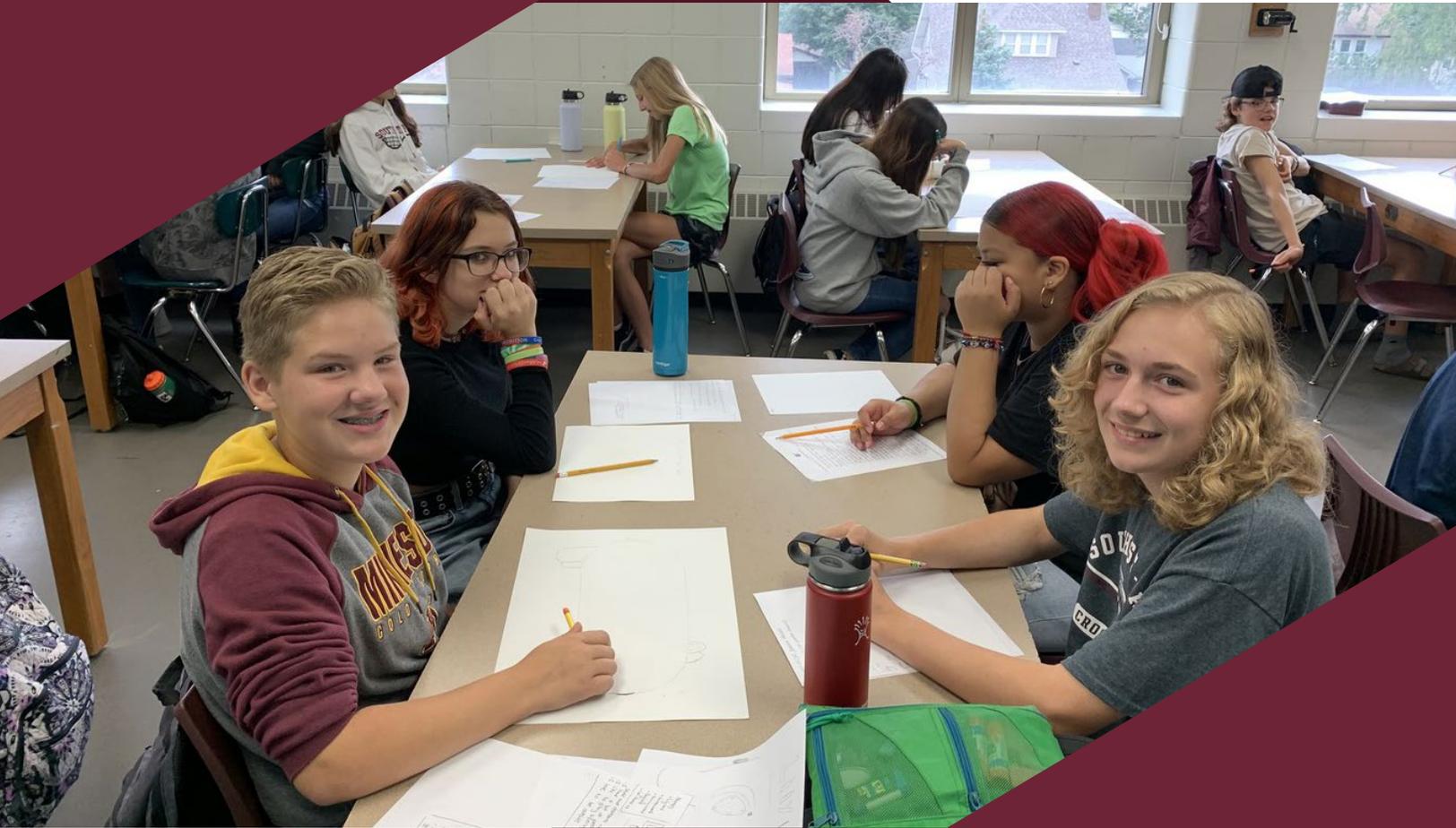


South St. Paul  
Public Schools



SOUTH ST. PAUL MIDDLE SCHOOL

# STUDENT GUIDEBOOK

2023-2024

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**OUR MISSION (our core purpose)**

Ignite a passion in every learner to inquire, continuously improve and engage in changing our world.

