

Student Handbook

2018-19

Activities

School is much more than just an education. It is an opportunity to learn to work, to get along with a variety of students, and to explore a wide-range of activities. Students are encouraged to participate in the many activities offered in Middle School.

To participate in a school related activity students must:

- Be in attendance at school on the day of the activity. This is mandatory for participation in the evening activity.
- An activity bus is provided at 5 p.m. for students involved in after-school activities.

For a list of activities, please refer to Central Middle School's Daily Announcements and school's website.

Activity Bus

An activity bus is provided for families to bring students home after school activities have ended. The activity bus picks up students at the middle and senior high schools and drops students off at an abbreviated list of drop offs. Please check this list carefully to determine the stop closest to your home. This list can be found on the district's website at: www.isd624.org/Transportation/Bus-Routes.asp

Activity Card / Student ID

Activity Cards/Student ID's will be handed out to all students after fall pictures arrive. These cards can be replaced for a \$5 fee.

Athletics

Students participating in athletics must complete all school participation forms as well as a physical examination according to the Minnesota State High School League rules. Students interested in athletic activities are asked to listen to the daily announcements for details on how to sign up.

To participate in school-related athletics, students must:

- Be in attendance at school on the day of the event.
This is mandatory for participation in the evening event.
- An activity bus is provided at 5:00 p.m. for students involved in after-school athletics.

Athletics by Season:

Below listed sports are offered either through White Bear Lake Area Schools or Community Services.

- » **Fall** – Cross Country-boys/girls, Football, Soccer-boys/girls, Swimming & Diving-girls, Hockey, Volleyball, and Tennis-girls.
- » **Winter** – Basketball-boys/girls, Alpine Skiing-boys/girls, Nordic skiing-boys/girls, Wrestling, Hockey and Swimming & Diving-boys.
- » **Spring** – Baseball-boys, Softball-girls, Tennis-boys, and Track-boys/girls.
- » **Varsity Sports** – Cross Country, Swimming, Gymnastics, Hockey, Skiing, Cross-country Skiing, Wrestling, and Track.

Other Athletic Activities:

Other athletic activities are sponsored by Community Services. Students should listen to daily announcements for details or visit the district's website.



Attendance

Please make regular attendance your goal. All absences must be reported to the Attendance Office by a parent/guardian by calling one of the telephone numbers listed below. You will be asked to leave your name, your child's name, grade, and the reason for the absence. Students who are absent more than ten percent of student contact days at any time during the school year or grading period may be considered to have excessive absences.

Central Middle School

Attendance Clerk: 651-653-2889

Attendance Message: 651-653-2880

Sunrise Park Middle School

Attendance Clerk: 651-653-2706

Attendance Message: 651-653-2723

Excused Absences:

- Illness/Serious illness of a family member
- Death/Funeral of an immediate family member or close friend
- Medical, dental, or orthodontic treatment, or a counseling appointment/ongoing treatment for a mental health diagnosis
- Court appearances occasioned by family or personal actions
- Religious instruction not to exceed three hours in any week
- Physical emergency conditions such as fire, flood, storm, etc.
- School field trip or other school-sponsored outing
- Suspensions are to be handled as excused absences and students will be permitted to complete make-up work
- Family emergencies
- Individual needs as approved by school principal

Unexcused Absences

- Truancy – An absence by a student which was not approved by the parent/guardian and/or the school district
- Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures
- Work at home/at a business
- Vacations with family, personal trips to schools or colleges - if the student and parent/guardian have been warned of an attendance issue or the absence has not been pre-approved by a school administrator
- Absences resulting from cumulated unexcused tardies – 3 tardies equals one-half day unexcused absence
- Any other absence not included under the attendance procedures set out in the policy



Excused Tardies

- Illness/serious illness in the student's immediate family
- A death or funeral in the student's immediate family or of a close friend or relative
- Medical, or dental, orthodontic, or counseling appointment/ongoing treatment
- Court appearances occasioned by family or personal action
- Physical emergency conditions such as fire, flood, storm, etc.
- Any tardiness for which the student has been excused in writing by an administrator or faculty member
- Family emergencies
- Individual needs as approved by school principal

NOTE: Students who arrive late to school must bring a written note from home and sign in at the Attendance Office. Students who have excessive unexcused tardies will be assigned detention. Additional consequences will be assigned for additional unexcused tardies.

Unexcused Tardies

- Not approved by parent/guardian
- Failure to comply with reporting requirements of the school district attendance procedure
- Work at home or business
- Missed bus
- Overslept
- Car trouble
- Doing homework

Students who need to leave school early must report to the Attendance Office. Students must give the Attendance Clerk the parental note stating the need to leave early. The Attendance Clerk will give students an excused early pass. Students need to sign out in the Attendance Office when leaving the building and sign back in at the Attendance Office upon return.

See District Attendance Policy at www.isd624.org/pdfs/policy503.pdf

Attending Middle School and High School Events

Middle school students who wish to attend middle and high school events must have an adult with them.

Backpacks/Bags

Students are encouraged to bring only necessary items to school/class. Students are required to place their backpack/bag or other items not necessary for class inside their locker immediately upon arriving at school.

Bikes

Students may ride bikes to school. Bikes must be parked in the racks and locked when not in use. Students should wear helmets.

