Lakeville
AREA SCHOOLS

MIDDLE SCHOOL STUDENT HANDBOOK

2026-27 SCHOOL YEAR

CENTURY MIDDLE SCHOOL

McGuire Middle School

KENWOOD TRAIL MIDDLE SCHOOL

LAKEVILLE ONLINE ACADEMY

Lakeville AREA SCHOOLS

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INTRODUCTION

Welcome to Lakeville Area Schools. Our public school district is a partnership of students, families, staff, and community committed to excellence and life-long learning.

Mission:
Together with our families and community, Lakeville Area Schools provides educational opportunities to ensure academic, social, civic, and personal readiness for every student.

Vision:
Lakeville Area Schools will be a safe, respectful, engaging, rigorous, and collaborative learning environment for all students, families and staff where every person belongs, is valued, and can succeed.

Core Values:
Students First: Student's needs drive our decisions and actions.
Excellence: High expectations for all with everything we do.
Collaboration: Working together for common goals.
Integrity: Being honest and authentic in every interaction.
Responsible: Individually and collectively we are good stewards of our resources.

The student handbook is comprised of six parts:

1. Key Information
2. Additional Information
3. Academics
4. Rules and Discipline
5. Activities
6. Health and Safety

Policy Information
Lakeville ISD 194 School Board Approved District Policies are located at isd194.org/district-policies.

These policies may be changed or amended during the school year. Revisions will be reflected on Lakeville Area Schools's website linked above. If you have any questions about a revision, please contact the principal.

SCHOOL INFORMATION:

CENTURY MIDDLE SCHOOL
https://cms.isd194.org/

Mr. Jason Bakke, Principal
jason.bakke@isd194.org

School Office: 952-232-2300
18610 Ipava Ave,
Lakeville, MN 55044

MCGUIRE MIDDLE SCHOOL
https://mms.isd194.org/

Dr. Joshua Alexander, Principal
Joshua.Alexander@isd194.org

School Office: 952-232-2200
21220 Holyoke Ave, Lakeville, MN 55044

KENWOOD TRAIL MIDDLE SCHOOL
https://ktms.isd194.org/

Kelly McDermott, Principal
Kelly.McDermott@isd194.org

School Office: 952-232-3800
19455 Kenwood Trail,
Lakeville, MN 55044

LAKEVILLE ONLINE ACADEMY
https://loa.isd194.org/

Margaret Gare, Administrator
margaret.gare@isd194.org

School Office: 952-232-2023
17630 Juniper Path, Suite A,
Lakeville, MN 55044

PART I - KEY INFORMATION

Arrival and Dismissal Hours

School building hours are the following:

Century Middle School Hours
https://cms.isd194.org/about-us/hours-and-attendance

Arrival Time/After school pick up: Students should not be arriving at school before 7:00 a.m., unless they have pre-arranged to meet with a teacher or adult in the building. All students must have a ride arranged for pick up by 2:15 p.m. each day unless they are working directly with a teacher or adult in the building.

Kenwood Trail Middle School Hours
https://ktms.isd194.org/about-us/hours-and-attendance

Arrival Time/After school pick up: Students should not be arriving at school before 7:00 a.m., unless they have pre-arranged to meet with a teacher or adult in the building. All students must have a ride arranged for pick up by 2:15 p.m. each day unless they are working directly with a teacher or adult in the building.

McGuire Middle School Hours
https://mms.isd194.org/about-us/hours-and-attendance

Arrival Time/After school pick up: Students should not be arriving at school before 7:30 a.m., unless they have pre-arranged to meet with a teacher or adult in the building. All students must have a ride arranged for pick up by 3:15 p.m. each day unless they are working directly with a teacher or adult in the building.

Calendar

The school calendar is adopted annually by the school board. A copy of the district calendar can be found on www.isd194.org/calendar. A copy of the school's calendar can be found:

Century Middle School Calendar
https://cms.isd194.org/news-and-events/calendar

Kenwood Trail Middle School Calendar
https://ktms.isd194.org/news-and-events/calendar

McGuire Middle School Calendar
https://mms.isd194.org/news-and-events/calendar

Directory

Century Middle School Staff Directory
https://cms.isd194.org/about-us/staff-directory

Kenwood Trail Middle School Staff Directory
https://ktms.isd194.org/about-us/staff-directory

McGuire Middle School Staff Directory
https://mms.isd194.org/about-us/staff-directory

Food Services

A breakfast program and hot lunch program are available to all students. A choice of published line, alternate line, salad line, and a la carte is available. **Students are not permitted to leave the school building to eat elsewhere during the school day**. All food brought to or purchased at school must be eaten in the cafeteria. Occasionally, advisories are permitted to order food to be delivered for special occasions. Lunch is to be eaten in designated areas only. Lunch times vary by site and grade. Students will be notified of their assigned lunch time on the first day of school.

Food deliveries (DoorDash, UberEats) will NOT be accepted for students.

MN Free School Meals Program:

Lakeville Area Schools is participating in the Minnesota Free School Meals Program. All students learning in a school building can get **one** breakfast and **one** lunch **FREE** of charge each day at school.

A la carte items will also be available for purchase throughout the school year as they have been in the past. These items are not part of the Minnesota Free School Meals Program. Your child's account will need funds available to purchase ala carte items. Money can be added to the account via cash, check or online payment through LinQ Connect. Some examples of ala carte items include: extra entrees, water bottles, string cheese, yogurt, cookies and snacks in the secondary schools, or milk to accompany a lunch from home.

Students are asked to keep careful track of the amount in their account and, as needed, add money before the beginning of the school day. Students are expected to keep a positive balance in their accounts. Money can be added to accounts electronically at https://linqconnect.com/main/

Breakfast Start Times

Century Middle School 7:00 AM

Kenwood Trail Middle School 7:00 AM

McGuire Middle School 7:30 – 8 AM

Food Service Questions

Century Middle School
DeAnna Tonsager, 952-232-2304

Kenwood Trail Middle School
Angela Althoff 952-232-3804

McGuire Middle School
Tori Larson, 952-232-2204

Lunchroom Expectations:

- Wait in line for the person in front of them to finish
- Remain in the lunchroom during the entire lunch period unless given permission to leave
- Clean their table when finished with lunch
- Return their tray to the appropriate place
- Throw their garbage away in the appropriate container
- Cooperate with the lunch supervisory staff
- ***No food deliveries from restaurants are allowed (DoorDash, UberEats)***

Lakeville Area Schools Lunch Menu:

https://www.isd194.org/services/student-nutrition

Closed Campus:

Lakeville Middle Schools are closed campuses. Once a student arrives on school property they are to proceed directly into the building and are not to leave the property or the building unless with a school activity or a parent. WHENEVER a student leaves the building before the end of their day, they MUST be signed out by a parent/guardian in the Attendance Office. Dismissal After School Hours Policy - Afternoon dismissal varies by site. All students are to leave the building by fifteen minutes after the last bell, when the buses leave. Students may stay after school under the direct supervision of a teacher. Students not involved in an activity or special help from a teacher MAY NOT remain in the building.

Student Conduct

Students are expected to promote a respectful school culture, exercise positive decision making, and adhere to all school policies to promote a respectful, safe, harassment-free learning environment for all students and staff. These policies are available online and some in this handbook. Failure to adhere to these policies will result in consequences.

Transportation/Bus Riding

All school rules apply when riding the bus. Consequences for violating the rules include a written warning, assigned seat, and suspension from riding the bus.

** See policy 707; isd194.org/district-policies*

District 194 shall provide student transportation services commensurate with statutory requirements and the following policy guidelines:

Per MN statute 123B.88 the District shall provide transportation services for students living 2 or more miles from school; or live in a designated safety zone; students with a 504 plan that specifies transportation; and special education students for whom transportation is a part of the current approved IEP.

Distances are calculated by the District using computer-aided measurements taken from the school site to the home address. Non-public school transportation within the district follows the same guidelines. PLEASE SEE DISTRICT WEBSITE FOR UPDATED INFORMATION REGARDING TRANSPORTATION AND BUSING. (See Student Transportation Safety Policy 709)

The Superintendent or designee, in concert with the bus contractor, shall be responsible for the scheduling of all student transportation, including the establishment of routes, bus stops, operational rules and regulations, and other matters related to the safe and efficient operation of the student transportation program.

