St. Michael-Albertville Middle Schools
2026-27
“Middle Years Matter”

St. Michael-Albertville Middle School East
4862 Naber Avenue Northeast
St. Michael, MN 55376

St. Michael-Albertville Middle School West
11343 50th Street Northeast
Albertville, MN 55301

http://www.stma.k12.mn.us

Student/Parent Handbook
&
Assignment Notebook

“Excellence is our Tradition”

Name_____

KORT_____

DISTRICT STRATEGIC ROADMAP

DISTRICT MISSION *Our core purpose*	CORE VALUES *Drivers of our words and actions*	VISION *What we intend to create*	STRATEGIC DIRECTIONS *Focus of our improvement efforts*
The mission of STMA Schools is to provide a safe educational environment where students develop lifelong learning skills that nurture positive attitudes and self-worth. This will be accomplished when all graduates function as: • Self-directed individuals who set goals, think creatively and critically, use inquiry, and manage a process for achieving these goals. • Effective communicators who work well independently and in groups and who use available resources to access, process, and share information and ideas. • Active, responsible, and respectful community members.	**Students first** Committed to students first. **Excellence** Be our best in academics, arts, and activities, and athletics. **Relationships** Foster strong relationships and collaborate with our students, staff, families, and community. **Integrity** Do what we say we are going to do. **Transparent** Provide accurate, timely, and accessible information and communication regarding key district decisions. **Kindness** Honor the uniqueness of individuals, treating others as we expect to be treated. **Purposeful** Be forward thinking, fiscally responsible, resourceful, and make educated decisions.	**STMA Schools will be the pride of our community, educating the whole student, with excellence in academics, arts, activities, and athletics through the empowerment of a world-class staff.**	**A** Engage in continuous improvement of teaching and learning **B** Engage in continuous improvement of student support systems and programs **C** Cultivate family and community connections and increase advocacy in support of the district mission **D** Align people and organizational resources to sustain district success

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GENERAL STUDENT INFORMATION

AFTER SCHOOL HOURS
Students in the building after 3:30 PM must be in an area that is under the direct supervision of a teacher or coach. Access to the academic wing will be restricted after 3:30 PM.

ACCESS TO TECHNOLOGY (Please refer to School Board Policy #570)
Students who need access to a loaner Chromebook must access those devices from the media center before first period. Students may not bring their own computers to school in place of a school-issued Chromebook. Students are responsible for any devices that they have signed out and are subject to any fees due to lost, stolen, or damaged devices as indicated in School Board Policy #570. Students may not bring their Chromebooks to the cafeteria or recess. Students may use their Chromebooks in the Media Center before school, for academic purposes only. Chromebooks that are left unattended will be brought to the Media Center. Chromebooks should be with students or locked inside their lockers at all times.

ACTIVITY NIGHTS
Activity nights will be offered and divided by 5th/6th grade and 7th/8th grade at each middle school site; these activity nights will begin at 6:00 p.m. and end **PROMPTLY AT 8:00 p.m.** Appropriate dress and behavior are expected, and all school rules and regulations will be enforced. *Only students enrolled at STMA Middle School East or West are allowed to attend these activities.* Attendance for Activity Night will follow activities guidelines found on pages 18 & 19.

ANNOUNCEMENTS/BULLETINS
Announcements *will be made at the beginning of each school day.* Information regarding the students and the school day can also be viewed on the television screens in the hallways each day. Daily announcements are also posted on our Middle School websites. (www.stma.k12.mn.us)

ASSEMBLIES
Assemblies and pep fests will be held in the gymnasium unless otherwise announced. Students in attendance are expected to conduct themselves in an appropriate manner.

BICYCLES / SKATEBOARDS
Students who ride bicycles to school are asked to park all bikes in the bike rack. Students who skateboard to school are asked to put skateboards in their lockers upon arriving at school. For the safety of our students, bikers and skateboarders **must** wait until the buses have left the area to depart from school grounds.

CAFETERIA PROCEDURES
For more information regarding the School Food Program, current breakfast and lunch prices, and menus please visit the Food & Nutrition link found under the District Tab on the school district website at www.stma.k12.mn.us.

Breakfast Procedures:
Breakfast is served daily between 7:55-8:20 a.m. Beginning with the 2026-27 school year, the state of Minnesota will be paying for all students to eat breakfast and lunch free of charge. Students wishing to purchase a la carte items must have funds in their account for those purchases. They must eat in the cafeteria until the first morning bell rings.

Lunch Procedures:
Lunch account transactions and balances may be viewed on My SchoolBucks under the Food & Nutrition Tab of the district's website.

Students are expected to use their student ID cards or lunch ID number to obtain a lunch. Replacement student ID cards can be purchased in the office for $4.00. Students are expected to know and use their lunch ID number if they forget their student ID card. ***ID cards must retain the original shape size and student picture to be accepted.***

Cafeteria Expectations:
Students are asked to cooperate with the following Knights' Honor Cafeteria Expectations:

- Walk at all times.
- Be courteous to cooks, custodians, and staff.
- Follow directions **the first time** they are given.
- Remain seated at your table.
- Put all trash in the proper containers.
- Clean up the tabletop and floor in the area before a table will be dismissed.
- Leave after being dismissed.
- Lunch items must be consumed in the cafeteria.
- One person per seat at the table.

CANINE SEARCHES
In an effort to help foster a safe and drug-free school environment, Independent School District No. 885 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's person but are on school property. The District will not use a canine, or request that a canine be used, to sniff a student's person or in any other manner that violates the law.

If a trained canine indicates that a locker, vehicle, or item of personal property contains a prohibited item, the District will have reasonable grounds to search the locker, vehicle, or item, or to request that law enforcement conduct a search. At its discretion, the District may ask a student to cooperate with the search. If a student refuses a District employee's request or directive to cooperate with a lawful search, the District may impose discipline for insubordination in accordance with the Pupil Fair Dismissal Act. The severity of the discipline will be at the discretion of the District and will depend on the circumstances of the case.

If a search is conducted and a prohibited item is found, school rules and applicable laws will be applied. In some cases, law enforcement may secure, impound, or seize a vehicle or other personal property that is found to contain an illegal item. All contraband will be seized.

CHANGE IN STUDENT INFORMATION
Any change in address must be reported to the administrative assistant as soon as the change has occurred. Phone number, emergency contact information, and/or name should be updated via ParentVue or reported to the administrative assistant as soon as the change has occurred. Please notify the office if a student is under the temporary care of someone other than his/her legal guardian. Students moving from the district should obtain a "sign-out" sheet from the counselor. Any items lost or damaged will be subject to fines.

CLASSROOM TREATS
Students are allowed to bring store-bought treats with the permission of the teacher. Treats must be in the original wrapper and consumed within that class period. Parties are permissible *only* during the KORT period and not during **regular classes or the lunch period.**

DRESS
We believe how students dress makes a difference in promoting a safe and appropriate learning environment. Students are expected to dress for success, meaning they are clothed and groomed appropriately for school. We recognize there are many styles and wardrobe choices that are appropriate in different settings. As a

school, it is our responsibility to communicate, teach, and uphold what is appropriate in our school setting. Any style of grooming that presents a safety or health hazard or fosters disruption within an educational setting is prohibited. Articles of clothing with inappropriate slogans/pictures, or that promote illegal or inappropriate activity for minors, etc. will not be permitted. Students/parents are asked to use good judgment in selecting school attire.

