

ST. ANTHONY MIDDLE SCHOOL STUDENT HANDBOOK



3303 33rd Avenue Northeast
St. Anthony Village, MN 55418

Principal: Ms. Amy Kujawski
Dean: Ms. EmaKate Brohman

	Phone Number	Contact	E-Mail Addresses
Middle School Office	612-706-1030	Traci Adams	tadams@isd282.org
Middle School Fax	612-706-1040		
Principal	612-706-1031	Amy Kujawski	akujawski@isd282.org
Attendance Office	612-706-1034	Josie Kroics	msoffice@isd282.org
Dean	612-706-1026	EmaKate Brohman	ebrohman@isd282.org
Nurse	612-706-1107 fax 612-706-1140	Lori Watzl-King RN, LSN	lwatzl-king@isd282.org
Transportation	763-571-1541	Todd Niklaus 612-706-1117	tniklaus@isd282.org
Psychologist	612-706-1132	Katrina Peterson	kpeterson@isd282.org
School Counselor	612-706-1109	Renee Nettleton	rnettleton@isd282.org
Lunch Services	612-706-1017	Linda Admundsen	lamundsen@isd282.org
Athletics	612- 706-1105	Troy Urdahl	turdahl@isd282.org

For inclement weather:

Check WCCO Radio or local TV stations at 6 a.m. for school closing or late start information.

SAMS Bell Schedule 2020 - 2021



Mondays, Tuesdays, Thursdays, Fridays

First bell rings at 7:35 am

Period 1	7:40 - 8:31	(51 minutes)
Period 2	8:36 - 9:28	(52 minutes)
Period 3	9:33-10:25	(52 minutes)

Period 4 10:30 - 11:56

Lunch A 10:30-11:00 Period 4 11:05-11:56 (51 minutes)

Period 4 10:30 - 11:22 **Lunch B 11:27 - 11:57** (52 minutes)

Period 5	12:01 - 12:53	(52 minutes)
Period 6	12:58 - 1:49	(51 minutes)
Period 7	1:54 - 2:45	(51 minutes)

Wednesdays

First bell rings at 7:35 am

Period 1	7:40 - 8:25	(45 minutes)
Period 2	8:30 - 9:15	(45 minutes)
Period 3	9:20 -10:05	(45 minutes)

ADVISORY 10:10 - 10:50 (40 minutes)

Period 4 10:55 - 12:15

Lunch A 10:55 -11:25 Period 4 11:30 -12:15 (45 minutes)

Period 4 10:55 - 11:40 **Lunch B 11:45 - 12:15** (45 minutes)

Period 5	12:20 - 1:05	(45 minutes)
Period 6	1:10 - 1:55	(45 minutes)
Period 7	2:00 - 2:45	(45 minutes)

STUDENT HANDBOOK

St. Anthony Middle School welcomes students and parents back to school! Please acquaint yourselves with this student handbook. It is critical that parents and students familiarize themselves with the information provided in this document. Please note that more in-depth information on policies and procedures can be found in the “Student’s Rights and Responsibilities” document. If you have any questions or concerns, please contact us.

EQUITY COMMITMENT

SAMS is a school committed to authentic learning in a caring environment, and equity and anti-racist work must be at the center of our work. Additionally, our core values at SAMS include all-belong and respect. As students at SAMS, kids should embrace their responsibility to stay engaged in our equity work to make sure everyone feels safe, seen in the whole of their multiple and complex identities. If there are conflicts affecting the physical or psychological safety of students specifically because of their race, cultural, religion, or other statuses, there will be an investigation and the school discipline policies will be followed.

CO CURRICULAR ACTIVITIES

Sign ups for seventh and eighth grade sports are held before the season. Fall sports sign-up occurs the previous spring. Students should watch the daily announcements for information. For further information, contact the Athletic Director, Troy Urdahl, at (612) 706-1105.

<p>Fall: HS Soccer (boys and girls) - 7th and 8th graders can try out HS Girls Tennis - 7th and 8th grade HS Cross Country (boys and girls) - 7th and 8th grade HS Girls Swimming - 7th and 8th grade MS Volleyball - 7th and 8th grade</p>	<p>Winter: HS Girls Gymnastics - 7th and 8th grade HS Nordic Skiing - 7th and 8th grade MS Wrestling - 7th and 8th grade</p>	<p>Spring: HS Golf (boys and girls) - 7th and 8th grade HS Boys Tennis - 7th and 8th grade HS Girls Softball - 7th and 8th grade MS Track and Field - 7th and 8th grade</p>
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STUDENT COUNCIL

The student government organization provides services and organizes activities for the school and community. Examples of the activities include: Middle School Activity Nights, Spring Fling Week, Teacher Appreciation activities and fund-raising for the school sponsored student activities. Representatives are elected in the fall of every year.