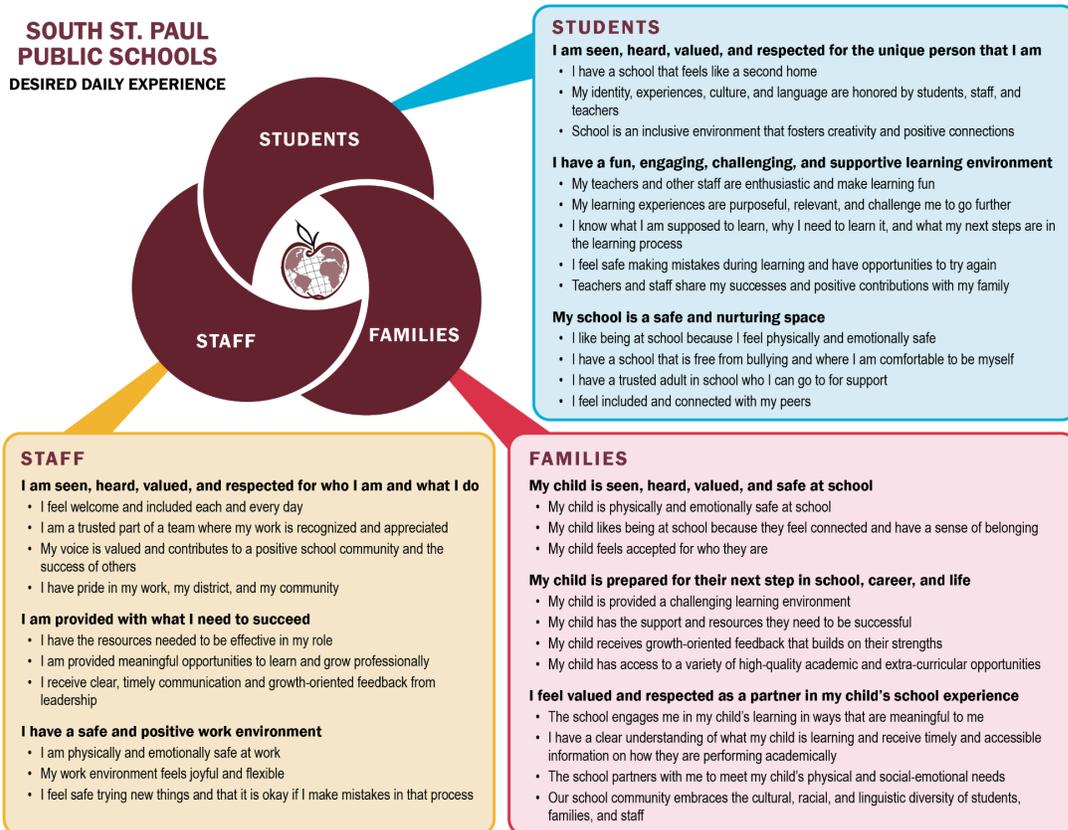
**OUR VISION (what we intend to create)**

- Prepare each and every student for their next step
- Provide high quality , individualized programs, services and personalized learning for all ages and stages of a learner’s life
- Build capacity in our learners to exemplify the IB Learner Profile
- Partner with our families and community to develop shared ownership of student outcomes and family learning needs
- Ensure students and families have reliable and regular access to technology for accelerated learning

**OUR STRATEGIC DIRECTIONS (how we will get there)**

- Develop** systemic student support services in each school and classroom
- Promote** ownership of learning by students and staff through an engaging environment and professional development
- Secure, sustain and allocate** resources to meet student needs
- Strengthen** family connections and engagement
- Partner** with community and businesses to leverage local resources

**Desired Daily Experience**



## EQUAL OPPORTUNITY STATEMENT

It is the policy of the South St. Paul Special School District No. 6 to provide equal educational opportunities to all persons regardless of race, color, creed, religion, national origin, sex, age, marital status and status with regard to public assistance or disability (except when sex and non-disability may be a bona fide consideration).

## SOUTH ST. PAUL PUBLIC SCHOOLS STUDENT BILL OF RIGHTS AND RESPONSIBILITIES

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- **You have the right** to be treated with respect and dignity by your fellow students, teachers and other school employees without regard to race, religion, sex, age, disability or family structure.  
**You have a responsibility** to treat your fellow students and all school employees with respect.
- **You have the right** to be treated as a unique individual with different needs, learning styles and abilities.  
**You have a responsibility** to complete assignments to the best of your ability and to adapt to different teachers and teaching styles.
- **You have the right**, along with your family, to participate in decisions affecting your educational program.  
**You and your family have a responsibility** to actively participate in conferences and meetings held on your behalf.
- **You have the right** to a comprehensive curriculum.  
**You have a responsibility** to take advantage of the curriculum.
- **You have the right** to expect a building environment that is safe, clean and comfortable.  
**You have a responsibility** to do your part in maintaining the safety, cleanliness and comfort of that environment.
- **You have the right** to attend classes where dedicated, caring teachers are well prepared to teach.  
**You have a responsibility** to be well prepared to learn.

**SOUTH ST. PAUL SECONDARY BUILDING  
STUDENT - FAMILY - TEACHER  
Compact for Student Success**

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Families and schools are partners in education. We all need to work together to ensure that our students gain the most from their middle school experience.

