

# Twin Bluff Middle School

## Expectations and Procedures

Supplement to Red Wing School District Student & Parent Handbook

2024 - 2025



*The vision of the Red Wing Public Schools is for all students to fulfill their highest potential and to become respectful, responsible, productive citizens.*

*Our mission at Twin Bluff Middle School is to foster a safe and nurturing community that promotes belonging and academic success for all learners through Winger PRIDE.*





# RED WING PUBLIC SCHOOL Educational Plan

## Vision

Red Wing Public Schools strives to provide an innovating and meaningful educational experience that:

- Fosters curiosity.
- Pursues and applies best practices.
- Embraces diversity by respectfully engaging all students, families, and staff.
- Connects and partners with our community.

## Mission

The mission of the Red Wing Public Schools is to educate and inspire all students as they realize their full potential and become respectful, responsible, and productive citizens.

## Core Values - The Winger Way

**Respect**--We act in a way that demonstrates how much we value each other

**Responsibility**--We keep our promises and follow through on what is expected of us

**Pride**--We are proud of our history and who we are becoming

**Safety**--We work for the well-being and care of each other

**Community**--We welcome all and recognize the whole as the sum of our diverse parts

## Strategic Directions

-  Providing excellent educational opportunities to enhance student learning and engagement with proven instructional strategies and technology integration
  - Establish career pathways by aligning curriculum, increasing connections with the community, and providing internships and other work-based learning opportunities.**
  - Implement more hands-on learning and technology integration, particularly STEAM (science, technology, engineering, arts and math) practices.**
  - Provide additional resources to improve reading and math achievement for both students who are struggling and students needing advanced learning.**
  - Update student computers, curriculum, and instructional equipment as needed.
-  Focusing instruction and professional growth on improving student learning and engagement
  - Effectively implement Professional Learning Communities.
  - Provide support to teachers to implement instructional strategies through targeted professional development.
-  Creating a responsive, safe, open and respectful environment across all schools and programs
  - Provide additional resources to manage discipline and enhance student behavior.**
  - Improve communication with families, staff and the community.
  - Support student mental health issues.
-  Providing high quality and efficient services through the strategic investment and allocation of resources
  - Align District, building, and classroom goals.
  - Make decisions based on updated 5-year financial plans.

BOLD Items = Priority



# Non-Discrimination Notice

Revised 2024

## Non-Discrimination Statement

The School District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, age, or sexual orientation, including gender identity and expression. The School District also ensures a free appropriate public education for students with disabilities, including regular or special education and related aides and services.

## Designations

The School Board has designated the following individuals as the School District's human rights officers:

Human Rights Officer	Human Rights Officer
Kelsie Kuyath Red Wing Public Schools 2451 Eagle Ridge Drive Red Wing, MN 55066 651-385-4511 <a href="mailto:ckpicha@rwps.org">ckpicha@rwps.org</a>	Bob Jaszczak, Superintendent Red Wing Public Schools 2451 Eagle Ridge Drive Red Wing, MN 55066 651-385-4502 <a href="mailto:mtwagner@rwps.org">mtwagner@rwps.org</a>

The School Board has designated the following people to coordinate the school district's efforts to comply with and carry out its responsibilities under Title IX:

Title IX Coordinator	Alternate
Kelsie Kuyath Red Wing Public Schools 2451 Eagle Ridge Drive Red Wing, MN 55066 651-385-4511 <a href="mailto:ckpicha@rwps.org">ckpicha@rwps.org</a>	Bob Jaszczak, Superintendent Red Wing Public Schools 2451 Eagle Ridge Drive Red Wing, MN 55066 651-385-4502 <a href="mailto:mtwagner@rwps.org">mtwagner@rwps.org</a>

The school board has designated the following people to coordinate the school district's efforts to comply with and carry out its responsibilities under the Americans with Disabilities Act (ADA) and Section 504:

ADA and Section 504 Coordinator	Alternate
Cherie Johnson, Executive Director Goodhue County Education District 395 Guernsey Lane Red Wing, MN 55066 651-388-4441 <a href="mailto:cjohnson@gced.k12.mn.us">cjohnson@gced.k12.mn.us</a>	Kayla Awolope, Assistant Special Education Director Red Wing Public Schools 2451 Eagle Ridge Drive Red Wing, MN 55066 651-385-4500 <a href="mailto:klawolope@rwps.org">klawolope@rwps.org</a>

August 2024

Twin Bluff Middle School Families,

Welcome to Twin Bluff Middle School! This will be an amazing year and we are excited to have you as part of the TBMS family. Relationships are the bedrock that all learning is built upon. Our goal is to support and challenge each child in a safe and caring setting; allowing them to grow and reach their full potential.

We will continue to use the Positive Behavior Interventions and Supports (PBIS) framework to support student understanding of common building-wide behavior expectations. Our expectations are aligned with our commitment to a safe and positive school experience for all. The PBIS framework allows students to see, experience, and learn positive ways to interact in all situations throughout their day.

**“Be Safe, Be Kind, Be Responsible!”** are tenants we believe in, support, and expect from all. Please take a few minutes to review and discuss our TBMS School-Wide Expectations with your students. They are located on the backside of this page. By supporting each other, our students will flourish, grow, and reach their full potential.

A welcome back open house for **Grades 5, 6, & 7** families is scheduled for Thursday, August 29th between noon and 7:00 pm. Please stop in and visit your students’ classrooms, teachers, and drop off supplies in their lockers. There will be opportunities for students to “practice” using their locker combinations and tour the building. Please attend this event to help kick off the school year in a positive way!