Books

Any school provided textbook must be covered by either a purchased bookcover or a homemade cover. The student's and teacher's name should be written on the outside of the cover. This aids in returning lost books. Normal wear on books will occur. Students are expected to return their books at the conclusion of the class. Books that are lost, stolen, or damaged must be paid for by the student.

Breakfast

Students may purchase breakfast in the school cafeteria. A breakfast menu is available upon request in the Main Office. The cost of a breakfast is \$1.70. Breakfast is no cost for students who qualify for free or reduced-price meals.

Morning cafeteria hours:
8-8:15 a.m.



Building Hours

Students are allowed in the school during the supervised building hours of 8 a.m. - 3:15 p.m. Students who are in the building after that time must have an appointment with a teacher, be accompanied by their parent/guardian, or be involved in a before or after school activity.

Students should not arrive for school before 8 a.m.

- Any student who arrives at school before 8 a.m. must stay in the entryway.
- Upon arrival, students must enter the building promptly and remain in the building.

Bullying

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying.

This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

See District Discipline Policy at www.isd624.org/pdfs/policy514.pdf
If you are concerned about bullying, contact an administrator or access the Student Well-Being Tip Line on the district's website under News.

Bus Behavior

Bus transportation is a privilege. Bus transportation is provided as a safe, convenient way to transport students to school. Students who do not obey bus rules will lose their right to this service. All school rules apply while on the school bus. The following is a list of general rule reminders:

- Remain seated while the bus is in motion and at all stops.
- Only ride the bus for which you are assigned.
- You must have a written parent/guardian request approved and stamped by the main office to ride a different bus. This should be done before the last mod of the day.
- Seats may be assigned by the bus driver.

If you break a rule, corrective action will be based on the severity of the violation and assigned by the administration. In addition to bus discipline, any breaking of school rules may also result in detention, suspension, or referral to police.

Any dangerous behavior, major disruption, unauthorized use of the emergency door, or vandalism may result in immediate loss of busing services for the remainder of the school year.

See www.isd624.org/Transportation/FAQ.asp#2



Camera Surveillance

The staff makes every effort to maintain a safe learning environment for our students. Please be aware that we use electronic monitoring devices throughout the building to aid us in this mission.

Cell Phones

Students are not allowed to use cell phones in school. Students caught with a cell phone will have the phone taken away.

If a student's electronic device is confiscated during the school day the following will occur:

- **1st Offense** – Item returned to student at end of the day.
- **2nd Offense** – Item will be returned only to guardian.
- **3rd Offense** – Other arrangements to be determined by school administration.

Chemical Use and Abuse

Use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a chemical-free workplace/chemical-free school.

The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, and if warranted, initiation of expulsion proceedings. Students may also be referred to a detoxification center or medical center.

See *School District Policy 417* for more information. http://www.isd624.org/pdfs/school%20board%20policies/417_6_9_14.pdf

1:1 Chromebook Guidelines

Goal:

The goal of the Chromebook 1:1 is to provide devices to all students to level the technology playing field and eliminate barriers to best practices for teaching due to inconsistent access. This school year (2018-19) is the second year of a 3 year implementation timeline. Year one provided Chromebooks to grade 8 students. Year 2 adds grades 7-10 and year 3 will include all grades 6-12.

Expectations:

Students are expected to:

- bring the Chromebook to school fully charged every day
- take reasonable care to protect the Chromebook from damage or loss
- report any damage (accidental or otherwise) immediately
- demonstrate responsible digital citizenship while online
- follow the rules of the acceptable use policy

For up-to-date and more specific information, please visit the website at bit.ly/wbl1to1.

Closed Campus

Students may not leave the school building after they arrive until the end of the school day, unless they have parent/guardian permission and have signed out in the Attendance Office.

Computers

Students are allowed to bring laptops, iPads and/or e-readers to school if used for educational purposes. Laptops, iPads and/or e-readers will be confiscated if used inappropriately. The school is not responsible if they are damaged, lost or stolen.

- **1st Offense** – Item returned to student at the end of the day
- **2nd Offense** – Item will be returned only to parent/guardian



Computer System Misuse

The District Computer System consists of all school district computers, software and communication equipment, including Internet access, email, voicemail, servers and digital projectors. Use of the District Computer System is a privilege and not a right. There is not an expectation of privacy. The district system may only be used for appropriate educational purposes.

Students are prohibited from:

- Stealing or damaging any equipment
- Hacking in any manner
- Sending or receiving inappropriate messages, pictures, or documents
- Using software that is destructive or damaging to a computer or computer network
- Installing or downloading software without authorization
- Concealing or altering their identity when sending messages or other electronic communication

Student Internet Rules:

- Stay on Internet sites that are approved by your teacher.
- Report any accidental view of an inappropriate area.
- Respect the work done by others by citing any sources used.
- Ask permission before downloading or printing from the Internet.
- Protect yourself by never sharing your personal information.

See District Discipline Policy at www.isd624.org/pdfs/policy506.pdf

Course of Study

Required Classes for Grades 6-8:

Language and Literature, Math, Science, Social Studies, Physical Education and a Homebase/Advisory.