SPECIAL INTEREST GROUPS

These vary from year to year depending on the interests of students and staff. For more information, please see our daily announcements. Examples include:

Grades 6, 7, 8: Speech, Builders Club, Lego League, Drama

Grades 7, 8: Knowledge Bowl

Grade 8: Jazz Band. Honor Choir. Music groups may have tryouts to determine membership. Contact your child's current music teacher for information.

MIDDLE SCHOOL PARENT COMMUNICATION

Daily announcements are available through email. If you are interested in having the daily announcements emailed directly to you, please contact the Middle School Office.

CHANGE OF ADDRESS/PHONE NUMBER/EMAIL ADDRESS

It is very important that our records remain up to date. Please update Skyward with changes as soon as possible. The office will receive an email notification once changes have been made to your information.

DATA PRIVACY

The St. Anthony-New Brighton School District Policy on student information kept by the schools and Community Services complies with federal and state laws guaranteeing the right to examine and challenge the contents of students' records.

Those having access to the student records include school staff with a legitimate educational interest in the child, another school district, colleges or educational institutions in which the students may enroll, and the courts when the record is requested by the judicial subpoena.

Information defined by law as directory information includes the student's name, photograph, place and date of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weights and heights of athletic team members, degrees and awards received, the most recent educational institution attended by the student, and pictures/photos for school approved publications or newspapers. It also includes the name and telephone number of student's parents.

Directory information is considered public information and the school is required to release the information upon request. A parent may refuse to have any or all directory information made public by notifying the building principal in writing within 30 days of this notice.

OFFICE HOURS

Middle School Office hours are 7:00 a.m. to 3:00 p.m. Telephone calls received before or after these hours will be transferred to voicemail or the Principal.

ENTRY TO THE MIDDLE SCHOOL

All outside doors will be locked after 8 am and remain locked throughout the remainder of the day. All visitors, students, and parents & guardians entering the building will do so through Door 1 on the SAVHS end of the building. All visitors, students, and parents & guardians will be asked to show identification upon entrance.

If special programs are planned, doors will be opened for that activity. This policy is intended to prevent outsiders from entering our facilities without our knowledge. It is not intended to prevent you from visiting — you are always welcome!

ENROLLMENT/WITHDRAWAL INFORMATION

ENROLLMENT

Students new to the district will complete a registration form along with information on their previous schools. Records will be requested and filed in the student's cumulative file. Registration forms may be obtained in the Middle School Office. Proof of in-district residence will be required of all resident students registering for the first time. For questions regarding open enrollment, please refer to the district website.

WITHDRAWAL

Students withdrawing from the school should have their parents/guardians contact the Middle School Office. A withdrawal form must be signed by each of their teachers, the media center, and the lunchroom before records are released to their school of transfer.

COURT ORDERS

Parents/guardians must supply the Middle School with a copy of any type of court order that may affect a Middle School student (e.g. who may visit the child, who has access to records, etc.). Court orders will be maintained in the student's file. The school must be notified if any changes take place during the year that affect the existing court order.

ATTENDANCE INFORMATION

ARRIVAL AT SCHOOL

Students may enter the school building after 7:00 a.m. unless prior arrangements are made with the SAMS main office. Teachers are not on duty until 7:15 am, so there is little supervision. The first bell rings at 7:35 a.m. signaling the start of school. School ends at 2:45 p.m. Students must be picked up by 3:15 unless they are staying after for a school sponsored activity.

MORNING DROP OFFS/AFTERNOON PICKUPS

Please drop off and pick up students in the horseshoe that extends from the high school to the middle school. The area on the west side of the building is for buses only; please do not enter that area.

ABSENCES

Call 612-706-1034 to report absences.

School attendance laws require children to attend school regularly. Attendance is a joint responsibility of parents and their children. If your child is to be absent from school, parents/guardians must call 612.706.1034. After office hours, parents/guardians may call the same number and leave a message on voicemail. Please provide the following information: name of student, grade, individual calling for the student, number of days absent and reason for absence. If your child is leaving for an appointment during the school day, please notify the attendance office by sending in a note or calling 612.706.1034.

RETURNING FROM AN ABSENCE

Please make sure the attendance office is aware of the reason for your child's absences. Students are to report to their 1st hour class upon returning from an absence. It is the student's responsibility to promptly make arrangements with teachers for makeup work upon returning to school. Many teachers utilize websites that allow for students to access curricular information outside of school. If your child returns during the school day, he or she must go to the attendance office and sign in. Students are not required to bring a note to school from the parent/guardian indicating the reason for absence on the day following the absence.