The first day of school is September 3rd and we are excited to see everyone back on campus. The doors to the school will open daily at 8:35 am for student arrival. Classes run from 8:45 am until 3:40 pm each school day. Parent drop-off and pick-up locations have remained the same. Parent drop off is scheduled for 8:35 am to 8:45 am and parent pick up is scheduled for 3:40 pm until 3:50 pm. Please keep the safety of our students at the forefront of your mind as we navigate the always hectic SAFE pick up and drop off of students. For more information on the detailed plan, please read through our [2024-25 TBMS Expectations and Procedures](#)

Twin Bluff Middle School will be a safe, exciting, and busy place to be this year, and we’re glad you are part of our family. There is a lot of **Winger Pride** here at TBMS, and we’re excited to get the new school year started. On behalf of the TEAM, welcome!

Sincerely,

Patrick Beierman, Principal  
[pcbeierman@rwps.org](mailto:pcbeierman@rwps.org)

## Twin Bluff School Expectations and Procedures

*\*A supplement to the RWPS Student & Family Handbook*

### Contact Information

Main office: 651-385-4530

Attendance: 651-385-4550 or [tbmsattendance@rwps.org](mailto:tbmsattendance@rwps.org)

Principal: Patrick Beierman - 651-385-4530 or [pcbeierman@rwps.org](mailto:pcbeierman@rwps.org)

Assistant Principal: Bobbi Seleski - 654-385-4542 or [baseleski@rwps.org](mailto:baseleski@rwps.org)

School Counselor: Abbie Waage - 651-385-4537 or [amwaage@rwps.org](mailto:amwaage@rwps.org)

Erin Duval-651-385-4533 or [elduval@rwps.org](mailto:elduval@rwps.org)

Principal's Administrative Assistant: Kelly Kolby - 651-385-4532 or [kjkolby@rwps.org](mailto:kjkolby@rwps.org)

Student Services Administrative Assistant: Malia Harnish - 651-385-4539 or [maharnish@rwps.org](mailto:maharnish@rwps.org)

Teachers' contact information can be found at [www.rwps](http://www.rwps), click on staff directory

### School Day Hours & Daily Procedures

Drop-off	Entry Bell	Student Day	Pick-up
8:30-8:45	8:35	8:45-3:40	3:40-3:50

- Students may be dropped off in the upper lot (off Twin Bluff Road) beginning at 8:35 a.m. and the doors will open at 8:35 am. Students will enter through their designated grade level door. All students will proceed directly to their lockers and homeroom classroom upon arrival.
  - Students will not be allowed into the building prior to 8:35 am, so please make sure they are dressed appropriately for the weather.
- We will offer breakfast for all students starting at 8:35 a.m. each day. Breakfast will be a “grab and go” style where students can stop by the cafeteria and grab a breakfast to bring to their homeroom to eat.
- First bell will ring at 8:45 a.m. which will signify the start of the school day. Students who arrive after 8:45 will be marked as unexcused tardy unless accompanied by a parent/guardian or a note with an acceptable excuse. Repeated tardiness may result in parent/guardian contact or conference, team meetings or detention.

- Classes are dismissed each day at 3:40 pm.
- Supervision for students is not available before 8:35 am or after 3:50 pm.

**All student drop-off and pick-up occurs in the upper lot~ off of Twin Bluff Road.  
 The back/lower parkinglot~ off of Pioneer Road is for buses only.**

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**Attendance**

Attendance is vitally important for your child’s success as a student. You can call in an absence to TBMS Attendance Line at 651-385-4550 or email at [tbmsattendance@rwps.org](mailto:tbmsattendance@rwps.org). Please leave a message with your child’s name, grade, and the reason for the absence. If your child’s absence has not been reported, we will contact parents/guardians to confirm the reason for the absence.

Attendance is vitally important for each student's education and it is the law in Minnesota that all students are REQUIRED to attend all assigned classes every day school is in session (SS 120A.22) unless there is a valid excuse for the absence.

**Student’s Responsibility:**

- It is the student’s right to be in school. It is also the student’s responsibility to attend all assigned classes every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class. Finally, it is the student’s responsibility to request any missed assignments due to an absence.

**Parent or Guardian’s Responsibility:**

- It is the responsibility of the student’s parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

**Excused Absence vs. Unexcused Absences:**

- **Excused:** To be considered an excused absence, the student’s parent or legal guardian must call the school or verify, in writing, the reason for the student’s absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
  - Consequences of Excused Absences:
    - Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
    - When a student misses one class period, the work will be due the next time the class meets. With an absence of more than one class period, the student will have the number of days missed plus one day to make-up the work upon returning to school.
    - Once a student reaches 7 excused absences, a letter will be sent home to inform parents that a doctor's note may be needed after 10 absences.
    - After 10 excused absences, families will be called in for a meeting to try to solve the ongoing attendance issue. A plan will be made and an attendance contract may be developed and agreed upon.

- **Unexcused:** Unexcused absences are when a parent does not call the school to inform the school of the reason for absence. An absence is also considered unexcused when a parent does not have a valid reason for keeping their student home.
  - Consequences of Unexcused Absences:
    - Students can have up to 10 parent/guardian excused absences prior to the school asking for a doctor's note for future absences. If a doctor's notes is not provided after 10 absences, administration is required to make a report to Goodhue County Family Services to request additional support for the family.
    - Excessive absences are called Truancy. If a student is found to be truant, administration may request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes for truancy.