- » *Additional 6th Grade Class Electives*
Art, Design and Modeling I, FACS, Music, Health, World Language
- » *Additional 7th Grade Class Electives*
Health, Music, Design and Modeling II, World Language, Art
- » *Additional 8th Grade Class Electives*
Art, Band, Choir, FACS, Manufacturing Education, Physical Education, Music, Automation and Robotics, World Language

Dance / Party Rules

- Only students belonging to the school at which the party is held may attend the dance/party.
- A student who has permission to leave a party must have a signed note from their parent/guardian. Any friends leaving at that time with them must also have written consent from parent/guardian. Telephone calls are not acceptable forms of permission.
- You may NOT go to your locker. All students must remain in the designated area for the duration of the event.
- All outside wearing apparel is to be put in the area provided. Please leave expensive jackets and hats at home.
- Any student who is suspected of chemical usage before or during the event will be removed from the event and parent(s) and the police will be contacted. He/she will be suspended from school.
- Student behavior that is disruptive and boisterous will not be tolerated.
- Appropriate clothing at parties must follow school dress code.
- In-School and Out-of-School suspended students and students absent from school on the day of the event will not be allowed to attend.
- Students must have a valid Student ID card to be admitted to the event.
- Students will be able to purchase food and beverages during the event.

Discipline

In daily life everyone makes errors, mistakes, and poor choices which have consequences. The staff and administration provide a caring, safe, and meaningful learning environment for all students. Each teacher has a right to teach. Each student has a right to an education. Our goals in discipline are to teach respect for the rights and safety of all individuals within the school and community, as well as respect for public and private property.

Student behavior that disrupts class work or invades the rights of others will not be allowed. When students violate the discipline code the results also come with consequences or interventions, some of which are described below:

Detention

Detention is assigned to students for tardiness and inappropriate behavior. Detention begins after school and ends at 4:45 p.m. on various days throughout the school year. Students must be on time, bring study materials, and work quietly. Failure to successfully complete detention may result in an additional detention being assigned.

In-School Suspension (ISS)

Assigned by an administrator, ISS is a separate classroom where students complete assignments during the school day.

Out-of-School Suspension (OSS)

Assigned by an administrator, OSS removes the student from the school environment for a period of 1-10 days. Students are not permitted on school property or allowed to attend any school or district related event while suspended.

AWARE

AWARE is an alternative to OSS (Out-of-School Suspension). It provides students who would normally be removed from school with a structured setting to stay current with schoolwork and process their behavioral choices. While students attend AWARE, they continue to do work provided from school. They will also be working on restorative activities that will help them return to school successfully. AWARE provides an immediate consequence for the undesired behavior as well as the opportunity to learn appropriate behavior for future interactions.

See *District Discipline Policy* at www.isd624.org/pdfs/policy506.pdf



Dismissal

Students are not allowed to leave school grounds after school and then return to school to receive a ride home or ride the activity bus. If an activity finishes early, students must remain in the front entryway.

Dress Code

Students are expected to be appropriately dressed and acceptably groomed for school. Appropriate clothing/footwear shall be that which does not pose a health or safety hazard, is not a distraction, or disruption in the classroom. Words or symbols that are perceived as racial, sexual or harassing are not allowed. Items that are illegal for student use (such as chemicals, alcohol and tobacco) should not appear on clothing. Low necklines, backless tops or halter tops are not allowed. All tops must cover midriffs. Bottoms that are too short, suggestive, reveal underclothes or the lower back area are also inappropriate. Headgear including, but not limited to, bandanas, regardless of where they are worn; scarves; caps; do-rags; and hoods will also not be accepted. Coats will not be allowed to be worn during classroom hours. If a student does not have appropriate clothing with them, they may be asked to go home or have their parents deliver clothing/footwear to them at school.

See *District Student Dress and Appearance Policy* at www.isd624.org/pdfs/policy504.pdf

Emergencies

In the event of a family emergency, please contact the Main Office. Emergency messages will be immediately delivered to students in a safe, confidential manner.

Enriched Classes

Students placed in advanced math classes have qualified by meeting placement requirements: NWEA test scores, end of quarter grades, subject test scores, and recommendations from teachers. Sixth grade students can choose to enroll in enriched Language and Literature. Seventh and eighth grade students may choose to enroll in regular or enriched science, humanities and language and literature. However, they must qualify for the advanced math class. Enriched placement questions should be directed to the school principal.

Extra Help

Students are encouraged to seek extra help from teachers if they do not understand an assignment or class discussion. Teachers are available by appointment before and after school several times each week. Students who fall behind in their assignments may be required to receive extra help.

Family Access

See page 121 of Handbook.

Food/Beverage

No food or drinks other than water is allowed to be consumed outside of the cafeteria.

Fundraisers

Central Middle School sponsors one annual magazine fundraiser in late September or early October. The students are able to earn prizes and the school receives 40% of the sales to support student activities. Sunrise is taking tax deductible direct donations to help support our students, programs and building needs. Students are not allowed to sell other items unless the sales are approved by the School Board.

Grading System

The school year consists of four quarters. Report cards are provided to families electronically through Skyward. Grade point averages for determining the honor roll are based on a 4.0 point system:

A Honor Roll = GPA of 3.667 and above

B Honor Roll = GPA of 3.0 and above

Grade Scale:

| | | | |
|------------|------------|------------|------------|
| A = 4.0 | B+ = 3.333 | C+ = 2.333 | D+ = 1.333 |
| A- = 3.667 | B = 3.0 | C = 2.0 | D = 1.0 |
| | B- = 2.667 | C- = 1.667 | D- = 0.667 |

Gum

Students may not chew gum during the school day.