APPROVED LEGAL EXCUSES FOR STUDENT ABSENCES

Illness, doctor or dental appointments, death in the family, religious holidays and family emergencies are recognized as excused absences. It is essential families and students work with and stay in communication with SAMS and the Dean of Students once a student has 8-10 (or more) absences. If a student is absent 8-10 or more school days in a given year, a doctor's note may be required to excuse future absences. To participate in co-curricular or extra non-athletic activities, students must be in school by 12 noon on the day of the event.

LEAVING SCHOOL DURING THE DAY

Although we encourage families to make appointments after school hours, we know that occasionally students must leave. To arrange for leaving for an appointment during the school day, please:

Notify the main office by sending in a note or calling 612.706.1034

Have your child stop in the Main Office to receive a Permit to Leave slip.

When it is time for the student to leave, the student should present the Permit to Leave slip to the teacher.

(Parents do not need to come in and sign out their child). Students will be released into the custody of their parent/guardian or other authorized person.

If returning the same day, the student must enter the school through Door 1 (SAVHS entrance) and sign in at the Main Office upon return and receive a pass to return to class. Students must be in school for at least a half of a day to participate in after school athletic activities. Exceptions to this policy are: field trips or situations where previous administrative approval was given.

Any absence due to a medical (doctor, dental, eye) appointment must have a note from the medical office to participate for that day.

Final authority for infractions of this rule will rest with the Athletic Director or Principal. Students absent from school on Friday with a contest the following day (Saturday) will be eligible to participate provided the absence is an excused absence in the eyes of the Athletic Director or Principal.

ILLNESS

Students who are ill are dismissed by the Health Office. Parents should check with the Health Office to discuss where to pick up their child. Students will not be dismissed unless the nurse has approved them for dismissal. See the Safety/Health section below.

END OF DAY

Students are expected to depart the building promptly when they finish with their school responsibilities or activities. Students are supervised outdoors until the last bus departs. Students are expected to wait for their parents/guardian by the middle school entrance or in the main entrance to the High School until 3:15 pm.

LATE ARRIVALS

Students who arrive late to school should go directly to the main office for a pass to enter class. If it is after 8 am, students will need to enter through Door 1 (SAVHS entrance) Students will sign in upon arrival in order to provide a record of the date and time. If they arrive late without an acceptable written excuse signed by a parent/guardian OR, if we have not received a phone call explaining their tardiness, they will be marked tardy (unexcused).

1-3 Tardies	Warning Issued
4 Tardies	Phone Call home
5-8 Tardies	Lunch Detention for each; 2 for the price of 1 if skipped; phone calls each time after 4
9 Tardies	After School detention - phone call home
10 Tardies	Parent Meeting to write Attendance Plan

Arrive at 8:10 am or later = Marked as an unexcused Absence

ANTICIPATED ABSENCES (PRE-APPROVED)

The intent of this type of excuse is to provide an opportunity for students to accompany their parents/guardians on a vacation that cannot be scheduled when school is not in session. Vacations taken during school days fall within the excused category if the vacation has been pre approved by the principal. To obtain a pre-approval, please complete a Request for Special Absence form from the main office at least one week in advance of the absence. When considering the approval or denial of anticipated absences, administrators consider the student's previous attendance records as well as their current level of academic concern.

If approved, the student is to acquire the signature/homework for each class period. This form must be completed and submitted to the Middle School Office for the principal's signature at least two days before vacation begins.

Because the interaction that takes place in the classroom can never be duplicated through make-up work, we strongly encourage students to take vacations during days in which school is not in session.

MAKEUP TIME/WORK

For excused absences, a student should work with teachers to make sure all make-up work is done in a timely manner. Schoolwork not turned into the teacher within the agreed guidelines may result in the assignment receiving no credit. In the case of a prolonged excused absence, a deadline shall be mutually agreed upon by the teacher, student and, if necessary, the principal or dean.

UNEXCUSED ABSENCES

Unexcused absences are absences that are not excused. Please note that unexcused absences also include vacations that are not pre-approved. Teachers will determine whether or not credit for work will be given for any unexcused absences. Repeated late arrival will prompt contact with parents/guardians and will eventually result in a truancy notice

TRUANCY

Truancy means any absence of part or all of one or more days from school during which the school attendance officer has not been notified of cause of such absence by the parent or guardian of the absent pupil. A student arriving more than 10 minutes late to a class without a valid reason may be considered truant for that class period. A habitual truant is a student absent from school without an acceptable excuse for part or all of five or more days. If a student is truant, parents/guardians will be notified. If the situation is repeated, a parent guardian meeting will be requested. If efforts to reduce the truancy are ineffective, the student will be referred to appropriate agencies. Truancy is a violation of Minnesota State Law. Continuing truancy will be reported to the Juvenile Court in the county of residence.

