

DASSEL-COKATO MIDDLE SCHOOL

www.isd466.org

MISSION

The mission of the Dassel-Cokato Middle School is to encourage a positive attitude towards learning while preparing students with transferable and meaningful skills for life in a global society.

VISION

The Dassel-Cokato Middle School program is designed to meet the special needs of middle level students. The program strives to be transitional in nature, providing students with a “bridge” between the self-contained classroom of elementary and the departmentalized curriculum of the high school.

We Believe the Dassel-Cokato Middle School Should:

- Meet the unique needs of the early adolescent
- Be child centered
- Reflect the values and priorities of the community, parents and students
- Provide students the opportunity to explore a wide variety of interests and skills
- Offer many opportunities for students to be successful physically, socially, emotionally and intellectually, and recognize and reward their successes
- Encourage individual differences and attempt to meet unique student needs
- Develop in students a respect for themselves and others
- Develop in students a sense of inter-dependence and belonging
- Emphasize academically challenging experiences that foster thinking, problem solving and develop an attitude of life-long learning
- Emphasize an allied arts curriculum that stimulates creativity, enjoyment and knowledge

TOGETHER WE'RE BETTER

Character Building Pillars

Respect – Showing genuine concern for yourself, others, and the world around you

Responsibility – Being accountable for your actions and accepting the consequences of those actions

Resiliency – Rebounding from significant stresses with a positive attitude and a sense of balance

Integrity – Reflecting trustworthiness, honesty, and self-discipline

Compassion – Willing to share and give aid or support to all people

Understanding Diversity – Realizing that everyone is unique, and that all have their strengths and limitations

Dear DC Middle School Students and Parents,

The information in this handbook is necessary to communicate a variety of building and district policies. Please take time to read through the information, so that you are familiar with it.

I am looking forward to the opportunity to work with you during the 2018-2019 school year. For students to be successful, we need communication and effort from three sides: parents, students, and school staff. When all of us communicate well, work cooperatively, and strive for excellence, we will succeed. Please contact me at 286-4100 ext. 1604 if I can improve your child's opportunities at DC Middle School in any way. Students ~ remember to set high standards for yourself and continually strive to meet them.

DCMS Principal Mrs. Johnson

ACADEMIC RESPONSIBILITY

Every student has responsibilities that are essential to his/her success at school. They include:

- Completing homework on time and with high quality
- Asking for help when necessary
- Following the school rules
- Treating everyone with respect
- Consistently making their best effort in all areas
- Participating fully in class

HEALTH AND EMERGENCY INFORMATION

You were given a Health and Emergency Information sheet at the beginning of the school year. You must complete the form and return it to the Middle School office immediately. At any time during the school year when an address or telephone number changes, the school office should be informed. There are several mailings from school each year and if it becomes necessary to call parents for emergencies, current information is critical. An alternate emergency number should be given. This should be someone you authorize to take responsibility for your child when you are not at home or cannot be reached.

HEALTH SERVICES

Healthy Students Learn Better

Members of the Dassel-Cokato Schools' Health Services staff interact in partnership with the educational team to provide students with high quality, consistent health care and health management. Services provided are essential for maintaining and promoting student achievement in a safe environment.

The Licensed School Nurse is a registered nurse and the Health Assistant is certified in CPR and First Aid, as well as trained in medication administration and emergency response. The Licensed School Nurse and Health Assistant have a unique understanding of students' physical, social, and emotional health and the resulting impact on learning. They work together to meet the daily health needs of students and conduct school health screenings as recommended by the MN Department of Health. Annual screenings include Vision and Hearing for all 5th and 7th graders, and Scoliosis for girls in grades 5 and 6. Referrals are made as needed.

IMMUNIZATIONS

All students must comply with the Minnesota immunization laws and show proof of the required immunizations upon enrolling in ISD 466. Upon entering Grade 7, students must provide documentation of complete immunization status, including a Tdap booster, second Varicella, and Meningococcal vaccination.

ILLNESS

If a student is ill at home, please call the school to report the reason for absence. If a parent/guardian fails to call, a written note will be required. When a student becomes ill or is injured at school, first aid and illness management will be provided. The parent/guardian will be contacted using the information provided on the health and emergency information form. It is important that the names and phone numbers you list on the health and emergency information form are current and updated as necessary. Please list people who may be able to pick the student up from school when you are not available. 911 will be called if emergency care is needed.

