



2023–24

# Minnewaska Area Schools **MIDDLE SCHOOL HANDBOOK**

ENGAGE EVERY STUDENT, EVERY DAY!

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Welcome to Minnewaska Area Middle School, we're so glad you're here. Minnewaska Area Middle School strives to provide a rich, engaging experience for all 4th-8th grade students. We recognize students in grades 4-8 are learning and growing at exponential rates both physically and cognitively. For this reason, we have intentionally built a middle school experience to bridge traditional

elementary learning experiences with the high school environment. We are strongly committed to ensuring students participate in a middle school focused on providing quality core instruction, building relationships, developing social and emotional experiences and engaging students in a variety of exploratory classes to further enhance their educational foundation.

Minnewaska Area Middle School knows magic happens in the middle where students need ebb and flow based on their maturity and growth. Knowing the wide span of student readiness and maturity, we provide different experiences at each grade level to further support their educational success.

### **Fourth Grade**

Fourth grade students are often not new to the school experience, but are new to our Middle School. Students can expect a traditional classroom experience similar to what they had in K-3, but in a new setting.

All students will have the opportunity to have a free breakfast each day. Fourth graders will choose from a variety of lunch choices in the cafeteria and have the option to sit by friends from their grade level. Our cafeteria A La Carte is an option for students to purchase additional snacks if they have a balance in their lunch account. Parents may also turn A La Carte off at any point. Everyday students will also participate in recess on the Middle School playground that is on the west side of the building.

Each day students will attend music and physical education courses. They will regularly check books out from an assigned selection in the Media Center and participate in weekly art classes. The pool area and auditorium are used for special occasions.

### **Fifth and Sixth Grade**

Fifth and sixth grade students have already experienced Minnewaska Middle for a year and quickly learned the culture. Although they are still with an adult as they walk about the building, they have similar experiences with lunch and recess as students in fourth grade.

Students can expect a traditional classroom teacher who they spend the majority of the day with. In addition, they have another classroom teacher they will trade with for Math, Science and/or Social Studies.

Exploratory classes begin in fifth and sixth grade. These experiences provide additional exposure in a variety of areas where students gain knowledge in a variety of topics. Students are regrouped with a peer group that has some from their traditional classroom and others from the other sections. Each student will participate in their exploratory class for a quarter and then rotate through all four courses through the school year.

Fifth Grade exploratory classes include: Health, Art, STEM and Technology

Sixth Grade exploratory classes include: Health, Art, STEM and Technology

Physical education does continue on a daily basis. In fifth and sixth grade students can elect to participate in band as well which occurs on opposite days of general music. Students not participating in band can have a study hall, intervention or enhancement courses as we work to meet the needs of all learners.

### **Seventh and Eighth Grade**

Students in seventh and eighth grade will have what most know as a more traditional junior high experience that Minnewaska has a rich tradition of providing. We recognize they are almost self sufficient and may need minimal support to be successful students and citizens.

At the 7th and 8th grade, students will participate in a 7 period day that has a traditional bell schedule. They will have classes with a variety of peers and teachers. Students are required to take core classes of English, Math, Science, Social Studies, Physical Education and Health and/or Middle School Success. In addition, they will have the opportunity to participate in band, choir or a variety of additional electives. Each student in 7th and 8th grade will continue to gain exposure into the elective courses each quarter similar to the experience in 5th and 6th grade.

Seventh Grade exploratory classes include: Industrial Technology, Creative Writing, Project Lead the Way [STEM], and Computers

Eighth Grade exploratory classes include: Agriculture, Spanish, Art and Project Lead the Way [Computer Science for Innovators and Makers]

Students in 7th and 8th grade have a traditional lunch period with enough time to gather their meal and eat with friends.

One of the most anticipated changes in seventh and eighth grade for students is the ability to participate in activities. Minnewaska Area is proud to have a variety of student activities for all to be involved in. We highly encourage students to be involved to meet others and enhance their Laker experience.

### **MAMS POLICIES and PROCEDURES**

#### DRESS CODE/CLOTHING POLICY

#### DRESS CODE/CLOTHING POLICY ([Policy 504-Student Dress and Appearance](#))

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

Appropriate clothing includes, but is not limited to, the following:

- 1-clothing appropriate for the weather
- 2-clothing that does not create a health or safety hazard
- 3-clothing appropriate for the activity (i.e, physical education or the classroom)

Inappropriate clothing includes, but is not limited to, the following:

- 1-wearing clothing or grooming in a manner that is sexually explicit or which conveys sexual innuendo or that may reasonably construe as sexual.
- 2-wearing clothing or body markings (i.e., tattoos) that include words or pictures which are obscene, vulgar, abusive, or discriminatory.
- 3-wearing clothing promoting products or activities that are illegal for use of minors.
- 4-wearing clothing or other items, or grooming in a manner that represents and/or promotes threat/hate groups, including gangs or supremacist groups. This includes objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in district policy.

5-wearing clothing or footwear that would damage school property.

6-wearing masks, face paint, or grooming that limits or prevents identification of a student.

7-wearing clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others.

8-wearing clothing in a manner that displays undergarments.

9-hats are prohibited during the school day from when you students enter the building until they leave during Middle School, unless students are required to be outside or participate in a class such as FACS where hats assist in controlling hygiene.

10-backpacks are not part of students attire and will be kept inside lockers at Minnewaska Area Middle School.

Headwear, including hats or head coverings, and hoods, are not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief). Specific classroom policies will be followed.

It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical or similar opinions by wearing apparel on which messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.

#### **Procedures:**

When, in the judgment of the administration, a student's appearance, grooming or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parent/guardians will be notified.

Administration reserves the right to deny admission to school functions based on dress and/or grooming determined to be inappropriate and/or disruptive to the education process.

#### **CODE OF CONDUCT**

Student-Minnesota Statutes 1971, Section 120.06 states the following: "Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending a public secondary school shall abide by the rules and regulations promulgated by the local Board of Education.

The basic responsibility of the schools is to educate the children of the community and any child defined as eligible by compulsory school attendance laws. It is not necessary to keep in school those children whose conduct is totally inconsistent with the learning atmosphere. The right of a person to attend school must not place in serious jeopardy the rights of others to profit from school. In the event that a student in Minnewaska Area Middle School does not abide by these disciplinary guidelines, he or she may be subject to disciplinary action that is fitting, proper, and legal within the framework of the amended Pupil Fair Dismissal Act of 1974.

#### **PLEDGE OF ALLEGIANCE**

Minnesota Statutes 121A.11 mandate regarding the pledge of allegiance:

"Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Staff and students must respect another person's right to make that choice."

#### **CLASS DUES**

Every student at MAMS pays class dues. The class dues are used to support and offset class expenses. It is important that each student pay his/her annual class dues so that they can attend class activities and support the class's future plans. Please make checks payable to the MAMS Class of \_\_\_ (his/her graduation year). Dues for Minnewaska Area Middle Students are \$10/grade.

Dues may cover:

- Cost of school equipment or material destroyed or broken unduly damaged through carelessness, failure to follow instructions or vandalism in the amount necessary to restore the item to service
- Cost of field trips
- Admission fees to concerts, plays or other additional learning experiences

Students are required to furnish their own school supplies, phys. ed. clothing and shoes and any other personal items.

## **ATTENDANCE**

Minnesota Compulsory Attendance Law M.S. 120.10 states every child between 7 and 16 years of age shall attend a public or a private school, in each year during the entire time the public schools of the district are in session unless excused from attendance by the board upon application of his/her parent or guardian on the grounds specified in the laws. When a student has 7 absences (excused or unexcused), he/she is considered educationally at-risk, which is not in violation of the law, but warrants the school to begin an intervention process

If your child is absent, please call the school by 9:30 a.m. at 320-239-4800

You may leave a message at this number 24 hours a day.