Students are reminded:
No hats, hoods, bandanas, or other headgear are to be worn in school. Other clothing considered to be outerwear is to be kept in lockers during the school day. Visible underwear, including boxers, briefs, bra straps, or spaghetti-strapped tops will not be allowed. It is considered inappropriate to wear clothing that reveals the chest, torso, and/or private parts. Spiked or sharp jewelry that is potentially unsafe to the wearer or others is not permitted. Book bags, purses, and other similar items will be kept in student lockers during the school day (8:00-3:00) and/or events.

Inappropriately Dressed Students Will:

- Be approached and addressed by staff to either put on other clothing that the student may have in his/her locker, or the student may be sent to the office.
- An administrator or designee will provide the student with a clothing option in the main office or the student may contact a parent to bring appropriate clothing.
- Students refusing to cooperate with directions will be sent home and given an unexcused absence for the day.
- Continuous inappropriate dress will result in suspension from school.

ELECTRONIC COMMUNICATION DEVICES *(Please refer to School Board Policy #545)*
Students are not allowed to use electronic communication devices such as cellular phones, electronic games, CD players, iPods, MP3 players, Apple Watches, etc. during the school day (8:00-3:00). These items should be kept in the student's locker. If a student uses an electronic device during the school day, it will be confiscated and returned to a parent/guardian only. Repeated violations of this policy may result in suspension. Educational electronic devices are subject to the approval of the building principal.

- At no time is an electronic device allowed in bathrooms or locker rooms.
- Students are prohibited from photographing, recording, or making any electronic record of other students, staff, or visitors without the express consent of the individual that is the subject of the recording, photograph, or electronic record. This policy applies to students during the school day, instructional and non-instructional time, or while participating in school events.

EMERGENCY DRILLS
Fire, tornado, and lockdown drills will be held periodically during the year. Exiting and emergency procedures will be posted in each classroom. It is the responsibility of each student to know the emergency procedures for each area.

EMERGENCY SCHOOL CLOSINGS
On mornings of inclement weather or should there be any change in the school day; it will be announced over WCCO-AM (830) and Buffalo's KRWC-AM (1360) and posted on our district website (www.stma.k12.mn.us). Families will receive a phone call and/or email in the event of school closings, late starts, and early dismissals. Families are encouraged to update contact information via ParentVue in the event that it is necessary to communicate school closings, late starts, and early dismissals.

FEES
Fees may be charged for items such as industrial technology or art projects that are to be taken home, optional field trips, admission to school events, and most school activities. *Any student or family who is financially concerned with the payment of these fees should notify the building principal or assistant principal. It is our*

goal that all students are able to participate in the activities of our school. All charges will be in accordance with the Minnesota Public School Fee Law, MA 120.71 – 120.76. Please pay fees promptly.

FIELD TRIPS

Field trips are considered part of the school day to which school policies and procedures apply. Throughout the school year, students may be taken to off-campus locations within the STMA boundary for learning activities that support our curriculum. If you have any concerns or do not wish for your child to participate, please contact the school office so we can make appropriate arrangements. Students opting not to participate in field trips will attend their assigned academic schedule. Generally, each grade goes on one optional educational/cultural trip and one recreational trip for which fees are charged. Parents with financial concerns should contact the building principal or assistant principal.

FUNDRAISING

Selling of fundraising items to students and staff during the school day will not be permitted. In advance, the activities director and/or school board must clear all fundraising proposals.

GRADING

The following grading scale will be used at St. Michael-Albertville Middle Schools.

A	94%	C	73%
A-	90%	C-	70%
B+	87%	D+	67%
B	83%	D	63%
B-	80%	D-	60%
C+	77%	F	< 60%

GUM/CANDY/DRINKS

All non-water beverages (including an individual serving of caffeinated beverages, sports drinks, juice, pop, and similar products) must be consumed in the cafeteria during designated mealtimes only. Designated mealtimes are breakfast (7:55–8:20 AM) and each student's assigned lunch period. Students arriving with an open, non-water beverage in hand must go directly to the cafeteria to finish it before proceeding to their locker and classes. Outside of mealtimes, students should have water only. Gum is not allowed in the Media Center, computer labs, gyms, lunchroom, or any posted classrooms/areas.

LOCKERS

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities may conduct an inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. Lockers should not be written on, damaged, or used to house obscene or illegal items. Students are expected to use their assigned lockers for the duration of the school year. The school will not be held responsible for missing property and **will not investigate** missing items stolen from a “rigged” locker. **Never keep money in lockers and never share locker combinations with others. Lockers that are not functioning properly need to be reported to the office staff/custodian.**

LOST AND FOUND

Items found should be turned into the main office where their owners may claim them by proper identification. Lost and found items are removed by the 15th of every month and donated locally.

LOST, DAMAGED, OR DESTROYED MATERIALS

The school will charge an appropriate replacement fee for school books, library books, student assignment books, or other school property lost or destroyed.

MEDIA PERMISSION
Throughout the school year, your child's picture may be taken because of classroom or activity participation. These pictures may be used for classroom displays, photo albums, newspaper articles, etc. Student names often accompany photographs. In addition, the STMA website uses student photos without names. If you do not want your child included in media presentations, please notify the office.

MOVIE PERMISSION
Movies may be viewed by students as part of our curriculum and may also be viewed as a class celebration at an area theater. Please notify your child's teacher if you have any concerns about your child viewing either a PG or PG-13-rated movie.

PARENTVUE
Attendance, lunch balances, grades, discipline, test scores, and health records may be checked via the Internet. Parents receive ParentVUE information via school mailing. Please contact the office should you need assistance accessing ParentVUE.

PASSES
Students must use a digital or signed agenda planner hallway pass when going to various destinations (guidance, nurse, locker, office, and restroom) during class time. Students failing to report to areas designated or being excessively late may be considered **truant** and subject to disciplinary action. Student planners must remain in their original shape and size.

PHYSICAL EDUCATION EXCUSES
Students in grades 6-8 are required to dress each day for physical education class unless they have a written statement from a doctor excluding them from participation. All students are expected to participate in physical education activities unless excused.

PLEDGE OF ALLEGIANCE *(Please refer to School Board Policy #531)*
Students shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted over a schoolwide system by the school administration or another authorized entity assigned by the school administration.

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

PUBLICATION OF STUDENT IMAGES
Images of students taken in the **public arena** such as sporting events or fine arts public performances may be released on public media and may identify students by name, grade, or in any other personally identifiable manner.

In addition, because of classroom or activity participation throughout the school year, pictures and videos of students may be used for displays, photo albums, community newspaper articles, school newsletters and calendars, news broadcasts, movies, the yearbook, etc. The student's name, grade, and other personally identifiable information may accompany the student's images. These images may be posted on the Internet through the STMA website or online newspapers. Parents with concerns or questions about photographs and videos may contact the school office personnel and may request that their child not be included in media presentations.

RELEASE OF DIRECTORY INFORMATION *(Please refer to School Board Policy 515)*
The school district may disclose directory information from the educational records of a student and information regarding parents without the prior written consent of the parent or eligible student. Contact the building principal for the procedure for obtaining nondisclosure of directory information if you do not want directory information released.

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student's name, photograph, date and place of birth, dates of attendance, grade level, enrollment status (i.e. full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, and degrees, honors and awards received.

SCHOOL FOREST
Throughout the school year, students may be taken to the Big Woods School Forest for learning activities that support our curriculum. These experiences provide valuable hands-on opportunities in a natural setting. If you have any concerns or do not wish for your child to participate, please contact the school office so we can make appropriate arrangements.

