

## OFFICE STAFF

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## WELCOME

Welcome back to Central Middle School for the 2025-2026 school year! We are thrilled to embark on another year of growth and learning with our students and staff. Together, we will embrace challenges, learn from mistakes, and collaborate to solve problems—both independently and as a team. The days ahead at CMS hold exciting opportunities for all.

The purpose of this handbook is to familiarize students, parents, and families with the rules, regulations, and procedures that guide Central Middle School. It is crucial for everyone to review and understand the policies outlined here, as this document is updated annually to reflect our evolving educational environment. Familiarity with these guidelines is essential for social and academic success throughout the year.

If you have any questions about the information in this handbook, please don't hesitate to contact the school office to schedule a meeting for clarification. We are here to support you in navigating our school community effectively.

East Grand Forks takes great pride in nurturing and educating its youth, setting an example of good citizenship for our community.

We are proud of our dedicated learners, teachers, and staff, and we maintain high expectations for academic and personal achievement. Our certified and support staff are committed to ensuring student success through authentic, quality learning experiences that prioritize the best interests of our students.

We look forward to partnering with you in your child's educational journey this year. Together, we will witness their growth as learners and their development as valued contributors to our community, embodying EGF PRIDE throughout the school year.

Our goal is for every CMS student to look back on this year with fond memories of academic challenges and strong connections with classmates, teachers, and our community. Most importantly, we encourage all students to embrace lifelong learning, equipped with a robust educational foundation to pursue successful careers and seize opportunities beyond high school.

Let's embark on this important journey together!

**Matt Torgerson, Principal**

## ACADEMIC PROCEDURE & REGULATIONS

Minnesota State Law provides that every child between seven and seventeen years of age shall attend a public school or a private school for a period of not less than nine months during any school year.

## CIVIL RIGHTS

ISD 595 does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs. ISD 595 Superintendent has been designated to handle inquiries regarding discrimination policies.

## RIGHTS AND PROTECTIONS POLICY

Protection of Pupil Rights Act (PPRA)/Family Education Rights and Privacy Act (FERPA)

EGF Schools understand the need to maintain safe and respectful educational settings for students. In order to ensure that student safety and privacy are upheld, schools adhere to the following practices:

- Parents/Guardians have the right to inspect instructional materials
- Parents/Guardians have the right to limit surveys or evaluations used by outside agencies.
- The schools will protect student's information/records and distribute only to authorized individuals/agencies.
- The schools notify parents about privacy policies that are in place to protect their child from disclosure of personally identifiable information.

The intent of these practices is to provide parents/guardians the opportunity to review instructional materials, address concerns, and propose reasonable alternatives. District Policy 6800 lays out a detailed procedure for schools to follow when a concern is brought forth.

## CENTRAL MIDDLE SCHOOL COMPLIANCE OF TITLE IX

The educational program shall be such as to provide a program of general education for all pupils and suitable special education for exceptional children-handicapped, gifted, and talented; it shall meet the needs and interests of all pupils and the needs of the community served. Except as provided in this rule, no school shall provide any course on the basis of sex. This includes health, physical education, home economics, and industrial education. Separation by sex is acceptable for the purpose of the locker and dressing room use, faculty supervision, and presentation of topics in health having to do with human reproduction.

## **INDEPENDENT SCHOOL DISTRICT 595**

### **MISSION STATEMENT**

"ISD 595 – leading the way by engaging and empowering learners to contribute and succeed in a diverse and changing world."

### **MIDDLE SCHOOL PHILOSOPHY**

ISD 595 recognizes that middle school students are emerging adolescents who are experiencing profound changes in growth in the intellectual, physical, social and psychological areas of their lives. These changes call for a unique learning environment where individuals can mature, achieve success and be challenged at their own developmental rate.

Intellectually, middle school students are moving from concrete thinking to abstract thinking.

Physically, middle school students need to understand and accept the changes in their bodies while assuming responsibility for their own well-being.

Socially, middle school students are more involved in peer relations and the need for peer acceptance.

During this time, students are seeking their identity. Positive self-esteem, the need for recognition, and the need for success in both academic and social situations are critical.

The middle school provides an environment that allows transition for the students as they move from elementary into high school years. Middle school education builds upon skills acquired in previous learning experiences and provides an opportunity to explore new areas of interest that will give direction for future choices. It is essential that the atmosphere of the middle school and the attitude of the staff be child-centered.

### **INSTRUCTION**

The middle school strives to recognize and respond to the uniqueness of each learner and provide equal educational opportunity.

Approaches to learning include flexibility, exploration, practical application and inquiry. Learning opportunities are presented through a variety of instructional methods. Instruction in the middle school places emphasis on the continued acquisition of basic skills and acknowledges the importance of out-of-school activities on classroom learning. Learning activities will begin in areas familiar to the learner and lead to new areas of interest.

### **DECISION-MAKING**

The middle school student needs to develop skills in decision-making, a process in which a question is asked, alternatives examined, outcomes projected, choices made and consequences appraised. The school program should be one in which students are learning to accept responsibility for their actions as they grow and mature. The student receives instruction in learning the process of decision-making through experiences in classroom, exploratory and co-curricular activities.

### **STUDENT GROWTH**

The middle school environment emphasizes positive intellectual, physical, social and emotional growth experiences. The staff will be trained and committed to working with the early adolescent. A strong advisor/advisee program and a wide range of co-curricular activities will be offered to enhance student growth. Achievement in all areas of development will be encouraged and accomplishments will be appropriately recognized.

### **COMMUNICATION**

Cooperative communication should be encouraged to promote an understanding of the middle school philosophy. Communication and cooperation with the elementary and high schools, parents, staff and community are valuable assets for each student's success in learning and are attained through district wide publications, inter school communications and personal interchange. Such communication leads to an awareness of middle school activities, educational issues and policies. Staff are responsible for evaluating the progress of students and for communicating the results to parents and students.

### **PARENTVUE-COMPUTER SYSTEM**

ParentVUE is available for families to view their attendance, grades, and personal data. ParentVUE allows viewing rights to only records of their children/child. All parents/guardians are highly encouraged to use ParentVUE.

If you have computer access, these steps need to be followed:

1. Log onto the school district web site: [www.egf.k12.mn.us](http://www.egf.k12.mn.us);
2. Click on the "ParentVUE" link.
3. Type in your login and your password.
4. If you haven't set up an account before, call the school for your activation key.

### **DAILY SCHEDULE**

The CMS school day consists of seven periods with passing time between classes.