**STUDENTS WILL:**

- Attend school on time every day.
- Respect themselves, their teachers and classmates, and be a cooperative learner.
- Prepare for class daily and complete homework on time.
- Give their best effort to school work and seek assistance when needed.
- Inform their families/family about their school progress and other important information.

**FAMILIES WILL:**

- Send students to school appropriately dressed, prepared to learn and on time every day.
- Provide a healthy home environment including adequate sleep, nutrition, and school supplies.
- Provide daily time for homework or study.
- Encourage and praise each student's learning efforts.
- Communicate with teachers and support their homework policies and classroom expectations.

**TEACHERS WILL:**

- Have high expectations of success for all students.
- Provide a safe and positive learning environment.
- Teach and motivate students to the best of their abilities.
- Respect and address each student's individual needs and encourage individual talents.
- Communicate with families regarding student progress and work cooperatively on student issues when needed.

**BETTER TOGETHER!**

# SOUTH ST. PAUL SECONDARY

700 Second Street North, South St. Paul, MN 55075

Main Office: (651) 457-9408 | Fax: (651) 457-9455 | Staff Voicemail: (651) 552-5580

Office Hours: 7:00 AM – 4:00 PM

Student School hours: 7:50 AM-2:25 PM

Doors open at 7:30 AM

[www.sspps.org](http://www.sspps.org)

## OFFICE INFORMATION

### Academics & Administration

Building Principal	Leah Bourg	306-3659
Principal's Secretary	Joleen Macioch	457-9410
Assistant Principal	Andrew Barter	457-9405
School Counselor	Brooke Wood	306-3693
School Counselor	Shannon Smith	306-3688
Student Support Specialist	Andrew Barter	306-3692
Multicultural Liaison	Khong Xiong	457-9490
Social Worker	Joquan Williams	457-3690

### Activities

Asst. Principal/Student Activities	Brady Krueger	457-9417
<b>Sports Hotline</b>		<b>457-9419</b>
Activities Office Secretary	Kris Nihart	457-9462

### Attendance

<b>To Report an Absence</b>		<b>457-9415</b>
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### Health Office

Licensed School Nurse	Rick Moore	457-9449
Health Office Assistant	Kam McPhillips/Jaqualla Wilson	457-9476

### Office

Main Office		457-9408
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## PARENT AND STUDENT RESOURCES

### ASSISTANT PRINCIPAL

The assistant principal will be working with you in all aspects of your educational experience. They will work with all students to understand their strengths, weaknesses and to determine aptitudes, abilities, and interests. In addition, they can help with schedule changes, academic concerns and social issues.

The assistant principal also assists with a variety of issues that may be affecting your academic or emotional well-being. Appointments with the assistant principal can be made in the main office or by calling (651) 457-9408.

### **SOUTH ST. PAUL COUNSELING PROGRAM**

The South St. Paul Counseling Program is a cooperative effort involving students, staff, families, and the community. Counselors are available to assist students in the following areas:

- Education Planning
- Career Planning
- Decision Making
- Academic Counseling
- Personal and Social Growth
- Individual or Small Group Counseling
- Parent and Teacher Consultations
- Referral Assistance to Other Programs
- Other Areas as Needed

### **RESOURCE OFFICER**

- Provides a practical understanding of law and the legal system for students
- Creates an opportunity for a positive, meaningful, educational experience about the role of police officers
- Increases the ability of students and community members to voice their concerns
- Improves empathy for the role of the police officers
- Builds mutual trust between police, students, and community members
- Demonstrates positive interaction between police officers, other members of the school, and the community
- Strengthens school and/or community dialogue and decision making processes

### **STUDENT/FAMILY SUPPORT**

Student support will be available to assist students and families who are in need of non-academic support.

- Resource Officer (651) 457-9463
- 360 Community Family Support Worker (651) 552-3094
- Associated Clinic of Psychology (612) 455-8643

Our school counselors and social worker can assist you in finding appropriate support from community resources.

# ATTENDANCE

## ATTENDANCE INFORMATION: PHILOSOPHY

The South St. Paul Secondary Building believes that regular school attendance directly relates to success in academic work, benefits students socially, provides opportunity for important communication between teacher and student and establishes regular habits of dependability important to the future of the student. The following attendance procedures are intended to be positive and not punitive. These procedures also recognize that class attendance is a joint responsibility to be shared by the student, their family, teachers and administrators. While families have the authority to remove their students from school at any time and for any reason that they choose, the school has the responsibility, under state law, to determine whether the absence is excused, and if not, to take corrective action, including disciplinary consequences.



## PROCEDURES FOR ABSENCES/LATE ARRIVALS/EARLY DISMISSAL

These procedures also recognize that class attendance is a joint responsibility to be shared by students, families, teachers and administrators.

