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**Mahtomedi Middle School Student Handbook 2018-2019**

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## MAHTOMEDI MIDDLE SCHOOL STUDENT HANDBOOK

Welcome to Mahtomedi Middle School. Our staff is committed to providing our students with the best education possible. We are excited you are here and hope that the 2018-2019 school year will be a successful, safe, and enjoyable experience.

This handbook provides information to help you become better acquainted with MMS and the programs offered and the routines that are part of the daily life of our school. Detailed information is included about the rules and policies that must be adhered to in order to make this a successful and enjoyable year for everyone at Mahtomedi Middle School. Please read through this handbook and become familiar with its contents as it can be a great resource throughout the school year.

Best wishes for a rewarding school year.

**Mahtomedi Public Schools are committed to being an inclusive community that honors each unique individual, embraces diverse backgrounds, and values all students, families, and staff members. We will offer an equitable and respectful learning community in which all students can learn, thrive and succeed in a multicultural society.**

## MAHTOMEDI MIDDLE SCHOOL PHILOSOPHY

In the last twenty years, educators have become more aware of the unique needs of children as they make the transition from childhood to adolescence. Drawing on the most effective middle grades practice and the best available research, the *middle school movement* was established. The *middle school movement* is a comprehensive system of interrelated elements to support academic achievement and healthy development for young adolescents. Its overall goal is to ensure success for every student.

- **Teach a curriculum grounded in rigorous, public academic standards for what students should know and be able to do, relevant to the concerns of adolescents and based on how students learn best.**
- **Use instructional methods designed to prepare all students to achieve higher standards and become lifelong learners.**
- **Staff middle grades schools with teachers who are expert at teaching young adolescents, and engage teachers in ongoing, targeted professional development opportunities.**
- **Govern democratically, through direct or representative participation by all school staff members, the adults who know the students best.**
- **Provide a safe and healthy school environment as part of improving academic performance and developing caring and ethical citizens.**
- **Involve parents and communities in supporting student learning and healthy development.**

## MAHTOMEDI MIDDLE SCHOOL MISSION STATEMENT

*To ensure a high quality, innovative, and challenging education where all learners are valued and respected.*

## MAHTOMEDI MIDDLE SCHOOL GUIDING PRINCIPLES

- *Be Respectful*
- *Be Responsible*
- *Be Safe*

## A. GENERAL INFORMATION

### **IMPORTANT PHONE NUMBERS**

#### **Principal:**

Dr. Michael Neubeck ..... 407-2201  
Administrative Assistant: Rachel Bolte ..... 407-2203

#### **Assistant Principal:**

Mrs. Su Sorenson ..... 407-2233

#### **Main Office:**

Receptionist: Helen Gilbertson ..... 407-2200

#### **Counselors:**

Paul Beggin – Grade 7 ..... 407-2224  
Ann Haschig – Grade 6 ..... 407-2263  
Scott Regnier – Grade 8 ..... 407-2235  
Secretary: Nancy Fenton ..... 407-2204

#### **Attendance:**

Attendance Call-In (Voice Mail -24 hours/day) ..... 407-2208

#### **Health Office:**

Building Nurse: Sheila Gutmann and Mahalla Valento ..... 407-2216  
District Nurse: Megan McMahon ..... 407-2263

#### **Athletics/Activities:**

Athletic Director: Aaron Forsythe ..... 407-2119  
Community Education: Pam Klinkhammer ..... 407-2223

#### **School Psychologist:**

Carson McEvoy ..... 407-2260

**Telephone Message for Student** ..... 407-2200

**Telephone Message for Teacher/Staff** ..... See Below

### **VOICE MAIL SYSTEM**

Mahtomedi Middle School's phone system allows you to call staff members directly. You will be able to leave a message if the staff member is teaching or unable to answer the phone. They will call you back as soon as possible. A staff member's telephone number can be obtained by calling 407-2200 or on the building website at

<http://www.middleschool.mahtomedi.k12.mn.us>.

### **THE MIDDLE SCHOOL'S DAY**

The school day begins at 8:00 a.m. and ends at 2:30 p.m. Students attend six periods each day in addition to their advisory period. Students must be under the direct supervision of a staff member after 2:45 p.m.

### **EMERGENCY SCHOOL CLOSINGS**

In the event of inclement weather or any other problem that would result in the closing of the school, the Superintendent's office notifies the media. School Messenger is an additional tool for notification and communication. Within minutes of an emergency, school officials use School Messenger to deliver a message to the students' parents or guardians by the telephone number, cell phone number, or e-mail address that has been pulled from the student's emergency contact form. The system can also be used to notify families of a school closing due to inclement weather. School closing information is also put on the main voicemail of the building and the school and district websites.