### **Backpack/Handbags**

Because of space and safety concerns, students are not allowed to carry backpacks during the school day. Students may use a backpack to transport books and belongings to and from school. Backpacks will remain in lockers between 8:45 a.m. and 3:40 p.m. (beginning and end of the school day). Backpacks found in the hallways will be brought to the lost and found. Exceptions to this policy may be granted to students with special circumstances.

### **Birthdays, Gifts, and Invitations**

Birthday parties for individual students are not permitted on school grounds. Students are not allowed to bring in treats for their class. This must be strictly enforced in all buildings. Thank you for your understanding.

Due to a change in state law, individual student contact information is no longer available to the public. This means we no longer can provide addresses for invitation lists.

### **Bicycles**

Students are encouraged to ride their bicycles to school. For student safety, students are expected to walk, not ride, their bicycles on school grounds. Students are asked to provide their own locks.

### **Busing**

Busing is a collaborative effort:

- The Transportation Department handles routing, bus assignments, etc., and can be reached at 651-385-4795.
- First Student provides busing service and bus drivers, sets emergency procedures, and enforces behavior expectations. They can be reached at 651-388-8244.
- The school handles temporary bus changes and collaborates with First Student on behavior concerns and disciplinary actions. Bobbi Seleski, Twin Bluff Assistant Principal, is the best person to contact for behavior concerns. She can be reached at [baseleski@rwps.org](mailto:baseleski@rwps.org) or 651-385-4542.
- First Student will again be using the FirstView app, a bus tracking and communications app for your smartphone or desktop. Please note that no personal identifying information is required or shared, but a district code is required for app set-up. The code will be made available to families in early September.

The school bus is a component of the school day and maintaining high behavior expectations for



students is important for everyone's safety. Please reinforce with your child how important it is to use appropriate voices, stay seated and safe, and to be kind to all who are around them. Violation of bus rules may result in suspension from the bus. See the [RWPS Student & Parent Handbook](#) for detailed description of the bus behavior expectations and consequences.

### **Calendar**

The [2024-25 District Calendar](#) is available on the RWPS website.

Add Twin Bluff Middle School's Google calendar of building events and reminders by visiting the RWPS website

### **Cell Phones and other Electronic Devices**

**Students are prohibited from using personal cell phones and other electronic devices during the instructional day.** These devices must be stored in their locker in silent or "off" mode from the student's arrival at school until dismissal at the end of the day. A cell phone or other electronic device used or visible during the instructional day will be confiscated and turned into the office.

If students need to place an emergency phone call during the day, they should request to go to the main office to use an office phone.

Students may be subject to disciplinary action if their use of their cell phone disrupts the school's educational environment. Examples of this include, but are not limited to: cheating, bullying, harassment, unlawful recording or photographing, violating other school rules.

The school and its staff are not responsible for any damage to or theft of a student's cell phone. Students must properly secure and take care of their own phones. If students violate the school's cell phone policy, the following may occur:

- **First offense:** The student's cell phone will be taken away by a staff member and held in the Student Services Office until the end of the school day. When the student picks up their phone at the end of the day, the student will discuss and review the cell phone policy with a staff member.
- **Second offense:** The student's cell phone will be taken away and held in the Student Services Office until the end of the school day. The student's parents/guardians will be contacted and informed of the refusal to follow the school's cell phone policy.
- **Third offense:** The student's cell phone will be taken away and held in the Student Services Office until the end of the day. Students may pick up their phones following after-school detention.
- **Subsequent offenses:** The student will receive after-school detention with additional reteaching and parents/guardians will be required to pick up the device from the Main Office at their convenience . If behaviors continue, students may be required to turn devices into Student Services upon arrival at school and may pick it up during departure.

*\*\*The administration reserves the right to adjust these consequences on a case-by-case basis as needed. For example, extreme behaviors that break the law or engage in bullying or harassment of*

*other students may result in greater immediate consequences.*

### **Chromebooks**

All students and parents/guardians will sign an agreement outlining the school district policies for appropriate Chromebook use. This agreement states:

- While at school, students are not allowed to use games and/or social media or non-educational sites without teacher permission as the Chromebook is to be used as an educational tool.
- Students and families will be expected to be in compliance with all district rules and guidelines while in possession of the school issued device.
- All devices are monitored by school and district staff. Each student's search history, email and websites viewed can be seen whether the student is in school or at home and if inappropriate, administrators and counselors will be alerted and families will be notified.

### **Conferences**

A Back-to-school Open House will be held prior to the start of the school year. This is a great opportunity for teachers and students to meet before school begins. It also provides students an opportunity to walk their schedule, practice their locker combinations, and relieve some anxiety about entering Middle School.

Student led parent-teacher conferences are held formally twice per year. Conferences will be held in the fall on Nov. 4th and in the spring on March 6th.

We use an online system called PTC Fast for signing up for conferences. A link is sent to all families approximately 2 weeks before conferences. Please sign up promptly to ensure a time that works best for you.

Additional conferences with teachers may occur anytime throughout the school year and may be initiated by home or by school. Please contact your child's teacher directly if you would like to set up an additional conference.

