

SAINT PETER MIDDLE SCHOOL

STUDENT – PARENT HANDBOOK

2026 – 2027



100 Lincoln Drive – Saint Peter, MN 56082-1332

Phone: (507) 934-4210 • FAX: (507) 934-4783

<https://www.saintpeterschools.org/o/spms>

Welcome to Saint Peter Middle School

We are committed to meeting the unique needs of the middle-level learner. We strive to equip each student with the knowledge and skills necessary for their next level of education and life. We will reach this goal by fostering a collaborative learning environment inclusive of rigorous core content and exploratory opportunities which are responsive to the academic, physical, and social emotional needs of fifth through eighth grade students.

At Saint Peter Middle School, you will experience:

A Collaborative Learning Environment

Each student will belong to one of four “houses.” Each house consists of approximately 150 students who share the same four core content teachers (English language arts, math, science, and social studies). Our four houses include Oak (5th Grade), Spruce (6th Grade), Maple (7th Grade) and Pine (8th Grade) Houses. Teachers within each house meet regularly as a collaborative team to identify, discuss, and respond to individual student needs.

Rigorous Core and Exploratory Courses

At each grade level, students learn essential content in English language arts, math, science, and social studies, health and physical education. Students also engage in exploratory and elective courses (art, family and consumer science, music (band/choir), and STEM (science, technology, engineering, and math). These exploratory and elective courses build upon core content knowledge and increase students’ acquisition of 21st century skills – collaboration, communication, critical thinking, and creativity – through a broad range of hands-on learning activities. Further, exploratory and elective courses provide students the opportunity to explore their individual strengths and interests. Exposure to multiple exploratory courses aids students in choosing courses in high school and ultimately in making decisions for future career paths.

Physical, Social, and Emotional Learning

Students in middle school are navigating school and life amidst physical, social, and intellectual change. Saint Peter Middle School recognizes and embraces the role it plays in the positive development of each, and is committed to supporting its students on their journey through early adolescence. Each student is assigned to an advisor who will get to know them, advocate for them, and serve as a general conduit between school and home. In addition to the advisor-advisee program, students will learn healthy decision making and habits through health, physical education, and family and consumer science courses, and have a daily recess period to accommodate the physical activity needs of students.

We look forward to working with you!

Sincerely,

Jessi Buttell, Principal • Steve Alger, Dean of Students

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Section 1: Academics

A. Course Offerings

5th Grade and 6th Grade	7th Grade and 8th Grade
Advisory (Every third day) Core: English Language Arts Health/Physical Education (Alternating days) Math Science Social Studies Exploratory: Art (Quarter) Family and Consumer Science (Quarter) General Music (Semester) Elective (Every third day): Band (6th Grade) Intervention: Reading (Assigned) Math Intervention (Assigned)	Advisory (Every third day) Core: English Language Arts Health/Physical Education (Alternating days) Life Science (7th)/Physical Science (8th) Pre-Algebra (7th)/Algebra (8th) US Studies (7th)/Geography (8th) Exploratory: Art (Quarter) Family and Consumer Science (Quarter) STEM (Semester) Elective (Every third day): Band Choir Intervention: Reading (Assigned) Math Intervention (Assigned)

B. Academic Integrity

We expect our students to show Saints PRIDE, and hold our students and staff to the highest standards of performance and integrity at Saint Peter Middle School.

Academic integrity is achieved when a student:

1. Takes full credit for his or her own work, and gives full credit to those who have helped or influenced him or her.
2. Represents his or her own work honestly and accurately.
3. Collaborates with other students only as specifically directed or authorized.

Student behaviors that promote academic integrity and student achievement:

1. Prioritize a realistic schedule and balance academics, extracurricular, social and family life, and sleep. It may be necessary to limit activities when feeling overwhelmed.
2. Be organized. Keep class notes and handouts in a binder or other organizational tool that is easily accessible. Organization reduces anxiety when studying for a test or completing assignments.
3. Seek help from teachers. Ask for clarification if you do not understand an assignment.
4. Keep current with assignments. Don't wait until the last minute to study for a test or complete an assignment. Time management is a lifelong skill.
5. Only work with another student if the teacher has specifically given permission.
6. Accept that real learning requires serious and sometimes tedious effort and dedication.

Academic Integrity Violations

I. Level 1 Violations:

Copying another student's homework, class work, or ideas without the instructor's permission; not acknowledging the writer's ideas or direct words within an assignment; copying or paraphrasing an excerpt from the internet or any other source without citing the source (Cheating/Plagiarism).

Allowing another student to copy homework or class work without the instructor's permission (Facilitation).
Misrepresenting oneself to the teacher (Falsification).

II. Level 2 Violations:

Cheating on exams, tests, or quizzes; copying or buying an essay, lab report, or project and submitting it as your own (Cheating/Plagiarism).

Using an assignment from a student who previously took the course, or providing that assignment to a current student (Facilitation).

III. Level 1 Consequences:

Teacher confers with the student and notifies the parent(s); alternate assignment or no credit for assignment; minor referral to administrator.

IV. Level 2 Consequences:

Teacher confers with student and notifies parent(s); no credit for assignment; major referral to administrator; administrative conference; office consequence.

C. Grading

1. Middle School grades are given each quarter. The grade for each quarter is determined by percentages, with a final grade for a quarter, semester, or year-long course determined by averaging percentages.
2. Grade marks are an indicator of academic performance – a tool used to determine progress toward a particular skill or knowledge base. Marks are not intended to be used in a punitive manner, nor are marks to be lowered because of misconduct. This does not mean that points cannot be awarded for performance.
3. SPMS utilizes a weighted grading system. 20% of a student's quarter grade is based on formative assessments (i.e., daily or practice work) while 80% is based on summative or end-of-unit tests, quizzes, or projects.

D. Retakes

1. SPMS allows the retake of summative assessments for full credit.
2. Summative assessment retakes must be completed within two weeks from receiving teacher feedback on the original summative assessment.
3. All formative/practice assignments for a given unit must be submitted prior to conducting a retake.

E. Late Work

1. Points will not be deducted for formative or summative work that is not turned in by the due date.
2. Late work for each unit will be accepted for two weeks after the original date of the unit's summative assessment. Beyond this timeframe, all formative work that is not turned in will become a zero in the gradebook.
3. Summative work (first attempt) will be accepted until the end of the quarter. Students who have not completed all summative work by the end of the quarter will be awarded an Incomplete on their quarter report card.

F. Incompletes

1. A mark of "Incomplete" may be given to a student who has not completed all the requirements of a course.
2. All incompletes must be made up within three (3) weeks of the end of the quarter/semester in which they occurred. An incomplete not made up within three (3) weeks will result in the loss of credit for any unfinished work.