### STUDENT PROCEDURES

1. If you have been absent please report to the attendance office with your excused note. The attendance office will issue you an excused pass. All of your teachers need to sign your pass.
2. If you know you will be missing school let your teachers know in advance. Work with them to make a plan for making up missing class experiences and work.
3. After 8:05 a.m., students must report to the attendance office for a pass to class. If a student arrives after 8:05 a.m., they are expected to go to class, but they are considered absent for the period.

If a student misses more than 15 minutes of a class period, they are considered absent for the class period.

4. If you become ill during the school day, you must report to the health office for proper release. If you do not report to the health office (or leave the building without prior permission from an administrator), your absence is unexcused.

### FAMILY PROCEDURES

1. Call or email the Attendance Office on the day of the absence by 8:30 AM to report absence at (651) 457-9415 (a 24-hour voicemail number) or email [secattend@sspps.org](mailto:secattend@sspps.org). **Please give the student's first and last name, reason for absence, your relationship to the student and a phone number where you can be reached.** If the school does not receive a call or email within 24 hours of the absence, the absence will automatically become an unexcused absence.
2. Notify the Attendance Office if your student will be gone for any reason.

3. Notify the Attendance Office by phone call or email if your student is to leave early for an appointment.

### **SCHOOL PROCEDURES**

1. The secondary building has implemented an automated attendance alert calling system. This system will automatically place two phone calls to the families/guardians, one in the morning and one in the afternoon, to notify them of their child's absence regardless if the absence has been phoned in or not.
2. All absences are considered unexcused until verification can be made.  
NOTE - When checking your student's attendance online, please realize that the attendance will appear as unexcused until the office staff has logged the call or email from the family.

### **EXCUSED AND UNEXCUSED ABSENCES**

When a student is absent from class, the student is expected to complete missed work and assignments. The MAKE-UP WORK POLICY applies to any absence. Students will have an equal amount of time to turn in make-up work as the time absent. For example, for a one-day absence, the student will have one day to turn in make-up work. Any work not completed within this period shall result in No Credit (NC) for the missed assignment.

### **MAKE-UP WORK**

Following an absence, it is the responsibility of the student to inquire about assignments and to complete course work assigned. Students are expected to complete any missed assignments and assessments that result from an absence. Generally, students are given one (1) day to make-up work missed during a one-day absence. (The exception to this rule is when a test or assignment has been announced in advance while the student is in attendance and then they miss the day of the test or the date the assignment is due. In such cases, the student may be required to take the test and/or hand in the assignment the first day back in school).

### **EXCUSED ABSENCE DEFINITION**

Any absence that is authorized by the family or school. Excused absences fall under these categories:

1. Family emergencies (serious family illness, injury or death)
2. Medical appointments (the school reserves the right to verify)
3. Student illness
4. School approved activities
5. Required court appointments
6. Pre-approved absences by the administration including family vacations
7. Religious holidays or religious release time
8. Suspension
9. Tournaments approved by the Activities Office

### **UNEXCUSED ABSENCE DEFINITION**

All absences not authorized by the family or the school. Unexcused absences fall under these categories:

1. Miss the bus/car trouble
2. Oversleeping
3. Babysitting
4. Running an errand
5. Skipping a class/leaving the building without a pass
6. Parent not calling in for the student
7. Jobs outside of school

8. Tournaments not approved by the Activities Office

## **CONSEQUENCES OF UNEXCUSED ABSENCES**

Any student who exceeds seven (7) unexcused absences in any class period is placed on a truancy/chronically absent monitoring list from Dakota County. An administrative conference will be held among the principal, student, adult family member(s) and teacher. There will be an appeals process to review the absences for any unusual circumstances and to document absences for doctor or other specialist visits.

Families will be contacted and a plan will be made. School based consequences may include:

1. Detention
2. Counseling Services
3. Lunch Detention

## **THE APPEAL PROCESS**

An appeals process is in place for students/families/guardians that feel extenuating circumstances should be considered prior to denying credit or. The appeals group will consist of teachers and an administrator. A good practice to follow is to ask for notes from your doctor, dentist, etc. at the time of any appointment for future documentation. Special exceptions will be made for students with serious injuries, long term illnesses, family emergencies, or school approved absences.

## **TARDINESS**

Definition: If a student is not IN the classroom and prepared to begin class at the designated start time for the class, the student is tardy.

South St. Paul Secondary uses a bell system. Students are required to keep track of time and are considered tardy if they are not in the classroom when the class period begins. Tardy Sweeps will be done periodically by the administration. Students are always expected to report to class no matter how much time is remaining in the class period.

If a student is tardy without a pass 8 times, they will be asked to serve a 1- hour detention to make up the time. During the detention, students will have a grade check with a teacher or paraprofessional. The student will do school work. The administration will work with families to schedule the detention. Detention will take place after school on Tuesday or Thursday, or before school on Wednesday.

Families will be consulted and communicated with before detention is assigned. The idea behind assigning detention to chronically tardy students is to emphasize that class time is important. We will work with families and students so that students are supported in getting to class on time.

