



INDEPENDENT
SCHOOL
DISTRICT 728

ELK RIVER | OTSEGO | ROGERS | ZIMMERMAN

Our mission is to **educate, inspire** and **empower** our diverse learners, to shape their futures, to accomplish their dreams and to contribute positively to our local and global communities.

MIDDLE SCHOOL STUDENT HANDBOOK



IVAN SAND COMMUNITY MIDDLE
ONLINE 728 MIDDLE
PRAIRIE VIEW MIDDLE
ROGERS MIDDLE

SALK STEM MAGNET MIDDLE
VANDENBERGE MIDDLE
ZIMMERMAN MIDDLE

WELCOME

OUR MISSION

Our goal is to provide a safe, caring, positive environment where students feel a sense of belonging with teachers and staff who care about them. The information in this handbook has been carefully prepared to help students succeed at all middle schools. Our policies are compliant with the ISD 728 Board of Education Policies.

We ask students and their parent(s)/guardian(s) to review all the policies and procedures included in this handbook. Please contact an administrator at your child's school if you would like more information concerning any school policy or procedure.

OUR CORE VALUES

We believe that:

1. All people have value.
2. Valuing and respecting differences strengthens the individual and the community.
3. People thrive when they feel connected, supported and affirmed.
4. Everyone can learn.
5. Hope inspires and empowers.
6. Lifelong learning is essential for personal growth.
7. Change is an opportunity for growth.

ABOUT ISD 728

Welcome to Independent School District 728 (ISD 728), the eighth-largest school district in Minnesota. We are a progressive district located 35 miles northwest of Minneapolis. We proudly serve more than 13,500 students and more than 60,000 total lifelong learners in all or parts of Albertville, Dayton, Elk River, Otsego, Ramsey, Rogers, St. Michael, Zimmerman and Nowthen, as well as the townships of Big Lake, Baldwin, Livonia, Orrock and Stanford.

THIS HANDBOOK INCLUDES TWO SECTIONS

SECTION 1

Middle School Procedures that are used in all ISD 728 schools and have been agreed upon by all Secondary Principals and the School Board.

SECTION 2

Procedures and expectations specific to your child's school.



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SECTION 2

- Procedures & Information for Each Middle School

CONTACT INFORMATION

Ivan Sand Community Middle

Principal: Deanna Chiodo
1232 School St.
Elk River, MN 55330
763-241-3531
deanna.chiodo@isd728.org
<https://www.isd728.org/ISCHS>



Online 728 Middle

Asst. Principal: Meagan Rathbun
11500 193rd Ave. NW
Elk River, MN 55330
763-241-3400 x5009
meagan.rathbun@isd728.org
<https://www.isd728.org/online728>



Prairie View Middle

Principal: Julie Athman
8300 Maciver Ave. NE
Otsego, MN 55330
763-274-6261
julie.athman@isd728.org
www.isd728.org/PVMS



Rogers Middle

Principal: Nicole Rittenour
20855 141st Ave.
Rogers, MN 55374
763-241-3550 x2701
nicole.rittenour@isd728.org
www.isd728.org/RMS



Salk STEM Magnet Middle

Principal: Daniel Wrobleksi
11970 Highland Road
Elk River, MN 55330
763-241-3455
daniel.wrobleksi@isd728.org
www.isd728.org/SMS



VandenBerge Middle

Principal: Michael Zeman
948 Proctor Ave.
Elk River, MN 55330
763-241-3443
michael.zeman@isd728.org
www.isd728.org/VMS



Zimmerman Middle

Principal: Marco Voce
25900 4th St. W.
Zimmerman, MN 55398
763-241-3505 x2801
marco.voce@isd728.org
www.isd728.org/ZMHS



SECTION 1

ACADEMIC DISHONESTY/PLAGIARISM/FORGERY

Includes but is not limited to, cheating, plagiarism, misrepresentation of student status and tampering with the school's database (Campus). Plagiarism includes, but is not limited to, the use of paraphrase or direct quotation, the published or unpublished work of another person without full and clear acknowledgement; unacknowledged use of materials prepared by another person or agency engaged in selling or otherwise providing papers, products, or other academic materials turned in under the student's own name. Academic dishonesty, plagiarism or forgery may result in disciplinary action.

ASSAULT/FIGHTING Policy [413](#)

Any student who inflicts bodily harm upon another person is subject to disciplinary action, referral to law enforcement officials, and possible police charges. Engaging in any form of unwanted physical contact is prohibited. Each student will receive consequences determined by his/her degree of involvement in the issue. Students who promote, record, or instigate a fight will be dealt with just as if they were involved in the actual fight.

ATTENDANCE POLICY Policy [503](#)

At ISD 728 we believe that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. We recognize that class and school attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrator.