STUDENT COUNCIL
The student council is a governing body elected by middle school students with representation from each grade level. A student must be in eighth grade to run for president, vice president, secretary, or treasurer. The purpose of the student council is to provide for the functioning of student activities, be a "sounding board" for student attitudes, and help plan, organize, and implement ideas for the betterment of the school.

TELEPHONE
Office phone usage is only for school purposes. Use of the telephone in the classroom is at the discretion of the instructor. After-school arrangements need to be made **prior** to the school day. Students are encouraged to leave a message at home when they call home from the office.

VISITORS
All visitors must report to the office and receive approval and a visitor's badge. Administration reserves the right to deny visitors. Student classroom guests are not allowed.

VISITORS AND THE RAPTOR SYSTEM
Student safety is our priority. Guests are required to abide by district and school policies and expectations. School visits are a privilege, and guest privileges may be revoked by administration.

Visitors are required to **state their name, their children's name, and their purpose** before being admitted to the office. Upon entrance, guests who travel beyond the office are required to present a government-issued picture ID. Office staff scans the ID in the Raptor System. The Raptor System verifies identity, tracks check-in and check-out times, and prints visitor labels with photo IDs. The Raptor System also provides custom alerts and screens visitor information with a national and local database. **Visitors must park in the main lot.**

For security purposes and to keep classroom disruptions to a minimum, visitors are not allowed beyond the office before school begins. When parents drop off items, the office staff or students will deliver them or, if necessary, call students to the office.

Students are not allowed to bring friends or relatives to school.

VOLUNTEERS, CHAPERONES, AND BACKGROUND CHECKS
Parents are welcome and encouraged to volunteer and chaperone. To further increase the safety of our students, all volunteers, and chaperones will be required to complete and pay for a background check. For information about background checks, refer to the STMA website or visit the office of your child's school.

ATTENDANCE PROCEDURES

(Please refer to School Board Policy #503)

REGULAR SCHOOL ATTENDANCE IS THE RESPONSIBILITY OF THE STUDENT AND PARENT/GUARDIAN.
If a student is absent, leaving for an appointment, arriving late to school, or will be absent from class, the student's parent or guardian must call the school office on the day of the absence by 8:25. We prefer to have phone calls or emails to report absences. If phone calls or emails cannot be made, a note with a phone number where a parent or guardian can be reached will be acceptable on the day the student returns, or the absence will be considered unexcused. The student has 24 hours to change the absence from unexcused to excused. For the safety of our students, an attempt is made to confirm all unreported absences. It is the family's responsibility to provide current phone numbers. If, for some reason, a student or parent is unable to follow the above procedure, the attendance clerk must be contacted. Students or parents/guardians who know in advance of an absence need to contact the attendance office as soon as possible. School attendance is mandatory in order to participate in an after-school activity. Due to choir/band concerts being a part of the course grade, students may be allowed to participate with permission from the choir/band teacher. See "Extracurricular Activities" for more information regarding attendance and participation in school-sponsored activities.

NOTE: Due to safety concerns, a parent must enter the building and complete the Raptor System as outlined above for all student dismissals during the school day. If a student is to be dismissed to a person not listed on the student's data file, *written or phone* permission must be received prior to the dismissal time and a photo ID must be provided.

FOR ATTENDANCE, 3 TYPES OF ABSENCES WILL BE USED.

1) **EXCUSED ABSENCES**
The following is a list of absences, which would, under most conditions if absences were not excessive, be considered "excused":
- Illness of the student. (Doctor verification may be requested.)
- Serious illness or death of a family member.
- Medical or dental visits which cannot be scheduled outside of the school day. Parents are requested to take their students for **only the time required** and have them return to school.
- Court appearances.
- Family trips—Please schedule family trips to coincide with the school calendar and notify the school as early as possible.

Parental request places no obligation on the school to excuse students from school. Maintaining good attendance in school is best fostered when parents support the school and require their children to attend regularly.

2) **UNEXCUSED ABSENCES (>10 minutes)**
Absences will, under most conditions, be considered unexcused when they result from situations not mentioned in the excused absences or when prior approval has not been obtained from the principal. Some examples of unexcused absences are:
- Truancy
- Missed bus/oversleeping
- Unauthorized tournament attendance
- Babysitting
- Birthday parties
- Any absence in which the student failed to comply with any reporting requirements
- Non-school sponsored activities

Unexcused absence consequences may include, but are not limited to, detention, parental conference, school dismissal, and suspension.

3) **TRUANCY**
A student is truant whenever he/she misses any part of the school day without approval and the absence is considered unexcused. Students considered truant may be referred to the Wright County Court Services. The Middle Schools will follow the guidelines and procedures recommended by the county.

After three unexcused absences, a letter will be generated to the parents outlining the truancy policy. An Early Intervention form will be filled out and sent to the county. After five unexcused absences, truancy will be filed with Wright County.

HOMEWORK/MAKE-UP WORK
Teaching staff make their daily assignments available through your student's StudentVue/ParentVue account within Synergy. We ask that you refer to this account to access homework assignments when able. If unable to access the teacher's assignments through Synergy, you may call the attendance office to request homework *if the student's absence is longer than two days.*

Vacation Absences-Students are encouraged to access teacher Google Classrooms before and while on vacation. Upon return, **students are responsible for obtaining make-up work**. Students are expected to communicate with their teachers in advance in the event of an extended absence when possible.

Students are given two school days to make up work missed for an excused absence. One additional school day is allowed for each day missed thereafter. Make-up work is not allowed for unexcused absences.

TARDINESS (< 10 minutes)
Students who are late for KORT must report to the attendance office before being admitted to class. Tardies for the second hour through the last hour will be handled via the classroom using the referral procedure.

A student who has **four** unexcused tardies will be assigned one session of detention. Each additional tardy will result in additional detention. Tardiness that continues after detention has been assigned may result in more severe consequences. Tardy tallies "start over" at trimester time.

ATTENDANCE REMINDERS
- ✔ Notes or an explanation for any circumstances causing a student to be late for school are required upon arrival. The note must be brought into the office, or the parent/guardian must contact the attendance line before the first hour of the next day*. A note does not guarantee the absence will be deemed excused. (See Attendance Procedures)*
- ✔ All absences (excused, unexcused, or truant) are counted as a day in non-attendance**.**

EXPECTED STUDENT BEHAVIOR

Students, who do not comply with the rules and regulations as set by the Board of Education, will face appropriate consequences for their behavior. These consequences may range from a simple reminder to expulsion or exclusion. Naturally, the severity of the consequence will depend upon the degree and frequency of the student's inappropriate behavior. *Inappropriate behaviors/disruptions within the learning environment may result in more severe consequences due to the negative effect on learning.* Students must provide accurate information when discussing disciplinary incidents.

STMA Middle School staff is trained in School-Wide Positive Behavior Interventions and Supports. PBIS has a common purpose and approach to discipline that includes:

- Clear set of positive expectations and behaviors
- Procedures for teaching expected behavior
- Continuum of procedures for encouraging expected behavior
- Continuum of procedures for discouraging inappropriate behavior

STMA Middle School Staff uses the phrase Knights' Honor. Knights' Honor expectations include specific behaviors in all areas of the building. Students are introduced to them at the beginning of the school year and are reinforced throughout the year. In addition to Knights' Honor, behaviors are categorized into Above the Line, Below the Line, and Bottom Line Behaviors including but not limited to the following:

Above the Line Behaviors	**Below the Line Behaviors**	**Bottom Line Behaviors**
Productive	Teasing	Harassment
Fair	Uncooperative	Assault
Prepared	Dishonest	Possession of Drugs/Alcohol
Respectful	Disrespectful	Insubordination
Responsible	Irresponsible	Possession of Weapon
Truthful	Uncaring	Profanity
Caring	Rumors/Gossip	Obscene Gestures
Honest	Impolite	Offensive Language
Polite	Unproductive	Fighting
Hard Worker	Unfair	
Safe	Refusal to Work	
Peaceful	Excessively Physical	
	Unsafe	

<u>Teasing</u>

Teasing is a word with many meanings. Teasing comes in two major forms, *playful* and *hurtful*.