## CLASS TIME SCHEDULES

### Grade 6

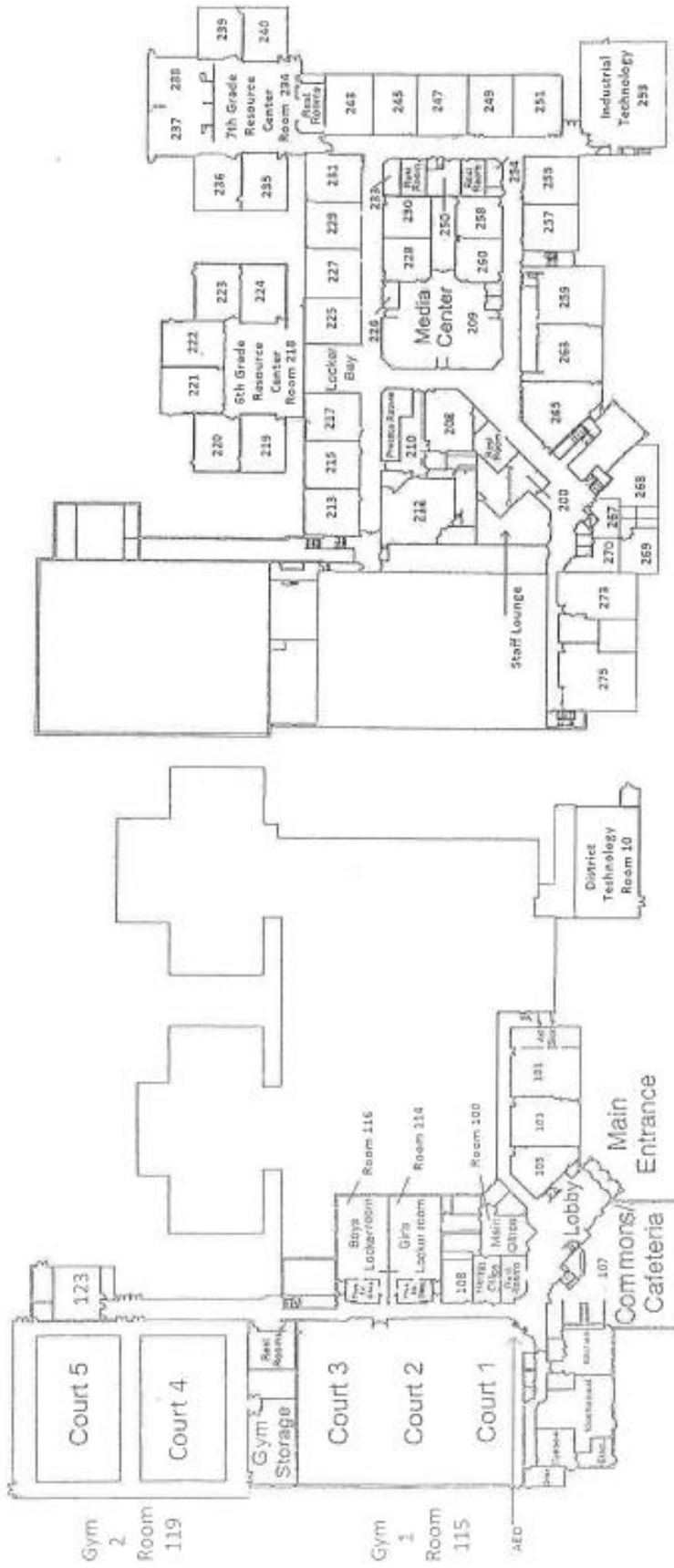
<u>Period</u>	<u>In-Time</u>
1	8:00 a.m. – 8:52 a.m.
2	8:56 a.m. – 9:48 a.m.
<b>3 (Zephyr Success)</b>	<b>9:52 a.m. – 10:14 a.m.</b>
<b>Lunch</b>	<b>10:14 a.m. – 10:44 a.m.</b>
4	10:48 a.m. – 11:40 a.m.
5	11:44 a.m. – 12:36 p.m.
6	12:40 p.m. – 1:32 p.m.
7	1:36 p.m. – 2:30 p.m.

### Grade 7

<u>Period</u>	<u>In-Time</u>
1	8:00 a.m. – 8:52 a.m.
2	8:56 a.m. – 9:48 a.m.
<b>3 (Zephyr Success)</b>	<b>9:52 a.m. – 10:14 a.m.</b>
4	10:18 a.m. – 11:10 a.m.
<b>Lunch</b>	<b>11:10 a.m. – 11:40 a.m.</b>
5	11:44 a.m. – 12:36 p.m.
6	12:40 p.m. – 1:32 p.m.
7	1:36 p.m. – 2:30 p.m.

### Grade 8

<u>Period</u>	<u>In-Time</u>
1	8:00 a.m. – 8:52 a.m.
2	8:56 a.m. – 9:48 a.m.
<b>3 (Zephyr Success)</b>	<b>9:52 a.m. – 10:14 a.m.</b>
4	10:18 a.m. – 11:10 a.m.
5	11:14 a.m. – 12:06 p.m.
<b>Lunch</b>	<b>12:06 p.m. – 12:36 p.m.</b>
6	12:40 p.m. – 1:32 p.m.
7	1:36 p.m. – 2:30 p.m.



Upper Level

Mahtomedi Middle School

Main level



2018-2019 Calendar

## **GRADING**

Students will receive a grade for each class at the end of each quarter. A student's grade point average (GPA) is determined at the end of each quarter and is based on the following 4-point scale (courses that meet every day are calculated at 1.0; courses that meet every other day (A/B schedule) are calculated at 0.5) :

A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.7	B- = 2.7	C- = 1.7	D- = .7
B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0

## **HONOR ROLLS**

Honor rolls are based on a student's grade point average (GPA) and are determined at the end of each quarter. Only students carrying a full course load, receiving a letter grade for each course, and who have been registered for the entire quarter will be considered for the Honor rolls. Mahtomedi Middle School publishes a High Honors and Honors list each quarter in the White Bear Press.

3.7 – 4.000	High Honors
3.0 – 3.699	Honors

## **REPORT CARDS AND MID-TERM REPORTS**

Report cards are posted on ParentVUE approximately one week after the quarter ends. Parents may contact the Guidance Office if they want a paper-copy mailed home. The quarters end on the following schedule: 1<sup>st</sup> Quarter: Thursday, November 1, 2018; 2<sup>nd</sup> Quarter: Thursday, January 17, 2019; 3<sup>rd</sup> Quarter: Thursday, March 28, 2019; and 4<sup>th</sup> Quarter: Thursday, June 6, 2019. Mid-term reports are posted on ParentVUE during the fifth week of each quarter. As a result of our computerized grading system, students and parents are able to access grades at any time during the school year through ParentVUE.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences will be held November 1 and November 8 (evening) and November 19 (morning) after first quarter. They will be held February 14 and 21 (evening) for third quarter courses. More information will be available on the building website and in the newsletter when the time approaches.

## **PARENTVUE PARENT ACCESS**

Parents are able to monitor their child's attendance, schedule, homework and grades from any Internet-connected computer through ParentVUE online parent access. ParentVUE is an optional, free service for parents. Activation instructions for setting up accounts and accessing all features and functions of ParentVue and StudentVue will be mailed to families.