## **ACADEMIC INFORMATION**

### **SPECIAL EDUCATION SERVICES**

Children with disabilities are eligible for special education and related services from birth to age 21 as defined in federal law, P.L. 101-476, Individuals with Disabilities Education Act (IDEA) and Minnesota State Board of Education Rules, Chapter 3525.0200. Families can expect their referral to be processed by the Child Study team

in a timely manner and according to due process requirements. Contact the Assistant Principal or Director of Special Services, Shauna Bock at (651) 457- 9466 for further information and assistance.

### **HOME SCHOOLING**

The South St. Paul Public School District recognizes the right of the parent(s)/guardian(s) to decide the appropriate educational setting for their child. This may include the option of homeschooling. Homeschooling is an option for the parent(s)/guardian(s) to be the sole provider of the education of their child in all subjects. The only situation where an exception would be made is if a family objects, for religious reasons, to the course content in a health education class. In this case, health education could be taught as a single home schooled course, with all other courses taken at the school. In choosing this option, the adult family members are responsible for meeting the requirements as prescribed by the State of Minnesota. If you are interested in this option, an information packet is available from the district office.

## **REGISTRATION AND SCHEDULES**

### **SCHEDULE CHANGES**

All requests for schedule changes should be made before school begins in the fall. The only schedule changes that will be made after school starts are those that must be made due to an error made in a student's schedule or changes that have the approval of the administration. **No schedule change requests made by students or families will be made after the first week of the semester.**

### **DAY ONE/DAY TWO CLASSES**

The start of each semester begins with a Day One course. In the event of school cancellation or other unforeseen events we will continue with the regular student schedule as if there was no interruption.

### **WITHDRAWALS**

Any family planning to withdraw their student from school for any reason must meet with a building administrator before the last day of attendance. The student will be given a check-out form that must be completed before they leave the building. An official transcript will be mailed upon request to the school to which the student is transferring after completion of the withdrawal form.

## **ACTIONS SUBJECT TO DISCIPLINE AND GUIDELINES**

### **SOUTH ST. PAUL STUDENTS STANDARDS OF CONDUCT**

Discipline should not be confused with punishment. The goal of discipline is to teach and practice socially acceptable standards of conduct. Disciplinary policies within the secondary building shall be enforced within general guidelines. The MAXIMUM administrative actions are expulsion and exclusion.

***For more information regarding Actions Subject to Discipline and Guidelines, please refer to the 2023-2024 [Student Rights and Responsibilities Handbook](#).***

It is the policy of the South St. Paul School District to provide a safe learning environment for all students. If a student violates a rule or provision in this Student Handbook, School Board Policy Number 523, or any other School District rule or policy, discipline may be imposed. The listing of consequences for offenses below is meant

to be a guideline and does not imply or require that the minimum be used before a more severe consequence is imposed. Depending on the nature and severity of the violation, the administrator may choose a more severe consequence.

**DISCIPLINARY ACTION MAY INCLUDE, BUT IS NOT LIMITED TO THE FOLLOWING:**

- Meeting with the student
- Meeting with the teacher and administration
- Meeting with coach, activities director and administration
- Loss of school privileges
- Schedule adjustment
- Modified school programs
- Financial restitution
- Referral to police or appropriate authorities
- Removal from class
- Detention
- Exclusion
- Suspension
- Expulsion
- Homebound

**SUSPENSION**

The administration has the option of suspending a student for serious infractions of school rules. Students who are suspended from school are not allowed to attend or participate in any school function, and must remain off the school grounds during the entire time of suspension. Violation of this may result in the administration contacting the South St. Paul Police Department and charging the student(s) with trespassing.

**EXPULSION**

Expulsion normally occurs after other disciplinary interventions have failed. A student may be expelled from regular school attendance following an appropriate school board hearing. Expulsion procedures shall include written notification of the hearing, a statement of the charges to be proved, the right to legal counsel, and receipt of a written copy of the findings and decision. Expulsion proceedings can take place upon the student's actions or behavior which undermine good school order; actions which pose a threat to the general welfare of the school; conduct which threatens or violates the physical or emotional well-being and safety of other students or school personnel; actions which constitute flagrant disobedience, insolence or insubordination in direct defiance of reasonable rules and regulations; and actions which deprive other students of an opportunity to pursue their own education. An expulsion from school may be imposed by the school board upon the recommendation of the principal or superintendent for a period or more than ten days up to one full academic year. Hearings will be conducted in accordance with the Minnesota Pupil Fair Dismissal Act.

In accordance with the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 through 121A.56, a student may be excluded or expelled from school for any of the following grounds:

1. Willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

**TENNESSEN NOTICE**-When students commit an offense that will result in a disciplinary action or exclusion or expulsion, students are not legally required to provide any information during the interview. The purpose of the

interview is to find out the facts and impose proper discipline. Information provided is expected to be accurate. Information received during the investigation may be used to inform families/guardians, MSHSL, police or other necessary authorities.