Student Illness Protocol

If a student becomes ill or injured while at school, the student should go to the health office. Health office staff will assess the student and provide any necessary first aid. Parents will be notified from the health office.

Students should refrain from using their cell phones to call/text parents when they are not feeling well. For safety and attendance monitoring purposes, students should visit the health office first, then parents will be notified. Please share this information with your student.

School exclusion reminders:

- Students will be sent home from school if they have a fever greater than 100 or are vomiting.
- Students must be fever-free for 24 hours before returning to school.
- If your child has a gastrointestinal illness, he or she should remain at home until 24 hours after the last episode of vomiting/diarrhea.
- If your child has been diagnosed with strep, he or she may return to school after 24 hours of antibiotic treatment.

COMMUNICABLE DISEASE

The Health Assistant should be notified when a student has been diagnosed with a communicable condition (i.e. chicken pox, strep throat, head lice, and pink eye) so appropriate measures might be taken. Call ext. 1605.

MEDICATION

The 1988 legislature passed the Healthy Learner Legislation. This law sets standards for the dispensing of prescription medication within the school. Before prescription medication can be dispensed in school, we must have a:

Prescription medication

1. Written order from a licensed physician indicating the reason for the medication, dosage, time and frequency, possibly side effects and termination date.
2. Signed permission from the parent/guardian for school personnel to administer medication.
3. Medication must be provided in the original pharmacy labeled prescription bottle.
4. Medication must remain in the health office and not in the possession of the student. The only exceptions are emergency medications that are cleared with the school nurse.

Non-Prescription medication

1. Signed permission from the parent/guardian for school personnel to administer medication. This should include the reason for the medication, dose and frequency to be given.
2. A provider's signature is not required unless the medication is to be given in a manner other than indicated on the label.
3. Medication must be provided in the original, unopened container.
4. Medication must remain in the health office and not in the possession of the student.

CHRONIC AND POTENTIALLY LIFE-THREATENING CONDITIONS

When a student has a diagnosed chronic condition (i.e. diabetes, asthma, seizures, heart condition or severe allergies) it is necessary for the parents to provide information at the beginning of the school year on the health and emergency information form. If appropriate, students will receive an individual health care plan stating what steps typically will be taken if an emergency situation occurs. This plan will be developed in collaboration with the school nurse, student and parents. Student health information will be shared with appropriate school personnel with respect to confidentiality.

SCHOOL CLOSINGS/ LATE STARTS

It may be necessary to cancel or delay school because of inclement weather. Announcements of school closings or late starts will be broadcast as soon as possible. Please listen to KRWC-Buffalo, WCCO-Minneapolis-St. Paul and KDUZ-Hutchinson or call 286-4100 and choose the school closings/late start option. School closings will also be announced on television channels 4, 5, 9, and 11

STUDENT ATTENDANCE

Regular attendance is required. Parents of students who are at risk of exceeding **eight** days in a trimester or an excessive accumulation through out the year will be notified. If this standard is met, the principal will determine if make-up time is necessary. A staffing, including one or more of the following: parent, classroom teacher, school nurse, school social worker, school board members, or any other appropriate agency may be called by the principal to discuss the absences. After the principal's decision and /or the staffing, the case may be presented to the Board of Education for review and approval of the excessive absences.

The principal will determine if any absence will be excused or unexcused based upon the items listed below.

The following are considered excused absences:

- Illness of student.
- Sickness or death in the family necessitating the help or presence of the student at home.
- Conditions beyond the student's control, such as weather or bad roads.
- Limited, necessary work at home.
- Family trips and special occasions: The value of family trips and special occasions is recognized, but absences of the nature are encouraged during vacation periods rather than school time. Work must be made up in advance.
- If a student must miss school for any other reason, the principal must be consulted in advance, and complete necessary make-up work in classes missed.
- If a students is repeatedly absent because of illness the school can require a doctor's note to excuse the absence(s).

Regular attendance is necessary for normal school programs to be successful therefore any absences that are not essential are discouraged. Absences of any type, including those listed above, are subject to the eight days per trimester limitation and may result in the assignment of Saturday School or summer school, and the loss of participation in school activities, Activity Day / Night and athletics.