- School starts at 8:25 a.m. and ends at 3:15 p.m.
- Start and end times subject to change.
- No student guests are allowed at Central Middle School during the academic day.

## PLEDGE OF ALLEGIANCE

"The Pledge of Allegiance" is recited at the start of each week. Students may choose not to participate but must be respectful and silent for those that do.

## STUDENT DRESS

All of the attitudes and behaviors of students and staff contribute to the climate of Central Middle School. Individual student dress and the appearance of students contribute to a school climate in a positive or negative manner. Clothing and hair shall be neat, clean, and safe and should not disrupt the instructional process.

The safety of all students is a parallel issue thus all students are expected to dress appropriately.

Students not adhering to this dress code will be asked to change into appropriate clothing. In addition, they may be asked to contact parents, assigned detention, or sent home.

The following are examples of unacceptable dress/clothing:

- Caps, hats, hoods or bandanas
- Backless, low cut, off shoulder shirts, spaghetti straps, midriff shirts, tank tops (with straps narrower than 2 inches), or any see-through garments
- Dresses, shorts, or skirts should be of a length that allows students to move comfortably and participate in school activities without causing interruption or needing frequent adjustment.
- Clothing with revealing holes or cutouts
- Visible underclothing, including bra straps and underwear
- Clothing with profanity, inappropriate language, suggestive messages including sexual innuendo, potential gang affiliation, drugs, tobacco or alcoholic products, messaging related to one's appearance or unkind/inappropriate treatment of others
- Baggy pants or shorts worn below the waist
- Bare feet, stocking feet or slippers
- Wearing or carrying coats, backpacks, or book bags during school hours

*Explanation:*

- More Inclusive – Avoids body-based rules that unfairly impact students with different body types or heights.
- Focuses on Function – Emphasizes comfort and participation in school activities over arbitrary measurements.
- Promotes Student Responsibility – Encourages students to make respectful, appropriate choices.
- Reduces Conflict – Allows for staff discretion and avoids unnecessary dress code confrontations.
- Supports a Positive Environment – Maintains focus on learning by preventing distractions without shaming students.

\*Note: This policy may be amended without notice to prohibit any attire that school officials deem disruptive or inappropriate to the learning environment.

In recognition of individuals with asthma, allergies, and severe environmental/chemical sensitivities, CMS is striving to reduce the use of fragrances while at school. Students, staff, and guests are asked to reduce the use of or refrain from wearing fragrances and scented personal care products including perfume, body sprays, cologne, aftershave, and scented hair products. **Scented products other than lotion or deodorant (if being worn) should be applied at home (and then left at home).**

## TEACHER/PARAPROFESSIONAL QUALIFICATIONS

Parents have the right to access information on the professional qualifications of the student's classroom teacher(s). This may include the following information:

1. Whether the teacher is licensed to teach the grades/subjects assigned.
2. The academic preparation of the teacher.
3. Notification when the students have been taught for four or more consecutive weeks by a teacher who is not highly qualified.
4. Knowing the qualifications of a paraprofessional that is providing services to their child.

## ATTENDANCE LAW:

Minnesota Law (Minn. Stat. 120A.22 subd. 5) provides that every child between the age of 7 and 17 years of age must attend a public school or a private school during the regular school term. School Districts are required under state law, to provide a minimum number of hours of instruction for each grade level (Minn. Stat. 120A.41)

## ABSENCE – EXCUSED OR UNEXCUSED

Acceptable reasons for absence:

- Illness of a student. After 3 consecutive days, a doctor's note is required for the absence to be considered excused. Continued absences without a doctor's note will be considered unexcused, and may be subject to a truancy referral to the County Agency.
- Serious Illness or death of a family member
- Quarantine
- Required Court Appearance
- Emergency Medical Treatment or medical appointment
- School extracurricular activity
- Other Pre-arranged absences (family trip) that are pre-approved by the Principal or Assistant Principal.
  - Students with pre-arranged absences are expected to be communicated to the office and with teachers, in order to acquire assignments the student will miss during his/her absence.
  - Assignments are to be completed and turned in upon the student's return.

Any absence requires that the student bring a written explanation for the absence, signed by a parent or guardian, email from parent or guardian, or parent phone call to the office at 218-773-1141 from 7:30-8:30 a.m. on the morning of the absence. Parents are also allowed to utilize ParentVue to communicate absences with the school office.

Communication should include:

1. student name
2. date(s) of absence
3. reason for absence
4. parent or guardian's name, as well as a signature (if written)

Following a midday absence, the student is to report to the office to obtain an admission slip to class.

Students will also be required to submit to the principal's office, written confirmation of all doctor and dental appointments before being readmitted into class. Failure to do so may result in an unexcused absence and make-up time issued in detention.

Students involved in activities must be present in school by 9:00 a.m. and must stay in school the entire day to participate in the extra curricular event. Doctor appointments and funerals are the exceptions to this rule.

### **MAKE-UP ASSIGNMENTS**

Assignments due on the date of an absence are due the following school day. Any daily assignments given on the day of an absence would result in one extra school day to complete the work. Upon return from longer excused absences, the student should arrange due dates with their individual teachers.

### **ILLNESS DURING THE SCHOOL DAY**

Students becoming ill during the day must report to the office. If it is necessary for the student to go home, the office will inform the parent and the student will be released from school. If the procedure is not followed, and the student leaves without proper check-out from the office, the student will be considered unexcused from class and will be required to make-up missed time from school.

### **CONTINUING ABSENTEEISM**

Studies show that students who have increased levels of absenteeism miss key instructional content which can lead to education gaps. As such, students missing 6 or more days of school will receive a letter of concern, and a "stay in school" intervention will be established. Letters also continue at regular intervals if continuing absenteeism is noted. Parent/guardian meetings may be scheduled when continuing absenteeism is a concern. Pre-truancy meetings with Polk County may also be scheduled as a next step.

### **TRUANCY**

Under Minn. Stat. 260A.02, a student who is under the age of 17, is considered a "continued truant" if the child is in middle, junior high or high school, and absent three or more class periods on three school days without a valid excuse.

Upon classification as "truant," the student file will be referred to the local county agency for assessment. Under chapter 260C, the parent and child may be subject to juvenile court proceedings. Parents or guardians who fail to meet compulsory education laws may be subject to prosecution under section 120A.34. If the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to section 260C.201.

### **TARDINESS**

- Students tardy to school must receive a tardy slip from the main office. The third time this occurs, as well as any additional tardies after that, detention time will be assigned.
- For each individual class, students will be marked tardy on the school's attendance program. The third tardy (as well as any additional tardies) will result in detention time.
- Oversleeping or missing the bus is considered tardiness.

