

Stewartville Middle School Student Handbook



2021-2022

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Welcome to Stewartville Middle School!

On behalf of the staff, we welcome you to Stewartville Middle School. This handbook has been prepared for you as a guide and to inform you of school policies, practices, and procedures.

Stewartville Middle School has high academic and behavioral expectations for all students. We also provide opportunities for you to participate in various activities. We know that the students and staff working together will make Stewartville Middle School the best it can be.

Stewartville Middle School provides quality educational programming for students in grades 6-8 that focuses on **students** building and utilizing literacy skills, engaging in growth opportunities, and developing character traits for 21st Century learning. We believe that all students can learn and succeed at high levels; therefore, Stewartville Middle School students constantly practice responsibility, respect, safety, and hard work. Our success will be in direct proportion to your participation, effort, and application.

We want your time at Stewartville Middle School to be a positive experience. Your cooperation with what is contained in this handbook will assist you, and the staff in having a successful school year. We want to provide a safe environment for our students and staff to carry out the District's Mission Statement: *Stewartville School District's mission is to develop the full potential of all learners in an engaging environment where lifelong learning is valued, educational excellence is expected, and improvement is continuous.*

Together in Tiger Pride!

Mrs. Sharon Prunty
Principal
Stewartville Middle School

Mr. Tim Malone
Assistant Principal
Stewartville Middle School

District Credo

Educational Excellence for Everyone!

District Vision Statement

Educational Excellence and Lifelong Learning for All.

District Mission Statement

Stewartville School District's mission is to develop the full potential of all learners in an engaging environment where lifelong learning is valued, educational excellence is expected, and improvement is continuous.

Continuous Improvement Goals

High Student Achievement
A Safe, Welcoming, Engaging Learning Environment
Effective and Efficient Operations

Stewartville Middle School Purpose Statement

Stewartville Middle School provides quality educational programming for students in grades 6-8 that focuses on **students** *building and utilizing literacy skills, engaging in growth opportunities, and developing character traits for 21st Century learning.*

SMS Bell Schedule

Period 1	7:50-8:40			(50 minutes)
Period 2	8:44-9:32			(48 minutes)
Period 3	9:36-10:24			(48 minutes)
Period 4	10:28-11:17			(49 minutes)
Period 5	11:21-12:09			(48 minutes)
Period 6	12:11-1:11			(60 minutes)
A - Lunch	12:09-12:39	Homeroom	12:41-1:11	
B - Homeroom	12:11-12:41	Lunch	12:41-1:11	
Period 7	1:15-2:03			(48 minutes)
Period 8	2:07-2:55			(48 minutes)

Academic Programs

6th Grade	7th Grade	8th Grade
Math	Math	Math
Science	Science	Science
English/Language Arts	English/Language Arts	English/Language Arts
Social Studies	Social Studies	Social Studies
STEM full year, every day	STEM full year, every other day	
Physical Education full year, every other day	Physical Education full year, every other day	Physical Education full year, every other day
Health full year, every other day		Health full year, every other day
	Life Skills Semester 1	Life Skills Semester 2
	Art Semester 2	Art Semester 1
Elective Band, Choir, Band & Choir or Choir & Extended Learning Time (ELT)	Elective Band, Choir, Band & Choir or Choir & Extended Learning Time (ELT)	Elective Band, Choir, Band & Choir or Extended Learning Time (ELT)

ELT or Extended Learning Time

ELT is an elective which offers an opportunity for students to complete homework or get additional support from teachers during the school day. ELT is not a free hour. Students who do not use their ELT time appropriately may be rescheduled into a music course.

Dropping or Adding an Elective Class

Elective classes run for an entire Semester. Students have the opportunity to drop or add an elective class prior to the start of school and will not be permitted to add or drop an elective class until the Semester comes to an end. All changes must be made prior to the start of the second semester.

Grading and Assessment Expectations

The purpose of grading and assessment at Stewartville Middle School is to communicate the measured growth and achievement of students according to defined standards. Communication of goals, strengths, deficits are achieved by a collaborative effort between students, parents, and teachers to provide ongoing information pertaining to each class. Growth is measured by informal and formal assessments to reflect student growth, determine performance level and program placements, and aid the teacher in developing more effective curriculum, instruction, and assessment. Teachers use their curriculum to set educational expectations within the scope and sequence across grade levels, using national and state standards as a guide.

Grade Formation	Formative Assessment Process	Late Work	Summative Assessment and Reassessment
<ul style="list-style-type: none"> ● Report academic achievement of student ● Student performance compared to learning targets with clear descriptions of achievement expectations ● Use individual achievement for summative assessments (no group grades) ● No extra credit ● 50% on summative assessments ● 50% on formative assessments 	<ul style="list-style-type: none"> ● Rationale: The most critical aspect of learning is to make mistakes and learn from them ● To practice and reinforce prior learning ● Differentiated to ability ● Purposeful and linked to learning targets and state standards ● Used to reinforce positive academic habits 	<ul style="list-style-type: none"> ● Students are expected to complete daily work on time for full credit ● Assign a “0” as a placeholder for late work ● Check “missing” in Skyward for work that may be completed for credit ● All late work must be completed by the date of summative assessment ● Utilize in-class behavioral interventions to address late work ● Utilize Homework Club to ensure formative and summative completion and remedy habitual late work 	<ul style="list-style-type: none"> ● Students that have completed the formative process may have the opportunity to reassess at teacher discretion ● Reassessments need to occur within a timely manner (i.e. within one week of the end of a unit) . ● Apply consequence for academic dishonesty and then reassess to determine the level of achievement

As a general rule, quarter grades for the majority of academic courses at the middle school will be weighted as detailed in the chart below.

Summative: Demonstration of content knowledge and skills (50% of grade). Examples include, but are not limited to:	Formative: Learning activities generally related to student preparation, practice, extension, or enrichment (50% of grade). Examples include, but are not limited to:
Summative Assessments (chapter tests, unit tests, etc.)	Formative Assessments (Quizzes)
Common assessments (benchmark tests)	Homework
Research papers and/or reports	Warm-ups/bell work
Essays and compositions	Collaborative work (group work)
Culminating projects, performances, debates, art projects, oral presentations, etc.	Participation and effort (Music and Phy. Ed.)

