follow Social Contracts developed cooperatively in classrooms that detail appropriate behavior.

Misconduct

In an effort to promote and ensure a safe, effective educational operation, the following will not be allowed at MIS. This list is not intended to be all-inclusive:

- Displays of affection between the students should not occur.
- Eating or drinking in any areas other than the lunchroom (breakfast may be eaten in the hallway collaboration space) without administrative approval,
- Bullying/Harassment,
- Hazing/Initiations,
- Offensive language,
- Stealing,
- Violation of the exceptional use policy,
- Vandalism,
- Possession or shooting of fireworks,
- Possession of weapons of any kind, including knives/pocket knives,
- Possession of alcohol, illegal substances, electronic cigarettes, devices and other paraphernalia
- Disruption of the learning environment,
- Running in halls,
- Sitting on tables or desks,
- Throwing snowballs,
- Sexual misconduct,
- Any other behavior that causes a disruption of the learning environment.

Possible Consequences for Misconduct

- Meeting with the principal, staff, and parents.
- Lunch Detention: To be served with the assigning teacher.
- Alternate Recess: Opportunity to walk rather than joining in on games.
- Time-Out: Issued by the office. Removal from the classroom to reflect on the situation and make amends before returning to class. Regulation room and possible buddy classroom may be utilized.
- In School Suspension (ISS): Removal from classroom and social environments. Work is due when returning to the classroom.
- Short Term Suspension: Removal from school up to 10 days. It is the student and family's responsibility to obtain work from teachers. Work is due upon return to school.
- Long Term Suspension: Removal from school for 10-90 days.
- Expulsion: Removal from school for up to one calendar year.

- Other Interventions/Consequences: May include written notification, student behavior contract, police involvement, referrals to the General Education Intervention team, or any other consequence deemed appropriate by administration.

Electronic Devices

Personal electronic devices, including cell phones, cameras, electronic games, Air pods or like device, may be used only before or after school. These devices should be turned off and put away during the school day. Not only do they disturb classes, but they may be lost or stolen. For a first offense, a student will be offered a reminder to shut off the device and put it away. For subsequent offenses, the device will be given to administration and picked up at the end of the school day. Should this issue become continual, additional consequences including conferences, detentions, etc. may be issued. Bring these devices at your own risk: the school is not responsible for damaged, lost, or stolen electronic devices.

Dress Code

We believe that the manner in which a student dresses affects his/her behavior and that appropriate school dress is the responsibility of every student and parent. Students are discouraged from dressing in a manner that may be distracting to the point of upsetting the normal school operation.

1. Clothing advertising weapons, alcohol, tobacco or other illegal products will not be permitted. Clothing with disruptive or suggestive words or designs will not be allowed.
2. Clothing should adequately cover the buttocks and upper thighs.
3. Clothing should adequately cover the torso.
4. Undergarments should not be visible.
5. Students are required to wear footwear (footwear should have a hard sole) for health reasons.
6. Hats, bandanas, sunglasses, and hoods are not to be worn in the building, unless approved by the administration.
7. Pants and shorts should be worn fastened at the natural waistline.
8. Chains attached to billfolds and/or clothing are not allowed in school.

If a student's dress is in violation of the dress code, he/she may be asked to change or remove inappropriate items. Administration and counseling may be notified to assist with these conversations. Continued issues may result in additional consequences.

Procedural Information

Backpacks

Students may carry backpacks from class to class. Avoid carrying excess items to ensure the weight and size of the backpack does not become unmanageable. Backpacks should be stored either in the open faced locker in the classroom, or on the back of the chair. They should not be left on the floor.

Gym Shoes

Students are expected to have non-marking gym shoes left at school. These shoes will be kept in the PE classroom. Please change shoes quickly to participate in PE for the entire class time. PE shoes should be marked with your name.

Chromebooks

Students will check out a Chromebook at the beginning of each school year. Students are responsible for bringing the Chromebook and charger to school each day, proper care, and returning it at the end of the school year. Students are responsible for bringing a fully charged Chromebook to school each day. It is best to plug the Chromebook in each night as part of a nightly routine. If not bringing a Chromebook to school, or having a Chromebook that does not come to school charged becomes a habitual problem, a student may receive a detention or other consequence.

Grading Scale and Progress Reports

All teachers are expected to consistently document student performance results in order to evaluate progress and assign grades at the end of each nine weeks grading period. Teachers will explain how grades are earned at the beginning of each course. Any letter grades assigned by your teachers under the guidelines they provide will not be changed except in case of obvious error. The following grading scale will be used:

	A: 100-93%	A-: 92-90%
B+: 89-88%	B: 87-83%	B-: 82-80%
C+: 79-78%	C: 77-73%	C-: 72-70%
D+: 69-68%	D: 67-63%	D-: 62-60%
F: Below 60%		

Hall Passes

A hall pass is required to leave classrooms during class time. Class breaks are for drinks and restroom needs.

Media Center

Students may check out two books for two weeks at a time. Students can ask for extended time as long as there is not a hold for that book by another student. Families will be fined/charged for lost or damaged books. The cost will be the price for replacement with library grade binding. Please contact Mrs. Lehner with any questions.