## **TEXTBOOKS**

The school furnishes books to all students. Textbooks issued to students become their responsibility. Reasonable wear is expected as a result of daily use but can be significantly decreased through the use of book covers and responsible handling. Families will be billed for loss or unreasonable wear and tear at the book's replacement cost.

## **LOST AND FOUND**

Students who find lost articles are asked to place them on the Lost and Found racks located in the hallway leading to the custodial area by Gym 1 where the owner can claim them.

## **TELEPHONE**

Students may use the phone in the main office during the school day to contact parents. Cell phones may be used before or after school and during lunch. Cell phones may not be used during the school day, between 8:00AM and 2:30PM, for any reason except for classroom use with teacher permission. Cell phones may not be out in the hallways between classes, or used in the locker rooms or bathrooms. Cell phones may not be used for taking pictures or videos, unless under the direction of the classroom teacher.

## **TESTING**

The Middle School will be participating in the following standardized testing during the 2018-2019 school year:

### **NWEA Measures of Academic Progress (MAP) Testing**

Who: Sixth, seventh, and eighth grade students

Why: To measure student progress and growth in reading and math

### **Minnesota Comprehensive Assessments in Reading, Mathematics and Science (8<sup>th</sup> Grade Students only for Science)**

Who: Sixth, seventh, and eighth grade students

Why: To measure student progress toward the state's high standards in reading, math and science in accordance with state laws and rules.

## **VISITORS**

Due to the limited classroom space and the potential disruption of the school day, students from other schools are not allowed to attend classes or lunches at Mahtomedi Middle School.

## **MESSAGES AND FORGOTTEN ARTICLES**

Parents who need to leave a message for their child can do so by calling the main office at 407-2200. Students will be called down at the end of the day to pick up messages or any forgotten materials. PLEASE NOTE: We will not call classrooms and interrupt the educational environment to get a message to a student unless it is a true emergency. All students with messages or materials to pick up will get called during Advisory or at the end of the school day

## **PARENT INVOLVEMENT**

Through their involvement, parents enhance students' education at Mahtomedi Middle School. Some of the opportunities for involvement include:

- **Volunteers** We value our volunteers, not only for the services they perform throughout the year, but also for the model they provide for our students. Beginning 2016/2017 all volunteers are required to pass a criminal background check. To register online go to the district home page ([www.mahtomedi.k12.mn.us](http://www.mahtomedi.k12.mn.us)) go to the About tab and select Human Resources. From there you can click on the Background Check for Volunteers link. Cost is \$ 10. Volunteers are needed for many activities, including: chaperoning field trips and social events for students, mailings, assisting in classrooms, Middle School committees and District 832 committees. Any parent interested in volunteering should contact the main office at 407-2200.
- **Parents visiting school during the school day.** Adults wishing to tour the building, attend a team meeting, or to meet with school personnel, are asked to report to the main office, sign in, and receive a visitor's badge. This policy is designed to ensure the safety of our building.
- **The Mahtomedi Middle School Parent Association (MMSPA)** is open to any parent/guardian with a student at Mahtomedi Middle School. Watch for meeting dates and agendas in the weekly eNews.
- **Parents**, please do not bring treats in for your child during lunchtime. If your child would like to share a treat with his/her advisory for a special occasion, please contact the advisory teacher.

## **B. ATTENDANCE POLICY #503**

### **ATTENDANCE GUIDELINES**

Attendance is one of the most significant factors related to school achievement. The school, parents, and students share the responsibility of promoting regular attendance. Students are required to attend all their classes and attendance is taken each period. The school day is from 8:00 a.m. until 2:30 p.m



Absences are defined in two categories: excused absences and unexcused absences. Some examples are listed:

#### **Excused Absences**

1. parent/doctor verified illness\*  
\*Homebound instruction is provided for a student whose illness will prevent returning to school for an extended period of time (typically 15 days or more)
2. family emergency
3. medical or dental appointment
4. court appearance
5. prearranged family vacation, approved in advance
6. official school-sponsored field trip or event
7. professional appointment
8. religious instruction
9. funeral
10. other circumstances may be determined as excused by school Administration

#### **Unexcused Absences**

1. overslept
2. missed bus
3. truancy
4. personal (no reason given)
5. babysitting
6. driving lessons
7. staying home to do homework
8. other reasons may be determined as unexcused by school administrators

### **TRUANCY**

Truancy is an unauthorized absence from school and/or class. Parents have the final responsibility for their children's attendance. A student is truant if he/she leaves school without a pass; is absent from school without permission, or obtains a pass to go to a certain place and does not report there; or comes to school but does not attend class. When truancy occurs, a school representative will notify parents via phone call or letter. A student receives an automatic detention for a truancy. When a child has three (3) truantries, a letter will be sent to the parents requesting a conference with a school administrator and/or counselor to discuss attendance issues. Five (5) truantries will result in notifying a Washington County Community Services Truancy Worker.

### **EXCESSIVE ABSENCES**

The average Minnesota student is absent less than seven days in a school year. When absences become excessive for any reason, parents will be contacted. The school is the arbiter of whether the absence is excused or unexcused. Medical verification for future absences may be required to excuse the student from school. Continued absences without medical verification may result in a diversion petition referral filed with a Washington County Community Services Truancy Worker.

### **TARDY**

If a student arrives late to school, he/she must report to the main office for a late slip. If a student is late to school more than three (3) times per quarter, after-school detention time will be assigned.

Students are required to be in their classroom before the class bell rings. Teachers will inform students of their tardy policies. If a student has been detained in the office or by a teacher, the student must ask for a pass before going to the next class.

## **C. ATTENDANCE PROCEDURES**

### **TO REPORT AN ABSENCE**

Parents or guardians should call the Middle School **attendance line at 651-407-2208** or e-mail the attendance secretary at **helen.gilbertson@isd832.net** by 8:30 a.m. on the day of the absence to report their child's absence. Voice messages may be left 24 hours a day. In all cases, when a student returns from an absence, she/he must report to the main office before school and present a written excuse to the secretary. If a student does not present a written excuse, the absence is unexcused until the note is received. Notes or written excuses must be received within two days of the absence or the absence will be considered unexcused.