G. Parent/Guardian Contact

1. Report cards are available online to parents, guardians, and students. Paper copies will be mailed per parent/guardian request. Academic progress reports are available online throughout the school year via Infinite Campus.
2. Parent conferences will be held during each school year. The dates for parent conferences are noted in the school calendar, which can be accessed on the district website at stpetersschools.org.
3. In cases when significant academic or social concerns arise, the school will convene a meeting with the student, parent/guardians, and teacher to develop an improvement plan.
4. The school's Student Support Team monitors progress on each student's improvement plan.
5. Parents will receive a midterm notification from the school when a student is not passing a class.
6. Parents are encouraged to access Infinite Campus to stay current with their student's progress at school. For more information or to sign up for the parent portal, contact Betsy Blume at 934-5703 ext. 1016 or BBlume@stpetersschools.org.

H. Summer School/Targeted Services

1. Students who earn two or more final "F" grades in classes will be assigned to attend a three-week (60-hour) summer school session designed to deliver the math and reading knowledge and skills necessary for students to be successful in their next grade level.
2. Invites to summer targeted services will also be sent based on math and reading standardized assessment scores.

I. Guidance and Social Work

I. The School Counseling Program at SPMS is designed to be comprehensive and developmentally appropriate for students at the middle level. The School Counselor and Social Worker assist students with personal and social difficulties, academic challenges, academic and career planning, and connecting students and families with outside resources. School counseling and social work services are available to all students. Students interested in meeting with the school counselor or social worker should come to the counseling office to sign up for an appointment – the ideal time is before school, during passing time, during lunch, after school, or with permission from the classroom teacher. The counselor or social worker will prepare a pass and meet with the student as soon as possible.

II. It may be advisable to hold a Student Assistance Team (S.A.T.) meeting at the request of the counselor, social worker, teacher, principal, or parent to address concerns regarding a student's progress in school. This meeting provides the opportunity for SPMS faculty to concentrate their efforts to better understand, resolve, or address a particular student's difficulties. Parents or any staff member who works with the student may request a S.A.T. meeting for that child.

III. Questions about school counseling or social work services can be directed to Michelle Doose, School Counselor (mdoose@stpetersschools.org), Kylie Kuhlman, School Social Worker (kkuhlman@stpetersschools.org), or Karie Lauwagie, School Social Worker (klauwagie@stpetersschools.org).

Section 2: Attendance

Regular attendance is absolutely essential to progress in schoolwork. It is our goal to help students develop the habit of being on time and prepared; life skills that will transfer to their adulthood. ([SPPS Attendance Policy](#))

A. School Day

The instructional school day for Saint Peter Middle School is from 8:25 am – 3:10 pm.

B. Building Security/Supervision

1. Building doors will open for student entrance at 8:05 am. All entrance doors into the building will be locked at 8:25 am except the office entrance doors (Capitol Drive – Door A).
2. Supervision will be provided for students from 8:05 am to the conclusion of the instructional day. Students are encouraged to leave the school grounds unless they are supervised by a staff member (coach, advisor, teacher, etc.), as there is no formal supervision following the 3:10 pm dismissal.

C. Drop off/Pick Up

Pick up and drop off locations are designated for the following areas:

- Football Field Parking lot loop (at the top of Grace Street)
- Capitol Drive: **Reserved for drop off/pick up during school hours and for students with limited mobility.**
- District Office Parking Lot (North end of building): Accessible via Broadway
- Pool Parking Lot (South end of building): Accessible via Grace Street
- Lincoln Drive – **Bus drop-off and pick-up only**
 - Buses will drop off approximately 8:00–8:05 AM
 - Buses will pick up approximately 3:10–3:15 PM

D. Absences

1. If a student must miss school, a parent/guardian must contact the middle school office to verify/excuse the absence. If there is no answer, leave a message with a short description including your name, your student's name, and why the student will be absent (a written description will also be accepted). Please call the school the morning of the absence to help ensure all students are safe and accounted for. Absences will be marked unexcused until a parent/guardian has contacted the school.
2. Although excusing absenteeism and tardiness is at the discretion of the principal, the following reasons are valid and should be used by parents and students as guidelines:
 - a. Illness.
 - b. Serious illness in the student's immediate family.
 - c. A death or funeral in the student's immediate family or of a close friend or relative.
 - d. Medical, dental, or orthodontic treatment, or a counseling appointment.
 - e. Court appearances occasioned by family or personal action.
 - f. Religious instruction not to exceed three hours in any week.

- g. Observance of religious events.
- h. Physical emergency conditions such as fire, flood, storm, etc.
- i. Official school field trip or other school-sponsored outing.
- j. Removal of a student pursuant to a suspension (handled as excused; students may complete make-up work).
- k. Family emergencies.
- l. Active duty in any military branch of the United States.
- m. A student's condition that requires ongoing treatment for a mental health diagnosis.
- n. The building principal can/may make exceptions for unusual situations.
- o. Families with prior principal approval; personal trips to schools or colleges.

Absence Procedure

- Parents/guardians call the middle school office the morning of absence to verify/excuse the absence.
 - Phone: 507-934-4210.
- Upon return to school, the student will stop in the office to pick up a blue assignment sheet, designed to help students keep track of any missing work.
- The student will then take the assignment sheet to each teacher throughout the day and collect any missing work.

E. Anticipation of Absence

Students who anticipate an absence should call the school office in advance. In most cases, students will be able to acquire material they will miss from their teacher ahead of time and stay current with course content.

- Anticipated absence procedure:
 - Parent/guardian calls the school to inform of upcoming absence.
 - Students stop in the office prior to the upcoming absence and obtain a pink assignment sheet, designed for students to organize upcoming assignments.
 - Student takes the pink advanced assignment sheet to each teacher throughout the day and collects upcoming assignments.

F. Leaving School Early

For the safety of students leaving the building during the school day, a parent/guardian may need to come to the school reception office to meet the student and sign the student out. If someone other than the parent/guardian or emergency contact will be picking up the student, the office must be notified in advance.

G. Tardies

- I. Being on time to class encompasses life skills such as organization and time management. Being late to class not only affects the student who is late (missing instruction), but also distracts those already in the classroom. In the event a student does not make it to their assigned class on time, they will be marked tardy. Parents/guardians of students with excessive tardies will be notified, and individual behavior plans will be developed by the student and student support team. Failure to meet these behavior plans may result in disciplinary action.
- II. Students who are more than 10 minutes late to a class will be marked absent, not tardy.