Call ext. 1208 at MAMS.

If we have not heard from a parent or guardian by 9:30 a.m. we will attempt to contact him/her for verification. We try the home phone number first; should we not reach you at home, we call the work number(s) listed on the student's emergency form. If we are unable to talk with you, we will leave messages on answering machines or voicemail. We will continue trying to contact you personally throughout the day. Please help us by calling to report your child's absence.

### **Please give the following information when you call:**

- Your name
- Child's name
- Grade/Teacher's name
- Reason for absence

### **Absences, Excused**

Excused absences may be given for the following reasons: Illness, necessary medical attention or appointments, serious illness or death of someone in the immediate family, emergencies calling for service of the student at home, trips or travel when arrangements have been made in advance with the principal.

Should a student be ill more than 5 days a semester, a doctor's note may be required.

A student will be counted absent for vacation, but it will be excused vs. unexcused.

If a student arrives at school after 10:00 a.m., he/she will be counted as absent for the morning. If a student leaves school prior to 1:30 p.m., he/she will be counted as absent for the afternoon.

### **Absences, Unexcused**

Unexcused absences may be given for missing the bus, staying home without a reason or failure to communicate where a child is. Minnesota Compulsory Attendance Law M.S. 120.10 also shares students who have numerous unexcused absences can be reported to social services and the Pope County Attorney's office.

Students will be notified when their child has 3, 5 and 7 unexcused absences. Through the process, Minnewaska Area Schools will make efforts to provide interventions and support for students finding difficulty in finding their way to school.

All students who are absent 10- days or more will receive a letter sharing the importance of regular attendance and a total of days their student has been reported absent.

Students who demonstrate a regular pattern [4 or more] of unexcused absences and/or tardies may be required to complete additional time in school on identified Saturdays through the school year.

### **Early Departure**

If it is necessary for a child to leave school early, please send a note with him/her to notify the teacher and office personnel. This includes medical appointments, music lessons, etc.

- Every student must check out at the office before leaving school. If you plan to pick him/her up at school, stop in at the office and we will call the student from the classroom.
- We will not release your child to anyone other than a parent without a written communication.

### **Tardiness**

A student is considered tardy if he/she is not in his/her seat when class begins and within 5 minutes after lunchtime. When a student arrives late, he/she should report to the office to obtain a tardy slip. Please help us by making sure your child arrives on time each day.

If a student arrives at school after 10:00 a.m., he/she will be counted as absent for the morning. If a student leaves school before 1:30 pm, he/she will be counted absent for the afternoon.

Should a student demonstrate habitual tardiness that is unexcused, the district reserves the right to monitor and report to social services and the Pope County Attorney's office.

### **BUILDING PASSES (Yellow Pass)**

Students in grades 4-8 must **sign out and have a signed pass detailing date, time and destination** as they move about the building during classes on their own.

#### **PRE-EXCUSED ABSENCES**

All planned absences (family trips, funerals etc.) should be cleared through the Middle School Office before the absence occurs. Students wishing to be excused from school may obtain an excuse by presenting a written permission request from a parent or guardian to the School Office in advance of the absence.

### **MAKE-UP WORK AND INCOMPLETE GRADES**

It is the responsibility of each student to make up for missed work. Teachers have been instructed to hold the students accountable for all make-up work. When a student has an excused absence the number of days given to complete and receive credit for the work will be equivalent to the number of days classmates had to complete the same assignments or equal the number of days absent. If the number of days included a weekend or vacation period, the absent student will be granted the same number of days. The responsibility to obtain all make-up materials and assignments will be that of the student and not that of the office personnel. The office staff may assist but cannot ensure all make-up materials will be delivered. Students in grades 4-8 must complete all requirements established by individual instructors of that course. Due to an extended illness or extenuating circumstances, a student may be granted an incomplete. Any incomplete grade will become a failure two weeks after the conclusion of the class unless special arrangements have been made to complete the required work. This includes second semester grades.

Students who have not completed the required coursework to receive a passing grade may be required to participate in school on Saturdays through the school year to complete work missing.

### **EXCUSE FROM PHYSICAL EDUCATION**

Students will not be excused from physical education class unless they present either of the following:



1. **Doctor's excuse.** This excuse must include the length of time for non-participation from regular physical education or an adaptive physical education.
2. **Parental excuse.** This is valid for **one** class meeting.

### **ADDRESS CHANGE**

Students/Families that change their address and or contact information during the school year are asked to share these changes with the Middle School Office. You may also login to ParentVue to update your address, phone number, & email address.

### **MESSAGES**

Emergency messages will be given to the student involved when appropriate and necessary. However, the office will assume no responsibility to deliver personal messages or unnecessary communications, e.g. hair appointments, tanning appointments, grocery lists, student-to-student messages, etc. during the scheduled school day. Please make arrangements with your children before they leave for school in the morning e.g. appointments, rides home, staying after school, etc.

### **SUPPLIES**

The students are responsible for their own pencils, pens, paper, etc.

### **EMERGENCY DRILLS: FIRE, TORNADO and LOCKDOWN DRILLS**

Fire drills, tornado drills and lockdown drills are held during the year. It is the student's responsibility to know the specific procedures for all rooms in which he or she has classes. If it is necessary to evacuate a wing or section of the building, an exit plan is posted in each room.

### **MEDICATION POLICY - Administering Medication to Students**

#### **General Statement of Policy**

The school district acknowledges that some students may require prescribed medication during the school day. The school district's licensed school nurse, school health paraprofessional (SHP) or nurse designee, will administer prescribed medications in accordance with the law and school district procedures.

Refer to Minnewaska Area Schools Policy 516 for further information. Parents can also connect with Minnewaska's School Nurse with questions at 320-239-4800.

**Students in grades 4-8 are NOT permitted to self administer or carry over-the-counter medications.** The student's parent or guardian may provide a non-prescriptive pain relief medication (analgesic) to have available in the nurse's office if needed. A written authorization from the parent/guardian for the student must accompany the medication to be kept in the nurse's office.

### **ILLNESS**

Many students and parents are frequently concerned about when students should stay home or attend school. The following information is intended to help with this decision:

1. If a student has had a fever of 100 degrees or more, the student should stay home 24 hours after the temperature has returned to normal.
2. If a student has vomited or had diarrhea, the student should stay home until 24 hours after the last episode.
3. If a student has any rash, check with the family physician before sending him/her to school.

**\*\*REMEMBER to inform the school by calling 239-4800) by 9:30 a.m. when you intend to keep an ill student home.**

In cases of an accident in school, emergency first aid will be administered and every attempt will be made to notify parents or guardians before seeking additional medical attention if required.

### **INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 is an Act that prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who:

1. has a mental or physical impairment that substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. has a record of such an impairment, or
3. is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Minnewaska Area School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specify rights related to educational records. This ACT gives the parent or guardian the right to: 1) Inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

**504 Coordinator:** Scott Lempka, MAMS Principal  
Superintendent  
Office Address: 25122 State Highway 28,  
Glenwood MN 56334  
Office Phone Number: 320-239-4820 ext. 1211  
Email Address: slempka@isd2149.org

**Alternate 504 Coordinator:** Chip Rankin, MAS  
Office Phone Number: 320-239-4820 ext. 1470  
Email Address: crankin@isd2149.org

**Title IX Coordinator:** Phil Johnsrud  
Superintendent  
Office Address: 25122 State Highway 28,  
Glenwood MN 56334  
Office Phone Number: 320-239-4820 ext. 1521  
Email Address: pjohnsru@isd2149.org

**Alternate Title IX Coordinator:** Chip Rankin, MAS  
Office Phone Number: 320-239-4820 ext. 1470  
Email Address: crankin@isd2149.org

#### **MEDIA CENTER**

1. The Media Center will be open every day from 7:30 AM until 4:00 PM Monday thru Thursday and 7:30 -3:30 PM on Fridays.
2. Books may be checked out for a two week loan period and are renewable for the same period
3. Reference books may be checked out for a one week period and renewable for the same period
4. Overdue materials must be returned before the student may have continued MC privileges
5. Students may not enter or leave the MC during class time without a pass signed by an instructor or the librarian. Abuse of MC privileges will result in loss of MC privileges.

