

STUDENT HANDBOOK

GENERAL INFORMATION

DAILY ANNOUNCEMENTS

A bulletin of events and announcements will be read each morning during first period and then posted in each classroom.

Special announcements may be made at any time during the day. Students are asked to listen carefully to these announcements.

FIRE DRILLS, TORNADO DRILLS, lockdown drills

Emergency drills are held throughout the year. Instructors will explain the evacuation plan or shelter plan in each of your classes. During fire drills, move quietly and orderly out of the building. Once outside, you will be instructed to move away from the building to a safe area. Please pay attention to these instructions.

During tornado drills, move quietly and orderly to your shelter area. Your instructors will show you "how to sit," to help avoid serious injury. If you are outside, your instructor will select a shelter area. Pay attention to your instructor's directions.

GRADING PROCEDURES

Grading is A, B, C, D, I – incomplete, NG – no grade, and U – unsatisfactory.

Trimester 1 or 2 incomplete(s) must be made up within 5 weeks of the end of the trimester. Trimester 3 work must be completed by the last day of school. Extenuating circumstances will be discussed with parents and the appropriate staff.

GUIDANCE SERVICES

Students may seek help with a problem from the school counselors. The counselors work with the developmental and emotional needs of students, provide consistent academic support, monitor students' progress, and provide consistent, pertinent data to assist staff in working more effectively with students and parents. Students are encouraged to meet the counselors and develop a friendly working relationship with these staff members.

INSTRUCTIONAL MATERIALS CENTER (IMC)/Library

The IMC/Library has a wide variety of resources to support student research. The library computer network offers access to our on-line card catalog as well as a variety of full-text magazine and newspaper indexes. Supervised access to the Internet is available with teacher permission.

All materials students wish to use outside the IMC/Library **MUST** be checked out. Books can be checked out for a two week period; pamphlets are checked out for three days, and magazines may be borrowed overnight.

HEALTH SERVICES

The nurse's office is located in the main office area. Office hours are 7:45 - 3:15. In case of injury, illness or emergency, **notify the nearest teacher**. Do not go to the nurse's office when due in class. Report to your class first and obtain a pass. This applies to **all except** emergencies. Students may not leave the school for illness without first reporting to the nurse's office and obtaining a permit to leave the building.

Any medication brought to school is to be administered by the school nurse. **NO** medication is to be kept in student lockers or shared between students.

LOCKERS

DO NOT SHARE YOUR LOCKER. DO NOT GIVE ANYONE YOUR LOCKER COMBINATION. DO NOT LEAVE MONEY OR OTHER VALUABLES IN LOCKERS.

Always make sure the door of the locker is completely closed. Turn the dial of the lock after shutting the door.

The school reserves the right to inspect lockers periodically. Report losses from lockers to the office **immediately**.

LOST AND FOUND

Lost items will be kept in the cafeteria in a wooden cabinet.

*It is the students' responsibility to seek lost items.

LUNCH INFORMATION

A mid-day meal consisting of multiple options is available. Menus are on-line and posted in the lunchroom. A lunch and milk will be sold to all students who wish to buy their lunches.

Students will sit in assigned areas by grades. Students will remain in their seats for the entire lunch period. With permission by

lunch supervisors, students are allowed to return trays, visit the ala carte lines, or restrooms.

The price of extra milk is 40 cents.

The price of lunch is \$2.35

The price of Breakfast is \$1.45

Students are not allowed to leave the school grounds during lunch.

LUNCHROOM CONDUCT

A few hints to make your meals more enjoyable for you and your classmates.

- a. Use good eating manners.
- b. Talk quietly with classmates. Do not shout.
- c. No seats can be saved for friends.
- d. Return your tray to the tray counter when prompted by the lunchroom supervisors.
- e. Clear table before you leave. Do not leave food items, paper products, etc.
- f. Running, shoving, crowding is not permitted.
- g. Students who abuse lunchroom rules and regulations will be assigned to eat in an area supervised by a member of the staff or may eat elsewhere.