TRUANCY

A **continuing truant** is a student who is absent from instruction in a school, without a valid excuse within a single school year for a total of three or more class periods on three days.

A **habitual truant** is a child under the age of 16 years who is absent from attendance at school without lawful excuse for one or more class periods on seven school days.

Students meeting the above criteria will be referred to the county for possible court intervention.

For more information refer to district policy #503.

ATTENDANCE PROCEDURES

Any day that a student is absent, the parent must call the Middle School to report the student's absence, giving the name of the student and the reason for the absence. The number is 286-4100 ext. 1600. An autocall will go out on the school's phone system that will notify the parents that the child is not in school. Upon returning to school, the student must present a statement to the office, signed by the parent or guardian, offering the date and reason for the absence.

LATE ARRIVAL

If a student is late in arriving to school, the student must present an excuse signed by the parent or guardian stating the date and reason for late arrival. This must be presented at the school office and an admit form will be issued. **Late arrivals to school will be considered tardies and will result in consequences, including a behavior infraction.**

LEAVING THE BUILDING

Once the student arrives in the building, he/she is not permitted to leave unless approved by the principal or an attendance representative. Parents who expect their child to leave during the school day must send a signed statement to the principal stating the reason and the time of dismissal. The student must be signed out in the office upon leaving the building and signed in upon returning. The student must be picked up in the school office.

SCHOOL LUNCH PROGRAM

The Dassel-Cokato Schools offer a nutritious hot lunch and breakfast each day that school is in session. Students are invited to participate in the hot lunch program.

Lunch money may be deposited with the school secretary. It is advised that parents and students be aware of low accounts so that money may be sent on time. The money needed for hot lunch, or the packing of a cold lunch, is the responsibility of the parent. The school has an automated phone system that periodically calls to inform parents of low balances. When the family lunch account balance falls below \$0.00, the children may be denied access to hot lunch until money is deposited into the account.

The Dassel-Cokato Schools also participate in the government sponsored free and reduced priced meals. A separate information pamphlet is available in the school office for anyone interested.

EXPECTATIONS FOR THE LUNCHROOM

- Lunchroom supervisors are employed and are in charge of the lunchroom during the lunch periods. Students are expected to cooperate with and follow the supervisors' instructions. Parents should continually remind students of proper manners, courtesy, and respect. Lunch can be a learning experience and we expect to use it as such. Students are expected to show courtesy and use good manners at all times and to exhibit respect for their fellow students and adults.
- All students must go to the lunchroom whether they eat or not during their assigned lunch period unless disciplinary action has been taken.

- No exchanging of food is permitted for health reasons.
- Any spill or mess made is expected to be cleaned by the student responsible.
- No food or drink may be taken from the lunchroom. All food must be eaten in the lunchroom except during arranged parties.
- Absolutely no running, horseplay, throwing food, or loud talking in hallways or cafeteria. Students throwing food may be suspended for a minimum of one day.
- **STUDENTS WHO DO NOT ABIDE BY THE RULES WILL HAVE DISCIPLINARY ACTION TAKEN. THAT ACTION CAN BE REMOVAL FROM THE LUNCHROOM.**

CANDY/POP/ENERGY DRINKS

Students are not allowed to consume candy or pop on school property between the hours of 8:10 am and 3:05 pm, except during their lunch period or during classroom parties. Students may bring candy/pop to school and store it unopened in their locker during the school day. If a student is consuming candy and/or pop during the school day, it will be confiscated and thrown away.

Computer and Internet Acceptable Use Policy

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and the Acceptable Use Policy. All provisions of the acceptable use policy are subordinate to local, state and federal laws. For more information, see district policy #524.

The use of the school district system and access to the use of the Internet is a privilege and not a right. Depending on the nature and degree of the violation, and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of services; or civil or civil or criminal liability under other applicable laws.

By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system. District staff and parents have the right at any time to investigate or review the contents of their child's files and e-mail files.

As part of their learning, students in grades 5-12 will be using Charger Apps which is powered by Google. Charger Apps will enhance the student's ability to access, collaborate and share what they are learning at school. Charger Apps offers a powerful production suite, including an online word processor, spreadsheet, presentation tool, email, cloud storage and forms/surveys.