*Group work: Only individual learning components of a group project go into the summative assessment category.

High School Readiness Program

Stewartville Middle School, through the expectations and procedures described below, will provide appropriate support to students experiencing academic difficulties. Such efforts are designed to ensure our middle school students are academically prepared for high school.

Students at risk of failing the four core academic subjects (English, math, science and social studies), and for whom teachers have already made instructional accommodations and modifications and sought parent/guardian involvement, will be referred to the High School Readiness Program. Within the context of the regular education support services available, systematic remediation in the areas of literacy, mathematics, or the sciences will be provided and periodically reviewed by the team. Students with Individual Education Plans (IEPs) will be supported by their special education teams.

Promotion from grade to grade is based primarily upon a student's satisfactory academic achievement. Students considered for the High School Readiness Program are those who have not achieved the minimum expectations and standards for the respective subject level. In any decision that affects High School Readiness, the school will share this practice with parents and staff, and adhere to all state and local regulations as they pertain to the rights of the individuals involved.

If a student is not demonstrating adequate progress toward meeting the minimum requirements in Science, Math or English/Language Arts, Targeted Services, an after school support program, may be a required academic intervention until adequate progress is

achieved. If at the end of the school year, a student still has not made sufficient progress, Summer School will be offered so the student can be promoted to the next level.

In order for a student to be promoted to the next grade level in English, mathematics, social studies and science, students must demonstrate proficiency by earning a final grade of D- (60%) or better in the academic course.

Stewartville Middle School will inform students and parents/guardians in the necessary steps to ensure academic success. The parents/guardians of any student who may not be promoted have the right to ask for a meeting with the principal. Middle school students will be placed in the next grade upon the successful completion of Targeted Services or approved summer school courses. If these expectations have not been met, students will be reclassified based on the subjects in which they did not demonstrate satisfactory proficiency.

Summer School

Students who have not met academic progress in the four core areas of English, math, science and social students will be offered the opportunity to attend Summer School to demonstrate proficiency and be promoted to the next grade level for the courses not completed.

Targeted Services

The Targeted Services Program believes that if we use the same strategies as the traditional schools our students will experience failure. Therefore, the model is centered with a focus on interdisciplinary units of study. Class size is small (ranging from 1:8 to 1:12) and may include traditional as well as other teaching methods. Students will be involved with individual and group projects as well as learning the basics.

Honor Rolls

Two honor rolls, "4.0", "A" (= 3.50-3.99), and "B" (= 3.0-3.49) are computed each quarter. The GPA for the quarter determines the honor rolls.

Letter Grade Values

Grades are calculated on a 4.00 scale.

A	4.00	B	3.00	C	2.00	D	1.00
A-	3.67	B-	2.67	C-	1.67	D-	0.67
B+	3.34	C+	2.34	D+	1.34	F	0.00

Report Cards

Report cards can be viewed on Family/Student Access. Report cards are sent via Skyward at the end of each quarter.

Homework Requests

All staff utilize **SCHOOLGY** to facilitate their classes. Students and parents will have access to assignments through Schoology for a given class.

Tiger Pride Academic Awards Ceremonies

Tiger Pride is shown in a number of different ways. One such way that students can be recognized for their Tiger Pride is through academic achievement. At the beginning of 2nd, 3rd and 4th quarter, each grade level will hold a Tiger Pride Awards Ceremony. **Strivers** (students whose g.p.a. increases .5 and is above a 1.5) will be recognized at end of the quarter celebrations.

Schoology and Skyward

SMS utilizes two primary student and learner management tools. *Schoology* is a Learner Management tool designed to show **what** students are working on and when they are working on them. If students and parents desire information on what is being worked on in class, *Schoology* would be the best resource for this. *Skyward*, on the other hand, tells students and parents **how** one is doing. To check grades and attendance, *Skyward* is the resource to be using.

Extra-Curricular Activities

Athletics Governed by MSHSL _____

	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
<u>Girls</u>	Cross Country Tennis Volleyball Soccer Clay Target Bowling Cheerleading	Basketball Gymnastics Dance Speech One-Act Play Hockey	Softball Golf Track and Field Clay Target
<u>Boys</u>	Cross Country Football Soccer Clay Target Bowling	Basketball Wrestling Speech One-Act Play Hockey	Baseball Golf Track and Field Clay Target Tennis

6th grade

Sixth-grade students are not eligible to participate in school athletics. Activities currently are provided by Community Education, SYAA and/or Booster Clubs.

Conduct

School-affiliated activities offered by Stewartville Middle School are governed by Stewartville Public School discipline policies and regulations.

Scheduling of Practices, Rehearsals, Meetings

Wednesday is designated as church and family night. There will be no after-school activities for middle school students unless they are participating in a high school activity.

Participation

Students must attend school for 6 periods of the day to be eligible to participate in that day's/evening's practice/event unless the student has an excusable, pre-approved absence recorded in the Attendance Office. Students are expected to be on time and attend school on an entire day following an event.

- If absent from school on the day of an event or practice without a previously arranged excuse, students will not be permitted to participate that day or evening.
- When violating school attendance regulations, students are subject to temporary suspension from participation.
- Assigned detentions must be served before participating in any during-school or after-school activities.
- Students who are ineligible can practice, rehearse, and meet with the team/organization until eligible.

Athletic Eligibility

The expectation at Stewartville Middle School is that academics are a priority to participate in extracurricular activities. Students participating in athletics must pass all classes. If a student fails a course (determined by quarter grades) the student/athlete will immediately be placed on athletic probation.

Requirements of Athletic Probation

Students will be notified if they are placed on probation. They must then meet with the appropriate teacher(s) to prepare an Academic Action Plan to improve their grades. The action plan must clearly state the efforts the student will take to improve their grades. While on probation the student may participate in practices and contests until the next grading period (mid-quarter or end of the quarter). If at this time, the student is failing any classes, the student will immediately enter into athletic suspension. If at the next mid-quarter or quarter, the probationary student meets the requirement of passing all classes, the student will be taken off probation and resumes regular student status.