#### **COMPUTER RESOURCE POLICY**

*(Please refer to BOTH the 1:1 Mobile Device Program Notification Guide & Internet Access Guide)*

New technologies are shifting the ways that information may be accessed, communicated, and transferred. These changes may also alter instruction and student learning. Minnewaska Area Schools offer student access to the Internet and electronic mail.

Access to the Internet and e-mail will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. The Internet is provided for students to conduct research and communicate with others in relation to schoolwork. Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the classroom. However, on a global network it is impossible to control all the materials. Families should be warned that some material, accessible via the Internet, might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Ultimately, the school staff, parents, and guardians of students are responsible for setting and conveying the standards that the students should follow when using media and information sources.

Access to the Internet is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Therefore, based upon the District Internet and E-Mail rules outlined in this document, the administration, faculty, and staff of Minnewaska Area Schools may deny, revoke, or suspend specific user rights.

### **DISTRICT INTERNET AND E-MAIL RULES**

Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or other school area. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is presumed that users will comply with district standards.

The network is provided for students to conduct research and communicate with others. Parent/guardian permission is required.

Independent School District #2149 makes no warranties of any kind, whether expressed or implied, for the service it is providing. Independent School District #2149 will not be responsible for any damages a student/parent or guardian suffers. This includes the loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its own negligence or a student/parent or guardian error or omission. Use of any information obtained via the Internet is at student/parent or guardians own risk. Independent School #2149 denies any responsibility for the accuracy or quality of information obtained through its services.

Network storage areas may be treated like school lockers. Network administrators may review files and communication to maintain system integrity and ensure that users are using the system responsibly.

Users should not expect that files on district servers will always be private. Messages relating to or in support of illegal activities may be reported to legal authorities.

Should device use violate school policy or share safety concerns, staff may follow up with students and parents.

During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, and radio.

System Access may be terminated for any of the following:

- Damaging computers or computer systems;
- Installing any software on the system;
- Gaining unauthorized access to resources;

- Trespassing in another's folder, work or files;
- Vandalizing the data of another user;
- Using the network for any illegal activity, including: violation of copyrights, other contracts, etc.;
- Sending or displaying offensive messages or pictures;
- Using obscene language;
- Harassing, insulting or attacking others;
- Using the network for financial or commercial gain;
- Intentionally wasting limited resources (printing without permission, etc.);
- Chatting;
- Gaming, etc.

Violations may also result in other disciplinary or legal action depending on the severity of the offense(s).

### **MEDIA: PHOTOGRAPH, VIDEOTAPE OR INTERVIEWS**

Minnewaska Area School District #2149 reserves the right to photograph, videotape or interview your child for school publications or articles. This policy only applies to photographs, videotape and interviews. If you DO NOT wish to have your child photographed, videotape or interviewed, please inform your child's building principal. If parents choose to opt out, this would exclude your child's picture from the yearbook, music programs, and other types of school media.

### **SCHOOL CLOSINGS**

In the event of a school closing, families will be notified by phone, text or email by School Messenger. School Messenger is a broadcast service used by Minnewaska Area Schools to communicate with families. You may also listen to the following stations for school closings:

TV: KARE, KSTP, KCCO, WCCO

Radio: WCCO, KMGK, KXRA, KSCR, KIKV, KMRS, KS95, KDJS, KVMY, KWLM

This will be an official announcement. **Do not call the school.** If you feel the weather has made the roads unsafe, please call MAMS at 320-239-4800 to report that your student will be staying home.

### **POSTERS**

Posters must be approved by an administrator-before being placed anywhere within the building. Posters may be hung in designated areas only, and the content of the poster must be in good taste. The group that hangs up the posters is also responsible for seeing that they are taken down. Any unauthorized posters will be removed and discarded.

### **DISTRIBUTION OF LITERATURE/MATERIALS IN SCHOOL**

Any person desiring to distribute literature to students in school or on school property must observe the following procedures:

1. A copy of the material is to be submitted to the principal for approval.
2. The principal may permit the distribution of pamphlets or other printed material as long as such distribution is related to school curriculum or the health and welfare of the students and as long as it would not result in the disruption of the educational process or violate any federal, state, or municipal law. See the complete district policy on-line in our district's web page.

### **LUNCH/RECESS**

All students must remain on the school premises at all times during the school day, including lunch hour. Students may use the picnic area outside the cafeteria as approved by the lunch supervisors. The parking lots are off limits during lunch period. Students are not allowed in classroom hallways during lunch. Students who choose this action without teacher approval will receive restrictions or detention. Students are asked to maintain good social conduct at all times, especially during lunch.

Students may be required to participate in a working lunch during their lunch time that will take place in a designated area in order for students to maintain academic expectations.

Because classes are in session students are not to be in the halls during lunch period unless authorization to do so has been granted by a hall duty supervisor or classroom teacher. The Cafeteria, Commons, and/or North Picnic Areas are available for you during that time.

### **Food deliveries to students not permitted.**

#### **CELLULAR PHONES/PERSONAL DEVICES**

Minnewaska Area Middle School ***prohibits*** the use of cellular phones during the instructional day unless an adult allows the use. Cell phones should be stowed away in a locker and essentially “invisible” during the school day. Cell phone misuse will be handled with the cell phone collected, given to a principal and the owner visiting with the principal at the end of the day. Repeated violations will involve parental conferences. MAMS is not responsible for cell phones and other personal electronic devices. In addition, cell phones are ***prohibited in all locker rooms***. Cell phones are not allowed at activities that are an extension of the classroom such as concerts and plays.

Students in 4-6th grade are required to keep all cell phones in their lockers. Students in grades 7-8 are allowed to have cell phones on them, but not checking them during class. They may use phones during passing times and at their lunch time.

Should a student demonstrate the inability to follow cell phone guidelines, they may lose cell phone privileges and have to turn phones into their teacher and/or the office daily.

#### **DISCRIMINATION**

It is the policy of the School Board of Independent School District #2149 to comply with applicable federal and state law prohibiting discrimination. To that end, no person protected by such laws shall on the grounds race, color or national origin, creed, religion, sex, or marital status be denied the benefits of, or be otherwise subjected to discrimination under any educational programs, or in employment, recruitment, consideration, or selection.

The School District policy provides a grievance procedure to be used for alleged violations of the district policy regarding discrimination. This form is available in the Principal’s Office.

#### **DIRECTORY – STUDENT INFORMATION**

Directory information may be released to the public without prior parent or student consent unless the parent or student has objected in writing to the release of any or all such information.

- Student’s name
- Names of the student’s parents
- Participation in officially recognized activities
- Weight and height of members of athletic teams
- Degrees, awards received
- The most previous educational institution attended
- Photo of student if available

If you or your parents do not want any or all of this information to be available as directory information, you must contact the Principal's Office IN WRITING to have your name removed from the directory list.

## SCHOOL ACTIVITIES

MAMS provides a variety of activities in which students in grades 4-8 may participate.

Each person who participates in an extra-curricular activity must be knowledgeable of the activity's eligibility rules and complete the necessary requirements before participating in the activity.