H. Truancy

- I. Minnesota State Statute 120A.22, subd. 5d requires that children under the age of 17 receive instruction.
- II. Students who are absent without a valid excuse are considered truant.
- III. Students with an unexcused absence from any class period(s) on 7 different days are considered habitually truant. Once an unexcused absence has been recorded on 7 different school days, a truancy petition will be filed with the county attorney's office, which may result in the student and parent(s)/guardian being summoned to a formal court proceeding.
- IV. Saint Peter Public Schools works closely with Nicollet County Probation to ensure that students and families receive the support they need to maintain appropriate attendance.

I. Co-Curricular

In order to participate in co-curricular activities, students must be at school during the afternoon (4th through Saints Time periods) on the day of the event/practice unless excused by a doctor's note.

J. Procedure on Make-up Work

- I. Students who have been absent from school have twice the length of time missed to make up daily work or tests assigned while absent. For example: if a student misses two days of school, the student will have four days to make up any missing work. At the end of the allotted time, the teacher, at their discretion, will award either a letter grade or give an incomplete for the assignment. An assignment not turned in by the end of the allotted time may result in an "F."
- II. In cases of both excused and unexcused absences, the teacher may assign different or additional materials to cover the material missed during the absence.
- III. Assignments made while students are in attendance should be turned in on time. Example: if an assignment is assigned on Wednesday and due on Monday and the student is absent on Friday, the assignment is still due on Monday.
- IV. In the case of unexcused absences, the teacher may choose not to award credit for the work missed during the absence.

Section 3: Student Behavior

A. Behavioral Expectations

Saint Peter Public Schools utilizes Positive Behavior Interventions and Supports (PBIS), a building-wide approach to explicitly define, teach, practice, and review the positive behaviors we expect from our students. At Saint Peter Middle School, we expect all students to show Saints PRIDE by behaving in ways that exhibit:

- Preparedness
- Respect
- Integrity
- Determination
- Empathy

If all involved in the Saint's community have PRIDE, then we can ensure a positive and safe learning environment for all.

Bus Behavioral Expectations

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

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

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

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

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.

- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences:

1. First violation: the student will be warned, parents/guardians notified, and the student may face in-school detention.
2. Second violation: parents/guardians notified; the student may face in-school detention or removal from the bus for up to five days.
3. Third violation: the student will be removed from the bus for five or more days; parents/guardians notified.
4. Fourth violation: the student may be removed from the bus for the remainder of the year.
5. Any infraction serious enough in nature may be cause for immediate removal from the bus.

Cafeteria Behavior Expectations

While in the cafeteria, students are expected to:

- Clean up after themselves.
- Respect one another and wait their turn to receive their food.
- Treat the cafeteria staff with respect at all times.
- Consume their food in the cafeteria.
- Remain in designated areas until released by the lunchroom area supervisors. Weather permitting, students will be allowed to go outside for recess in designated areas.

Classroom Behavior Expectations

When in classrooms, students are expected to:

- Participate in class activities in a positive manner.
- Arrive on time with the materials specified by the instructor.
- Complete coursework to the best of their ability.
- Respect the learning of others.
- Abide by the individual classroom teacher's expectations and guidelines (backpacks, headphones, etc.).
- Toys, personal electronic devices, and other non-instructional items are not permitted in the classroom, as they can be distracting to the learning environment.

Hallway Behavior Expectations

When in the hallways, students are expected to:

- Walk at all times.
- Show respect for each other.
- Show respect for property.
- Use appropriate language and voice levels.
- Assist in keeping the hallways safe and clean.

Student Assemblies and Events

When attending assemblies and events, students are expected to:

- Be quiet and listen to the person or group who is presenting.
- Not talk during the program unless instructed to do so.
- Applaud or clap when appropriate; never whistle or boo.
- Remain seated until dismissed by the person in charge.
- Be respectful.

After School Co-Curricular Events

When attending after-school extra-curricular events at the middle school or high school, students are expected to:

- A. Sit in the bleachers/stands and watch the event,
- B. Be positive,
- C. Be respectful to all participants, spectators, officials, and supervisors.
- D. If students do not meet these expectations, they may be asked to leave the event or stay with their parents/caregivers.

B. Failure to Meet Behavioral Expectations

Disciplinary action may be taken against students for any behavior that disrupts good order, impedes the educational process, or violates the rights of others. Disciplinary action may include, but is not limited to:

- Conference with a teacher, counselor, staff member, dean of students, or principal
- Removal from class
- Detention
- Loss of school privileges
- Co-curricular ineligibility
- Parent/guardian conference with school staff
- Modified school schedule
- Suspension
- Exclusion
- Expulsion
- Reasonable restraint for the protection of self or others

C. Behavior Referrals (Teacher and Office Referrals)

Saint Peter Middle School will utilize two types of behavior referrals designated to help staff monitor and support positive student behavior.

- I. Teacher referrals are behaviors of minor consequence, but worthy of taking note; they are handled directly by the adult and student involved, with inappropriate behavior discussed and expectations re-taught to each student.
- II. Office referrals are behaviors that need to be dealt with outside of the classroom and will involve the dean or principal.

D. Parent Notification of Behavior

Parents will be notified by phone call and/or letter if a teacher referral becomes a pattern of behavior within a setting, or if an office referral occurs.

E. Discipline

Misbehavior by one student can disrupt the learning process for many other students. Students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. Detailed information on the Student Code of Conduct and consequences for violations is found in the Student Discipline policy in the appendix.

F. Bullying Prohibition

- I. An act of bullying, by either an individual student or a group of students, is explicitly prohibited on school premises, on school district property, at school functions or activities, and on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. 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.
- II. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- III. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- IV. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- V. False accusations or reports of bullying against another student are prohibited.
- VI. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See full policy in Appendix).

G. Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or any other school location before, during, or after school hours. Paraphernalia associated with controlled substances is also prohibited, and the district will discipline or take appropriate action against violators.

District policy is not violated when a student brings a controlled substance with a currently accepted medical treatment for personal use with a physician's prescription, except marijuana, which is not allowed on school property even if prescribed. Students with prescriptions must comply with the "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and dependency prevention.

H. Harassment and Violence

The policy of the school district is to maintain a learning and working environment 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, sexual orientation including gender identity or expression, or disability (see full policy in Appendix).

I. Hazing Prohibition

Hazing activities of any type performed by students, teachers, administrators, volunteers, contractors, or other employees are inconsistent with the district's educational goals and are prohibited at all times (see full policy in Appendix).

J. Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability (or fail to ensure physical and program access for disabled persons), sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated Special Programs Administrator Ytve Prafke, 100 Lincoln Drive, 507-934-4211, yprafke@stpetersschools.org as the Title IX Coordinator and as the Americans with Disabilities ACT Coordinator

K. Notice of Violent Behavior by Students

The district will give notice to teachers and other appropriate staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian. Parents/guardians have the right to review and challenge their child's records, including data documenting a history of violent behavior.

L. Tobacco-Free Schools

- Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction.
 - I. School district students and staff have the right to learn and work in a tobacco-free environment. School policy is violated by any individual's use of tobacco, tobacco-related devices, or activated electronic delivery devices in a public school, on school grounds, in school-owned vehicles, or at school events. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in these locations, and violations are subject to district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy, see appendix. Contact the building principal if you have questions or wish to report violations.
 - II. A limited exception exists for adult members of an Indian tribe who may light tobacco on school property as part of a traditional Indian spiritual or cultural ceremony.

Section 4: Guidelines and Procedures

A. Animals in the Classroom

Requests for bringing animals to the classroom require prior approval from the building principal. The request should include the educational purpose, proof of animal health records, and guardian consent for each student in the classroom, including acknowledgement of any known student allergies. If consent is not granted, reasonable accommodations will be made when appropriate. If the animal is staying for an extended time, the teacher is responsible for submitting an animal care plan, including allocated responsibility in the event of an absence. The school reserves the right to deny an animal request at any time.

B. Background Checks

Background checks are completed on all employees, anyone that provides an extended service involving students, and parent chaperones/volunteers when students will be left under the supervision of a chaperone (i.e., field trips).

C. Backpacks

Students are allowed to carry a backpack throughout the day. Additional sports backpacks and coats/jackets that are not being worn must be placed in designated areas.

D. Bicycles, Skateboards, e-Bikes, Foot Scooters and Motorized Scooters

- I. Students may ride bicycles, skateboards, e-bikes, foot scooters, and/or motorized scooters. Bike racks are provided; skateboards should be stored inside the building. The school is not responsible for bicycles, skateboards, e-bikes, foot scooters, or motorized scooters ridden to school and parked on school property.
- II. For safety, the following rules must be complied with:
 - A. All bicycles, e-bikes, foot scooters, and motorized scooters must be parked in the bike racks. It is recommended that they be locked and that all safety rules are obeyed.
 - B. Students may not ride their bicycles, skateboards, e-bikes, foot scooters, and/or motorized scooters during the school day.
 - C. Students should take extra precaution on busy sidewalks by walking their bike, foot scooter, e-bike, or motorized scooter.
 - D. Students should cross roads only at designated intersections.

E. Food in Classrooms

1. State law prohibits homemade food from being brought to school to serve as treats for parties, birthdays, etc.
2. SPMS recognizes that students may get hungry throughout the school day and encourages small, nutritious snacks for personal consumption. Snacks cannot be brought into classrooms, but can be eaten during passing time.
3. Water bottles with secure lids are allowed and encouraged in the classroom.
4. Lunch and breakfast items are to remain in the cafeteria. Individually packaged items and fresh fruit such as an apple are exceptions and may be taken from the cafeteria and eaten as a snack during passing time.

F. Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing regarding the district's response to the complaint.

G. Dances

1. Only Saint Peter Middle School groups may sponsor dances, which are approved and cleared by the Student Council.
2. All dances must have present:
 - a. Principal or advisor
 - b. Adult chaperones
 - c. One police officer
 - d. Advisors of sponsoring organizations are expected to attend.
3. When allowed, students wishing to bring a non-SPMS student to a school dance must obtain a pass from the Principal's office.
4. Any student who leaves the dance will not be readmitted.
5. Guests, when allowed, are subject to the same rules as SPMS students.

H. Distribution of Non-School-Sponsored Materials on School Premises

The district recognizes that students and employees have the right to express themselves on school property, including distributing nonschool-sponsored material, subject to district regulations and procedures, at a reasonable time, place, and manner (see full policy in Appendix).

I. Elopement Plan

Students who have demonstrated a pattern of elopement from the school setting will have a specific elopement plan developed in collaboration with parents, case manager, teacher, principal, social worker, nurse, and others as identified.

J. Emergency Drills

Regulations require that emergency drills be conducted during the school year. By law, the school is required to run five (5) fire drills, five (5) lockdown drills, and one (1) severe weather drill. When the alarm sounds, each class will follow the directions outlined by the teacher. By practicing emergency procedures, we will be better prepared to respond if/when an emergency occurs.

K. Fees and Fines

- I. No student shall be required to pay a fee for a required program, project, or activity that occurs during the regular school year.
- II. Fees may be charged in the following areas:
 - A. In any program where the resultant product, in excess of minimum requirements and at the student's option, becomes the personal property of the student.
 - B. Admission fees or charges for extracurricular activities where attendance is optional.

- C. A parking permit fee for any vehicle using the school's parking lot.
- D. A security deposit to assure the return of materials, supplies or equipment.
- E. Personal physical education and athletic equipment and apparel.
- F. Items or products that are purchased for personal use, such as, student publications, class rings, annuals and graduation announcements.
- G. Fees specifically permitted in any other statute.
- H. Field trips considered supplementary to a district's educational program and not required or graded.
- I. Any authorized voluntary student health and accident benefit plan.
- J. For use of musical instruments that the district owns or rents.
- K. Students may be required to furnish personal or consumable items including pencils, papers, pens, erasers and notebooks.

III. Fees may not be charged in the following areas:

- A. Textbooks, workbooks, art materials, laboratory supplies and towels.
- B. Supplies necessary for participation in any instructional course except as specifically authorized.
- C. Field trips that are required as a part of a basic educational program or course.
- D. Graduation caps, gowns or any other specific form of dress necessary for the educational program.
- E. Instructional costs for necessary school personnel employed in any course or educational program required for graduation.
- F. Library books required to be utilized for any educational course or program. (A fee may be charged for lost books).
- G. Admission fees, dues or fees for any activity the student is required to attend.
- H. Any admission or examination cost of any required educational course or program.
- I. Locker rentals. (A deposit for a padlock or key is permissible).

L. Field Trips

Occasionally certain classes offer opportunities for students to visit sites outside the school related to the course. These opportunities are a privilege and may be denied for just cause. Students must return the signed parent permission slip before leaving on the field trip. Only school-authorized transportation will be used, and at least one faculty member will chaperone each vehicle. Parents are allowed to take only their own child from a school function.

M. Gifts to School District Employees

The district recognizes that students, parents, and others may wish to show appreciation to school district employees. The policy of the school, however, is to discourage gift-giving and encourage letters and notes of appreciation or small tokens of gratitude instead. Employees may accept items of insignificant value of a promotional or public relations nature; the superintendent has discretion to determine what value is "insignificant."