## **DETENTION**

Students may be placed on detention for undue tardiness, truancy, and general misbehavior, etc. Detention takes precedence over all other activities. It is held daily from 3:15-4:00. It will be the student's responsibility to report for detention. Failure to report without an excuse from the office will result in added detention time. Repeated failure to report could lead to in-school suspension time and a conference with the parents. Detention may also be assigned during lunch time per the discretion of school administration.

## **FIRE DRILLS/EMERGENCY DRILLS**


In accordance with state law, schools are required to have 5 fire drills, 5 lock down drills and 1 tornado drill each year. A crisis management policy must be updated annually to ensure safety in handling these drills and the plans that go with them.


## **SCHOOL CANCELLATIONS**

Throughout the year, there may be times when school will be called off because of inclement weather or some emergency. School closing announcements will be made over local radio and television stations as well as through our School Reach alert system. Your primary number will be called. You can create and manage your account by adding and editing personal information. Parents/guardians may use their judgment in keeping students home or picking them up early in storm conditions.

## **STUDENT "CODE OF CONDUCT"**

The EGF School District Code of Conduct will be reviewed with all students at the start of the school year with a form to be signed and returned to ensure student understanding of the code. You can review our Code of Conduct on our website under District Policies (506) on our website.

 [EGF Policy Manual Outline - 081324.pdf](#)

 [506 081224.pdf](#)

The "East Side Pride" chart in our Student Handbook will also be taught to students at the start of the school year and through the course of the school year. These basic guidelines will assist us in developing common sense behaviors. The idea is to develop pride in ourselves, in others, and in our school by teaching these fundamental guidelines.

## **DISCIPLINARY INCIDENTS**

[Staff Managed versus Office Managed](#) - LINK to explain the process used to report and document situations related to choices made while at school.

## **STUDENT CONDUCT**

Minnesota Statutes 1971. Section 120.6 Subd 1

All schools supported in whole or in part by state funds are public schools. Admission to a public school is free to any person who resides within the district that operates the school, who is under 21 years of age, and who satisfies the minimum age requirements imposed by this section. Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending a public secondary school shall be governed by a single set of reasonable rules and regulations promulgated by the board of education.

- Discipline procedure when a student is asked to leave a classroom.

The following strategies are corrective measures to prevent classroom disruption resulting in a student's ejection from class.

The objective is to maintain, not hinder, another student's right to learn.

1. First incident-The student is sent to the principal's office, and the details of the incident are discussed with the student. The teacher is consulted in the same manner. The teacher and student are requested to discuss the problem and arrive at a less disruptive means of handling a similar problem in the future. Lunch detention will be assigned.
2. Second incident-The student is placed in detention, the teacher notifies parents and the student is reminded of the previous discussion with the principal and teacher.
3. Third incident-The student is placed on in-school suspension, and parents are notified. Re-admittance to classes will occur only after a conference is held with the parents, teacher, principal, and student.
4. Fourth incident-An alternative program will be discussed with the appropriate personnel. This plan clearly communicates to the student that the school is a place to learn, and that the student will not be allowed to hinder other students' learning.

In all school settings, any student involved in making threatening comments toward fellow students or staff members will be subject to punishment that may include detention, suspension or expulsion.

## **SUSPENSION - EXPULSION**

Occasionally it becomes necessary to suspend or expel a student from school. In the event, all procedures will be governed by MSA 127.26-1227.40, known as the Minnesota Pupil Fair Dismissal Act. Under the provisions of this law, students may be suspended or expelled from school for any of the following:

- a. Willful violation of any reasonable school board regulation.
- b. Willful conduct which materially/substantially disrupts the rights of others to an education.
- c. Willful misconduct which endangers the student, or other students or school property.

Students may be suspended from school for one day by the principal. Students may be suspended for two to five days by the principal following a brief hearing in the office. A student who is on suspension will not participate in nor attend any extracurricular school activity during the period of suspension. This will be in effect immediately upon notification of the suspension. The school board upon recommendation by the principal may impose expulsions.

## **WEAPONS POLICY**

School District Policy 501 prohibits the possession, handling, storage, transmittal or usage of weapons. All students are responsible for reviewing the Weapons Policy and understanding the conduct forbidden by the Weapons Policy and the consequences that will result from a violation of this policy.

A student who finds a weapon on the way to school or in the school building and takes/gives the weapon immediately to a staff member will not be considered in possession of a weapon - "safe harbor" would be claimed.

## **HAZING**

School District 595 Policy 526 and MSHSL rules forbid any act of hazing as defined within the policy. Students or staff who violate this policy will be subject to the consequences put forth in the policy. The principal will be the contact person for any hazing problems at CMS.

## **HARASSMENT POLICY**

According to [School District Policy 526](#) and [514](#), anyone participating in, or conspiring with others to engage in acts that injure, victimize, degrade, or disgrace other individuals, including, but not limited to conduct directed at individuals because of their race, religion, sex, color, creed, gender, national origin, age, marital status, status with regard to public assistance, sexual orientation, or disability will be subject to the punishment outlined by the policy. The principal will be the contact person for any harassment problems concerning the Middle School.

## **BUS RULES**

Students should be on time at their designated school bus stops, and should wait until the bus comes to a complete stop before attempting to enter. Keep in mind, the bus stop is an extension of the school and rules for behavior apply.

Students are expected to be safe, responsible, and respectful while riding on the school bus as it is an extension of the school day. Students must have headphones or earbuds when using a personal device in order to listen to audio while riding on the bus.

**NOTE:** While on the bus, students must keep hands and heads inside the bus at all times. Talking loudly, yelling, screaming are not allowed, as it takes much concentration to drive safely. Horseplay is not permitted around or on the school bus. Any students reported by the bus driver for disciplinary reasons may not be allowed to ride the bus until further notice. Due process will be followed in all disciplinary proceedings.

Under Minn Stat. 121A.59, a district may revoke the bus riding privileges of any student who violates the district's school bus safety or student conduct policy.

1. 1st Violation - The student will be issued a written warning. If, however, the offense is willful vandalism or destructive behavior, bus privileges will be suspended immediately.
2. 2nd Violation - Removal of bus riding privileges for up to five days.
3. 3rd Violation - Removal of bus riding privileges for five days or longer, depending upon the seriousness of the violation.