Hallways *(applies to Sunrise only)*

Each grade level at Sunrise Park Middle School is housed in its own separate hallway, with sixth grade in the west hallway, seventh grade in the middle, and eighth grade in the east hallway. Students must stay in their grade's designated hallway unless they have permission or official business in a different hallway.



Harassment and Violence

It is the policy of White Bear Lake Area Schools to maintain learning and working environments that are free from religious, racial or sexual harassment or violence.

The School District will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and will take appropriate corrective action.

Harassment includes offensive or intimidating communication that may be verbal, nonverbal, written, or electronic over social media. A person who engages in an act of harassment, reprisal, or false reporting of harassment, or permits, condones, or tolerates harassment of others shall be subject to discipline for that act in accordance with the school district's policies and procedures.

See District Harassment and Violence Policy at www.isd624.org/pdfs/policy413.pdf

If you are concerned about harassment and violence, contact an administrator or access the Student Well-Being Tip Line on the district's website under News.

Hazing

"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.

See District Hazing Prohibition at www.isd624.org/pdfs/policy526.pdf

Health Office

The school nurse or health aide is available to help you with health concerns throughout the school day. If you become ill or injured, ask a teacher to sign your Planner Pass to go to the Health Office. The Health Office will contact the persons designated on the emergency card if you need to go home or receive medical attention.



Central Health Office:

651-653-2901

Sunrise Health Office:

651-653-2713

If I need medication during school hours, what should I do? If it is possible, medications should be given at home before and after school. If your health requires medication to be given during school hours, the school nurse needs to have the following:

1. A written order from the physician stating the name of the child, the name of the medication, the dosage, the time(s) it is to be given, the reason for the medication, any possible side effects, and the date the medication is to be stopped.
2. A written authorization from the parent/guardian, stating permission for the child to receive the medication in school, as prescribed by the child's physician.
3. A prescription bottle or container properly labeled by a pharmacist or physician. Please ask your pharmacist to provide two prescription bottles or containers at the time you obtain the medication. This will allow you to have a prescription container at home and at school.

Notes for exclusion from participation in Physical Education class should be brought to the Health Office.

Students are not allowed to use perfumes, body sprays, colognes or scented lotions/hand sanitizers in the building due to allergies.

Homework

Homework is an integral part of the school program. Students can expect to spend at least 30-60 minutes per day completing homework. Plan for a regular study time and place each night. Homework has many forms, including practicing an instrument, working on a project, or reading a book.

Students who miss school will be given two days for each day missed to make-up missed work. The building principal or classroom teacher may extend the time allowed for completion in the case of extenuating circumstances.

Students who miss three or more days in a row may have their parents call the Attendance Office before 9 a.m. to request homework that may be picked up after 3 p.m. on the **following day** as teachers need ample time to prepare homework.

Parents may go to their child's locker to get books, if needed. Many classes have assignment lists for the week, month, or quarter that students may check. Students are also encouraged to find a "study buddy" in each class and exchange telephone numbers to get assignments.

Internet Access to Student Records

Parents/Guardians can access certain student records through the Internet. There is a link on the district's website to the Skyward Family Access website. Using this link, parents can log in and access current grades, future homework, and attendance information and also verify contact information.

See Page 120 of this Handbook for more information regarding Skyward Family Access.

Internet Use in School

Classroom teachers and the media specialist provide instruction and guidance on acceptable use of the Internet. The Internet is used to access educational sites and online reference materials, such as encyclopedias, atlases, and magazines related to classroom assignments. Inappropriate use of the Internet may result in suspension of computer privileges and/or other disciplinary action. To promote safe home use of the Internet, parents are encouraged to monitor their children's online activities and provide rules for using the Internet.

Rules for using the Internet at school:

1. Stay in Internet sites that are approved by your teacher or are appropriate for your classwork.
2. If you accidentally get into an inappropriate area, get out of it immediately and tell your teacher or an adult in the room.
3. Respect the work done by other people. Cite the sources of your information.
4. Remember that information you read on the Internet is not always true or unbiased.
5. Ask permission before downloading or printing information from the Internet.
6. Protect yourself from possible problems by never giving out personal information unless you have permission from your teacher or parent.
7. Misuse of the Internet will result in loss of computer privileges.

See District Internet Acceptable Use Policy at www.isd624.org/graphics/524%20revised%202011.pdf

Language

Everyone at the school is entitled to work and learn in a pleasant, respectful environment. Profanity will not be tolerated. Obscene, vulgar, disrespectful language or otherwise inappropriate language will result in an office referral. Instead of using profanity, hurtful expressions, or disrespectful language, students are encouraged to use another, more respectful and appropriate word.

Lockers

The Main Office will assign hallway lockers and the physical education teachers will assign PE lockers. All students must use school combination V610 series Master locks with the key access in the back. Locks, for your hall locker, may be purchased for \$5.00 during our Open House in August or in the Main Office. Locks for your physical education locker will be provided for you. Students should not share their combination with others and are not allowed to share a locker with a friend. Lockers are considered school property and may be inspected by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. To prevent damage to lockers, decorations are not allowed on the outside of the lockers.

See Policy 502 - www.isd624.org/pdfs/policy502.pdf

Lost and Found

If you lose anything, please check the lost & Found in the Main Office. Students should not bring expensive items to school such as electronic devices, expensive jewelry, etc. Students are also asked to not bring large amounts of cash to school. Please label all clothing items with student's name. This will assist us in returning items to their owner. All unclaimed articles will be donated to a charitable organization at the end of each quarter.