### **ADMITS**

Upon return to school, a student **must** report to the main office prior to 7:55 a.m. for a re-admit slip. The student is responsible for giving the slip to each teacher and for making arrangements to complete the missed assignments.

### **LEAVING SCHOOL EARLY**

If a student becomes ill during the school day, he/she is required to be evaluated in the Health Office before notifying their parent. After being assessed by the nurse and receiving permission, the student may call his/her parent from the Health Office, if appropriate. Students are not permitted to call home from their own phone for permission to leave school. Students who are picked up by a parent prior to being evaluated in the Health Office will have the absence marked as an unexcused absence.

If a student must leave school early due to an appointment or other reasons, he/she must present a written request from the parent to the main office **before** school begins. The student will be issued a “**Permit to Leave Building**” slip which is presented to the teacher when the student is scheduled to leave the building. The student must wait in the Main Office for a parent to sign them out.

**Parents must come into the Main Office or Health Office to sign out their child. Students will not be able to wait at the front door or be picked up at the curb.**

### **PRE-ARRANGED ABSENCES**

The school administration understands that there are exceptional circumstances which require families to take a vacation during the school year. However, if family vacations can be scheduled to correspond with school holidays it would benefit both the student and the school. If it is essential to be absent for a trip, the student must present a written request from the parent or guardian to the Main Office at least one week before he/she is going to be absent. Make-up work is the complete responsibility of the student and must be submitted before or immediately after the absence as determined by the teacher. Teachers will not be expected to offer extraordinary sessions explaining work that will be missed because a student is absent for reasons other than illness.

### **MAKE-UP WORK FOR ABSENTEEISM**

Students who have been absent are permitted and expected to make up the missed work. Arrangements for make-up work are the responsibility of the student and must be made with the teacher immediately upon returning to school. A period of two days for each day missed is the general rule unless other arrangements have been made with the teacher.

Students should check the teachers' websites for missed assignments. A student must be absent for a period of three or more days before assignments will be collected from teachers for parents to pick up. **To arrange to have homework picked up, please contact the Counseling Office secretary at 407-2204.**

## **D. STUDENT ACTIVITIES**

Staff members believe strongly in encouraging students to participate in co-curricular and extra-curricular activities during their years at the Middle School. We feel that participation in these activities enhances students' learning, promotes positive relationships with peers and adults, and helps students develop important skills that can be applied throughout life. The wide variety of activities that are available to Middle School students are sponsored by the Mahtomedi Middle School, the Community Education Department, the community-based area athletic associations, and the Mahtomedi High School.

A comprehensive listing of all school and community- based Middle School opportunities, **The Middle School Program Guide**, is distributed to all sixth grade students and also can be viewed on the internet at [www.communityed.mahtomedi.k12.mn.us](http://www.communityed.mahtomedi.k12.mn.us)

## **ACTIVITIES**

Drama	MathCounts Club	Ski Club
Jazz Band	Zephyr Express Newspaper	Student Council
Jazz Combo	6-Mix	Yearbook

## **ATHLETICS**

Middle School students have athletic opportunities available to them through two sources. **The School District's Community Education Department provides the first option.** Practices and contests typically occur immediately after school hours. Generally, the programs are offered to seventh and eighth grade students. Fees are charged to cover costs of coaching, equipment, transportation, referees, etc.

The primary purposes of these programs are to teach basic skills and provide an opportunity for competition with middle school teams from other schools in the Metro East Conference. Coaches emphasize skill development and team participation; winning is secondary.

**The second athletic program option is provided by community-based area athletic associations.** Each association's philosophy is determined and governed by a board made up of volunteers from the community. Coaches are also volunteers. Middle School students and their families can typically choose between in-house and traveling-team options. Practices and contests usually occur during evening hours and/or on weekends. Fees are charged and vary by sport.

A year-round schedule and important contact information for youth sports and recreation opportunities are published in the seasonal **Community Education Program Guide** that is delivered by the Post Office to all area residents. You can also view the **Program Guide** on the internet at [www.communityed.mahtomedi.k12.mn.us](http://www.communityed.mahtomedi.k12.mn.us) Here is a list of seasonal offerings:

### **Fall**

Cross Country (School)  
Football (Community)  
Soccer (Community)  
Volleyball (School)  
Gymnastics (School)

### **Winter**

Basketball (Community)  
Hockey (Community)  
Volleyball (Community)

### **Spring/Summer**

Baseball (Community)  
Slow-Pitch Softball (Community)  
Fast-Pitch Softball (Community)  
Track (School)  
Lacrosse (Community)  
Soccer (Community)

In addition to the school year sports, many sports camps are offered during the summer months for athletes of all ages. For more information, call 651-407-2018 or refer to the program guide.

## **OTHER MIDDLE SCHOOL OPPORTUNITIES**

Dance/Activity Days are held during the school year. The following rules apply to all dance/activity days:

1. Dances are open to Mahtomedi Middle School students only.
2. There will be no ticket sales at the door. Tickets will be sold during lunches the week of the dance.
3. Students are to follow the school dress code.
4. Once a student has left the dance, he/she will not be allowed to return to the dance. Students may only leave early if accompanied by an adult.
5. No refunds will be given to students who have purchased a ticket but do not attend the dance.
6. The administration reserves the right to ask any person to leave if his/her behavior is deemed unacceptable behavior for a school-sponsored activity

**Washington D.C. Trip** – Each year, eighth grade students have the opportunity to travel to Washington D.C. This year's trip will take place April 11 – 14, 2019 and will be led by several Middle School teachers.