Students are required to have their bus pass or student ID to board the bus. Failure to have it will result in the following consequences:

1. 1st Violation - Student will be issued a written warning
2. 2nd Violation - One (school) day suspension from riding the bus
3. 3rd Violation: Three (school) days suspension from riding the bus
4. 4th Violation: Five (school) days suspension from riding the bus
5. 5th Violation: Student may be suspended from riding the bus for the remainder of the quarter or year.

Only the building principal or designee is authorized to remove a student's bus riding privilege for safety code violations.

Prior to implementation of such removal, the building principal (or designee) shall notify the student's parents or guardian of such action. Students missing school due to suspension of bus riding privileges are truant and will be unexcused from school for the day. Students who consistently abuse the bus riding privilege may be subject to School District action permanently removing bus-riding privileges.

Bus routes are intended for students who are specifically assigned to routes and not to transport students to another location or drop-off. NO changes to bus routes can be made to allow students to ride to their friends' homes.

A district may revoke bus-riding privileges of any student who violates the district's school bus safety or student conduct policy. This is not considered an exclusion, expulsion or suspension under the Pupil Fair Dismissal Act. MN Stat 121A.59.

## **INFORMATION NETWORK SYSTEM - ACCEPTABLE USE POLICY**

### Use of EGF Schools Information Network

The Board of Education, administration, and staff recognize the need for its staff and students to have access to a global information network. Part of the district's responsibility in preparing students for the 21st Century is to provide them access to the tools they will be using as adults. We believe that responsible use of this global information network is important.

Accordingly, the EGF Public Schools shall operate an information network to enhance and expand its educational mission. The Information Network is defined as information systems owned by the district as well as other information systems to which the district provides intentional or unintentional access.

The district is not responsible for information available from third parties. The district only provides access or connection to or from a facility, system, or network over which it has no control. The use of this system shall be consistent with the district's educational mission, district policy, state laws and federal laws.

### Acceptable Use

The district's information network shall be used for educational purposes consistent with the district's educational mission, district policy, state law and federal law. Use of the information network is a privilege, which may be revoked or restricted. The following guidelines are the minimum taught to all district students:

- Be polite. Do not get abusive in e-mail messages to others. School rules regarding harassment apply to electronic communication.
- Use appropriate language.
- Do not reveal your personal address or the phone numbers of students or colleagues to unknown Internet users.
- Be aware that email is not guaranteed to be private. People who operate the system do have access to mail if there is probable cause to see it.

Messages relating to or in support of illegal activities will be reported to the authorities. Student use of the district's information network requires staff permission. Staff may not allow a student access to the Internet unless the student is properly supervised. The district reserves the right to inspect folders and files to assure compliance with the Information Network Acceptable Use Policy.

### Prohibited Use

The following activities are prohibited:

- Private/commercial business use.
- Any illegal activity.
- Using the system to submit, obtain, publish, store, or display objectionable or inaccurate information including:
  1. Information to encourage the use of tobacco, alcohol, or controlled substances or otherwise promote any other activity prohibited by district policy, state or federal laws.
  2. Information encouraging the toleration or promotion of discrimination towards individuals or groups of individuals based on race, sex, religion, age or national origin.
  3. Information on software that is pornographic or sexually explicit.
- Subscribing to any service which results in membership or line charges. System users and parents of system users assume full responsibility for any charges incurred. Students will not join a mailing list unless directed by a teacher as a part of an assignment.
- Using the network in ways which violate school policies and behavior standards.
- Using the network for financial or commercial gain.
- Degrading or disrupting equipment or system performance.
- Invading the privacy of other individuals by accessing and/or vandalizing their computerized data.
- Wasting technology resources, including bandwidth, file space, and printers.
- Gaining unauthorized access to resources or entities.
- Using an account owned by another user, with or without their permission.
- Posting personal communications without the author's consent.
- District hardware may not be used to pirate copyrighted materials.

Any items produced by the students will not be posted to the Internet without their permission. If permission is granted, items will be considered available to the public.

#### Security

Any action by the user which results in the compromise of the system's security is expressly prohibited. A user identifying a security problem on the district's system must immediately notify the teacher, principal or technology coordinator.

- Attempts to log on to the district's system as a system administrator or access any portion of the system, folders or files for which the user does not have access privileges shall result in cancellation of user privileges and may result in disciplinary action up to and including expulsion.

- Users will keep all accounts and passwords confidential.

- Users will not improperly access, alter or delete the files, data or other information of others.

#### E-mail

Electronic mail is provided for the purpose of exchanging information consistent with the policies of the EGF Public School District.

- Forgery of e-mail messages is prohibited, as is any attempt to read, delete, copy or modify the e-mail of other system users.

- E-mail should be deleted regularly from the mail server to conserve file space.

- Do not give out your home phone number or address on the Internet.

#### System Vandalism

System vandalism will result in cancellation of system-use privileges. Fines or restitution will

be imposed for acts of vandalism. Vandalism is defined as any malicious attempt to harm or destroy district equipment, materials or data. Vandalism also includes the uploading or creating of computer viruses.

#### Violations

Violations of any provision or condition of this policy may be cause for disciplinary action. When applicable, law enforcement agencies may be involved.

#### Disclaimer

The EGF School District provides the information network on an "as is, as available" basis.

The network is not warranted to be error free or uninterrupted. The district assumes no liability for loss of data or service.

The user is solely responsible for evaluating the accuracy or suitability of any information obtained through a local or global network.

A signed Acceptable Use Agreement is required for student access to the information network. District policy supersedes this document.

**Central Middle School utilizes an online security tool to monitor use and misuse of technology and online searches. Students are expected to uphold their work online in honorable, professional, and appropriate ways.**

Adopted: 12-9-19

East Grand Forks Public Schools Policy 514

Orig. 1995

Revised: 7-24-23

## 514 BULLYING PROHIBITION POLICY

[Note: School districts are required by statute to have a policy addressing bullying.]

### I. PURPOSE

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 a student's ability to learn and/or a teacher's ability to educate students in a safe environment. 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, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for 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, reprisal, retaliation, and other similar disruptive and detrimental behavior.

### II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:

1. on the school premises, at the school functions or activities, on the school transportation;
2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or



3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.

C. 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. This policy also applies to sexual exploitation.

D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel. Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

H. False accusations or reports of bullying against another student are prohibited.

I. 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 MSBA/MASA Model Policy 506).

The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

J. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. 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.

The term "bullying" specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

F. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

G. "Prohibited conduct" means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.

H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

I. "Student" means a student enrolled in a public school or a charter school.

#### IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

#### V. SCHOOL DISTRICT ACTION

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

#### VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates

in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

## VII. TRAINING AND EDUCATION

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct. The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts

of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

#### VIII. NOTICE

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. This policy must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.

