

# BROOKLYN MIDDLE STEAM SCHOOL

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**STEAM** — **S**cience, **T**echnology, **E**ngineering, **A**rts and **M**ath: Engineering a Global Perspective

## Parent/Student Handbook/Calendar



**2021-2022**

**7377 Noble Avenue North • Brooklyn Park, Minnesota 55443**

**General Information Phone: (763) 569-7700**

**Attendance Line: (763) 569-7616**

# Welcome to Brooklyn Middle STEAM School!

Dear Parents/Guardians and Students,

Welcome to the 2021-22 school year at BMS!! We are excited for our students to return to us safely and ready for another amazing school year. Receiving this calendar/handbook is the first sign to prepare for the upcoming year ready to learn as young citizens of our school community!

This calendar/handbook has many purposes: 1) Introduction of the staff members in the building; 2) Information regarding school wide events; 3) Academic and athletic information that middle school students can be involved in; 4) District policies and procedures; and, 5) Information regarding school and district guidelines that all students are to follow. This Parent/Student Handbook Calendar holds vital information for you and your student as they enter the secondary level. We ask that you please review these policies, student expectations and student behavior practices with your child. We want to ensure that all students feel safe and secure as they come to school. As partners in your child's education, we rely on support, help and understanding. This is key to creating a positive learning environment for our children to learn, grow and have a positive secondary school experience at Brooklyn Middle School.

We believe in our district's mission; "To inspire and prepare all students with the confidence, courage and competence to achieve their dreams, contribute to community and engage in a lifetime of learning." We look forward to working with you and your child during the upcoming school year. On behalf of the staff at BMS, we believe in working together with a common purpose; the future success of our next great leaders.

Go Bulldogs!

Kim Monette, Principal

Megan Havelak, Assistant Principal

## BROOKLYN MIDDLE STEAM SCHOOL

### Brooklyn Middle Students **PERFORM!**

As a community of learners, we value . . .

**Professional Development**

**Environment of Respect**

**Responsible Citizenship**

**Family Involvement**

**Opportunities to Learn**

**Recognition of Achievement**

**Make It Happen!**

## IMPORTANT TELEPHONE NUMBERS



BROOKLYN MIDDLE SCHOOL OFFICE .....	(763) 569-7700
Student Attendance Line .....	(763) 569-7616
BMS Pool (after 5:00 p.m.) .....	(763) 569-6913
BMS Custodians (after 5:00 p.m.) .....	(763) 569-6906
Osseo School District Offices .....	(763) 391-7000
Community Ed. & Services .....	(763) 391-7114
District School Bus Information.....	(763) 391-7044
Brooklyn Park Parks & Recreation .....	(763) 493-8335

### ISD 279 MISSION

is to inspire and prepare all students  
with the confidence, courage and  
competence to achieve their dreams;  
contribute to community;  
and engage in a lifetime of learning.

OSSEO AREA SCHOOLS

ISD  279

# WELCOME TO THE BULLDOG ZONE!!

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## SUPPORT SERVICES

Annessia Xiong (6th Grade).....	Counselor
Elizabeth (Liz) Johnson (7th Grade) .....	Counselor
Judy Anderson (8th Grade).....	Counselor
Remi Ereku, Social Worker.....	Prairie Care
Jamie Halvorson, Mental Health Therapist.....	Lee Carlson
TBD.....	Cornerstone
Kayla Schilling.....	Social Worker
TBD.....	Social Worker
Linda Johnson.....	Head Building Secretary
Emily McMullin.....	Assistant Principal Building Secretary
Jackie Oelrich .....	Counseling Building Secretary
Daisy Dang .....	Receptionist
Patty Bettendorf .....	Attendance Receptionist
Boun Xiong .....	Police Liaison Officer
Michelle Stoltz.....	Licensed School Nurse
Jennifer Fletcher .....	Special Ed Building Coordinator
Phil Weise .....	Special Ed Due Process Secretary
Ramona Weber.....	Head of Food Services
Troy Moseng.....	Head of Custodians

## BROOKLYN MIDDLE SCHOOL STAFF

ACADEMIC SKILLS FACILITATOR	FAMILY & CONSUMER SCIENCE	SCIENCE
AVID	Romano, Beth	Andreasen, Rebecca (6, 8)
Olstadt, Stacy		Cashman, Elizabeth (7)
ACADEMIC SKILLS	INSTRUCTIONAL COACH	Futrell, Jordan (7)
Horgen, Jared	Abegglen, Gretchen	Holtz, Chris (6)
	Fisher, Deana	Oar, Tim (8)
ART	LIBRARY MEDIA SPECIALIST	Shortreed, Cecilia (6, 7)
Bennett, Sarah	Bernards, Janelle	Wasti, Shelly (8)
Frueh, Nicole		
DIFFERENTIATION COACH	MATH	SOCIAL STUDIES
Leitschuh, Katherine	Champ, Ryan (6)	Agosto, Erin (8)
	Cowley, Karen (8)	Bailey, Sarah (6)
EL	Enderle, Celeste (Math Lab)	Horgen, Jared (8)
Chong, Krista	Engeman, Sara (6, 7)	Krogstad, Kari (7)
Houge, Susan	Kiecker-Olson, Amy (6)	Jenson, Maren (6)
Traynor, Heidi	Kosbau, John (Math Lab)	McGowan, Laura (8)
Wacholz, Tanya	Sakry, Wendy (8)	Shannon, David (7)
ENGLISH/WORLD LANG.	Stang, Samantha (7, 8)	
Anderson Wallar, Kimberly (7, 8)	Tsvetkov, Pavlina (7)	SPECIAL EDUCATION
Erickson, Chelsea (6, 8)	Wallner, Amanda (Math Lab)	Balfany, Cindy (Speech/Lang)
Green, Elizabeth (6)	MUSIC	Bingham, Devin
GrandPre, Stephan (6)	Meyer, Andrew	Fletcher, Jennifer (SEBC)
Hanson, Heather (Reading)	Terry, Paul	Franz, Denise (OT)
Heggem, Sam (Reading)	Wilson, Maria	Gillman, Sarah
Kadid, Annmarie (Spanish)	PHY ED/HEALTH	Hanson, Michelle
LaPointe, Katie (Reading)	Adams, Taryn	Keith, Maria
Thibodo, Chyenne (7)	Bombalier, Juli	Kempkes, Jessica
VanBockel, Timothy (7)	Judkins, Traci	Navis, Jessica
Zagzebski, Pam (8)	Stoll, Jeff	Niedenfuier, Josh
EQUITY TEACHER/SPECIALIST/	PROJECT LEAD THE WAY	Perkins, Denise
COORDINATOR	Brix, Kalyn	Phillips, Brett
Johnson, Shawna	Romano, Beth	Schilling, Kayla (Soc Worker)
Kwatampora, Shana	Shipley, Wayne	Singleton, Lydia (Psych)
Wells, Wakaya		Voigtlander, Michael
		TBD (Soc Worker)
		STEAM COORDINATOR/TIS
		Comisar, Shannon

## Administration

Kim Monette .....	Principal
Megan Havelak .....	Assistant Principal
Donnay Green (6th Grade).....	Student Management Specialist
Larry Bilbro (7th Grade).....	Student Management Specialist
Rachel Kalk (8th Grade).....	Student Management Specialist
Erin Manning .....	Business Manager



# WE ARE THE BULLDOGS!!

## What does it mean to be a BULLDOG?

### **BULLDOGS are relentless on teaching and learning...**

- STEAM program — Science, Technology, Engineering, Arts and Math-Engineering a Global Perspective
- Value Added STEAM Standards embedded into curriculum
- Social Emotional Learning skills
- Digital Citizenship curriculum
- Technology based programs to enhance learning and prepare students for the 21st Century
- Positive Behavior Intervention Supports (PBIS)
- ENVoY & Love and Logic Strategies for Teachers
- Building Wide Silent Sustained Reading (SSR), Focus on Literacy Strategies, Book Clubs
- Advanced math classes
- Project Lead the Way engineering classes

### **BULLDOGS are relentless on learning through school and community involvement...**

- Before and after school programs that engage students in giving back, learning new skills and engaging in their school community
- GPS — Guides to Personal Success; student mentoring students
- Community Partnerships with One2One Mentoring, City of Brooklyn Park Parks and Recreation, Boston Scientific, Brooklyn Park Police, Brooklyn Park Rotary, Teen Annex, Cornerstone, Prairie Care, Lee Carlson, Vikings, St. Kate's University, 3M, St. Jude Medical, Ordway, University of Minnesota, Vocal Essence, Gustavus Adolphus, St. Cloud University and Wilderness Inquiry

# MUSIC SCHEDULE



December 14, 2021	Band 6 & 7, Jazz Band	7:00 pm	PCSH Auditorium
December 16, 2021	Orchestra 7 & 8	7:00 pm	PCSH Auditorium
December 20, 2021	Band 8 & PC Bands	7:00 pm	PCSH Auditorium
January 6, 2022	Pirate Fiddle Fest (BMS, NVMS, PCSH)	7:00 pm	PCSH Auditorium
January 19, 2022	Choir 6 & Choir 7 Choir 8 & Performance Choir	6:00 pm 7:15 pm	PCSH Auditorium PCSH Auditorium
January 20, 2022	Middle School Band 6th & 7-8th	3 pm	Osseo Senior High
January 25, 2022	Orchestra 6	7:00 pm	PCSH Auditorium
February 9, 2022	8th Grade Solo Ensemble Band Ensemble Orchestra	7:00 pm	BMS North Gym
February 24, 2022	District Orchestra & Festival	7:00 pm	Osseo Middle School
March 15, 2022	District Jazz Festival	7:00am-3:00pm	MGS
May 17, 2022	Orchestra 7 & 8	7:00 pm	PCSH Auditorium
May 19, 2022	Band 6 & 7 Band 8, Jazz Band	6:00 pm 7:15 pm	PCSH Auditorium PCSH Auditorium
May 24, 2022	Orchestra 6	7:00 pm	PCSH Auditorium
May 25, 2022	Choir 6 & 7 Choir 8 & Performance Choir	6:00 pm 7:15 pm	PCSH Auditorium PCSH Auditorium



ALL DATES AND EVENTS ARE SUBJECT TO CHANGE

# THE SCHOOL DAY

## BROOKLYN MIDDLE SCHOOL STUDENT DAILY SCHEDULE

Period		
Advisory	7:50-8:40	
1	8:44-9:35	Class
2	9:39-10:30	Class
3	10:34-11:25	Class
4	FOLLOW LUNCH SCHEDULE	
A	11:25-11:53	A Lunch
	11:56-12:50	Class
B	11:29-11:54	Class
	11:54-12:22	B Lunch
	12:25-12:50	Class
C	11:29-12:22	Class
	12:22-12:50	C Lunch
5	12:54-1:45	Class
6	1:49-2:40	Class

### BACKPACKS

Students may bring backpacks, book bags, or duffel bags to school. Placement of bags (lockers vs carry) will be determined based on the 3 scenarios we are in. This procedure supports secure and safe school initiatives.

### BEFORE AND AFTER SCHOOL HOURS

Students may not be in the building before 7:50am unless they are with a teacher. Students are NOT to be in the building after 2:50pm unless supervised by a teacher or coach. Please dress for the weather, as the school is not open for students outside of these hours.

### CHANGE OF ADDRESS/PHONE NUMBER

Parent/guardian should notify the school office as soon as possible concerning changes in home/work/cell phone numbers and/or address.

### LATE BUSES

Late buses are for those students participating in a BMS after school activity, working with a teacher, or assigned an after school detention. Students suspended from their regular bus for behavior consequences or who leave school property **MAY NOT** ride the late bus. Buses depart promptly at 4:30pm. Route specifics are posted in the building, and distributed to staff and coaches. Middle schools only have late busses on Tuesday, Wednesday, and Thursday (no late busses on staff meeting days).

### LUNCHROOM PROCEDURES AND BEHAVIOR EXPECTATIONS

Students may deposit as much money as they want into their computerized lunch account. The cashiers will notify students when the balance is low. Deposits by check must be made before the school day in the cafeteria. SEALED beverage containers may be brought into the building for consumption only during lunch. Glass beverage containers are prohibited.

Students may not have food delivered or brought in mid-day. If this occurs, it will be held in the main office and can be taken home at the end of the day. This food can NOT be consumed on the bus.

Due to capacity limitations, parents and guardians are not able to eat with their child during the school day.

Students who use the lunchroom, whether or not they eat, are asked to share responsibilities for keeping the lunchroom clean. Inappropriate behavior or refusal to cooperate in cleaning when asked to do so will result in consequences.

Students running to lunch, cutting in front of others, leaving their lunch tray on the table, arriving to lunch late without an excused pass, respond or behave inappropriately or cause a disruption will receive detention, an assigned seat during lunch, suspension, loss of privilege to eat in the cafeteria and/or other consequences.