Please see the District website at isd194.org under "Services" > "Transportation" for updated Transportation information and fees for the current school year. If you have questions, contact transportation@isd194.org or contact Schmitty and Sons Bus Company at 952-985-7513.

***Students may not ride a bus other than their own home without prior approval from their Dean.**

Vacations

At least one week before leaving, parents should notify the attendance office. This will allow both staff and the student time to plan for work missed. Students should check Schoology for materials and homework during their vacation break.

PART II - ADDITIONAL INFO

Enrollment

Enrollment Policy: Admission is open to all 6th, 7th, and 8th grade students living in the attendance area for each middle school. Open Enrollment admission is on a space available basis and must be requested through the district office (952) 232-2000 or visit isd194.org/enroll for more information

Absences

"Under Minnesota law, school attendance is mandatory. A middle or high school student who is absent from one or more class periods for seven or more school days without a lawful excuse may be petitioned to court as a "habitual truant".

Parents should call or email the attendance office (administrative contacts above) to notify the school of the student's absence and the reason for the absence. If a call can not be made, a note from the parents will be required. If an absence is not reported, an automated message will call home.

1. Reasons for absence or tardiness which are considered valid are as follow:
    a. Illness of a student
    b. Dental, medical and clinical appointments
    c. Family emergencies
    d. Serious illness or death of family member
    e. Observance of religious holidays
2. Missing the bus and/or ride or oversleeping are unexcused absences.
3. NO communication from parent/guardian will be classified as an UNEXCUSED absence.
4. Absences and Assignments: Students retain the right to receive assignments missed and to complete all class work for credit provided the activity could be repeated outside the classroom. It must be completed within the time limits established by the teacher. Students are responsible for getting their missed assignments from their teachers and making up the work. If a student is gone for more than two days, parents can check Schoology for individual classroom assignments.

How To Report Your Student's Attendance

Parents/guardians can submit absence, late arrival and leave early requests directly through the **Infinite Campus Parent Portal**. This can be done using your desktop computer or the Parent Portal app on your mobile device. This convenient new process is designed to streamline the attendance reporting process and minimize any attendance errors.

Parents/guardians will have **two options** for submitting absence, late arrival and early leave requests for their student(s)--directly through Infinite Campus Parent Portal OR by emailing the school's attendance email.

Please only report your student's absence, late arrival or early leave using ONE of the methods listed below.

How to Report Your Student's Absence through Infinite Campus Parent Portal:

Entering an absence, late arrival or leave early request through Infinite Campus Parent Portal is quick and easy. Follow these steps:

1. Log in to your Infinite Campus Parent Portal account
2. Select your student's profile
3. Navigate to the **'Absence Request'** section
4. Fill in the required information, including the date and the reason for the absence, late arrival or leave early request
5. Submit your request

View more detailed instructions, including how to view and delete requests, in the Absence Request Guide found at isd194.org/academics/attendance-matters.

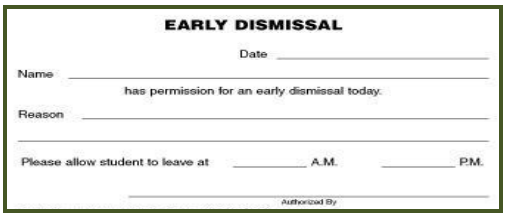
How to Report Your Student's Absence via Email:
Email your school's attendance email address with the following information:

- Student's full name
- Grade
- When they will be missing school
- The reason for the absence

You can find your school's attendance email address at bit.ly/194-Attendance-Emails.

ABSENCES: LEAVING SCHOOL EARLY

1. PLEASE SEND A NOTE in the morning with your child and instruct them to bring it to the Student Services/Attendance Office before school or during passing time.
2. STUDENT OBTAINS A PASS from the Attendance Clerk to leave their classroom.



EARLY DISMISSAL

Date _____

Name _____

has permission for an early dismissal today.

Reason _____

_____

Please allow student to leave at _____ A.M. _____ P.M.

_____

Authorized By

3. STUDENT SHOWS PASS to their teacher. Teachers will not let the student leave class without a pass from the office.
4. ***PARENT/GUARDIAN MUST COME INTO THE SCHOOL*** to meet and sign out your student. Please bring your driver's license to scan through the security system at the entrance to each school.
5. ARRIVING OR RETURNING TO SCHOOL each student will sign in themselves in the attendance office. Parents/Guardians do not need to sign in your student to school.
6. A RELATIVE OR FRIEND PICKING UP your student, please indicate that on your note as we will not release your child without it and proper identification.
7. STUDENTS ARE NOT ALLOWED TO TEXT THEIR PARENT TO PICK THEM UP. Requests to go home must be made through the health office/attendance office.

Backpacks/Bags

Students may carry backpacks to and from school. These items must be stored in the students' lockers and are not permitted in classrooms. Purses and belt bags are to be left in student lockers during the school day.

Bicycles/Scooters

We encourage students to ride non-motorized or non-electric bikes or scooters to school as a healthy and active form of transportation.

Students who ride motorized foot scooters must be at least 12 years old. Middle school students are not permitted to ride motorized bicycles on school property. Per MN statute 169.223, students must be at least 15 years old and hold a valid permit.

- Bicycles/scooters should be parked and locked to the bike rack during the school day.
- Students must walk all bikes/scooters while on school property.
- Wearing helmets is strongly encouraged.
- We are not responsible for lost, stolen or damaged bicycles/scooters.

For the safety of all students, staff, and visitors, bicycles and scooters must be walked once they enter school property. School property includes all sidewalks, parking lots, driveways, and playground areas.

Failure to follow these expectations may result in the bicycle or scooter being held at school and requiring parent or guardian pickup at the end of the school day.

Change of Address

Families who move within the school year or summer are expected to inform the office of their new address. Updates such as phone numbers, emergency contacts and email addresses can be updated on the infinite campus parent portal.

Closing School

It may be necessary to cancel school and/or school sponsored activities due to inclement weather. Announcements regarding school closing will be made by the Superintendent using the Blackboard phone calling system. In addition, announcements will be given over WCCO radio and TV channels 4, 5, and 11. When adverse conditions exist, parents are advised to make provisions for the care of their children in the event of school closing, late start, or early dismissal. Additional information surrounding school closings can be found at isd194.org/services/weatheremergency-closures.

Complaints

In accordance with policy 103, the school district takes seriously all concerns or complaints by students, employees, parents or other persons. Students, parents, employees or other persons, may report concerns or complaints to the school district. 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.

Deliveries

Parents can drop off academic items for their student in the school vestibule and a note. The items will get picked up and delivered to the student. There will be no deliveries to students, such as food/drinks from any restaurant, balloons, flowers, gifts, etc.

Latex products, including latex balloons, are not permitted anywhere inside the school buildings due to allergy and safety concerns.

Educational Benefits for Homeless or Unaccompanied Youth

If a student lives in any of the following situations:

- In a shelter or transitional housing
- In a motel, campground, or other non-permanent structure
- In a car or other vehicle
- In a park, abandoned building, bus or train station, or other public place
- Doubled-up with another family due to loss of housing or economic hardship
- In an unknown location or different location each night (i.e. "couch surfing")

The student qualifies for educational benefits and certain rights and protections under the federal McKinney-Vento act, including the right to:

- Receive a free, appropriate public education
- Enroll in school immediately, even if you do not have documents normally required
- Enroll in the local school or continue attending their school of origin if that is your preference
- Receive transportation to and from the school of origin
- Receive the same educational services as other students
- Receive supports to help students be successful in school

If you believe you/your student may be eligible, contact your school's principal or the district's Homeless Liaison. All information regarding eligibility for federal benefits is confidential and only shared with appropriate school personnel.

Ali Middlebrook, Student and Family Support Coordinator
ali.middlebrook@isd194.org | 952-232-2022

Employee Background Checks

In accordance with policy 404, the school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Equal Access to School Facilities

The school district has created a limited open forum for secondary students to conduct non-curriculum-related meetings during non-instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forums for students enrolled in district schools during which non-curriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during non-instructional time. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.

In adopting and implementing this equal access policy, the school district will NOT:

1. influence the form or content of any prayer or other religious activity;
2. require any person to participate in prayer or other religious activity;
3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
5. sanction meetings that are otherwise unlawful;
6. limit the rights of groups of students based on the size

Fees

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

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

School Issued Property Fee Notice:

School issued property is the student's responsibility. Students will be charged an appropriate replacement fee for all lost, stolen, or damaged items. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay.