### **Deliveries to Students**

Please ensure your children arrive at school in possession of everything they need for the day, including homework, lunch, textbooks, musical instruments, sporting equipment, and clothing. If an item must be dropped off for a student, please visit the school office, Door #18. Please do not deliver gifts to school (such as balloons, flowers, stuffed animals, etc.). If sent, students must pick up items from the office at the end of the school day.

### **Discipline Code and Consequences**

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 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 safety 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.

**All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct. All students have the responsibility:**

- For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- To attend school daily, except when excused, and to be on time to all classes and other school functions;
- To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- To make necessary arrangements for making up work when absent from school;
- To assist the school staff in maintaining a safe school for all students;
- To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accordance with them;
- To be aware that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- To be aware of and comply with federal, state, and local laws;
- To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- To respect and maintain the school's property and the property of others;
- 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;
- To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- To conduct themselves in an appropriate physical or verbal manner; and
- To recognize and respect the rights of others.

**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.

- 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;
- The use of profanity or obscene language, or the possession of obscene materials;
- Gambling, including, but not limited to, playing a game of chance for stakes;
- Violation of the school district's Hazing Prohibition Policy
- Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
- Violation of the school district's Student Attendance Policy;
- Opposition to authority using physical force or violence;
- Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;

- 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;
- 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.
- Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
- Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
- Violation of the school district's Weapons Policy;
- Violation of the school district's Violence Prevention Policy;
- Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
- 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;
- 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;
- 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;
- Violation of any local, state, or federal law
- 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;
- Violation of the school district's Internet Acceptable Use and Safety Policy;
- Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
- Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
- 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;
- Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
- Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
- Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
- Possession or distribution of slanderous, libelous, or pornographic materials;
- Violation of the school district's Bullying Prohibition Policy;
- 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;
- Criminal activity;
- Falsification of any records, documents, notes, or signatures;

- 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;
- 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;
- Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
- Violation of the school district's Harassment and Violence Policy;
- 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;
- Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
- 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;
- Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, or degrading to other people, or threatening to school property;
- Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
- 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;
- Violation of the school district's Distribution of Non School-Sponsored Materials on School Premises by Students and Employees Policy;
- Violation of the school district's technology device rules and regulations;
- Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
- 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.

### **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:

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

- Parent/guardian contact;
- Parent/guardian conference;
- Removal from class;
- In-school suspension;
- Suspension from extracurricular activities;
- Detention or restriction of privileges;
- Loss of school privileges;
- In-school monitoring or revised class schedule;
- Referral to in-school support services;
- Referral to community resources or outside agency services;
- Financial restitution;
- Referral to police, other law enforcement agencies, or other appropriate authorities;
- A request for a petition to be filed in district court for juvenile delinquency adjudication
- Out-of-school suspension under the Pupil Fair Dismissal Act;
- Preparation of an admission or readmission plan;
- Saturday school;
- Expulsion under the Pupil Fair Dismissal Act;
- Exclusion under the Pupil Fair Dismissal Act; and/or
- Other disciplinary action as deemed appropriate by the school district.

### **Dress and Appearance**

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards. If the administration believes 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 may be directed to make modifications, be sent home for the day, and/or face additional disciplinary consequences. A parent or guardian will be notified. See [Policy #504](#) for more detailed information.

- Inappropriate clothing includes, but is not limited to, the following:
  - "Short shorts," skimpy tank tops, tops that expose the midriff, clothes that are revealing, and other clothing that is not in keeping with community standards.
  - Clothing bearing a message that is lewd, vulgar, or obscene. Examples include, but are not limited to, clothing with sexual or violent messages or images.
  - Apparel promoting products or activities that are illegal for use by minors. Examples include clothing with tobacco, drug, and alcoholic themes.
  - 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 as defined in Policy 413. Examples include, but are not limited to, swastikas, confederate flags, and altered religious symbols.
  - Any apparel or footwear that would damage school property, pose a potential risk to other students, or disrupt the educational process. Examples include, but are not limited to, chains, hair picks, combs, outside jackets, and non-prescriptive eyewear.

- Headgear, including hats, caps, hoods, bandanas, and other similar head coverings, are allowed in the building. These items must not create any disruption to the educational process or promote products or activities that are illegal for use by minors.

The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.

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 or will be sent home for the day. Parents/guardians will be notified.

### **Electronic Information Resources**

All School District students have conditional access to the School District's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the School District's system is a privilege, not a right. Students are expected to understand and agree to abide by the policy as a condition of use of the School District's computer system. See Policy 524 for detailed information.

### **Fundraising**

All fundraising activities conducted by student and/or parent groups sponsored by the School District must be approved in advance by the building principal and Business Manager. Students may not solicit students or employees about nonschool-related fundraisers during the school day.

### **Harassment and Violence Prohibition**

The policy of the School District is to maintain an educational, learning, and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, disability, or sexual orientation, including gender identity and expression. See [Policy #413](#) for detailed information.

### **Health Services**

Your child will do their best work in school, if they are healthy. Our nurse, Brianna Smith, phone (651) 385-4535 or [bcsmith@rwps.org](mailto:bcsmith@rwps.org), is available to attend to your child's school health needs. The following procedures have been set up to help accomplish this:

Illness: In case of accident or illness at school, you will be notified. Transportation home and medical care need to be provided by you or someone you have designated. If you cannot be contacted, the person(s) you have listed as an emergency contact will be called. Please be sure we have current emergency phone numbers!

Criteria for keeping a student home from school are:

- 1) Temperature above 100 degrees F.
- 2) Vomiting or diarrhea within the last 24 hours.
- 3) A cough that does not stop with cough syrup or cough drops.