School	Prairie View	Rogers	Salk	VandenBerge	Zimmerman
Attendance Line	763-274-6270	763-241-3550	763-241-3455	763-241-3450	763-241-3555

General Information

- ALL students and parents are responsible for making sure the student attends class and is punctual every day school is in session.
- Parents are responsible for contacting the school within 24 hours of the absence by calling the attendance office listed above or by sending a note to the office. When reporting an absence, please include the child's name with spelling, date of absence, reason for absence, and the name of the person reporting the absence. [Absence Reporting website](#).
- If a student needs to be released early for appointments, parents/guardians are asked to notify the school via phone, e-mail or note to the office, in the morning, to obtain an Off Site Building Pass to present to his/her teacher for release. *The parent/guardian MUST meet his/her*



student in the office to sign them out. Leaving school without the proper authorization will be considered an unexcused absence.

- Examples of excused absences include: illness, medical or dental appointment, court, death in the family, funerals, school sponsored trips, suspension, late bus, state/region activities participation, severe weather and religious holidays. All other absences are unexcused unless determined otherwise by administration.
- Due to the different coding procedures, if a student is attending a medical appointment please provide the medical note from the doctor's/medical office (an attendance/appointment sheet works).
- A doctor's note is required for absences that extend beyond three consecutive days or ten total absences due to medical reasons. The doctor's note must be provided to the attendance office within three days. If this does not occur, the absence will be unexcused.
- Students must have a doctor's statement to be excused from physical education for an extended period of time. The school nurse or health clerk can excuse a student for short term absences due to health concerns.
- If a student is absent, he/she is allowed additional time to make up work for each day missed.
- The students and parents/guardians are encouraged to conference with school officials whenever attendance issues arise.
- Family vacations obtaining pre-approval will be excused.
- If students are participating in after school activities, they must be present for a minimum of a half day of school.
- Administration will be the final authority in determining if an absence will be excused or not.

Unexpected Absences

- Consequences for not attending class include, but not limited to, detention, student conference, parent conference, loss of privileges, in-school suspension, involvement by county social services and/or the court system for truancy.
- Parents will be notified of unexcused absences daily with a robocall.
- As required by state law, the school will send letters to parents/guardians at regular intervals to notify them of excessive unexcused absences. When a middle school student accumulates seven full or partial days of unexcused absences, it is considered habitual truancy, and the school will file truancy with county social services and/or court system.

Tardies

- Middle school students are expected to be punctual to each class with four tardies or less per quarter.
- If a student has four or more tardies in a quarter they may have consequences which may include, but not limited to, detention, student conference, parent conference, loss of privileges, involvement by county social services and/or the court system for truancy.

BULLYING & HARASSMENT POLICY Policy [514/413](#)

ISD 728 strives to provide safe, secure, and respectful learning environments for all students in school buildings, on school grounds, on school buses, and at school-sponsored activities. Bullying is conduct that interferes with a student's ability to learn and a teacher's ability to educate. The Bullying Prohibition policy protects students against bullying and retaliation by other students.



Please visit the [**District Website Bullying Prevention Page**](#) for more information regarding our Bullying Prohibition Policy and resources.

BUSES

All students who ride district buses are expected to follow all [bus rules](#). All school rules apply while riding the buses. If a student violates bus rules, drivers will forward a referral to the school.

Students cannot ride other students' buses unless there is a family emergency. Parents are responsible for making these arrangements before school with Vision Bus Co. at (763) 441-4420. Principals (or School Staff) are not allowed to permit students to ride buses other than their assigned Buses.

CELL PHONES

Students are prohibited from using cell phones and other electronic communication devices during the instructional day unless given permission by an adult. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and gang activity.

If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.

Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement.

Inappropriate and illegal use of cell phones and online postings: Students are warned that taking, posting, sending and receiving sexually explicit photos that are retrievable within a school facility or grounds, may result in suspension or expulsion by the school.

CHEMICAL HEALTH POLICY Policy [418](#) To foster a healthy, safe learning environment and to promote a student's health and motivation, ISD 728 prohibits the use of tobacco including electronic cigarettes (e-cigs), alcohol and other drugs at all school district facilities. This includes school buildings; school grounds, including parking lots; district owned and leased vehicles and designated bus stop areas. This also includes any school sponsored event or activity, regardless of the location. School officials are generally notified by the area police department of off-campus violations. Students who engage in off-campus use will lose extra-curricular eligibility status for a period of time following the reporting of the violation and according to the MSHSL Policies, where applicable.