N. Lost and Found

Lost and found articles are located in the Middle School Office. Students are encouraged to check this area for lost items. Unclaimed items will be donated at various times throughout the school year; notice of intent to donate will be communicated in advance via the school's bi-weekly electronic newsletter.

O. Mandated Reporting

All staff members employed at Saint Peter Public Schools are mandated reporters. Minnesota law requires that in all cases where there is reason to believe a child is being neglected or physically or sexually abused, a mandated reporter must immediately report these concerns to the Department of Human Services in the county in which the child resides.

P. Messages and Calls from Home

Except in cases of emergency, the office does not call students out of classes when parents leave messages. The office will attempt to reach students at the end of a class period, lunch, or the end of the school day.

Q. Nondiscrimination

The district is committed to inclusive education and equal educational opportunity for all students and does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability (or fail to ensure physical and program access for disabled persons), sexual orientation (including gender identity and expression), or age. The school board has designated Special Programs Administrator Ytve Prafke, 100 Lincoln Drive, 507-934-4211, yprafke@stpetersschools.org, as the Title IX Coordinator.

R. Parent Right to Know

If a parent requests it, the district will provide information regarding the professional qualifications of their child's classroom teachers, including whether the teacher has met state qualification/licensing criteria, whether they are teaching under emergency or provisional licensing, whether they are teaching within their field of certification, and whether the student is provided services by paraprofessionals and their qualifications. The district will also provide parents with information on their child's level of achievement on state academic assessments, and will notify parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification/licensure requirements.

S. Pledge of Allegiance

The School Board recognizes the need to provide instruction in proper etiquette, display, and respect of the United States flag. Students shall recite the Pledge of Allegiance one or more times each week, conducted by the classroom teacher or over the school intercom. Any student or teacher may decline to participate, and others must respect that choice. Students will be instructed in proper flag etiquette and patriotic exercises.

T. School Closing/Flexible Learning Day Procedures

In the event of bad weather, school closings and late-start announcements will be made over local television and radio stations beginning at approximately 6:30 am; the same media will be used if school must be dismissed early. Rural students should make prior arrangements to stay in town in case weather prevents buses from following routes. Parents/guardians may choose not to send their child to school if, in their estimation, weather is too severe, even if school has not been closed.

Flexible Learning Day refers to a day when school is canceled due to inclement weather and students participate in curriculum-aligned learning at home. Middle school teachers and students use Google Classroom; students will be trained to access it and are expected to check in for assignments. Teachers will have assignments posted by 10:00 am and be available for questions throughout the day. The district has internet hotspots students may check out from the media center, and flexibility on deadlines will be granted for students with limited or no access.

U. Searches (Locker, Personal)

Lockers belong to the school district but may be used by students as a convenience. Lockers must be properly cared for and used only for appropriate school materials. School-issued locks are provided with a \$5 deposit, refunded upon return of the padlock at the end of the school year.

Student's Rights

- A search of a student's person should be limited to situations where the administration has reasonable belief the student is concealing evidence of an illegal act or school rule violation.
- Dangerous items and items that may substantially disrupt the educational process will be removed from a student's possession.
- A general inspection of school properties, including lockers or desks, may be conducted regularly; illegal items and items belonging to the school or another person will be seized.
- All items seized may be returned to proper authorities or the true owner.
- Students may be present during a search of personal possessions if there is no reason to believe their presence would be a safety threat.
- When a custodial interrogation occurs at school in relation to a locker search, students should be advised of their rights, including the right to counsel and to remain silent.
- Lockers may be searched by school authorities for any reason, at any time, without notice, consent, or a search warrant (1995 Minnesota Legislation, HF107, Article 3, Sec. 10-12).
- School lockers are the property of the school district; the district does not relinquish exclusive control of lockers. Inspections may be conducted for any reason at any time, including by specially trained dogs. Personal possessions within a locker may be searched only with reasonable suspicion of a law or rule violation; notice of the search will be provided as soon as practicable unless it would impede an ongoing investigation.
- School principals will conduct periodic, announced or unannounced inspections of locker areas and/or parking lots, which may use specially trained dogs.

V. Student Appearance

The district encourages students to dress appropriately for school activities and in keeping with community standards; a joint responsibility of the student and parent(s)/guardian(s).

Appropriate clothing includes clothing appropriate for the weather, that does not create a health or safety hazard, and that is appropriate for the activity (e.g., PE or classroom).

Inappropriate clothing includes clothing not in keeping with community standards; clothing bearing a lewd, vulgar, or obscene message; apparel promoting products/activities illegal for minors; and emblems, symbols, or words that are racist, sexist, derogatory to a protected group, evidence gang affiliation, or approve/advance/provoke religious, racial, or sexual harassment or violence. Any apparel or footwear that would damage school property is also inappropriate.

This policy does not intend to abridge students' rights to express political, religious, philosophical, or similar opinions through apparel, as long as messages are not lewd, vulgar, obscene, defamatory, profane, or advocate violence or harassment. When a student's appearance, grooming, or dress interferes with the educational process or poses a safety threat, the student will be directed to make modifications or sent home for the day, and parents/guardians will be notified.

W. Student Records

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students certain rights (an “eligible” student is 18 or older, or enrolled in postsecondary education). See “Student Records” in the Appendix for more information.

X. Student Surveys

The district occasionally utilizes surveys to obtain students' opinions and information. See “Student Surveys” in the Appendix for complete information on parent/guardian and eligible student rights regarding survey administration, data collection/use for marketing purposes, and certain physical examinations.

Y. Visitors

Parents/guardians and community members are welcome to visit the schools. To ensure safety and avoid disruption, all visitors must report directly to the main office (Door A) upon entering the building, except for events open to the public. Visitors must sign in and wear a “visitors badge” while in the building during the school day, and must have principal approval before visiting a classroom during instructional time. Permission to visit may be denied or revoked if a visitor does not comply with procedures or if the visit is not in the best interests of students, employees, or the district. Students are not allowed to bring visitors to school without prior permission from the principal.

Z. Withdrawal Procedure

Students who plan on withdrawing from Saint Peter Middle School should obtain the proper withdrawal form from the Counselor's office and have each teacher sign it. Once all teachers have signed and all school devices/materials are collected, the withdrawal form should be returned to the counselor's office.

Section 5: Technology

A. Internet Acceptable Use

All district students have conditional access to the district's computer system, including Internet access, for limited educational purposes such as classroom activities, educational research, and professional and career development. Use of the district's system is a privilege, not a right. Unacceptable use may result in suspension or cancellation of access privileges, payments for damages and repairs, discipline (including suspension, expulsion, or exclusion), or civil or criminal liability. A copy of the district's Internet Acceptable Use policy is available on the district website at stpetersschools.org.