Please notify our school office immediately if your child becomes ill with a communicable disease.

*Immunizations:* State law mandates that every student attending school have immunizations up to date and verified. As a result, your child will not be allowed to enter school without immunizations. Parents/guardians may file a medical exemption signed by a health care provider or a conscientious objection signed by a parent/guardian and notarized.

*Medications:* For the protection and care of children, prescriptive medication may only be dispersed upon receipt of physician's signature and directions to administer the medicine. Parents should deliver medication in the original packaging to Twin Bluff's nurse and sign a release to give medication. No child is allowed to bring medications, including over-the-counter medications such as Tylenol or cough drops, to school to take on their own.

*Homebound Instruction:* School-age children who are unable to attend school because of prolonged illness or physical handicap are provided with homebound instruction. A certified teacher will come to the home or hospital to provide the instruction. If you are in need of this service, please contact our student services office at 651-385-4539.

### **Lost & Found**

Labeling your child's sweatshirts, winter gear, etc. is very important. Twin Bluff's Lost & Found is located in the main lobby. Please encourage your child to check the Lost & Found regularly. Unclaimed items are donated to a local charity multiple times each school year.

### **Newsletters**

At Twin Bluff Middle School, we utilize an online newsletter tool. Our monthly newsletter is emailed directly to families, and is also posted on social media and the school website. If you prefer a paper copy, please contact the main office at 651-385-4530.

### **Physical Education Clothing, Participation, and Lockers**

1. Physical education teachers will provide more information about what clothing to wear. Clothing must be neat, clean, and marked with the owner's name. Rubber soled (non-marking) tennis shoes must be worn on the gym floor for physical education.
2. A doctor's notes must be presented to the nurse's office if, for some reason, a student cannot participate in a physical education class.
3. Generally, students will be given a week's notice if physical education lockers will be cleaned.
4. Students should provide their own lock for their athletic and physical education lockers.

### **Recess**

All 5th graders are scheduled for one 30 minute recess supervised by staff who collaborate with teachers, as well as administration, to provide safe and fun play.

*Cold Weather:* As we know, Minnesota winters can get very cold. School staff closely monitor temperatures during the winter months. If the "feels like" temperature is above 0 degrees, all students will be outside for recess. If the "feels like" temperature at recess time is below 0 degrees, a decision will be made in collaboration with recess supervisors, the school nurse, and administration on whether or not to go outside. Simply put, Twin Bluff students go outside even when it is cold, so proper attire in the winter is very important. Please ensure your child comes to school with a winter coat, snow pants, hats, and mittens during winter months. If you need any



assistance in securing winter outerwear, please contact the school office at 651-385-4532.

### **Report Cards**

Grades are assigned at the end of each quarter or trimester (nine-weeks per quarter or twelve weeks for trimester courses). The five-letter system of A, B, C, D and F is used. Plus or minus signs may be used with all grades except F (with the exception of A+).

A grade of incomplete (I) will be recorded if the student's work is not completed at the end of the grading period. Students will have two weeks from the end of the grading period to complete their work. The grade will be changed to a passing (A, B, C, D) or non-passing grade (F) at the completion of the two week window based upon the quality of make-up work. In case of a prolonged absence because of illness, a student may be given special permission to use more time in which to complete their work.

### **School Activities**

The School District provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Participants in school-sponsored activities must responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

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

### **School Closings, Late Starts, & Early Releases**

**Notification:** School may be canceled or delayed when the safety of students is threatened by severe weather or other circumstances. When possible, the Superintendent makes decisions by 5:30 am and notifies parents/parents via phone calls, emails, [rwps.org](http://rwps.org), and the district's Facebook page. To opt-in for text messages, send a text of "Y" or "Yes" to 67587. Message frequency varies and standard message and data rates may apply. Reply HELP for help and STOP to cancel notifications. See [schoolmessenger.com/txt](http://schoolmessenger.com/txt) for more information. **The district will be announcing closures, delays, or early releases on the four major television stations (ABC, NBC, CBS, & FOX).**

**Individual Circumstances:** It is difficult to anticipate weather conditions in advance, and weather conditions may be different in different parts of the School District. Do not send your child to school if it is unsafe. Call your school's attendance line to indicate your child is unable to attend due to severe weather or poor road conditions.

**Late Starts:** Generally, if school starts late due to poor weather or other emergency, the School District announces a two-hour late start. In that case, estimated bus pick-up times, entrance bells, and starting times for school will be two hours later than usual.

**Early Releases:** If there is a potentially dangerous storm arriving during the school day, school may be released early. It is important for all students to know what to do if school closes early. Please review procedures with your child and update your child's emergency contact card with contact information.

Please do not send your child to school if it is unsafe for your child to reach school due to severe weather. Call Twin Bluff's attendance line (651-385-4550) to let school officials know why your

child will be absent from school.

### **Searches**

General Statement: In the interest of student safety, district authorities may conduct searches. Please refer to Student Discipline Policy #506

Lockers and Personal Possessions Within a Locker: 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. Please refer to Search of Student Policy #502

Desks: School desks are the property of the School District. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. Please refer to Search of Student Policy #502

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. Please refer to Search of Student Policy #502

### **Social Media**

At Twin Bluff Middle School, we utilize Facebook and Instagram to connect with our community and to highlight the great things happening within our building. If you would prefer your child's image (which is considered "directory information" under RWPS district Policy 515: Protection and Privacy of Student Records) not be used on social media, the RWPS website, or other district publications, please follow the following procedure, per Policy 515.