Medical marijuana is not allowed in any of our schools or on school grounds:

- If a parent needs to administer it to their child during the school day, they must do it off of school grounds



- If a student appears “high” and states they take Medical Marijuana, we must request a doctor’s note for verification

CBD oil/products, including CBD gummies, are also not allowed on school property. CBD oil comes from Hemp which is from the genus Cannabis plant. Minnesota Statute 152.22 does not allow for any “medical Cannabis”, including oils, to be on school grounds.

Students found using and/or possessing tobacco including electronic cigarettes (e-cigs) are in violation of District policy and will be subject to the following:

1st Violation:

- One day suspension and/or educational diversion program
- Letter to parent/guardian
- Tobacco including electronic cigarettes (e-cigs) and/or paraphernalia will be confiscated
- Police will be notified

2nd Violation:

- Three day suspension and/or educational diversion program
- Parent Conference
- Tobacco including electronic cigarettes (e-cigs) and/or paraphernalia will be confiscated
- Police will be notified
- Student will be referred to the school’s Student Assistance Team (SAT)

3rd and Subsequent Violations

- Five day suspension
- Parent Conference
- Tobacco including electronic cigarettes (e-cigs) and/or paraphernalia will be confiscated
- Police will be notified
- Student will be referred to the school’s Student Assistance Team (SAT)

Students found using and/or possessing mood-altering substances are in violation of District Policy and will be subject to the following:

1st Violation:

- A. Notification of violation to:
 - Parents and/or Guardians
 - Building Principal
 - Police Liaison Officer
- B. Referral to building Student Assistance Team
- C. Removal from school for a minimum of 3 days
- D. Student will complete a Diversion/Education Program as determined by the building principal or school designee
- E. Student will undergo a chemical health assessment in a setting outside of the school, paid for by the parent or guardian

2nd Violation:

- A. Notification of violation to:
 - Parents and/or Guardians
 - Building Principal
 - Police Liaison Officer
- B. Referral to building Student Assistance Team
- C. Parents/Guardians and student attend conference with building administrator
- D. Removal from school for a minimum of 5 days



E. Student will complete a Diversion/Education Program as determined by the building principal or school designee

F. Student will undergo a chemical health assessment in a setting outside of the school, paid for by the parent or guardian

G. The building principal may forward a recommendation for expulsion.

3rd Violation or POSSESSION with intent to SELL:

A. Notification of violation to:

- Parents and/or Guardians
- Building Principal
- Police Liaison Officer

B. Referral to building Student Assistance Team

C. Parents/Guardians and student attend conference with building administrator

D. The building principal may forward a recommendation for expulsion.

***** In the event the student fails to complete the consequences in accordance with the violation, further disciplinary action may be taken. *****

For information on chemical health resources available to students and families, please contact the Prevention Specialist at (763) 241-3400, ext. 5003.

CHROMEBOOK USE Policy [524](#)

District 728 has a written policy regarding student use of the internet in school. The internet may be used in school for education and research only. All students will be given permission to have internet access, unless a parent requests in writing to deny such. Access is a privilege, not a right. Inappropriate use of the Internet will result in disciplinary measures according to the district guidelines and may include loss of internet privileges.

All students must abide by the student home use agreement and chromebook guidelines available to review on the [ISD 728 Website](#). Students must review and agree to the [ISD 728 Student Responsible Use Guidelines](#).

CLOSED CAMPUS

All middle schools in ISD 728 have a closed campus. Students are not permitted to leave without proper authorization.

COMPLAINTS

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.



COUNSELING SERVICES

Services offered are social and emotional, academic, and career counseling. In addition, the counselor can assist in referrals to other agencies. Students wishing to see the counselor are encouraged to stop by and sign up for an appointment in the counseling office. Additional information on school counselors can be found by visiting the [Prevention and Safety Website](#).

If you or someone you know needs help now, call or text 988 for the Suicide & Crisis Lifeline, 24/7 support from trained counselors.

CRISIS MANAGEMENT

The school district has developed a "[Crisis Management](#)" policy. Each school building has a building-specific crisis team to plan for response to crisis situations. The "Crisis Management" policy addresses a wide range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuations, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill in accordance with statute. Building plans include classroom and building evacuation procedures. For more information visit [ISD 728 Safety website](#).

DISCIPLINE POLICY / ACTIONS / CONSEQUENCES / RESTORATIVE PRACTICES Policy [506](#)

Every student and staff member at the middle school is entitled to learn and work in a positive school environment. Therefore, our schools have established policies and regulations that guide and regulate the conduct of all students. Such guidelines are established in a fair and equitable manner. Disciplinary action may be taken against students whose behavior is disruptive or interferes with the rights of others. Administrators will address situations not covered in the policies on a case-by-case basis. Unique or special situations may call for an adjustment in the discipline policies in order to meet the needs of the student, school, or the district.