There are two *Lost & Found*s. They are located in the Main Office and in the Physical Education Department. The *PhyEd Lost & Found* is for items left in the locker rooms.

Lunch / Breakfast

Students may purchase lunch/breakfast daily by paying with cash or setting up a FeePay online account.

Prices:

- Breakfast is \$1.70
- Lunch is \$3 including milk
- Milk can also be purchased separately for \$0.50

Students qualifying for Free & Reduced Meals:

- Reduced Breakfast – no fee
- Reduced Lunch - no fee

Students purchasing food with cash must purchase with exact change only. Please be aware that due to bank policy, we are not able to accept Canadian coins.

Students who have created a FeePay account, deposit money in their account by 10:00 a.m. and will have it available for that day. Payment drop boxes are available in the Cafeteria. Cash must be placed in a sealed envelope with the student name and pin number printed clearly on the front. If checks are used, the student's name and pin number should be written on the check.

Payments can also be made online at <https://whitebear.freepay.com>. Allow up to two business days for the transaction to take effect. Parents have account access which shows the deposits and purchases. Notifications and automatic payments can be set up within FeePay when an account is running low.

If you have any questions, comments, or suggestions, please call the Kitchen Manager:

- » **Central Kitchen:** 651-653-2902
- » **Sunrise Kitchen:** 651-653-2702

Media Center

During the day, students access the Media Center with a class or with a pass provided by a teacher. The Media Center provides students with a wide variety of resources for research, as well as leisure reading. Students have access to online searching, electronic reference searches, and magazine indexes. Student materials are checked out for a two-week period. Students with overdue books are asked to return, renew, or pay for lost materials before checking out additional books.

Media Center Hours

Central Media Center: 8 a.m. - 3:30 p.m.
Sunrise Media Center: 8 a.m. - 3:30 p.m.

Metal Detectors

Administrators (or Principal's designee) may conduct searches with the use of metal detection devices. School officials may scan a student's personal belongings and/or scan a student's person.

See District Policy Search Of Student Lockers, Desks, Personal Possessions and Student's Person at <http://www.isd624.org/pdfs/policy502.pdf>

Notification of a Violent Student

Please be aware that White Bear Lake Area School District is bound by state statute to notify the appropriate staff of a student's history of violent behavior. Parents of a student who is identified as such will be informed before such notification is distributed to staff.

See District Policy at www.isd624.org/pdfs/policy529.pdf

Nuisance Items

Examples include but are not limited to: cell phones, iPods, digital recording devices, hand held games.

Students are not allowed to be in possession of items that are a distraction to the learning environment or create a disruption during the school day. The school is not responsible for the loss or damage to these items. If a student brings any of these items to school the item(s) must be kept in the student's locker.

Laser pointers are not allowed in school. All laser pointers will be confiscated and only returned to parent/guardian.

If a student's electronic device is confiscated during the school day the following will occur:

- **1st Offense** – Item returned to student at end of the day.
- **2nd Offense** – Item will be returned only to guardian.
- **3rd Offense** – Other arrangements to be determined by administration.

Parent Involvement

Parents/Guardians are important partners in helping students experience success in school. Parents/Guardians are encouraged to participate in the Open House, fall and spring Parent-Teacher Conferences, attend the musical concerts, and be spectators for the various extra-curricular activities. Parents can expect to receive a newsletter every other month beginning in August. Volunteers are always welcome and needed. We are grateful for the support that our parents provide for our school. Contact the Main Office for more information.

Physical Education

All students are assigned a physical education class. Students will need athletic shoes and physical education clothes. These items should be stored and locked in the student's PE locker that is provided to them. Larger lockers are shared and showers are optional.

Students unable to participate in PE because of injury or illness must bring a written note from home to the Health Office before school. Non-participation for more than one class period must be authorized by a medical doctor.

Pledge of Allegiance

The Pledge of Allegiance is recited each week. Minnesota Statute 121A.11 mandates that, "Anyone 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."



Policies - District Policies

More detailed information regarding District 624 policies can be found in the "District Policy Book for Safe Schools" that is mailed to each student's home, or at the district's website at www.isd624.org.

Reading Book

All students are required to carry a book with them to all classes, excluding PhyEd, Band, and Choir. If students finish their classwork early they should quietly read their book.

Recording of Inappropriate Behavior

While on school property, including school buses, or participating in a school activity, students are forbidden from using cameras or any other type of recording device for the purpose of recording improper student behavior. Students who come upon inappropriate student behavior should attempt to stop the inappropriate behavior rather than make a digital recording of the incident. Students who record inappropriate behavior will be subject to disciplinary consequences.

Sexual Harassment

The Sexual Harassment Policy of Independent School District 624 addresses the issue of sexual harassment in the schools. The district strongly disapproves of any form of sexual harassment and will deal swiftly and severely with employees or students. Sexual harassment can be defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical contact or communication of a sexual nature. Student or employee victims of alleged sexual harassment and third persons with knowledge or belief of conduct constituting sexual harassment are encouraged to report any incidences to School District Officials including the building principal or the District Human Rights Officers.

See District Harassment and Violence Policy at www.isd624.org/pdfs/policy413.pdf

If you are concerned about sexual harassment, contact an administrator or access the Student Well-Being Tip Line on the district's website under News.