Athletic Suspension

A student on athletic suspension may participate in practices, but not participate in contests until the end of the next grading period (mid-quarter or end of the quarter). If, at this time, the student is passing all classes the student moves back into athletic probation.

Athletic Participation

All registrations for Middle School sports are taken care of online in the [school store](#). Some forms you will sign online will include:

- Parent's Permit and Health Questionnaire
- MSHSL Athletic Eligibility Statement
- Certificate of Insurance Disposition
- Physical Examination (these are valid for three years)
- Athletic User Fees

Notice of Reduced Athletic Fees

If a student qualifies for free or reduced price meal benefits, the athletic and transportation fees will be waived or reduced by 50%, respectively. To qualify for this benefit a copy of the confirmation letter parents receive from the Superintendent's Office must be presented to the Athletic Department when signing up for a sport. This benefit is not retroactive during the school year.

Families for which the athletic fee might be a hardship could make an application to the Superintendent to have the fees reduced. This application must be done in advance to allow processing time. An athlete cannot practice or be issued a uniform until the application is approved.

Refund of Athletic Fee

If a student decides to quit for personal reasons after the first two weeks of practice, the participation fee will not be refunded. An athlete unable to continue due to an injury (with written approval from the Coach) will receive a refund of half the participation fee if less than half of the season has been completed. If injured after the midpoint of the season there will be no refund.

SMS Clubs and Organizations

National Junior Honor Society

The National Junior Honor Society (NJHS) is one of the nation's premier organizations established to recognize outstanding middle-level students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Character, and Citizenship. Stewartville students in grades 7 and 8 will have the opportunity to apply to be a member in the fall of the year.

Builder's Club

Builders Club is a group of students interested in improving their school, A community and the world through various volunteer efforts. Builders Club is part of the Kiwanis organization and seeks to "build" in its member's leadership, inclusiveness and caring.

WEB (Where Everybody Belongs)

WEB (Where Everybody Belongs) is a group of 8th graders selected to welcome our incoming 6th graders and serve as mentors to them throughout the school year. WEB runs the 6th-grade orientation before the start of the year and meets with their 6th graders in various activities during the school year.

SMS 4-H Club

This is for any student in grades 6 through 8. Monthly meetings will be held during lunch with an occasional extra meeting for special events or projects. The meetings will include activities such as science experiments, art, technology, and animal science. Through these activities students develop self-confidence, leadership skills, be self-directed and have fun.

Academic Triathlon

Academic Triathlon is a five-person team challenge for students' grades 6 through 8. Triathlon challenges students in the areas of general intellect; specific academic abilities; leadership and

teamwork; visual and performing arts; and creative/productive thinking. Triathlon competes against teams in our region in 3 part competitions.

Math Masters

The Math Masters program challenges students to use critical thinking skills and problem-solving abilities in mathematics while recognizing academic effort and achievement. The competition includes eight rounds of problems that cover the mathematical areas: number facts/order of operations, numeracy/properties of numbers, geometry/time/money, statistics/ probability/counting, decimals/fractions/percents, charts/graphs, and sequences/series and for 6th grade only pre-algebra. The event includes an individual fact drill round, four individual problem-solving rounds, and three group problem-solving rounds with team members cooperating over the solutions.

Speech Team

The Speech team is a MSHSL Sponsored activity for students in grades 7-12. Students compete in one of 13 speaking categories for individual medals that help the team score team points. If you think of it---Speech is like Track, but without all of the running. The categories vary from humorous to serious, from ones where you write your own speech, to ones where you speak on current events or help a group problem solve.

SMS Art Club

Art Club is an afterschool club that is designed to explore different art media. Art Club meets once or twice a month and is open to grades 6-8.

SMS Student Council

The Student Council is a group of students elected by their peers to address issues of concern and organize student events and activities.

SMS Winter Play

An opportunity for Middle School students to have a theater experience which can involve on stage, back stage, or technical experiences.

Year-End Consideration

Grades posted for 4th quarter apply to the 1st quarter of the next school year.

Transportation

All members of organizational groups attending school-sponsored activities are required to ride to and from these events via transportation provided by the school except with parent/guardian. Students may not receive rides from anyone other than their parents/guardians.

Insurance

The school does not carry personal injury insurance. Injuries will need to be covered by the health insurance policies of the parents. Low-cost insurance can be purchased through the school.

Awards

Award and letter qualifications are set by the coach/director or athletic/activities director.

Attendance Expectations

Philosophy

Learning is enhanced by regular attendance, and research supports this. Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. The absence of a student from regular classroom learning experiences disrupts the continuity of the learning process. Classroom experiences are meaningful and essential components of the learning process. Meeting class attendance requirements helps instill concepts of self-discipline, exposes the student to group interactions with teachers and fellow students, enables the students to hear and participate in class discussions, and involves the student in educational experiences not available in other circumstances. Many instructional and learning opportunities lost through absence from class are not retrievable. The benefits of regular classroom instruction especially that of participation in class and interaction among students, is lost and cannot be entirely regained even with extra instruction or study.

Attendance Responsibilities

The Role of the Student

- The student will gain most of their educational experience by regularly attending classes.
- Students will be present in assigned or designated areas at all times and demonstrate responsibility by showing up on time.
- Students will obtain make-up assignments from the teacher due to absences and will turn them in according to arrangements made with the classroom teacher.

The Role of the Teacher

- Teachers will keep and maintain an accurate record of absences using Skyward.
- Teachers will emphasize the importance of responsibility by beginning class promptly with meaningful and engaging instruction.
- Teachers will discuss attendance issues with students as they arise and inform school administration if attendance does not improve.

The Role of the Parents/Guardians

- Parents/guardians should avoid interruptions to the academic year and plan medical appointments and vacations at times that will not require students to be out of school.
- Parents/guardians will show support by adhering to district policies and Minnesota State law by expecting regular school attendance from their children.
- Parents/guardians will contact the attendance office and notify the school of their child's absence.

The Role of Administration

- The administration will enforce and uphold Minnesota State law that may include a referral to juvenile court for excessive absenteeism.
- The administration will identify students with attendance issues and work cooperatively with parents/guardians and students to improve school attendance.
- The administration will maintain an earnest and persistent effort to improve student attendance.