C. This policy must be distributed to each school district or school employee and independent contractor at the time of hiring or contracting.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

F. Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.

G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

#### IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

##### *Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)*

*Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)*

*Minn. Stat. § 120B.232 (Character Development Education)*

*Minn. Stat. § 121A.03 (Model Policy)*

*Minn. Stat. § 121A.031 (School Student Bullying Policy)*

*Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)*

*Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)*

*Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)*

*Minn. Stat. § 121A.69 (Hazing Policy)*

*Minn. Stat. Ch. 124E (Charter Schools)*

*Minn. Stat. Ch. 363A (Minnesota Human Rights Act)*

*20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act)*

*34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)*

##### *Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)*

*MSBA/MASA Model Policy 413 (Harassment and Violence)*

*MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)*

*MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)*

*MSBA/MASA Model Policy 423 (Employee-Student Relationships)*

*MSBA/MASA Model Policy 501 (School Weapons Policy)*

*MSBA/MASA Model Policy 506 (Student Discipline)*

*MSBA/MASA Model Policy 507 (Corporal Punishment)*

*MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)*

*MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)*

*MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)*

*MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)*

*MSBA/MASA Model Policy 525 (Violence Prevention)*

*MSBA/MASA Model Policy 526 (Hazing Prohibition)*

*MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)*

*MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)*

*MSBA/MASA Model Policy 711 (Video Recording on School Buses)*

*MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)*

## **FEES**

\*Subject to change based on EGF School Board action.

Public education is free to all Minnesota residents. However, there are some fees that may be charged under certain circumstances.

1. A \$25 fee\*(optional) covers the cost of a student activity pass which allows students entrance into all regular season home high school athletic events. (Pass must be shown at every event attended.)

\*Fee is subject to change (with board action).

2. Projects in art, Family & Consumer Science, industrial arts/technology, or some other course may require the purchase of additional materials. These projects must be paid for in advance and may be taken home upon completion. Students may provide their own materials for such projects with approval from the instructor.

3. Cost of school equipment or material destroyed, broken or unduly damaged through carelessness or failure to follow instructions, in the amount necessary to restore that item.

4. Deposit for lab or shop breakage, such deposit is to be returned at the end of the school year in the unused amount. This deposit is applicable only if the student is enrolled in a course involving laboratory or shop work.

5. Repair charges on school-owned band instruments that students are using.

Students are required to furnish their own paper, pencils, pens, notebooks, scratch pads, gym clothes, tennis/athletic shoes, etc.

Fees unpaid within 30 days of the end of the school year may be collected through action in a small claims court or other appropriate means. These procedures are in accordance with and governed by the Minnesota Public School Fee Law MSA 120.71 - 120.76

## **LUNCH - CLOSED NOON PROGRAM**

As part of the school's health program, a well balanced yet reasonable lunch is offered daily at Central Middle School. Both breakfast and lunch are offered FREE to students daily. Students desiring to bring their lunch from home may do so. No food delivery services are allowed during school hours.

Students will be given a lanyard with a six-digit code to type/key into a computer. The computer will automatically subtract the proper charge from their balance (This same code will follow them until graduation from High School.)

Students on all lunch programs will be charged accordingly for their first meals. Second meals and deli items will be full charge. In order to purchase these items, students must deposit money into their lunch accounts on a regular basis to keep their balance positive.

All breakfasts and lunches will be eaten in the school cafeteria.

No student is allowed to leave without a permission pass from the office. All students leaving the building during lunch break must enter the building by the cafeteria entrance and remain there until excused by the lunch supervisor.

Please help in the cafeteria in the following ways:

- Deposit all litter in the wastebaskets provided.
- Return all trays and utensils to the dishwashing area.
- Do not take food from the cafeteria.
- Leave the table and floor, where you ate, in clean condition for others.
- Don't cut ahead of students in the lunch line.
- Remain seated, in the cafeteria at all times, except to return trays, or to use the washrooms. (Do not switch tables.)
- You may use the deli only after eating lunch.
- Use an appropriate, inside voice volume level.

PLEASE NOTE: Vending machines are off limits during the lunch shifts and the school day in general with our school wellness policy in place.

## **HYDRATION AT SCHOOL**

Students have access to water fountains during passing time. Students are also encouraged to bring solid-surface water bottles to school to have during class time (no squeeze bottles). Beverages other than water are not allowed except in the cafeteria during breakfast or lunch sessions.

## **LOCKERS AND LOCKS**

During registration each student will be assigned a locker and issued a combination lock.

Your locker is the property of the school and is provided for your use. It should be used to house your textbooks and other school materials when they are not in use along with any coats, boots, or other outdoor garments.

It is the student's responsibility to see that the locker is kept locked, in order, and in good usable condition at all times. Do not store food in your locker (other than what is in your lunch box). The school is not liable for losses. The locks and lockers are the property of the school district. Do not write on your locker or any other locker or paste or tape anything to your locker. No glass containers are allowed in lockers.

If locks are lost or damaged, or if lockers are damaged, the student may be assessed a fine for replacement or repair. If you have trouble with your locker, report it immediately to the office.

Your locker is subject to periodic inspection for cleanliness, and may be entered by the principal or assistant principal at any time if it might be suspected of containing alcohol, narcotics, explosives, or other items considered potentially harmful to other students or to the school building, or unlawfully obtained. Private locks are not allowed to be used on school lockers unless discussed with the office and with administrative permission. A key or combination will be given to the office for the lock you use.

## **TEXTBOOKS**

All basic textbooks are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. To avoid misplacing your books, write your name, grade, and school in the front cover at the beginning of the school term. Textbooks that have been abused, misused, or lost during the school year will be subject to fines. These fines should be paid no later than the last full day of school.

## **HEALTH SERVICES**

Minnesota School Immunization Law (M.S. 121A.15) and ISD Policy 5704 requires these vaccinations or proof of vaccinations:

- 6th Grade-A total of 3 DTP, total of 3 Polio and 1 MMR vaccination.
- 7th Grade-A total of 3 DTP, total of 3 Polio, 2 MMR, 1 Td Booster, the Hepatitis B series and 2 Varicella vaccinations OR the signature of a provider along with the date of the child's varicella (chicken pox) illness or laboratory evidence of the child's immunity.
  - \*Exemption forms are available in the office for those who are medically unable to receive vaccinations or whose parents are conscientiously opposed.
- 8th Grade-A total of 3 DTP, total of 3 Polio, 2 MMR, 1 Td Booster and the Hepatitis B series is recommended but not required.