FLEX days

Lakeville Area Schools use Flexible Learning (FLEX) Days so students can still be engaged in learning on inclement weather (snow) days. On a FLEX day, students will continue learning from home with support from their teachers instead of going into school. Teachers will share curriculum aligned assignments and be accessible by email during regular school hours so they can provide learning support to students.

Middle school students will continue learning from home by completing curriculum-aligned learning activities that will be posted on their teachers' Schoology pages. Students may contact their teachers through Schoology or through their district email addresses. Teachers will be available by email throughout the day to answer questions and provide guidance.

Learn more about FLEX days at
isd194.org/services/weatheremergency-closures

Freedom of Expression

The School District recognizes that students have the right to express themselves. However, such a right is balanced with the School District's educational objectives and responsibilities to operate its schools. Offensive behavior will not be tolerated.

Fundraising

School organizations, such as school PTO's that want to do fundraising need to follow district policy.

1. The activity must be approved and scheduled by the Administrator.
2. The group advisor is responsible for following approved accounting procedures.
3. Food items are to be sold before and after school only.
4. Other items are to be sold in designated areas during lunch periods.
5. Door-to-door sales within the community are discouraged.
6. Soliciting advertising from area businesses is permitted only for authorized school publications, including the All Sports Booster Club program.

Identification

Students are required to show picture identification cards, upon request, for school functions or procedures. Initial identification cards are free; replacements ID cards cost $5 each.

iPad Guidelines and Responsibilities: Families and Students

Family Responsibilities:

Your child has been issued an iPad to improve and personalize their education. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer:

- I will supervise my child's use of the iPad.
- I will discuss our family values and expectations regarding the use of the Internet and email.
- I will supervise my child's use of the Internet and make sure they follow the policies and procedures outlined in the District Acceptable Use Policy.
- I will not attempt to repair the iPad, nor will I attempt to clean it with anything other than a soft dry cloth.
- I will report any problems with the iPad.
- I will make sure my child recharges the iPad battery nightly and brings the iPad to school each day.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to make sure that the iPad is returned to school when requested or upon my child's withdrawal from Lakeville Area Schools.

Student Responsibilities:

Your iPad is an important learning tool and is to be used for educational purposes only.

- I will not leave my iPad unattended and I will know where it is at all times.
- I will not lend out my iPad to other individuals.
- I will bring my iPad to school each day, adequately charged.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will protect my iPad by keeping it in the case as intended.
- I will use my iPad in ways that are appropriate and meet all Lakeville Area Schools district policies and expectations.
- I will not place decorations (such as stickers, markers, pencil, paint, nail polish etc.) on the iPad or accessories. I will not deface the serial number or iPad asset tag barcode sticker on my iPad.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of the Lakeville Area Schools.
- I will follow the policies and procedures outlined here and in the District Acceptable Use Policy.
- I will file a police report in case of theft.
- I agree to return the District iPad, issued case, Apple power cable, and Apple power adapter "brick" in good working condition to the designated location within my building, no later than the date determined by my school.

Device Protection:

Lakeville Area Schools offers an optional protection plan for student devices.

Annual Cost: $25 per student. Reduced price options are available based on Educational Benefit Status.

Coverage begins upon receipt of the payment. Payment must be submitted via the Infinite Campus School Store by October 17, 2025, to have coverage for the school year. New families joining the district will have 2 weeks from enrollment to add coverage.

The protection plan does not cover lost devices and lost, stolen, damaged or inoperable charging cords.

Please review the details of the device protection plan and payment information at isd194.org/academics/digital-learning/device-protection-plan.

Middle school students will bring their iPads home every day. It is essential that they return with their devices to school each day, charged, to ensure continuous access to learning tools.

Learn more at isd194.org/academics/digital-learning/11-ipad-student-resources

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy. Some government agencies are not required to contact parents/guardians prior to interviewing.

Lockers

Every student is issued a locker for the storage of personal items. Lockers may not be shared, transferred or traded. Students are responsible for the maintenance of school lockers and for the security of their property within the locker. Damage to a locker or repeated sharing of combinations may result in the loss of locker privileges.

Locker clean out will be held as needed for the purpose of maintaining a pleasant and safe environment. A final locker clean out will be held the final week of school at which time all decorations must be removed. It is recommended that items of value, other than essential classroom needs, be left at home. See policy 502; isd194.org/district-policies

Lost & Found

Students who find lost articles are to take them to the Office. Unclaimed items will be donated to charity. Each building has a lost and found area.

Media Center

Students may use the library/media center during the school day and before and after school only when a supervisor is present. For more specific information see building links below.

Century Middle School Media Center
https://cms.isd194.org/academics-and-services/media-centerr

Kenwood Trail Middle School Media Center
https://ktms.isd194.org/academics-and-services/media-center

McGuire Middle School Media Center
https://mms.isd194.org/academics-and-services/media-center-technology/media-center

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability (or fail to ensure physical and program access for disabled persons), sexual orientation, including gender identity and expression, or age in its programs and activities.

The school board has designated the following individual as the district's Title IX Coordinator:

Executive Director of Administrative Services
Lakeville Area Schools
17630 Juniper Path, Suite A
Lakeville, MN 55044
952-232-2000

The school board has designated the following individual as the Americans with Disabilities Act (ADA) coordinator.

Assistant Director of Human Resources
Lakeville Area Schools
17630 Juniper Path, Suite A
Lakeville, MN 55044
952-232-2000

Parent and Teacher Conferences

Parent and teacher conferences will be held in the fall of each school year. For specific dates refer to each school's calendar. An open house for each grade is also held at the beginning of the school year.

Century Middle School Calendar
https://cms.isd194.org/news-and-events/calendar

Kenwood Trail Middle School Calendar
https://ktms.isd194.org/news-and-events/calendar

McGuire Middle School Calendar
https://mms.isd194.org/news-and-events/calendar

Parent Right to Know

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

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

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

Pledge of Allegiance

Students will recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students must respect the choice to not recite the pledge. Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag and in patriotic exercises.

School Activities

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Lakeville Area School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact the school Activities Director or refer to "School Activities" policy isd194.org/district-policies.

Searches

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

Lockers and Personal Possessions Within a Locker

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Personal Possessions and Student's Person

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Student Publications and Materials

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Nonschool sponsored publications may not be distributed without prior approval.

Distribution of Nonschool-Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the school district Policy 505: Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees.

School-Sponsored Student Publications

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
- Advertises or promotes any product or service not permitted for minors by law;
- Advocates violence or other illegal conduct; Constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);
- presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Expression in an official school publication or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

Under no circumstances will students be allowed to coerce a student or staff member to accept materials or school publications, interfere with the rights of others, or disrupt classes or the school.

Student Records

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, please see the school district Policy 515: Protection and Privacy of Pupil Records.

Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, see the school district Policy 520: Student Surveys.

Transportation of Public School Students

We contract for bus service in partnership with Schmitty and Sons Bus Company, which includes coordinating school bus routes, registering students for school bus service, and transporting over 9,000 students twice every school day.

Lakeville Area Schools provides free transportation for special education students by IEP team decision, and regular education students who qualify, which includes:

- K-5 students who live 0.8 miles or more from their elementary school
- 6-12 students who live 2 miles or more from their secondary school
- Students who live in a designated safety zone

To see if your student qualifies for bus transportation, go to the Attendance Area Finder at isd194.infinitecampus.org/isd194abs/ and type in your house number or street name. If the transportation zone listed indicates "transportation provided," your student qualifies for bus transportation to and from school.

If the transportation zone information indicates you live in a "Walk or Pay Option" (to the assigned school for your address), you have the option to pay a transportation fee of $500 per student. Visit isd194.org/services/transportation to learn more.

Extracurricular Transportation

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee

for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

The determination as to whether to provide transportation for students, spectators, or participants to and from Co-Curricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in Co-Curricular activities shall be advised by the administration as to the transportation arrangements made, if any.

Up-to-Date Contact Information - Annual Household Check-In

Families are required to complete the Annual Household Check-In on an annual basis to ensure parent/guardian and emergency contact information is up to date.

This ensures that families will receive critical school communications. It is also imperative that the school has an emergency contact number for each student, in case the primary contact cannot be reached in the event of illness or emergency.