PHYSICAL EDUCATION

For physical education class, all students will be required to bring the following items:

1. Athletic shoes
2. Complete change of clothes appropriate for the weather (ex. Shoes, shirt, socks, warm-up suits)
3. Towel and one piece swim suit for rain days and swimming units.
4. A combination lock to secure items in small lockers.
5. Large permanent lockers will be used for current after school sports only. Any lost and found clothing will be in the laundry room located between the girls and boys locker rooms.

PLEDGE OF ALLEGIANCE

Students will recite the Pledge of Allegiance every morning at the beginning of first period. If students choose not to participate, due to cultural or ethnic beliefs, we will ask that these students partake in a moment of silence. The anticipated outcome of the return of the Pledge of Allegiance in the middle school is to promote community and citizenship here at SHMS. By reciting the Pledge of Allegiance, we hope students will generate some positive thoughts and questions about our nation, its diversity, history, citizenship, and unity.

REPORT CARDS

Report Cards will be issued at the end of each trimester grading period (every 12 weeks).

Parents can view report cards in SchoolView approximately 2 weeks after the end of each trimester as noted in the calendar.

SCHOOL CLOSING IN INCLEMENT WEATHER

For information regarding the closing of school due to inclement weather, listen to WCCO radio (830 am), WCCO-TV (Ch 4), KSTP-TV (Ch 5), or call the district weather number 423-7777. You can also check the district web page. **PLEASE DO NOT CALL THE SCHOOL FOR THIS INFORMATION.**

STUDENT COUNCIL

The Student Council provides for the expression of student opinion; tries to build a good relationship between students and faculty; is a means of coordinating student activities; endeavors to keep school spirit at a high level; and carries out many worthwhile community service activities. Representatives are elected from the study body.

TELEPHONE

Telephones, located at the southwest corner of the main office and inside the white doors as you enter the cafeteria, are available for student use before and after school and during lunch. Students are not allowed to use phones in classrooms.

TOBACCO FREE STATEMENT

District 196 and Scott Highlands Middle School support the growing national movement toward a tobacco-free environment. Use of tobacco in district buildings or on district grounds is prohibited.

VISITORS

A student from another school wishing to visit class must first secure a pass from the Principal at least **two days** prior to the visitor's arrival. (No visitors the last two weeks of school).

No students from within the district may visit Scott Highlands Middle School while school is in session. Visitors must be in the same grade, and must not have school in his/her district. Visits are limited to one day.

Visitors are not allowed to ride the district buses.

WEB SITE

The SHMS Web site was created with students and parents in mind by making it user friendly with just a click of a button. By navigating through the menu bar, there is easy access to staff email address, student grades, daily announcements, student activities, ISD 196 Web page, community links, calendars, assignments, and voicemail numbers. The web address is listed on each page of the calendar.

STUDENT RECOGNITION

ACADEMIC EXCELLENCE AWARDS

Each trimester, students earning a straight "A" or "A-" average in all courses receive an Academic Excellence Award certificate. Awards are presented by the Principal or by teachers in the house.

STUDENT OF THE MONTH

Students are recognized for their academic accomplishments by teachers in each content area.

PRESIDENTIAL AWARD FOR EDUCATIONAL EXCELLENCE

The award is presented to eighth graders who have earned an A- average or better during their first two years in middle school and the first trimester of their eighth grade year. In addition, the student must have scored at or above the 85th percentile in total reading or math on the most recent standardized test.

ATTENDANCE POLICIES

Minnesota law requires school attendance until age 16.

ABSENCES

Excused absences are illness, serious illness or death in the family, home emergencies, and other types if excused in advance.

A parent is to call the attendance secretary at Scott Highlands after 7:30 a.m., and if possible before 9:30 a.m., to report an absence for that day. (Dial 952-423-7581). Parents may also leave a message 24 hours a day on the attendance line (952-423-7587).