## RULES FOR ACTIVITIES

Students attending an activity outside of school hours will be governed by the following regulations:

1. If a student is absent from school the day of an activity he or she is not eligible to attend the activity unless pre-excused. **A student must be in attendance from 11:00 a.m. to 3:10 pm in order to be eligible to attend or participate in an activity (unless specific permission given by principal/AD);**
2. Rules and regulations of the Minnewaska Area School student handbooks are to be in effect at all activities;
3. Students will correctly identify themselves when asked to do so;
4. Students found smoking, or abusing drugs and/or alcohol will be removed immediately and dealt with according to school policy;
5. Inappropriate behavior during an activity will result in immediate removal and may result in suspension from further extra-curricular activities until the problem is resolved;
6. Adults connected with a school function have the responsibility to direct the activity and the authority to enforce established regulations;
7. Students and staff should strive to be a positive reflection on our school at all times.

## ACADEMIC

### E-LEARNING

Emergency closing make-up days can come in the form of Flexible Learning Days through the school year or make-up days that occur during the school year or after.

### ACADEMIC ELIGIBILITY

The following rules govern academic eligibility:

- A. Students who receive a failing grade on the quarter report card in any course will lose eligibility for a minimum of two weeks or two contests, whichever is greater. This penalty will begin on the Monday following the mailing of report cards. This applies to interscholastic competition, events, contests, or public appearances. Pre-school competition will be counted. This period of eligibility applies to the current season, and/or the season starting prior to the end of the next grading period. It also applies to fall activities if the student failed a course the previous fourth quarter.
- B. Any student wishing to regain eligibility must provide the office with the correct form, including instructor signatures, verifying that the student is passing all ~~four~~ classes.
- C. A student may apply for eligibility at any time following the two week penalty.

### STUDENT COUNCIL

The student council is the student self-governing body through which you can exercise your right to help make your school a better place to be. The purposes of the Student Council are to:

1. Provide for the functioning of school activities;
2. Promote harmony between staff and students;

3. Assist the administration in the management of the school.

Elections are held each year to elect representatives from each class. Student council will look for a minimum of 4 representatives from each grade, representing a classroom or larger group of students.

### **PARTICIPATION FEES**

Each student who participates in any extra-curricular activity must pay a participation fee. The fee system is established by the School Board. Sports and Speech fees are \$50 for grades 7 – 8. All fees MUST BE PAID prior to the 1st week of practice, unless prior arrangements are made with the C/E Activities Office.

If you qualify for free or reduced lunches, the participation fees will be reduced. *If you qualify for reduced lunch, you pay 50% of the fee. **If you qualify for free lunch, you pay 25% of the fee. In order to receive this benefit, you must fill out the application for educational benefits (Free and Reduced Lunch) and the waiver of activities participation fee form to receive the reduction.*** Further fee information for each activity can be located with the activity office.

### **Activity Eligibility Information:**

1. Shall be those rules established by the Minnesota State High School League and approved by the District 2149 Board of Education as stated in the Activity Eligibility Information Bulletin issued to all participants.
2. A copy of such rules shall be issued to each participant, signed by the student and parent, and returned to the participant's coach.
3. Shall apply to all students in grades 7-8.

### **ACTIVITY TRANSPORTATION**

The school will furnish transportation for activities. All participants (musicians, athletes, cheerleaders, etc.) will be required to ride both ways via school transportation unless special permission is granted in advance of departure. The parent or guardian may personally make arrangements in writing with the Principal/AD./Coach for other return transportation. Students riding spectator buses must also abide by these regulations.

### **Minnewaska Area High School: Investigation of Alleged Violations**

MAS will investigate alleged MAS/MSHSL violations based on the following:

- Written reports from law enforcement officials;
- Parents who turn their children in for a violation;
- Any other incident with substantiated evidence.

\* Note - other than law enforcement, people witnessing a violation may also be asked to stand before a due- process hearing board.

MAS schools will not investigate unsubstantiated rumors, but does reserve the right to discuss with a student-alleged questionable behavior.

### **School Trips**

Minnewaska Area Middle Schools offer a variety of extended learning experiences beyond the classroom to enhance the educational experience. Field trips are a privilege for students to attend. MAMS reserves the right to have students remain in the classroom setting should behaviors demonstrated have the potential to negatively impact the experience. MAMS faculty will be in contact with parents prior to the field trip to share challenging behaviors and alternate student plans.

### **MCA III Testing**

All students in grades 4-8 will take the Minnesota Comprehensive Assessments in reading, mathematics and science. These tests are traditionally administered from mid April to early May.

# Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools and communities.

## Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

## Why does participation matter?

A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will be counted as "not proficient" for the purposes of school and district accountability, including opportunities for support and recognition.
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

## Academic Standards and Assessments

### What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

### What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

<p><b>Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills MTAS)</b></p> <ul style="list-style-type: none"> <li>• Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science.</li> <li>• Majority of students take the MCA.</li> <li>• MTAS is an option for students with the most significant cognitive disabilities.</li> </ul>	<p><b>ACCESS and Alternate ACCESS for English Learners</b></p> <ul style="list-style-type: none"> <li>• Based on the WIDA English Language Development Standards.</li> <li>• Given annually to English learners in grades K–12 in reading, writing, listening and speaking.</li> <li>• Majority of English learners take ACCESS for ELLs.</li> <li>• Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.</li> </ul>
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## **Student Grades**

Student grades are standards based on a five point (0-4) proficiency scale. The grade on the 7th and 8th grade report card will be the standard based proficiency level average achieved. **Fourth, fifth and sixth grade report cards will be by standard and no averaging or grade point average will be tabulated.** In general, a grade must reflect an accurate measure of each student's level of achievement pertaining to established local, state, or national standards and the essential learning outcomes related to those standards.

The standards based proficiency scale is as follows:

### Description:

<b>Exceeds standards/ Exemplary</b> 3.5-4.0 Letter Grade (A-,A)	Student performance demonstrates thorough mastery and exceeds learning expectations by completing all requirements in a manner exceeding standard.
<b>Meets Standards</b> 2.75-3.49 Letter Grade (B+, B, B-)	Student performance demonstrates mastery of course standards that meet established proficiency criteria.
<b>Partially Meets Standards</b> 1.5-2.74 Letter Grade (C+, C, C-)	Student performance demonstrates incomplete mastery of course standards but meets some criteria relating to essential learning.
<b>Does Not Meet</b> 1.0-1.49 Letter Grade (D+, D, D-)	Student performance demonstrates incomplete and inadequate mastery of essential standards.
<b>No Evidence</b> 0.0-0.9 Letter Grade (F)	Student performance indicates no achievement after all remediation efforts.

**Students who have not demonstrated proficiency of core classes, will repeat classes the following year. Any student with more than 2 classes to retake may be required to repeat an entire grade.** A conference will be held with the student, parent, counselor, and principal through the school year to discuss student expectations or lack there of. Students repeating courses will have a final conversation with parents, principal, counselor and student following the school year to determine next steps.

Through the school year, students who are not meeting grade level expectations may lose privileges of Laker Time and Cell Phone use. Both would be monitored by the office personnel and principal.

## **BOOKS**

School texts are furnished free to all students. Students are asked to exercise care in using books and will be held financially responsible for lost or damaged books. Names should be written on book stamps when requested by instructors. All books will be checked in and out each semester. Book covers are available in the office and students are encouraged to use them. No papers should be carried inside the cover of the book. Improper care of books will result in a fee or detention. Lost books will be paid for by the student.

## **HONOR ROLL 7-8**

The Honor Roll will be published at the conclusion of each semester for 7th and 8th grade students. Parents who do not wish to have their child's name listed should notify the Principal's Office in

writing. Honor Roll classifications are as follows: High Honor Roll 3.666 – 4.0; Honor Roll 3.333-3.665. Only full time students are eligible for the honor roll. A student must take six classes per semester to be considered full time. Exceptions to this rule will be considered on a case by case basis by the building principal.