### PARENT/GUARDIAN PICKING UP A STUDENT

Student safety is a priority. To ensure student safety, all buildings have added a level of security where parents and visitors must scan or present a photo identification to gain entry to buildings, when picking up a student and signing him/her out of school. An adult not listed on the student's record will not be allowed to pick up the student.

### STUDENTS AFTER SCHOOL

Students remaining after school beyond the regular school day must be supervised by a teacher, counselor, coach or administrator. Arrangements should be made for a parent/guardian to pick up the student at the end of the activity period unless there is after school bussing on the given day.

### TARDIES

Students who arrive at school late must report to the office for an admit slip. Students must have an approved excuse or it is unexcused. A third unexcused tardy will result in make-up time and parent notification. An unexcused tardy of one hour or more is considered a truancy. The office will assign consequences for truanies. Teachers assign classroom consequences for being tardy to class.

### VISITORS

No general visitors are allowed to accompany students. To ensure student safety and to minimize classroom disruptions, a legal parent or guardian is required to give the school 24 hours notice and present a picture ID to visit a classroom or student.

### VOLUNTEER PROGRAM

*The mission of volunteer involvement in ISD 279 is to build community, support student success and inspire people to excel by encouraging parent, student, and community involvement through meaningful volunteer work in our schools.*

We want to THANK our parents, grandparents, and members of the community for your continued support! Volunteers are an important asset to our community. Volunteers continue to support the educational process through the contribution of their time and talents. You can volunteer at your child's school by contacting our Volunteer Coordinator. Contribute your time and talents through: Tutoring, School Events, Classroom Assistance, Field Trips, Media Center support, and more!

Schools recognize and support families and community members as participants in school programs by encouraging their roles in supporting, learning and honoring them as essential volunteers. We appreciate the support!

# SCHOOL SERVICES

## FAMILY/COMMUNITY OUTREACH INITIATIVES

Department of Educational Equity staff provide student support, family outreach and education, and collaboration with district and community resources to help all students and families access our schools and services. If you have questions, please call the Office of the Director of Educational Equity at 763-391-7248.

## HEALTH SERVICE

District 279 employs a licensed nurse in each school building. **No student may leave school because of illness without permission from Health Services.** In case of an emergency, the school will make every effort to contact the parent/guardian. If the appropriate contacts can not be made, the school will proceed with action deemed necessary for the welfare of the child.

### COVID Health Screening\*

Based on CDC guidance on health screenings, we will make a visual inspection of the child for signs of illness to include flushed cheeks, rapid breathing or difficulty breathing (without recent activity), fatigue, or extreme fussiness as students enter the building. A confidential electronic symptom screening will be conducted in the first hour classroom. This will be done keeping social distance in mind, no PPE will be needed. If someone does not pass the symptom screening, they will be sent to the isolation room for further assessment and be provided a mask.

### COVID Symptoms and Excluding for Illness\*

Students need to screen for symptoms prior to the school day, if experiencing COVID symptoms, have received a positive COVID test or have had a close exposure with someone with COVID, families must report these to the buildings attendance lines, and student should not attend school. Students and staff are expected to self-monitor throughout the day. Students or staff who develop symptoms must notify Health Services immediately. The district COVID response team will reach out to families to define the exclusion, if any, as defined by MDH guidance.

### Emergency Forms

Students under 18 years of age will not be released from school if ill or injured unless authorized by a legal parent/guardian or another adult designated by a parent/guardian. Please update emergency information annually and as changes occur.

### Hygiene Practices

Employees and students are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of the day, prior to any mealtimes and after using the restroom. All employees, students, visitors, community members or contractors are required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the school so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

### Immunizations

According to MN state law, all students must be in compliance with state immunization requirements, be in the process of receiving the immunization series, or meet exemption criteria. Student immunization data is shared with ImmuLink, the Hennepin County immunization registry. This secure computerized registry makes immunization data available to schools and physicians. Parents may opt not to participate in the registry by calling 612-676-5100 or their school nurse for more information.

### Medications

All medications, both prescription and over-the-counter, will be kept and administered in the school nurse's office. A request for medication administration is required annually and shall include parent and physician signatures. Medication must be in the original prescription or manufacturers' container. Students may carry and self-administer emergency medication (i.e. asthma inhalers and epi-pens) with specific written permission from the parent, physician, and school nurse.

## POLICE LIAISON OFFICER

A police liaison officer has been assigned to the school to accomplish the following objectives:

- To establish positive attitudes of understanding, respect, and trust of police officers and the system of law enforcement.
- To assist students and their parents/guardians, along with school staff members, with problems and questions about the criminal justice system.
- To help young people avoid getting into trouble with the law.

Parents/guardians and students should feel free to contact the police liaison officer at 763-569-7700, concerning school or community problems.

## STUDENT ACCIDENT INSURANCE

1. The district will provide the opportunity for families/students to purchase student accident insurance.
2. Insurance enrollment materials will be made available to students in each building.
3. The student/family will pay premiums or other charges directly to the insurance company.
4. The filing of claims and payment of benefits and/or claims will be the sole obligation of the insurance company and the individual.
5. The district or its employees will not become involved in the collecting of insurance fees, filing claims, or payment of benefits.

## **BMS BULLY – FREE ZONE**

### **STUDENT AND STAFF RESPONSIBILITY**

- We will not bully other students
- We will help those being bullied
- We will report bullying



\*For the most up-to-date COVID Preparedness Plan information — please see District279 and BMS website.

# August 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 New Licensed Staff Workshop	24 New Licensed Staff Workshop	25 8:30-10:30AM 6th Grade Open House 11:30AM—1:30PM New 7th & 8th Grade Open House New Licensed Staff Workshop	26 New Licensed Staff Workshop	27	28
29	30 Licensed Staff Workshop	31 Licensed Staff Workshop				

ALL DATES AND EVENTS ARE SUBJECT TO CHANGE

To report your student absent, call (763) 569-7616





# The Bulldog Way...



## Responsible

- Be on time
- Have a pass when out of class
- Use appropriate stairwells, keep to the right in hallways, maintain 6 foot distancing
- Keep personal items in your locker
- Use only assigned locker
- Keep food and drink in designated areas only

## Respectful

- Treat all people and property with care
- Use appropriate language, volume and tone
- Listen to others
- Encourage positive behavior
- Wear school appropriate clothing and face covering

**Brooklyn Middle School**

OSSEO AREA SCHOOLS

ISD 279

## with Integrity

- Be ready to learn
- Participate in class
- Treat others fairly
- Be honest
- Accept adult directions and consequences
- Report unsafe or inappropriate behaviors



# September 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b> <b>Learning Conferences</b> 4:00-7:00PM  Licensed Staff Workshop	<b>2</b>   Licensed Staff Workshop	<b>3</b>	<b>4</b>
<b>5</b>	<b>6</b>  Labor Day No School	<b>7</b>  No School for Students	<b>8</b> Day 1   First day of school for students	<b>9</b> Day 2	<b>10</b> Day 1	<b>11</b>
<b>12</b>	<b>13</b> Day 2	<b>14</b> Day 1	<b>15</b> Day 2	<b>16</b> Day 1	<b>17</b> Day 2	<b>18</b>
<b>19</b>	<b>20</b> Day 1	<b>21</b> Day 2	<b>22</b> Day 1   PICTURE DAY	<b>23</b> Day 2	<b>24</b> Day 1	<b>25</b>
<b>26</b>	<b>27</b> Day 2	<b>28</b> Day 1	<b>29</b> Day 2	<b>30</b> Day 1		

## DRESS CODE EXPECTATIONS

### FACE COVERINGS\*

All staff, students and other people present in school buildings are required to wear a face covering. Face coverings are meant to protect other people in case wearer does not know they are infected.

Types of allowable face coverings include: Paper or disposable mask, Cloth face mask, Scarf, Neck gaiter, Bandanna, Religious face covering, or Medical-grade masks and respirators.

### CLOTHING

Students are expected to be clean, neat, and dressed appropriately for the school day. Articles of clothing or words/symbols on personal property that are inappropriate or cause disruption will not be allowed.

Examples that are inappropriate include but are not limited to:

- clothing advertising substances illegal for juveniles
- sexually obscene and/or profane language, slogans, emblems or pictures
- gang symbols and/or emblems or clothing worn in a manner to identify gang membership
- sexually provocative or immodest clothing, words, or symbols
- potentially hazardous items such as chains, pins, studs, and rings

### Students:

- Sleeveless shirts must cover your shoulder width
- Cover undergarments and midriffs
- Ripped pants with holes exposed above outstretched fingertips must be covered up
- Shorts, skirts and dresses must be longer than outstretched fingertips
- No low-cut or inappropriate necklines or open backs
- Sunglasses are not worn indoors except for medical reasons
- Coats, jackets, large purses, and backpacks must go into locker \*In-Person model exception
- Hats or headgear must be removed before entering the building
- Hoods are allowed if face is identifiable
- Pants, shorts and skirts must be worn on waist or higher
- No slippers

Parents, we ask that you please support our goal of maintaining school appropriate dress. **PLEASE DO CLOTHING CHECKS AT HOME PRIOR TO COMING TO SCHOOL.** Students in violation of the dress code policy will be expected to change. If students do not have clothes to change into they will be expected to change into donated clothing provided by BMS.

Our school community supports School Board Policy #504: Student Dress and Appearance, which states that:

- The responsibility for the appearance of the student rests with the parent/guardian and student. They have the right to determine student dress providing that articles of attire are not destructive to school property, comply with requirements for health and safety, do not offend community standards and in general do not interfere with the educational process.*
- The building administration has the authority to determine whether student attire is destructive to school property, fails to comply with requirements for health and safety, offends community standards or interferes with the educational process.*

\*For the most up-to-date COVID Preparedness Plan information — please see District 279 and BMS website.

## CHROMEBOOKS

Chromebooks provided to students are DISTRICT OWNED DEVICES and are for EDUCATIONAL PURPOSES ONLY. Students are expected to bring their district issued device to school and back home every day to utilize in cooperation with their teachers to enhance their educational experience. It is the responsibility of each teacher to establish procedures and expectations for use of the digital learning devices in their classroom, and it is the responsibility of each student to follow those procedures and expectations. Students are advised to secure their digital learning and electronic devices at all times as we are not able to provide staff time to investigate lost or stolen items.

### Reminders:

- Bring Chromebook each day to and from school
- Chromebook should be fully charged at the start of each day
- Only authorized Apps should be downloaded onto the device
- Social Media sites are not allowed to be accessed using ISD 279 devices and networks

Any photographic or movie image taken by students or adults on ISD 279 property without the consent of the individual(s) will result in disciplinary action. Any photographic or movie image taken of students or staff members on ISD 279 property cannot be published or posted on a personal public forum (Twitter, Facebook, YouTube, Instagram, SnapChat, etc.) without the written consent of each individual. Any violation will result in disciplinary action.

## CELL PHONES AND OTHER ELECTRONIC DEVICES

Students are expected to conduct themselves in a manner that respects the rights of others. Use of a personal electronic device in a manner that interfered with a positive, orderly, educational environment or does not respect the rights of others is prohibited. In our learning environment it is important that students stay focused on their learning; therefore, all personal electronic devices need to be turned off and put away when school starts at 8:10 a.m. until 2:40 p.m. Students may use their cell phones during lunch on a trial basis pending behavior. Any cell phone or electronic item used or heard by staff members outside of lunch will be confiscated, bagged, tagged, and sent to the administrative office.

- **First offense:** The item will be held until the end of the school day. Students may pick up their electronic device from the office at 2:40 p.m. Students need to sign for the return of the device.
- **Second offense:** The item will be unavailable (kept in the office, kept at home (per parent request), or check-in/check-out) to the student during the school day for 3 days including the day it was taken. Confiscated item will be returned to student.
- **Third offense:** The item will be unavailable (kept in the office, kept at home (per parent request), or check-in/check-out) to the student during the school day for 5 days and additional consequences may be assigned. Parents will be contacted by administration and the item may need to pick up the confiscated item from the administrative office.

A parent/guardian/other adult may pick up the confiscated item with a required meeting and an expectation that the device stays at home or with an agreed arrangement with administration. Students will have access to school phones to contact parents/guardians during the school day in case of an emergency.

Student personal electronic devices are subject to search upon reasonable suspicion that the device has been used in a manner that violates the law or District Policy 505.





