



# ELLIS MIDDLE SCHOOL ADDENDUM

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## WELCOME TO THE ELLIS MIDDLE SCHOOL STUDENT HANDBOOK

Ellis Middle School is a learning environment for approximately 770 students. It is critical that we provide consistent expectations and procedures for middle school students. At Ellis Middle School the following expectations have been established:

- Be Respectful
- Be Responsible
- Be Safe

This handbook provides specific information pertaining to Ellis Middle School that is important for parents and students to review and understand. We would like to thank parents in advance for their support in helping us make Ellis Middle School a respectful, responsible, and safe environment for learning.

Please refer to the [APS Student Handbook](#), the [Student Rights & Responsibilities](#) document, and the [School Board Policies](#) for additional information.

## PART I – INFORMATION

### CONTACT INFORMATION

|                       |          |                                                                                              |
|-----------------------|----------|----------------------------------------------------------------------------------------------|
| Principal:            | 460-1502 |                                                                                              |
| Assistant Principal:  | 460-1503 |                                                                                              |
| Dean of Students:     | 460-1505 |                                                                                              |
| General Information:  | 460-1500 |                                                                                              |
| Activities/Athletics: | 460-1521 |                                                                                              |
| Attendance:           | 460-1506 | ( <a href="mailto:ellis.attendance@austin.k12.mn.us">ellis.attendance@austin.k12.mn.us</a> ) |
| Counseling Office:    | 460-1508 |                                                                                              |
| Grade 7 Counselor:    | 460-1536 |                                                                                              |
| Grade 8 Counselor:    | 460-1517 |                                                                                              |
| Health Services:      | 460-1507 |                                                                                              |

Teacher email addresses are available on the web at <https://ellis.austin.k12.mn.us/staff-directory>.

### SUCCESS COACHES

|                       |          |
|-----------------------|----------|
| - Spanish             | 460-1515 |
| - Anuak, Arabic, Nuer | 460-1215 |
| - Dinka, Arabic       | 460-1108 |
| - Karen, Burmese      | 460-1514 |
| - All other languages | 460-1107 |

### ANNOUNCEMENTS

Announcements to students concerning activities, meetings, sports events, etc. will be given at appropriate times during the school day. Listen carefully to these announcements. If any student wishes to have an announcement read, they must obtain permission from the Principal's Office.

### LOST AND FOUND

Lost and found articles may be found outside the Student Services Office. Unclaimed items may be disposed of after thirty days.

## PART II - ATTENDANCE INFORMATION

### ARRIVAL

Doors will open at 7:45 to allow students to enter, please do not arrive prior to this time. During inclement weather, students may be allowed in earlier.

### **ILLNESS**

If a student needs to be picked up due to illness, the nurse will contact the student's parent or guardian.

### **TARDIES AND CUTS**

Students are expected to arrive at school and to class on time. Students who arrive at school late are to report to the Attendance Office upon arrival to receive an admit slip. Students tardy to classes other than first period will report directly to class without stopping for an admit slip. Teachers will record all tardiness. Tardies will accumulate throughout the semester. A student that arrives to class within 10 minutes after the bell will be considered tardy for that period. If a student arrives after 10 minutes, the student will be issued an "OET" - over extended tardy, and if a student does not report to class, that is considered a "cut". There may be consequences for excessive tardiness and for cutting class.

## **PART III - STUDENT EXPECTATIONS**

At Ellis Middle School we are a community of staff, students and parents dedicated to fostering a school of positive behavior. Below are guidelines to assist in learning our school expectations.

### **ELECTRONIC DEVICES**

- Please refer to the APS District Cell Phone Policy: [Cell Phone Policy: Grades K-8](#)
- Games, phones, Smart watches, and electronic items should not be brought to school, and the school is not responsible for their damage or theft. If brought to school, these items should remain locked in student lockers.
- Laser pens and lights are both a safety and nuisance concern. They are not allowed in school, at school activities, or on buses.

### **OTHER ITEMS**

- To maintain a focused learning environment, toys and other non-educational belongings should not be brought to school. Items that cause disruption may be taken away.

### **HALLWAYS**

All students will have a pass while in the hallway unless it is during passing time between classes. Take care of the restroom and drink needs at designated breaks or passing times.

### **LUNCHROOM**

#### *Cafeteria Privilege and Loss*

Students will eat in the cafeteria during their lunch period. Some students may lose this privilege for specified periods of time because of infractions at lunchtime. Those who do lose privileges may be assigned to a different area during their lunch period. Excessive infractions will result in the notification of parents and additional disciplinary actions.

#### *Lunch Procedures*

- Students will be assigned to a specific lunch period. Ellis Middle School is a closed campus school and students are not allowed to leave the building unless they have checked out in the Attendance Office.
- It is expected that students will keep their proper place in the food lines, observe good table manners, and clean up after themselves. If students sit down at a table and notice that the table or the floor around it is dirty, they should notify a lunchroom supervisor; otherwise, that table may be expected to clean up the mess.
- After eating, place all papers and scraps in containers; return all dishes and trays to the proper places. Food, drinks, and utensils may not be taken out of the cafeteria. Minnesota State Law forbids the bringing of food prepared at home to school to be distributed to other people.
- Restrooms should be used before or after the lunch period. Students remain in the cafeteria and at their tables for their entire lunch period unless other areas are designated. Supervisors will dismiss students.