Skateboards, In-Line Skates, Roller Shoes

Skateboards, scooters, rollerblades, and roller shoes may not be used/worn in the building or on school grounds.

Special Education

Special education programs are offered for students with learning disabilities, physical handicaps, and emotional or behavioral problems.

Student Data

Student data such as current address and phone number(s) are very important to the school and staff. This information is used in emergency situations; mailings such as report cards from the school, and teacher notes. Any address or phone number changes need to be given to the Main Office as soon as possible. The school must also have current emergency contact information on file.

Student Handbook/Planner

A Student Handbook is required for all students (except Sunrise 8th graders) and is issued at the beginning of the school year. It includes a calendar for students to record their assignments and the student's Hallway Pass Log. Pages should not be torn out. Students are asked to keep the handbook intact. The handbook is given to each student when school starts. If a student damages or loses their handbook/planner, replacements are available for \$10.

Student Recognition

In middle school we seek to recognize student accomplishments, encourage self-improvement, and foster school spirit. Student recognition is celebrated in several ways:

- Honor Roll is published quarterly in the White Bear Press.
- Each month teachers/staff choose students for *Student of the Month* based on academic excellence.
- There are also annual award programs honoring academic achievements, extra-curricular and co-curricular achievements, leadership awards and more.



Student Support Services

Support Services offered to students and families are a school psychologist, school nurse, and counselors or social workers. They are available to help with school and personal problems, peer issues, success in school, and future planning.

Students/Families are welcome at any time to make an appointment. Support Services staff are also available to meet with parents/guardians regarding questions or concerns.

Central Support Services Office is open 7:30 a.m. - 3:30 p.m.

- » 6th-8th Grade Support Services Secretary
Aimee Nelsen, Secretary..... 651-653-2881
AimeeNelson@isd624.org
- » 6th Grade
Jill Bristow, Counselor.....651-653-2882
Jill.Bristow@isd624.org
- » 7th Grade
Karen Schmitz, Counselor 651-407-7659
Karen.Schmitz@isd624.org
- » 8th Grade
Calli Moreau, Counselor651-653-2883
Calli.Moreau@isd624.org
- » 6th-8th Grade Psychologist
Erika Kelly-Kennedy, Psychologist..... 651-653-2739
Erika.KellyKennedy@isd624.org
- » 6th-8th Grade Nurse
Angela Mullen, School Nurse..... 651-653-2901
Angela.Mullen@isd624.org

Sunrise Park Support Service Office is open 7:30 a.m. - 3:30 p.m.

- » 6th-8th Grade Registrar Secretary.....651-653-2715
- » 6th-7th Grade with last names A-I, 8th Grade A-K
Janeen Kuemmel,
School Social Worker 651-653-2711
Janeen.Kuemmel@isd624.org
- » 6th-7th Grade with last names J-Q, 8th Grade L-Q
Erica Heltner,
School Social Worker 651-653-2708
Erica.Heltner@isd624.org
- » All students with last names R-Z
Sarah Fuhrman,
School Social Worker651-653-2710
Sarah.Fuhrman@isd624.org
- » Support staff
Stephanie Tollison,
School Psychologist651-653-2712
Stephanie.Tollison@isd624.org
- » Kimberlee Schenz, School Nurse..... 651-653-2704
Kimberlee.Schenz@isd624.org

Suspension

Students may not participate in or attend any school or district activities or events on the day(s) of their suspension. Students assigned to In-School Suspension (ISS), AWARE (Out-of-School Suspension [OSS] with support: this is an alternative to OSS as assigned by school administration with parent/guardian permission), or OSS may not be present on any district school grounds during their suspension.

Tennessee Warning

Students may be asked to provide voluntary information as part of an investigation of a potential violation of school policy. Students who knowingly withhold information about a school policy violation may be subject to school discipline.

In the case that a student fails to cooperate, the school will gather information from other sources. Students who admit to school violations may be assigned school consequences. The information provided may be shared with other people connected to the investigation and potentially law enforcement.

Theft / Damaged Property

Students assume the responsibility for loss or damage to their clothing, equipment, books, and instruments. The school makes an effort to protect all personal property but is not responsible for loss or damage.