# October 2021



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<b>1</b> Day 2	<b>2</b>
<b>3</b>	<b>4</b>  No School for Students Licensed Staff Workshop	<b>5</b> Day 1	<b>6</b> Day 2	<b>7</b> Day 1	<b>8</b> Day 2	<b>9</b>
<b>10</b>	<b>11</b> Day 1	<b>12</b> Day 2	<b>13</b> Day 1	<b>14</b> Day 2	<b>15</b> Day 1	<b>16</b>
<b>17</b>	<b>18</b> Day 2	<b>19</b> Day 1	<b>20</b> Day 2	<b>21</b>  Education MN Professional Conference (No School)	<b>22</b>	<b>23</b>
<b>24</b>  <b>31</b>	<b>25</b> Day 1	<b>26</b> Day 2  3:00—7:15pm Parent/Teacher Classroom Conferences	<b>27</b> Day 1	<b>28</b> Day 2   PICTURE RETAKE DAY  3:15—7:30pm Parent/Teacher Virtual Conferences	<b>29</b> Day 1	<b>30</b>

ALL DATES AND EVENTS ARE SUBJECT TO CHANGE

To report your student absent, call (763) 569-7616

# ACADEMIC & SUPPORT SERVICES

## ACADEMIC SERVICES

### HONOR ROLL

An honor roll will be published each trimester to recognize students with outstanding scholastic achievement. The honor roll will be computed as follows:

1. Each letter grade will be given the following numerical value:

<b>A = 4.0</b>	<b>B+ = 3.33</b>	<b>C+ = 2.33</b>	<b>D+ = 1.33</b>	
<b>B = 3.0</b>	<b>C = 2.00</b>	<b>D = 1.00</b>	<b>F = 0</b>	
<b>A- = 3.67</b>	<b>B- = 2.67</b>	<b>C- = 1.67</b>	<b>D- = 0.67</b>	

2. The numerical values will be added together, then divided by the total number of the grades on the report card for the trimester.
3. If the grade average determined in no. 2 is 3.66 or greater, the student will be on the "A" Honor Roll. If the grade average determined in no. 2 is 2.66 or greater, but less than 3.66 the student will be on the "B" Honor Roll.
4. 6th and 7th grade music, art, PLTW and phy. ed. classes are calculated with a value of .5 credit in determining grade point average.

### MID-TRIMESTER REPORTS

Student progress is assessed approximately mid-way through each trimester. Mid-trimester reports are sent home with the student. It is possible that a student may earn a satisfactory report at mid-trimester time, but an unsatisfactory grade at the end of the trimester if the quality of the work declines.

### ONLINE GRADE ACCESS

Students will be expected to periodically review their academic progress via StudentVUE accessible from any Internet-connected computer. It is the responsibility of the student to maintain the security of his or her user name and password information. Attempts to tamper with other students' accounts will result in discipline consequences.

### REPORT CARDS

Report cards are sent home with the students approximately two weeks after the first two trimesters. Report cards will be mailed home after the third trimester. The middle schools follow the practice of withholding report cards until all books are returned and fines are paid.

### STANDARDS-BASED GRADING

The School Board recognizes that in order to achieve its mission, communication of student achievement and progress must be meaningful, accurate, consistent and supportive of learning. It is the School Board's position that a standards based grading system designed to accurately report student achievement of academic standards by providing consistency in grading practices across schools and classrooms, and aligning grading and reporting with standards-based instruction and graduation requirements supports student learning and provides the most meaningful, accurate and consistent communication of a student's progress.

#### **General Statement of Policy: Grading and Reporting Standards of Practice:**

- Student academic grades will communicate academic achievement based on clearly defined academic performance standards
- Academic achievement will be separated from all other non-academic behaviors when teachers assign student grades
- Quality assessments and properly recorded evidence of achievement will be used when determining grades on student work
- Term grades will be determined in a manner that accurately represents students' attainment of the standards and promotes student learning
- Teachers will involve students in the assessment and grading process throughout the learning cycle in an age-appropriate manner

## SUPPORT SERVICES

### CONTACTING TEACHERS

Should you wish to talk to one of your child's teachers, call the school and leave a phone number and the time when you can be reached, or contact the teacher through e-mail. The teacher will contact you at his/her earliest availability. Information in regards to your child's attendance, grades, assignments and much more can be accessed through ParentVUE. To sign up for ParentVUE contact the main office at 763-569-7700.

### COUNSELING SERVICES

The counseling program helps students succeed in their academic and personal lives. Our goals are to provide support and understanding of the ups and downs of adolescence, help with educational planning, help prevent problems from becoming overwhelming, address chemical issues, and to assist in determining options and resources for problem solving.

### SECTION 504 SERVICES

Section 504 is a provision of the Federal Rehabilitation Act that ensures access to a free and appropriate public education for individuals with a qualifying disability by prohibiting discrimination based on a disability.

A student may qualify for a 504 plan when the student has a mental or physical condition for which reasonable accommodations are necessary for the student to make progress in school.

Questions about Section 504 services should be directed to the appropriate school counselor or Student Services Secretary at 763-391-7073.

### SPECIAL EDUCATION

Special Education programs and related services are provided to eligible students with disabilities at all grade levels and are based on the individual needs of students. Parents who suspect that their child may have a disability should contact a teacher, counselor, administrator or Special Education Building Coordinator. Each middle school has a Special Education Building Coordinator (SEBC) who coordinates the services in the Special Education Department. Counselors can provide additional information. At BMS, please contact Jennifer Fletcher, SEBC at 763-569-7700.

### STUDENT/TEACHER CONCERNS

If a parent/guardian and student have a concern regarding a teacher or coach, it is expected the parent/guardian will contact the teacher or coach and share the concern with them. This will give them the opportunity to respond to your concern and resolve the conflict. If concerns remain after contacting the teacher or coach, contact your child's counselor or a building administrator.



# November 2021



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> Day 2	<b>2</b> Day 1	<b>3</b> Day 2	<b>4</b> Day 1	<b>5</b> Day 2	<b>6</b>
<b>7</b>	<b>8</b> Day 1	<b>9</b> Day 2	<b>10</b> Day 1	<b>11</b> Day 2	<b>12</b> Day 1	<b>13</b>
<b>14</b>	<b>15</b> Day 2	<b>16</b> Day 1	<b>17</b> Day 2	<b>18</b> Day 1	<b>19</b> Day 2  5:00—7:00pm Bulldog BINGO Family Night	<b>20</b>
<b>21</b>	<b>22</b> Day 1	<b>23</b> Day 2	<b>24</b> Day 1	<b>25</b> <div>THANKSGIVING HOLIDAY (No School)</div>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b> Day 2	<b>30</b> Day 1				

# ATTENDANCE PROCEDURES

## **ABSENCES: Attendance Line 763-569-7616**

If your child is absent from school, please call the school with the reason for the absence. The telephone call eliminates the need to send a note with your student when he/she returns to school. We would appreciate having the call between the hours of 7:00 and 9:00 a.m.

When the parent/guardian does not call the school, the school may attempt to reach someone at home or at work. It is the parent's responsibility to furnish the school within three school days the reason for their child's absence, otherwise the absence will be considered truant.

**The Hennepin County Attorney's Office identifies reasons which a court would not find as "lawful absences," as including missed bus, no clean clothes, staying at home to baby-sit younger siblings, oversleeping, or chronic medical excuses without a doctor's statement.**

## **APPOINTMENTS**

A parent/guardian must send a note excusing their student from school for appointments. The student must bring the note to the office before school to get a blue pass and then sign out at the time of leaving. A parent/guardian is required to come into the office to sign out their student at the time of leaving. A photo ID will be requested in order to remove a child from school. The student must sign back in when returning to school.

## **ATTENDANCE**

MN Law states that all children between the ages of seven and seventeen attend school every day that school is in session.

Attendance will be taken daily in all three learning scenarios: in-person, hybrid and distance learning model. Students will be required to submit attendance online for distance learning days for the hybrid and distance learning models. Failure to complete daily attendance will result in reasons which a court would not find as "lawful absences" and student may be referred to Hennepin County Be@School program.

## **CHANGE OF ADDRESS/PHONE NUMBER**

Parent/guardian should notify the school office as soon as possible concerning changes in home/work/cell phone numbers and/or address.

## **CLOSED CAMPUS**

The middle school is a closed campus. Outside food from parents or vendors is not allowed and will be sent back home with the parent. Guardians and students cannot have food delivered to the school. If this occurs, the food will remain in the main office until the end of the day. **Under no circumstances may any student leave school property after arriving without parent/guardian permission and office sign out.** Any student leaving campus without authorization who returns to the building may be searched.

## **EXTENDED STUDENT ABSENCE**

Contact the school office and teachers to make prior arrangements for homework for any extended student absence.

## **HOMEWORK REQUESTS**

If your child has been absent for three or more consecutive days, you may call the office and request homework. It may be picked up after school on the following day. This request is to be made through the main office or your child's counselor.

## **PARENT/GUARDIAN ABSENCE**

If parent/guardian will be away from home and the student will be under the supervision of another person, parents/guardians are asked to call or send a note to the office giving the dates they will be away, the name of the person with whom the student will be staying, along with telephone numbers where this person may be reached during the school day.

## **TRUANCY**

Truancy is being absent from school or class without the approval of the building authorities. The authority to decide whether an absence is excused or unexcused rests with the building principal. **There are no authorized skip days.**

## **WITHDRAWALS/TRANSFERS**

Parent/guardian of students transferring to another school are asked to notify the office at least three to five days before their student's last day of attendance. The student should report to the counseling office on the morning of his/her last day of attendance to pick up a withdrawal form which teachers must sign.



# December 2021



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1Day 2	2Day 1	3Day 2  LAST DAY OF TRI 1	4
5	6  No School for Students Mark Reporting Day	7Day 1  TRI 2 BEGINS	8Day 2	9Day 1	10Day 2	11
12	13Day 1	14Day 2  7:00pm PCSH 6th & 7th Bands & Jazz Band Concert	15Day 1	16Day 2  7:00pm PCSH 7th & 8th Orchestra Concert	17Day 1	18
19	20Day 2  7:00pm PCSH 8th Band & PC Band Concert	21Day 1	22Day 2  Last Day Before Winter Break	23  WINTER BREAK		25
26	27  WINTER BREAK	28	29	30	31	



# EXTRACURRICULAR ACTIVITIES

A variety of extracurricular opportunities are offered for both boys and girls. We encourage you to have your child take an active part in the many clubs, organizations, and athletic programs. Announcements will be made at the beginning of each season regarding practice sessions and meeting dates, etc.

All equipment issued to your child is to be returned to the school at the end of the season. Lost or stolen equipment will be charged to the student. If your child quits an activity, please return all equipment immediately.

**The following sports are available for students to participate in at the high school level.** Starting dates are in August. Check with your high school.

## **Fall (Aug-Oct)**

Cross Country (7-12)	Girls Tennis (7-12)
Girls Swimming (7-12)	Soccer (7-12)
Girls Volleyball (7-12)	Football (8-12)

## **Winter (Nov-Mar)**

Alpine Skiing (7-12)	Hockey (7-12)
Basketball (7-12)	Nordic Skiing (7-12)
Boys Swimming (7-12)	Wrestling (7-12)
Girls Gymnastics (7-12)	

## **Spring (Mar-June)**

Baseball (7-12)	Golf (7-12)
Boys Tennis (7-12)	Lacrosse (7-12)
Synchronized Swimming (7-12)	Boys Volleyball (7-12)
Girls Softball (Fast Pitch 7-12)	Track (7-12)

## **ADAPTIVE EXTRACURRICULAR SPORTS**

For information on adaptive sports, please call CI-Head Coach Jodi Eggers at (612) 385-2066 or PI-Head Coach TBD at 763-315-7600.

## **Co-curricular Activities**

Orchestra	Band	Destination Imagination
Newspaper	Choir	(Students will be informed
Student Council	Drama	of other activities as they
Math Club	Musical	become available)

Physical examinations are encouraged each year. Parents/guardians assume the responsibility for their students' physical fitness by signing the registration form.

Generally, practices will be held after school. Students must find their own transportation after contests. Athletic participants must ride the bus back to school after away meets/games unless written arrangements have been made between the parent/guardian and coach ahead of time, or unless the child leaves with his/her parent/guardian.

Students using tobacco or chemicals will be suspended from competition according to State High School League rules.

Students who miss classes will not be permitted to participate in extracurricular activities that day.

## **FEES**

### **District Instrumental Music Program**

Rental of district owned instruments	\$90.00
Maintenance fee for school instruments	\$30.00
6th - 12th grade percussion fee (rental/maintenance)	\$30.00

### **Extracurricular Activities**

9th grade sports/high school participation	\$190.00
Destination Imagination, Future Problem Solving, Math Club, Drama, Musical, Band, Choir & Orchestra	\$45.00

### **Other considerations:**

1. Families not able to pay athletic fees because of financial hardship should contact the building principal and/or athletic coordinator of their school.
2. Fees are to be paid prior to equipment issue.
3. After the beginning of the season a refund request will be honored only if the student, through no fault of his/her own, cannot continue with the activity. NO REFUND will be provided in case of quitting a team or being dropped from a team because of disciplinary action. The allowable reasons for a refund include: injury, illness, or a transfer to another school out of the district. There will be NO REFUNDS after the mid-season of the activity has been reached.
4. NO REFUNDS will be given to a participant who is removed from the team because of his/her own actions.