## **HIGH SCHOOL ATHLETICS**

Middle school students are able to participate in high school athletic activities offered as 7-12 programs. They will pay the high school registration fee and are subject to Minnesota State High School League (MSHSL) regulations. Middle school students involved in activities that have no equivalent middle school program are not restricted in terms of their level of participation in the high school sport. The following sports are offered as 7-12 programs:

<b><u>Season</u></b>	<b><u>Eligible Grade Levels</u></b>	<b><u>Cost</u></b>
<b>Fall</b>		
Girls' Swimming & Diving	7 <sup>th</sup> and 8 <sup>th</sup> grades	\$245
Girls' Tennis	7 <sup>th</sup> and 8 <sup>th</sup> grades	\$245
<b>Winter</b>		
Girls' Hockey	7 <sup>th</sup> and 8 <sup>th</sup> grades	\$345
Boys' & Girls' Alpine Skiing	7 <sup>th</sup> and 8 <sup>th</sup> grades	\$245
Boys' & Girls' Nordic Skiing	7 <sup>th</sup> and 8 <sup>th</sup> grades	\$245
Wrestling	7 <sup>th</sup> and 8 <sup>th</sup> grades	\$245
<b>Spring</b>		
Boys' Tennis	7 <sup>th</sup> and 8 <sup>th</sup> grades	\$245
Girls' Lacrosse	7 <sup>th</sup> and 8 <sup>th</sup> grades	\$245

### **Middle School Participation in a 9-12 Athletic Program**

Use of 7<sup>th</sup> and 8<sup>th</sup> grade athletes to compete on 9<sup>th</sup> grade/B/JV/Varsity teams, within a 9-12 program, is discouraged whenever possible. However, if a coach at the varsity level feels that there is an athlete in a 7<sup>th</sup> or 8<sup>th</sup> grade program who could participate with his/her varsity team, each case shall be handled individually. From time to time, due to low or reduced program participation numbers, the high school may need to promote 7<sup>th</sup> and/or 8<sup>th</sup> grade athletes to high school teams. However, when program numbers are robust, or when cuts are made, promotions should only be made in extraordinary circumstances, or when the middle school athlete is deemed to have the potential to contribute at a varsity level. Individual decisions are the responsibility of each head coach and his/her staff and will be reviewed on an annual basis by the Activities Director.

## **E. STUDENT SERVICES**

### **COUNSELING OFFICE**

Guidance and counseling services are available to all students at Mahtomedi Middle School. They assist students in academic, social, and personal development. A variety of services are offered (i.e., individual and/or group counseling, crisis intervention, consultation, etc.). Counselors are an integral member of a student's educational team and are available to the teaching team, student, and parent(s) for questions or concerns. Students who are interested in talking to their counselor should stop by the Counseling Office before or after school or during a passing period to arrange an appointment. Parents can contact the Counseling Office at the following numbers:

Grade 6	Ms. Ann Haschig	407-2263
Grade 7	Mr. Paul Beggan	407-2224
Grade 8	Mr. Scott Regnier	407-2235
Behavior Interventionist	Ms. Chelsea Paquette	407-2275
Counseling Secretary	Mrs. Nancy Fenton	407-2204

## **HEALTH SERVICES**

The services of the District Nurse and Building Nurse are available to all students with health concerns, problems, or issues. The Health Office is staffed with a Registered Nurse from 7:30 a.m. to 2:45 p.m. daily. The District Nurse is in the Health Office approximately one day a week and on an “as needed” basis. To obtain health services, the following rules must be followed:

- All students who become ill during the school day must have a pass from their classroom teacher before reporting to the Health Office, except in emergency situations. **Students are not to go to the Health Office during passing periods.**
- Students, if not feeling well, may rest in the Health Office for a short period of time.
- If a student is too ill to return to class, or if an emergency exists, the Building Nurse or office personnel will inform the parent/guardian and the student will be released from school.
- When a student is being picked up from the Health Office, a parent/guardian must come into the school to sign the student out. The student must wait in the Health Office until they are picked up.

## **Emergency Forms**

Student emergency forms are kept on file in the Health Office. The information on this form is used to notify parents/guardians in the event of illness or injury. It is essential that these forms be kept up-to-date with current home, work, and cell phone numbers. Please note health conditions and medications on the emergency form in the provided spaces so that the Health Office can treat your child appropriately.

## **Medication**

Minnesota State Law prohibits the dispensing of **any** medication, **including aspirin**, without a Medical Authorization Form. If a medication will be taken for less than two weeks and is not considered a controlled substance, the form can be completed by the parent/guardian. If the medication is going to be taken for longer than two weeks and/or is considered a controlled substance, the parent/guardian as well as the physician must complete the form. The prescription is to come in the original pharmacy container labeled with the name of the medication, dosage, special instructions for administration, physician’s name, student’s name, strength of the drug, and the name of the pharmacy. Medications must be stored in the Health Office with the exception of asthma inhalers, which students may carry. Medications that are not picked up at the end of the year by student or parent will be destroyed.

## **Immunization Law**

Minnesota State Law requires all students enrolled in Minnesota schools to be immunized against diphtheria, tetanus, pertussis, polio, mumps, measles, and rubella, unless the parent has filed the conscientious objection notice consistent with state law. Families must supply the school with the student’s immunization record. Failure to do so will result in dismissal from school. Seventh grade students will have to show proof of receiving a second dose of measles, mumps, and rubella vaccine (MMR), 3 doses of Hepatitis B, Diphtheria, Tetanus & Pertussis (DTaP, DTP, DT) and Polio (IPV, OPV), 2 doses of varicella vaccine or date of chicken pox disease, and first dose of Meningococcal (MCV, MPSV).

## **Physical Education Excuses**

If a student needs to be excused from physical education, a note from a parent should be brought directly to the PE teacher. If a student needs to be excused from PE for a period of time longer than 3 days, a doctor’s note must be presented to the Health Office for class absence or modifications.

If a parent has a health concern about his/her child, please notify the Building Nurse at 407-2216 or the District Nurse at 407-2263.

## **MEDIA CENTER SERVICES**

Students may go to the Media Center from classes, resource, and advisory with a pass to do research and check out materials. The Media Center hours are from 7:40 a.m. – 3:00 p.m.

## **SPECIAL SERVICES**

Services for students with identified special learning needs are available at all grade levels. For students who qualify, an educational program is tailored to meet individual needs in the least restrictive settings. Special services include instructional assistance through essentials classes, tutorial resources, speech and language therapy, psychological and physical therapy, homebound instruction, and itinerant services. Parents should contact the Special Education department or the Counseling Office for additional information.