- Playful-Friendly, reciprocal, teasing between peers.
- Hurtful- Hurtful teasing is upsetting, unkind, cruel wounding, or insensitive from the victim's point of view, regardless of the intention of the teaser.
    - Students may be teased based on appearance, weight, behavior, abilities, and clothing.

An action is considered teasing when it:

- Is unwelcomed from the victim's point of view
- Is verbal
- Is a singular incident, and
- The motivation is not intended to exert power or control over the victim

Bullying *(For Reporting Procedures, Refer to pg. 22)*
Bullying is any written expression, verbal expression, physical act, or gesture that is intended to cause or is perceived as causing distress to one or more students, which substantially interferes with education, opportunities, or performance. Bullying includes, but is not limited to; conduct that a reasonable person knows or should know has the effect of:

- Harming a student;
- Damaging a student's property;
- Placing a student in reasonable fear or harm to his or her person or property;
- Creating a hostile educational environment for a student;
- Intimidating a student or a group of students.

The behaviors include:

- Unwelcome conduct such as verbal abuse, such as name-calling, slurs
- Graphic or written statements
- Threats
- Physical assault

Bullying can be circumstantial or chronic. It might be the result of a situation, such as being the new student at school, or it might be behavior that has been directed at the individual for a long period of time. Circumstantial and Chronic bullying is defined as:

- Circumstantial-A singular incident of the above behaviors
- Chronic/Repeated-Ongoing incidents of above behaviors

"Bullying" means intimidating, threatening, abusive, or harmful conduct that is objectively offensive and:(1) there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or (2) materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

"Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network, internet website, or forum, transmitted through a computer, cell phone, or another electronic device.

Intimidating, threatening, abusive, or harmful conduct may involve, but is not limited to, conduct that causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property; under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in state statute. However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or state statute.

Harassment *(For Reporting Procedures, Refer to pg. 19)*
The OCR (Office for Civil Rights) and DOJ (Department of Justice) have made the distinction between bullying and harassment in that when the bullying behaviors listed above are directed at a protected class the behavior then becomes "harassment."

Independent School District 885 Policy 413 identifies a protected class as:

- race
- color
- creed
- religion
- national origin
- sex
- age
- marital status
- familial status
- status with regard to public assistance
- sexual orientation
- disability

STUDENT CONDUCT AND DISCIPLINE *(Please refer to School Board Policy #506)*

Good discipline is extremely important to the school program. Without good discipline, the school cannot discharge its primary responsibility in the development of citizenship. Without good discipline, students cannot realize their greatest opportunities for growth. The students of District 885 shall be expected to conduct themselves so that the rights and privileges of others are not violated. Students shall respect constituted authority and abide by school rules, regulations, and all provisions of the law.

The School Board of Independent School District #885 hereby decrees that all rules and regulations governing students as stated in student handbooks, state high school league publications, and other posted notices shall apply to all students.

The principal may suspend or recommend expulsion of a student who violates one or more of the following specific standards of conduct while on school grounds, during a school-sponsored activity, or during a school-related activity.

1. Causes or attempts to cause damage to school property or steals or attempts to steal school property of value.
2. Causes or attempts to cause damage to private property or steals or attempts to steal private property.
3. Causes or attempts to cause physical injury to another person.
4. Possesses, uses, or transmits any firearms, knives, explosives, or other dangerous objects. *(Please refer to School Board Policy #501)*
5. Possesses, uses, transmits, or is under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.
6. Continues to be dishonest or persistently defiant of proper authority.
7. Exhibits behavior that is detrimental to the welfare, safety, or morals of other pupils.
8. Exhibits behavior and/or actions that could be considered detrimental to the welfare or safety of any District employee.

ALCOHOL AND DRUGS *(Please refer to School Board Policy # 417)*

The possession or use of drugs or alcohol by minors, is a serious violation of state laws and punishable by fines and/or imprisonment. Violators will be reported to the proper authorities. Students, who consume, sell, give away or have possession of drugs or alcohol on school property or at school-sponsored activities will be suspended from school. All illegal substances and related items will be confiscated. Before the student can be readmitted to school, a conference consisting of parents, the student, and the principal will be arranged to determine the best course of action for the student and the school. If exclusion or expulsion is recommended, it will follow state law. In addition, principals may send a student home with their parents when the principal suspects (via smell, action, or appearance) that a student has used drugs/alcohol. Our goal is to act in a manner that is in the best interest of the student.

****Chemical Use Policy is available on the district website and in the Main Office.**

LANGUAGE
Disrespectful and/or foul language, in any form, will not be tolerated in the school, or on school property. Students using vulgar and/or profane language will be subject to, but not limited to, in-school suspension, sent home pending parent conference, or suspension from school.

CHEATING
Cheating or plagiarizing a daily assignment or test will not be tolerated and will result in a consequence. Classroom teachers, responsible for the students in such situations, will notify the parent/guardian of the student as soon as possible. Teachers will also report the situation to the principal. Further disciplinary action may be taken.

CONDUCT IN THE HALLS
FOR THE SAFETY OF EVERYONE, PLEASE OBSERVE THE KNIGHTS' HONOR EXPECTATIONS AS WELL AS THE FOLLOWING EXPECTATIONS IN THE HALLWAYS AND NEIGHBORHOODS:

1. **WALK** – Running is dangerous.
2. **NEVER** – Push or shove anyone. "Horsing and/or goofing" around can cause injury to students.
   Parents, please support the school in lessening the occurrence of excessive physicalness. ***This behavior will not be tolerated.***
3. PDA- Public display of affection (i.e. hand holding, hugging, kissing, etc.) is not acceptable hallway behavior.

FIGHTING
Fighting is defined as verbally or physically contributing to any situation in which the use of physical force is threatened or demonstrated. Students fighting will be dismissed from classes and suspended from school.

TOBACCO
STMA Schools are Tobacco Free: *(Please refer to School Board Policy #419)*
A violation of this policy occurs when any student, teacher, administrator, and other school personnel of the school district or person smokes or uses tobacco or tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

WEAPONS
Possession of a weapon will result in:

1. An initial suspension for up to ten (10) days;
2. Confiscation of the weapon;
3. Contact with the police department, and;
4. A recommendation to the Superintendent that the student be expelled.

"Possession" refers to having a weapon on one's person or in an area subject to one's control on school property, at a school activity, school-sponsored bus trip, or at/near a school bus stop during bus loading and departure.

"Weapon" means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon that is capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons include but are not limited to: guns (including pellet guns, look-alike guns, and nonfunctioning guns that could be used to threaten others), knives (including pocket knives), clubs, metal knuckles, nunchucks, throwing stars, explosives, stun guns and ammunition.