## **PROGRESS REPORTS**

Students in 7th and 8th grade will receive notification **at mid-term for receiving a D+ or lower**, but notification may be given any time the student is not working up to his or her ability. Faculty members will notify the families of students identified as “at risk of failing” if progress does NOT improve. Remember YOUR on-line access to progress reports through the district’s website: [www.minnewaska.k12.mn.us](http://www.minnewaska.k12.mn.us)

In addition, a student identified with at-risk grades may meet with the school counselor and/or school principal to discuss their academic progress and plan for improvement. Families may be requested to join the conversation as well.

## **PARENT CONFERENCES**

Parent-Teacher Conferences are a vital time for our families and staff to partner and work together. We work hard to schedule and invite families to meet with teachers in a more formal setting twice a year. Should parents have questions or concerns at any point through the year, we ask them to reach out and connect with teachers or our administration at any point.

## **HOMEBOUND INSTRUCTION**

Traditional homebound instruction can be the result of a medical need and a recommendation of a doctor. This service is traditionally for students who are likely to be absent for an extended time due to a serious injury or illness. A family who needs to use this service should connect with their child’s principal to set up a time to review and plan for their child’s education.

## **STUDENT SERVICES**

### **SCHOOL SOCIAL WORKER AND SCHOOL COUNSELOR**

Students have access to meet with our School Social Workers and/or Counselors on an as-needed basis. Students or families can make an appointment or stop in their offices. Once an appointment is made, students must obtain a pass from the counselor/social worker. Students will be released from classes at the discretion of the classroom teacher in the case of an emergency.

The goals of working with our school counselors are:

- Work to meet needs related to well-being and success of our students, which could include social, emotional, health, academic and vocational considerations.
- Individual sessions, small groups and classroom lessons to support the Social and Emotional Health of all students.

### **LOST AND FOUND**

Please, report items that have been lost and found to the Principal’s Office immediately. All found items will be kept for one month, at which time unclaimed items will be disposed of or donated to charity organizations.

### **HEALTH SERVICE**

The school nurse is on duty during the scheduled school day. If a student is ill or has been injured, he or she should report to the office area. The school nurse or secretary will notify the parent or guardian that the student has reported and a decision will be made to have the student return to the classroom, go home, or be referred to the clinic or dentist. Abuse of nurse’s office services may result in a parental meeting and/or loss of this privilege. This area is not for loitering or resting.

Cumulative health records are maintained for each student, including immunization records, test results, screening data, and personal observation. Referrals are made by the nurse to the family physician or family dentist whenever necessary, to help the student enjoy the best physical and emotional health. The nurse will help parents obtain the advice and assistance they need to solve family health problems. The nurse and other school personnel are acquainted with school, community, and state resources available.

**Head Lice**

Parents are urged to periodically check children for head lice. This will help isolate cases before a serious problem develops. Minnewaska Area Schools reserves the right to require students to treat all forms of lice before returning to school.

SCHOOL LUNCH for 2023-24

<u>Cost of meals:</u>		<u>Reduced Prices</u> (based on approval of Free/Reduced Application):	
Breakfast	FREE	Breakfast	FREE
Lunch	FREE	Lunch	FREE

Students can put money into an account online for A La Carte at [www.schoolpay.com](http://www.schoolpay.com) or on Minnewaska’s website at [www.minnewaska.k12.mn.us](http://www.minnewaska.k12.mn.us).

Breakfast will be served from 7:45-8:10 a.m for 7th and 8th grade. Students interested in taking part in the breakfast program must allow enough time to avoid earning an unexcused tardy to their first hour class.

Breakfast will be served as a class for students in grades 4th-6th. They will report to their classroom and walk together to the cafeteria for breakfast. All breakfast will be completed by 8:30 each morning.

**FOOD AND DRINK POLICY (District Policy available in Offices)**

Juice, water and healthy snacks are made available during school days. All beverages must be purchased at the school. Water is allowed in purchased or student bottles.

**CLASSROOM TREATS AND FOOD**

All foods/treats must be commercially produced -- no homemade treats are allowed in the classroom. An exception could be food prepared for a classroom (cultural or curricular) project. It must be prepared at the school under the supervision of the classroom teacher and not prepared at home.

**BUS TRANSPORTATION**

RIDING THE BUS IS A PRIVILEGE - NOT A RIGHT.

The school district provides bus transportation for all who qualify for it. It is the responsibility of each student riding the bus to behave properly. Driving demands the bus driver’s full attention. For the safety of everyone, do nothing to distract the bus driver.

The school bus is an extension of the classroom. District conduct and discipline policies apply to the school bus and to bus stop areas as well as to school buildings and grounds.

*The “Danger Zone” surrounding a school bus.* The “Danger Zone” is the area within 10 feet of the bus. The two areas which are the most dangerous, due to limited driver visibility, are the right rear area (including the right rear wheels) and the front of the bus (including the front corners).

**Appropriate conduct on the bus:**

Be on time, Stay out of the “Danger Zone.”, Follow driver’s instructions, stay seated, be courteous, and no eating or drinking on the bus.

### **Procedures for safely boarding and leaving a school bus:**

Be on time, always line-up in a single file to board the bus, use the handrail, take one step at a time, remain seated until the bus stops, walk to the door, etc.

### **Procedures for the safe crossing of vehicle lanes:**

Move away from the side of the bus (if you can touch the bus, you are too close)

As you move away from the bus, move to a point at least 10 feet in front of the bus.

Turn toward the driver and make eye contact (see that the driver sees you)

Wait for the driver to signal to you that it is safe to cross (either by the public address or by hand signal). Walk 10 feet in front of the bus, stopping to check for vehicles that might violate the stop arm.

When it is safe, complete the crossing.

### **School bus evacuations and other emergency procedures:**

There are three different evacuation plans:

1. using only the front service door;
2. using only the rear (or side) emergency door;
3. using both the service door and the emergency door

### **Bus Transportation**

- The driver will at no time transport any student other than those on his or her route unless permission has been granted to said student by the building Principal or Superintendent. Such permission will only be granted if parents give written permission.
- Drivers shall use their discretion as to what materials can and cannot be transported to and from school. Animals, domestic or wild, are not to be transported by bus.
- The driver is expected to complete his or her route unless road conditions are such that it is physically impossible. It is understood that the driver must use his or her judgment in driving his or her route for the safety of the students on the route.

### **BUS DISCIPLINE PLAN**

The school district provides bus transportation for all who qualify for it. It is the responsibility of each student riding the bus to behave properly in order to keep bus-riding privileges. Driving demands the bus driver's full attention. For the safety of everyone, do nothing to distract the bus driver.

- 1st Offense: Bus driver conferences with the student to address unsafe behavior (Courtesy Notice)
- 2nd Offense: Bus driver conferences with the student and/or the bus manager. Either the bus driver or bus manager will file a Student Bus Behavior Report (SBBR) and fax/e-mail it to a school administrator. School administrator contacts the parent to explain the unsafe behavior and consequences. Student will be placed on probation and may be given an assigned seat on the bus for a designated period of time
- 3rd Offense: SBBR submitted to the school with a recommendation for bus suspension. School administrator contacts the parent to explain the unsafe behavior and consequences. Upon return, the student will be on probation and may be given an assigned seat on the bus for a designated period of time.
- 4th Offense: SBBR submitted to the school with a recommendation for bus suspension. A conference will be set up with the Parent, Student, School Administration and Transportation staff to discuss possible bus suspension for the remainder of the year.
- SEVERE BEHAVIORAL CLAUSE: A severe clause is a disruption such as fighting, swearing, refusing to do a task that is required, or destroying property. This may result in immediate bus suspension.