Trading Cards

Students may not bring trading cards, magic cards, Pokemon cards, or similar items to trade during the school day.

Regulation Room

Our students will have access to a Regulation Room, which is designed to help provide them with tools and a safe, calm space to self-regulate. This room will primarily be for students needing to de-escalate with calming tools. Ms. Amanda will be helping with this room and its day to day operations.

Movement Room

Our students will have access to a Movement Room, which is designed to help provide them with tools and a safe, calm space to move their bodies to self-regulate. This room will primarily be for students needing stimulation or alerting activities. OT/PT will utilize this space, along with our special programs. Ms. Amanda will also be helping with this room for all other students to access when needed.

Lost and Found

A Lost and Found rack is located in the Commons area.

Students should:

1. Place their names in books, billfolds, wearing apparel, etc.
2. Take care of all books and possessions. School-use books that are lost or damaged beyond normal wear must be paid for by the student.

3. Keep valuable possessions at home whenever possible.
4. Report lost and found items to the office where an attempt will be made to locate the item and/or owner.

Neither Maize USD 266 nor Maize Intermediate School are responsible for lost or stolen items.

Lunchroom

Maize Intermediate School has a 40-minute closed lunch period. Well-balanced meals are available to students each day. The ala carte variety is available to students as cash only. Students will get their lunch card from their Eagles' Landing teacher each morning and will return it to a lunch supervisor before going outside for recess. Students may bring sack lunches. Sack lunches should be kept with the student until the meal period. Breakfast will be a grab and go style beginning at 7:15am. Students may eat breakfast in the lunchroom and then transition to their team hallways. Breakfast will conclude at the end of Eagles' Landing.

Medicine

When prescription medication is necessary for a student to remain in school, a written order from the physician must accompany all medication or treatment to be administered by school personnel. For over-the-counter medications, a form must be filled out and signed by a parent or guardian. All medications (prescription and over the counter) must be supplied in the original bottle. Medications are to be brought to the nursing office before 7:25 am. First aid will be administered in the office and parents will be notified immediately in the case of serious injury or illness.

Telephone Use

With teacher permission, the classroom and main office phone may be used for emergencies only. Staff will determine if the need is an emergency. Office secretaries will handle incoming calls for students, but students will not be called from classes to take calls. Students may not call or text home when feeling ill, rather please seek permission from the classroom teacher to report to the nurse and the nurse will contact parents when necessary.



Maize Intermediate School 2021-2022 School Supplies Lists

ALL STUDENTS WILL NEED A FULL SIZE BACKPACKS - NO ROLLERS PLEASE

Fifth Grade	Sixth Grade
48 – #2 lead pencils 1 - 3 ring binder with zipper 1 - 1" binder 4 – folders, plastic pocket w/3 hole punched 2 – pkg ballpoint pens, blue or black 1 – pkg red checking pens 4 – glue sticks 1 – Elmer's glue, 4 oz bottle 1 – pencil bag/pouch 2 – facial tissues 2 – pink erasers 1 – scissors, adult 1 – pencil sharpener 1 – Crayola colored pencils, 24 count 1 – Crayola markers, 10 count 1 – Crayola crayons, 24 count 1 – ruler, standard and metric, non-folding 2 – Sharpie, black fine 2 - Sharpie, black ultra fine 2 – disinfecting wipes 4 – Expo dry erase markers, black 4 – highlighters, at least 2 different colors 5 – spiral notebooks, 70 sheet wide ruled 1 – loose leaf notebook paper, wide ruled 1 – earbuds, low cost/dollar store variety (corded, not Bluetooth) PE Shoes (clean) Music 1- pocket folder (poly/plastic) Band Essential Elements Book 1 1 – poly expandable 7-pocket file, letter size Orchestra Essential Elements Book 1 1" Black Binder or Black Pocket Folder	48 – #2 lead pencils 1 – 2" view binder 1 - 1" binder 1 – Avery Plastic 2 pocket dividers, 8 tab 2 – pkg ballpoint pens, blue or black 1 – pkg red checking pens 4 – glue sticks 1 – Elmer's glue, 4 oz bottle 1 – pencil bag/pouch 2 – facial tissues 2 – pink erasers 1 – scissors, adult 1 – pencil sharpener 1 – basic 4-function calculator 1 – Crayola colored pencils, 24 count 1 – Crayola markers, 10 count 1 – Crayola crayons, 24 count 1 – ruler, standard and metric, non-folding 2 – Sharpie, black fine 2 - Sharpie, black ultra fine 2 – disinfecting wipes 4 – Expo dry erase markers, at least 1 black 4 – highlighters, at least 2 different colors 3 – Composition notebook, black & white, 9 3/4" x 7 1/2" 4 – single subject wide ruled spiral notebooks, 70-count 1 – loose leaf notebook paper, wide ruled 1 – earbuds, low cost/dollar store variety (corded, not Bluetooth) PE Shoes (clean) Music 1- pocket folder (poly/plastic) Band Essential Elements Books 1 & 2 1 – poly expandable 7-pocket file, letter size Orchestra Essential Elements Books 1 & 2 1" Black Binder or Black Pocket Folder

** Each classroom may have a few additional room specific items that will be requested by the teacher.