ASSAULT

1. A threat of bodily harm or death to another person, without material physical contact. The student will be suspended from school for up to ten (10) days.
2. A student who threatens bodily harm or death to another without material physical contact while in possession of a weapon shall be dealt with under the preceding section of this policy dealing with "weapons."
3. Students who engage in fighting will be suspended from school for up to ten (10) days. (5 or more days of suspension for individuals intending to inflict physical harm upon one another and differentiated from "poking, pushing, shoving, or scuffling.")
4. Direct attack with a weapon. (See above)
5. A direct attack on another person: The student will be suspended from school for up to ten (10) days.
6. The School Resource Officer may be involved in assault cases.

NOTE TO STUDENTS:

BRINGING A DANGEROUS WEAPON ON SCHOOL PROPERTY IS A VIOLATION OF MINNESOTA LAW. It is a serious violation called a felony. You may not possess a dangerous weapon at any time on school property. A dangerous weapon can be many things. It includes guns, knives, switchblades, brass knuckles, nunchucks, certain liquids, and pellet guns. It does not matter, for instance, whether the gun is loaded or unloaded. A dangerous weapon includes any device or instrument designed as a weapon or through its use is capable of producing great bodily harm or death.

- There are some exceptions. Firearms being transported in accordance with Minnesota law are accepted. If you have any questions about an exception, however, you must talk to the principal. A principal can authorize an exception in writing.
- You should also know that possession on school property includes on a school bus, on school property, on any property leased by a school, and whether the school is public or private.
- Violation of the terms of Minnesota law will result in penalties including expulsion from school in addition to statutory penalties, which include significant fines and prison.
- Should a student find a weapon, the student should immediately report the weapon to a staff member.

BUS

School rules apply while on the school bus. Riding the school bus is a privilege and not a right. Students who violate school bus rules may be subject to disciplinary action, including, but not limited to, an assigned seat or a bus suspension.

At the beginning of the school year, students will learn safety expectations on the school bus and must pass a bus safety test. Students will be given the opportunity to retake the bus safety test until they can demonstrate knowledge and understanding of safety expectations on the school bus.

Students must abide by the following expectations while riding the school bus:

- Sit in your assigned seat, facing forward, and remain seated while the bus is moving.
- Follow the directions of the driver or other adult on the bus.
- Talk quietly and use appropriate words and actions.
- Save food and drinks for later and keep the bus clean.
- Respect other students and their personal items.
- Keep your arms, legs, and belongings to yourself and inside the bus.
- Keep the aisle of the bus clear.
- No use of alcohol, tobacco, electronic delivery devices, vape, or controlled substances.
- Respect the bus and equipment.
- Be prepared to hear any announcements or emergency signals during travel.

SCHOOL CONSEQUENCES

(Please refer to School Board Policy #506)

PLANNING ROOM INTERVENTION

At STMA Middle School East and West, we believe all students can learn from their mistakes by thinking through and fixing their behavioral choices. Within this setting, students have the opportunity to problem-solve with a trained staff member. We believe that all behavior is learned and purposefully chosen to meet a person's needs. Our goal is to assist our students in choosing behaviors that are need fulfilling, without disrupting others' needs.

REMOVAL FROM CLASS

Disruptive/non-cooperative students may be removed from class.

1. Teachers have the authority to remove a student from class if a student significantly disrupts the rights of others to an education, interferes with the teacher's ability to teach, endangers persons or property, or violates school rules, regulations, policies, or procedures.
2. Teachers will contact office personnel or the planning room when removing a student from class.
3. The teacher will document removal from class. Parents will be notified of the violation of rules and disciplinary action. The principal may determine that it is not necessary to notify the parent/guardian. A parental conference may be required to evaluate the student's future educational goals/placement.
   Staff must contact a parent/guardian when class removal occurs.

DETENTION

Detention is used as a consequence for a variety of school infractions. Detention may be assigned before school, after school, or during lunch. Most often it will be assigned by the principal although teachers may also assign detention. Generally, since detentions are prearranged, there are no excuses (jobs, athletics, etc.) for missing detention. ****Student attendance for detention is required; skipping detention is being truant.**

SENT HOME PENDING PARENT CONFERENCE (DISMISSAL)

Dismissal is defined as being required to leave the school premises for the remainder of the school day and/or not being allowed to attend school for one specific day, pending a parent conference.

Students who have been dismissed **must** bring their parents with them before being readmitted. Students who have been dismissed will not be permitted to participate in any after-school activities on that day.

REFLECTION SETTING

Students who continue to behave inappropriately after various interventions may be placed in the Reflection Setting. The Reflection Setting is a place where students have the opportunity to reflect on what they have done inappropriately and try to come up with a plan or a "fix-it" that will help them get back on task and into the classroom setting. Parents will be notified when a student is placed in this setting. Students in the reflection setting for the day will not be allowed to participate in after-school activities for that day.

SUSPENSION

"Suspension" means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten (10) school days. The suspension process will follow all the provisions of the "Pupil Fair Dismissal Act of 1974," which is under Minnesota Statutes, Chapter 572.

TRESPASS

Students may be trespassed as a consequence of their behavior, meaning they are not allowed on school district property and may not attend or participate in district events for a duration of time as set by a building administrator. Students who are suspended in or out of school are automatically trespassed from school district property and events until the day they are reinstated. While suspensions constitute an automatic trespass of

students for the duration of their suspension, students also may be trespassed for other reasons and do not have to be suspended to be trespassed from school grounds.

ALTERNATIVE PLACEMENT

The school administration has the authority to determine educational placement/programs for students. Placement may include an alternative educational program at an Area Learning Center (ALC). Students who continually disrupt or fail to make reasonable progress may be assigned to an ALC or other alternative program(s). Normally, this placement change would occur only after numerous interventions addressing concerns have failed.

STUDENT SERVICES

SCHOOL COUNSELING SERVICES

The school counselor and social worker provide a variety of services: counseling individuals or groups, administering standardized tests and reporting results, class schedules, skill training, and serving as a resource to refer students to necessary outside agencies including Wright County and counseling agencies. Students should feel free to see the counselor or social worker about concerns. Students need to obtain a pass in advance whenever they wish to meet with a member of the counseling team.

HEALTH SERVICES

A School Nurse and Health Assistant work together to meet the health needs of students. The Health Assistant is at the middle school during regular school hours for student illnesses, injuries, and medication administration. Parents need to complete the Health Information Form for their children every year. Return the form to the Health Office as soon as possible. If your child has a new medical concern/medication, please call the health office so your son or daughter's health records can be updated. ParentVUE: family's contact (including LOCAL emergency contact) information should be kept current and correct. This is extremely important, especially if an emergency were to occur during the school day.

Per STMA School District practice, we ask that parents pick up their child from school within 60 minutes of an illness or injury call. Please have a back-up plan (family, friend, neighbor) to pick up in the event you are not able to do so.
Students cannot leave the building when they are ill unless the Health Office receives parent or emergency contact permission. Students cannot call their parents/guardians from the classroom or cell phone when they are ill. Students initiating a parent pickup from school by cell phone without clearance from the health office may receive a discipline or attendance referral and be subject to consequences. Students must report to the Health Office after they obtain a pass from their teacher. Andrea Mischke, Licensed School Nurse, provides services to STMA Middle School East and West and is available for consultation with parents; please call 763-497-6555. An Emergency Care Plan, based on information provided by the parent and physician, will be developed for students with known health concerns that could lead to an emergency. Students who suffer any injury while in school or at any school-sponsored activity should report the injury to the health assistant, nurse, the principal's office, supervising teacher, or coach immediately.