BEHAVIOR CONSEQUENCES/RESTORATIVE PRACTICES AND SOLUTIONS:

In our efforts to establish ISD 728 Middle Schools as safe, welcoming and purposeful learning environments, we have implemented a framework called Positive Behavioral Interventions & Supports (PBIS). PBIS actively encourages students to achieve their academic potential while also behaving with good character. At ISD 728 Middle Schools, the focus is on teaching and encouraging appropriate behavior in all areas of school.

When a student's behavioral concerns cannot be resolved, the following steps may occur. Restorative and/or disciplinary action taken by the Principal or designee will follow with written documentation (email) and/or possibly a phone call to the parent/guardian. There will be appropriate consequences assigned to the student.

Restorative and/or disciplinary actions will depend on the severity of the infraction and the case history of the student. Restorative practices have been found to be effective in decreasing discipline concerns. Restorative practices require participants to take ownership of their behavior, to understand the harm



the behavior may have caused others, and to repair the harm caused. Teachers may use circles to build community within their classes (homerooms and otherwise). Conferences may be used to prevent concerns from becoming larger issues. For more information, please refer to our parent website page on [Restorative Practices](#).

- Restorative and/or disciplinary actions may include, but are not limited to, the following:
- Restorative Conference
- Teacher/student conference
- Student/principal conference
- Parent conference
- Contact with police liaison officer
- Loss of non-academic school privileges
- Removal from school-sponsored activities
- Detention after school or during lunch
- Loss of bus-riding privileges
- In-school suspension (ISS)
- Assigned to the Planning Room(PR)
- Out-of-school suspension (OSS)
- Exclusion from class
- Expulsion

DISRUPTIVE BEHAVIOR & SYMBOLS

Any behavior that disrupts or threatens to disrupt the education process in the classroom or any other area of the building is prohibited.

DRESS GUIDELINES [Policy 504](#)

It is the intent of ISD 728 staff and students to focus on learning and the educational process. Clothing that is fashionable may not be acceptable in the school setting.

- Any apparel that is sexually suggestive, promotes alcohol, drug use, violence, or is vulgar is not allowed.
- Historically offensive symbols such as swastikas, confederate flags, etc. are not allowed on school property.
- Shoes with soles must be worn at all times.
- Dress appropriately for physical education including tennis shoes.
- PVMS and RMS Grade 5 students *do not* change clothes for physical education classes.

Headwear will be allowed as long as the student's face is visible. During testing staff reserves the right to ask students to remove headwear. In addition, staff can require students to remove headwear for safety purposes such as science labs and tech ed classes. Exceptions will be made for religious, ethnic and medical reasons.

If students violate this policy, they will be sent to the office to change clothes before continuing the school day. Students who refuse to change will be sent home or to an alternative setting. Repeated



infractions or failure to comply with administrators or staff members will result in further disciplinary action.

HALL PASSES

Students who are in the halls while class is in session require a pass. Students who abuse hall passes may be placed on pass restriction and/or assigned a consequence. Students in the hallway without a pass will be directed to the office.

HARASSMENT Policy [506](#)

Everyone at school has a right to feel respected and safe. Consequently, we want you to know that the School District has a policy that aims to prevent racial, religious, disability, sexual orientation, or sexual harassment or violence.

You should know that a harasser can be a student or an adult. When related to race, religion, sexual orientation, disability or gender, harassment may include:

- Name calling, jokes, or rumors.
- Pulling on clothing.
- Graffiti.
- Notes or cartoons.
- Unwelcome touching of a person or person's clothing.
- Offensive or graphic posters, clothing, book covers, etc.
- Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings, or make you feel bad.

If the words or actions of someone make you feel uncomfortable or fearful, you should tell your advisor, a counselor, teacher, administrator, or your parent/guardian. Your right to privacy will be respected as much as possible. We take all reports seriously and will take all appropriate actions based on your report. We will also take action if anyone tries to intimidate you or takes action to harm you because of your report. For more information contact the Director of Human Resources & Rights, at (763)241-3408.

INSUBORDINATION

Deliberate or intentional refusal to follow an appropriate direction given by any staff member is a policy violation. Disciplinary action may be taken.

NON-DISCRIMINATION STATEMENT

ISD 728 does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression or disability in its education programs or activities, and it is required not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment.

The following individual has been designated to handle inquiries regarding the non-discrimination policies:



Executive Director of Human Resources:**Address:**

District Office
11500 193rd Ave. NW
Elk River, MN 55330

Email:

TitleIX@isd728.org

Phone Number:

(763) 241-3418

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

For purposes of this policy, the following individuals will also serve:

- Assistant Director of Human Resources or Outside Legal Counsel. - Investigator.
- Assistant Superintendent of Educational Services (Elementary) – Decision Maker when situations relate to early childhood or elementary students (Early Childhood through Grade 5).
- Assistant Superintendent of Educational Services (Secondary) – Decision Maker when situations relate to secondary students (Grade 6 - 12).
- Superintendent – Decision Maker for Appeals.
- Principals -Individuals who facilitate an informal resolution process.