## **HEALTH SERVICES**

### **HEALTH OFFICE**

If your child becomes ill or is injured during the school day, the health office will notify the family so arrangements can be made for the student to go home. Emergency information cards are essential and must be kept current. Adult family members' home and work phone numbers are required. No student will be allowed to walk or drive home without the permission of an adult listed on the emergency card. Please notify the school of changes.

### **HEALTH SERVICES**

The health office is located on the first floor near the commons area. The health office is used as an emergency center to give proper care to students who have had an accident or become ill at school.

A nurse is not allowed by law to give medication or treatment except under the direct order of a physician. Students are not to come to school when they are ill nor should they expect injuries that occur at home to be cared for in school. If a student becomes ill or injured during the day, they should ask the teacher for a pass and report to the health office.

**PLEASE NOTE:** A student who becomes ill in school may not leave the school building unless a health office staff member gives permission. Once the student has been released from school the family is responsible.



### **HEALTH OFFICE GUIDELINES TO PROMOTE A HEALTHY ENVIRONMENT FOR ALL STUDENTS AND STAFF**

1. Always keep your child at home if his/her temperature is 100 degrees or higher. Temperatures should be normal for 24 hours before he/she returns to school. Students with a temperature of 100 degrees or above cannot stay in school and parent(s)/guardian(s) will be notified that they must provide transportation home.
2. Please notify the health office if your child develops a communicable disease. **NOTE:** If you take your child in for a throat culture, DO NOT send them back to school until the results come back negative or they have been on antibiotics for 24 hours.
3. If your child has been vomiting and/or experiencing diarrhea, please keep them home until 24 hours after the last episode.
4. If your child has a rash that you do not know the cause, and it might be disease related, please check with your family doctor before sending them to school.
5. If your child has activity limitations or needs to be excused from physical education for longer than 2 days, bring a doctor's note to the health office. Your child will be given a pass by the health office staff to excuse the child from the activity and provide an alternate assignment.

6. If a vision or hearing screening is warranted , the district may provide the appropriate screening. If a family does not want their child screened they need to contact the school nurse to opt out.
7. In an extreme emergency, an ambulance will be called and your child will be taken to the nearest hospital. This will be billed to the family.
8. Minnesota State Law will be enforced regarding required immunizations. Please contact the Health Office at 457-9449 or 457-9476 if you have any questions about your child's immunization status.
9. Adult family members of students requesting that any prescription or over the counter medication be administered during school hours by school personnel are required to provide:
  - a. A written release for the administration of medication,
  - b. A signed statement from the licensed prescriber stating the name, dose, and frequency of the medication to be given,
  - c. Medication in the original container or pharmacy-labeled container.

**Secondary students** may self-administer and self-carry nonprescription, over-the-counter, pain-relieving medication during the school day provided that:

- A. A written request by parent/guardian stating the name, dose, and frequency of the medication has been provided to the school;
  - B. The medication is brought in the original container and used in a manner consistent with the label;
  - C. The medication does not contain ephedrine or pseudoephedrine.
- The district may revoke a student's privilege to possess and use nonprescription pain relievers if the district determines that the student is abusing the privilege.

### **INSURANCE**

The school district does not carry insurance to cover student injuries.

## **GENERAL INFORMATION**

### **ADDRESS CHANGE**

If you have a change of address or telephone number, please report this to the middle school office.

### **AGE OF MAJORITY**

All students, regardless of age, are required to follow the rules and regulations of South St. Paul Middle School. The age of majority in Minnesota is eighteen (18) years of age.

### **ANNOUNCEMENTS**

Announcements will be read each day (except Wednesdays) in Connections class. Students requesting an announcement must work with a teacher, coach or advisor. In addition, information can be found in display cases. **(Please see District Policy #505).**

## **BUS SAFETY**

School bus safety guidelines as established by the bus company are:

1. Follow the directions of the bus driver.
2. Stay out of the danger zones outside the bus.
3. Remain seated in your own seat.
4. Keep your hands, feet and all objects to yourself and inside the bus.
5. No fighting, loud behavior, or inappropriate language.
6. Do not eat or drink on the bus.
7. Do not possess or use hazardous/nuisance items or prohibited chemicals.

Safety code violations will be handled in the following manner:

### **FIRST VIOLATION**

Verbal and/or written warning. If the violation is of such a serious nature that the student's continued presence on the bus poses immediate and substantial risk to the health, safety and welfare of them and/or other passengers, riding privileges may be revoked immediately.

### **SECOND VIOLATION**

Removal from bus riding privileges for up to one week.

### **THIRD VIOLATION**

Removal from bus riding privileges, for two weeks or remainder of the school year, depending upon the seriousness of the violation.