B. Personal Electronic Device Expectations

Cell phones and other personal electronic devices may be used, provided they are not used to invade the personal space or property of another person:

- Before and after school
- During passing times between scheduled classes
- During a student's own lunch time
- When actively advocated for by teaching staff

Cell phones and other personal electronic devices may not be used:

- During designated class periods, unless under specific direction of the classroom teacher
- During assigned Saints Time
- During excused restroom breaks and/or visits to lockers that fall during scheduled class times
- During all testing times, including state-mandated examinations

Students are strongly encouraged to protect their electronic devices against theft or loss. School personnel will make limited effort to investigate losses or thefts, and the district assumes no responsibility for lost, stolen, or confiscated devices.

C. District Issued Chromebook Expectations

1. All students will be issued a Chromebook.
2. It is each student's responsibility to bring their Chromebook charged and ready for use each day.
3. To avoid distraction, Chromebooks are to be used for academic purposes only (students are not allowed to play games, watch videos, or engage in other media unless assigned by a teacher). Chromebook/device screens are monitored by classroom teachers through Securly Classroom while the Chromebook is in use.
4. To ensure safety, Chromebooks must be shut while passing between classes.

D. Failure to Meet Personal or District Issued Electronic Device Expectations

First Violation: The student's device will be turned into the office; the student may pick it up at the end of the school day.

Second Violation: The student's device will be turned into the office; a parent/guardian must pick up the device.

Third Violation: Conference with parent/guardian and administration; behavioral plan.

Section 6: Health and Medication

A. Asbestos Management Plan

The school district has developed an asbestos management plan. A copy can be found in the Operations and Maintenance Director's office.

B. Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects their child has a communicable or contagious disease, they should contact the school nurse or principal so other exposed students can be alerted. Students with certain communicable diseases will not be excluded from attending school in their usual setting as long as their health permits and attendance does not create a significant risk of transmitting illness to others; the district will determine this on a case-by-case basis.

C. Emergency Care Policy

It is the district's policy to provide appropriate medical response in the event of an emergency or serious illness and to contact the parent/guardian in a timely manner. In a life-threatening emergency, the school will contact emergency response personnel immediately, and the parent/guardian or designated emergency contact will be contacted at the same time. If not life-threatening but urgent, and the school cannot reach a parent/guardian or designee, school personnel will transport the student to Saint Peter Community Hospital; the district will not provide transportation outside of Saint Peter. When parents/guardians arrive, they may change health care providers if desired. It is the parent/guardian's responsibility to pay any incurred medical expenses.

D. Immunizations

All students must provide proof of immunization or submit documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted for medical reasons, laboratory confirmation of adequate immunity, or the conscientiously held beliefs of the parents/guardians or student. The district will maintain immunization records for at least five years after the student reaches age 18. Contact the school nurse for the immunization schedule or an exemption form.

E. Injuries or Illnesses/Accident Reporting Procedure/Insurance

Injuries and Illnesses

- Students should notify the nearest teacher in case of injury, illness, or emergency.
- Students who become ill should go to the principal's office or the nurse's office. Students should NOT go to the restroom and sit for the class period – doing so will result in an unexcused mark.
- When due in a class, students should report to class and obtain a pass before going to the nurse's office, except in emergencies.
- Students may not leave the school building for illness without first reporting to the principal's office and obtaining a leave school permit; the nurse or principal's office will call parents/guardians for permission.

Accident Reporting Procedure

Students who suffer injuries from an accident should report to their teacher or immediate supervisor. If unavailable, the student should report to the principal's office, where proper action will be taken.

F. Medications

The district acknowledges that some students may require prescribed and/or non-prescribed medication during the day. Medication will be administered by the school nurse or a designee (trained health assistant, principal, or teacher).

- Prescription and non-prescription medication requires a completed, signed authorization from the parent/guardian. The district may rely on an oral request for up to two school days until written authorization is received.
- Medication must come to school in the original prescription container. A medication permission form must be completed annually and/or with any prescription change.
- Prescribed medication requires a written physician's order. Medications are generally not to be carried by the student, except by written agreement between the district and parent, or as allowed by Minnesota statute for asthma inhalers and epi-pens.
- Parents/guardians must notify the school of any medication change or if medication is no longer required; dosage changes require written notification from the physician.
- For students with disabilities, medication administration may be specified in the IEP.
- The school nurse or designated person is responsible for completing medication administration forms and providing copies to the principal and other designated staff.

G. Pesticides

The district will provide notice by September 15 of its plan to use certain pesticides on school property. Parents may request notification prior to application on days different from those specified. Additional information about pesticides used, an estimated application schedule, and long-term health effects on children can be requested from the district building and grounds supervisor.

H. Physical Examinations

It is district policy to recommend periodic physical examinations of all students by a licensed physician, selected and paid for by the parents/guardians. A physical exam is recommended prior to kindergarten entry and prior to entry into seventh grade. Physical examinations are required prior to participating in interscholastic activities (first exam prior to grades 7–9, second exam prior to grades 10–12). Students whose parents/guardians object on religious or constitutional grounds may be exempted with a signed statement, though this does not exempt the student from physical education participation, and a written statement of the student's abilities/limitations is required. These exemptions do not apply to activities governed by the Minnesota State High School League (MSHSL).

Section 7: Co-Curricular

A. Co-Curricular Philosophy/Guidelines

5. It is the philosophy of SPMS that all students be given the opportunity to participate in co-curricular activities. The purpose of middle-level activities is to provide opportunities for physical and social growth outside the classroom.
6. Cuts are not made from athletic teams in seventh and eighth grade. All squad members receive comparable coaching attention and significant opportunities to participate in practices and games, though not necessarily the same amount of playing time. Every attempt will be made to include all interested students in non-athletic activities.
7. In order to participate in after-school activities, students must attend their afternoon classes (4th–8th periods) unless excused by a doctor's note. This applies to both practices and events.
8. Extracurricular activities or practices will finish by 6:00 pm on Wednesdays during the school year.
9. Students who participate in Minnesota State High School League activities will be governed by MSHSL rules, regulations, guidelines, and penalties.
10. There is a \$95 fee for each athletic activity; contact the Activities Office for a complete list of co-curricular fees.
 - There is a maximum \$350 fee per season per family (except hockey).
 - Refunds of activity fees will be made until halfway through the season for students who cease participation.
 - There will be no refund of the activity fee if a student becomes ineligible due to an MSHSL or Saint Peter High School rule violation.
 - Families for whom a fee is prohibitive may apply to the building principal for a waiver or reduction.
 - A maximum of \$300 per family per season has been established for participation by multiple students from a family (except hockey).