### **STUDENT RIDERSHIP TRAINING**

The first month of school must be designated as school bus safety month. School districts must begin providing school bus safety training for all students during that week. Training must take place in the classroom and on the school bus. By the end of the third week of school, all students must demonstrate knowledge and understanding of at least the following concepts:

1. Transportation by school bus is a privilege - not a right;
2. District policies for student conduct and school bus safety;

3. Appropriate conduct while on the bus;
4. The danger zones surrounding a school bus;
5. Procedures for safely boarding and leaving a school bus;
6. Procedures for safe vehicle lane crossing; and
7. School bus evacuation and other emergency procedures.

Students who fail to demonstrate that they understand these concepts may lose their bus riding privileges unless the students are unable to achieve the competencies due to a disability.

## **LOCKERS**

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as possible after the search of a student's personal possessions, the school authorities will provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. See the complete district policy at: [www.minnewaska.k12.mn.us](http://www.minnewaska.k12.mn.us)

Students are responsible to remove all belongings by the last day of school. Any remaining items will be discarded.

Gym lockers are to be locked at all times. Students have the ability to rent a lock from the school or bring their own.

**DO NOT LEAVE VALUABLES OR MONEY IN YOUR LOCKER. THE SCHOOL is not RESPONSIBLE FOR STOLEN PROPERTY.**

### **INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973**

Section 504 is an Act that prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Minnewaska Area School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

See Minnewaska Schools Policy 615 for more information or contact the building principal.

**At Minnewaska we are working together to provide a positive and safe learning environment by respecting ourselves, our work, property and others.**

The key components of the Minnewaska Public Schools discipline plan include:

- building self-esteem
- promoting self-discipline
- focusing on internal motivation
- eliminating fear and coercion by providing a safe environment
- creating conditions for a need-satisfying environment
- school discipline needs to be a part of our schools educational process and not a strictly punitive process
- consequences are natural and logical

Although detention, suspension and expulsion will still be a part of the discipline plan, students may have an opportunity to correct their behavior with other consequences for most inappropriate behaviors.

The rules or guidelines for MAS could be as simple as the following:

1. Respect yourself and others.
2. Help yourself and others maintain high standards regarding academic performance and social conduct.
3. Respect the investment your parents/guardians have made in this school by helping maintain the good appearance of the facilities.

For students who choose not to follow those few guidelines, the State of Minnesota and the school board have established more rules to follow. Negative consequences come only as a result of choosing not to follow the rules.

A teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota statutes 121A.582 and other laws.

Students who are involved in situations that are not promoting the ability to work together to provide a positive and safe learning environment for all may be subject to a conversation with an adult. Recordings or videos of these conversations are prohibited at all times.

**BEHAVIORAL GUIDELINES:** Note this table is intended to be used as a reference guide only and is not all-inclusive. School officials have discretion regarding matters of student discipline.

**BEHAVIORAL GUIDELINES Note:** This table is intended to be used as a reference guide and is not all-inclusive. School officials have discretion regarding matters of student discipline.

Misbehaviors	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
Absences (excessive), Skipping/Tuancy	Parent notification; (3 unx or 10 ex,) Physician's note required after 5 sick days/semester; detention.	Parent notification, Detention , Social Services Notification (5 unx or excessive excused)	Parent notification; Detention (7 unx or excessive excused) County Attorney Referral	

Alcohol or Drug Use or Possession  (separate tobacco or e-cig policy at bottom)	1-3 days suspension, police referral, and parent meeting	3-5 days suspension, police referral, and parent meeting	5-10 days suspension, police referral, and administrative conference	Recommended expulsion or alternative learning setting
Alcohol or Drug Distribution	Recommended expulsion			
Bus Conduct  **Consequences can be skipped/repeated at the discretion of the principal in consultation with the bus company.	Verbal warning;	, parent contact - assigned seating	parent contact. 1-3 day removal from bus	3-5 day removal from bus and parent meeting with Transportation Director <b>5<sup>th</sup> Offense:</b> 5-10 day bus suspension or longer bus suspension.
Cell Phone or electronic device misuse	Phone confiscated for the day, parent contact	Phone confiscated for up to 2 days & picked up by parent	Cell phone ban from school for one week (phone turned over to parent, or confiscated to the office)	Cell phone banned from school for one month (phone turned over to a parent, or confiscated to the office).
Cheating	Zero on assignment, parent contact	Parent contact, detention, zero on assignment - 1-3 days suspension	ISS, zero on assignment, parent conference Recommended removal from course with no credit	
Disruptive behavior	Detention, parent contact	Detention, ISS, and Parent Meeting, followed by Blue Slip	1-3 Day suspension, possible removal from course or no course credit	
False Fire Alarm	1-3 Day Suspension Police referral	3-5 Day Suspension Police referral	5 days Suspension legal charges	
Fighting (Physical Assault)	Detention and/or ISS, OSS, parent contact, police referral	ISS and/or OSS, police referral, parent conference	OSS and police referral	Recommended expulsion
Forgery	Detention, parent contact	ISS	ISS	
Harassment or Hazing	1-3 day suspension; possible expulsion from school activities, possible police referral	3-5 day suspension and parent meeting, possible police referral	5-10 day suspension and recommendation for expulsion, possible police referral	

Inappropriate Dress	Conference & alter attire	Conference, alter attire and parent contact	Conference, alter attire, detention, parent conference	
Insubordination (including academic insubordination )	Detention, parent contact	1-3 day suspension, parent conference	3-5 day suspension , parent/student conference,	
Internet misuse	1-3 week suspension from using computer, parent contact	30 day suspension from computer, parent conference.	Loss of school devices.	
Lunchroom Misconduct	Lunchroom cleaning	Lunch detention, clean lunchroom, parent contact	1-3 day suspension clean lunch room, parent conference	
Obscene Materials	Detention	1 day suspension	3 days suspension	
Parking Violation	Warning and pay for permit	Parent phone call, pay for permit, and loss of parking privilege for 2 weeks	Tow at owner's expense	
Physical Assault on staff	Recommended expulsion and police referral			
Profanity (written, spoken & gesture)	Warning and/or Detention	Detention and parent contact	2 Day Detention and parent contact	1 Day ISS
Skipping Classes	Warning and/or Detention	In School Suspension	In School Suspension and Parent Meeting	
Stealing	Under \$20 Detention and parent contact for under \$20.  Over \$20 Parent Contact 1-5 day suspension, police ref	Under \$20 Parent meeting and 1-5 day suspension and police referral  Over \$20 3-5 day suspension, police referral, and parent meeting		
Tardies	A total of 5 cumulative tardies per quarter results in detention.	A total of 10 cumulative tardies per quarter results in In School Suspension.	15 tardies or more results in parent conference, social services conference and possible referral	
Threats of Violence	3-5 Day Suspension, Parent Conference, Police Referral	5-7 Day Suspension, Parent Conference, Police Referral	Recommendation for expulsion or alternative setting	
Teasing	Warning, parent contact and possible or detention	Considered bullying with parent conference and incident report , possible	Considered bullying followed by a parent conference, possible police referral and 3-5 day suspension	Recommended expulsion or alternative setting



		detention and/or suspension		
Threats/Intimidation	Detention, parent contact	Parent conference, police referral, possible 1-3 day suspension	Police referral, 3-5 day suspension or possible exclusion	Recommended expulsion or alternative setting
Tobacco and Electronic (e-cig) Devices	1 day suspension, parent contact, police referral	1-3 day suspension, Police referral, parent conference	3-5 day suspension, Police referral, cessation classes	
Vandalism	Restitution, parent conference, 1-3 day suspension and police referral	Restitution, parent conference, 3-5 day suspension and police referral	Recommended expulsion	
Verbal Assault to Staff	1-3 day suspension	3-5 day suspension	5-10 day suspension, parent meeting, and police referral	Recommendation for expulsion
Weapon	See Zero Tolerance Policy Below			

**WEAPONS POLICY (Policy 501-School Weapons Policy)**

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

**“Weapons” are identified as:**

1. A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

\*An assessment team of school staff will meet to make further recommendations for resolving the incident.