## **CLOSED CAMPUS**

All lunch periods will have closed campus. Students are to remain in the cafeteria until their lunch period ends.

## **EMERGENCY DRILLS**

It is important that students regard emergency drills seriously and know the procedure to follow in case of an actual emergency. Teachers will inform students as to the exit route from each classroom and directions will be posted near the door. Disciplinary action will follow if students willfully do not follow safety drill procedures.

## **FOOD SERVICE: BREAKFAST AND LUNCH INFORMATION**

All students receive one free breakfast and lunch each day. Menus are posted within the school building, and are available online at <https://www.sspps.org/department/nutrition>.

Breakfast is served Monday through Friday from 7:30 - 7:50 AM.

### **Educational Benefits Application**

All SSPPS families are asked to complete the Educational Benefits Application, regardless of income or eligibility. **A new application must be submitted each year.** By completing the application, your student and family may be eligible for a variety of discounts through SSPPS like free/reduced athletic/activity fees, as well as many other discounts.

**Ordering or drop off of food:** Students may not order food from commercial vendors/restaurants. Food delivered from commercial vendors will be held until the end of the school day and school consequences may be assigned. Parents/Guardians are discouraged from dropping off food from outside vendors/restaurants.

## **HOMEWORK**

We believe learning should go beyond the limitations of the school building and school day and extend into the home and community. Effective use of homework helps students to be more effective learners and high achievers while promoting student independence and responsibility. We define homework as tasks assigned to students that are meant to be carried out during non-school hours. Assignments may include materials already taught as well as assignments meant to prepare students for upcoming lessons.

## **MEDIA CENTER**

You are welcome to use the various materials in the media center: books, films, tapes, magazines, newspapers, computers, etc. The staff will help you if you have questions about the use of the facility or if you need help in finding materials. Students coming to the media center during the school day need a pass from their teacher. Students wishing to use the media center after school do not need a pass. Seniors with materials not returned or paid for will not receive a diploma. Be sure to check materials out before taking them from the area. Magazines and reference books are to be used only in the media center. Failure to return borrowed items, when due, will result in the suspension of borrowing privileges. Lost or damaged materials must be paid for by the student.

**Hours:** The media center will be available from 7:15 AM to 3:30 PM daily.

## **LOCKERS**

**Students are expected to use only the locker assigned to them and are responsible for all contents within the locker.** Money and other valuables should not be brought to school. The school district assumes no responsibility for finding or protecting items contained within a locker. If the locker is damaged in any way the student must report this to their Connections teacher right away.

***School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for 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 when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

## **PERSONAL PROPERTY**

Personal property should be marked with a marking pen or with a label. Articles are much more likely to be returned to the proper person if they are marked clearly. Students are advised not to bring expensive items to school.

## **PHYSICAL EDUCATION INFORMATION**

Information will be given to you by your physical education teacher regarding appropriate attire. All physical education clothing should be labeled. Students taking physical education are required to bring their own padlock. Students will not be excused from physical education classes for more than two physical education periods unless they have a note from the doctor.

## PLEDGE OF ALLEGIANCE

It is Special School District 6 policy to recite the Pledge of Allegiance during school. 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. (Minn. Stat. 121A.11, subdivision 3 (c)).

## PHONE POLICY & STUDENT GUIDELINES

**Phones are not to be used during school.** Every student is assigned a personal Yondr Pouch. This pouch is a school supply or tool to follow the rule. Students must keep their pouch in working order. If it is lost, stolen or broken, the student should report that to their teacher right away.

Any cellphone seen by staff during the school day will be confiscated, brought to the office, and an adult family member of the student will need to pick it up.

### **DAILY PROCESS**

As students **Arrive to School**, they will:

- 1) Turn their phone off.
- 2) Place their phone inside their Pouch and secure it in front of school staff.
- 3) Store their Pouch in their bag or locker for the day.

At the end of the day, students will open their Pouch, remove their phone, close their Pouch and put it in their backpack. Students must bring their Pouch to school with them each day.

\*Students arriving late or leaving early will pouch/unpouch their phones in the Main Office.

### **VIOLATIONS**

#### Pouch Damage / Lost Pouch / Using Phone During School

- If a student damages their Pouch or is caught on their phone, Administration will collect the phone/Pouch and call home for a **Parent Pickup AND/OR [Community Service AND/OR \$20.00 fee for a replacement Pouch.**

Examples of damage:



- Ripped
- Cut
- Torn
- Pen/pencil marks
- Bent/cut pin
- Signs of force to black button on flap

#### Forgotten Pouch

If a student forgets their Pouch, **their phone will be collected and an administrator will call home to remind the family of the policy.** The phone will be returned to the student at dismissal. If a student forgets their pouch, they should tell their first hour teacher at the beginning of the hour.