District staff and the School Board have carefully considered students' online safety in setting up the procedures and rules for student accounts. However, parents have the right to request the termination of their child's individual account at any time or request alternative educational activities not requiring Internet access. Outside of school, parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

Even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy. The school district will not be responsible for any damages users may suffer, including, but not limited to:

- a. loss of information stored on school district diskettes, hard drives or servers;
- b. information retrieved through school district computers, networks or online resources;

- c. personal property used to access school district computers, networks or online resources; or
- d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.

The following uses of the school district system and Internet resources or accounts are considered unacceptable:

- Any non-educational use.
- Access, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material.
- Transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful or sexually explicit language.
- Distribute materials that use language or images that inappropriate to the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption.
- Use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- Knowingly or recklessly post false or defamatory information about a person or organization or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- Engage in any illegal act or violate any local, state or federal statute or law.
- Vandalize, damage or disable the property of another person or organization will not make deliberate attempts to degrade or disrupt equipment, software or system performance.
- Gain unauthorized access to information resources or to access another person's materials.
- Post private information about another person or to post personal contact information about themselves or other persons.
- To gain unauthorized access to the school district system or any other system.
- To violate copyright laws or usage license agreements.
- For the conduct of business, for the unauthorized commercial purposes or for financial gain unrelated to the mission of the school district.
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If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.

In addition to the district policy the middle school also expects the following from students when they use the Internet:

1. Students must be supervised by an adult when using the Internet
2. Students must use the computers and Internet for educational purposes only.
3. Students may not use non-school e-mail accounts (i.e. hotmail)

For more information refer to district policy #524

TRANSPORTATION

BUS TRANSPORTATION IS A PRIVILEGE GRANTED TO THE STUDENTS OF THE SCHOOL DISTRICT WHO NEED AND WARRANT TRANSPORTATION. IT IS NOT MANDATORY THAT IT BE PROVIDED.

Misbehaving will not be tolerated. Students are expected to behave in the proper manner, being considerate to others. Students unable to conduct themselves in the proper manner are subject to being denied the privilege. The following are rules and regulations that specifically apply to safe bus conduct:

1. Students are to remain seated while the bus is in motion.
2. Students are to keep their hands, feet, and personal articles to themselves. This includes keeping the aisle open at all times.
3. Students are not to use foul language or obscene gestures.
4. Students are to maintain a reasonable noise level to insure the driver can hear traffic, noise and trains.
5. Students should not extend any part of their bodies or other objects from the windows or door of the bus.
6. Students are to keep the floor and seats clean from refuse and gum.
7. Students will not be allowed to have any articles on the bus that the driver deems unsafe or a nuisance, (inclusive are animals, sleds, fire arms, matches, bicycles or other items not for use in class).
8. The bus driver has the right to give additional directions to students that he/she believes are necessary for the safety of the students on the bus.
9. No consumption of food or liquids on the bus.
10. No harassment or fighting with other students.
11. Middle School students are assigned to the middle section of the bus or directed by the bus driver.

Failure to comply with the above safety regulations could result in one or more of the following:

1st Offense = Warning

2nd Offense = 5 day suspension of transportation

3rd Offense = 10 day suspension of transportation

4th Offense = 20 day suspension of transportation

5th Offense = Indefinite suspension of transportation

Based on the severity of the student's conduct, more serious consequences may be imposed at any time and could mean immediate loss of their transportation privilege. The administration reserves the right to remove students from the bus immediately for extreme behavior.