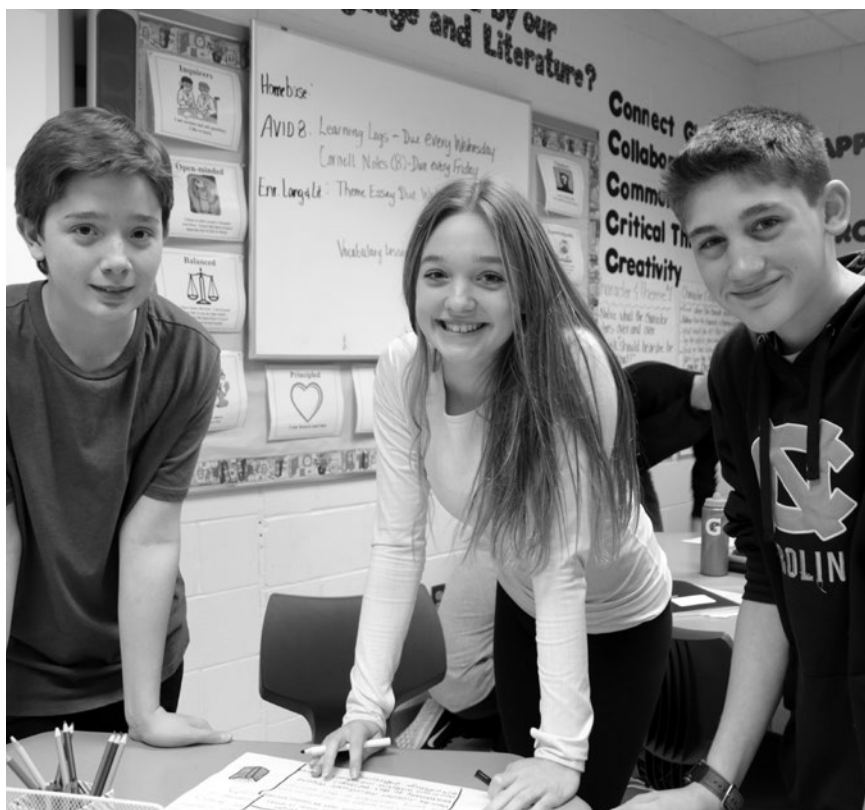
Video / Imaging Equipment

Unauthorized use of any recording device is forbidden in school, its bathrooms, locker rooms, or on the bus. This includes cell phones and other technology with the ability to take digital images. Recording or photos of any student or staff without their permission is not allowed and could be subject to disciplinary consequences.

Visitors

All visitors must sign in at the Main Office. All visitors must identify themselves, state their purpose, wear a visitor badge, and be approved before they will be allowed access to the school.

See District Policy at www.isd624.org/pdfs/policy903.pdf



WEB (Where Everyone Belongs)

WEB is a middle school transition program to welcome all 6th graders and make them feel comfortable throughout the first year of their middle school experience. WEB is built on the belief that students want to and can help other students succeed. The WEB program trains members of the 8th grade class to be WEB Leaders. As positive role models, WEB Leaders are motivators, leaders, and teachers who guide 6th graders to discover what it takes to be successful in middle school.

Withdrawal from School

Students moving out of the White Bear Lake Area School District must obtain a School Withdrawal Form from the Counseling Office. A student must have all teachers sign the form on the last two days of attendance. When the form is completed and all school materials are returned, the form should be returned to the Counseling Office. You will be given a copy of the form and a copy of your health record to take to your new school. The new school will request a copy of your records from our Registrar.

Weapons

The White Bear Lake Area School District takes a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequences for students possessing, using or distributing weapons includes:

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 for dismissal (expulsion).

See District School Weapon Policy at www.isd624.org/pdfs/policy501.pdf

Minor/Major Behavior Guidelines

| BEHAVIORS | MINOR <i>Addressed by teacher/adult in classroom or other area of the school</i> | MAJOR <i>Addressed by Administrator/Law Enforcement (as needed)</i> |
|---|--|--|
| Inappropriate Language Verbal and nonverbal (gestures/facial expressions, etc.) | <ul style="list-style-type: none"> Swearing Verbal argument Negative comments Teasing Taunting | <ul style="list-style-type: none"> Excessive swearing/vulgar language Excessive intimidating actions causing immediate significant feeling of threat Severe verbal threats against anyone Harassment - sexual, racial, or habitual Threats of punching/hitting Bullying - cyber, social, emotional, physical - which is not fixable in the classroom |
| Physical Contact/Aggression | <ul style="list-style-type: none"> Reckless behavior (pushing, kicking, shoving, bumping) PDA (public displays of affection) | <ul style="list-style-type: none"> Reckless behavior (pushing, kicking, shoving, bumping) with the intent to harm or injure, or resulting in harm or injury. Physical intimidation of faculty/staff Sexual inappropriateness |
| Defiance/Non-Compliance Not Following Expectations | <ul style="list-style-type: none"> Refusal of directions (including off-task behaviors) Inappropriate response (talking back) Arguing with other students Not being prepared Academic dishonesty Technology misuse Dress-code violations (see planner) Tardy | <ul style="list-style-type: none"> Blatant disrespect toward an adult which is not fixable in the classroom Truancy or leaving classroom, school building, or grounds without permission Extensive academic dishonesty Extreme technology misuse Excessive tardies |
| Property Misuse | <ul style="list-style-type: none"> Damaging school materials and/or equipment Breaking pencils, crayons, or other class tools Throwing small objects Pushing furniture | <ul style="list-style-type: none"> Theft Vandalism Setting fires False alarms |
| Disruption | <ul style="list-style-type: none"> Disruption that hinders instruction, learning, or school climate | <ul style="list-style-type: none"> Severe and continued disruption of others' instruction, learning, or school climate which is not fixable in the classroom |

3rd MINOR Offense = *Parent/Teacher Discussion and/or teacher assigned Team/Lunch/After School Detention*

4th MINOR Offense = *Major Referral/Consequence from administration*

TARDY PROCEDURE (Restart every quarter)

1st, 2nd, and 3rd Tardy = Warning

4th Tardy = Lunch Detention

5th Tardy = Lunch (6th & 8th Grade) or Team Detention (7th Grade)

6th Tardy = After School Detention

7th and beyond = Repeat consequence for 4th, 5th, and 6th tardies. Involve admin/counselor/call team meeting

Statement of Discipline Policy

The School Board of Independent School District #624 recognizes that individual responsibility and mutual respect are essential components of the educational process. The School Board further recognizes that a balance must be maintained between authority and self-discipline as the school nurtures the development and growth of the individual child from dependence on authority for determination of behavioral norms to the independence of the self-controlled individual.