\*\*A student who finds a weapon on the way to school or in the school building and immediately notifies the High School Office shall not be considered in possession of a weapon.

**ALCOHOL AND DRUGS, POSSESSION OR USE OF**

Possession or use of any alcohol, drugs, or drug paraphernalia in or on school premises, or in an area where school activity is taking place is absolutely forbidden. Students found in violation will be suspended from school and may be required to have a drug evaluation. Law enforcement agencies may be contacted. A parent conference will be held prior to the student being readmitted to school. Offenses will be cumulative in grades 4-12.

- 1st Offense: 1-3 days of suspension;
- 2nd Offense: 3-5 days of suspension;
- 3rd Offense: The offender will appear before the Board of Education with his/her parent/guardian to participate in a hearing to determine the facts and obtain testimony pursuant to expulsion from school.

**Note:** Many students, parents and teachers are concerned about the increasing use of drugs among our youth. To ensure a safe and drug free environment the school board has approved the use of drug detecting dogs to randomly search the school property. When this procedure is used, the dogs will systematically search the parking lot, lockers and classrooms for illicit drugs. Although we would not have the dogs systematically search students, it is possible that the dogs would detect drugs stored in books, backpacks and clothing. We would follow-up all leads with a legally conducted search. The search and follow-up action will be handled by school designated law enforcement officials. Parents will be notified any time a student's locker or personal belongings are searched. We are asking all students and parents to support this move because of the spirit in which it is intended; that is to keep Minnewaska a great place to receive a great education. Minnewaska Area Schools is a place where students do not fear for their physical or mental well-being because of the use of drugs within their school.

**Note:** All students should keep their lockers locked to reduce the possibility of being set up by another student for drug possession.

**\* Sale of illegal substances may result in expulsion and law enforcement will be notified.**

### **CHEATING/LYING**

Cheating may involve the sharing and copying of answers on a daily assignment or test. Students caught cheating, both the person supplying the answers and the person receiving them, may receive a zero for the work.

Cheating may also be copying content, data, etc., from another source and turning it in as their own work or better known as **plagiarism**. In both of these cases, the work will receive a zero and the student(s) will be referred to the office to determine if further disciplinary action should be taken such as detentions, Citizenship Violations, etc.

- \* Lying to staff or forging notes will be treated the same as cheating.
- \* Families may request a conference/hearing to review the facts leading up to the disciplinary
- \* Students involved in extra-curricular and co-curricular activities will also be governed by the Citizenship rules/guidelines

### **CLASS DISRUPTIONS**

When a student's behavior is causing others in the class to lose focus on their work, it is considered a classroom disruption. This can include inappropriate comments, loud or obnoxious behavior, talking to others during lectures, etc. These will be handled in a three step process: first-a warning, second-a formal warning and finally-an Office Referral. The teacher has the authority to make an immediate Office Referral for "excessive behaviors".

### **CLASSROOM RULE VIOLATIONS**

Classroom rules may be more restrictive in some cases. e.g. gum chewing may not be permitted in some classes. Teachers must have the classroom rules and consequences posted in their rooms or provide each student with a written copy. The teacher will administer rule violations and inform the principal's office.

## **FIGHTING**

Fights are any physical confrontation that involves the use of fists or the use of any physical force in anger. Students involved in fights on school property may receive up to three days suspension from school. (This could be either in-school or out-of-school.) Parents will be notified and a conference will be held before re-admittance to school. Law enforcement may also be notified and assault charges could be filed.

\*Harassment info. is listed above.

## **BULLYING** ([Policy 514-Bullying Prohibition](#))

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation

### **Bullying can be defined as:**

- **Physical Bullying** – This includes hitting, kicking, pushing, choking, punching...
- **Verbal and Non-Verbal Bullying** – This includes threatening, taunting, teasing, hate speeches, insults, pictures, drawings, cartoons, ...
- **Exclusion or Relational Bullying** – to purposefully try to convince peers to exclude or reject a certain person or people and cut the victims off from their social connections, manipulation of friendship relationships, spreading rumors, ...
- **Extortion** – This includes stealing of money and possessions, ...
- **Cyber Bullying** – via websites, emails, chat rooms, text messages, etc.

**Procedures:** All bullying allegations must be investigated within 3 days of initial referral.

1. If any of the above actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, social worker, a principal, or any other staff member or fill out our [Bullying/Harassment Incident Form](#) and give it to a staff member.

## **HARASSMENT AND VIOLENCE** ([Policy 413-Harassment and Violence](#))

The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.

“Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

### [Harassment and Violence Report Form](#)

CONTACT: The Superintendent and/or Human Rights Officer;  
Minnewaska Area High School  
25122 State Highway 28  
Glenwood, MN 56334  
PH: (320 -239-4800)

## **HAZING POLICY**

“Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose as referenced in Minnesota Statute 121A.69.

### **Reporting Procedures**

- A. Any person who believes he or she has been the victim of hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building Principal is the person responsible for receiving reports of hazing at the Building level. Any person may report hazing directly to a school district human rights officer.

### **School District Actions**

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials.
- B. Upon completion of the investigation, the school district will take appropriate action. Such actions may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.

**For more information, a complete copy of the hazing policy is on-line or in the Superintendent’s Office.**

### **INSUBORDINATION**

Refusing to obey the reasonable requests of the school staff is insubordination. This includes comments made in the classroom, halls, cafeteria, school events, etc. Insubordination will not be tolerated.

### **NUISANCE DEVICES**

Nuisance devices are such objects as water guns, pea shooters, paper projectiles, noisemakers, laser lights, etc. These devices in the possession of students present a clear and present danger to others and are prohibited in any school building or on school grounds. The article shall be confiscated and appropriate disciplinary action taken.

### **ROLLERBLADES, SKATEBOARDS, ETC.**

Rollerblades, skateboards, etc., are not to be used on the school grounds.

### **PORNOGRAPHIC MATERIAL; POSSESSION, USE, OR DISTRIBUTION OF:**

The possession, use or distribution of pornographic material will result in immediate notification of parents, detention, and possible suspension from school. The length of suspension may be from 1 to 5 days, depending on the circumstances. **This includes Internet usage.**

### **PROFANITY/INAPPROPRIATE COMMENTS**

Profanity is verbal or written material that shows disrespect or abuse toward others. It is the cursing, swearing or use of words that are inappropriate in a public facility.

**Note:** Profanity, insults or verbally abusive language directed toward any school staff or teachers may result in an automatic suspension (ISS or OSS).

### **SNOWBALLS**

Snowballs are prohibited on school grounds.

### **STEALING**

Stealing is a behavior not tolerated by Minnewaska Area Schools. Students may have traditional consequences as outlined in the behavior matrix. If a pattern of theft or item of large value has been stolen, law enforcement may be notified as well.

### **TOBACCO, POSSESSION OR USE OF**

Possession or use of any tobacco or tobacco related devices such as “electronic cigarettes” in any form in any school building, on the school grounds, on a school bus, or at any other premise in which students from Minnewaska Area Schools are participating is prohibited. Any student found violating the rules on the use of tobacco shall be disciplined in the following manner:

1st Offense: 1 day in school suspension. (Referred to Law Enforcement)

2nd Offense: 1-3 days suspension. (Referred to Law Enforcement)

3rd Offense: 3-5 days suspension. (Student will be referred to LE & tobacco diversion program)——

### **UNSAFE ACTS /HORSEPLAY/ PUSHING**

These are not intended to cause harm but they have the potential to cause harm to the people involved. They can also harm bystanders. Budging in line, running in the halls, throwing soap in the locker room are only a few examples of this behavior. These nuisance behaviors, if requiring adult intervention, will be subject to disciplinary action such as detentions, ISS, etc., as judged appropriate by the principal.