ATTENDANCE COMMUNICATION/ACTION PROTOCOL

Unexcused School Days	Actions Taken
3 days	Dean of Students makes email contact with parents.
6 days	<p>Hennepin County: School submits Parent Group Meeting report to HC; Letter home from school administration.</p> <p>Ramsey County: School completes the Student Attendance Matters Informational Meeting referral form with the county. County will send a letter to the parents from the county.</p>
9 days	<p>School administration will meet with the student individually. Possible referral for mental health support and/or implementation of specific accommodations.</p> <p>Hennepin: School submits a 2nd report to the county. Letter home and phone contact from Dean. Request for meeting with the nurse and Dean.</p> <p>Ramsey: Family meeting with the nurse and Dean of Students. Complete an in school attendance contract.</p>
14 days	<p>School submits an educational neglect/Truancy report to the county. Letter home and phone call from Administration. Meeting with nurse, counselor, psychologist, and principal.</p> <p>Hennepin: School submits an Educational Neglect/Truancy report to the Hennepin County Attorney's Office.</p> <p>Ramsey: School submits an updated educational neglect/truancy report to the county. Refer the parent and student to a School Attendance Review Team (SART) hearing</p>
15+ days	Continued contact with the county and home for each continued absence.

SCHOOL CLOSING/DELAY

WCCO Radio 830 (AM Radio) and local TV stations will be notified by 6:00 a.m. of the decision to close schools or to begin the school day late. It is ultimately the parents'/guardians' decision whether or not their children should attend school if school is still in session. Students absent with parental permission in inclement weather when school is held will be marked as "Absent (excused)." During winter months, a late breaking storm may necessitate an early school closing. Please instruct your child on what to do if there is no one home when school is dismissed early.

FIELD TRIPS

All field trips will be excused absences for all students. Teachers and grade-level teams work to bring real-world experiences to all students through field trips connected to the grade-level curriculum. While parents may opt out of any field trip, it is encouraged that all students attend. Money should never be a reason for a student to not attend a field trip. Scholarships are available to anyone.

TRANSPORTATION INFORMATION

BUS TRANSPORTATION

Bus transportation is arranged through Metropolitan Transportation. To express concern about transportation, please contact Todd Niklaus at 612.706.1117. Students not assigned to a bus may not ride buses. Bus passes to ride other buses (for example, to a friend's house) are no longer allowed. Students who qualify for bus transportation will have the PRIVILEGE of being transported so long as the approved rules and regulations established to educate and to provide a safe transportation system are not violated. When a student violates the busing rules, riding privileges can be suspended or revoked subject to school guidelines. When a student is suspended from the school bus, it is the parent/guardian's responsibility to provide transportation.

Please contact the office for a more thorough description of the district's transportation policies.

BICYCLE

Bicycles should be parked in the middle school bike rack and locked to ensure security. Students will need to bring their own locks.

SAFETY/HEALTH

HEALTH OFFICE

The Health Office, staffed with a Health Aide, is located in the High School counselor's area. The Health Office phone number is 612-706-1107. Students with health issues or who are not feeling well should obtain a pass from their teacher and report to the Health Office. If the school staff determines the student needs to be sent home, parents will be contacted. Any student who is ill and wishes to leave the building must first have the permission of the school health personnel. The District Nurse is in the building several days per week and is available by phone for consultation at 612-706-1077. REMINDER: It is of primary importance that your emergency information is current.

MEDICATION

The administration of over-the-counter medication by school health staff requires the written permission of the parent and the doctor. Students in grades 7 through 12 are allowed to self-carry and self-administer over-the-counter pain relief medications with parent permission. Any prescription medication needs to be given by the nurse office staff and needs to have a doctor and parent signature. Students in 6-12 grades may carry inhalers and EPIPENS with a completed doctor and parent permission form. Permission forms for the self-carry as well as the nurse administered medication are available on the school nurse website or in the Health Office. Please complete the permission form(s) and return to the nurse.

IMMUNIZATIONS

It is the expectation that all students will be up to date on their immunizations. If you have any questions regarding whether your child's immunizations are current, please contact the Health Office at 612.706.1107.