## **ESL/ELL (English as a Second Language/English Language Learner) SERVICES**

The Middle School offers services for students who have been identified as having limited English proficiency. Programming is designed to improve proficiency in the following English language skills: reading, writing, listening and speaking.

## **FOOD SERVICES**

A variety of well-balanced lunches that include milk are available in the commons each day. In addition to lunch offerings, students may purchase breakfast items in the commons between 7:30 and 7:50 a.m. each morning. Lunch prices are available on the website.

Starting in September 2012, all schools have new meal regulations to follow. For a meal to be sold, students MUST have at least ½ cup of fruit or vegetable on their tray. Food service staff will encourage all students to take a full lunch, however, if the required amount of fruits or vegetables is not chosen, students will be charged ala carte prices for the meal. Please encourage your child to take a nutritious, well-balanced meal that includes fruits and vegetables.

Every student is given a Personal Identification Number (PIN) to be used when making purchases in the commons. The student's photo is displayed when a PIN is entered on the keypad. Our school uses a pre-paid computerized lunch system. Pre-payments may be: 1) sent with your child in an envelope marked with your child's full name, the amount of payment, and PIN number and deposited in the drop-box outside the Main Office by 10:00 a.m. (checks should be made payable to ISD 832); or 2) made via the internet or by phone twenty-four hours a day using VISA, MasterCard, Discover, Debit Card or Electronic Check.

Free and Reduced Lunch application forms are available at the District Office and Middle School Main Office.

## **F. SCHOOL POLICIES & PROCEDURES**

### **ARTICLES PROHIBITED IN SCHOOL DURING SCHOOL HOURS (8:00 a.m. - 2:30 p.m.)**

Problems arise each year because students bring articles to school that are hazards to the safety of others or interfere in some way with school procedure. Examples of prohibited items include the following:

- Toys
- Water Pistols
- Laser Pointers
- Roller blades/roller shoes/roller skates
- Silly String
- Hair Dye
- Lighters

School personnel will confiscate these items if they are used during school hours; parents will be expected to pick up the item in the main office. If a student brings prohibited articles to school, the district assumes no liability for damage or theft.

### **BACKPACKS**

Students are allowed to bring backpacks to and from school to transport books and supplies. However, students are not allowed to use backpacks or string bags during the course of the school day. If there is a special need to carry a backpack to classes, a parent should explain the circumstance in writing and present it to the student's counselor or special education teacher.

## **BICYCLES**

If you ride your bicycle to school, please lock it in the bicycle rack located in front of the school. Please be careful of pedestrians, cars, and buses.

## **BRING YOUR OWN DEVICE**

Students may bring personal computing devices, including cell phones, to be used in the classroom at the discretion of the classroom teacher. Using a personal computing device for nonacademic purposes, including taking pictures and/or videos, between 8:00AM – 2:30PM is prohibited and the device will be confiscated. Students will have access to the wireless network for the purpose of enhancing academic goals. When utilizing personal computing devices within the building to access the Internet, students are expected to connect to the guest wireless network and will not set up personal hotspots or connect to outside networks. The school district reserves the right to terminate access to the wireless network in cases of misuse or interference with the performance of district-owned resources.

The school assumes no responsibility for damage, loss, or theft of personal devices. The school recommends having all personal computing devices engraved for security purposes.

## **DRESS CODE**

The purpose of the Dress Code is to promote a school atmosphere which emphasizes academics and promotes a positive educational environment. When, in the judgment of the administration, a student's clothing does not follow the Dress Code, the student will be directed to change or make modifications. We expect students to follow the adult instructions. Parents will be contacted if their student continues to disregard the Dress Code or refuses to change.

The following Dress Code expectations will be enforced:

1. Students will wear shoes with backs at all times. Flip-flops, slides, and slippers are not to be worn.
2. Caps, hats and hoods are not to be worn in school, except for religious reasons.
3. Pants must be fastened around the waist and worn in a fashion that undergarments are not showing (no sagging).
4. Coats and jackets must be kept in the locker.
5. Students may not wear "short" shorts, pants or tops that will show underwear. Shoulders must be covered. Clothing should cover a student's torso and not be see-through.
6. Students may not wear clothing which displays inappropriate language or graphics (directly or implied), racism, sexism, violence, drug, alcohol, or tobacco advertising.
7. Sleep wear is not allowed. This includes pajama bottoms, robes, blankets, and slippers.
8. Metal chains, standard spike jewelry or accessories (such as, but not limited to, safety pins, stickpins, sewing pins) are considered a safety concern and cannot be brought or worn to school.
9. Wearing of gang colors, gang-related attire, or adjustments to clothing to reflect gang symbols is not allowed.

## **FOOD AND BEVERAGES**

Food and beverages are not allowed in the classrooms or hallways. Students are allowed to have bottled water in the hallways. With permission from the teacher, students may be allowed to have bottled water in the classroom. Food and beverages, other than water, in the hallways or classrooms will be confiscated. Students may not chew gum in the building.

## **HALLWAYS**

Between classes there are over 800 students in our hallways. Passing time between classes is a time to gather the materials students need for their next classes, use the restroom, get a drink of water, and chat with friends. During passing time, students are expected to:

- **Walk**
- Keep hands and feet to themselves
- Stay to the right of the hall and not stand in groups blocking the hallway
- Stay off the floor, do not sit on the floor in the hallways
- Talk quietly
- Be considerate of others
- Use appropriate language
- Stay in the designated grade level area
- Use the trash cans and recycling bins that have been provided in the hallways

### **PHYSICAL CONTACT**

Students are expected to keep their hands and feet to themselves. Students are not to engage in public displays of affection or in physical horseplay. In order to keep all students safe and comfortable, students should maintain personal boundaries.

### **INTERNET POLICY (Refer to Board Policy #524)**

All students at Mahtomedi Middle School have access to the school's electronic technologies including Internet access. To ensure quality use of the electronic technologies and Internet, the District has established a Technology Policy which provides guidelines for student use. The **Student Technology Acceptable Use Form** must be signed by the student and his/her parent prior to student technology use and Internet access. This form is kept on file while the student attends the Middle School.