Students with communicable illnesses, or suspected communicable illnesses, must be excluded from school until the symptoms have subsided or the recommended treatment has been initiated and/or exclusion time has passed. In the search bar on the district website, type "Is Your Child Well Enough to Go to School?" to download the information.

Verbal / Written Parent Excusal is only acceptable for one day, including Physical Education Class; beyond one day a physician or advanced practice medical provider note is required to be excused.

(MSE ONLY) Excusal from swimming class will require a physician or advanced practice provider note. If a student is needing an excusal for menstruation, a parent / guardian must email their student's P.E. teacher prior to class.

MEDICATIONS

Parents/guardians must provide medications (prescription and over-the-counter) for their children. Written parent/guardian authorization is needed to administer short-term medications (less than 2 weeks). Written parent/guardian and physician authorization is needed to administer long-term medications (greater than 2 weeks). *Prescription medications must be in containers with the pharmacy label and over-the-counter medications must be in the original container.* Prescription medications must be kept in the health office and are not to be carried or self-administered by students unless documented otherwise in the student's health record (inhalers, Epi-pens, etc). Students may carry and self-administer inhalers and/or Epi-pens if permission to do so is provided by the student's physician and parent/guardian. **Medications brought in unlabeled bottles, baggies, etc., or without proper authorization will not be given**. The health office will not administer dietary supplements, herb products or any other products not regulated by the U.S. Food and Drug Administration.

Our Medication Policy complies with MN Statute 121A.222, Possession and Use of Nonprescription Pain Relievers by Secondary Students. Students in grades **7-12** may possess and use nonprescription pain relief in a manner that is consistent with the labeling **<u>if the health office receives a verbal authorization and a completed Medication Authorization Form from the student's parent or guardian permitting the student to self-administer the medication.</u> However, if you would like your son/daughter's nonprescription pain relief medication in the health office, we can honor your request. The Health Assistant and LSN can monitor your son/daughter's symptoms and medication usage if it is stored in the health office.** A Medication Authorization form is available in the Health Office and a form can be downloaded from the school district website. The parent or guardian must submit written authorization for the student to self-administer the medication **each school year.** The Licensed School Nurse may revoke a student's privilege to possess and use nonprescription pain relievers if it is determined that the student is abusing the privilege. **Students may not possess any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients**. These medications must be kept in the Health Office. **Fifth and Sixth-grade students must keep all over-the-counter and prescription medications in the Health Office unless documented otherwise in the health record.**
The parent/guardian should deliver behavior medications (e.g. Ritalin, Dexedrine, Adderall, Concerta, etc), antidepressants (e.g. Prozac, Wellbutrin, Elavil, etc.), and controlled substances (Codeine, Tylenol #3, Vicodin, etc.) to school themselves. Administration of medication during school hours shall be by the health assistant, school nurse, or other designated school personnel in a manner consistent with instructions on the label and authorization form.

ANAPHYLAXIS TREATMENT

Minnesota statute 121A.2207 permits school districts to possess epinephrine auto-injectors (EpiPens) for a student or other individual experiencing anaphylaxis regardless of whether the student or individual has a prescription for an EpiPen. Therefore, the school nurse or health paraprofessional will administer stock epinephrine to a student/individual if in good faith it is determined that person is experiencing a life-threatening reaction; then 911 will be called for an ambulance and the student's parent will be contacted. The emergency epinephrine will be kept in the school health office and accessible during school hours. It will not be sent on school-based field trips or available before or after the instructional day. This anaphylaxis protocol is not intended to replace student-specific orders or parent/guardian-provided medications for students with known allergies; therefore parents of children with a prescription for an EpiPen must still provide an EpiPen (or preferably 2) to the school. If you do not want your child to receive epinephrine if he/she is experiencing a life-threatening allergic reaction, please send a letter to the school health office.

MEDICATION IN EXTRACURRICULAR ACTIVITIES

Medications that are used in connection with athletics, extracurricular activities, activity nights, summer school, and activities that occur before or after the regular school day are not governed by our Medication Policy (516) and there are no Health Services available during these times. It is the parent's responsibility to contact the coach or supervising teacher if their child has a medical concern (Asthma, Diabetes, Severe Allergy, etc.) and/or needs medication.

INSURANCE

Students involved in any school activity should have insurance coverage in case of injury or accident. The District offers an insurance program for students. Information on this will be announced at the beginning of school. Students may also be covered by their own family policies.

MEDIA CENTER

The Middle School Media Center is open from 8:00 am – 3:15 pm. The media center resources and staff are available to help students throughout the day. Students who wish to use the media center during the school day must have a pass from their classroom teacher along with their assignment book. The computers in the media center and the computer labs can only be used for educational purposes. At no time is a student allowed to use the computers for any activity unrelated to school (ex. email, online chatting, "browsing" the net, playing non-educational games.)

5th grade students may check out two items at one time. 6th-8th grade students may check out up to three items at one time. Books are checked out for two weeks. Overdue notices will be sent out once a month.
Charges for lost or damaged library materials will be based on replacement costs. A larger amount will be charged for reference and oversized books. A charge may also be assessed for damaged materials.

Gum, food, candy, and beverages are not allowed in the media center.

ACADEMICS

ASSESSMENTS

Statewide assessments in mathematics, reading, and science are used to measure whether students and their school & district are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards. Parents/guardians have a right to not have their child participate in state-required standardized assessments. Please read through the Parent/Guardian Guide to Statewide Testing document, located on the STMA website and the back of this handbook, to better understand how student participation in statewide testing affects our school.

HONOR ROLL

Honor Roll: Students achieving a 3.0 GPA will be eligible to be recognized on the "B" Honor Roll. Students achieving a 3.67 GPA will be eligible to be recognized on the "A" Honor Roll. Honor Rolls will be published at the end of each academic trimester. In order to be considered for Honor Roll, Students must be enrolled full-time in grade-level classes.

KORT

Our Advisory Program titled KORT (Knights of the Round Table) begins each day at the middle school. This multifaceted experience instills the importance of reading, character building, and a community feeling within our school. The KORT curriculum is based on Casel SEL standards of self-awareness, self-management, social awareness, relationship skills, and responsible decision-making. Students are graded on a pass/fail grading scale.

REPORTS TO PARENTS
Academic reports are issued every twelve weeks. At each mid-trimester updated grades are available via the ParentVUE. Please notify the office if you are unable to access ParentVue. Parent-Teacher conferences are held twice per year, in the Fall and the Winter. Also, teachers will be receptive to meeting with parents to discuss concerns. Parents and teachers are encouraged to contact each other when student academic concerns arise. Please contact teachers immediately with any academic or other concerns. Teachers' phone extensions/voicemails are available on the district website or may be sought by calling the front office.

QUALITY WORK
STMA schools believe students have a responsibility to be **self-directed learners** who set and manage personal goals. This will be done through the goal-setting process completed in KORT and monitored by the student and staff throughout the year. Through the ongoing use of formative and summative assessments, students will develop the skills to become **purposeful thinkers** and **effective communicators**, which will enable them to take ownership of their learning and ultimately become **responsible citizens**.

SECTION 504
Section 504 allows qualified general education students to receive accommodations in the classroom and school. A qualified student has (1) a physical or mental impairment that (2) substantially limits (3) a major life activity. If there is a reason to believe that, because of a qualifying disability, a student needs reasonable accommodations or services; the school district must evaluate the student and develop and implement an accommodation plan for the delivery of any needed services. Although they may originate from other sources, the school typically receives referrals from school personnel and parents. For additional information about Section 504 including whether a student may qualify, contact the Section 504 Coordinator in the school.