No child can enroll or remain enrolled until required immunizations are given.

A Physical Exam is recommended for all students and required for students involved in activities (before the start of 7th grade).

## **MEDICATION PROCEDURE**

Students who need to take medication during the school day must have a written order from a physician giving specific directions for taking medication.

A copy of the "Physician's Written Order and Parent Authorization Form" must be in the student's medical records file. That copy is available for immediate reference by the principal and/or staff member designated by the principal to administer the prescribed medication.

The school cannot administer prescribed medication to any child whose parent or legal guardian has not fully completed the above-mentioned form.

Medication to be administered must be brought to school in a container appropriately labeled by a pharmacy or by the physician.

A designated, specific, locked and limited access storage space within the school is used to store the medication.

## **INJURIES**

If a student is injured during the school day or while participating in a school-sponsored activity, they must immediately report the injury to the supervisor or to the office. An injury report may need to be completed.

## **INSURANCE**

State statutes declare that a school district has no liability in cases of accidental injuries in school activities. A school district cannot use public funds to purchase accident insurance covering its pupils. Public funds received through taxes can only be spent for the purposes for which they were levied.

## **EXTRACURRICULAR ACTIVITIES**

Many extracurricular activities, which appeal to a wide scope of student interests, are offered at the Middle School. Directors of each activity will explain the requirements for the activity before student participation begins. The school district does not carry accident insurance on students attending East Grand Forks public schools. Also, a physical examination along with parental permission is required before participation in any athletic activity begins.

ISD 595 is a member of the Minnesota State High School League. Being a member requires students to read and fill out the forms that establish definitions, rules and consequences for use and abuse of alcohol, drugs and tobacco. It also states clearly the expectations and regulations as it relates to hazing.

These forms must be read and signed by participants and parents before students are allowed to participate in any activities.

•Students participating in extracurricular activities must be in school no later than 9:00 am on the day of the activity.

[CMS Student Participant Expectations](#) - LINK to the expectations of students who participate and compete in school-sponsored activities.

## **STATEWIDE TESTING**

Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. This form can be found on the page following the Central Middle School "East Side Pride Expectations" matrix in this handbook.

## **MEMORANDUM OF UNDERSTANDING**

The Memorandum of Understanding law has been passed by the Minnesota Legislature requiring schools to report all drug and alcohol violations that occur on school property to the police. It also requires the police to inform the school if they arrest any student who is selling, using, or in possession of alcohol or drugs. The purpose of the law is to keep open the line of communication between these two agencies.

All the schools in Polk County have signed the same Memorandum of Understanding so that all students in Polk County will be treated equally.

## **LAW ENFORCEMENT RECORDS WILL BE USED TO DETERMINE STUDENT ELIGIBILITY**

Minnesota Statute section 260.

These facts when reported to the school may be used to determine eligibility for extracurricular events.

## **DENIAL DISQUALIFICATION**

A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

## **INTERPRETATION OF ALCOHOL, TOBACCO, AND DRUG POLICIES**

When interpreting the penalties, remember that there is no first and first violation. An example of this would be a student who has a first violation for tobacco, serves that penalty, then has a violation for alcohol. This alcohol violation becomes a second violation of policy and the student would then serve his penalty under the second violation of the alcohol penalties.

## **DUE PROCESS: STUDENT ELIGIBILITY**

Students declared ineligible by the school shall have the right to Due Process.

A student may appeal a school's decision regarding eligibility as follows:

1. Within ten (10) days of the school's decision, direct a request for hearing in writing to the principal.
2. The principal shall convene a hearing panel from three (3) to five (5) members within ten (10) days after receipt of written notice.
3. Review evidence and supporting documentation.
4. Within two (2) days of hearing, prepare written findings of fact and conclusions and send copies to student and the MSHSL.
5. A student may appeal the School Hearing Panel's decision as follows: a) Within ten (10) days of school panel decision, direct a written request including findings of fact and conclusion from school panel hearing, plus a \$250 check, to the League.
6. The League will schedule a hearing with an Independent Hearing Officer within ten (10) days.
7. The Hearing Officer shall forward a recommendation to the Board of Directors four (4) days following the hearing.
8. The decision of the Board of Directors shall be delivered five (5) days after receipt from the hearing officer.
9. Board decision shall be final.

## **SPORTSMANSHIP CODE**

THE SPECTATOR SHALL:

1. Realize that he/she represents the school just as does the member of a team. Therefore, he/she has an obligation to be a true sportsman, encouraging through this behavior the practice of good sportsmanship by others.
2. Recognize that good sportsmanship is more important than victory by approving and applauding good team play, individual skill and outstanding examples of sportsmanship and fair play exhibited by either team.
3. Recognize that since the primary purpose of interscholastic athletics is to promote the physical, mental, moral, social and emotional well being of the player through the medium of contests, victory or defeat is, in reality, of secondary importance.
4. Be courteous to visiting teams and officials.
5. Be modest in victory and gracious in defeat.
6. Respect the judgment and integrity of officials, realizing that their decisions are based upon game conditions as they observe them.

## **EXTRACURRICULAR CONDUCT:**



Extracurricular Activities and bus rides to/from (if applicable) are an extension of the school day. As such, students that attend and/or participate in extracurricular activities are subject to the Student Code of Conduct and any disciplinary action that may result from violating it.

### ACADEMIC GRADING SCALE

Academic Letter Grade	Low Percentage	High Percentage
<b>Genesis Grading Scale</b>		
A+	100	
A	94	99.99
A-	90	93.99
B+	87	89.99
B	83	86.99
B-	80	82.99
C+	77	79.99
C	73	76.99
C-	70	72.99
D+	67	69.99
D	63	66.99
D-	60	62.99
F	0	59.99

### ACADEMIC ELIGIBILITY POLICY

Academically, our goal is to have each student given a strong and varied background. In addition, participation in extracurricular activities is encouraged with each student. These three maturing years at the middle school are a time for students to enjoy participation in all activities so that they may enjoy a sense of social involvement. However, we firmly believe that the academic education during these years is crucial to future success for students.

We also feel that all secondary students must accept some responsibility for the success of their education. We have developed the following regulations for academic eligibility. It is our hope that these rules will enable students to achieve in both classroom and extracurricular activities.

In the event that a student is failing one or more classes on dates when the eligibility report is pulled, the student will become ineligible to participate in any MSHSL sponsored or school sponsored event for a minimum of one week (Monday through Saturday). If, on the second week of a student's ineligibility, they are passing their class/classes that they were ineligible in, they can pick up a form in the office, fill it out, and get it signed by the corresponding teachers to verify their current grade. The form must then be turned in to the office so coaches/advisors can be notified the student is passing their class.