Neither the school's network system nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment or bullying. All forms of harassment or bullying in cyberspace, often called cyberbullying, are unacceptable. All reports of harassment or bullying in cyberspace will be investigated fully.

### **LOCKERS**

Lockers are the school's property and are loaned to the student for the school year. Each student will be assigned a locker to store books, coats, personal items and school supplies. Students are not allowed to share lockers with other students. Lockers should remain locked at all times. For security reasons, students should not share their locker combination with other students. The administration reserves the right to inspect lockers periodically, to confiscate any or all contraband materials in the locker, and to impose discipline for any violations of school rules.

### **LUNCH**

Each student's cooperation is necessary during lunch. Students are to observe the following expectations:

1. Arrive to lunch at the scheduled time.
2. Wait at the tables until the section is dismissed to buy lunch.
3. Be respectful of others including all adults serving and supervising in the cafeteria.
4. Return all trays and utensils to the dishwashing area and deposit all lunch litter in the composting bins and waste baskets.
5. Remain at the tables until students are dismissed by a lunch supervisor.
6. Have permission to leave the lunchroom. Ask a supervisor to use the bathroom or get a drink of water.
7. Speak in a conversational voice. No yelling or screaming.
8. Students are not allowed to bring treats to share with other students during lunchtime or to organize parties. If a student wishes to bring treats, he/she must have prior approval from his/her Zephyr Success teacher; the treats can be shared during Zephyr Success.



## **PLAGIARISM**

Plagiarism is misrepresenting someone else's work as though it were your own. For example, this could be such things as copying assignments or using internet resources without giving credit. Possible consequences for students found to have plagiarized may include a loss of partial or full credit for the assignment, redoing the assignment, and other disciplinary actions.

## **SAFETY DRILLS**

The Minnesota Department of Education requires all public schools to perform at least five fire drills, five lockdown drills, and one tornado drill per school year.

## **STUDENT SEARCHES**

The school district reserves the right to conduct reasonable searches; including, but not limited to lockers, backpacks, sports bags, and a student's person. School lockers are the exclusive property of the school district. School authorities may search the interiors of lockers for any reason at any time, without notice, without a search warrant. Personal possessions of students within a school locker may be searched when school authorities have reasonable suspicion that the search will reveal a violation of law or school rules. This is allowable under the law when school authorities are responsible for the safety of all students.

Consequences under school policy may be imposed.

## **TRANSPORTATION**

**Riding the school bus is a privilege, not a right.** One of Mahtomedi Middle School's priorities is to provide a safe and caring environment for our students from the time they leave home in the morning until they arrive home in the afternoon. A safe and pleasant bus ride to and from school is a primary concern and is a shared responsibility of students, parents, school, bus contractors, and bus drivers. The following expectations will be in effect while a student is riding the bus or at the bus stop:

Students are expected to be at the pickup location at least **five minutes** prior to the assigned pickup time. The school bus driver will not wait for late students, nor will the bus be sent back for late students who miss the school bus.

### **While waiting for the school bus, students are expected to:**

- Stay back from the curb so as not to distract passing motorists or accidentally slip and fall into the street.
- Wait for directions from the bus driver before crossing the street, then cross ten feet in front of the bus.
- Wait for the bus to come to a complete stop before approaching the bus.
- Never chase or run beside a moving bus. Such actions will result in a one-week suspension of bus riding privileges or other appropriate discipline.

### **While on the bus, students are expected to:**

- Follow the directions of the driver or safety assistant promptly and courteously.
- Open, close, or adjust the windows only with the permission of the bus driver. Students may not extend or throw any object out the window.
- Keep the noise level down. Students may not scream or shout.
- Respect the personal property of other students.
- Use appropriate language. Profane or abusive language or gestures will not be tolerated.
- Use respectful language. Degrading comments, bullying, threatening, and intimidating remarks will not be tolerated.
- Keep hands, feet, and possession to themselves. Fighting, spitting, teasing, wrestling, throwing objects, or littering will not be tolerated.

### **While on the bus, students may NOT:**

- Bring any nuisance articles or weapons on board.
- Tamper with emergency equipment.
- Vandalize any part of the bus.
- Use and/or possess tobacco, alcohol, or other drugs.

**Disciplinary action may be taken for any behavior, which is disruptive of good order and violates the rights of others. A camera may be in use to record student behavior.**

**Consequences:**

Consequences of school/bus stop misconduct will apply to all students who ride the school buses. Decisions regarding a student's ability to ride the bus will be made at the sole discretion of the School District. Parents will receive notification of all bus reports. Parents and guardians will also be notified of any suspension of bus privileges.

<b>First Offense</b>	<b>Warning to student, notification to parent</b>
<b>Second Offense</b>	<b>Five days suspension</b>
<b>Third Offense</b>	<b>Ten days suspension</b>
<b>Fourth Offense</b>	<b>Suspension for the remainder of the school year</b>

Depending on the severity of a student's misconduct, more serious consequences may be imposed at any time. Based on the nature of the offense, consequences such as suspension or expulsion from school may result from bus/bus stop misconduct.

**G. DISTRICT POLICIES**

**All Mahtomedi School District Policies can be found in their entirety on the Mahtomedi Public Schools website or available at the school or district office.**

**MAHTOMEDI PUBLIC SCHOOLS NONDISCRIMINATION POLICY**

It is the policy of Mahtomedi Public Schools to provide 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, familial status, status with regard to public assistance, disability, sexual orientation, age, gender identity or expression, or socio-economic status. Students with disabilities are entitled to a free appropriate public education that includes general education, special education and/or related aids and services.