## **MIDDLE SCHOOL HOUSE LEAGUE PROGRAM**

Our middle school house program is a noncompetitive after-school athletic program designed to provide middle school students with a system-sponsored entry level sport opportunity. Each year, each middle school has an opportunity to create two house league programs during the academic year—one for boys and one for girls. Be sure to look for posters and listen for announcements for the House League program information. All students are invited to participate.

## **DECLARATION FOR PARTICIPATION**

All 7<sup>th</sup> and 8<sup>th</sup> grade students must participate in programs at the senior high school assigned to their residence.

Maple Grove Activities Office	763-391-8730
Osseo Activities Office	763-391-8600
Park Center Activities Office	763-569-7654

## **SENIOR HIGH ATHLETIC EVENTS**

All senior high games played are under auspices of the Minnesota State High School and Northwest Suburban Conference. The senior high school requires that elementary and middle school students be supervised by parents while enjoying the game. All students are expected to follow direction given by supervisors at games/events, any students exhibiting inappropriate behavior or not chaperoned by a parent/guardian may be asked to leave.



# January 2022



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Day 1  First Day of School after Winter Break	4 Day 2	5 Day 1	6 Day 2  7:00pm PCSH Fiddle Fest Concert	7 Day 1	8
9	10 Day 2	11 Day 1	12 Day 2	13 Day 1	14 Day 2	15
16	17  Martin Luther King Jr. Day (No School)	18 Day 1	19 Day 2  6:00pm—6th & 7th Choir Concert 7:15pm—8th Choir Concert - PCSH	20 Day 1  3:00pm OSH District Middle School Honor Band Day	21 Day 2	22
23  30	24 Day 1  31 No School for Students Licensed Staff Workshop	25 Day 2	26 Day 1	27 Day 2	28 Day 1	29

# GENERAL INFORMATION

## **COMMUNITY-SCHOOL FUNCTIONS**

Community Park and Recreation Departments handle many functions within the middle school building after the normal school day such as swimming, dances, co-recs, etc. If you have a question, please do not call the middle schools. For information call the Parks and Recreation Departments of Maple Grove (763) 494-6500, Brooklyn Center (763) 569-3400 or Brooklyn Park (763) 493-8333.

## **CANINE SEARCHES**

As one of many tools we use to keep our school safe, the schools are working in conjunction with local law enforcement to have trained dogs randomly search student lockers and the school building during and after school hours. If a dog identifies a locker as having a prohibited item in it, the locker, its owner and his or her possessions will be searched.

## **CRIMINAL HISTORY BACKGROUND CHECKS**

Osseo Area Schools is committed to maintaining a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check on all individuals who are offered employment in a school and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to a school, regardless of whether any compensation is paid. The school district may also decide to seek a criminal history background check on any individual who seeks to enter a school or its grounds for the purpose of serving as a school volunteer or working as an independent contractor or student employee.

## **INTERNET ACCEPTABLE USE AND SAFETY**

Electronic information research skills are fundamental to preparation of students as citizens of the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet through the curriculum and that they will provide guidance and instruction to students in their use.

Use of the district's network/internet resources is intended only for educational and informational purposes, such as research, professional development, instruction and collaborative education projects.

The use of the school district system and access to the use of the Internet including electronic communication is a privilege, not a right, used within District Policy 441. Consequences for students who fail to abide by Policy 441 - Digital Technologies and Digital Systems Acceptable Use will be included in the building discipline procedures required by Policy 506 - Student Discipline. Infractions by students will also be referred to legal authorities when appropriate.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network/Internet resources. While the school will monitor student network/Internet use as closely as possible, the school cannot guarantee that students will not independently access network/Internet resources. If parents/guardians do not want their student to access network/Internet resources in school, they must notify the principal in writing.

## **LOCKERS**

Each student may be assigned a hall locker. Students are urged NOT to bring expensive items to school; personal items are not covered by school insurance. Students should keep their lock combinations to themselves. Students are to use only their assigned lockers and are responsible for the contents as well as keeping it clean inside and out.

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. (M.S. 121A.72 Subd.1 and Policy 502).

## **LOST AND FOUND/THEFT**

Lost and found will be located in the main office. Students should report both lost and found items immediately. Please complete a lost and found/theft report in the office.

## **NOTICE OF USE OF HAND-HELD METAL DETECTORS**

Weapons are prohibited on school property by Board policy and State and Federal law. When there is reasonable suspicion that someone is in possession of a weapon on school grounds, the administration is authorized to use hand-held metal detectors as a method of searching for those weapons.

## **PHYSICAL EDUCATION EXCUSE POLICY**

Types of Excuses:

EXCUSES FOR 1 TO 3 DAYS - Minor injuries and ailments require a written note from parent/guardian. These notes ARE NOT taken to the health specialist, but are given to your physical education instructor at the BEGINNING OF YOUR CLASS.

EXCUSES FOR MORE THAN 3 DAYS - You must obtain a written excuse from your doctor and have it signed by the school nurse before giving it to your physical education instructor.

Excuses of this kind will require an alternative project or assignment.

If there is a question about the validity of the note or about the number of days excused, the instructor may send you to the school nurse for verification with parent/guardian.

## **PHYSICAL EDUCATION UNIFORMS**

Physical Education teachers will share information with their students regarding the type of clothing needed for physical education and swimming.

## **PLEDGE OF ALLEGIANCE**

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students must respect another person's right to make that choice. (See District Policy 647)

## **SKATEBOARDS/ROLLERBLADES**

Skateboards/rollerblades may not be used in the building or on school grounds.



# February 2022



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b> Day 2  3:00—7:15pm Parent/Teacher Virtual Conferences	<b>2</b> Day 1	<b>3</b> Day 2  3:15—7:30pm Parent/Teacher Classroom Conferences	<b>4</b> Day 1	<b>5</b>
<b>6</b>	<b>7</b> Day 2	<b>8</b> Day 1	<b>9</b> Day 2  7:00pm BMS North Gym 8th Band Solo/Ensemble & Orchestra Concert	<b>10</b> Day 1	<b>11</b> Day 2	<b>12</b>
<b>13</b>	<b>14</b> Day 1	<b>15</b> Day 2	<b>16</b> Day 1	<b>17</b> Day 2	<b>18</b> Day 1	<b>19</b>
<b>20</b>	<b>21</b>  No School for Students Conference Release Day	<b>22</b> Day 2	<b>23</b> Day 1	<b>24</b> Day 2  7:00pm OSH 8th District Orchestra Festival Concert	<b>25</b> Day 1	<b>26</b>
<b>27</b>	<b>28</b> Day 2					

ALL DATES AND EVENTS ARE SUBJECT TO CHANGE

To report your student absent, call (763) 569-7616

## GENERAL INFORMATION (continued)

### SPECIAL OCCASIONS

Balloons, signs, flowers, singing messages, beverages, food, and other items WILL NOT be allowed in school.

### SUBSTITUTE TEACHERS

Substitute teachers are guests in the building providing a service for our students and staff. We expect students to be courteous, cooperative, respectful and helpful to all guests in the building.

### SALES IN SCHOOL

No individual student or organization, public or private, charitable or otherwise, may use the school to sell literature or products for a profit. The only exception to this rule is the sale of items by the school's organizations to raise funds specifically for the organization.

### SCHOOL CLOSING ANNOUNCEMENTS

The decision to close school is made prior to the time the first bus leaves for senior high routes (6:00-6:30 a.m.) School closing announcements are made on WCCO AM 830; KSTP Channel 5, Fox Channel 9, KARE TV Channel 11, and Northwest Community TV - Cable 12. You can also find information on the district website.

### SEARCHES

For reasons of health, safety, or suspected criminal activity, students may be asked to empty pockets, purses/bags, and/or remove shoes and socks.

### SIGNS, POSTERS, LITERATURE

Any sign or poster that is to be displayed or literature to be distributed in the school building or on school grounds requires the prior approval of the administration. All posters/signage should be initialed by an administrator or building secretary. Public school buildings may not be used to promote the interests of any commercial or non-school agency. (See District Policy 905)

### TELEPHONES

Office telephones are for business only. They should not be used for personal calls except in cases of emergency, and then only with consent of someone in the office. Students will not be called out of class to answer the telephone except in an emergency. In addition, student's personal cell phone should be turned off and put away during the school day. A courtesy phone is available for student use.

### TRESPASSING

Presence at any school location without permission from the staff of that school (students are not to go into other district buildings without permission from the staff of that building) is trespassing. Admitting others through a locked or secured door without permission of school personnel is permitting trespassing. School administration and/or police will respond to incidents of trespassing. Students who are suspended from school are not permitted in any district facility during the duration of the suspension.

### USE OF SCHOOL FACILITIES BY STUDENT GROUPS

Any student club or group may use school facilities for meetings provided, the student club or group has:

1) an identified staff member who provides supervision for disciplinary and safety reasons only, and;

2) the student club or group has registered with the Principal.

Such student clubs or groups may utilize school facilities during non-school hours (i.e., before the school day begins and after the school day ends) based upon availability. Only those student clubs or groups that are associated with the subject matter of a regularly offered course, or a course soon to be taught, or concerns the body of courses as a whole, or where participation in the club or group is required for a particular course or results in academic credit, may seek approval from the Principal to meet during school hours. The Principal may deny approval where the student club or group does not meet the aforementioned criteria, the intended meeting time is disruptive to instructional activity, or space is not available. All school policies, procedures, rules, and regulations are in effect during the meetings of all student clubs or groups.

# POLICIES

### DISTRICT POLICIES

The Board of Education decides the policies or "laws" by which the district is governed. The policies, procedures, and guidelines are available to parents and students on the District website and upon request in the school office. Policies of particular interest to the middle school age include: Prohibition Against Discrimination, Harassment and Violence No. 413; Digital Technologies and Digital Systems Acceptable Use No. 441; Student Lockers No. 502; Attendance No. 503; Student Dress and Appearance No. 504; Student Cell Phone and Technology No. 505; Student Discipline No. 506; Bullying Prohibition No. 514; Student Records No. 515; Student Medication No. 516; Wellness No. 533; Chemical Use/Abuse No. 541; and, Transportation of Students No. 707.

Independent School District 279 does not discriminate on the basis of disability. If you need auxiliary aids or services in order to participate in or attend a district activity, please call your local school or the school district through Minnesota Relay Service (TTY/TDD) 1-800-627-3529 at least seventy-two (72) hours in advance (two-week advance notice preferred).



# March 2022



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b> Day 1	<b>2</b> Day 2	<b>3</b> Day 1	<b>4</b> Day 2	<b>5</b>
<b>6</b>	<b>7</b> Day 1	<b>8</b> Day 2	<b>9</b> Day 1	<b>10</b> Day 2 LAST DAY OF TRI 2	<b>11</b> Mark Reporting Day No Regular Classes Scheduled for Students	<b>12</b>
<b>13</b>	<b>14</b> Day 1 TRI 3 BEGINS	<b>15</b> Day 2 District Jazz Festival Day at MGMS	<b>16</b> Day 1	<b>17</b> Day 2	<b>18</b> Day 1	<b>19</b>
<b>20</b>	<b>21</b> Day 2	<b>22</b> Day 1	<b>23</b> Day 2	<b>24</b> Day 1	<b>25</b> Day 2 Last day of school before Spring Break	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>		
	SPRING BREAK					

## **POLICIES (continued)**

### **BULLYING PROHIBITION**

The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior. A safe and civil environment is needed for students to learn and attain high academic standards and to ensure a healthy school climate. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. It is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. In compliance with MN Statute 121A.0695 – Bullying Prohibition Policy, the district prohibits any act of bullying by any individual student or group of students.

It will be a violation for any student, employee, or agent of the district to bully a student, employee, or agent of the district through conduct or communication in person or through misuse of technology (cyber-bullying) of a bullying/intimidating nature as defined by Procedure 514 – Bullying Prohibition. It will also be a violation for any student, employee, or agent of the district to engage in bullying conduct at any time or place that interferes with or obstructs the mission or operations of the school district by affecting the safety or welfare of the student, other students, or employees. 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.

### **CHILD ABUSE POLICY**

In accordance with Minnesota State Law it is the policy of District 279 to protect children by requiring the reporting of suspected physical abuse, sexual abuse, or conditions of neglect involving minor children whether occurring in the home, school, or community. (See District Policy 414)

Minnesota Statute Section 626.556, Subd. 3

"A professional or his delegate, who is engaged in the practice of . . . education, who has knowledge or reasonable cause to believe a child is being neglected or physically or sexually abused, shall immediately report the information to the local welfare agency, police department or the county sheriff . . ."

### **EQUAL OPPORTUNITY POLICY**

ISD 279, in compliance with current state and federal statutes and regulations, and in recognition of its obligation to provide equal opportunity for education and employment for all persons within its jurisdiction, affirms that it will not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital or parental status, status with regard to public assistance or disability.

If you have any questions or concerns, contact the Human Resources Department, 11200 93rd Avenue North, Maple Grove, Minnesota 55369, (763) 391-7007.