OBSCENE LANGUAGE

The use of obscene language or gestures is prohibited. Under all circumstances, obscene language or gestures directed toward another student or staff member is subject to disciplinary action.

SEARCH/USE OF CANINE

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials. Please see board policy 502 for more information.

Canine Searches

In an effort to help foster a safe and drug free school environment, ISD 728 may ask law enforcement to use a canine trained in detecting drugs or explosives to sniff the air surrounding lockers, school facilities, vehicles parked on school property, and items of personal property that are not on a student person but are on school property. Students generally have no expectation of privacy in the air or odors surrounding spaces such as school lockers, school facilities, vehicles parked on school property, or items that are not on their person but are on school property. Click on the [Prevention and Safety Website](#) for more info.



SEXUAL DISCRIMINATION Policy 522

Title IX - Any student who believes he/she is a victim or any parent/guardian who believes their child is a victim of sexual discrimination, in violation of Title IX, may file a grievance. To receive a complete copy of the Title IX Compliance and Title IX Grievance Procedure or to file a grievance, contact the Title IX Compliance Officer at (763) 241-3400, ext. 1231.

THEFT

The unauthorized taking, using, transferring, hiding or possessing of the property of another person without the consent of the owner, or the receiving of such property, is prohibited. Charges could be filed with the local law enforcement agency and may include cost to replace the item or repair any damage. Students should keep lockers locked at all times. Students should never share their locker combination.

TRESPASSING

Presence at any school location without permission of school personnel is prohibited. Students on suspension are prohibited from being on school property without the school administrators permission. Middle School students are not allowed to attend high school events during school hours unless direct participation is required.

UNIQUE SITUATIONS

Discipline situations that arise which are not covered in the guidelines listed will be handled on a case by case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations may call for an adjustment in the discipline policies in order to meet the needs of the school or the district.

VANDALISM

Any destruction of school property or vandalism will be subject to disciplinary action and restitution where necessary. This includes, but is not limited to, such acts as writing on desks, lockers or walls, bathroom stalls, intentionally creating unnecessary litter, or damaging equipment or property belonging to district, staff, or other students.

WEAPONS Policy [501](#)

Bringing to school or possessing any weapon in school will result in a recommendation of expulsion from school and charges will be filed with the police. A weapon is considered to be any object that can be used to inflict harm on an individual. Weapons include, but are not limited to, guns, knives, fireworks/explosives and brass knuckles. Replicas or "look alike" guns or knives are also considered to be violations of this policy. For example, a replica toy gun would be a violation. Students should not bring any pocket knives, or tools that contain a knife, to school for any reason. If you inadvertently bring something to school that might be considered a violation of this policy and promptly turn it into the principal or assistant principal, you will not be considered in violation of our policy.

DISTRICT WELLNESS POLICY

The ISD 728 Wellness Policy sets forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise



made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

To meet the goals of the district's wellness policy, parents and guardians are asked to consider healthy options when they want to bring food to a classroom. For a list of healthy snack suggestions or more information about the district's wellness policy, please visit the district website at <https://www.isd728.org/Page/4639>.

Food brought to school for treats to share with classmates must be commercially prepared and in a sealed, unopened package; an ingredient list must be available if needed. Please be aware that we have students in our district with food allergies, such as peanut allergies. Homemade food cannot be handed out to children. Food provided should be consistent with our District's Wellness Policy.

Various snack and beverage machines will be available to students throughout the building. Vending machines will be turned off during the school day when the school cafeteria is open. Food Service at ISD 728 provides nutritionally balanced breakfast and lunch, along with a variety of à la carte items, available through the ISD 728 Food Service program. In partnership with SFE, we are excited to offer a wide variety of healthy choices for all students and staff. All menus meet or exceed USDA standards and each meal that is served consists of whole grains, lean protein, fruit and milk. Items available for purchase through à la carte meet the requirements of the Smart Snacks in Schools standards as defined in our District Wellness Policy.

School menus for breakfast and lunch can be found on the District website at <https://isd728.nutrislice.com/> or through the Nutrislice App available in the Apple App Store or on Google Play. Our electronic menus include complete nutrition and allergen information.

EXTRA-CURRICULAR OPPORTUNITIES

Students may choose to participate in the following: Junior Honor Society (if eligible), Student Council (if eligible), Yearbook, and WEB (Where Everybody Belongs) Leaders.