B. Co-Curricular Offerings

Drama (5–8), Student Council (5–8), Yearbook (5–8), Speech (7–8), Math Masters (5–6).

Athletics (7–8): Boys' and Girls' Basketball, Boys' Football, Boys' Wrestling, Boys' Cross Country, Boys' and Girls' Baseball/Softball, Boys' and Girls' Track, Boys' and Girls' Golf, Boys' and Girls' Tennis, Boys' and Girls' Soccer, Girls' Gymnastics, Girls' Volleyball, Girls' Swimming, Girls' Hockey.

C. Academic Policy for Co-Curricular Participants

All students must be passing all classes in order to participate in co-curriculars. Any middle school student who earns an "F" grade for a marking period will become ineligible for one week or one event, whichever is longer. An ineligible student who can prove they are passing after the one-week ineligibility period will become eligible and placed on academic probation until the next marking period. If a student slips back to an "F" grade during probation, they become ineligible until the next marking period. Prior to serving a period of ineligibility, an Academic Review Meeting will be held with the student, activities director, and dean of students.

D. Change of Level of Play of Athlete

Guidelines to be considered when changing the level of play of an athlete: the coaching staff discusses whether the athlete is ready for a higher level of competition and whether there is program need; the head coach discusses the reasons for the move with the activities director and obtains necessary forms; the head coach contacts the parent for approval before proceeding; and the head coach brings signed paperwork to the activities director for final approval.

Advantages of changing levels include being challenged by better competition, a potentially longer season, reduced frustration from skill disparity, and the opportunity to advance skill level in a team sport. Disadvantages may include feelings of displacement among teammates, disagreement from parents/athletes on either team, feelings of disconnection, loss of a role model/mentor for the original team, greater expectations, increased time commitment potentially affecting schoolwork, and increased injury risk from more participation.

E. Minnesota State High School League Rules

Students who participate in MSHSL activities must abide by the guidelines published in the MSHSL eligibility information bulletin for athletics, speech, and music, and will not be permitted to participate until the bulletin is signed by the parent/guardian and student. Students must attend an information session prior to the season addressing rules and consequences for use or possession of mood-altering chemicals; parent/guardian attendance is expected though not mandatory. By signing the bulletin, parents/guardians agree to work with the school in monitoring their student's behavior related to MSHSL violations.

Rules for Participation

Students who participate in MSHSL activities shall not, at any time and regardless of quantity: use, consume, possess, buy, sell, or give away alcohol; use, consume, possess, buy, sell, or give away tobacco; use, consume, possess, buy, sell, or give away any other controlled substance (except as prescribed by a doctor for the student's own use); or use, consume, possess, buy, sell, or give away drug paraphernalia.

Category I Activities

First Violation: loss of eligibility for the next two consecutive interscholastic contests or two weeks of the season, whichever is greater; no exception for treatment program participation.

Second Violation: loss of eligibility for the next six consecutive interscholastic contests or four weeks, whichever is greater; no exception for treatment program participation.

Third and Subsequent Violations: loss of eligibility for the next twelve consecutive interscholastic contests or six weeks, whichever is greater. A student who voluntarily enters a chemical dependency/treatment program may be certified for reinstatement after a minimum of six weeks by the program director or counselor. Successful completion of treatment satisfies only the most recent violation; other unresolved violations must still be served in full.

Penalties are cumulative beginning with and throughout a student's participation on any 7-12 grade team or activity. A student is disqualified from serving as team captain if serving a penalty during that season. A student who denies a violation, is allowed to participate, and is subsequently found guilty will be disqualified for nine additional weeks beyond the original period of ineligibility.

Category II Activities

After confirmation of a violation, the student is ineligible to perform at the next regularly scheduled, class-related performance or event (excluding pep band). Penalties are cumulative throughout participation in a high school activity. Serving a Category II suspension does not fulfill a Category I suspension, and vice versa.

Guidelines for Compliance

Reported violations must be reported to the athletic director or building principal; coaches, directors, and advisors cannot declare a participant ineligible and must direct reports to the athletic director. Participation cannot be denied to an eligible student by a coach, director, or advisor. Anyone directly witnessing a violation or receiving a confession must report it to the athletic director or building principal. Coaches, directors, and advisors are expected to know district policies regarding chemical abuse evaluation/suspicion and to act according to professional judgment at all times.

Saint Peter Middle School Co-Curricular Code of Conduct

Students participating in SPMS-sponsored co-curricular activities are expected to meet standards of behavior including: not involving themselves in behavior that could lead to a criminal charge or court action; not involving themselves in vandalism to SPMS or competing schools; not engaging in behavior or actions that reflect negatively upon themselves, their team, or their school; and understanding that a student under penalty of exclusion, expulsion, or suspension, or whose conduct violates the Code of Conduct, is ineligible for a period determined by the principal.

Code of Conduct Review: if a serious problem arises regarding academic achievement, behavior, attendance, or citizenship, a staff member may request that the principal review the student's co-curricular participation. The principal will convene a guidance counselor, the requesting staff member, and the director/coach of the activity (the student may be present with a support person). Following review, the group will make a recommendation to the high school principal regarding the student's continued participation.

Transfer Students

Students who transfer to SPMS from another school and wish to participate in MSHSL-sponsored activities must meet specific eligibility requirements. Questions should be directed to the high school activities director.

Section 8: Assessment

Saint Peter Middle School students will participate in various district and statewide assessments throughout the school year. Assessment data helps the district measure student progress toward Minnesota's academic standards in reading, math, and science. Other assessments provide educators with a comprehensive system offering universal screening and early identification of academic and social-emotional needs.

A. District and State Assessments

11. FastBridge assessment – students are tested in reading, math, and social-emotional areas three times a year (fall, winter, and spring).
12. Minnesota Comprehensive Assessment (MCA) – students are tested in reading, math, and science (science: eighth grade only) one time per year.

B. READ Act Requirements

If a student in grades 4–12 is identified as needing further support after an initial screening (like the aReading assessment), Capti Read Basix is administered as a Minnesota Department of Education (MDE) approved dyslexia screener. This second screening helps identify specific reading needs and guides appropriate interventions for students not consistently demonstrating grade-level reading skills. The use of Capti Read Basix aligns with efforts to ensure assessment tools and instructional decisions are rooted in the Science of Reading and state guidance like the Minnesota READ Act Literacy Plan.

Appendix: Policy Summary

A quick-reference guide to district policies included in the student handbook

Below is a plain-language summary of each policy. This table is for quick reference only — full policy text and the complete, current versions of all district policies are available at stpetersschools.org/page/school-board.