INSURANCE

St. Anthony-New Brighton schools work hard to provide a safe environment for students. The district's Health and Safety Committee reviews concerns and suggests safe practices for schools to follow. However, despite best efforts, accidents do occasionally happen. Even normal childhood activities such as playing on the playground carry a potential for injury. The district does not provide insurance coverage for accidents that may occur during the regular school day. Parents should consider this when planning their family insurance program.

STUDENT BEHAVIORAL EXPECTATIONS

SAMS is a school where hard work is fulfilling, important, rewarding, and expected; all belong and feel valued, accepted, and encouraged to be themselves; respect is built for ourselves and our community.

At SAMS a Caring Environment looks like ...

Hard Work

At SAMS we will demonstrate hard work by:

- taking responsibility for our own learning
- using feedback and self reflection to guide our learning
- being engaged in our learning by being attentive, participating, and managing our time
- demonstrating perseverance (grit)

All Belong

At SAMS we demonstrate acceptance by

- welcoming all who are in our school.
- celebrating differences and uniqueness.
- showing kindness through words and actions

At SAMS we will seek out opportunities to act with courage by:

- standing up for each other.
- being open minded to others lifestyles and beliefs.

Respect

At SAMS we will show respect:

- for each other by being polite and showing good manners, being considerate of the feelings of others, peacefully handling disagreements, and practicing positive digital citizenship.
- for the building by taking care of all property (your's, others', and the school's) , picking up your area, practicing proper bathroom etiquette, and keeping the hallway free of trash.
- for others by actively listening, being thoughtful about receiving feedback, responding to feedback in an appropriate manner, following instructions the first time, and using a polite tone of voice,
- by modeling expected behavior, speaking positively about students, individualizing instructions, and working together to help every student reach their full potentials.

If these expectations are not met, disciplinary action or consequences for these offenses may include but are not limited to the following:

- | | |
|---|--|
| 1) Student conference | 8) Referral to community service or outside agency services |
| 2) Parent contact | 9) Assignment to alternative program |
| 3) Parent conference | 10) Suspension from school |
| 4) Suspension from extracurricular activities | 11) Referral to police or other law enforcement agencies; |
| 5) Detention | Referral to county juvenile authorities for delinquency adjudication |
| 6) In-School monitoring/supervision | 12) Transfer to another school building |
| 7) Referral to in-school support services | 13) Expulsion or exclusion from school |

These actions are not listed in any particular order and other appropriate actions may be taken as determined by building administrators. Based on District Policy 506 - which can be seen in its entirety on the district website.

PUPIL FAIR DISMISSAL ACT/REMOVAL FROM CLASS

In accordance with the Pupil Fair Dismissal Act of 1974 and the 1983 Removal from Class Statue, a student may be removed from class, suspended, excluded, or expelled from school for:

1. Willful conduct which materially and substantially disrupts the rights of other students to an education.
2. Willful conduct which endangers the student or other students, or the property of the school.
3. Willful violation of any reasonable School Board policy and/or supplemental school building rules.

This list is not intended to be all inclusive, and other forms of misconduct not included will be addressed as necessary by the staff. The building administration has the discretion to modify disciplinary actions based on the circumstances of the situation. Please refer to the Students Rights and Responsibilities packet that was handed to every student for further details.

HARASSMENT/VIOLENCE

The district believes that all adults and students have the right to be in a school and workplace environment that is free of any form of emotional or physical abuse, violence, and harassment. The district will investigate all complaints or allegations, either formal or informal, within the school environment.

The school district will discipline any pupil or employee of the district who retaliates against a person who reports alleged harassment, abuse, or violence.

Types of harassment may include, but are not limited to: racial, sexual, religious, gender, sexual orientation, emotional, physical, threatening, or intimidating.

To report any harassment/violent incidents, please refer to the end of this document. The form can be turned in to any safe and trusted SAMS staff, and the principal or dean of students will be in touch within 48 hours.

BULLYING

The Saint Anthony School District strives to provide safe, secure, and respectful learning environments for all students in school buildings, on school grounds, on school buses, and at school-sponsored activities. Bullying is conduct that interferes with a student's ability to learn and a teacher's ability to educate. This policy protects students against bullying and retaliation by other students. This policy also protects any student who voluntarily participates in any district function or activity from prohibited conduct, whether the student is enrolled in the district or not.

Bullying is any written, verbal expression, physical act or gesture or pattern of such that causes a student(s) to feel distressed and which substantially interferes with another student(s) education, opportunities or performance. Participation in acts of bullying will be subject to disciplinary action.

"Cyberbullying" is bullying that occurs when an electronic device, including, but not limited to, a computer or cell phone, is used to transfer a sign, signal, writing, image, sound or data and includes a post to a social network, Internet website or forum.