### **VANDALISM**

Vandalism is purposeful damage to or destruction of school property or property of others. Any vandalism or destruction to school property will be dealt with by law enforcement and be subject to school disciplinary measures including but not limited to restitution, suspension, etc.

### **BLUE SLIPS**

Students interfering with other student’s ability to learn may be removed from class for a short period of time (1-3 days) to a permanent removal with no credit. This process will be initiated with a Blue Slip. Students who are removed with a “Blue Slip” will be asked to complete the following steps to re-enter class.

#### **Blue Slip Procedure:**

1. Prior to a student receiving a blue slip a meeting will be set up by the teacher with the parents/teacher and administration to discuss the behavior issues.
2. Students will report directly to the High School Office upon receiving the Blue Slip.
3. The teacher will call the parent and set up a meeting with the teacher, student, parents/guardians and administration to discuss the problem.
4. Students will complete the following statements on Blue Slip form.
  - a. **Statement A:** Reason(s) for being released from class and classroom guidelines violated.
  - b. **Statement B:** State how you will correct your behavior.
  - c. **Statement C:** Apologize for your actions and ask to be readmitted.
  - d. *All statements must be readable, in sentence form, and grammatically correct.*
5. Have the instructor, your parents, yourself, and the principal sign the completed form.

... If a **student** receives a second blue slip during that course, he/she will be removed from the course for the remainder of the term and will receive a failure for the course. A 7th or 8th grade student may be required to repeat the course the subsequent school year.

... A student who does not complete the Blue Slip procedure (items #1, 2, 3) will receive a failure and may be reassigned to a restricted study hall or I.S.S.

### **DETENTION**

In the event that a student is assigned detention, reasonable efforts will be made to give students a copy of the detention notice and notify the parent or guardian by phone or mail before the detention is served.

Detentions can be made up before school from 7:15-8:00 AM or after school from 3:15-4:00 PM. Students have two days to complete the detention following the initial referral. In the event a student is late to detention, or misses it altogether, they will be assigned I.S.S. (In School Suspension) for the day. If the student is not compliant with rules governing I.S.S., they will receive a timeout in the office and/or be placed on O.S.S. (Out of School Suspension). This would be for at least the remainder of the day, one additional day and require a reinstatement conference with parents.

## **EXPULSION**

Expulsion is removing the student from the school setting for up to a year; usually until the end of the school year. This action requires a school board hearing. Students who are expelled may not attend school sponsored activities including sports activities, dances, etc.

## **PUPIL FAIR DISMISSAL ACT**

The Pupil Fair Dismissal Act establishes grounds and procedures for the dismissal of public school students. Dismissal includes suspension, expulsion, and exclusion. The policy of this act emphasizes prevention of dismissal through early detection of problems. Further, the school is responsible for the education of the student during the dismissal period. The grounds for dismissal are:

1. Willful violation of any reasonable school board regulation.
2. Willful disruption of the education of others.
3. Willful conduct that endangers other students or school property.

## **REMOVAL FROM CLASS (Time Out)**

Removal from class is the short-term exclusion of a student from school during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal or his lawful designee. The length of time of the removal from class shall be at the discretion of the principal after consultation with the teacher. Missed class time may be required to be made up either before or after school.

## **RESTITUTION**

In most cases when a student violates a school rule someone else is negatively affected by the behavior. Restitution is an attempt to right a wrong. It can involve writing apologies, community service work, cleaning projects, spending time helping others, etc. The form of restitution is closely related to the offense and will be assigned at the discretion of the principal.

## **SUSPENSION**

Suspension is the short-term exclusion (1 to 10 days) of the student from school during which the school is relieved of custody of the student. Suspension may be either in school or out of school.

- If suspension is in school (ISS), the school will retain custody of the student. Students receive credit for daily work, tests and projects while in ISS.
- If suspension is out of school (OSS), the responsibility of the student becomes that of the parent.
- Students are required to make up classroom work during OSS. At the teacher's discretion additional time may or may not be given. However, students will receive zeros for daily work, which covers the period the student is assigned OSS.
- Students will be allowed to make up and receive credit for tests, finals and projects.
- A principal/parent/student conference must be held before the student on OSS is readmitted to school.

## **TRESPASS NOTICE**

A Trespass Notice may be served on a student that is suspended out of school or has violated school policy warranting such action. A Trespass Notice prohibits a person from entering school buildings and property and will be specific as to the times and duration.

### **TENNESSEN WARNING**

Students have the right to refuse questioning. However, students are expected, by school policy, to cooperate with school officials when being questioned in a disciplinary investigation. Noncooperation may result in disciplinary action. Information received will be released to school officials, parents, guardians, the MSHSL if necessary. Suspected criminal activity will be submitted to law enforcement.

### **MEMORANDUM OF UNDERSTANDING**

Chapter #295, Minnesota Sessions Laws 1987, requires the adoption of a Memorandum of Understanding between school districts and law enforcement personnel providing for an exchange of information to further school policies for the detection, prevention, and treatment of chemical abuse. This Memorandum of Understanding is adopted by Minnewaska Area Schools and the local Police Departments pursuant to Minnesota Statute S126.035 (Chapter 295, Minnesota Sessions Laws 1987). This memorandum will be in Compliance to Law #295, as of future amendments.

The following exchange of information between school and police was agreed upon and authorized:

*\*The local law enforcement agency shall give written notice to the student's school pre-assessment team whenever an incident occurs off school premises in which a student is involved in a violation:*

- A. The provisions of Minnesota Statute 340A.503, Subd. 2 (purchase of an alcoholic beverage by a minor) or Subd. 3 (possession of an alcoholic beverage by a minor), or
- B. The provisions of Minnesota Statute 152.09, Subd. 1 (possession, sale, barter, delivery, exchange, distribution of a controlled substance or a simulated controlled substance).

This written notice shall be made within 5 days of the incident.

This written notice shall be given to the appropriate pre-assessment team, whether or not the incident is referred to Juvenile Court by law enforcement personnel.

### **SCHOOL STAFF BACKGROUND CHECKS**

Minnewaska Area Schools are in compliance with Minnesota State Law which mandates that all school districts conduct criminal background checks on all school employees and individuals who provide services to the school.

**\*Families may view all complete versions of school policies by visiting the districts' web page: [www.minnewaska.k12.mn.us](http://www.minnewaska.k12.mn.us) , click on "District", then click on "District Overview", and then click on "District Policies".**

August 14.....New Employee Inservice  
 August 21.....Inservice Flex Day  
 August 22.....9-12 Open house 3:30-7:30pm  
 August 23.....K-8 Open House 3:30-7:30pm  
 August 22, 23, & 24..... Inservice/Workshops  
 August 28 ..... First Day of School  
 September 1.....No School  
 September 4..... Labor Day (No School)  
 October 9..... Conferences 11:30-7:30 (No School)  
 October 12.....Conferences 3:30-7:30  
 October 19 & 20 ..... EM Break (Education Minnesota)  
 October 23..... Inservice - No School  
 November 2..... End of Quarter 1  
 November 3.....No School  
 November 23 & 24 ..... Thanksgiving (No School)  
 December 22 - Jan 1.....Winter Break  
 January 2..... No School Teacher Inservice  
 January 3 .....School Resumes  
 January 12.....End of Quarter 2  
 January 15..... No School-Teacher Inservice  
 February 16.....No School  
 February 19.....No School - Presidents Day  
 February 29.....K-12 Conferences from 3:30-7:30  
 March 5..... K-12 Conferences from 3:30-7:30  
 March 14.....End of Quarter 3  
 March 15.....Inservice-No School  
 March 18-19.....Spring Break-No School  
 March 29.....No School  
 April 1..... No School  
 May 23..... Last Student Day & Graduation  
 May 24.....Workshop Day-½ day - Teacher Last Day