**POLICY AGAINST RACIAL, RELIGIOUS AND SEXUAL HARASSMENT
AND VIOLENCE**

1. Everyone at District #466 has a right to feel respected and safe. The District will not tolerate harassment including inappropriate remarks about or conduct related to a student's or employee's race, religion, or sex.
2. The District will not tolerate racial, religious or sexual violence of any kind.
3. The policy applies to classrooms, school grounds, school transportation and other school sponsored activities.
4. A harasser may be a student or an adult. Harassment may include, but is not limited to, the following when related to race, religion, sex or gender:
 - A. name calling, jokes or rumors;
 - B. graffiti, notes or cartoons;
 - C. offensive or graphic posters, book covers, e-mail, web sites, etc.;
 - D. unwelcome touching of a person or clothing;
 - E. pulling of clothing;
 - F. words or actions that make you feel uncomfortable, embarrassed, or pressured, and that interfere with your ability to do your schoolwork or job.
5. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor/social worker, the principal or the Human Rights Officer.
6. You may also make a written report. It should be given to a teacher, counselor/social worker, the principal or the Human Rights Officer.
7. Your right to privacy will be respected as much as possible.
8. We take seriously all reports of racial, religious, or sexual harassment or violence and will take all appropriate actions based on your report.
9. If it is determined that harassment has occurred, progressive discipline may include, but is not limited to: warnings; parent conferences; detention; suspension from school, extra or co-curricular activities, or transportation; expulsion; or termination from employment.
10. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.

This is a summary of the School District policy 5145.3 against racial, religious, and sexual harassment and violence. Complete policies and reporting forms are available in each school building office upon request.

For further information refer to district policy #413 Harassment and Violence.

SCHOOL WEAPONS POLICY

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location. The school district will act to enforce this policy and to discipline or take appropriate action against any person who violates this policy.

The school district and the school take a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. Immediate out-of –school suspension;
2. Confiscation of the weapon;
3. Immediate notification of police;
4. Parent or guardian notification; and
5. Recommendation to the superintendent of dismissal for a period of time not to exceed one year.

While the school district and the school takes a “Zero Tolerance” position the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted.

For further information refer to district policy #501 School Weapons Policy.

HAZING PROHIBITION

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

No student, teacher, administrator, volunteer, contractor or other employee of the school shall plan, direct, encourage, aid, permit condone, tolerate or engage in hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

This policy applies to behavior that occurs on or off school property and during and after school hours.

A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student or employee of the school district who is found to have violated this policy.

For more information refer to district policy #526 Hazing Prohibition.

PLEDGE OF ALLEGIANCE

Any student who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

TOBACCO-FREE ENVIRONMENT

It shall be a violation of this policy for any middle school student to use or possess tobacco or tobacco-related devices or electronic cigarettes / e-nicotine liquid in a public school. This prohibition extends to all facilities, whether owned, rented or leased, and all vehicles that the district owns. This prohibition includes all school district property and all off-campus school district-sponsored events.

Consequences For Student Tobacco Possession/Use:

The following consequences may be cumulative beginning with grade five and ending after grade eight:

1st Offense: One day of out of school suspension, referral to legal authorities, and parent contact.

2nd Offense: Three days of out of school suspension, referral to legal authorities, and parent contact.

3rd Offense: Five days of out of school suspension and referral to legal authorities, and a parent conference prior to returning to school.

4th Offense: Ten days out of school suspension, consideration for expulsion for habitually and willfully violating reasonable rules and regulations, referral to legal authorities and parent conference prior to returning to school.

Consequences are subject to administrative discretion.

For further information refer to district policy #419 Tobacco - Free Environment.

CHEMICAL USE/ABUSE

Use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to Drug-Free Workplace/Drug-Free School.

In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location:

- a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
- b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
- c. The administrator will notify law enforcement officials, the student's counselor, and the chemical pre-assessment team.

- d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
- e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline will include immediate (10) ten days of out-of-school suspension, administrative conference to consider expulsion proceedings, and/or referral to a detoxification center or medical center.

If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals:

- a. The employee shall notify the building administrator or a member of the pre-assessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
- b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.
- c. Students involved in the abuse, possession, transfer, distribution or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. § 127.26-127.39, and proposed for expulsion.

Searches by school district officials in connection with the abuse, possession, transfer, distribution or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

For more information refer to district policy #417 Chemical Use/Abuse.

COMMUNITY BEHAVIOR EXPECTATIONS

I. PHILOSOPHY

Dassel-Cokato Middle School is committed to supporting a student's ability to meet the highest expectations in his or her interactions within the school community. Research demonstrates that as children increase their knowledge of the outcome of choices, they increase their ability to monitor and correct problem behaviors resulting in learning opportunities free of distractions. Therefore, the Middle School provides staff and students with a structure from which to measure the success of positive behavior choices.