Notification

The Attendance Policy shall be printed in this student handbook and on the website. Parents and students are encouraged to view attendance on a regular basis through Family Access or Student Access on the school's website (ssd.k12.mn.us). Parents will be notified of student absences through the Skyward Automated Phone Calling System.

Classification of Absences

Absences are subject to administrative authorization. **A MEMBER OF THE ADMINISTRATIVE TEAM SHALL MAKE THE FINAL DECISION OF WHETHER AN ABSENCE IS EXCUSED OR UNEXCUSED.**

Excused Absences

The following are examples of excused absences: school activities or events, medical and/or dental appointments, legal and other professional appointments, illness, family leave (emergency leave and funeral), religious observances, and college visits. A signed slip from the medical, dental, legal, or other professional person or business may be required.

Unexcused Absences

All unauthorized absences are considered unexcused absences. Unexcused absences will result in school disciplinary action. The following are examples of unexcused absences: hair appointments, tanning, oversleeping, missing the bus, leaving for lunch, and sleeping in after a school-sponsored activity or event. If students are more than 10 minutes late for class, it will be considered an unexcused absence. Other situations may constitute unexcused absences and the determination will be made by the administrative team.

Pre-Excused Absences

Pre-excused absences are any absence from school that the office has prior knowledge of which include school events, family vacations, and medical appointments. The administrative team must clear all pre-excused absences. A written note from a parent/guardian must accompany the request. It is the student's responsibility to complete work according to the instructor's make-up policy.

Tardies

Students who are less than 10 minutes late for class will receive a tardy. The tardy will be classified as either excused or unexcused, depending upon whether or not a student has a pass.

Partially Present

Students who are more than 10 minutes late for class or who miss more than 10 minutes of class for any reason will be marked Partially Present. This may be excused or unexcused.

Attendance on day of Athletic, Music, Drama, Speech, or other School Event

See "Participation" under Extra-Curricular Activities category.

Homework (Excused Absence)

The student is responsible for contacting the instructors to initiate and complete all work within a reasonable amount of time as determined by the teacher. Students shall use Schoology to gain information during their absence.

Skipping School/Classes

A student who is absent from a class or who leaves the campus without signing out in the Attendance Office is skipping. A student is skipping in the following situations:

- Absent without prior consent of a parent or legal guardian.
- Fails to attend any class after reporting to school or being present on school grounds.
- Leaves school without signing out in the Attendance Office.
- Obtains a pass to go to a particular location and does not report there immediately or does not return to class when leaving the location.
- Stays in the bathroom or another location in the building or on the grounds rather than attend class.
- Tardy in excess of 10 minutes without a valid excuse or pass.
- Fails to bring a note signed by a parent/guardian upon returning to school after an absence.

Skipping school/classes will result in school consequences and may result in a truancy petition being filed with the Olmsted, Fillmore or Mower County attorney.

Homework (Unexcused Absence)

Students who have unexcused absences *may* have the opportunity to make up missed work following an unexcused absence. The individual teachers shall determine which work may be made up, whether credit (full or partial) will be given, and the due dates for any accepted work.

Truancy and Unexcused Absences

As required by current state statutes, regulations of the State Department of Education, and the Stewartville School Board, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the administrative team. Students returning to school following an absence will be expected to complete all missing assignments within a reasonable period of time.

*****Important Notice*****

All students age 17 or under are required to attend school regularly according to state statute and Minnesota Compulsory Attendance Law. Failure to attend school due to excessive unexcused absences (7+ days of 3 or more class periods) will result in a CHIPS (truancy) petition being filed with the county attorney. CHIPS (truancy) petitions will be filed for all students 17 or under as required by state statute. (MN Statute §260A.02).

Students are considered “continuing truant” if absent for three or more class periods on three days without a valid excuse. Parents or guardians will be notified by letter by a school administrator. If the student continues to be truant, both the parents/guardians and the student may be subject to juvenile court proceedings pursuant to MN Statute §260A.07. These restrictions may result in the suspension, restriction, or delay of a child’s driving privileges pursuant to MN Statute §260.191.

Attendance Records

Each classroom teacher shall take daily attendance in each class promptly. The office shall maintain the official absence record of each student.

Behavior Expectations

Stewartville Middle School seeks to develop the character of each individual by promoting safety, respect, responsibility, and productivity. SMS utilizes weekly lessons to help students develop their character and to continue to teach behavior expectations. The staff at SMS believe that a strong collaboration between students, families, teachers, and the community are the foundations for building respectful, responsible, and productive citizens.