After that week period is over, the student must be passing the courses he/she failed. If the student is still failing classes, the student needs to pick up a form in the office from the administration. This form allows the teachers to notify the administration when the student's grades are passing. The administrator will then inform the coach/advisor that the student is passing. The student becomes eligible to participate immediately after the coach/advisor is informed. In the case of multiple failing course grades, the same principle applies until all grades become passing.

If a student is ineligible two AE dates in a row, interventions between student, parent, teacher, and administration will begin. Grades will be taken directly from the teacher's quarter grade report on the dates listed below at 3:15pm. Teachers must have a minimum of three (3) grades recorded for Academic Eligibility to go into effect. When the academic eligibility check happens at the end of the semester, the final grade for the class will be used.

## **ENRICHMENT**

A class in Enrichment is offered to students in grades 6, 7 & 8, who would benefit from Intervention and/or Enrichment in the areas of Math and Reading at Central Middle School. This course helps students develop good study habits, provides additional instructional support, encourages sustained silent reading (SSR), and focuses on student achievement.

## **ELECTIVES**

Students at CMS are offered the opportunity to choose elective classes to explore areas of high interest. Elective classes are graded on the academic scale and fall under all eligibility criteria.

## **REPORT CARDS**

Report cards are used to make parents aware of how well their son/daughter is doing in school and how well he/she progresses throughout the school year. End of the nine weeks periods:

1st Quarter – October 31st, 2025

2nd Quarter – January 16th, 2026

3rd Quarter – March 20th, 2026

4th Quarter – \*May 28th, 2026 (unless last day of school changes due to storm makeup days being added at the end of the year)

## **INCOMPLETE**

Teachers can give students a grade of incomplete for any nine weeks in which the student has not finished the work assigned due to an excused absence. This is at the discretion of the teacher through the office. All grades marked incomplete change to "F" after two weeks following each nine weeks' grading period unless a prior arrangement is made with the teacher through the office.

## **HONOR ROLL**

At the end of each marking period an honor roll is computed on the following basis:

A Honor Roll = 3.5 GPA – 4.0 GPA

B Honor Roll = 3.0 GPA – 3.49 GPA

1. No student with a grade below a B in any subject will be on the "A" Honor Roll.
2. No student with a grade below a C in any subject will be on the "B" Honor Roll.
3. The Honor Roll will be listed in the newspapers as Straight A (4.0), A (3.5-3.999), or B (3.00 to 3.499).

A list of honor roll students will be published in The Exponent and on our school website after each nine-week period has ended.

## **DEFICIENCY SLIPS**

Deficiencies will be communicated out to the home midway through the quarter, notifying parents that the quality of their son's/daughter's work is below average or failing. Parents receiving mid-quarter grade check reminders are asked to discuss the reasons for the unsatisfactory work with their son/daughter. If you receive a deficiency notice, it is encouraged that you contact that teacher by phone, email, or schedule a visit.

Mid-Quarter Slips will be communicated out on:

- October 1, 2025
- December 3, 2025
- February 18, 2026
- April 22, 2026

## **PARENT/TEACHER CONFERENCES**

The purpose of parent/teacher conferences is to bring the parents and teachers together to discuss the progress of the student. It provides an opportunity to discuss potential strategies to assist the student in every way possible.

There are two sets of conference dates during the school year.

1. October 22nd, 2025 and October 29, 2025 (3:30 - 6:30 PM)
2. March 11, 2026 and March 18, 2026 (3:30 - 6:30 PM)

## **GRADE PROMOTION/RETENTION PLAN**

The middle school years are important in the continuation of education. It is a time of cementing certain skills learned in the primary grades, and it is a time to learn new skills in preparation for high school. We want all students leaving Central Middle School to have the ability, maturity, and competence to succeed in their following years. We have developed several alternatives for students who have not met the necessary requirements for promotion. We hope these steps will enable the student to gain the necessary skills and knowledge without deterring from their social development.

1. Any student who does not pass a 6th or 7th grade course may be required to repeat that particular course. 6th and 7th grade requirements must be completed by the end of the 8th grade year. Any 8th grade student will be referred to Senior High for potential remedial programming.
2. Any student failing a total of two credits may be required to repeat that grade.
3. A Summer School program may be required to meet grade level promotional guidelines in lieu of repeating failed courses.

### **RETENTION VIEW COMMITTEE**

A committee of teachers will review all recommendations for retention or repeating specific classes. The committee will meet for the purpose of reviewing potential failures. The final recommendation on retainees will be made at the end of the school year. Parents and students will be notified as soon as possible if a student may potentially fail a class. Central Middle School will work with both the parents and students in any way possible to help the student successfully complete the course requirements for advancement.

### **CHEATING/PLAGIARISM**

Students who plagiarize, use plagiarized papers or projects, complete classwork with the use of artificial intelligence, or are involved in any other form of cheating will be subject to a reduction in grades and/or disciplinary action.

### **STUDENT APPEAL PROCEDURE**

If a problem develops between a student and the school, the problem should FIRST be discussed with the teacher, the advisor, or the coach involved. If the issue cannot be resolved, it may then be referred to the Activities Director and/or Principal with the parent advised by WRITTEN notice of the situation at this stage. If the issue is still not resolved and the student still feels that his or her rights or privileges have been violated, he or she may then make a formal WRITTEN appeal through the Superintendent of Schools to the Board of Education.

During the appeal the student must abide by the decision of the principal. The Board of Education shall make the final decision.

### **ADVISOR/ADVISEE - WAVE Time PROGRAM**

All students have been assigned an advisor teacher and a WAVE Time teacher for the year for the purpose of helping the student as an individual go through the middle school years as smoothly as possible. There are many adjustments to be made at all ages, especially middle school. Hopefully being able to have closer contact with someone in school will help make some of the tough times easier. Here are some ways in which our program will assist students:

1. It will help you make the adjustment from elementary school to middle school, and from middle school to senior high.
2. The program will give you daily contact with your advisor in a smaller group setting that allows a more caring relationship to occur between student and staff.
3. The program will help prevent students from "sliding" through middle school by assuring a closer contact regarding report cards and class schedules. It also helps classroom teachers stay on top of what is happening academically with the students. The program will assist students and parents during registration and enable you to obtain more individual attention in making curriculum decisions.