Students involved in athletics or activities sponsored by their assigned High School (grades 7-8) are subject to the Minnesota State High School League policies and all guidelines set forth in the High School Student Handbook under Student Activity Guidelines. Students will be dismissed at the normal time to attend High School practices. If an early dismissal is ever warranted for a sporting event a pass will be required.

A student must be in school by 11:00 am on the day of the after school activity to participate (excused absences only). Any student that has been suspended in or out of school is not eligible to participate on the day(s) of the suspension.



FEES

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student. A list of classroom fees can be found [here](#)
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. Fee payments can be made online, via the Campus Parent Portal. Unpaid fee obligations may result in loss of privileges, such as future parking permits, prom tickets, etc. Ultimately, unpaid fee obligations may be sent to the school district's collection agency.

FOOD SERVICE AT ISD 728 Policy [534](#)

Nutritionally balanced breakfast and lunch, along with a variety of à la carte items, are available through the ISD 728 Food Service program. In partnership with SFE, we are excited to offer a wide variety of healthy choices for all students and staff. All menus meet or exceed USDA standards and each meal that is served consists of whole grains, lean protein, fruit and milk. Items available for purchase through à la carte meet the requirements of the Smart Snacks in Schools standards as defined in our District Wellness Policy.

School menus for breakfast and lunch can be found on the District website at <https://isd728.nutrislice.com/> or through the Nutrislice App available in the Apple App Store or on Google Play. Our electronic menus include complete nutrition and allergen information.

For specific questions regarding our Food Service program, please contact the General Manager of Food Service at (763) 241-3409.

Meal Account and Payments

During the 2023 Minnesota Legislative Session lawmakers signed into law Universal Free Meals for students beginning in the 2023-24 school year. All students will be eligible for one breakfast and one lunch per day free of charge.

Campus Food Service/Online Payments

Parents may allow their child(ren) to purchase extras or purchase food through à la carte by managing their account on [Campus Parent Portal](#). Click on “Food Service” to view your account(s). If a child’s food service balance is low, money can be added using a credit or debit card. Online payments are immediately posted to the student’s food service account. Families are NOT charged a fee for this service. In person cash payments (no checks) are accepted before the school day and at meal service.

À la carte items may only be purchased with a positive lunch account balance. Parents/Guardians can choose to limit their child(ren) on any à la carte or extra purchases by completing and submitting the [“No à La Carte Request form”](#) available on the District website.

ISD 728 utilizes a unique Barcode for each student. This Barcode is used to account for meals served to students. Currently enrolled students have received a Barcode. New students will be assigned a Barcode after they register and enroll. Barcodes numbers will follow students throughout their years in ISD 728.

Free and Reduced Meal Applications

ISD 728 will continue to collect Applications for Educational Benefits to determine if students qualify for free or reduced-price meals. Students qualifying for benefits increases federal and state funding to support learning experiences for students. Please help ISD 728 students by completing the application! The Application can be found on the [Campus Parent Portal](#) or a printed application is available at any school office.

IMPORTANT: Qualifying for Educational Benefits does not carry over from year to year. Each year a new application needs to be completed. For specific questions about free and reduced meal applications please call (763) 241-3515.

Lunchroom Expectations

Students may bring their own lunch or purchase a lunch at school. The school offers a variety of choices. The lunch menu is provided for you on the School Web Page.

Appropriate behavior is expected in the lunchroom and includes:

1. Students bring school issued barcode.
2. No cutting in line.
3. No throwing food or other items.
4. Return food trays and stack trays neatly. Discard trash.
5. No running, pushing, or other dangerous play.
6. Remain in the lunchroom area unless you have a pass.
7. Demonstrate respectful behavior at all times.



8. Use the assigned restroom.
9. Wait to be dismissed by staff.

Students are responsible for themselves and their areas. Misbehavior in the lunchroom may result in cleanup detail, an assigned seat in the lunchroom, or other disciplinary action. Most problems that occur in the lunchroom are handled within the confines of the lunchroom.

FUNDRAISING Policy [511](#)

Sale or solicitation of any item within the school day is prohibited unless authorized by the office.

GRADING POLICY

The grading system is as follows:

94-100 = A	90-93 = A-	87-89 = B+
83-86 = B	80-82 = B-	77-79 = C+
73-76 = C	70-72 = C-	68-69 = D+
66-67 = D	65 = D-	64.99 and below = F (Fail) P = Pass I = Incomplete

A student may have one "P" grade on his/her report card and be eligible for the honor roll. However, a student is not eligible for the honor roll if an "I" is not made up in the allotted time. Different classes are weighted differently due to being a quarter class. Therefore the GPA is calculated in a specific manner because not all classes are equal.