II. STRUCTURAL COMPONENTS

A. STRUCTURE

The Middle School Discipline Policy focuses on behavioral issues that interfere with a student's opportunity to learn. Issues related to disrespectful or disruptive actions will be considered behavior concerns. These include such things as interrupting the speaker, inappropriate language, and tardiness. In all instances, middle school students are subject to this policy and the district policy #506.

B. MIDDLE SCHOOL COMMUNITY EXPECTATIONS

The behavior management system includes posted expectations throughout the school community, a review of these expectations during the year, and a system of rewards and consequences for students as they strive to meet the expectations.

The expectations are stated as:

1. I am respectful of others, the school community, and myself.
2. I am prepared for class with all materials and am on time.
3. I am an active participant in daily classroom activities.
4. I complete homework on time and with high quality

C. GUIDELINES

Middle School Staff believe it is important to recognize the efforts of students who are working to meet the behavior expectations. Daily feedback from classroom teachers is critical to student success.

In order to encourage and recognize positive behaviors on the part of the students, we offer various activities and awards throughout the year. The grade level teachers recognize "Students of the Month". Students in the 5th and 6th grades are given opportunities to earn "Star Student" prizes or "Educational Dollars". Student Council may sponsor one Activity Day/Night at the end of 1st trimester for those students who are meeting the school wide expectations. Additionally, the Middle School provides an Activity Day during 2nd trimester for those students who are successfully meeting the academic and behavioral expectations of the school. Finally, each grade level plans an end of the year reward trip for students who qualify at the end of the 3rd trimester.

A student will be unable to participate in trimester end activities (activity day/night / end of the year reward trip), if he/she earns any one of the following within a trimester:

Academic:	Receive an "F" for a trimester grade or not striving to make academic progress within the individual's abilities
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Behavior: Two Office Referrals or
Six Behavior Infractions / 2 detentions

School Policy: One or more violations of the following:

Assault Policy, Tobacco Policy, Chemical Policy, Weapons Policy, Transportation Policy (loss of transportation), Attendance Policy, Policy #506, Sexual Harassment Policy

If your child earns any one of the above, he/she will be unable to participate in the next Activity Day/Night. Staff reserves the right to reinstate the privilege of student participation in any given activity after the privilege has been lost.

Staff reserves the right to revoke the privilege of student participation in any given activity, due to a student's display of gross misconduct.

D. DEFINITIONS

Behavior Infractions

Behavior infractions are assigned for minor violations of the community expectations, such as disrupting the class, tardiness, or any disrespectful actions directed toward students, staff, or our school community. When a student earns three behavior infractions, he/she will be assigned to detention.

Academic Infractions

Academic infractions are assigned for late and/or missing assignments. Academic infractions turn into behavior infractions. In 5th / 6th grade three academic infractions equal a behavior infraction. In 7th/8th Grade two academic infractions equal a behavior infraction. Students may lose credit for assignments turned in late, based on teacher discretion.

Detention

Detention may be assigned for any violation of the community expectations or school policy. If a student earns three behavior infractions within a trimester, he/she will be assigned to detention. A student may also be assigned detention if he/she does not meet grade level or classroom academic expectations.

When a student is assigned to detention, the student will be given a detention notice. If a student fails to attend an assigned detention, he/she will be assigned to Saturday School. The Middle School offers a supervised detention each week. The exact time of that detention will be published in the fall newsletter and communicated to students who earn detention. It is the students'

responsibility to arrive to detention on time and to bring materials to work on during this time. If a student does not bring materials to work on, the student will be required to complete other work.

Office Referral

If a student is in major violation of the school expectations, he/she will be given an office referral. The student will be sent to the office to process the incident with the Principal, Dean of Students, or other appropriate staff. Any consequence may be assigned at this time, such as: Detention, Saturday School, or Out of School Suspension. Staff may contact parents via phone, email or mail. Remember, if a student earns two Office Referrals within a trimester, he/she loses the opportunity to participate in the next Activity Day/Night.

Saturday School

A student may be assigned Saturday School for any violation of the community expectations or school policy. A student may be assigned Saturday School for failing to attend an assigned detention. If a student does not attend the assigned Saturday School, he/she may be assigned other consequences in school or assigned to Out of School Suspension the following Tuesday.