Interventions and Consequences for Inappropriate Behavior

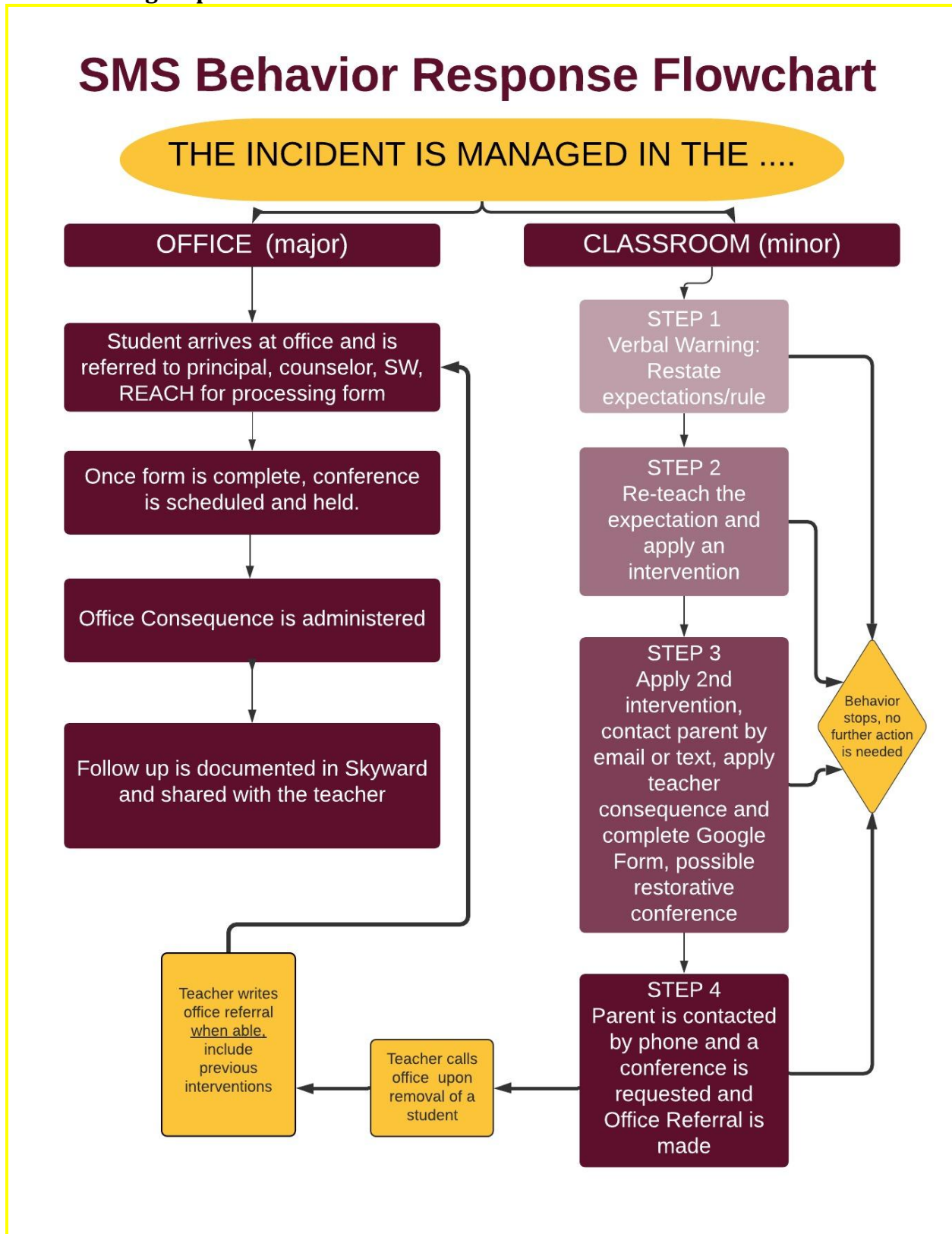
In the event that a student does not uphold the expectations set forth by Stewartville Middle School, interventions and consequences for misbehavior will be used to re-teach clear expectations and to hold students accountable, as well as to allow the student to reflect upon why the behavior occurred and what the student can do in the future to negate any misbehavior. Consequences will be consistent and fair amongst all age groups. Generally, consequences will be gradual, progressing from less severe to more severe as misbehavior is repeated. Consequences will be natural and/or logical. Lastly, the consequences will maintain the dignity of the student.

However, when a student fails to exhibit character within the expectations set forth by the school, we will use the levels of behavior and interventions outlined below.

OFFICE MANAGED BEHAVIORS (MAJOR)	CLASSROOM/TEACHER MANAGED BEHAVIORS (MINOR)
<ul style="list-style-type: none"> ● Cheating/plagiarism ● Profanity/Aggressive Language at adult or peer ● Bullying ● Chronic minor infractions (5+) ● Destruction of Property/Vandalism ● Dress Code ● Drugs/Alcohol/Illegal substances ● Electronic Devices ● Excessive Tardiness (5+) ● Fighting/Assault ● Excessive Leaving Class Without permission (3+) ● Major disruption ● Refusal to Give a Staff Member a Name ● Skipping Class ● Truancy ● Verbal/Written Threats to a Peer or an Adult ● Weapons 	<ul style="list-style-type: none"> ● Cheating/Plagiarism ● Inappropriate Attitude/Tone ● Lying ● Inappropriate use of Electronic Devices ● Food or Drink ● Disruptive/Inappropriate Behavior ● Inattention/Refusal to Work ● Missing Work/Unpreparedness ● Harassment/Bullying/Put Downs ● Failure to follow instructions ● Tardiness ● Throwing Objects ● Touching ● Dress Code Violation ● Horseplay ● Littering ● Profanity/Inappropriate Language ● Public Displays of Affection ● Leaving Class Without Permission
OFFICE INITIATED INTERVENTIONS	TEACHER INITIATED INTERVENTIONS
<ul style="list-style-type: none"> ● Student Conference ● Parent Contact/Conference ● Loss of Privilege ● Detention before or after school ● Lunch detention ● Referral to Counselor/Social Worker ● Behavior Contracts ● Points Sheets ● Restorative “Conference” ● Referral to REACH for Behavioral Success ● ISS ● OSS ● Referral to Law Enforcement ● Expulsion 	<ul style="list-style-type: none"> ● Warnings ● Verbal/Nonverbal prompt ● Restorative “chat” ● Re-teaching expectations ● Seating change ● Redirection ● Proximity ● Parent contact: email, phone, text, google meet, face to face conference ● Loss of privilege ● Restitution ● Acknowledgement of alternative behavior ● Provide Choices ● Adjust assignment ● Teacher assigned detention/lunch detention ● Removal from class -- this will result in a Restorative Conference

BEHAVIOR FLOWCHART

The following steps will be followed in the event that misbehavior does occur



DETENTION:

- Detention will be served from 7:15-7:45am or from 3:00-3:30pm. Students may be assigned detention during their lunch period. Transportation is the responsibility of the family. Students in detention must leave the building by 3:35pm.
- Students will serve detention before being involved in **any activities** during the school day or after school.
- **Students with unserved detention will not be eligible to participate in or practice for any extracurricular or co-curricular event until all detentions are made up.**
- A student who refuses to serve any teacher or office assigned detention **will have** a parent meeting with the administration to review this practice.

Restorative Practices

When expectations are not met, it typically results in both parties being aggrieved. One of the most powerful ways that teachers and students can build relationships with each other is by having restorative conversations following a behavior related event. Restorative conversations allow both the teachers and the students to demonstrate empathy, teach children how to resolve conflict, repair violations of trust, and most importantly, allow all parties to have a voice. It's an opportunity for both the teacher and student to express their feelings about what was going on in the classroom while at the same time promoting and encouraging high expectations.

In most cases, students and teachers will have a restorative "chat" to identify problems, clarify or reteach expectations and get back to business. These will typically last around 30 seconds.