### **Tobacco/Nicotine & Drug-Free Schools**

School District students and staff have the right to learn and work in an environment that is tobacco and drug free. School policy is violated by any individual's use of drugs or tobacco, tobacco/drug-related devices, or electronic delivery device in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Individuals may not possess any type of tobacco or drug, tobacco/drug-related device, or electronic delivery device 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 and may be issued a citation from local law enforcement. See [Policy 418 & 419](#) for more detailed information.

### **TBMS Arrival and Departure Plan (more details can be found in Appendix A)**

Parents/guardians may drop off students in their designated areas from 8:35 -8:45 am. The driver and any other passengers must stay in the vehicle, and students must **exit on the curb (passenger) side only**. Students should never be dropped off in the pull-through lane, nor should they exit on the traffic (driver's) side of a vehicle. In addition, parents/guardians are not allowed to drop students in other areas of the parking lot and Twin Bluff Road, for both safety and traffic-flow reasons.

Students who walk home or are picked up are released at 3:40 pm.. To keep students safe, please keep the following in mind while using the drop-off/pick-up loop:

- Please drop off or pick up only in the loop, not on Twin Bluff Rd or staff parking lot.
- **Please use only the right lane to drop off curbside. The left lane is for pull-through only.**
- Students should only enter and exit on the right (passenger) side of the vehicle.
- Once you have picked up or dropped off, move to the left lane to exit.

Walkers are expected to walk to their destinations immediately. Please see *Appendix A: Twin Bluff Drop-Off & Pick-Up Procedures* for a more detailed description and map of Twin Bluff’s drop-off and pick-up procedures.

### **End-of-day Changes**

It is **really important** for your child to know his/her end of the day plan. If a change needs to be made for the same day, please call the attendance desk at 651-385-4560 **before 1:30 p.m.** Sending a note or email to your child’s teachers for a same-day change is **not** recommended as the teachers may not have time to check email, or, if the teacher is gone for the day, a guest teacher will not have access to email. TBMS staff works diligently to assure a safe and smooth transition at the end of the day. Calls received after 1:30 PM create uncertainty for students, increase the likelihood of confusion, and should be avoided if at all possible.

**Procedure for Obtaining Non Disclosure of Directory Information: The parent/guardian’s or eligible student’s written notice shall be directed to the responsible authority and shall include the following:**

1. Name of the student and/or parent/guardians, as appropriate
2. Home address
3. School attended by student
4. Parent/guardian’s legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public without the parent/guardian’s or eligible student’s prior written consent, which shall only be applicable for that school year.

Please note, such notification needs to be submitted **each school year.**

### **Wheel Classes/Allied Arts**

Throughout their time in middle school, students will have the opportunity to experience different Allied Art classes. These courses are an enrichment class which may include, Band/Music, Computer/STEM, Health, Family and Consumer Science (FACS), Art, and Physical Education.

<b>5th grade</b>	<b>6th grade</b>	<b>7th grade</b>
<b>12 Week Rotation (Trimesters)</b>	<b>12 Week Rotation (Trimesters)</b>	<b>12 Week Rotation (Trimesters)</b>
FACS	FACS	Health
STEAM	STEAM	FACS
Art	Art	Art
Music	Music - every other day for the whole year	Music or Choir - every other day for the whole year
PE -every other day for the whole year	PE -every other day for the whole year	PE -every other day for the whole year
-every other day for the whole year	Band -every other day	Band -every other day

**Water Bottles:**

Students are encouraged to bring a water bottle to school each day. Touchless bottle fillers at fountains are available.

**Weapons Prohibition**

The purpose of this policy is to assure a safe school environment for students, staff and the public. No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. 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. See Policy 501 for detailed information.

**Website:**

The Red Wing Public Schools' website is located at [rwps.org](http://rwps.org). The site is full of useful information about curriculum, assessments, and services offered by the District, as well as links to various departments, documents, and calendars. The Twin Bluff Middle School webpage, located at <http://redwing.k12.mn.us/twinbluff/>, contains all kinds of Twin Bluff-specific information, and is a great place to start with any questions you may have.

**Winger Pride or Positive Behavior Interventions and Supports (PBIS)**

At Twin Bluff School, our goal is to provide an environment that supports and fosters social-emotional, behavioral, and academic development. We are interested in and dedicated to developing the whole child. To that end, we utilize proactive strategies rooted in best practices to develop support for students. We use the Positive Behavioral Interventions & Supports or PBIS framework to provide clear and consistent expectations, strive for positive interactions, and help students develop their social and emotional skills. We meet children where they are in terms of their own social and emotional needs and provide support for them to grow.

PBIS provides an evidence-based framework for preventing problem behavior, providing instruction and support for positive and pro-social behaviors, and supporting social, emotional, and behavioral needs for all students. Schools throughout the state of Minnesota, including all Red Wing Public Schools, have implemented PBIS. We are excited to continue developing our PBIS framework to ensure consistent behavioral expectations and support building-wide.


## Appendix A: Twin Bluff Middle School Drop-Off & Pick-Up Procedures

Ensuring the safety of students is our priority at TBMS. If you do choose to drive your child to school, there are designated areas and procedures that families must follow for the safety of all students. Please read the following procedures very carefully, and do not hesitate to contact us at 651-385-4530 if you have any questions.