INCOMPLETES

Students have ten (10) school days after the last day of the quarter to make up work for any class in which they received an Incomplete (I) grade. If a student has an "I" and does not complete it within the ten (10) days, the student will receive the grade earned based on the percentage. Students who are unable to make up the required work within the ten (10) school days may petition for a deadline extension. Petitions must be made in writing and submitted to the counseling secretary before the end of the ten (10) days.

HONOR ROLL

An Honor Roll will be determined each quarter according to the following policies:

- "A" honor roll requires a quarter GPA of 3.51 and above.
- "B" honor roll requires a quarter GPA of 3.00-3.50.
- Students must be enrolled as full-time students.
- To be considered for the honor roll, students may not have an F or an Incomplete (I) on their report card. They may also only have one P (Pass) per semester.

ELECTIVE CLASS

If a student wishes to drop band/choir, the schedule change request form must be completed. The form is available in the Counseling Office and requires the signatures of the music teacher, the parent/guardian and the school counselor or administrator. Due to scheduling constraints, drop requests will only occur at the end of the first quarter.



AVID ELECTIVE CLASS

If a student wishes to drop AVID, the schedule change request form must be completed. The form is available in the Counseling Office and requires the signatures of the AVID teacher, the parent/guardian and the school counselor or administrator. In addition, an exit interview with the AVID teacher is required. It is expected that students commit to AVID for the first quarter.

HOMEWORK

Students are expected to complete assigned homework. Teachers will assign such homework when needed to supplement classroom work. Homework may be part of the formative grade.

PARENT PORTAL/SCHOOLLOGY

Teachers use [Parent Portal](#) or [Schoolology](#) for grades, assignments, and attendance.. Parents should contact the teacher if they have any question about how their student is doing in a class. Parent portal is available for parents to stay updated on their student's grades and attendance. Schoolology is where teachers link classroom resources, as well as, conduct electronic assessments. Schoolology is the primary tool used to communicate class information, resources and announcements to students.

MCA & STATEWIDE ASSESSMENTS

The Minnesota Comprehensive Assessments (MCAs) are administered to students in grades 3 through 8, 10, and 11. The MCAs are the state's accountability tests that meet the federal requirements and are used to determine if schools and districts are making adequate yearly progress. Students in grades 3 through 8 and 10 are assessed in reading and students in grades 3 through 8 and 11 are assessed in math. An additional MCA in science is administered in grades 5 and 8, as well as at the end of a student's biology course in high school. These tests are rigorous and based on standards adopted by the State of Minnesota to determine how well a student has mastered the standards.

Most students take the MCAs. Students who receive special education services and meet alternate assessment eligibility criteria may take the Minnesota Test of Academic Skills (MTAS). For more information on the MCAs, MTAS, and ACCESS for ELL assessments please see:

[ISD 728 Assessments](#) and [Minnesota Department of Education Testing](#).

Parents have the right to request their child to not take the MCA [Parent/Guardian Guide to Statewide Testing and Refusal to Test Form](#)

HEALTH SERVICES

The model of Health Services in ISD 728 uses a combination of Licensed School Nurses and Health Services Assistants.

If you become ill or injured, you need to report to the Health Services Office. Observe the following rules:

- You need a pass from your teacher to come to the Health Services Office. If it is between classes, report to your next class and get a pass to come unless it is an emergency.
- Health Services personnel will log you in when you arrive and log you out when you go back to class.
- Health Services personnel will determine if you need to go home. *If you do not go through the Health Services Office, and you go home on your own, it will be counted as unexcused.*



IMPORTANT: Update your online registration to ensure we have current emergency contacts

STUDENT MEDICATION LAW [policy 516](#)

The Minnesota Medication Law emphasizes that Health Services Personnel will give medication at school only in exceptional circumstances when your child's health may be jeopardized without it. If your child needs to take medication at school, the law states we can give medication only under the following conditions:

- The School's Health Services Office must have a completed Authorization for Administering Medication at School Form that is filled out and signed by your child's physician or licensed prescriber and parent/legal/guardian. The form is available in the Health Services Office or on the District Website under Health Services.
- Medications must be kept in the Health Services Office in a currently labeled pharmacy bottle/original packaging. You may need to ask your pharmacist to provide a duplicate bottle for the prescription so you can keep one bottle at home and the other one at school.
- Parents/guardians must bring the medication to the School Health Services Office. If this is not possible, please contact your school's Health Office to make other arrangements to safely get medication to school for your child.

SPECIAL NOTE: You are in violation of this state law if your child takes medication outside of the School Health Services office that has not been processed through that office. This includes all nonprescription medications such as aspirin, acetaminophen and ibuprofen.