Students should bring a note with the reason for the absence when he/she returns to school. The note is to be given to the attendance secretary. In the morning she will be in the cafeteria to write "Admit to Class" slips from 7:50-8:10 a.m. This is a student pass to show all teachers upon your return to class.

An unexcused absence is an absence for reasons not acceptable to school authorities. These absences may be incurred with or without the knowledge of the parent or guardian.

Unexcused absences may require a parent conference upon the student's return to school.

LEAVING SCHOOL DURING THE DAY

Permission to leave school during the school day may be obtained from the Attendance Secretary in the cafeteria from 7:50-8:00 a.m. A written note from a parent or guardian stating the reasons for requesting early dismissal is necessary. **Parents are asked to sign out their son or daughter at the Attendance Secretary's desk in the main office when meeting their child for an appointment or early dismissal.** No students are to leave the building without following this process. No students are to leave school grounds before or after school or during the school day. Pilot Knob Road, PDQ, and the shopping mall are off limits.

TARDINESS

If you arrive at school tardy after first period, check in at the Attendance Secretary's desk before you go to class.

Excessive tardiness will not be permitted and may result in assigned detention time. Parents will be notified by teachers in cases of their child's excessive tardiness to class.

TRUANCY

Cases of truancy will be handled by the Administration. Parents will be notified as soon as possible if their child is truant. By law, cases of habitual or extended periods of truancy must be referred to the County Attorney, and will most likely involve the juvenile court services.

MAKE-UP WORK

It is the student's responsibility to contact the teacher to determine what work is to be made up. The admit to class and make-up slip is obtained from the attendance secretary and is to be presented to each teacher throughout the day.

COCURRICULAR activities

ACTIVITIES OFFERED FOR MIDDLE SCHOOL STUDENTS

Fall Season

Girls Soccer
Boys Soccer
Girls Tennis
Girls Volleyball
Boys Cross Country
Girls Cross Country

Winter Season 1

Girls Basketball
Boys Wrestling
Winter Season 2
Boys Basketball
Winter Season 3
Boys Swimming
Girls Swimming

Spring Season

Boys Track
Girls Track
Boys Tennis

*6th graders are eligible only for cross country running and wrestling, per district policy. 6th graders may also participate in declam, student council, all clubs and drama.

NOTE: There is a \$40.00 participation fee charged for declam, chess, and drama (performance roles only).

ATHLETICS

All 7th and 8th grade boys and girls are invited to take part in athletics. Students wishing to participate in these sports should have some kind of insurance provided by the parents and a parent permission slip. The school district does not carry accident insurance. Physical examinations are required, and signature of parents or guardians must be obtained before a student is allowed to participate. There is a \$100.00 per sport participation fee payable to ISD 196 at the beginning of each season.

The following athletic department regulations shall be in force throughout the entire year and shall govern all students participating in any sport sanctioned as part of the school program:

*Every student will have access to any cocurricular programs in which he/she wishes to participate.

*SHMS will follow guidelines of the Minnesota State High School League as it pertains to drugs and/or alcohol.

*Students must be in attendance the entire afternoon on the day of activity to be eligible to participate in that activity.

GENERAL CONDUCT

Make decisions that will help you to become a better person. Make decisions you can be proud of at the close of each day. Students are responsible for their own actions.

All discipline will be handled on an individual basis when the need arises. Consequences include, but are not limited to, student conference, parent notification, detention, dismissal, in-school suspension (ISS), out of school suspension (OSS), restitution, and parent shadow.

The behavior expectation and consequences apply to students in any school or on any school district property, in district vehicles (buses, vans), at bus stops, and at school and district events.

Detention may be given by teachers or administrators for general infractions of school rules.

Suspension is usually a result of more serious offenses such as truancy, gross insubordination, repeated harassment, fighting, use of tobacco, alcohol or drugs on school property, willful destruction or defacing of school property, or over-all behavior which is detrimental to others. If a

suspension occurs, it includes school activities, such as athletics, plays, concerts, etc. **Students may not be on any school district property during suspension.**

Parents will be notified in all cases of detention and suspension.