Retaliation is prohibited by any student or district employee against anyone who in good faith asserts, alleges, reports, or provides information pertaining to an alleged incident of prohibited conduct. The school district will take appropriate action against any student or district employee who engages in retaliation. Filing a false accusation of bullying is also prohibited.

See district policy 514: [BULLYING PROHIBITION POLICY](#)

Any student, parent, guardian or community member may fill out a Bullying Form if they feel a situation needs to be addressed. It can be submitted to the main office, and the Dean of Students, the Counselor, or the Principal will be in touch within 48 hours.

CELL PHONES

All grade level teams have instituted a No Cell Phone rule for the entirety of the school day. ***Student's will be asked to turn off and store their cell phones in their locker from the first bell in the morning until the dismissal bell in the afternoon.***

TOBACCO/CHEMICAL VIOLATIONS

Any student admitting to or found by a credible witness (e.g. any school personnel, law enforcement agent, parent/guardian of the student in violation, etc.) to be using, under the influence of, or possessing any tobacco, alcohol or illicit drugs on school property or at school sponsored events will be subject to penalties. If reported by a credible witness, penalties for students using, under the influence of, or possessing alcohol or illicit drugs off of school property (and not in MSHSL) will result in a conference with the principal and/or the school social worker.

DAMAGE TO PROPERTY

Willful or deliberately defacing or destructing any property belonging to the school district, staff, or others will result in restitution and/or referral to the St. Anthony Police Department.

REPEATED REFUSAL TO COOPERATE

In spite of prior interventions, students that repeatedly refuse to cooperate and interfere with the learning of other students will be removed from the classroom and be considered for dismissal, suspension, or expulsion.

SEARCH PROCEDURES

School officials may inspect personal possessions and/or a student's person may be inspected based on a reasonable suspicion that the search will uncover a violation of law or school rules. Lockers and desks may be searched for any reason without consent or a search warrant.

WEAPONS

Independent School District 282, St. Anthony, Minnesota prohibits all persons from possessing any weapon while in school, on school grounds, at school events or activities, upon entering or departing from school grounds or school-sponsored events or activities and on school buses or any other school vehicle.

STUDENT PROCEDURES

LOCKERS

Students are issued a locker at the start of school. These lockers are secured by a school issued padlock which is also assigned in the fall of each school year. Students are not to give their combinations to anyone. The student is responsible for replacement of lost or misplaced padlocks. Personal padlocks may not replace the school issued padlocks. In the case of a lost padlock, students will need to purchase a replacement padlock from the Middle School office. The cost is \$5.00.

Students are responsible for their own locker. Pictures and other articles taped with masking tape may be used to decorate the inside of the locker but any damage to lockers will be the student's responsibility, treated as a fine, and charged accordingly. The use of magnets or magnet strips to adhere items to the lockers is encouraged. Pictures or other personal effects must adhere to regular classroom and school standards and policies.

Subdivision 1. Policy. It is the policy of the state of Minnesota that: "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. School authorities for any reason may conduct inspection of the interior of lockers 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" (M.S. 127.47 School locker policy)

ANNOUNCEMENTS

The weekly announcements will be shared as part of Advisory. They will also be posted on the television across from the MS Office. The MS announcements are sent to parents directly, via email, if requested. If you are interested in MS announcements emailed directly to you, please contact the Middle School Office.

HALL PASSES

Students are required to have a pass if they are in the hallways during class time.

DRESS AND GROOMING

Students are responsible to dress in such a manner that meets the two basic principles that govern our dress code, is not a health and safety hazard, is not lewd, obscene, abusive, or discriminatory as defined by our dress code. Clothing which displays products that are illegal for use by minors is not permitted. Students found to be dressed in a manner disruptive to the educational program will be asked to turn clothing inside out, cover it, or be removed from class until parents can be contacted and bring appropriate clothing for the

student. Final decisions on student dress code will be made by building administration. (Policy 504 - can be found in its entirety on the district website)

BREAKFAST

Breakfast will be served at the SAMS end of the building from the Breakfast cart starting at 7:15 to 7:40 every morning. All kids are welcome to purchase food. The cost of breakfast can be purchased before the school day for \$2.15. Menus are [online](#).

LUNCHES

Our lunch program has ala carte services, as well as a standard hot lunch. The cost of the hot lunch is \$3.00. Checks should be made out to St. Anthony Middle School and may be placed in the lunch payment box in the Middle School Office before 9:30 a.m. Please include the student's name on the memo line of the check. Menus are [online](#).

LUNCHROOM

Use the first floor high school hallway to quietly go to lunch with NO RUNNING OR HORSEPLAY in the hallways.