Please also notify the school of any change in phone numbers or email addresses– home, business or cell – during the school year.

Video and Audio Recording

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. The primary purpose of video surveillance is the safety and security of our students and staff. The school district may use a video recording of the actions of students as evidence in any disciplinary action.

School Buses

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

Visitors and Volunteers

We are excited to welcome our students and families back to school for a great year of learning. Your child's safety and the safety of all students and staff is our top priority. Please review the following guidance for school visitors and volunteers. We appreciate your support and partnership with these guidelines.

Visitor Management System

All school visitors are welcome by making an appointment through the school office. Visitors to middle schools are required to check in at the front desk. Visitors should bring their state-issued identification card so our office staff can collect necessary information from the visitor. Visitors are required to wear a staff-issued ID badge visibly for the duration of their time in the school building. Before exiting the building, visitors are required to officially sign-out at the school office or front desk.

School Drop Off/Pick Up

Please follow the parking lot instructions and outdoor pick-up guidance from your school principal to ensure parking lot safety and efficiency for our school buses, individual drivers, and walkers.

School Events

Family members are encouraged to participate in our school events and activities throughout the school year. These events and activities are communicated through our school newsletters and are shared on our school websites and social media platforms.

Volunteering

Parents/guardians are encouraged to volunteer in our schools. You can contact your school principal to learn more about what opportunities may be available, including serving on the PTO and volunteering in a classroom.

Prearrange Parent/Guardian Meetings

Our teachers and administrators are invested in your child's success and are willing to meet in person with you/your children. Parents/guardians are encouraged to prearrange meetings so our staff can be best prepared to support you/your child.

Student Visitors

Student visitors are not allowed during the school day.

PART III - ACADEMICS

Academic Dishonesty

Academic dishonesty is serious and students will be held accountable both to make retribution for their actions and to submit evidence of their true learning at a different time or in a different format. Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be disciplined in accordance with the school district Policy 506: Student Discipline.

Grade Point Average (GPA)

Grade point averages are determined on a 4- point scale based on A=4, A-=3.7, B+=3.3, B=3, B-=2.7, C+=2.3, C=2, C-=1.7, D+=1.3, D=1, D-=.7, F=0.

Advisory

Students are assigned to a teacher who serves as their advisor for the year. Advisory meets each day and provides students a host of academic opportunities. Advisory is a best practice for middle school students. The results of an Advisory program can include higher overall GPAs, increased attendance rates, and fewer behavior referrals. It is a place to build school connectedness, help with students' sense of belonging, foster relationships, support academics, foster future planning, provide character education and cyber citizenship, and provide opportunities for leadership development.

Band and Choir

See the school calendar for specific dates of concerts.

Extended School Year Opportunities

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the building Special Education Supervisor.

Field Trips and Assemblies

Field trips and assemblies may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students may be asked for a voluntary donation to offset costs of the field trip. These opportunities are viewed as a privilege. Parent permission forms will be required for field trips.

Grades and Report Cards

Grades

Grades are marked: A = superior, B = above average; C = average; D = below average; F = failure; NG = no grade, P = pass. The grades at the middle schools are based on a four-point scale with the following numerical value assigned to each of the letter grades.

A = 4.0	A- = 3.7	
B+ = 3.3	B = 3.0	B- = 2.7
C+ = 2.3	C = 2.0	C- = 1.7
D+ = 1.3	D = 1.0	D- = 0.7
F+ = 0.0	A Honor Roll = 3.66 - 4.0 GPA	B Honor Roll = 2.83 to 3.66GPA
NG/NC = No Grade / No Credit	P = Pass Grade	

How to Figure GPA:

1. Add point values for classes.
2. Divide by the number of classes marked.

Progress Monitoring via Parent Portal/Infinite Campus:

Parents can access the student's schedule, grades, missing assignments, attendance, report cards and email connection to each teacher using our online grade book program. We consider this the online grade book for students and families. Parents/guardians can sign up at any time for the Parent Portal in the Student Services Office.

Report cards

A letter grade is used to evaluate scholastic achievement. Report cards are available in the Campus Parent Portal within one week following the end of each term. Parents may also check the Campus Parent Portal for grades at any time. If you don't have Internet access available, please notify the Deans' office so report reports can be sent home.

Homework

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly. Students and families should expect some homework each night.

Help from Teachers:

A student who desires help in a given subject should make arrangements with the teacher.

Missing/Make Up Work

If a student is absent, first check Schoology to find updated assignment calendars and other resources. If a student is absent for three or more school days, parents can access Schoology for classroom assignments, materials and homework. A student who desires help in a given subject should make arrangements with the teacher.

It is the student's responsibility to obtain work missed when absent. Standard policy is to give students 2 days of make-up time for every day absent for up to one week. Based on the individual teacher's requirements, the student must set a date with the teacher for the completion of missed work. When possible, please notify the office and teachers of vacations one week ahead of time. Individual teachers determine deadlines for makeup work.

Student Participation in Statewide Testing

A statewide assessment is just one measure of your achievement. Your participation is important to understand how effectively the education at Lakeville Area Schools is aligned to the state academic standards. If you and your parents want more information about state assessments visit education.mn.gov/mde/fam/tests/. The parent/guardian refusal for statewide participation in statewide assessments is located in the school district Policy 614: Statewide Testing Program.

Accommodations and Modifications

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see student's assigned dean or case manager.

Textbooks and Care

Textbooks are supplied to students on a checkout basis. Students are responsible for the care of their textbooks and borrowed IMC materials. The condition of all books is noted at checkout time and students are expected to return them in a similar condition. Students will be charged for lost or damaged books (MN statute 123B.37 Subd. 1b.)

PART IV - RULES AND DISCIPLINE

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct. For detailed information on the Student Code of Conduct and consequences for violations, see the school district Policy 506: Student Discipline.

The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco or tobacco paraphernalia;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;

13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy or Digital Device guidelines;
22. Use of devices or objects which cause distractions or may facilitate cheating;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials; Violation of the school district' Bullying Prohibition Policy;
29. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is

lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;

30. Criminal activity;

31. Falsification of any records, documents, notes, or signatures;

32. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;

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

34. Impertinent or disrespectful language toward teachers or other school district personnel;

35. Violation of the school district's Harassment and Violence Policy;

36. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;

37. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;

38. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;

39. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;

40. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;

41. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;

42. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;

43. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;

44. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district

personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students employees.

Attendance

The Lakeville Area Schools believes that regular school attendance is directly related to student success. Attending school benefits students socially, provides opportunities for important interactions between teachers and students, and fosters self-management skills and perseverance. For detailed information, see the school district Policy 503: Student Attendance.

Unexcused Absences:

Unexcused absences are those absences not approved by a parent/guardian. They include:

1. Leaving the building without parent/guardian and school permission
2. Skipping class, whether or not the student stays in the building
3. Submitting a forged note or "fake telephone call" as an excuse from class/school

Consequences for Unexcused Absences:

The Lakeville School's phone systems make calls home after each unexcused absence. School administration will contact families directly if unexcused absences become excessive.

Consequences for Tardies:

School administration will contact families directly if their student has excessive unexcused tardies to class. A plan will be made at the building level involving the student, family and school staff.

Parent Guidelines

It is the School District's expectation that every student attends school every day. Parents are required to report excused absences within five school days.

The School District discourages parents from excusing the following types of absences:

1. Oversleeping or missing a ride
2. Haircuts or other errands
3. Babysitting
4. Shopping
5. Vacations*
6. Other absences deemed unapproved by administration, including simply skipping school

Make-up work is the sole responsibility of the student. Teachers have the authority to set their own deadlines for make-up work. Students who do not comply with these deadlines may lose partial or full credit for assignments, tests, etc., which may affect grades. Students should check Schoology for missing work.