When a situation arises that requires a restorative conversation, the two parties (student-staff, student-student) will complete a restorative processing form and share their forms in a face to face meeting.

Academic Dishonesty

Academic dishonesty is defined as a student's use of unauthorized assistance with intent to deceive an instructor or other such person who may be assigned to evaluate the student's work in meeting course requirements. This includes, but is not limited to:

Plagiarism

- Cutting/pasting information from the Internet or a book and not identifying the source.
- Using ideas and theories from someone else and not telling or writing the source.
- Copying another person's work or tests.

Cheating

- Stealing or purchasing tests or homework.
- Copying and/or submitting another's work as your own.
- Using resources such as Photomath to do your work

Academic Integrity

The students' primary responsibilities are to learn and achieve to the best of their abilities. Teachers expect students to complete assignments, quizzes, and tests to the best of their abilities to represent an accurate depiction of that student's own progress and performance. Administrators, teachers, students, and families are all important contributors in student learning and achievement and it is vital that all uphold academic integrity within our school community. These practices will provide our school with a consistent framework to meet the needs of all students.

- **Student:** The student is expected to adhere to the principles of academic integrity by completing assignments, quizzes, reports, academic papers, projects, and tests on their own and to the best of their ability, both in and out of class. All forms of student work will adhere to this practice.
- **Parent/Guardian:** The parent/guardian is expected to support the Stewartville Student Handbook by reviewing the components of academic integrity with the student and encouraging the student to practice honesty in all matters. The parent/guardian plays an important role in the development of student character; therefore, parent/guardian contact and involvement is required.
- **Teacher:** The teacher is expected to encourage honesty and clearly communicate academic integrity expectations to students. The teacher will clearly define the appropriate level of student collaboration for each assignment/assessment. Appropriate consequences will be initiated by the teacher and the administrator when any student is found to have displayed academic dishonesty.
- **Administrator:** The administrator is expected to support and implement academic integrity with all stakeholders. Administrators shall ensure that appropriate consequences for academic dishonesty are addressed in the Student Handbook.

Possible Consequences for Academic Dishonesty

1st Incident:

1. The teacher will notify the student prior to contacting the parent.
2. The teacher will notify an administrator.
3. The teacher and administrator will collaborate to determine an appropriate consequence.
4. The administrative team will record the incident in Skyward.
5. The student will complete the assignment/assessment/work OR an alternate assessment/assignment as assigned by the classroom teacher at a time arranged by the staff member.

NOTE: The offense may be reported to the Athletic/Activities Director as a violation of the MSHSL Co-Curricular Code of Conduct rules).

2nd Incident:

1. Steps 1 through 5 from the first incident will be followed.
2. The teacher will arrange a meeting with the student and the student's parent/guardian and notify an administrator.

3. The student will serve In-School Suspension (ISS) to write a formal paper based on a college or university and their Academic Dishonesty policy.
4. The administration and organization advisors will review the student's eligibility for honor societies and academic awards as well as their eligibility for student privileges.
5. The offense will be reported to the Athletic/Activities Director as a violation of the MSHSL Co-Curricular Code of Conduct rules.

3rd incident:

1. Steps 1 through 5 from the second incident will be followed.
2. The administrative team, the student, and the student's parents/guardians will meet to determine appropriate actions and consequences.

STUDENT DRESS AND APPEARANCE (Policy 504)

The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

- "Short shorts," skimpy tank tops, tube tops or tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Undergarments should not be visible
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Caps/Hats/Hoodies/Bandanas/DoRags are not to be worn during the school day.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals.

Consequences and Interventions

- When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications, the parents will bring appropriate clothing for the student, or will be sent home for the day. Parents/guardians will be notified via email when their student arrives at school in dress that is deemed inappropriate .

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, is prohibited on school district property, at school-related functions, and by misuse of technology.

Harassment and Violence Prohibition

The school district strives to maintain a learning and working environment that is 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.

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.

Ombudsperson

The school district has established an ombudsperson service for students, parents, and staff. This service provides advocacy for enforcement of the Student Code of Conduct and the procedures to remediate disputes related to implementation of the Student Code of Conduct and the goals of the school district in maintaining an orderly learning environment for all students. For more information about this service, please contact the building principal.

Miscellaneous Items

Acceptable (Internet and Network) Use Policy For Students Attending ISD # 534

In order for a student to use the Stewartville School District's Internet connection, they must read the guidelines and the Acceptable Use Policy and sign the contract. The contract must also be signed by a parent or guardian. This form is given to students in the first week of school or may be picked up in the Technology Department.

Advertising and Promotions

Neither the facilities, the name, the staff, nor the children of the school system, nor any part thereof shall be employed in any manner for the advertising or otherwise promoting the interests of any commercial or other non-school agency or organization. The Stewartville School District and employees must not recommend any commercial product or service or aid in the distribution of literature or publicity endorsing or recommending such product or service.

Announcements

Announcements will be communicated during each day and posted in the commons and on the school's website. Weather-related announcements may be made via the intercom as needed. Approval by an advisor and a completed announcement form must be submitted in advance. Notices/postings concerning information about events which will take place within the school area or outside the school area shall be approved by the principal or a representative. All notices/postings for events shall be posted in a place designated by the principal. It is understood that the notices/postings shall be removed in a timely manner following the event.

Asbestos Management Update

The school district has developed an asbestos management plan. A copy of this plan can be found at the school district offices located at the Central Education Center and is available on the district's website.

Assignment/Student Planner

Each student will need to purchase a Student Planner. Student planners may be purchased from the office for \$5.00, or you may purchase your own. Students' absences and passes will be recorded in their planner.

Backpacks/Book bags

Students are allowed to transport books to and from school in backpacks/book bags. Backpacks/book bags are allowed in the classrooms. Backpacks/book bags must be placed under student chairs in the classroom due to safety concerns.

Bus Conduct 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, including nonpublic and charter school students. 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 rules 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 [see below]. All school bus/bus stop misconduct will be reported to the school district's transportation safety director and building principal. Serious misconduct may be reported to local law enforcement.

Consequences for the bus or bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be the sole discretion of the School District. Parents or guardians will be notified of any bus conduct report or suspension of bus privileges.