Appropriate student conduct is necessary to provide an atmosphere where students and teachers feel safe and to develop a climate in which learning takes place and high achievement is expected. Students must learn to respect themselves, other people, and property. They are increasingly challenged, as they mature, to make good decisions, solve problems, and be responsible for the consequences of their own choices. The school functions effectively because students are learning self-discipline based on a growing understanding of the relationship between rights and responsibilities.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it is necessary to administer disciplinary measures. Measures to be employed and the manner in which they are administered will be consistent with the objectives of creating a positive learning situation and fostering self-discipline.

It is the position of the School District that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is pursuant to and in accordance with the Minnesota Pupil Fair Dismissal Act, Minn. Stat. 127.26 through 127.39.

In view of the foregoing and in accordance with Minn. Stat. 127.41, the School Board, with the participation of school district administrators, teachers, employees, students, parents, and community members, has developed school discipline regulations and procedure which govern student conduct and apply to all students of Independent School District #624.

See District Discipline Policy at www.isd624.org/pdfs/policy506.pdf

Academic Honesty

A set of values that promote personal integrity and good practice in learning and assessment. Principled students act with integrity and honesty; they take responsibility for their own actions.

Academic Dishonesty (also known as cheating) includes:

- **Plagiarism** - Using the ideas or work of another person as your own, such as copying language or an image from a book or website and not citing where it came from.
- **Collusion** - Helping someone else cheat, such as allowing your own work to be copied by another who is expected to do his/her own work.
- **Misconduct** - Refusing to follow directions, such as taking test materials from a classroom or using electronic devices when you are not supposed to.

Possible Violation Procedures

Attendance

- Parent contact/conference
- Detention
- ISS
- Referral to Ramsey County Truancy Intervention Program

Academic Dishonesty - ex: plagiarism, cheating, forgery,

- Parent contact/conference
- Loss of points or credit
- Detention
- ISS
- Repeat alternate assignment

Disruptive Behavior

- Assigned seating
- Parent contact/conference
- Student Contract
- Detention
- ISS/AWARE/OSS

Dress Code Violation

- Item confiscated (end of day or longer if repeat offender)
- Parent contact/conference
- Detention

Drug and Alcohol Policy Violation

Tobacco possession including electronic cigarettes/use on or near school grounds, at the bus stop, or at school events. Enrollment in educational classes or exercises and MN State High School League consequences may apply for tobacco related offenses

- Confiscation of substance
- Parent contact/conference
- Referral to local law enforcement
- Referral to chemical education
- Referral to MN State High School League
- OSS/AWARE (3-10 days)
- Referral for expulsion

Eating / Drinking / Gum (outside of lunch time)

- Confiscation of item
- Clean up duty
- Parent contact/conference
- Detention
- ISS/AWARE/OSS

Endangerment

- Warning
- Parent contact/conference
- Detention
- ISS/AWARE/OSS
- Police referral
- Recommendation for expulsion

Fighting / Aggressive Behavior

- Parent contact/conference
- Detention
- ISS/AWARE/OSS
- Police referral

Gambling

- Confiscation of materials
- Parent contact/conference
- Detention
- ISS/AWARE/OSS

Graffiti / Gang Signs

- Warning
- Parent contact/conference
- Detention
- ISS/AWARE/OSS
- Police referral

Harassment / Hazing

- Warning
- Parent contact/conference
- Detention
- Support Staff Referral
- ISS/AWARE/OSS
- Police referral

Public Display of Affection

- Parent contact/conference
- Detention
- ISS/AWARE/OSS

Insubordination / Disrespect

- Warning
- Parent contact/conference
- Staff referral
- Detention
- ISS/AWARE/OSS

Misuse of the District Computer System

- Parent contact/conference
- Loss privileges
- Detention
- ISS/AWARE/OSS
- Restitution
- Police referral

Nuisance Item Possession *candy sales, electronic devices, cell phones, iPods, MP3 players, rubber bands, lighters, aerosol sprays, laser pointers.*

- Confiscation of materials (return to parent)
- Parent contact/conference
- Detention
- ISS/AWARE/OSS

Possession of Dangerous Articles / Weapons *matches, smoke-bombs, fireworks, knives, and weapons (including look-alike weapons).*

Due to their inherent nature, possession of weapons will result in the following steps:

- Confiscation of item;
- Immediate suspension;
- Police referral or appropriate authorities; and
- Immediate commencement of expulsion and/or exclusion proceedings.

Repeated or Excess Violations

- Parent contact/conference
- ISS/AWARE/OSS
- Police referral
- Expulsion recommendation

Tardies

- Parent contact/conference
- Detention

Theft / Vandalism

- Parent contact/conference
- Detention
- ISS/AWARE/OSS
- Restitution
- Police referral

Trespassing

Presence on school property or at school activity after person in authority asked them to leave, or during suspension, expulsion, exclusion

- Parent contact/conference
- Trespassing letter
- Police referral

Truancy from Class / School

- Parent contact/conference
- Detention
- Referral to Ramsey County Truancy Intervention Program

Truancy from Teacher / Team Detention

- Parent contact/conference
- Detention
- ISS/AWARE/OSS

Truancy from Administrative Detention or OSS

- Parent contact/conference
- Additional detention
- ISS/AWARE/OSS