Policy	What It Means for Families
Policy 404 — Employment Background Checks	Anyone offered a job, or offered a coaching or extracurricular-coaching role, must pass a criminal history background check before starting. The district may also background-check current employees, volunteers, contractors, or student employees.
Policy 413 — Harassment and Violence	The district prohibits harassment or violence toward students or staff based on race, color, creed, religion, national origin, sex, age, marital or familial status, disability, sexual orientation/gender identity, or public-assistance status. Reports are investigated promptly, retaliation is forbidden, and privacy is protected as required by law.
Policy 419 — Tobacco-Free Environment	Smoking, vaping, and possession or use of tobacco, tobacco-related devices, or electronic delivery devices are banned on all school property, vehicles, and at off-campus school events. Limited exceptions exist for traditional American Indian spiritual or cultural tobacco use. Students in grades 6–8 receive vaping-prevention instruction.
Policy 503 — Student Attendance	Regular attendance is expected of every student, with clear procedures for excused absences (illness, family emergency, religious instruction, approved trips, etc.) and consequences for unexcused absences and tardiness. Repeated unexcused absences can trigger truancy reporting and may affect participation in extracurricular activities.
Policy 505 — Distribution of Nonschool-Sponsored Materials	Students and employees may distribute non-school materials (flyers, buttons, petitions, etc.) at reasonable times, places, and in a reasonable manner, after submitting a request to the principal at least 24 hours in advance. Material that is obscene, libelous, disruptive, or promotes illegal conduct is not allowed.
Policy 506 — Student Discipline	Outlines students' rights and responsibilities, the Code of Student Conduct, and the range of disciplinary responses — from a verbal warning up through suspension, expulsion, or exclusion. Emphasizes nonexclusionary, developmentally appropriate discipline and due-process protections, including special provisions for students with disabilities.
Policy 514 — Bullying Prohibition	Bullying, cyberbullying, and related retaliation are prohibited on school property, at school activities, and — when it substantially disrupts learning — off campus as well. Sets out how to report incidents, how the district investigates (within 3 school days), and the range of possible consequences.

Policy	What It Means for Families
Policy 515 — Student Records	Explains parents' and eligible students' rights under FERPA to inspect, request amendment of, and control disclosure of education records, including what counts as public "directory information." Also covers the limited release of student contact information to military recruiters and how families can opt out.
Policy 520 — Student Surveys	Student surveys are conducted anonymously, and any survey probing sensitive topics (such as sex, religion, or family beliefs) requires advance parent notice and the right to opt out, with no penalty for opting out. Parents may also review survey instruments and related instructional materials on request.
Policy 526 — Hazing Prohibition	Prohibits hazing of any kind connected to joining or belonging to a student organization or team, including physically or mentally harmful activities, even with the student's apparent consent. Sets out reporting procedures, a 3-day investigation timeline, and possible consequences up to suspension or expulsion.
Policy 534 — School Meals	Meals are served with dignity — no student is shamed or denied a served meal over an unpaid balance. Explains charging limits, the free school meals program, how the district communicates about low or negative balances, and that unpaid meal debt will never restrict a student from activities, trips, or graduation.
Statewide Assessments — Parent/Guardian Participation Guide & Refusal Information	Explains the purpose of Minnesota's statewide tests (MCA/MTAS and ACCESS for English learners), why participation benefits students and schools, and that participation is a parent/guardian choice. Includes a form for opting a student out, along with the possible consequences of not participating.

Language Access for Families

We are committed to making sure every student and family has access to important school information. If your family speaks a language other than English, we are here to help you understand and participate fully in your child's education.

Interpreters Are Available

You have the right to an interpreter for important conversations about your child's education, including meetings about:

- Academic progress
- Special education services
- Student placement in programs
- Behavior or discipline concerns
- Graduation or course planning

Trained Staff

Our district has trained Spanish and Somali-speaking liaisons to help with interpreting. If you speak another language, we will connect with a professional interpreter through our language-line service.

Written Translations

Important documents – like report cards, special education notices, enrollment forms, and discipline policies – will be translated into your preferred language whenever possible. If something isn't translated, we'll provide an interpreter to explain it to you.

If you need an interpreter or translation, please tell your child's teacher, principal, or school office staff.

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

An editable form can be found at

https://education.mn.gov/mdeprod/idcplg?IdcService=GET_FILE&dDocName=PROD098888&RevisionSelectionMethod=latestReleased&RenderedFrom=primary



Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. When all students participate in statewide assessments, schools and educators have more information to see how all students are doing. This helps schools continuously improve the education they provide and identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K-12 districts and charter schools. Minnesota prioritizes high-quality education, and statewide assessments give educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCAs)

MCA and the alternate assessments (Minnesota Test of Academic Skills (MTAS)/Alternate MCA) are annual assessments in reading, mathematics, and science that provide a snapshot of student learning aligned to the Minnesota K-12 Academic Standards.

WIDA ACCESS and WIDA Alternate ACCESS for English Learners

The WIDA ACCESS and WIDA Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English, based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments gives families a snapshot of their student's learning so they can advocate for their success in school. High school students may use MCA results for:

- Postsecondary Enrollment Options (PSEO) enrollment eligibility in grade 10.
- Course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.

English learners who take the WIDA ACCESS or WIDA Alternate ACCESS and meet certain requirements have the opportunity to exit from EL services.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes, and implement supports.
- School and district leaders make decisions on how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the following page. Contact your student's school to learn more about locally required assessments.

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Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For WIDA ACCESS and WIDA Alternate ACCESS, the student will not have the opportunity to exit from EL services.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Certain statewide assessment calculations include all eligible students, including those who do not participate. Non-participation impacts accountability results, which may affect the school's ability to be identified for support or recognized for success.

Explore the
[Statewide
Testing page](#)
for more
information.

(education.mn.gov > Students
and Families > Programs and
Initiatives > Statewide Testing)

Check with your local school or district to see if there are any additional consequences for not participating.

Additional Information

- On average, students spend less than 1% of instructional time taking statewide assessments each year.
- Minnesota Statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by October 1 each school year. Refer to your district or charter school's website for more information on assessments.

Statewide Assessments: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. **This form must be submitted to your student's school or district office prior to testing.**

First Name:		Middle Initial:		Last Name:	
Date of Birth:		Current Grade in School:		Student ID Number (if known):	
School:			District:		
Parent/Guardian Name (print):					
Parent/Guardian Signature:				Date:	
Reason for Refusal:					

Please indicate the statewide assessment(s) your student will not participate in this school year:

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

Contact your school or district for more information on participation decisions for local assessments.

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

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