### **ACCELERATED MATH PROGRAM**

While the majority of our 8th grade students take Algebra 8, we do offer Accelerated Algebra for students who have demonstrated high competence in mathematics and should consider taking four years of accelerated math through the high school level. Those enrolled in the Accelerated Program will have the opportunity, as seniors, to take an additional Calculus course, which also earns college credit.

We have looked at criteria that can serve as predictors of success in algebra and have found that students who succeed tend to have received A's in math through the elementary and middle school years, are good at completing homework on time, demonstrate creativity and persistence in problem-solving, and generally have performed well academically.

We use multiple criteria as a guide in selecting students for Accelerated Algebra:

- Classroom performance (including grades, attitude, and effort)
- MCA Scores
- STAR Test Results
- Behavior
- Attendance
- Student's interest in being in Accelerated Algebra

### **GUIDANCE AND COUNSELING**

The purpose of guidance services is to help each student in his/her social, educational, vocational, and personal development. Student conferences will receive first consideration of the counselor's time and are scheduled whenever necessary.

### **STUDENT PHONE/CELL PHONES and OTHER DIGITAL DEVICES**

**A phone is available for student use in the office.** This phone is for emergencies or important phone calls – not for pleasure. Students must ask office staff for permission to use the student phone, prior to use.

CMS staff understands that many students have cell phones, cameras and other personal electronic devices. **If a student chooses to bring their cell phone or other personal electronic device(s) to school, (including, but not exclusive to Smart Watches, iPads, tablets) they must be powered off and stored in the student's locker upon arrival through the dismissal bell.** The only exception to this policy would be if express permission is granted from a teacher – to bring devices to class for an academic purpose. If this happens, the phone/personal electronic device must be returned to the student's locker immediately following the class. Students violating this policy will have their phone/electronic device confiscated and brought to the office. On the first violation, a student will be able to pick it up after dismissal. If a student receives a second cell phone/electronic device violation, the device will be brought to the office, where it will remain until a parent/guardian comes to school to retrieve it. A third violation will result in the student being strongly encouraged to leave the device at home, or will be expected to turn the device into the office (upon arrival) and pick it up after dismissal (for a period of time determined by the office staff).

**NOTE: Wireless earbuds/headphones are not allowed at school. Students may bring corded earbuds/headphones to use in classrooms (at times the teacher deems appropriate).**

\*Any inappropriate movies, pictures of teachers, students or school activities are prohibited. It is a violation to take and/or publish photos or videos of anyone without their permission.

\*The use of camera phones is strictly forbidden in private areas, such as locker rooms, washrooms, dressing areas, classrooms, and offices at any time. Such use may also be in violation of the criminal code.

Students may appropriately use cell phones/electronic devices after 3:15 p.m. in the school building.

### **SCHOOL ACTIVITY NIGHTS**

There will be special activity nights throughout the school year.

- Dates/times to be announced
- Once a student leaves the activity, he/she may not re-enter the building
- This is a school function and suspension rules apply. Also, students who use or have alcohol, drugs, or tobacco in their possession will not be allowed to attend any other activities.
- Students who misbehave during an activity will be immediately sent home. Parents will be contacted to pick up their middle schooler.
- Students who continually violate the "Code of Conduct" will not be allowed to attend the activity.
- Students will dress in a manner, which is accepted as being in good taste. Rules on student dress are enforced.
- Only Central Middle School students will be admitted into the activity.
- Students not in school on the day of the event are not allowed to attend/participate (unless in a school-sponsored activity)

### **ADD OR DROP POLICY**

#### **BAND/CHOIR**

A student can add Band and Choir at any time during the school year, however, it will be up to the teacher whether they perform in a Concert or Festival that is close to the time they join the group.

During the first ten school days, withdrawal from Band or Choir will be allowed, provided the student brings a note signed by a parent to the teacher and the Principal. If there is a Concert or Festival within two weeks of dropping the course, the student may be required to stay in Band or Choir until after the performance.

#### **ACADEMIC COURSES**

For year long classes, withdrawal after the first ten days of the 2nd or 3rd nine weeks requires the student and parent to contact the teacher and Principal explaining why the student is dropping the class. Students must remain in class until permission is granted by the Principal.

### **PHYSICAL EDUCATION**

All students will participate in physical education unless excused by a doctor.

All CMS Students in Grades 6-8 are required to wear a gym uniform. Failure to dress and participate will result in a reduced daily grade which could impact a student's overall grade at the end of a quarter. Students and families should reach out to our school social worker or middle school office if help is needed in getting a gym uniform.

### **LOST AND FOUND**

If at any time during the year you should lose anything, check with the principal's office and/or lost and found rack to see if your lost articles have been found. If you find any article that someone has lost or misplaced, bring it to the office so the owner can claim it.

All unclaimed items (that cannot be put to good use at school next year) will be sent to an area thrift store at the end of the school year.

### **CLASS FIELD TRIPS**

Class field trips may be planned by grade level teams and/or school administration. Fundraising may be done to help offset the cost of the field trips. Parents who do not want their student to fund raise should make it known and arrange to pay for the cost of the trip outright. All fundraising money and fees will be collected prior to attending all trips. Failure to turn in fundraising money will result in a student not attending. Students may be held back from these field trips for poor work habits, poor grades, and poor behavior.

### **LIBRARY/MEDIA CENTER**

(The MN Public School Law. MSII 120.71-120.76) According to law, school districts may charge students for the loss or damage of any textbooks, library books, or other district owned materials. Because the price of lost items and the availability of library materials to all students is a constant concern, we have adopted the following procedure to help us maintain an efficient and effective library program:

Step 1. Student is notified of overdue material.

Step 2. If the material is not returned within a week's time, it is the school's assumption that the material is lost. At this time the student is billed for the material, which has not been returned.

Step 3. If: 1) the material has not been returned OR 2) the student has not paid for the material, the school notifies the parents with a bill for the unreturned materials.

Step 4. Fees left unpaid more than 30 days after the end of the school year may be collected through action in a small claims court.

### **POSTERS**

Any signs, posters, and visuals posted in the school must be pre-approved by school administration.

 **2025-26 Participation Guide and Refusal Information Reader Extended.pdf**

At CMS, we treat each other with respect,  
take responsibility for our learning and strive for a  
safe and positive  
school for all.

At Central Middle School,

We Are . . .

✓ Respectful

✓ Responsible

✓ Safe

**988 Suicide and Crisis LifeLine: Call or text  
988 or visit [988lifeline.org/chat](https://988lifeline.org/chat)  
Crisis Text Line: Text **HOME** to **741741**  
County Mobile Crisis Services:  
**800-282-5005.****