Principles of our Drop-off and Pick-up Procedures

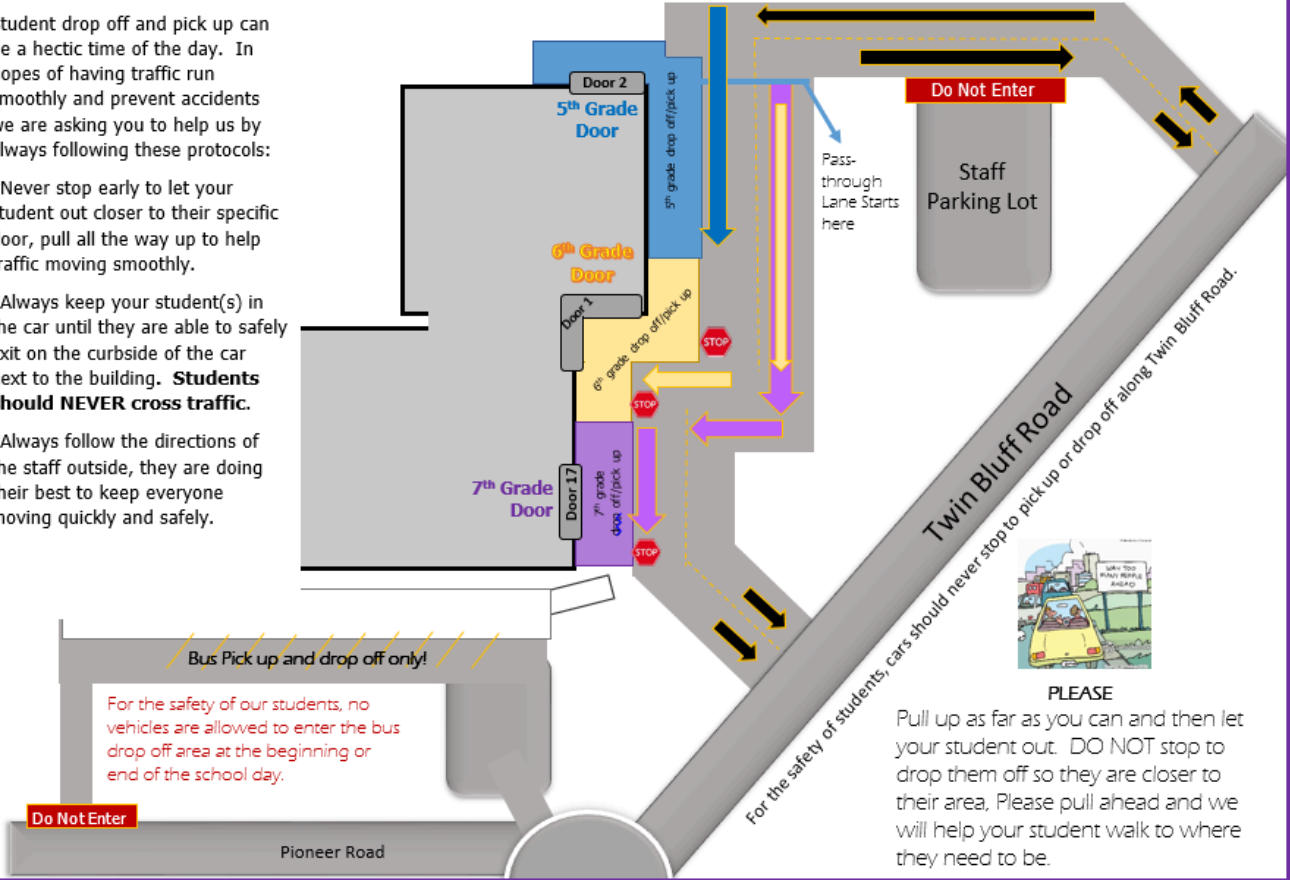
1. The safety of our students
2. Cooperation with our staff
3. Consideration of our residential neighbors

# TBMS



Student drop off and pick up can be a hectic time of the day. In hopes of having traffic run smoothly and prevent accidents we are asking you to help us by always following these protocols:

- \*Never stop early to let your student out closer to their specific door, pull all the way up to help traffic moving smoothly.
- \*Always keep your student(s) in the car until they are able to safely exit on the curbside of the car next to the building. **Students should NEVER cross traffic.**
- \*Always follow the directions of the staff outside, they are doing their best to keep everyone moving quickly and safely.



**Do Not Enter** (at Pioneer Road)

**Do Not Enter** (at Staff Parking Lot)

Pass-through Lane Starts here

5<sup>th</sup> grade drop off/pick up

6<sup>th</sup> Grade Door

6<sup>th</sup> grade drop off/pick up

7<sup>th</sup> Grade Door

7<sup>th</sup> grade drop off/pick up

Door 1

Door 2

5<sup>th</sup> Grade Door

Door 17

Bus Pick up and drop off only!

Pioneer Road

Twin Bluff Road

For the safety of students, cars should never stop to pick-up or drop off along Twin Bluff Road.

**PLEASE**

Pull up as far as you can and then let your student out. DO NOT stop to drop them off so they are closer to their area. Please pull ahead and we will help your student walk to where they need to be.

### Arrival and Beginning of the Day:

**Plan for bus students:** Students who arrive by bus will be greeted by staff wearing a yellow vest in the bus drop off area. Students will enter through the main entrance and may stop and pick up breakfast before heading to their lockers and advisory classes.