### **GENDER INCLUSION POLICY 508**

This policy is intended to ensure student access to school district programming, activities and facilities for each student regardless of their sexual orientation, gender identity, gender expression or gender non-conformity. All students of the school district, including transgender and gender diverse students, deserve respectful and inclusive learning environments that value students' gender identity and gender expression. The school district strives to provide programming and facilities where all students feel safe and supported. (See School Board Policy 508 for more information).

## **TRANSPORTATION OF STUDENTS**

**The safety and comfort of all students is of primary importance.** (See District Policy 707)

### **STUDENT RIDERSHIP GUIDELINES**

1. Take a seat promptly - move to window seat when possible.
2. Remain seated while on the bus.
3. Keep aisles clear of legs, instruments and/or other objects.
4. Talk quietly so that you do not bother others or distract the bus driver.
5. Do not tamper with safety or bus equipment.
6. Students are required to sit in their assigned seat.
7. Follow instructions of the driver.

Listed below are types of behavior included but not limited to those identified as unacceptable for bus ridership:

- Damaging bus property
- Abusive language
- Excessive noise
- Use/possession of weapon or look-alike device
- Use/possession of tobacco or chemicals
- Unsafe behavior
- Injury to others
- Disobeying the driver
- Throwing objects inside or out of the bus

Any student who jeopardizes the safety and comfort of other bus students can lose the privilege of school bus transportation.

Building administration may set up a conference with the student or parents. Parents may be notified by phone, in person, or in writing. A pattern of minor infractions or a single major infraction of the rules will result in suspension of bus-riding privileges. Other school consequences may also apply. It is essential to enforce the rules to ensure your child's safety and comfort.

Pupils are not allowed to make irregular changes in pickup or delivery stops such as to go home on the bus with a friend or for work, club, party, or social events. Questions regarding this policy should be directed to the Transportation Department at (763) 391-7044 in advance. School building officials and administration can not give permission to change buses.

Musical instruments are permitted on the bus as long as the students can hold them on their laps. If the instrument is so large that it can't be kept by the student, other provisions must be made to transport it. Skis, skateboards, breakable glass objects, unprotected skates or rollerblades, fishing poles, and animals/pets are not allowed.

**Parents or guardians are responsible for reinforcing safe bus riding behavior with their children. Students may be videotaped on buses to maximize safety.**







# April 2022



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1  <b>SPRING BREAK</b>	2
3	4  Day 1  First Day of School after Spring Break	5  Day 2	6  Day 1	7  Day 2	8  Day 1	9
10	11  Day 2	12  Day 1	13  Day 2	14  Day 1	15   No School for Students Conference Release Day	16
17	18  Day 2	19  Day 1	20  Day 2	21  Day 1	22  Day 2	23
24	25  Day 1	26  Day 2	27  Day 1	28  Day 2  3:30—7:30pm Parent/Teacher Class- room Conferences & STEAM Creativity Fair	29  Day 1	30

# RISK MANAGEMENT

## ACCESSIBILITY

The Americans with Disabilities Act (ADA) requires that we make our programs and services accessible to individuals with qualifying disabilities. A thorough evaluation was conducted for compliance with accessibility codes and guidelines and a transition plan was developed to improve accessibility. If you need auxiliary aides or services in order to participate in or attend a district activity, call your local school or the school district at least seventy two (72) hours in advance (two week notice preferred).



## ASBESTOS

The asbestos Hazard Emergency Response Act (AHERA) requires that each school district notify parents and employees annually regarding asbestos-related activities. In the fall of 1988, all of our school buildings were inspected for asbestos-containing materials by accredited personnel. Since that time, we have conducted periodic surveillance checks every six months and re-inspected our buildings every three years as required. This is done to ensure that the asbestos is properly maintained. Except for floor tile, most of the asbestos in our district is limited to non-public areas, such as mechanical rooms and above ceilings. When properly maintained, asbestos does not present a hazard. District 279 has limited its asbestos removal to areas where renovation or maintenance activities are planned. Management plans are on file and available for review in each building with asbestos-containing materials. Questions regarding this notice should be directed to the district's Risk Management Coordinator at 763-391-7191.

## BICYCLES/MOTORIZED VEHICLES

We recommend that students NOT ride expensive bicycles to school. Students are expected to lock bicycles in the racks provided. The school is not responsible for the safety of bikes. Middle school students are not to drive motorized bikes or cars to school.

## BUILDING ACCESS AND SECURITY

For the safety of our students and staff, all exterior doors will remain locked during the school day, except for the main entrance. Visitors must sign in at the main office and obtain a visitor's badge. Children will only be released to their parents or individuals authorized on the student's emergency card/screen. Proof of identification will be required.

According to Minnesota Statute 609.605, subdivision 4, "It is a misdemeanor for a person to enter or be found in a public or non-public elementary, middle, or secondary school building unless the person –

- (1) is an enrolled student in, a parent or guardian of an enrolled student in, or an employee of the school or school district;
- (2) has permission or an invitation from a school official to be in the building;
- (3) is attending a school event, class, or meeting to which the person, the public, or a student's family is invited; or
- (4) has reported the person's presence in the school building in the manner required for visitors to the school."

It is also a misdemeanor for a person to enter or be found on school property within one year after being told by the school principal or the principal's designee to leave the property and not to return, unless the principal or the principal's designee has given the person permission return to the property.

## CHEMICAL USE/POSSESSION

ISD 279 will not allow the sale/selling, distribution and possession of chemicals by students as it jeopardizes personal safety and interferes with the learning process.

No student, regardless of age, may possess, use, sell, distribute, and/or exchange illegal chemical substances, paraphernalia or other mood-altering chemicals which can hinder the student's ability to learn or participate, and/or could cause damage to the student's health. This prohibition is effective in school buildings, vehicles, and school contracted vehicles, on school property, and at school activities. "Use" is defined as drinking, sniffing, smoking, swallowing, chewing, injecting, or otherwise absorbing into the body such illegal or mood-altering substances. Look-alikes, example - Near Beer, are not permitted on school property or at school events. (See Policy 506 or Policy 541.)

Students apprehended using, possessing, selling, distributing and/or exchanging chemical substances will be subject to Policy 506 - Student Discipline, and treated according to existing school rules, including notification of law enforcement agencies and the application of school suspension and/or expulsion procedures.

## COVID PREPAREDNESS PLAN

Osseo Area Schools is committed to providing a safe and healthy work and learning environment for all staff and students. To ensure we have a safe and healthy workplace, Brooklyn Middle School has developed the a COVID-19 Preparedness Plan in response to the COVID-19 pandemic. This is located on our building website.

## EMERGENCY PREPAREDNESS

Osseo Area Schools has a comprehensive emergency plan developed with the help of local law enforcement, emergency management, and public health officials. Drills are routinely held in all district buildings to prepare students and employees for emergencies.

The emergency plan is based on an "all-hazard" approach that incorporates four universal response actions that can be implemented quickly. In the rare event of an emergency, the school principal or a district administrator will implement one of the following actions as needed:

- **Evacuation:** All students and staff will exit the building. If the school grounds are not safe, students may be relocated to another site.
- **Shelter In Place\*:** All students and staff will move into the building. Exterior doors and windows will be locked and public access to the school will be temporarily suspended. If a potentially hazardous substance has been released into the environment, ventilation systems will be temporarily disabled to keep out contaminants.
- **Lockdown\*:** All students and staff will secure their areas by locking doors and windows. Public access to the school will be temporarily suspended.
- **Severe Weather Shelter:** All students and staff will be moved to designated shelter areas within the building. If severe weather strikes during dismissal, buses may be delayed.

\*During a shelter in place or lockdown, building access will be restricted to the public, including parents. Once the emergency response action has been lifted, you will be allowed to enter the building.



# May 2022



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b>	<b>2</b>  No School for Students Staff Workshop Day	<b>3</b> Day 2	<b>4</b> Day 1	<b>5</b> Day 2	<b>6</b> Day 1	<b>7</b>
<b>8</b>	<b>9</b> Day 2	<b>10</b> Day 1	<b>11</b> Day 2	<b>12</b> Day 1  5:00—7:30pm BMS Multicultural Fair	<b>13</b> Day 2	<b>14</b>
<b>Teacher Appreciation Week is May 9th— May 13th</b>						
<b>15</b>	<b>16</b> Day 1	<b>17</b> Day 2  7:00pm PCSH 7th & 8th Orchestra Concert	<b>18</b> Day 1  7:00pm PCSH Honors Night	<b>19</b> Day 2  6:00pm PCSH 6th & 7th Band Concert 7:15pm PCSH 8th Band & Jazz Band Concert	<b>20</b> Day 1	<b>21</b>
<b>22</b>	<b>23</b> Day 2	<b>24</b> Day 1  7:00pm PCSH 6th Orchestra Concert	<b>25</b> Day 2  6:00pm PCSH 6th & 7th Choir Concert 7:15pm PCSH 8th & Performance Choir Concert	<b>26</b> Day 1	<b>27</b> Day 2	<b>28</b>
<b>29</b>	<b>30</b>  Memorial Day (No School)	<b>31</b> Day 1				

## **RISK MANAGEMENT (continued)**

### **FIRE DRILLS**

According to Minnesota State Law, schools must have fire drills. It is therefore important that students follow the fire drill guidelines each time the alarm is sounded.

The guidelines are:

1. Leave the building immediately according to the directions posted in your area. Stay with your teacher and class. Students should exit the building quietly.
2. Once out of the building, remain 100' from the building until the all-clear signal is given.
3. If the alarm rings during lunch time, leave the cafeteria immediately, leave the trays on the tables. When you return to the cafeteria, finish your lunch and bus your tray.

### **FOOD AND BEVERAGE ITEMS**

State Health Department guidelines do not allow students to share home baked/prepared food items or beverages with other students at school. Please be aware that some individuals may have food allergies. Beverages, food, and candy are allowed in the cafeteria only. Food from outside vendors will not be allowed during the lunch day.

### **HALLS**

Injury can result when students run, push, shove, play fight, horse play, or trip other students in the halls or on the steps. Appropriate behavior is expected while students are in the hallways at all times. It is important that students walk slowly and follow the traffic patterns of the halls, as well as follow the stairwell directional pattern. Keep hands, feet, and objects to yourself. Students must have a pass while in the halls during class.

### **INDOOR AIR QUALITY**

The district has established an Indoor Air Quality (IAQ) Management Plan that includes procedures for maintaining good air quality in our buildings. The plan includes forms for reporting concerns that may be related to air quality. Building staff will conduct an initial investigation. If the problem remains unresolved, the district Risk Management Department will follow up and perform testing as needed. Questions should be directed to the principal or the district's Coordinator of Risk Management at 763-391-7191.

Because of potential health implications for our students with allergies and asthma, animals are not allowed in school without permission from the principal. We need to make sure that no students in the affected area will be negatively impacted by the animals first. Certified therapy dogs will be permitted no more than three days per week.

### **LATEX-SAFE SCHOOLS**

To safeguard the health of students and staff having latex allergies, the District has taken steps to minimize exposure to natural rubber latex. No latex balloons are allowed, except when used for curriculum purposes with prior approval from the principal. Students with latex allergies should notify the Health Services Specialist at their school so that accommodations can be made.

### **PESTICIDE APPLICATION NOTICE**

A Minnesota state law requires schools to inform parents and guardians if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents/guardians at each school office. Parents/guardians may also receive, upon request, prior notice for pesticide applications made on days other than those specified in the estimated schedule. State law also requires that parents/guardians be told the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If you have any questions regarding pesticide applications contact your child's school or please stop by the school office.

### **SCHOOL SAFETY DRILLS**

Each middle school will conduct a minimum of three lockdown drills, five evacuation, two shelter in place and two severe weather safety drills per school year.

### **SCHOOL SAFETY**

School needs to be safe, orderly, and conducive to teaching and learning. School is a public place and all the laws, social norms, and common sense rules of public behavior apply on school property.

Osseo Area Schools takes a decisive stand on aggressive behavior and on the possession, storage, transmission and/or use of weapons or look-alike weapons. School administration will recommend expulsion if a student is involved with a weapon or lookalike weapon.

Any student observing a dangerous, harmful, threatening, suspicious, or frightening situation should report it to an adult immediately. We are all responsible for a safe and orderly school.

### **SEVERE WEATHER PROCEDURES**

Generally, you can expect that school will be held, even in severe weather. If school is held on a day you believe the weather is hazardous, you may keep your child home. Please call your school's absence line to report the absence. The absence will be excused.

### **School Cancellation**

District administrators consider the combined effects of snow, ice, and wind chill when determining if school will be held. If the National Weather Service predicts the wind chill to remain at or drop below -35°F (below zero), school may be canceled. We attempt to make the decision by 5:30 a.m. after surveying conditions, monitoring weather reports, and consulting with transportation vendors.