The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

- Section 504 Coordinator – Lynne Viker, Mahtomedi Public Schools, 1520 Mahtomedi Ave., Mahtomedi, MN 55115, 651-407-2000. [Lynne.viker@isd832.net](mailto:Lynne.viker@isd832.net)
- Title IX Coordinator – Aaron Forsythe, Mahtomedi Public Schools, 8000 75<sup>th</sup> Street North, Mahtomedi, MN 55115. 651-762-5800. [Aaron.forsythe@isd832.net](mailto:Aaron.forsythe@isd832.net)

**MAHTOMEDI SCHOOL DISTRICT POLICY PROHIBITING HARASSMENT AND VIOLENCE (Policy #413)**

The purpose of this policy is to maintain learning, in an environment that is free from harassment or violence. The school district prohibits any form of harassment or violence based on, but not limited to, the following factors: race, color, creed, religion, national origin, sex, gender identity or expression, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Harassment, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. Harassment is aggressive behavior with the intent to harm, is repetitive in nature, and involves an imbalance of power and strength. The school district cannot monitor the activities of students at all times and eliminate all incidents of harassment between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students, and employees, and is within the control of the school district in its normal operations, it is the school district's intent to prevent harassment and to take action to investigate, respond, remediate, and discipline those acts of harassment which have not been successfully prevented.

**MAHTOMEDI SCHOOL DISTRICT BULLYING PROHIBITION POLICY (Policy #514)**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. Bullying is aggressive behavior with the intent to harm, is repetitive in nature, and involves an imbalance of power and strength. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

**MAHTOMEDI SCHOOL DISTRICT HAZING PROHIBITION POLICY (Policy #526)**

Hazing means committing or coercing a student to commit an act that creates a substantial risk of harm, either to the student or to another person. The term hazing includes, but is not limited to any kind of physical brutality; activities such as sleep deprivation, exposure to weather, and confinement; and activities that cause or require students to perform a task that involves violation of law or School District policies. Any person who believes she/he has been the victim of hazing, or any person with knowledge of activities which may constitute hazing shall report the acts to a teacher, counselor, or principal. The School District shall authorize an investigation and will take action as it deems appropriate.

**EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITIES POLICY (Policy #401)**

Policy #102-Equal Educational Opportunity: It is the policy of Mahtomedi Public Schools to provide 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, familial status, status with regard to public assistance, disability, sexual orientation, age, gender identity or expression, or socio-economic status. The school district also makes reasonable accommodations for disabled students.

**MAHTOMEDI SCHOOL DISTRICT PLEDGE OF ALLEGIANCE POLICY (Policy #531)**

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. At the middle school the recitation will be conducted during Monday announcements. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

**MAHTOMEDI SCHOOL DISTRICT DISCIPLINE POLICY (Policy #506)**

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement. Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the of the student's educational experience.

**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.

1. Violation of any local, state or federal law as appropriate.
2. Violations against property
3. Violation of school rules, regulations, policies, or procedures
4. The use of profanity or obscene language
5. Gambling
6. Attendance problems including truancy, absenteeism, tardiness, skipping classes, or leaving school ground without permission
7. Using, possessing, or distributing tobacco, e-cigarettes, alcohol, narcotics, drugs, or other controlled substances.
8. Possession, use, or distribution of ammunition, explosives, fireworks, or ignition devices.
9. Acts disruptive of the educational process including, disobedience, disruptive or disrespectful language or behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats.
10. Possession of or use of nuisance devices or objects which cause distractions and may facilitate cheating including lasers, iPods, phone, and other electronic devices.
11. Possession or distribution of slanderous, libelous or pornographic materials.
12. Actions, including fighting, horseplay, or any other assaultive behavior, which causes or could cause injury to the student or other persons, or which disrupt the educational environment
13. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment
14. Violations against persons including assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure.
15. Verbal assaults, or verbally abusive behavior, including use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people.
16. Physical or verbal threats including the staging or reporting of dangerous or hazardous situations that do not exist.
17. 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.
18. The violation of any School District Policy.

Student discipline may include, but is not limited to: loss of privileges; detention; removal from class; restorative justice; in-school suspension; out-of-school suspension; expulsion.

Restorative practices allow individuals who may have committed harm to take full responsibility for their behavior by addressing the individual(s) affected by the behavior. Taking responsibility requires understanding how the behavior affected others, acknowledging that the behavior was harmful to others, taking action to repair the harm, and making changes necessary to avoid such behavior in the future.

Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from the class. Grounds for removal from class shall include any of the following:

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

### **SCHOOL WEAPONS POLICY (Policy #501)**

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.

## **H. DISCIPLINARY POLICY TERMS DEFINED**

### **OUT-OF-SCHOOL SUSPENSION (Policy #506)**

Out-of-school suspension means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than fifteen (15) school days. An initial suspension cannot exceed ten (10) days, but may be extended for a total suspension period of fifteen (15) days if the district is considering expulsion or if the student presents an immediate danger to self or others. However, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension and alternative educational services shall be implemented.

### **EXPULSION AND EXCLUSION**

Under M. S. 121A.41, Subdivision 5 expulsion means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the School Board.

Under M. S. 121A.41, Subdivision 4 exclusion means an action taken by the School Board to prevent enrollment or reenrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the School Board.

All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, M. S. Sections 121A.40 through 121A.56.

### **COMMUNICATION AND DISTRIBUTION OF THE DISCIPLINE POLICY**

1. Publication: This policy shall be published and distributed annually using one or more of the following measures: publication in a student handbook; publication in a principal's newsletter to parents with the request that the parent discuss the policy with the student; publication in pamphlet form to be distributed; and/or publication in a district-wide mailing to parents.
2. Building-Level Supplement: The building principal may supplement this policy with rules and regulations for a particular building. However, no such rule or regulation shall be inconsistent with School Board policy.
3. Dissemination to Students: The policy and supplemental building rules and regulations shall be reviewed with students at the beginning of each school year. For those students whose disability affects their ability to read, understand, or apply appropriate behavior, an IEP team will be convened to review the discipline policy and to make the appropriate recommendations and/or accommodations.
4. Annual Review: The principal and the licensed employees in a school building shall confer at least annually to review the discipline policy and to assess whether the policy is appropriate and has been enforced. Any recommended changes shall be forwarded to the Superintendent for review.