The Middle School offers a supervised Saturday School. Students and parents will be informed of the times and dates when Saturday School is assigned. It is the student's responsibility to bring materials to work on during this time. If the student does not bring materials to work on, staff will assign community service tasks or social skills packets to complete during this time. Any student who fails to follow the community behavioral expectations during Saturday School will be dismissed and suspended from school.

Out of School Suspension

A student may be suspended out of school for any violation of the community expectations of school policy. Students suspended out of school are not allowed on any school property until they have been readmitted to school. Parents will be notified when their child is suspended from school. Parents are expected to pick their child up from school if they are suspended from school.

Student Discipline

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

CODE OF STUDENT CONDUCT

The following are examples of unacceptable behavior subject to disciplinary action by the school district. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds and school property, school-sponsored activities or trips, school bus stops, school buses, school vehicles, school contracted vehicles or any other vehicles approved for school district purposes, the area of entrance or departure from school premises or events, and all school-related functions. This policy also applies to any student whose conduct at any time or in any

place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Hazing;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violent opposition to authority;
7. Using, possessing or distributing tobacco or tobacco paraphernalia;
8. Using, possessing, distributing or being under the influence of alcohol or other intoxicating substances
9. Using, possessing, distributing or being under the influence of narcotics, drugs or other controlled substances, except as prescribed by a physician;
10. Using, possessing or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
11. Using, possessing or distributing weapons or other dangerous objects;
12. Violation of the school district Weapons Policy;
13. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
14. Possession, use or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function by explosion.
15. Possession, use or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
16. Violation of any local, state or federal law as appropriate;
17. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
18. Possession of nuisance devices or objects which cause distractions including, but not limited to pagers, radios and phones;
19. Violation of school bus or transportation rules or the school bus safety policy;

20. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
21. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
22. Possession or distribution of slanderous, libelous or pornographic materials;
23. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
24. Criminal activity;
25. Falsification of any records, documents, notes or signatures;
26. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
27. Scholastic dishonesty that includes, but is not limited to, cheating on a school assignment, plagiarism or collusion;
28. Impertinent or disrespectful language toward teachers or other school district personnel;
29. Sexual abuse and/or harassment;
30. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
31. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
32. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
33. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
34. Physical or verbal threats, including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
35. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
36. Disobedience or insubordination to teachers or other school district personnel;
37. Violation of school rules, regulations, policies or procedures;
38. Not cooperating with school investigations;
39. Taking /Sending/Posting a picture or video with personal camera/digital camera/cell phone is prohibited

40. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

DISCIPLINARY ACTION OPTIONS

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. Disciplinary actions may include, but are not limited to, a parent conference, detention, Saturday school, out-of-school suspension or expulsion.

STUDENT DRESS AND APPEARANCE

It is the policy of this school district to encourage students to dress appropriately for school activities and in keeping with community standards.

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. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
2. Clothing which bears a message which is lewd, vulgar, or obscene.
3. Apparel promoting products or activities that are illegal for use by minors.
4. 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 Policy #413.
5. Any apparel or footwear that would damage school property.
6. Any clothing that disrupts the educational environment

Hats are not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy; medical situations).

SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT'S PERSON

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

Lockers and Personal Possessions within a Locker

Pursuant to Minnesota statutes, 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 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 practicable

after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "Personal possessions" includes but is not limited to purses, backpacks, book bags, packages, and clothing.
- C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

SEARCH PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. A search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person.
- E. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy. Disciplinary actions may include, but are not limited to, suspension, exclusion, expulsion, and the student may, when appropriate, be referred to legal officials.

For further information refer to district policy #502.

LOCKERS

1. Do not leave money or other valuables in your lockers. These items may be checked in at the office for safe keeping until needed.
2. As the lockers are school property, school authorities have access to lockers and will periodically open and inspect lockers.
3. Students must report lock combinations to the office. Students must give a lock key to the office. If these requests are not done, locks are subject to being cut off of the locker if entry is needed.
4. Any student entering another student's locker may be subject to disciplinary action.
5. Students must only use the locker assigned to them.
6. Students are responsible for the condition of their locker. The outside should be clean and free of stickers and other items.