**Plan for riders/walkers:** Students who are dropped off or walk to their respective grade level doors to enter. Please note the building doors remain locked until 8:35 am, any student who arrives prior to that time will have to remain outside until the doors are unlocked. When the doors are opened, teachers will be standing in the hallways welcoming the students and directing them to where they need to go.

### **End of Day and Departure:**

**Plan for bus students:** Students who will ride the bus will begin being released from their classrooms at 3:40 p.m. and exit out of their respective grade level door. Students will walk down to the bus loading area and line up and wait for their bus. Buses normally depart at school 3:49 p.m.

**Plan for riders:** Students who are picked up will begin being released from their classrooms at 3:40 p.m. They will exit through their respective grade level doors and wait outside in their grade level pick-up and drop-off area with staff until they are picked up.

**Plan for walkers:** Students who walk home will be directed towards the crosswalk in the front or side of the school. Students who are waiting for a sibling or neighbor to walk home together are asked to meet by the flag pole in front of the school.

### **Inclement Weather Procedure**

In the case of inclement weather (rain, temps below zero, etc.) students may use the main lobby to keep warm if they go outside and do not see their ride. On those days, parents/guardians will need to pull through the loop and be patient as this limits the area for student pick up

### **Other Points of Emphasis**

- **Please be patient!** With a building full of students, it always takes a few weeks at the beginning of the year for pick-up and drop-off to run smoothly and efficiently.
- **Student safety is #1!** We know some of this can be inconvenient at times, but student safety is more important than adult convenience.
- Please do not use the lower parking lot under any circumstances! Our buses enter off of Pioneer Rd and this is not a safe area for students to be dropped off or picked up at the end of the day.
- If your child's end-of-day plans change, it is really important that you notify Twin Bluff early in the day. Late changes tend to lead to confusion.

Appendix B: Twin Bluff School-Wide Expectations

	Hallway	Playground	Bathroom	Cafeteria	Classroom	Technology	Bus
<b>Be Safe</b>	<ul style="list-style-type: none"> <li>Stay to the right</li> <li>Body to self</li> <li>Follow directions</li> <li>Walking feet</li> </ul>	<ul style="list-style-type: none"> <li>Body to self and objects to self</li> <li>Follow directions</li> <li>Use equipment safely</li> <li>Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>Eyes and body to self</li> <li>Feet on the floor</li> <li>Wash your hands</li> </ul>	<ul style="list-style-type: none"> <li>Hands and feet to self</li> <li>Follow directions</li> <li>Pay attention</li> <li>Move Safely</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Use materials appropriately</li> <li>Use walking feet</li> <li>Body to self</li> </ul>	<ul style="list-style-type: none"> <li>Leave a positive cyber footprint</li> <li>Follow technology rules</li> </ul>	<ul style="list-style-type: none"> <li>Body to self and belongings to self</li> <li>Stay seated facing forward</li> <li>Cross in front of the bus</li> </ul>
<b>Be Kind</b>	<ul style="list-style-type: none"> <li>Voice Level 0-1</li> <li>Maintain personal space</li> <li>Considerate locker neighbor</li> </ul>	<ul style="list-style-type: none"> <li>Voice Level 2-3</li> <li>Show good sportsmanship</li> <li>Share and take turns</li> <li>Include others</li> </ul>	<ul style="list-style-type: none"> <li>Voice Level 0-1</li> <li>Wait your turn</li> <li>Allow privacy</li> <li>Flush</li> </ul>	<ul style="list-style-type: none"> <li>Voice Level 1-2</li> <li>Use manners</li> <li>Include others</li> <li>Wait your turn</li> <li>Stay in seat</li> <li>Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>Voice Level 0-2</li> <li>Allow others to learn</li> <li>Use encouraging words</li> <li>Listen to other's ideas</li> <li>Share and take turns</li> </ul>	<ul style="list-style-type: none"> <li>Use others' devices only with permission</li> <li>Respect other's digital work</li> <li>Keep digital commenting positive</li> </ul>	<ul style="list-style-type: none"> <li>Voice Level 1-2</li> <li>Follow directions</li> <li>Use kind words</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>Keep hallway clean</li> <li>Admire items with eyes only</li> <li>Use a pass</li> </ul>	<ul style="list-style-type: none"> <li>Put equipment away</li> <li>Nature stays in nature</li> <li>Things on the ground stay on the ground</li> <li>Ask for help</li> </ul>	<ul style="list-style-type: none"> <li>Use during passing time</li> <li>Return to class promptly</li> <li>Keep it clean</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Place garbage carefully</li> <li>Recycle</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared</li> <li>Be on time</li> <li>Keep your space clean</li> <li>Ask questions</li> <li>Ask for help</li> <li>Do your work</li> <li>Do your best</li> </ul>	<ul style="list-style-type: none"> <li>Use/visit appropriate academic sites and games</li> <li>Follow protocols for using and storing devices</li> </ul>	<ul style="list-style-type: none"> <li>Keep belongings in backpack</li> <li>Watch for your stop</li> <li>Line up quickly</li> <li>Keep bus clean</li> </ul>

# Winger Pride

Twin Bluff Middle School

## SCHOOL-WIDE EXPECTATIONS

Voice Levels  
**0** – Voice Off    **1** – Whisper Voice    **2** – Normal Voice    **3** – Outside Voice