## PHYSICAL EDUCATION

### *Medical Excuses*

For physical education exemption, a medical excuse must be obtained from a doctor and delivered to the school nurse. If a doctor has not been seen, a note from the parent or guardian should be taken to the PE teacher to request an excuse for that day. Such notes will allow students to be excused for up to three consecutive school days from PE class. Requests to be excused for more than three consecutive school days must be approved by a doctor. These missed days will need to be made up with the PE teacher.

### SCHOOL HOURS

Ellis Middle School's supervised building hours are 7:45AM - 3:15PM. Athletics, clubs, other school activities, and detention are among the accepted reasons for staying beyond dismissal time or arriving early. Students are expected to leave immediately after school if they are not participating in these activities.

### STUDENT BACKPACKS AND LOCKERS

- Each student will have a locker assigned to them at the beginning of the year. Lockers in the gym locker rooms are also available for use. We strongly encourage students to lock their items up.
- Students should not share lockers or combinations. Locker combinations are changed each summer. Students are responsible for the contents of their locker, and items found within are considered in the student's possession.
- Backpacks can be used by students to carry their books, laptops and school related items throughout the day. All backpacks should be stored under student desks/tables while in the classroom to ensure movement within the classroom is not restricted.

## PART IV – ACADEMICS

### ACADEMIC DISHONESTY

Academic honesty and personal integrity are fundamental components of a student's educational experience. It is necessary to devise a written policy on academic honesty that is fair and involves a procedure that can be clearly understood and followed in the interest of justice and due process.

#### *Definition of Academic Dishonesty (cheating)*

Presenting, as own work, material that is not a true or valid representation of own ideas or helping others to do the same.

Some forms of Academic Dishonesty are as follows:

- Working with other student(s) on an assignment (without teacher permission)
- Using written or online material on an assessment without the teacher's permission
- Copying another person's work/practice
- Copying from a published work
- Knowingly allowing others to copy your work
- False score reporting

#### *Determination of Academic Dishonesty*

Any staff member who has reason to suspect that a student has participated in academic dishonesty will follow the steps outlined below:

- Meet with the student involved, provide evidence of suspected academic dishonesty, discuss and determine whether it has occurred.
- If there is sufficient evidence of academic dishonesty, the student and teacher will meet with administration. The goal of this meeting will be to discuss strategies to help the student make better academic choices in the future.

### *Potential Consequences of Academic Dishonesty*

- Warning
- Discipline referral
- Parent contact by the teacher
- Redo the assignment/assessment
- Receive a zero for the assignment/assessment

### **GRADING AND REPORTING**

The following grading practices in APS are a culmination of the district grading and reporting committee work from the 22-23 and 23-24 school years. This work consisted of a review of the current context, 5-12 staff surveys in 22-23, and collaboration in professional learning by the student and staff grading and reporting committees in 23-24.

These grading practices apply to students in grades 5-12.

### *Parameters for Student Grades*

Teachers will utilize the following parameters for grading and reporting for students. School leadership teams will develop procedures for staff to follow in implementing these parameters. The procedures will be shared with staff, students and families at the beginning of the school year.

### *Graded Categories*

- **Summative & Performance Assessments:** At Austin Public Schools, assessments are defined as the evaluation aligned to standards or benchmarks that takes place after the learning has been completed. Examples of Summative & Performance Assessments include chapter or unit tests, final tests, final projects, final papers, final performances.

Student performance on Summative & Performance Assessments will count for the following % of the student's grade.

- IJ Holton: 60%
- Ellis Middle School: 70%
- Austin High School: 70%

- **Practice Work & Formative Evidence:** In Austin Public Schools, Practice Work & Formative Evidence is defined as student learning and practice work that is used by teachers and students to inform, respond, and adjust learning experiences to enhance learning and understanding. Examples of Practice Work & Formative Evidence include quizzes, observations, exit tickets, practice problems, written responses, and learning activities.

Student performance and engagement with Practice Work & Formative Evidence will count for % of the student grade.

- IJ Holton: 40%
- Ellis Middle School: 30%
- Austin High School: 30%

- **Reassessments:** In Austin Public Schools, reassessment is another opportunity for students to learn and demonstrate their knowledge. Reassessments will be provided to students and are a component of the Summative & Performance Assessments category. When Practice Work & Formative Evidence assignments are completed before the original summative assessment, students who want to reassess will work with the teacher to do additional learning to prepare for the reassessment. Teachers have the option to give students flexibility if there are extenuating circumstances.

#### *Non-Graded Parameters*

- **Student Participation:** In Austin Public Schools, student participation is defined as students actively engaged in their learning by listening, speaking, reading, and writing to support their comprehension of the learning targets. Teachers will provide small group activities, performances, discussions, and presentations that create opportunities for students to work on the skills imperative to the learning process.

School Leadership Teams will design procedures for staff and students in alignment with the grading parameters.

## **PART V - STUDENT ACTIVITIES**

### **ATHLETICS AND ACTIVITIES**

For more information on Ellis athletics and activities visit: <https://ellis.austin.k12.mn.us/ellis-athletics>

### **OTHER ACTIVITIES**

There are many clubs and organizations to be involved in at Ellis: Art Club, Math League, Spelling Bee, Student Council, National Junior Honor Society, Peer Power Partners, STAND are some examples. If interested, students should contact club advisors, the office, or visit the website for more information.

### **BEHAVIOR CONSEQUENCES**

Students who receive a half day or more of ISS or OSS will not be allowed to participate in the next contest/activity.

Students assigned to ISS/OSS are not eligible to attend school-sponsored events during the day of suspension.