(continued)



# June 2022



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b> Day 2	<b>2</b> Day 1	<b>3</b> Day 2	<b>4</b>
<b>5</b>	<b>6</b> Day 1	<b>7</b> Day 2	<b>8</b> Day 1	<b>9</b> Day 2 Last Day of School	<b>10</b> No School for Students Mark Reporting Day	<b>11</b>
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>		

## RISK MANAGEMENT (continued)

### Early Release/Dismissal

Early dismissal is unlikely, due to the complexity of student transportation. However, if a storm worsens during the day, the superintendent may decide to close school early. Staff would attempt to make such a decision by 11 a.m.

- Mid-day dismissal: Lunch may be served and schools will be released in normal order, so older siblings are home first to await younger brothers/sisters.
- Tornado warning or other severe weather: Buses will not be loaded and students will remain at school.

### Late Starts

Due to the complexity of student transportation (e.g., students coming from other districts for magnet schools, homeless student transportation, and transportation to out-of-district special education programs), Osseo Area Schools currently does not offer late starts. At the time this handbook was published, however, the district was studying the feasibility of weather-related two-hour late starts. Families will be updated if late starts become an option.

### Programs, Activities, Events

When schools close, all after-school and evening activities and programs are generally cancelled, as well, including extra-curricular activities and community education programs (youth/adult classes; preschool and Kidstop programs; adult basic education; early childhood). Privately sponsored activities scheduled through the school district's facilities reservation department are also cancelled. The Kidstop Family Handbook describes pick-up procedures related to early dismissals.

## COMMUNICATIONS

If school is canceled or dismissed early, we inform families as follows:

**Telephone/email:** We will call and/or email you using an automated messaging system. Please be sure to submit or update your contact information through your child's school.

**Online:** Whenever possible, emergency information will be posted on the district's website—[www.district279.org](http://www.district279.org)—and the district's Facebook page—[www.facebook.com/OsseoSchools](http://www.facebook.com/OsseoSchools).

**Broadcast:** Information will be submitted to major radio and TV stations as "Osseo District 279."

Please do not call your child's school with questions during an emergency. The phone lines must remain open for emergency communications. If you need assistance, call the main district phone number: 763-391-7000.

## PARENT/GUARDIAN RESPONSIBILITIES

- **School emergency plan for your family:** Make sure your children know what to do if school is cancelled. Do they know how to get into your home safely if school closes early?
- **Student emergency contact information at school:** Students will be released only to parents, guardians and authorized individuals listed on the student emergency cards kept in at school. Please keep this information current.
- **Weather-appropriate clothing:** Please send your child to school dressed appropriately for the weather, e.g. warm coat, mittens, hat, and/or boots. Your child will be expected to go outdoors during evacuations, so appropriate clothing at all times is expected.

### TORNADOES

In the event of a tornado warning while school is in session, all students will stay at the school until the all-clear is given.

### TIP LINE

The district has established a tip line for students and parents to report bullying, weapons, drugs and violence. Callers can leave messages anonymously. If you have information regarding something that may happen or an incident that has already occurred, please call 763-391-8660 to report it. You may also complete an anonymous Tip Line form on the district website. All messages will be forwarded to the principal or administrator.

### TOBACCO FREE SCHOOLS—Policy 419

The district prohibits the manufacture, distribution, dispensing, transfer, possession or use of any defined prohibited drug while on school property, in school vehicles, or while accompanying students on school affiliated activities.

The use of alcohol and/or tobacco including e-cigarettes is prohibited for all persons within all school buildings, in school or contracted vehicles, or on school grounds during all hours of every calendar day. The prohibition applies to all students and adults.

These policies apply at all times at any school-sponsored event, on or off campus while students are under staff supervision.

### WEAPONS

Weapons and look-alike weapons are strictly prohibited. (See page 32-33).

### WELLNESS

This is a required policy according to Federal Public Law 108-265 (2004) § 204. Nutrition education and physical education are important components of the educational process, and good health fosters student attendance and learning. The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity. The school district encourages the involvement of students, parents, and staff in implementing, monitoring, and reviewing school district nutrition and physical activity policies. Students need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive. All students in grades PK-12 will have opportunities, support, and encouragement to be physically active on a regular basis. (See District Policy 533)

# STUDENT RECORDS AND YOUR RIGHTS

School Board Policy 515 - Protection and Privacy of Education Records, outlines the collection, security, storage and release of student information as required by State and Federal laws. The school district must obtain and use information about each student to plan the best education program and ensure the rights of each student and parent/guardian to privacy. Therefore, access to information by third parties is controlled.

The Superintendent of Schools, who has overall responsibility for student records, delegates the day-to-day responsibility to administrators in charge of each elementary and secondary school and to certain District personnel.

**Student Data:** Student data is classified as public, private or confidential.

**Directory Information:** Directory information is public data that may be disclosed in the form of class lists or other lists. Directory information does not include any personally identifiable information. School Board Policy 515 designates the following student data as directory information:

- student's name
- student's address
- date of birth
- school of attendance
- grade(s) completed
- dates of attendance
- degrees and awards received
- participation in officially recognized activities/sports
- weight and height (if a member of a team)
- photograph

**Denial of Release of Directory Information:** A parent/guardian of a student or an eligible student may object to the designation of the above information as directory information and may notify the building principal in writing using Appendix C of School Board Procedure 515. Appendix C may be obtained from any school office or the district website. Designation of directory information to private is in effect for one year or until modified, whichever comes first.

Requests for directory information are made in writing to the Coordinator of Information Systems, 11200 93rd Avenue North, Maple Grove, MN 55369, 763-391-7000.

**Private Data:** In general, all documents and verbal student information is private data and cannot be released by school district employees to the public. "Members of the public" include most school district employees, and students and their parents who are not the subject of the data.

**Accessing:** A student or parent may gain access to his/her own private data, but there are expeditions listed in policy/procedure 515. School district employees may gain access to this data if they have a legitimate educational interest in the information, or the information will provide effective, educational-related services to the student or parent.

**Collecting and using:** The school district employee must inform the student or parent of the purpose, intended use, obligation to provide or consequences of failing to provide the data, and to whom the information may be disclosed. This requirement is met by providing a Tennesen Notice to the student and/or parent.

**Storing:** Private data must be maintained in a secure manner. District employees who have private educational data must take precautions to ensure that the data are inaccessible to anyone who does not have authority to access it.

**Sharing:** Limited instances when private information may be released include sharing oral information and written documentation. If you receive a request to release private educational data, go to your principal or administrator for assistance in compliance with the law and school board policy. Employees who violate this policy may be subject to discipline—including termination and civil/criminal penalties.

**Confidential Data:** Confidential data is data which state statute or federal law has declared not public and not accessible to the student and/or his/her parent/guardian. This includes, but is not limited to:

- reports of child abuse and neglect;
- individual student data received from outside agencies which the agency has classified as confidential and is classified as confidential by State statute or Federal law; and
- chemical abuse data collected by a licensed alcohol and drug counselor.

**Release of Information to Military Recruiters:** Federal and State laws require all school districts to provide military recruiters, upon request, with the name, address, and telephone number of all 11<sup>th</sup> and 12<sup>th</sup> grade students unless the parent or eligible student (students over 18 years old of authorization) requests that the information not be provided without written permission. Denial to release information to military recruiters may be completed by submitting Appendix D to school office by October 1<sup>st</sup>. The denial of authorization by parent/guardian or eligible student must be completed annually.

**Storage of Student Records:** Student records are kept secure in the school in which the student is attending. Records are kept in locked file drawers or secure computer systems except when used by employees of the District whose work assignments require access to the records. Records of students who withdraw or graduate will be kept at the school of attendance for one year and then sent to the Educational Service Center, 11200 93<sup>rd</sup> Avenue North, Maple Grove, Minnesota, for permanent retention.

**Transfer of Student Records:** When a student moves from one school to another within the District, the entire record will be checked for completeness and then be forwarded to the student's new school. When a student withdraws to enroll in another school district copies of the student's records, including records of disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information and, if applicable, data regarding a student's history of violent behavior will be forwarded to the student's new school. Written permission of the parent/guardian is not necessary in the transfer of records to a school in which the student intends to enroll. Parent/guardian may request a copy of the records transferred and may challenge the content of the transferred records in accordance with Section H of Procedure 515.

Questions concerning student records should be directed to the District Compliance officer, at (763) 391-7000.

**Statement of Rights:** Parents/guardians and eligible students have the following rights under the Family Educational Rights and Privacy Act, (FERPA).

1. Inspect and review the student's records;
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and its regulations authorize disclosure without consent; and;
4. File with the U.S. Department of Education a complaint concerning alleged failures by the educational agency or institution to comply with the requirements of FERPA.

This is a summary of the "Statement of Rights." The entire statement is Appendix A in Procedure 515 Protection and Privacy of Education Records.

All rights and protections given parents/guardians under the above statutes, regulations, and District policy transfer to the student when the student becomes an eligible student.



# STUDENT EXPECTATIONS

**RESPONSIBLE:** I CAN make responsible choices  
**RESPECTFUL:** I CAN respect myself, others, and property  
**INTEGRITY:** I CAN be a person of outstanding character



## At BMS, we expect all students to:

- Attend school and be on time each day
- Bring appropriate materials to class each day
- Be tobacco and chemical free
- Never possess, store, transmit or use a weapon or look-alike weapon at school as this conduct is grounds for expulsion
- Keep your hands, feet and objects to yourself
- Not engage in racial, sexual, and religious harassment or assault
- Use appropriate language, volume and tone
- Accept adult directions and consequences
- Wear Face Coverings
- Dress appropriately. Inappropriate clothing includes:
  - clothing advertising substances illegal for juveniles;
  - Sexually obscene and/or profane language, slogans, emblems, or pictures;
  - gang symbols and/or emblems or clothing worn in a manner to identify gang membership;
  - immodest clothing (sagging pants, midriffs, etc.), words or symbols;
  - gloves, hats, and outerwear jackets;
  - Potentially hazardous items such as chains, pins, studs and rings.
- Leave nuisance items at home
- Walk and talk in the hallways
- Follow the bus ridership guidelines outlined in your handbook
- Keep food and drink in the cafeteria
- Keep your locker clean inside and out
- Recycle and reuse. Respect the environment...Don't litter!

Decisions to violate the student expectations will result in consequences including but not limited to a conference, detention, community service, restitution, suspension, exclusion, and recommendation for expulsion.

## NO Backpacks, Large Purses or Bags

There are no backpacks, large purses, women's bags, book bags, or duffel bags allowed during the school day. Any type of bag/purse that is large enough to hold a book or a notebook is NOT ALLOWED. If students bring these items to school they must be kept and stored in their lockers for the entire day once they enter the school building.

## REPORTING PROCEDURES

Report any misbehavior you witness or experience. Everyone has a right to feel safe and respected.

1. Generally, begin by reporting the misbehavior to your class teacher. In the lunchroom, tell one of the supervisors.
2. If personal safety is an issue, go to the nearest adult. Tell them you need help and are not feeling safe.
3. On-going problems should be reported to a counselor or administrator.

Be aware of the date, time, and location of the incident. This information will help in the investigation.

## ANONYMOUS TIP LINE

**(763) 391-8660**

The district has established a tip line for students and parents to report bullying, harassment, drugs, alcohol, weapons, violence, or any other activity that jeopardizes the safety and security at school. Callers can leave messages anonymously. If you have information regarding something that may happen or an incident that has already occurred, please call to report it. **You may also complete an anonymous Tip Line form on the district website.** All messages will be forwarded to the principal or administrator.

**BREAK THE SILENCE**

**NO NAMES. NO TROUBLE. JUST HELP.**

# STUDENT BEHAVIOR PLAN

All employees in the middle school have the responsibility and the right to enforce school rules. **Students are expected to respond immediately and respectfully to any employee giving directions.**

## **GENERAL SCHOOL CONDUCT**

This is a public place and all the laws, social norms, and common sense rules of public behavior apply on school property. It is expected that students will treat other students, as well as adults, with respect in class, in the halls, on school buses, at all school activities, and on all District 279 property.

## **GENERAL SCHOOL RULES**

1. Be Responsible, Respectful and Act with Integrity.
2. Be to school and class on time everyday.
3. Respect others and their property.
4. Be Ready to Learn and engage in learning.
5. Keep traffic flowing in the halls. Do not loiter, congest or block others.
6. Show appropriate affection - neither "friendly hits" nor holding hands, embracing, and kissing are appropriate.
7. Follow the classroom behavior guidelines established by each teacher.
8. Report harmful, threatening, suspicious or frightening situations to an adult immediately.

## **DESCRIPTION OF STUDENT BEHAVIOR VIOLATIONS**

**Academic misconduct:** includes, but is not limited to cheating on school assignments or tests, plagiarism or collusion. Academic consequences may also be assigned.

**Arson:** intentionally destroying or damaging, by means of fire or explosives, any personal or school property.

**Bomb threat:** a spoken or written bomb threat will result in a recommendation for expulsion.

**Bullying:** intimidating, threatening, abusive, or harming conduct by a student that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. The term, "bullying," specifically includes cyberbullying as defined in this policy.