5TH – 8TH GRADE ENRICHMENT HOUR PROGRAMMING

INTERVENTION PROCEDURES
The ultimate goal within the Enrichment Hour is to assure the basic math and reading skills of all students while providing enrichment classes at a variety of levels for students demonstrating proficiency. A student exhibiting two or more indicators of concern in making adequate academic progress in the area of Language Arts and Math will be provided interventions in the area of basic reading and/or math skills.

Indicators of Concern:
- FASTBridge Screen Score of Yellow (Some Risk) or Red (High Risk)
- MCA Score of P - Yellow (Partially meets Standards) or D - Red (Does not meet Grade Level Standard)
- Marking Period Grade below average in the areas of Language Arts and/or Math

ALTERNATIVE PATHWAY
Parents can obtain an individual Profile Full-Scale IQ score from a licensed psychologist. A student scoring at a quotient of below 90 will be provided with interventions. We appreciate the collaboration between school and home to assure that students have the necessary basic skills to ensure adequate progress. Please contact your child's teacher, counselor, or building principal to review your child's educational programming.

SPECIAL EDUCATION

REFERRAL SYSTEM
Students who have demonstrated a need for individual assessment will be referred to the special education team. Students must meet state criteria with a specific disability before Special Education services are provided. Referrals are a team process with parental involvement and consent.

EXTRACURRICULAR ACTIVITIES

The Activities Director will distribute student academic eligibility criteria for participation at the beginning of the season. Any questions/concerns regarding this issue should be directed to the Middle School Activities Directors.

ACTIVITY POLICY

- **Arts and Academic Activities**
  - ✔ Band
  - ✔ Brass Ensemble
  - ✔ Chess Club
  - ✔ Choir
  - ✔ Destination Imagination
  - ✔ Jazz Band
  - ✔ Speech*
  - ✔ Math Masters
  - ✔ Math Counts
  - ✔ Percussion Ensemble
  - ✔ Select Choir
  - ✔ Student Council
  - ✔ Yearbook
  - ✔ Woodwind Ensemble
  - ✔ Debate*
  - ✔ Marching Band*

- **Athletic Activities**

Girls' Sports	**Fall**	**Winter**	**Spring**
	Adaptive Soccer*	Adaptive Floor Hockey*	Adaptive Softball*
	Cross Country	Basketball	Golf
	Soccer	Gymnastics*	Softball
	Swimming		Track and Field
	Tennis		Girls Lacrosse*
	Volleyball		

Boys' Sports	**Fall**	**Winter**	**Spring**
	Cross Country	Basketball	Baseball
	Football	Wrestling	Golf
	Soccer	Swimming*	Track and Field
			Tennis
			Volleyball

** Note: Girls Gymnastics, Boys Swimming, Adaptive Soccer, Adaptive Floor Hockey, Adaptive Softball, Boys Volleyball, Mock Trial, Science Olympiad, Speech, and Debate will be available to Middle School Students through the High School sports and arts program.*

- **Academic Eligibility Policy** – **To compete in any school-sponsored extracurricular activity at STMA Middle School, students need to be passing all of their classes**. Grades come out two times each trimester: once at mid-trimester and then again at the end of the trimester. Any student failing a class at mid-trimester will become ineligible to participate in their selected sport or activity until they can show the activities director in writing that they are passing the classes they were failing. Any student who receives a failing grade at the end of the trimester will be ineligible to participate for a period of five school days in order to get their new trimester off to a good start. After five school days have elapsed, the student can regain eligibility if they are making adequate progress toward passing the class they were failing. If a student is not passing after this five-day period, they will be granted another five school days to get their grade above passing. If they are still failing after the second five-day period, they will be ineligible until the next grading period, which is mid-trimester.

- **Attendance at School** – a student needs to be in school for five full periods in order to be able to participate in any activity after school that day.

- **Weather** – **If you are planning on playing an outdoor sport, be prepared to play in the cold and the rain**. Middle school events are difficult to reschedule, so we will try to get all games in regardless of the weather. There may be times when we reschedule because of the weather, but there will also be times when we may have to play in the cold and rain. Students should make sure to have warm clothes available to them throughout the outdoor seasons.

- **Practice Expectations** – Participants in middle school activities are expected to attend all practices and to be to practice on time. If students miss practice or are consistently late, it is certainly within the coach's right to withhold that student from participating in games, especially if the absence is unexcused. If a student has two or more unexcused absences from practice, they may be removed from the team. Excused absences include illness, family emergencies, and academic conferences with teachers. Unexcused absences may include shopping trips, suspensions from school, etc. Communicated family vacations may be treated as an excused absence, but a family vacation will probably still result in loss of playing time.

- **Fees** – **Students are asked to pay a participation fee of $187.50 per sport to participate in middle school sports**. For students on free or reduced lunch, the fee is reduced. Please contact the activities office if this is the case. A student may get their $187.50 fee back if for some reason they are never able to participate in a single event. An event is defined as a game, meet, match, etc. A practice is not counted as an event. If a student does participate in at least one event, they will not receive a refund. Fees are subject to change.

- **Athletic Physical** – All schools that are members of the Minnesota State High School League are required by law to have a **valid sports physical** on file for each athlete who participates in our athletic activities. Sports physicals are good for a period of three years. Student-athletes must get a new physical when this three-year period has expired. A valid sports physical is one which clearly states that the intent of the physical is to clear the individual to compete in sports. There is a valid sports physical form that is most often used for this purpose. You may pick one up in the middle school or high school office or you can download this form from the STMA school website.

- **Bus Procedure** –All participants must ride the bus to away games. Participants may ride home with their parents if the parent has given a written note to the coach/director. A participant may ride home with another participant's parents, but your parents must notify the Activities Director 24 hours in advance. The parent providing the ride must have verbal confirmation from the coach/director.

DISTRICT 885 SCHOOL POLICIES

(Complete policies available on district webpage or school office)

School District 885-Harassment and Violence

(Please refer to School Board Policy #413 and #413f for the Harassment and Violence Report Form)

The policy of the school district is to maintain a learning and working environment that is free from harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

REPORTING PROCEDURES

1. Students must report any harassment and/or violent behavior
2. Reporting parties are encouraged to use the report form, but oral reports shall be considered complaints as well.
3. All complaints will be reported to the Human Rights Officer and investigated.
4. The School District will take such disciplinary action it deems necessary and appropriate including warning, mediation, detention, or suspension to end the harassment and violence and prevent recurrence.

School District 885-Internet Acceptable Use and Safety Policy
(Please refer to School Board Policy #524)

PURPOSE
The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

LIMITED EDUCATIONAL PURPOSE
The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes the use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

USE OF SYSTEM IS A PRIVILEGE
The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

STUDENT RESPONSIBLE USE

- I understand that proper use of the district's electronic resources, network, approved personal devices, and Internet access is my responsibility as an individual user. The use of these resources is a privilege, not a right. I acknowledge that inappropriate behavior may lead to disciplinary action such as loss of internet/network privileges, payments for damages, suspension, or discipline under other school or district policies.
- I understand that the primary use of the school district's computer systems and internet connection both on and off campus will be limited to work-related or educational purposes. While using approved personal devices and systems within district schools, I will limit my usage to educational purposes. This includes the use of personal networks, such as mobile internet or hotspots while in the educational setting.
- I understand that the use of devices in the classroom is at the discretion of the classroom teacher. I will not use my device in the classroom setting unless directed by my teacher and for specific educational purposes.
- I understand I should not share private, confidential, or non-public information about myself or other persons. I agree not to reveal my password to any other person. I will not use others' passwords or knowingly post, transmit, or distribute false or defamatory information about a person or organization. This includes the use of social networking systems for educational or work purposes.
- I understand I cannot access, upload, download, or distribute violent, pornographic, obscene, or sexually explicit material for any purpose. This also includes language or images that advocate violence, or discrimination towards other people, including prejudicial or discriminatory attacks that may constitute harassment, bullying, or intimidation.