The following activities are prohibited: shouting, banging, popping bags or milk cartons, throwing items, whistling, running, physical games or other horseplay. Students will show respect to all cafeteria staff.

Once students are in the lunchroom, they may not leave until they are dismissed at specific times or they are told that they may go outside. Once seated, students are to remain seated unless throwing away trash or purchasing something from the snack bar.

Before being dismissed, all food and paper must be picked up from the table and floor. Each student is responsible for the cleanliness of the table and of the surrounding area. Students are expected to be responsible as a group. The table's cleanliness is everyone's responsibility. Thus, occasionally, students will need to pick up items that may not be theirs. If this becomes a problem, tables will be assigned table captains who will be responsible for gaining permission for the table to be dismissed by one of the cafeteria supervisors.

No food or beverages may leave the lunchroom.

Students who do not follow cafeteria and outdoor rules will be asked to sit in a designated area, assigned isolated lunch, or assigned detention for repeated violations.

EDUCATION BENEFITS- (free and reduced breakfast and lunch)

Paperwork to apply for free or reduced lunches can be acquired in the Middle School Office or [on the Middle School website](#). **It is paperwork that must be renewed EVERY year.**

VISITORS TO SCHOOL

Visitors are asked to enter through Door 1 (SAVHS entrance) and sign in at the Middle School Office. If parents wish to speak with an individual teacher, please contact the teacher for an appointment.

STUDENT VISITORS

Students from other schools are not allowed to attend classes at St. Anthony Middle School unless they are prospective students and have been authorized by the administration. Unauthorized students or visitors will be asked to leave the building.

TELEPHONE USAGE

Students may use the telephone in the office before and after school. During the day, students must obtain a pass from their teacher to use the office telephone. A student will not be called from class to receive telephone calls. Only emergency telephone messages will be delivered to students.

STUDENT ACTIVITY NIGHTS

Appropriate school behavior and adherence to all school rules is expected. Students with unserved detentions or assigned suspensions will not be allowed to attend. Students must have parental/guardian permission to participate in all student activity nights.

LOST AND FOUND

Lost and Found is located in the MS and HS front entrance hallways. All lost articles should be immediately turned into the attendance office. At specified times throughout the school year, unclaimed items will be donated to charity. If you are unable to locate your lost item in the lost and found, please check with all school offices.

CAMERAS AND PICTURE TAKING

At no time are students allowed to take pictures with personal cameras, cell phones, or any other recording devices due to student data privacy issues.

INTERNET POLICY

Access to the Internet is a privilege, not a right. Students may use it to locate, use, and exchange ideas for educational purposes. In doing so, students are expected to abide by the following network guidelines. Violations of these guidelines will result in disciplinary action and possible loss of access privileges.

Use the Internet for educational purposes.	Do not use the Internet for any illegal activities or personal financial gain.
Respect current school policies and behavior standards.	Be polite and use appropriate language. Do not swear or use any vulgarities. Do not peruse, download, or print offensive text or graphics.
Respect the rights of others. Do not copy or modify files, data, or passwords belonging to others without their permission. Do not post the work or communications of others.	Abide by current copyright laws and statutes. Acknowledge your sources of information and graphics.
Accurately represent yourself, but do not reveal your personal address or phone number or anyone else's.	Note that e-mail is not private. People who operate the system have access to e-mail.
Respect the network. Use Internet time and limited resources wisely. Do not damage equipment, alter the system or disrupt network services.	Respect system security and do not contaminate the system through viruses.

Abide by district guidelines for student publishing on the Internet. Any items produced by students will not be posted without their permission and that of their instructors and parents/guardians. If permission is granted, items will be considered fair use and available to the public.

COUNSELING AND GUIDANCE

At SAMS, we are committed to providing authentic learning in a caring environment. Yet, developmentally, middle school students are challenged by the rapid changes in their social, emotional, and physical growth. The school counselor can assist your child with academic, personal, social, and emotional development.

To meet these varied needs, the school counselor is available for consulting, leading groups, and supporting students and parents. The counselor also serves as a resource for community programs. The counselor's office is located in the main office. To obtain general information or to arrange an appointment, you may contact Renee Nettleton at (612) 706-1109 or rnettleton@isd282.org.

CLASS/GRADING INFORMATION

GRADES/SCHEDULES

Questions about grades should first be directed to individual teachers. Questions that remain about grades can be directed to Ms. EmaKate Brohman, Dean of Students at SAMS. Any questions about schedules can be directed to Ms. EmaKate Brohman, or Traci Adams, SAMS Administrative Secretary. Parents may access their child's current class grade status, progress reports, general information and attendance records over the Internet through Skyward. Only parents who have requested reports will receive a paper copy of their child's progress.