"Cyberbullying" means bullying using technology or other electronic communication including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student

learning or the school environment. Participation in acts of bullying will be subject to disciplinary action. See Policy 514.

**Breaking and Entering/Burglary:** is defined as entering a building without consent and committing a crime or intending to commit a crime.

**Cheating:** Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of smart phones or other technology to accomplish this end.

**Chemical violation:** possession, use, be under the influence of, distribution, sale, and/or exchange unauthorized or illegal chemical substances including, but not limited to narcotics, drugs or other controlled substances, alcohol, or other intoxicating substances or mood-altering chemicals, drug paraphernalia or look-alike substances, or other illegal or harmful to persons or property. Medication prescribed by a physician must be handled in accordance with Policy 516. See also Policy 541.

**Computer guidelines:** the use of school computers is a privilege not a right. Appropriate use is defined in School Board Policies 441.

**Disruptions:** acts that interrupt the peace and good order of the school or school sponsored activities, or disrupt the educational process. Disruptions include use of electronic communication devices, and organizing or participating in walk-outs, sitins or cafeteria disruptions or acts which are dangerous or detrimental to the student, other students, school district personnel or surrounding persons, or which violate the rights of others or damage or endanger the property of the school or which otherwise interfere with the mission or operations of the school district or the safety or welfare of students or employees.

**Falsification or Alteration of Documents:** 1. Falsification of any records, documents, notes or signatures. or 2. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means.

**Field trips:** field trips have both academic and behavior requirements for students who may want to participate. Students that do not fulfill either the academic or behavior requirements are therefore ineligible to attend the field trip. These students will not receive a refund of their field trip fee unless the school is able to receive a refund from the field trip vendor.

**Fighting:** act which intentionally inflict, threaten to inflict, or attempt to inflict bodily harm upon another person or inflicting bodily harm upon another even though accidental or a result of poor judgement. This could include, but is not limited to hitting, slapping, pushing, pulling hair, biting, kicking, scratching. Engaging in any form of fighting is prohibited regardless of who initiated the fight.

(Continued)

# STUDENT BEHAVIOR PLAN

**Gambling:** any participation in events or games of chance which involve the exchange of money, goods, or services.

**Harassment and violence (sexual, religious, or racial):** harassing, threatening to inflict, or attempting to inflict violence or harm through conduct or communication on the basis of race, color, creed, religion, national origin, sex, marital status, familial status, status with regard to public assistance, sexual orientation or disability. See full policy on page 37.

**Harmful articles:** any item, other than a weapon that poses a threat to others or is a potential disruption (includes, but not limited to: shock pens and laser pointers).

**Hazing:** committing an act against a student, or coercing a student into committing an act, that creates a substantial risk or 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 Policy 514 & 506.

**Identification:** students have the responsibility to identify themselves when asked by a school staff member or employee. Failure to do so, fleeing, or giving a false name will be considered insubordination and subject to disciplinary action.

**Ignition Device:** no student shall use or possess an ignition device, including a butane or disposable lighter or matches, inside of an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school.

**Inappropriate Materials:** Possession or distribution of slanderous, libelous or pornographic materials.

**Insubordination:** failure to obey any reasonable request from a staff member.

**Indecent Exposure:** Indecent exposure is the purposeful and lewd exposure of one's own body or private parts, procuring another to expose private parts, other open lewdness or public indecency.

**Nonverbal assault:** abusive, threatening, profane, intimidating, degrading, discriminatory or obscene gestures or written language by a person or persons toward another or which encourages a person to assault another person. Nonverbal assault includes conduct which degrades a person or persons because of gender, sexual orientation or gender identity or expression, physical or mental abilities, race, religion, ethnic background or other protected classification.

**Off campus behavior:** students can be disciplined for off campus misconduct if the misconduct is a continuation of, or has a nexus to, improper conduct that occurred on school grounds.

**Physical assault:** when one or more persons attack an individual who does not physically retaliate; intentionally causing or attempting to cause harm to another individual. Intentional assault of a staff member or a group assault may result in a recommendation for expulsion. Instigation/Encouragement of fights/assaults may also result in school consequences.

**Robbery/Extortion:** taking personal property from another or in the presence of another by

use of threat or force.

**Sexual Harassment:** unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other physical or verbal conduct or communication of a sexual nature.

**Sexual Violence:** physical act of aggression or assault upon another person that includes a sexual act or sexual purpose or other illegal or inappropriate sexual conduct.

**Student Attire:** student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational environment or is otherwise in violation of Policy 504 – Student Dress and Appearance

**Tardy:** less than 15 minutes late to class.

**Theft:** the act of intentionally and without claim of right, taking, using, transferring, concealing, or retaining possession of property of another without consent and with intent to deprive the owner of the property or not making reasonable effort to find the owner.

**Threats:** acts that interrupt normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist, such as false fire alarms, false all calls, bomb threats, or instigating the same.

**Tobacco Use/Electronic Cigarettes:** No student, regardless of age, may possess, use, sell, or distribute tobacco, electronic cigarettes or tobacco/electronic cigarette paraphernalia in any form or at any time at any school-related activities, trips or functions, at bus stops, on school buses, in school buildings, property, school vehicles or school contracted vehicles, or ISD 279 Procedure 506 Page 4 of 9 other vehicles approved for school district purposes, or on school grounds or the area of entrance or departure from school premises, property or events.

**Transportation:** Violation of bus or transportation rules or the school district's transportation safety policy.

**Trespassing:** unauthorized presence in or on a building, property, or equipment owned or leased by the school district. When a student has been administratively dismissed or suspended out of school, he/she may not be on school property until readmitted by administration.

**Truancy or Unauthorized Absence:** one period or more of unexcused absence from class.

**Unsafe behavior rule:** a student participating in fights/physical assaults during their middle school career may be recommended for expulsion from the Osseo School District. Building administration will make a police report and criminal charges may follow.

**Vandalism:** damage to or destruction of school property or property of others. Minnesota statute 504.18 provides that a parent or guardian of a minor is responsible for injuries or damages caused by the minor up to \$1000, such as computer damage.

(continued)

# STUDENT BEHAVIOR PLAN

**Verbal assault:** is defined as abusive, threatening, profane, intimidating, degrading, discriminatory or obscene oral language, by a person or persons toward another, or which encourages a person to assault another person. Verbal assault includes conduct which degrades a person or persons because of gender, sexual orientation or gender identity or expression, physical or mental abilities, race, religion, ethnic background, or other protected classification.

**Weapons:** (See District Policy 506) Students and non-students, including adults and visiting youths, are forbidden to possess, store, transmit, or use an instrument that is considered a weapon or a look-alike weapon in school, on school grounds, at school activities, trips or functions, at bus stops, on school buses or school vehicles or school contracted vehicles, or entering upon or departing from school premises, property or events.

The district takes a position of zero tolerance on real and look-alike weapons, including, but not limited to:

- All firearms, whether loaded or not
- Other guns of all types including, but not limited to, pellet, air soft pellet, B-B, paintball, non-functioning or toy guns
- Knives, including but not limited to, switch blades, automatically opening knives, box cutters or razor blades
- Explosives, including but not limited to, live ammunition and fireworks
- Flammable liquids or combustibles
- Clubs, metal knuckles, numchucks, throwing stars, mace and other propellants, poisons, chains or arrows
- Any object or device or instrument designed as a weapon, modified to serve as a weapon, or through its use is capable of threatening or producing bodily harm, or which may be used to inflict self-injury

Students are expected to report harmful, threatening or suspicious situations to an adult immediately. Failure to do so may result in disciplinary action.

A student who finds a weapon on the way to school or in the school building and immediately takes the weapon to any staff member or to the principal's office will not be considered in possession of a weapon.

## DESCRIPTION OF CONSEQUENCES

It is our philosophy that the consequence and corrective action taken be appropriate, fair, and result in ending the behavior.

Parent/guardian involvement encourages appropriate behavior. Discipline consequences may be given by a staff member or for more serious offenses by the administration. Parents are not contacted for each infraction, but will be notified for in-school suspension or out-of-school suspension. Parents, check with your child regularly about his/her behavior.

Consequences may include but are not limited to: meeting with the teacher/counselor/principal, detention, loss or restriction of school privileges, including suspension from extra-curricular activities, parent conference with school staff, modified school programs, referral to school support services, referral to the legal system, referral to law enforcement, restitution, removal from class, dismissal for one day or less, suspension, alternatives to suspension including, but not limited to community service and Saturday school, expulsion or exclusion, other disciplinary action as deemed appropriate by the school district. Response will vary due to severity and frequency of offenses.

Detention is a supervised study period before, during (lunch) or after school assigned by a teacher and/or principal. Out-of-school suspension means the student is not to be on any school property during the suspension. A parent conference will be required before reentry to school.

Expulsion is action by the school board to prohibit an enrolled student from further attendance for a period of time.

Consequences may include, but are not limited to the following:

## ADMINISTRATIVE DISMISSAL

Any removal of a student from school for one day (24 hours) or less will be considered an administrative dismissal. Administrative dismissal prohibits a student from being in school, on school grounds, or at a school sponsored event for the day. A parent conference may be required before the student is readmitted to school.

## ALTERNATIVES TO SUSPENSION (ACTIONS TOWARD SUCCESS—ATS)

Alternatives to suspension is an intervention to reduce the need for suspension as a response to disciplinary incidents. Alternatives to suspension include: Diversion program, community service and restitution.

(continued)

# STUDENT BEHAVIOR PLAN

## DESCRIPTION OF CONSEQUENCES (continued)

### BEFORE/AFTER SCHOOL EXCLUSION

Being in the school before and after school requires proper behavior and certain guidelines.

Problem students will be excluded from early/late privileges. Parents of such students will be notified by letter and trespassing charges will be filed if the exclusion is disobeyed.

### CLASSROOM REMOVAL

Classroom teachers have the right to request removal of a student from class on a temporary basis, not to exceed five consecutive classes. An administrator will make the decision to remove a student. Students who are removed from class will be supervised and expected to work on assignments.

### COMMUNITY SERVICE

Students will be assigned duties around the school to give back to the school community.

### EXPULSION (Up to twelve calendar months)

Expulsion prohibits a student from attending any District 279 school for a prescribed period of time. No expulsion shall be imposed without a hearing unless the right to a hearing is waived in writing by the pupil and parent/guardian.

### OFFICE DETENTION

Students are required to use detention time to study or work on school assignments. Office detention will be assigned by an administrator. Students who have been assigned repeated detentions may not receive additional detention for similar future infractions. In-School-Suspension or Alternative to Suspension may be assigned instead.

### OUT-OF-SCHOOL SUSPENSION (OSS)

Out-of-School Suspension prohibits a student from being in school, on school grounds, or at a school sponsored event for a specific period of time. OSS will be assigned by an administrator. Homework will be provided for student make-up work if a student is out for 3 or more days. A parent conference will be required before the student is readmitted to school.

### RESTITUTION

Students will make a payment to restore or make right on an incident that has caused a loss or damage.

### TEACHER DETENTION (Before school, lunch or after school)

A classroom teacher may require a student to serve teacher detention before school, during lunch or after school for make-up work, behavior infractions, or class tardies.

### TENNESSEN NOTICE

Occasionally (usually in the context of allegations of violations of school rules, behavior guidelines, or school board policy), school staff may need to interview students to gather information that would be helpful in an investigation.

Before those interviews are conducted, the staff member will give each interviewee a "Tennessee Notice," which describes the purpose for collecting information, how it will be used, and the consequences of not providing information. Students also will be notified that they have the right not to respond to school staff members' questions about their behavior. If a student wishes not to respond, however, the school staff member may consider the student's refusal to be insubordination and subject the student to discipline.

### **NOTICE: OTHER WEAPON CONCERNS**

Paint ball guns, air soft pellet guns, and look-alike/replica firearms have the capability of doing great bodily harm.