Videotaping on school buses may occur. Please see "Videotaping on School Buses Policy" in this handbook.

Consequences from bus misconduct are collaboratively made between the site administrator and bus company. All consequences are ultimately decided by the building principal with input from the bus company.

1st offense:

- Warning with verbal and written notification given to parent/guardian.
- Bus representative will contact the parent by phone and refer bus conduct report to school administrator.
- School administrator or designee will conference with student.
- A copy of the bus conduct report form is sent to the parent/guardian.

2nd offense:

- 1 to 3 school day suspension from riding a school bus.
- Bus representative will contact the parent by phone and refer bus conduct report to school administrator.
- School administrator will conference with the student to review the policy

regarding their riding privileges.

- School administrator or designee will advise bus representative of action.
- School administrator or designee will advise parents of action.
- A copy of the bus conduct report form is sent to the parent/guardian.

3rd offense:

- 3 to 5 school day suspension from riding a school bus.
- Bus representative will contact the parent by phone and refer bus conduct report to school administrator.
- School administrator or designee will contact parent and conference with the student to review the policy regarding their riding privileges.
- School administrator or designee will advise bus representative of action.
- School administrator or designee will advise parents of action.
- A copy of the bus conduct report form is sent to the parent/guardian.

4th offense:

- 10 school day suspension from riding a school bus.
- Bus representative will contact the parent by phone and refer bus conduct report to school administrator.
- School administrator or designee will contact parent and conference with the student to review the policy regarding their riding privileges.
- Student and parent/guardian must meet with bus representative and school administrator or designee before student is able to ride the bus again.
- School administrator or designee will advise parents of action.
- A copy of the bus conduct report form is sent to the parent/guardian.

Cafeteria

- Items purchased in the cafeteria (food/drink) must be consumed in the cafeteria.
- Appropriate table manners are expected from all students.
- Students will be expected to clean up their area and floor around the tables before being dismissed from the cafeteria.
- **Students who repeatedly abuse lunchroom expectations will not be allowed to eat lunch in the cafeteria.**

Closed Campus

Stewartville Public Schools are a closed campus; a student may not leave the building without signing out in the attendance office. The consequence will be assigned for failure to follow the Closed Campus practice.

Directory Information

Minnesota Government Data Practices Act Section 13.02 and the Stewartville Public Schools, Independent School District #534, proposes to designate the following personally identifiable information contained in students' education record as "directory information," and it will disclose the following student information without prior consent: student's name, name of parents or guardians, parent or guardian email address, telephone number, address, date and place of birth, grade level, participation in athletics and activities, height and weight if member of an athletic team, honors and awards, photograph, dates of attendance, most recent

school or district attended, in addition, SSD defines directory information to include student's electronic mail address, major field of study, and enrollment status.

- *If your parent/guardian objects to the designation of any or all of the above information as directory information, please notify a school administrator or school superintendent in writing by September 15.*
- *On or after September 15, the record custodians indicate the items the district will designate as directory information and will appropriately mark your record. This designation will remain in effect until it is modified by the written direction of your parent/guardian.*

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.

Electronic or Potentially Distracting Device

Devices include:

- Cell phones
- Air pods/ear buds/headphones
- Smart watches
- Portable electronic gaming devices
- School issued laptop/BYOD device

If/When such a device becomes a distraction to either the student's learning or the teacher's ability to teach, the student will be asked to turn over their device.

- 1st -Offense: The student may pick up the electronic device at the end of the class period from the teacher
- 2nd -Offense: The student may pick up the electronic device at the end of the day from the office
- 3rd Offense: A parent must pick up the electronic device
- 4th -Offense: The student will check the phone into the office prior to the start of the school day and pick it up at the end of the day.

School officials on special occasions may grant permission for students to use these devices. Such permission must be approved before the device is brought on school property.

Failure to comply or refusal to turn over a device will be considered a major offense and the student will be removed from that class or will be in lunch detention until a restorative conference is held and the parent is notified and a plan moving forward is created.

Emergency School Closings

If it is necessary to close school due to severe weather or emergency conditions, please listen to the radio or to TV Stations: KTTC, KAAL, KIMT. Do not call the school. The following radio stations will carry information: KROC 106.9 FM, KYBA 105.3 FM. You will also receive an automated phone call.

Employment Background Checks

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.

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, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- 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.
- 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.
- A school district-sponsored driver or motorcycle education training course.
- 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.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the Middle School principal's office.

Graduation Requirements

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Stewartville High School. All students must also pass the state-identified proficiency tests, Minnesota comprehensive assessments, alternate assessments, and/or other applicable tests. Students will have the first opportunity to take a test in basic requirements in 3rd grade. Parents may opt out of the statewide assessments for their student(s) by completing the form and returning it to the school district office.

Important Dates

Please refer to the School Calendar for important testing dates and other events that happen throughout the school year. The calendar can be viewed on the webpage.

Locker Searches

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials 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.

Lost & Found

If you lost books or personal property, please check the lost and found table. For valuable items, please check in the office. You must be able to prove ownership by identifying the article. Any items not claimed at the end of each quarter will be donated to charity.

Media Center

The media center is open to all students wishing to research for a class or to check out library material. Any behavior deemed inappropriate by staff will result in loss of privileges.

Messages & Deliveries

Only emergency messages will be delivered during school hours. Deliveries of gifts, flowers, or balloons will not be accepted by office personnel, nor will they be delivered during school hours.

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, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated the Human Resources Coordinator as the district's human rights officer to handle inquiries regarding nondiscrimination.

Notice of Violent Behavior by Students

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. 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.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

New legislation, which amended M.S. 120B.31, Subd. 4a, requires school districts to provide notice to parents or guardians of their option to refuse to have their students take the statewide assessments. The Commissioner of the Minnesota Department of Education (MDE) was tasked by the Legislature with developing a form for this opt out. School districts must provide this notice by posting the form developed by MDE on their website and must include it in their Student Handbooks. The form is available at

<https://education.mn.gov/mdeprod/groups/educ/documents/basic/bwrl/mdu5/~edi sp/mde059688.pdf>

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 also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

Pesticide Application Notice

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting the District Office.