We care about your child's safety:

- **If your child needs narcotic pain medication at school, he/she is not ready to return to school.**
- Dietary Supplements: Health Services shall not administer any dietary supplements, herbal products or any products not regulated by the Food and Drug Administration.

ALLERGY AWARE:

ISD 728 is an allergy aware district. Latex balloons are not allowed in any of our schools. We recognize the growing number of students with potentially life-threatening allergies and have a collaborative partnership between the school and family to keep all of our students safe. Visit [ISD 728 Health Services and Allergy Information](#) for more information.

IMMUNIZATION LAW:

Minnesota state law (M.S. 123.70) requires that all school children be vaccinated, allowing for certain exemptions, to protect children from specific communicable diseases*. Upon entering school, each student must provide proof that the immunization schedule is in process or has been completed. The school may accept immunization information submitted by a parent/guardian in lieu of a statement from a physician or public clinic if the full immunization dates are given. Immunization forms are available in each School Health Services Office or can be downloaded on the ISD 728 Website. Your child's current school immunization record can be found on your parent portal account.

***Exemptions:** No student is required to receive an immunization if he/she has a medical contraindication or that laboratory evidence of immunity exists. A medical waiver must be signed by a



physician. No student is required to have an immunization which is contrary to the conscientiously held beliefs of his/her parent or guardian. A conscientious objection form must be notarized and signed by the parent stating the immunizations excluded.

INSURANCE PLANS

The school is not insured to cover accidents to students; however, insurance can be purchased by parents. Two plans, dental and accident, are offered to students during the school year. The information will be available in the main office at the beginning of the school year.

LOCKERS [Policy 502](#)

Lockers are provided for the safekeeping of your books and materials. The locker combination is given to you only. *Do not share it with your friends or others.* Please see that your locker door is closed and locked when you leave. If a locker is abused in any way, a fine for repair will be assessed. Students are not to share academic lockers. Students are not to change lockers without office permission. The lockers are the property of the school and are provided for the students to use. The locker and its contents are subject to inspection by school authorities at any time. Inside locker decorations must follow school policies of appropriateness. No decoration/paper on the outside of lockers is allowed without prior approval from the administration. The school will not be responsible for any lost or stolen articles.

MEDIA CENTER

The media center is open to students before and after school.

- Students should make advance arrangements for after school use of the media center to be sure of availability.
- All students **MUST** have a pass to come to the Media Center during school hours unless accompanied.
- Replacement cost will be charged for lost or severely damaged library books.

PARENTS RIGHT TO KNOW

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

- whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
- the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.



PLEDGE OF ALLEGIANCE Policy [531](#)

Students will recite the Pledge of Allegiance to the flag of the United States of America weekly. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

POLICE LIAISON Policy [532](#)

Our middle school shares a police liaison officer (school resource officer) with other schools in the district in collaboration with local law enforcement agencies. This police officer will be in our school building on a routine basis. This person is available to help students and staff as needed. To learn more about our police liaisons, visit our [Prevention and Safety Website](#).

POSTERS & NOTICES

Only approved notices and posters may be displayed on bulletin boards, lockers, or walls. A principal must pre-approve all posters.

SCHOOL RECORDS

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, see Student Records Policy.

SEVERE WEATHER DISMISSAL PROCEDURES

ISD 728 staff are committed to ensuring all students are safe at all times and well-prepared for a variety of situations such as severe weather during our end of school day dismissal. We also need to ensure that all students make it home safely. Please go to Part 2 of this handbook to see your school's specific plans.

VENDING MACHINES Policy [720](#)

Various snack and beverage machines will be available to students throughout the building. Vending Machines will be shut off during the school day when the school cafeteria is open.

VISITORS Policy [903](#)

During the school day, all visitors must enter through the main entrance. Please use the video intercom system to request access to the building.

- All visitors must provide valid identification to enter the building.



- All visitors may be asked to sign-in at the main office including name, purpose of visit, time of arrival and location of where the visit will occur.
- If permission is given to enter, you will be issued a badge, which must be worn visibly at all times while in the building.
- Remember to sign out when leaving the building.
- Classrooms and academic hallways may not be accessed unless administrative approval is granted (during school hours).



SECTION 2

PROCEDURES AND INFORMATION FOR EACH MIDDLE SCHOOL

- [Ivan Sand Community Middle School](#) | Elk River, MN
- [Online 728 Middle School](#) | Online
- [Prairie View Middle School](#) | Otsego, MN
- [Rogers Middle School](#) | Rogers, MN
- [Salk STEM Magnet Middle School](#) | Elk River, MN
- [VandenBerge Middle School](#) | Elk River, MN
- [Zimmerman Middle School](#) | Zimmerman, MN