**At least one week prior to going on vacation, students are required to inform their dean and teachers. Pre-arranged Absence forms are available in the Attendance Office and Deans' Office. Vacation days will be marked as excused absences up to 5 days. Vacation days in excess of five days will be marked as unexcused absences.*

Century Middle School Attendance
cms.isd194.org/about-us/hours-and-attendance
952-232 -2318
cmsattendance@isd194.org (email preferred)

Kenwood Trail Middle School Attendance
ktms.isd194.org/about-us/hours-and-attendance
952-232-3818
ktmsattendance@isd194.org (email preferred)

McGuire Middle School Attendance
mms.isd194.org/about-us/hours-and-attendance
952-232 -2218
mmsattendance@isd194.org (email preferred)

Truant:

A habitual truant is a student who is under the age of 17 years who is absent from attendance at school without a valid excuse for one or more class periods on seven school days, and who has not lawfully withdrawn from school. A student who is habitual truant shall be referred to appropriate services and procedures, which may include a referral to the County Attorney for a truancy petition (Dakota County or Scott County), as required under state law. For more information see the school district Policy 503: Student Attendance.

Continuing Truant:

State law requires that when a student is absent without valid excuse for three or more class periods in a single school year, the School District has certain reporting requirements, including written notification to the student's parent(s)/guardian(s). For more information see the school district Policy 503: Student Attendance.

Bullying Prohibition

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district Policy 514: Bullying Prohibition.

Buses – Conduct on School Buses and Consequences for Misbehavior

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the building's principal and/or deans. Serious misconduct may be reported to local law enforcement. For more information refer to "Student Transportation Safety" Policy at isd194.org/district-policies

CELL PHONE & PERSONAL ELECTRONIC DEVICE POLICY

- Students are *not* permitted to possess cell phones or other similar personal devices during the school day.
- Students must store and power off all cell phones and other personal electronic devices in their locker during the academic day.
- Earbuds and headphones are to ONLY be used in the classroom, for academic use, with permission from the supervising teacher. No earbud or headphone use in the hallways or cafeteria.
    - Any devices not in lockers will be confiscated.
    - Confiscated devices will be securely stored in the Main Office or Student Services Office.
    - At no time will a staff member search a cell phone or device without cause or consent from the student or parent/guardian.
    - Students refusing to relinquish a device when requested to do so by a staff member may be subject to further disciplinary action. Circumstances will be reviewed on an individual basis by administration to determine if further action is warranted.
- Devices should be kept in an inconspicuous location within the student's locker, such as inside a backpack. Students are responsible for reporting any locker security concerns to teachers and/or administration. We will ensure students have a secure place to store their devices should they choose to bring a device to school, but we are forced to assume the lockers are secure until we are told differently.
- In the event of an emergency, students can be reached by placing a call to the main office.
- The office will deliver messages to students and/or allow them to make call on their cell phone or a school phone in the office.

Students who have phones or devices confiscated by staff members will be subject to the following progressive consequences:

- **First Infraction:** The device will be taken to the office and the student will pick it up at the end of the school day.
- **Second Infraction:** A parent/guardian must pick up the device, and additional consequences may be assigned.
- **Third Infraction:** Cell phone plan created. Phone may be held by administration during days or not allowed on site. Parents/Guardians devise a plan together with school administration.

***Students may not take pictures or audio/video record each other or staff without permission, including video, cell phone, or cameras.*

*** AUP – students will be required to read through and sign off on the Acceptable Use Policy at the beginning of each school year.*

Telephones and Messages for Students

Landline phones for student use are located in the Student Services and Main Office. Phone messages for students will be written down and delivered to students. If an emergency requires a student's immediate response, the student will be summoned to the office to take the call. All students must have a pass from staff to use a telephone.

Discipline

The School District shall impose disciplinary action upon students for misconduct. All students must cooperate in all disciplinary investigations. The specific form of discipline in a particular case is solely within the discretion of the School District.

Tennessen Warning:

Administrators interview students in order to collect information about an incident. Students do not have to talk with the administrator if they choose not to, but if they do not, the administrator will make a decision without the student's information. This information will be used to determine what happened and any action the school district needs to take. The administrator will try to keep this as private as possible, but they may need to talk to other school officials.

Dress and Appearance

The school building is considered students "place of work" during school hours. As such, it is important that students dress in an appropriate manner that supports an educational atmosphere. Cleanliness, neatness and appropriateness will be stressed. Inappropriate dress and clothing, which distracts from the learning process will NOT be permitted. If necessary, parents will be notified and asked to come to school to pick up their child or bring proper attire. Teachers should send students to the office if they have inappropriate clothing.

Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership.

Policy 506; Student Discipline; VI. Student Code of Conduct #30

Drug-Free School and Workplace

The Use or possession of controlled substances, toxic substances, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the school district's "Student Medication policy. Students who have a prescription from a physician for medical treatment with a controlled substance must provide a copy of the prescription and the medication to the school nurse, principal, or other designated staff member. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer the prescribed medication in accordance with school district procedures. Any student who violates the "Drug-Free Workplace/Drug-Free School" and/or "Chemical Use and Abuse" policies will be subject to discipline at the discretion of the School District, including suspension or expulsion. Any chemical violation includes a conference with the Chemical Health Coordinator.

Harassment and Violence Prohibition

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Read the school district's "Harassment and Violence Prohibition" policy.

Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. Please see the school district Policy 526: Hazing Prohibition.

Internet Acceptable Use

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; disciplinary action for students and staff in accordance with School District policies and applicable collective bargaining agreements; or civil or criminal liability under other applicable laws. A copy of the school district's "Internet Acceptable Use" policy #524 is available at isd194.org/district-policies.

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Insubordination

Insubordination is a student's failure to accept and carry out reasonable instruction as directed by any staff member. Any student who is insubordinate will be subject to disciplinary action.

Off-Campus Conduct

Students may be disciplined for off campus con-duct which disrupts, interferes, or otherwise affects the environment, activities, or operation of the school.

Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction

School district students and staff have the right to learn and work in an environment that is tobacco free. This school policy is violated by any individual who smokes or uses tobacco, tobacco-related devices, or electronic cigarettes 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. This prohibition includes all school district property and all off-campus events sponsored by the school district. Any student who violates this policy is subject to school district discipline. For detailed information on the school district Policy 419: Tobacco-Free Environment. Go to www.isd194.org/tips if you wish to report violations.

Policy Exception:

A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony.

Trespassing

Students are not allowed on campus after hours without prior administrative approval. The school and parking lot have been equipped with surveillance cameras for security reasons. Approved visitors will receive a nametag to wear while visiting. Persons violating this will be issued a trespass order. Students may not be on campus before or after regularly scheduled school hours unless under the direct supervision of a staff member. The school is open from 6:30 a.m. until 3:00 p.m. Students on a non-traditional schedule must not be in the halls without a pass during class time. Students violating this policy will be considered trespassing and subject to consequences, both school and legal.

Vandalism

Vandalism of any district property is prohibited. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism. Violators will be disciplined and may be reported to law enforcement officials.

Walkouts/Protests

The School District does not sponsor or approve political activity on school property. Students have First Amendment rights, but they do not have the right to disrupt the educational process for other students. Disruptive behavior or other violations of established student conduct policies and requirements will result in disciplinary action. Students who leave their building or classroom during the school day without proper authorization from building administration will be considered unexcused. Students whose absences are unexcused are not permitted to participate in co curricular activities on that day. Students may sign out in accordance with established building procedures. Students who leave their building are required to leave all school property and will not be allowed to re-enter the building for the remainder of the school day. Distribution of any non-school sponsored materials such as posters, signs or brochures, is governed by Policy 505 and requires advance approval by the building principal.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look alike and 3-D printed weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. Any student who brings a weapon other than a firearm to a school location will be subject to discipline, at the discretion of the School District, including suspension, expulsion or exclusion. For a copy of the "School Weapons" policy, visit isd194.org/district-policies.

Policy Exception:

A limited exception to the weapons prohibition exists when a student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.

PART V - ACTIVITIES & ATHLETICS

Activities

District 194 believes that the co-curricular program of the school plays an essential and important role in providing successful and meaningful educational experiences for students. In addition to a comprehensive list of courses, Lakeville Area Schools offers a wide variety of school activities to meet students' interests and needs. Refer to the Activities/Athletics website for currently offered activities. These co-curricular activities provide at least four educational benefits for students:

1. They promote cognitive, affective, and psychomotor growth and development.
2. They are well-guided activities which utilize student time in an excellent educational environment.
3. They provide opportunities for students to find new friends.
4. They promote good self-concept, positive school attitudes and better school academic achievement as well

The Middle Schools offer a full range of co-curricular activities. Students who participate in extra-curricular activities generally have a positive feeling about school, do better in the classroom, and enjoy positive peer group relationships. Middle school staff encourage all students to become involved in middle school life to its fullest extent.