VIDEO GAMES, I PODS/CD PLAYERS, AND OTHER TOYS

Our school is a learning environment. Video games, I-Pods, CD players, and other toys are considered a disruption to that learning environment; therefore, middle school students are not allowed to use hand held video games, I-Pods, CD players, or other toys during the school day unless permission is given by a member of the DC Middle School staff. Items in use during the school day will be confiscated and stored in the office. Confiscated items may be picked up in the office at the end of the day. These items may be stored in the students' locker during the school day. The Middle School is not responsible for theft of any of these items that are brought to school by students and will not assist in their recovery.

CELL PHONES / PHONE USE

Students are allowed to have cell phones in school during the school day. If they are required to communicate with their parents / guardian during the school day, this communication will be facilitated through the office. Students must report to the office and ask for permission to contact parents / guardians using a personal cell phone. Non-essential long distance phone calls will not be allowed during the school day.

Students are not allowed to use cell phones during any part of the school day to communicate with others or go on social media, take photos/video and/or the internet. Other uses (listening to music, reading a book, etc..) are at the discretion of the classroom teacher or other school staff.

VISITORS

Parents are encouraged to visit the school; however, all visitors must report to the office upon entering the school. Student visitors are discouraged because they can be a disruptive to the learning environment.

FIRE DRILLS AND EMERGENCY DRILLS

Fire drills are held at irregular and unannounced intervals so that the students in an emergency will be able to leave the building in a safe, orderly, and speedy manner. Directions as to how to leave are posted in each room and students are instructed by the teacher. Students are expected to leave quickly and quietly with no running, pushing, or shouting. When outside, move away from the building and follow directions of your teacher. We will also be holding other safety drills to help us prepare for various types of emergencies. In all areas, the safety of our students is of the highest importance.

GRADE LEVEL FAILURE

Students who fail a class, or classes, more than one trimester in a year will be required to attend summer school. Students who fail to successfully complete summer school will be required to repeat the class or classes they failed the previous year.

SPECIAL EDUCATION SERVICES

The school district offers many special education services for students. If you are interested in obtaining special education services for your child please contact the School Social Worker at 286-4100 Ext. 1606.

ASSIGNMENT BOOKS

Assignment books are used to monitor student progress and to regularly communicate with parents. Each student will be provided with an assignment book at the beginning of the year. Students are required to keep their assignment book intact and in useable condition throughout the year. They are not to remove pages/covers or make pages unreadable. If the student should lose the book, or render it unusable, he/she must replace the book immediately at a cost of \$5.00.

Grade level teams are responsible for implementing a grade level system for assignment book use. Grade level teams may require the book to be signed by a parent weekly. All students must have his/her assignment book with them at all times, except for lunch period. Any violation of this policy will result in consequences to the student.

EXTRA-CURRICULAR ELIGIBILITY

To remain eligible for extra-curricular activities students must maintain grades no lower than a "C-". The middle school will set eligibility reporting dates upon which eligibility will be checked. The first time students fall below a "C-" they will miss the next scheduled competition. If a student falls below a "C-" on any subsequent eligibility reporting date during the same term as the first ineligibility suspension, he/she will be ineligible to participate in competition for a period of two weeks beginning from the date of eligibility notification. If a student receives a final grade of "F" for a class, he/she may be ineligible to participate in competition for a period of two weeks beginning with the next scheduled event.

(For further information refer to district policy #566)

MEDIA CENTER BOOKS

Students who have not yet turned in MC books by the end of the year reward opportunity may not be eligible to attend the grade level trip.

ADMINISTRATIVE DISCRETIONARY ACTION DISCLAIMER

It is impossible to anticipate and address every circumstance that may occur in the course of a school year. To ensure safety and order, students and others are subject to all school rules, regulations, and policies, and the reasonable and prudent interpretation thereof by responsible school officials regardless of whether or not they are specifically addressed in this handbook.

“The Best Stuff is in the Middle”

Date Behavior Academic Explanation

Date Behavior Academic Explanation

You **MUST** keep track of your infractions if you want to know how close you are to a detention. Please use the table in your agenda book for this if you wish. Your teachers will not record them in your agenda books. This is your responsibility.

Trimester 1

Trimester 2

Trimester 3

Date Behavior Academic Explanation