- I understand that all of my documents, files, or e-mails are the property of the school district. When using the district's network/internet resources, I can delete and access only those files that I have personally created or added. These electronic mediums may be searched and read for inappropriate materials just as school lockers can be searched.
- I understand I must follow copyright laws or usage licensing agreements. I cannot download or install any software onto the district's computer systems.
- I understand ISD 885 is not responsible for any damages users suffer as a result of their use of the District's electronic resources or work performed on district-approved devices. These damages may include, but are not limited to loss, damage, or unavailability of data stored on hard drives, web-based services or interruptions in network connectivity. Additionally, ISD 885 does not assume responsibility for the accuracy, nature, or quality of information gathered from the Internet or district electronic resources.

UNACCEPTABLE USES

- Sending or displaying offensive messages or pictures
- Using profanity and/or obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or software programs
- Violating copyright laws
- Trespassing in another person's folders, work, or files
- Wasting limited resources
- Using the network for financial or commercial gain
- Using another student's password
- Accessing sites in which a warning is given stating someone must be at least 18 years old to enter.

Student Agreement

I understand and will abide by District 885 terms and conditions for Internet use. In addition, I will follow all school procedures and guidelines for Internet use. I also understand the importance of appropriate use to continue my Internet access privileges. I further understand that any violation of the Internet rules may result in school disciplinary or legal action and/or complete loss of Internet access. I accept the Internet rules and the above conditions.

Student Signature: _____ *Date:* _____

DISTRICT LIABILITY *(Please refer to School Board Policy #524)*

St. Michael-Albertville School District 885 makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing.

The district will not be responsible for any damages users suffer, including, but not limited to loss of data resulting from delays or interruptions in service.

The district will not be responsible for the accuracy, nature, or quality of information gathered from the Internet, nor for the accuracy, nature, or quality of information stored on district diskettes, hard drives or servers.

The district will not be responsible for personal property used to access district computers or networks or for district-provided Internet access.

The district will not be responsible for unauthorized financial obligations resulting from district-provided access to the Internet.

SCHOOL DISTRICT 885 RELEASE OF DIRECTORY INFORMATION

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent or eligible student. Contact the building principal for the procedure for obtaining nondisclosure of directory information if you do not want directory information released.

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address and telephone number of the student's parent(s).

SCHOOL DISTRICT 885 PUBLICATION OF STUDENT IMAGES

Images of students taken in the public arena such as sporting events or fine arts public performances may be released on public media and may identify students by names, grade or in any other personally identifiable manner.

In addition, because of classroom or activity participation throughout the school year, pictures and videos of students may be used for displays, photo albums, community newspaper articles, school newsletters and calendars, news broadcast, movies, the yearbook, and etc. Student names, grade and other personally identifiable information may accompany the student images. These images may be posted on the Internet through the STMA website or online newspapers, Twitter and Facebook. Parents with concerns or questions about photographs and videos may contact the school office personnel and may request that their child not be included in media presentations.

SCHOOL DISTRICT #885 BULLYING PROHIBITION POLICY

(To be updated with new legislation, please refer to School Board Policy # 514)

I. GENERAL STATEMENT OF POLICY

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

No teacher, administrator, volunteer, contractor, or other employee of the school shall permit, condone, or tolerate bullying. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited. False accusations or reports of bullying against another student are prohibited.

A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion.

The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

II. BULLYING DEFINED

"Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which

substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student;
2. damaging a student's property;
3. placing a student in reasonable fear or harm to his or her person or property; or
4. creating a hostile educational environment for a student.
5. intimidating a student or a group of students.

III. BULLYING REPORTING PROCEDURE

Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously, but action may not be taken against an alleged perpetrator based solely on an anonymous report.

The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.

Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data will not be disclosed except as permitted by law.

Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.

The school district will respect the privacy of the complaint(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.

Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.

The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district.

VI. REPRISAL

The school district will discipline or take appropriate action against any person who retaliates against any person involved in an incident of bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

SCHOOL DISTRICT #885 VIDEO SURVEILLANCE POLICY
(Please refer to School Board Policy #712)

I. PURPOSE

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

II. GENERAL STATEMENT OF POLICY

A. Placement

1. School district buildings and grounds may be equipped with video cameras.
2. Video surveillance may occur in any school district building or on any school district property.
3. Video surveillance will normally not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms. Video surveillance in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

B. Use of Videotape

1. Video footage will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.
2. Video footage of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds.
3. Video footage will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and the rules and/or regulations promulgated thereunder.

C. Security and Maintenance

1. The school district shall establish appropriate security safeguards to ensure that video footage is maintained and stored in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the rules and/or regulations promulgated thereunder.
2. The school district shall ensure that video footage is retained in accordance with the school district's records retention schedule.

COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS AND OTHER PERSONS

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. While written reports are encouraged, a complaint may be made orally. A person may file a complaint at any level of the school district, i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate. It is best to discuss concerns or complaints with the person most familiar with the incident and, if the concern or complaints is not satisfactorily addressed, to the principal or supervisor, superintendent and school board.

Federal law requires that school districts designate specific individuals and procedures for disability discrimination, sex discrimination, equal education and employment opportunity, homeless and harassment. Contract information is as follows:

Student Disability Discrimination - ADA/504 Coordinator – Director of Special Services, Dr. Amy Larkin, 763-497-3180, District Office in Middle School West, 11343-50th St. NE, Albertville, Minnesota

Homeless Compliance – District Homeless Coordinator - Director of Special Services, Dr. Amy Larkin, 763-497-3180, District Office in Middle School West, 11343-50th St. NE, Albertville, Minnesota

Student Sex Discrimination – Human Rights Officer – Executive Director of Administrative Services, Douglas Birk, 763-497-3180, District Office in Middle School West, 11343-50th, St. NE, Albertville, Minnesota

Student Sex Nondiscrimination Program Compliance – Title IX Officer – Executive Director of Administrative Services, Douglas Birk, 763-497-2192, High School, 5800 Jamison Ave, NE. St. Michael, Minnesota

Student or Staff Harassment – Human Rights Officer - Executive Director of Administrative Services, Douglas Birk, 763-497-3180, District Office in Middle School West, 11343-50th, St. NE, Albertville, Minnesota

Equal Education Opportunity/Equal Employment Opportunity – Human Rights Officer - Executive Director of Administrative Services, Douglas Birk, 763-497-3180, District Office in Middle School West, 11343-50th, St. NE, Albertville, Minnesota

DEPARTMENT OF EDUCATION

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the Minnesota Academic Standards or the WIDA English Language Development Standards. These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.

Explore the Statewide Testing page for more information

(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20___ to 20___ school year.)

DEPARTMENT OF EDUCATION

Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: _____/____/_____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

- ☐ MCA/MTAS Reading
- ☐ MCA/MTAS Science
- ☐ MCA/MTAS Mathematics
- ☐ ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

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