See website: isd194.org/services/athletics-and-activities (Activities) for details.

Clubs

Advisor-led Student Groups and Student-led Clubs that are a part of the student activities programs in Lakeville Middle Schools are student interest driven. Any student desiring to organize a club must fill out a Student Group Application that meets the following criteria:

- The purpose must be aligned with the current Lakeville Area Middle Schools curriculum, the Activities Mission Statement, and promote a positive school climate.
- The activities must fall within Lakeville Area Middle School policies and procedures, and must benefit many middle school students.
- The club must be inclusive with participation available to any interested student. Must have a minimum of seven students on roster.
- Existing school facilities must be adequate for the operation of the club. Students must find a staff member to serve as an advisor or a sponsor willing to work with them.

Co-curricular clubs and groups are based on student interest and frequently change. Please refer to the Activities/Athletics webpage for a current list. Information regarding these clubs is provided through posters, flyers, announcements during homeroom, TV monitors and oral "end of day" announcements. Clubs that may be available to include Jazz Band, Musical, Science Olympiad, Yearbook, Student Leadership, Climbing Club, Math Masters, Lego League and Ski/Snowboard.

Century Middle School
cms.isd194.org/student-life/middle-school-athletics-activities

Kenwood Trail Middle School
ktms.isd194.org/student-life/middle-school-athletics-activities

McGuire Middle School
mms.isd194.org/student-life/middle-school-activities-and-athletics

Middle School Athletics

The Middle School Athletic Program offers a wide range of activities for students interested in participating. All registration is completed online. You must set up a family profile with each child's student i.d. before you can register. Your child must also have a valid sports physical on file at school before you can complete the registration. A sports physical is good for three years and should be turned into the attendance office. Parents are encouraged to have this physical completed during the summer months before entering sixth grade. Prior to the start of each season, a parent meeting is held by the coaches of the particular sport. Parents are encouraged to attend. Valuable information regarding practice times, game dates, rules, carpooling, etc. will be discussed. Learn more at isd194.org/services/athletics-and-activities/middle-school-athletics-activities.

(Activities menu)

Sports available for girls include:

- *Fall* – tennis, cross-country running, swimming, soccer, volleyball
- *Winter* – Nordic ski, wrestling
- *Spring* – track, golf

Sports available for boys include:

- *Fall* – cross-country running, soccer
- *Winter* – Nordic ski, wrestling, swimming
- *Spring* – tennis, golf, track

In addition to the travel teams listed above, Lakeville Area Middle Schools will offer a variety of Intramural Activities on a rotating basis throughout the school year. Activities such as: Cricket, boys volleyball, flag football, open gym, fitness center, "fun & games", etc will be offered. Watch the middle school athletics & activities website for updates, schedules, and registration links.

Student Activities/Athletic Expectations

Positive Representation:

Because students represent not only themselves but also their activities and their school, students are required to demonstrate positive conduct in the classroom, the community, and their activities.

1. In the Classroom - Lakeville Area School's activity participants are required to make a strong academic effort. In the classroom, they will demonstrate positive attitudes, sincere effort, and good attendance.

2. In the Community - In the community, participants will demonstrate good citizenship and behavior that brings credit to them, their activities, and their school.

3. In Activities - As participants, students will observe District 194 policies, Minnesota State High School League eligibility and sportsmanship rules, and the letter and spirit of this policy.

Failure to abide by behavioral expectations may, under certain circumstances, be a violation of school rules and may result in consequences or discipline including, but not limited to, meeting with teachers, coaches or administrators, loss of practice or competition opportunities, removal from activities or team, or other consequences under the discipline policy.

Attendance:

On the day of practice, a contest, or any other activity involving the team, students must be in attendance the entire school day unless pre-excused (i.e. dentist, doctor, etc.) . If a student is not in full attendance during the school day, she or he may not participate in that day's events. A student who is truant or otherwise absent without approval of a Dean, may not participate in that day's event. An unexcused absence during the day will eliminate a student's participation in practice, game, or other events involving the team or participant.

Student in Good Standing:

Any student who participates in any co-curricular activity or is selected to represent our school in any way must be a student in good standing in the community. Such determination is at the discretion of the principal, but examples preventing good standing may be: cheating, minor consumption, assault, theft, drug charges, legal charges, school suspensions, etc. In addition, any student who is not a student in good standing may not be allowed to participate in overnight field trips, tournaments, members of homecoming court, etc.

Posters:

Student activities may be publicized with posters in approved areas in the building. Poster themes should be approved by the Principal/Activities Director. Posters placed in the building need to be approved by the principal. Some posters will be assigned to the public forum board. All posters must identify the school organization.

Practice or Activities:

Activities or practices are not to be held during regular school hours. Practice starting times will be coordinated by the coach/advisor/activities office.

Chemical Use Policy: Athletics/Activities

During the calendar year, regardless of the quantity, a student shall not: (1) use or possess a beverage containing alcohol; (2) use or possess tobacco; or, (3) use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia. This applies to the 12-month calendar year. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her doctor.

Consequences - First Violation:

After confirmation of the first violation, the student shall lose eligibility for two consecutive contests or two weeks, 14 days, whichever is greater.

Consequences - Second Violation:

After confirmation of the second violation, the student shall lose eligibility for six consecutive contests or three weeks, 21 days, whichever is greater.

Consequences - Third and Third or Subsequent Violations:

1) The student shall lose eligibility for the next 12 consecutive interscholastic contests or four weeks, 28 calendar days, whichever is greater.

2) A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:

    a) The student is assessed as chemically dependent,

    b) Enters treatment voluntarily, and

    c) The director of the treatment center certifies that the student has successfully completed the program.

    d) The treatment option cannot be used for the first or second violation. Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.

With each violation, ISD 194 requires the following steps:

1. Students participate in an initial meeting to discuss the violation with the student, parent, dean of students, and athletic director to set a course of action.

2. Students participate in a meeting prior to resuming eligibility with the student, parent/ guardian, coach, activities director, dean of students, and the chemical prevention counselor.

3. The coach may require service hours to directly benefit the team.

PART VI - HEALTH & SAFETY

Accidents

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

Asbestos Management Plan

The school district has developed an asbestos management plan. A copy of this plan can be found at isd194.org/district/keeping-our-schools-safe.

Crisis Management

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering based on the I Love U Guys Foundation Standard Response Protocol. The district has also developed a cardiac emergency response plan.

Student, Staff, and Parent/Guardian responsibilities, as well as communication procedures, can be reviewed on our website. The school district will conduct lock-down drills, fire drills, a tornado drill and cardiac emergency response drills. Building plans include classroom and building evacuation procedures.

Health Information and Services

Health Office & First Aid

The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The Building Nurse's purpose is to give proper care to students with health conditions, injuries, or illness at school.

The Building Nurse is not able to provide doctor's care so if a student is injured at home or is ill, the parent/guardian should take the student to a regular clinic or doctor.

Please do not send students to school who have an elevated temperature, vomiting, or diarrhea. Students need to be symptom free for 24 hours before returning to school without the use of medication to relieve symptoms (such as Tylenol for fever reduction).

Students must get a pass from a teacher whose class they will be missing before going to the Health Office. Students may come to the Health Office before school starts but are not to come to the Health Office between classes. If a student is to be excused from physical education for more than 3 days, he/she must bring a note with a physician's signature on it along with a parent signature to the Health Office before school starts. A written note from the parent/guardian is acceptable to excuse a student for 3 days or less.

All asthma, food allergy, seizure, diabetic plans and medication orders need to be renewed each Fall. Please send them to the health office.

The district has installed automated external defibrillators (AEDs) in their buildings. Tampering with any AED is prohibited and may result in discipline.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

Health Services

The student health office is staffed by a trained building nurse with a current MN Department of Nursing license.

Students who become sick at school should report to the nurses' office. In the event of an emergency, call 911. The school office staff will arrange for students who get sick at school to go home early.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness.

Century Middle School Attendance
CMSattendance@isd194.org
Phone: 952-232-3618

Kenwood Trail Middle School Attendance
KTMSattendance@isd194.org
952-232-3318

McGuire Middle School Attendance
MMSattendance@isd194.org
Phone: 952-232-3909

Immunizations

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, go to isd194.org/services/student-health.