Pledge of Allegiance

Students will recite the Pledge of Allegiance to the flag of the United States of America once a week. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make

that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

School Hours

School is in session from 7:50 AM until 2:55 PM. Office hours are from 7:15 AM until 3:45 PM. The office phone number is 533-1600.

Stewartville Middle School opens its doors beginning at 7:30 AM. Formal supervision of students begins at 7:30 AM, so students should not arrive before that time. At the end of the school day, students must leave by 3:10 PM if not supervised by a teacher, coach, or advisor. Prior arrangements must be made with the teaching staff if a student is to remain at school past 3:10 PM.

Signs/Announcements

All posters or announcements to be displayed anywhere in the building including the bulletin boards must be approved by an administrator or other authorized personnel. *The person posting the signs is responsible for taking down the signs after a reasonable length of time.*

Student Publication and Materials

Distribution of Non School-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.

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. A complete copy of the district’s policy may be obtained at the Stewartville School District - Central Education Center.

Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. A complete copy of the district’s policy may be obtained at the Stewartville School District - Central Education Center.

TOBACCO FREE POLICY

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual’s use of tobacco, tobacco-related devices, or electronic cigarettes in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related device, or electronic cigarette in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this

policy is subject to school district discipline. Contact the building principal if you have questions or wish to report violations.

Unpaid Meal Charges

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

Student Rights

The Right To Free Speech and Expression

Students represent a wide range and diversity of opinion and backgrounds. Students have the right to express opinions, to take stands, and to support causes, either publicly or privately. This is provided that such expressions are not libelous, profane, obscene, and do not interfere with the rights of others or disrupt the atmosphere for learning in the school.

- Freedom of student expression is protected by the school.
- School-sponsored publications shall follow the rules for responsible journalism. Permission of the school principal is required for distribution of literature. The time and place for distribution will be limited according to established guidelines.
- Notices/postings concerning information about events which will take place within the school area or outside the school area shall be approved by the principal or a representative. All notices/postings for events shall be posted in a place designated by the principal. It is understood that the notices/postings shall be removed in a timely manner following the event.

The Right to Learn

Each student has the right to gain an education as provided by the law.

- The right to learn also includes the rights of classes to meet and carry on studies without interruptions, disruptions, or distractions, whether inside the classroom or from outside. **Behavior that disrupts the normal functioning of classes is an infringement on the rights of others.**
- A student may apply for enrollment in special programs offered in the school district.
- A student has the right to access his/her grade, upon request, within a reasonable amount of time and is expected to use student access regularly.

The Right Regarding Student Dress

A student has the right to choose the manner of dress and personal grooming unless it represents a clear danger to the student's health and safety, causes interference with work, creates classroom or school disorder, or violates the dress code. For more information on student attire, see the section on "Student Dress and Appearance".

The Right to be Informed of Rules

Students have the right to be informed of all policies, rules, and regulations they will be expected to follow. The basic rules shall be published and distributed to all students and available to other interested persons. Copies of these rules governing the code of conduct shall be available in the office.

The Right to Privacy

The student's right to privacy regarding school records will be protected, and any disclosure of information from student permanent records shall be consistent with legal requirements.

The Right to Personal Property

Students have a right to be secure in their persons, papers, and effects, however:

- **Valuables and money should be left at home. (The school is not responsible for lost or stolen articles.)**
- Students must refrain from bringing onto school property or to school-sponsored events any material or item that would cause, or tend to cause, a disruptive activity or endanger the health and safety of students or other persons.
- When reasonable cause exists for a principal to believe that such items are present, general or individual searches may be conducted under the authorization of the principal, or any representative designated by the principal.
- Lockers are the property of the school and may be searched at any time by school officials.
- Search of an area assigned to a student will be conducted in the presence of the student, if practical.
- School authorities will seize illegal items and items that are used to disrupt or interfere with the educational process may be removed from student possession.

Student Responsibilities

- Students are expected to treat every person at SMS and SHS with respect and dignity at all times.
- Students are responsible for bringing to class all materials required for daily classroom use.
- Homework will be part of a student's life, and his/her responsibility.
- All students are responsible for knowing and following all necessary procedures, rules and regulations and consequences relating to the standard of student behavior as set forth in the SMS and SHS handbook and endorsed by the School Board.
- Students are responsible for completing class assignments on time and according to the instructions given by the teachers. Work assigned during an absence is the student's responsibility.
- Students are responsible to be aware of their grades in all classes at all times.

Telephone

The office phones are for school business and are not to be used by students.

Technology

Computer related questions should be directed to the [Stewartville School District Technology Department](#).

Textbooks

The student should make sure that textbooks are covered at all times; this will prevent premature damage to the binding and covers. Any unreasonable damage to or loss of a textbook will result in the student/parent/guardian being charged for the repair or replacement. The holding of grades/advancement may occur until restitution is made.

Trespassers

The administrative team has the right to remove any person from the Stewartville School District campus as they deem necessary.

Visitors

No student visitors are allowed in the school during regularly scheduled student days without administrative approval. Any other visitors must receive a visitor's pass from the office. Administration has the right to limit visitors.

Vehicles on Campus

Patrols and Inspections: School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Search of the Interior of a Student's Motor Vehicle:

The interior of a student's motor vehicle in a school district location, including the glove and trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon the request of a school official.

Videotaping on School Buses Policy

The transportation of students to and from school is an important function of the school district, and “transportation by the school district is a privilege and not a right for an eligible student.” The purpose of this policy is to establish a school bus videotaping system.

The Stewartville Board of Education recognizes the district’s responsibility to maintain order and discipline on school property and in school vehicles. The Board also desires to afford students and staff privacy with respect to the records maintained by the district. The Board recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles to protect the health, welfare, and safety of its students and staff. The students and staff of the district recognize that their security and safety depends upon the capacity of the district to maintain discipline and that a certain amount of restraint upon the activities of students is assumed and expected.

The Board recognizes the need to carefully weigh and balance the rights of privacy of students and staff against the district’s duty to maintain order and discipline. The Board finds that it is appropriate to provide for the use of video camera surveillance in its transportation vehicles and on school grounds as follows:

Weapons Policy

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

Elastic Clause

The Administrative Team will decide any situation or problem that may arise not covered by this handbook.