At SAMS, we do not have an accurate class rank nor do we have an honor roll.

ACADEMIC INTEGRITY

Students are expected to do their own work. Sources should be cited when using the work of others in papers, reports, etc. Students who engage in academic dishonesty will have consequences as determined by the teacher. This may include loss of credit.

PROGRESS REPORTS/REPORT CARDS

Parents/guardians will be able to see Quarter grades in Skyward online. Please refer to the school calendar for the exact dates. If parents/guardians do not have online access, they will be provided with paper copies if requested.

Report cards are available on Skyward. They are not mailed home unless requested by a family. Please refer to the school calendar for specific dates when these reports are available.

TESTING

SAMS gives several school-wide online tests:

- Measures of Academic Progress (MAP) in Reading and Math in the fall and spring. This assessment measures individual growth, and it is an adaptive test that assesses students at their precise level of learning.
- MN Comprehensive Assessments (MCAs) in Reading, Math, and Science (grade 8 only) in the spring only. This is the state of MN's standardized test for accountability. It is a test that is not designed to assess a student at the individual level. It is designed to test a grade-level and school level.
- Behavioral Emotional Screening System- this is the universal screening tool we use to help us identify students who have internal or external stressors. It helps us be responsive to students' needs more thoroughly.

Minnesota Statutes, section 120B.31, subdivision 4a. Student Participation requires MDE to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments. The Parent/Guardian Guide to Statewide Testing document provides some basic information to help parents/guardians make informed decisions that benefit their child and their school and community. The form to meet this legislative requirement is available at the link below; it must be returned to your student's district. Your student's district may require additional information.

[Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing Form](#)

PARENT/GUARDIAN INVOLVEMENT

SAMS Parent Counsel

SAMS Parent Counsel used to be called SAMSA. This organization meets monthly and the dates can be found in the district calendar as well as on the middle school website.

PARENT/GUARDIAN INVOLVEMENT

We welcome parents to become involved in their child's middle school education. There are many ways to become involved, including chaperoning activity nights and field trips, assisting with drama productions, and band boosters. Notice of volunteer opportunities will be communicated through email. If you do not have email, please contact the Middle School office with your volunteer interests.

We welcome parents to become involved in their child's middle school education. There are many ways to become involved, including chaperoning activity nights and field trips, assisting with drama productions, and band boosters.

We are also always looking for people to help with conference dinners, book fairs, and Teacher Appreciation Week. Notice of volunteer opportunities will be communicated through announcements and email updates from the principal.

NonDiscrimination Statement

It is the St. Anthony New Brighton School District's policy to provide equal education opportunity for all students and to provide equal education opportunity for all students and to provide equal employment opportunity for all employees. The district does not discriminate in admission, treatment, employment, or access to its programs or activities. In addition, the School District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age.

School District Policy
INDEPENDENT SCHOOL DISTRICT NO. 282
HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Harassment and Violence

Independent School District No. 282 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant: _____

Home Address: _____

Work Address: _____

Home Phone: _____

Work Phone: _____

Date of Alleged Incident(s): _____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation \ disability

Name of person you believe harassed or was violent toward you or another person or group: _____

If the alleged harassment or violence was toward another person or group, identify that person or group: _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur? _____

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

(Received by)

(Date)

Claims of discrimination may also be pursued through the following agencies where appropriate:

U.S. Department of Education Office for Civil Rights, Region V 500 W. Madison Street – Suite 1475 Chicago, IL 60661 Tel: 312-730-1560 TDD: 312-730-1609	For complaints of employment discrimination: Equal Employment Opportunity Commission 330 S. 2nd Avenue Suite 430 Minneapolis, MN 55401 800-669-4000 612-335-4040 TDD: 612-335-4045
MN Department of Human Rights 190 E 5th Street St. Paul, MN 55101 800-657-3704 651-296-5663 TDD: 651-296-1283	

This document provides general information and is not to be a substitute for legal advice. Changes in the law, including timelines for filing a complaint, may affect your rights.

Legal References:

34 C.F.R. Section 104.7(b) (Section 504 of the Rehabilitation Act)

34 C.F.R. Section 106.8(b) (Title IX of the Education Amendments of 1972)

Resources:

U.S. Department of Education
 Office for Civil Rights, Region V
 500 W. Madison Street – Suite 1475

Chicago, IL 60661

Tel: 312-730-1560

TDD: 312-730-1609

Reading Room, U.S. Department of Education, Office for Civil Rights:

<http://www2.ed.gov/about/offices/list/ocr/publications.html>