Mandated Reporting of Child Neglect or Physical Sexual Abuse

It is school district policy to comply with state statute requiring personnel to report suspected child neglect or physical or sexual abuse. School personnel must immediately report instances of neglect or abuse when they have reason to believe a child is being neglected or abused, or has been neglected or abused within the preceding three years. A report must be made to the local welfare agency, police department or county sheriff. Failure to report neglect or abuse is a misdemeanor and may result in discipline. This policy appears in personnel handbooks. The responsibility for investigating reports of suspected neglect or abuse rests with the appropriate county or state agencies. If the suspected abuser is a school employee, the Minnesota Department of Education is the agency required to investigate.

Medication Policy

Medication Policy: The School District acknowledges that some students may require prescribed medication during the school day to function as near to their potential as possible. In this regard, the School District's licensed school nurse, building nurse, principal, dean, or teacher will administer prescribed medications provided that the following requirements are met:

**Also see Policy 516 - Student Medication;* isd194.org/district-policies

All medications must be brought to the Health Office by a parent or designated adult during school hours. All medications must come in a properly labeled bottle for the student (prescription-labeled pharmacy bottle for prescribed medications, original container for over-the-counter drugs).

A doctor's order and written parent permission must accompany all controlled substances (available by prescription only) before the medication can be given. A doctor's order is required for any change in dosage. Orders may be faxed to 952-999-9641. These permission forms and orders must be renewed each year.

Antibiotics and over-the-counter drugs (eye drops, Midol, Excedrin migraine) that are given by the building nurse require both a doctor's order and written parent permission. **(Under the State of Minnesota licensure, we are required to work under a doctor's written order.)**

Please inform the Health Office of any medical health conditions and medications prescribed or if changes are made throughout the school year. Good management of your child's health is important to his or her success at school. Clear communication between you and your child, your healthcare provider, and school staff is the key to managing any condition.

Medications at School During the School Day

Whenever possible, the medication should be administered by the parent/guardian before and/ or after school hours. The school district acknowledges that some students may require prescribed drugs or medication during the school day and on school sponsored field trips. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs.

This form can be found at isd194.org/services/student-health.

Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription and non-prescription medications are not to be carried by the student, but will be kept in the school health office. Marijuana is not allowed on school property even if prescribed.

The school district is to be notified of any change in administration of a student's prescription medication.

Exceptions

Exceptions to this requirement are prescription asthma medications self-administered as documented in a written agreement between the school district and the parent/guardian or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan) as noted in the "Student Medications" Policy at isd194.org/district-policies.

The Health Office does not supply any medication. Secondary students (grades 9-12) are allowed to self-administer Tylenol/Ibuprofen with written parent permission. Middle school administration (grades 6-8) requests that all bottles of medications be kept in the Health Office available for students to use at school. If the parent/guardian requests the non-prescription medication be kept in the health office and given under the supervision of the LSN or building nurse, a medical order from a licensed health care provider in addition to the signed parent medication authorization form is required. The parent/guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use non prescription pain relievers if the school district determines.

Notice of Violent Behavior by Students

Each classroom teacher of a student with a history of violent behavior will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher's classroom.

The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy. Administration may provide other school district employees or individuals outside of the school district with information regarding a student including information regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Personal Property

Schools will not assume responsibility for lost or stolen property. DO NOT carry large sums of money or other valuables in school. If it is necessary, give the items or money to your Dean for safekeeping during the school day. Make sure your lockers are locked properly (do not leave the combination on the last number)

Students: Label everything with your name. Protect your personal belongings by keeping them securely locked in your locker. Don't share your combination with a friend, and do not set your combination on the last number for speedy access. Expensive items, i.e. calculators should be labeled with a student's name for easy identification. Photography/filming is prohibited in locker rooms. Cell phones, recording devices, cameras, pagers, and other personal electronic devices may not be used during the school day. All personal electronic devices and their components must be turned in to staff members if requested. Misuse of any electronic device will result in appropriate consequences.

Pesticide Application Notice

The Lakeville Area Schools will apply pesticides on school property. The District has a list of pesticides used throughout the year. A parent may request to be notified prior to the application of certain pesticides. Additional information regarding what pesticides are used, the schedule of pesticide applications, and a copy of the Material Data Sheet can be requested by contacting the Assistant Director of Facilities Plant and Planning.

Protection and Privacy of Student Records

The District recognizes its responsibility for pupil records and the protection of the privacy rights of students. State law provides that all data collected by a school district is public unless classified otherwise. State law classifies all data on individuals maintained by a school district as private. This data may not be disclosed to parties other than the parent or eligible student without consent. Parents and eligible students share the right to review the student's education records upon written request. In several circumstances the District may disclose personally identifiable information from student records without consent. The District may not disclose private records or their contents except as summary data. State and federal law control destruction and retention of records. Information may be accessed at the District website, isd194.org.

Safety

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

Anonymous Tip Reporting

Lakeville Area Schools provides an anonymous tip reporting tool that enables students, staff, parents/guardians and community members to anonymously report student bullying, behavior and safety concerns 24/7 without fear of retribution. The reporting tool allows individuals who submit tips to have anonymous two-way communication with school safety teams. The system provides our students, staff, parents and community members with an easily accessible and anonymous method of reporting any issue of concern, incident or at-risk behavior. The system provides our students and community the opportunity to share concerns, which significantly contributes to our ability to maintain a safe learning environment.

We always encourage our community to share and report concerns directly with school leaders. We encourage the use of anonymous tip reporting for circumstances where individuals may feel uncomfortable addressing concerns directly with school and District leaders.

You can help save lives by reporting observed threats, behaviors, actions, and harassment. Here are examples of some of the most common behaviors and incidents to report:

- Direct and indirect threats
- Verbalizing a violent plan
- Threatens or brags about bringing a weapon to school
- Acts of violence, with or without weapons
- Verbal or physical abuse, assault or harassment
- Sexual abuse, assault or harassment
- Threats of violence seen on social media or heard in person
- Bullying, fighting, harassment or intimidating behaviors
- Expresses feelings of being persecuted by others students and staff
- Expresses admiration for school shooters
- Possession of weapons or desire to purchase a weapon
- Depression, anxiety or loss of self-control
- Expresses a wish to kill, to be killed or a wish to die
- Expresses admiration for school shooters
- Social isolation or withdrawal
- Substance or alcohol abuse
- Suicide threats, cutting or other self-harm
- Destruction of property
- Any other troubling situation or behavior.

How to submit a tip through the mobile app:

We encourage the use of the mobile app for reporting tips because it is more accessible and makes it easier to have two-way conversations with trained school safety professionals.

You can download the anonymous tip reporting mobile app for your Android or Apple device. Search for and select the school your tip is related to in order to ensure a quick response by our trained school safety professionals. Then follow the steps to fill out and submit the tip.

Download the app by scanning the appropriate QR code below.

Download on the App Store

GET IT ON Google Play

How to submit a tip through the website:

You can submit a tip anonymously via a web browser. If using the tip reporting website, please select the school your tip is related to in order to ensure a quick response by our trained school safety professionals. You will need to write down the code in order to add information to your tip or engage in two way communication.

Click the red "Submit Anonymous Tip" button on any of the following school webpages to begin submitting a tip.

Century Middle School
cms.isd194.org/student-life/anonymous-tip-reporting

Kenwood Trail Middle School
ktms.isd194.org/student-life/anonymous-tip-reporting

McGuire Middle School
mms.isd194.org/student-life/anonymous-tip-reporting

Learn more about anonymous tip reporting at isd194.org/tips.

The district's anonymous tip reporting tool is not an emergency 911 service. If emergency assistance is required, always and immediately contact 911.

Sales

No outside fundraising or selling is permitted at any school site.

Security

Student safety is an overriding concern. For this reason, all outside doors will be locked during and after school. Areas within the building will be locked when not in use. Visitors to the building must use the access control system located in the main entrance vestibule and provide identification to gain entrance to the building during school hours. NO student or adult visitors are allowed unless approved by administration in advance.

School Resource Officer

The Middle schools are assigned and share an officer from the Lakeville Police Department as an SRO. The role of the SRO on campus is threefold: educator, informal counselor, and law enforcer. The responsibilities of the SRO include:

Being a part of a total building team effort to provide role models and to build and maintain rapport among youth, staff, and police officers.