The school district has sent home a complete copy of the Student Rights and Responsibilities Handbook. The handbook explains students' rights and responsibilities in school, as well as consequences for misbehavior.

Please Note:

Staff Notification of Violent Behavior by Students – The legislature modified Minnesota Statute 121A.64 to read: A classroom teacher has a legitimate educational interest in knowing which students placed in the teacher's classroom have a history of violent behavior. Teachers must be notified before such students are placed in the teacher's classroom. Students, who become identified as having a history of violent behavior as the year progresses, will constitute the need for teacher notification.

5.1 - Identification of Students with a History of Violent Behavior – A student who engages in a behavior identified as "VBS" (violent student behavior) in the consequences grid will be identified as a student with a history of violent behavior.

5.2 - Notification to Teachers/Staff – Teacher notification will occur on District Procedure 503.3.5P, Staff Notification of Violent Behavior by Students, with a copy placed in the student's educational record and retained pursuant to the school district's records retention schedule. Written notice should be provided to all of the student's classroom teachers. Building principals have discretion to provide notice to other staff members who also interact with the students. Written notification to the teacher will occur prior to the placement of a student in the teacher's classroom whenever possible.

5.3 - Once a student has been identified as a student with a history of violent behavior notification will occur for the remainder of the school year and the following school year. The period of notification will be extended accordingly for each new incident of violent behavior that occurs.

5.7 - Written Notification from Law Enforcement – A school that receives formal notification from law enforcement or the court system about a student's delinquent conduct in the community shall process that notification as required by Minnesota Statute 121A.75. This may include notification of appropriate staff persons if necessary to protect others from needless vulnerability and to allow staff members to work with the student in an appropriate manner. Notification shall be in accordance with the law and shall not be governed by the district's procedures for staff notification of student's with a history of violent behavior. The handling and retention of records received pursuant to Minnesota Statute 121.75 shall be according to the requirements of that statute and Minnesota Statute 120A.22, subd. 7.

(VSB = violent student behavior notification)

School administration will review the district policies with all students at the beginning of the school year. Parents should review this policy book at home.

DRESS CODE

It is very important that students dress in a manner which will not distract from the educational process. Cleanliness, neatness, and appropriateness will be stressed. Distasteful or distracting dress will not be permitted.

The following guidelines indicate what types of dress **will not** be permitted in our school:

- Revealing clothing – Shorts and skirts must be long enough to extend past a student's fingers when arms are fully extended at the student's side. Pants must be worn so the beltline is above the hips. Shirts must not be too revealing.
- T-shirts or other garments with profanity, inappropriate language, suggestive messages, or tobacco, drugs, or alcohol product advertising.
- Athletic shorts, jogging shorts or other attire more appropriate for physical education classes.
- Jean jackets, other jackets or coats in class.
- Caps, hats and other headwear. Hoods on "hoodies" are to be down at all times.
- All gang related clothing or insignias (bandanas, hats, jewelry).
- Shoes are to be worn at all times. A written note will be required in case a student is not able to wear shoes.
- If necessary, parents will be notified and asked to come to school to pick up their child or bring proper attire.

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Student Name: _____ **Hall Pass**

Trimester 1

Date	Depart Time	Destination	Return Time	Teacher

Destination Codes: N=Nurse R=Restroom L=Locker
O=Office C=Counselor M=Media Center

Student Name: _____ **Hall Pass**

Trimester 2

Date	Depart Time	Destination	Return Time	Teacher

Destination Codes: N=Nurse R=Restroom L=Locker
O=Office C=Counselor M=Media Center

Student Name: _____ **Hall Pass**

Trimester 3

Date	Depart Time	Destination	Return Time	Teacher

Destination Codes: N=Nurse R=Restroom L=Locker
O=Office C=Counselor M=Media Center