If a student consistently forgets their Pouch, it is considered Lost. **Refer to the Lost Pouch policy above.**

## **POTENTIAL STUDENTS**

If there is a student who is potentially enrolling in our school, they may contact Jenna Hart ([jhart@sspps.org](mailto:jhart@sspps.org)) in the main office to arrange a time to shadow a current student. The potential student will be paired with a current student for a half day (either morning or afternoon).

## **TRESPASSING**

Students who are in the building after 2:50 PM without a staff member who is supervising them, may be given a “No Trespassing” letter issued by the South St. Paul Police Department. The letter will state that the student(s) are not to be on school grounds without their adult family member or without permission from the administration for up to one calendar year from the time the ticket is issued. Consequently, students who are caught trespassing will receive a ticket by the police and may receive school consequences for the violation. Consequences may vary depending on the situation.

## **TECHNOLOGY**



Use of the Internet as an effective and engaging tool for learning is well established. The broad audience and scope of student Internet publication and activities warrants the following Information Technology Acceptable Use Agreement. *School Board Policies that may apply include but are not limited to: 512 School-Sponsored Student Publications and Activities; 514 Bullying Prohibition Policy; 515 Protection and Privacy of Pupil Records; 519 Interviews of Students by Outside Agencies, 523; Student Conduct Policy and Standards of Conduct; 526 Hazing Prohibition; and 474 Information Technology Acceptable Use Policy.*

All students are expected to use their school-issued device in every class, every day. Students can bring their own technology if it meets the minimum standards (posted on our website under Students—BYOT). Students will be accessing online learning materials, and in some cases, will be using online textbooks instead of traditional textbooks. For devices furnished to students by the school district, the cost of repairs for damaged, lost or stolen devices must be paid by the student to whom the device was checked out. There is insurance available for families to purchase to help cover minor, accidental damages that may occur. Daily in-school checkout devices are available in the Media Center until fines have been paid in full or arrangements have been made with the Assistant Principal.

## **TEXTBOOKS**

Most classes will have an online textbook provided. Families should not expect textbooks to be coming home from school.

## **VISITORS**

Any person who wishes to visit during school hours must receive pre approval from the Principal at least three school days before the visit. Pre approval can be requested by calling or emailing the Principal. Approved visitors must check in at the office on the day of the visit and wear a badge issued by the office for the entire time that they are in the school.

## **VOLUNTEERING**

Volunteers are welcomed and encouraged in our school district. Volunteer opportunities are determined and communicated by the building/department administration and/or classroom teacher. All volunteers are required to complete a Volunteer Application Form and complete a background check each school year. The fee for the background check is paid by the district.

# STUDENT ACTIVITIES

## Forms Required for Participation in Athletics & Activities

- **Parental Permit and MSHSL Form:** These signed documents must be completed and turned in prior to participation and will be kept on file in the Activities Office.
- **Transportation Agreement Form:** This signed document must be completed and turned in prior to participation and will be kept on file in the Activities Office.
- **Physical Examination (where applicable):** A physical exam is required the first year of participation and every three (3) years thereafter. The physical form must be completed by the physician and submitted to the Activities Office prior to participation. The form will be kept on file in the Activities Office.
- **Emergency Medical Authorization:** Each participant's families or legal guardians shall complete an emergency medical authorization card giving permission for treatment by a physician or hospital when the families or guardians are not available. The card must be completed and turned in prior to participation and will be kept in the team medical kit for availability at all practices and contests.
- **Insurance Waiver:** The school district does not carry insurance to cover student athletic and co-curricular injuries.



If a participant's families or legal guardians feel they have adequate insurance coverage in the event of an injury, and therefore will not hold Special School District #6 liable for any costs, a waiver must be signed and returned with all other activity registration information.

As a service to the students and their families, the school district makes available a student accident insurance plan for participants in both athletic and co-curricular activities at a very nominal cost.

For more information regarding activities and athletics please visit our [website](#).

# Guidebook Signature Sheet

## 2023-2024 School Year

Connections Teacher's Name: \_\_\_\_\_ (print)

Student's Name: \_\_\_\_\_ (print)

Grade: \_\_\_\_\_

Date: \_\_\_\_\_

I have received a copy of the student guidebook, and I understand that it is my responsibility to access the handbook and read it. I understand that it is also my responsibility to abide by all of the District's policies, as they are presented on the District's website at [www.sspps.org](http://www.sspps.org). Students should pay particular attention to the policies in Section 500 which specifically pertains to students. I must ask questions if I do not understand current policies or a portion of the handbook. I understand that I will be held accountable to the District's policies.

Student Signature: \_\_\_\_\_



**SOUTH ST. PAUL PUBLIC SCHOOLS**  
**MIDDLE SCHOOL STUDENT GUIDEBOOK 2023-24**

**[middleschool.sspps.org](https://middleschool.sspps.org)**  
**651-457-9408**