Collaborating with school administrators and staff to identify at-risk students, deter violence and/or substance abuse, and provide preventative assistance to students and families to maintain a safe school environment.

Acting as a liaison for the school, police, probation, court system, and county social services. Investigating allegations of criminal incidents. Supporting violence prevention efforts and responding to threats of violence.

Student Support Services

A wide range of services are available to middle school students and their families. Deans meet with students whenever needed. A School Psychologist, Family Support Worker, Student Support Worker, Social Worker, and Chemical Awareness Coordinator work on a referral basis. Other staff members often coordinate student support groups on a needs basis.

Policies

View a full list of Lakeville Area Schools Policies: isd194.org/district-policies.

Distribution of Non School-Sponsored Materials on School Premises by Students and Employees

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

II. GENERAL STATEMENT OF POLICY

A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.

B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the School Board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

III. DEFINITIONS

A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.

B. "Non School-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.

C. "Obscene to minors" means:

   a. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;

   b. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and

   c. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

D. "Minor" means any person under the age of eighteen (18).

E. "Material and substantial disruption" of a normal school activity means:

   a. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.

   b. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

   c. In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

F. "School activities" means any activity sponsored by the school including, but not limited to,

classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.

G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.

B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:

1. Is obscene to minors;
2. Is libelous or slanderous;
3. Is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the
4. Material for the age level of students to which it is intended;
5. Advertises or promotes any product or service not permitted to minors by law;
6. Advocates violence or other illegal conduct;
7. Constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);
8. Presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Distribution by students and employees of nonschool-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:

1. Whether the material is educationally related;
2. The extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
3. Whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
4. The quantity or size of materials to be distributed;
5. Whether distribution would require assignment of school district staff, use of school District equipment, or other resources;
6. Whether distribution would require that nonschool persons be present on the school grounds;
7. Whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

C. No one shall coerce a student or staff member to accept any publication.

D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

1. Any student or employee wishing to distribute (as defined in this policy) non school sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:

    a. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.

    b. Date(s) and time(s) of day intended for distribution.

    c. Location where material will be distributed.

    d. If material is intended for students, the grade(s) of students to whom the distribution is intended.

2. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.

3. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.

4. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.

5. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the School Board, or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.

B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.

C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks and posted in school buildings.

IX. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the School Board for approval. Upon approval by the School Board, such guidelines and procedures shall be an addendum to this policy.

Student Records

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

"Directory information" includes the following information relating to a student in grades K-11:the student name, grade in school, dates of enrollment, participation in officially recognized activities, weight and height of members of athletic teams, degrees and awards received, student photos and video recording for school approved print and web-based publications. "Directory information" relating to Students in Grade 12 only: the student name, address, date of birth, sex, grade in school, major field of study, participation in officially recognized activities, weight and height of members of athletic teams, degrees and awards received, student photos and video recording for school approved print and web-based publications.

- **Policy 515 - Form A:** Request by parent to not disclose directory information for school publication and other requests
- **Policy 515 - Form B:** Do not release directory information to military recruiters

To see the entire policy, go to isd194.org/district-policies and select Policy 515 Protection & Privacy of Student Records.

Student Surveys

I. PURPOSE

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

II. GENERAL STATEMENT OF POLICY

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h.

III. STUDENT SURVEYS IN GENERAL

A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. There will be no requirement that the student return the survey, and no record of the student returning a survey will be maintained.

B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, sexual orientation and gender identity or national origin.

C. If a parent or guardian objects to their child participating in a student survey, they have full discretion and authority to not have their child participate in the survey without any negative consequences.

D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in their responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act) and 34 C.F.R. Part 99.

IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM

A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.

B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:

1. Political affiliations;
2. Mental and psychological problems potentially embarrassing to the student or the student's family;
3. Sex behavior and attitudes;
4. Illegal, antisocial, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

C. The school district shall give parents and students notice of their rights under this section.

Student Discipline

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The School Board recognizes that individual responsibility and mutual respect are essential components of the educational process. The School Board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the School Board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

A. The School Board. The School Board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the School Board for approval and shall be attached as an addendum to this policy.

C. Building Administrator. The building administrator is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final School Board approval. The building administrator shall give direction and support to all school personnel performing their duties within the framework of this policy. The building administrator shall consult with parents of students conducting themselves in a manner contrary to the policy. The building administrator shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A building administrator, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

D. Teachers. All teachers shall be responsible for providing a well-planned teaching/ learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;

B. To attend school daily, except when excused, and to be on time to all classes and other school functions;

C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;

D. To make necessary arrangements for making up work when absent from school;

E. To assist the school staff in maintaining a safe school for all students;

F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;

G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;

H. To comply with federal, state, and local laws;

I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;

J. To respect and maintain the school's property and the property of others;

K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;

L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;

M. To conduct themselves in an appropriate physical or verbal manner; and

N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes; 4. Violation of the school district's Hazing Prohibition Policy;
4. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
5. Violation of the school district's Student Attendance Policy;
6. Opposition to authority using physical force or violence;
7. Using, possessing, or distributing tobacco or tobacco paraphernalia;
8. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);

10. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
11. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
12. Violation of the school district's Weapons Policy;
13. Violation of the school district's Violence Prevention Policy;
14. Possession of ammunition including, but not limited to, bullets or other
15. Projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an
18. Audible effect by combustion, explosion, deflagration or detonation;
19. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
20. Violation of any local, state, or federal law as appropriate;
21. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
22. Violation of the school district's Internet Acceptable Use and Safety Policy or Digital Device guidelines;
23. Use of devices or objects which cause distractions or may facilitate cheating;
24. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
25. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
26. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
27. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;

28. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;

29. Possession or distribution of slanderous, libelous, or pornographic materials;

30. Violation of the school district' Bullying Prohibition Policy;

31. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;

32. Criminal activity;

33. Falsification of any records, documents, notes, or signatures;

34. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;

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

36. Impertinent or disrespectful language toward teachers or other school district personnel;

37. Violation of the school district's Harassment and Violence Policy;

38. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;

39. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;

40. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;

41. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;

42. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;

43. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national

origin, or sexual orientation;

44. Violation of the school district's Distribution of Non School-Sponsored Materials on School Premises by Students and Employees Policy;

45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;

46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;

B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.

C. Parent contact;

D. Parent conference;

E. Removal from class;

F. In-school suspension;

G. Suspension from extracurricular activities;

H. Detention or restriction of privileges;

I. Loss of school privileges;

J. In-school monitoring or revised class schedule;

K. Referral to in-school support services;

L. Referral to community resources or outside agency services;

M. Financial restitution;

N. Referral to police, other law enforcement agencies, or other appropriate authorities;

O. Request for a petition to be filed in district court for juvenile delinquency adjudication;

P. Out-of-school suspension under the Pupil Fair Dismissal Act;

Q. Preparation of an admission or readmission plan;

R. Expulsion under the Pupil Fair Dismissal Act;

S. Exclusion under the Pupil Fair Dismissal Act; and/or

T. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which is at the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

IX. DISMISSAL

"Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

- Willful violation of any reasonable School Board regulation, including those found in this policy;
- Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities;
- Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.

2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or

adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.

6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

7. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference.

8. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.

9. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.

10. Notwithstanding the foregoing provisions, the student may be suspended pending the School Board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

Expulsion and Exclusion Procedures

1. "Expulsion" means a School Board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the School Board.

2. "Exclusion" means an action taken by the School Board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the School Board.

3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.

4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.

Refusal of Participation in Standardized Testing

Download a pdf version of the document listed below at bit.ly/LAS-2024-Refusal-Standard-Testing.

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 districts and charter schools. Minnesota prioritizes high-quality education and statewide assessments give educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA)
MCA and the alternate assessments (Minnesota Test of Academic Skills (MTAS)/Alternate MCA) 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 WIDA Alternate ACCESS for English Learners
The ACCESS and WIDA 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 Postsecondary Enrollment Options (PSEO) in grade 10.
- 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.

English learners who take the ACCESS or WIDA 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 on 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 below. Contact your student's school to learn more about locally required assessments.

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Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and WIDA 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 additional 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% 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.

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.

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

Date of Birth: _____ Current Grade in School: ____ Student ID Number (if known): _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal: _____

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

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

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

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

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Published by Lakeville Area Schools
Middle School Principals and Assistant Principals/Deans of Students
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