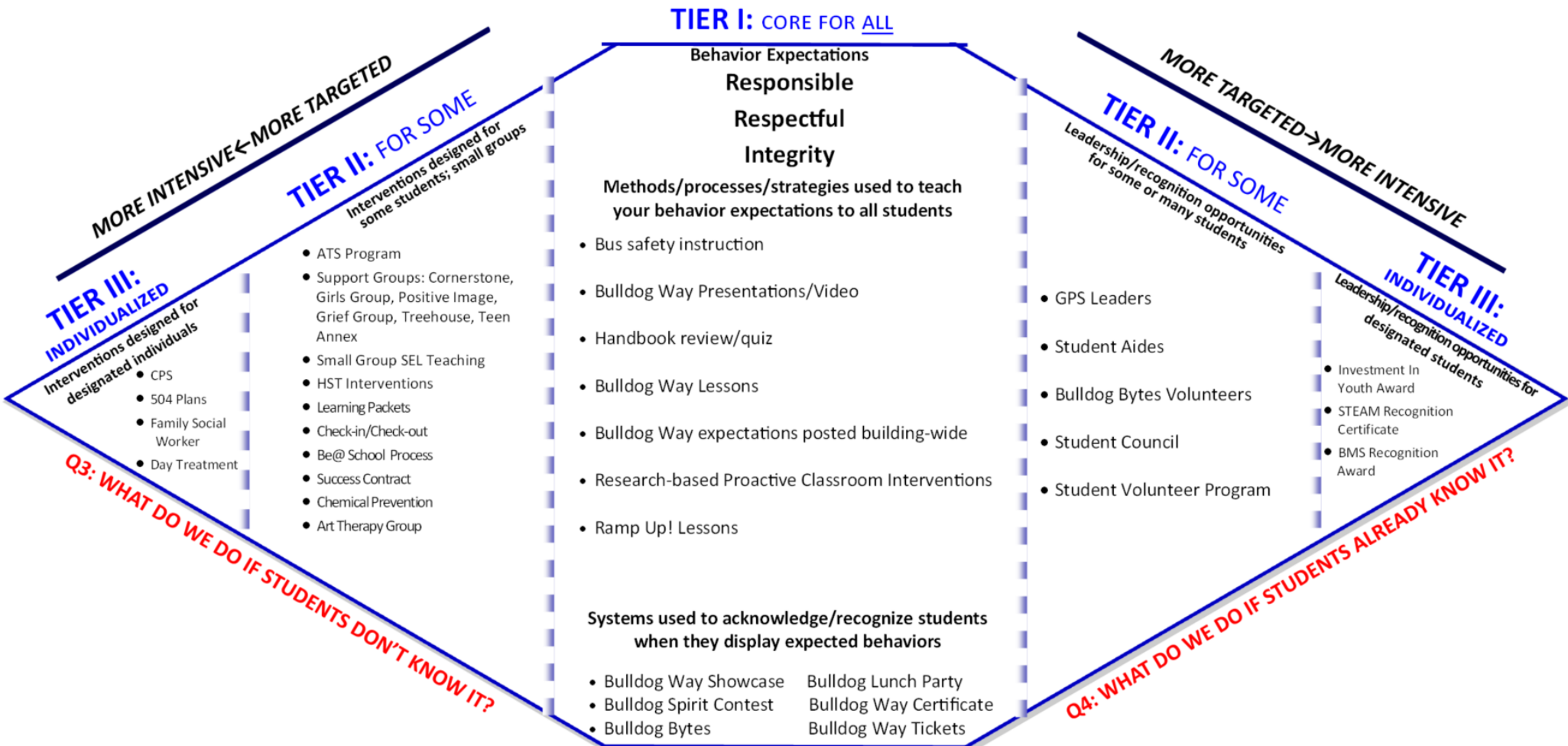
**DO NOT BRING ANY LOOK-ALIKE/REPLICA OR REAL FIREARM ON SCHOOL PROPERTY. POSSESSION OF A GUN ON SCHOOL PROPERTY WILL RESULT IN SUSPENSION AND A POSSIBLE RECOMMENDATION FOR EXPULSION.**

**Minn. Statutes CRIMINAL CODE Section: 609.66, Sub. 1d.**

Felony; possession on school property. (a) Whoever possesses, stores, or keeps a dangerous weapon or uses or brandishes a replica firearm or a BB gun on school property is guilty of a felony and may be sentenced to imprisonment for not more than two years or to payment of a fine of not more than \$5,000, or both.

SCHOOL: BROOKLYN MIDDLE SCHOOL

PRINCIPAL: KIM MONETTE



## 2021-22 POSITIVE BEHAVIOR INTERVENTION SUPPORTS

June 2021

Q1: WHAT DO WE WANT ALL STUDENTS TO KNOW AND BE ABLE TO DO?

Q2: HOW WILL WE KNOW WHEN THEY KNOW IT?

# SYNERGY

## ParentVUE:

Osseo Area Schools offers parents/guardians access to ParentVUE, an online service, that is easy to access and will enhance teacher/parent communication. ParentVUE provides parents with the opportunity to go online and find information about their child's academic performance, schedule, attendance, food service account and transportation information. Users are able to view current academic progress reports and unofficial transcripts. It also allows you to subscribe to an email alert system that will automatically send an email when your child is absent. In addition, parents may use ParentVUE to update their phone numbers and e-mail address.

In order to take advantage of ParentVUE, step by step instructions are available at [district279.org/forms](http://district279.org/forms). In order to access the system, parents must have an email in the system. Please reach out to BMS to have an email address added or updated if needed.

With the email, you will receive your ParentVUE access key. This access key allows you to setup your ParentVUE account so you can gain access to your child's academic information. Once you activate your account, you will have 24-hour access to attendance, current term schedule and academic performance. You will also have access to academic progress reports for your child. Due to data privacy, we are unable to mail your secure access key via mail.

## StudentVUE:

Students have access to StudentVUE too! Within the first two weeks of the start of the school year, all students will be given access to their attendance, schedule, transcript and grade book information online. **Students will be expected to periodically review their academic progress via StudentVUE online grading software, accessible from any Internet-connected computer or iPad.** This will give our students the opportunity to stay on top of their own attendance and classroom assignments.

**It is the responsibility of the student to maintain the security of his or her user name and password information. Attempts to tamper with other students' accounts will result in discipline following the Osseo Area Schools Internet Acceptable Use and Safety policy.**

Please note that ParentVUE/StudentVUE requires a minimum web browser of Internet Explorer 5.5 (PC) or version 5.1 (Mac) or Netscape version 6.2 (PC and Mac) or a browser with similar capabilities.

# RETENTION GUIDELINES

The staff at your child's school is dedicated to the total and continuous development of each and every student; therefore, if a student fails to satisfactorily complete specified curricular areas, he/she may be required to repeat courses in the areas of deficiency to insure future academic success. Furthermore, the staff recognizes the individual needs and differences of special education and Section 504 students and the modified curriculum and grading procedures mandated for those students identified in their individualized plans.

**It is the responsibility of the student and parent(s)/guardian(s) to be familiar with these guidelines.**

## MIDDLE SCHOOL 6th, 7th & 8th GRADE RETENTION GUIDELINES

Repeating of a single core class (math, science, English, and/or social studies) is determined as follows:

- Full year students in the district: Fail 3 trimesters of any core subject
- Partial year students: Fail 2 out of 2 trimesters of any core subject

Options for making up failed courses in science, English, or social studies:

- Repeat 1 trimester in the area(s) of failure during the next school year.
- Pass an appropriate summer school class (at own expense); prior approval must be obtained from a building principal or counselor.

Options for making up a failed math course:

Due to the sequential nature of mathematics, a student who fails a math course will need to complete an appropriate math course to advance to the next math level.

- Failure of Math 6: repeat Math 6
- Failure of Math 7: repeat Math 7
- Failure of Math 8: repeat Math 8
- Pass an appropriate summer school class (at own expense); prior approval must be obtained from a building principal or counselor.

## REPEAT ENTIRE YEAR

**If a student fails three or more of his/her core academic areas (English, math, social studies, science) for two or more trimesters, the school reserves the right to require the student to repeat the entire grade level. The building principal, upon consultation with counselor(s), teacher(s), parent(s)/guardian(s), and the student, retains the right to promote/pass a student who in his/her opinion would not benefit from retention.**



# SEXUAL, RELIGIOUS & RACIAL HARASSMENT & VIOLENCE POLICIES & PROCEDURES

## POLICY

The district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

It will be a violation for any student, employee or agent of the district to harass, threaten to inflict, or attempt to inflict violence through conduct or communication upon any student, employee, or agent of the district on any of the bases listed above.

### DEFINITIONS

#### Sexual Harassment and Violence

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other physical or verbal conduct or communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education;
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive educational environment.

Sexual violence is a physical act of aggression or assault upon another person that includes a sexual act or sexual purpose.

**Sexual orientation:** having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

#### Religious/Racial Harassment and Violence

Religious/racial harassment consists of physical or verbal conduct or communication which is related to an individual's religion/race when the conduct:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
- Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- Otherwise adversely affects an individual's employment or academic opportunities.

Religious/racial violence is a physical act of aggression or assault upon another person because of, or in a manner reasonably related to, religion/race.

## REPORTING PROCEDURES

### Employees

Victims of alleged harassment or violence and third persons with knowledge of such conduct will report the alleged act immediately to district officials, as designated herein. Nothing in policy 413 will prevent any person from reporting harassment or violence based on a protected classification directly to the human resources executive director. In the case of an emergency, district employees should call for assistance.

- Building level: The principal is responsible for receiving reports of harassment or violence.
- Department level: The department head is responsible for receiving reports of harassment or violence.
- Upon receiving any such report, the principal or department head must notify the human resources executive director as soon as possible, but in no event later than 72 hours after receipt of the report. The report must be forwarded without screening or investigation.
- District level: The district will designate the human resources executive director to receive reports of harassment or violence. The name, address, and phone number of the human resources executive director will be posted in each building.

Submission of a good faith complaint or report of harassment or violence will not affect the individual's future employment, grades, or work assignments. The district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the obligation to investigate, to take appropriate disciplinary action, and to conform to any discovery or disclosure obligations.

### Students

District employees who witness harassment or violence directed at a student should take appropriate action safely, and report the incident to the building's site leader. In case of an emergency, district employees should call for assistance.

Victims of alleged harassment or violence or third persons with knowledge of such conduct will report the alleged act immediately to the principal.

Submission of a good faith complaint or report of harassment or violence will not affect students' grades. The district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the obligation to investigate, take appropriate disciplinary action, and conform to any discovery or disclosure obligations.

## HARASSMENT AND VIOLENCE POLICIES (continued)

Sexual harassment or violence perpetrated against a minor will be considered sexual abuse and will be reported as directed in Policy 414 -- Mandated Reporting of Child Neglect or Physical or Sexual Abuse and required by M.S. 626.556 - Maltreatment of Minors. Nothing in these policies will prohibit the District from taking immediate action to protect victims of alleged sexual abuse.

### INVESTIGATION AND DISTRICT ACTION

#### Students

Complaints of a sexual, religious, or racial harassment or violence perpetrated by a student shall be investigated by the building administration. Disciplinary action will be taken in accordance with Policy 506 - Student Discipline and building procedures. Complaints of sexual harassment or sexual violence perpetrated by an employee or agent of the school District against a student must be reported and investigated as directed in Policy 413 - Harassment and Violence, Policy 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse, and as required by M.S. 626.556 - Maltreatment of Minors and other applicable law.

#### Employees

By the authority of the School Board, the District Human Rights Officer, upon receiving any report alleging sexual, religious, or racial harassment or violence, will conduct or authorize an investigation. In determining whether alleged conduct constitutes a violation of this policy the District should consider all the facts and surrounding circumstances of the allegation. During the investigation, the District may take appropriate action, at its discretion, to protect any person involved. The District Human Rights Officer will submit a written report to the Superintendent upon completion of the investigation. Upon receipt of the results of the investigation from the District Human Rights Officer, the Superintendent will authorize appropriate action consistent with requirements of applicable collective bargaining agreements, state and federal law, and District policies.

### RETALIATION

The District will discipline any individual who retaliates against any person who reports, testifies, assists or participates in any manner in any investigation, proceeding or hearing related to sexual, religious, or racial harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

#### NOTIFICATION

This document will be conspicuously posted at each school site and included in student and staff handbooks. Schools will develop a method of discussing Policy 548 with students. Principals/Supervisors will annually review Policy 413 with employees.

#### **DISTRICT HUMAN RIGHTS OFFICER:**

**11200 93rd Avenue North, Maple Grove, MN 55369 (763) 391-7007**

## SEXUAL, RELIGIOUS & RACIAL HARASSMENT

- Harassment is illegal behavior
- Harassment violates District Policy 548

### Harassment means

**Behavior, words or put downs of a sexual, religious, or racial nature which**

- **pressure or intimidate you**
- **make you feel uncomfortable**
- **affect you in a negative way.**

### Some examples of harassment are:

- telling offensive jokes/stories
- making degrading gestures and comments
- displaying pornographic or sexually explicit materials
- calling someone derogatory names/put downs
- pressuring someone to do something which he/she is not comfortable
- inappropriate or offensive touching

**Everyone has a right to feel  
safe and respected.**

School officials must investigate and take timely and appropriate corrective action in sexual, religious, and racial harassment cases.

Any and all of the material in this handbook is subject to amendment by the School Administration or the Board of Education at any time.



Brooklyn Middle School  
7377 Noble Avenue North  
Brooklyn Park, MN 55443

OSSEO AREA SCHOOLS

ISD  279

Nonprofit Org.  
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Permit #3  
Osseo, MN

**FIRST DAY OF SCHOOL**  
**WEDNESDAY, SEPTEMBER 8, 2021**



**LAST DAY OF SCHOOL**  
**THURSDAY, JUNE 9, 2022**