



Middle School  
Student Handbook  
2019-2020

**Preparing self-directed learners to thrive in a  
changing global community**

# TABLE OF CONTENTS

WELCOME LETTER	4
INTRODUCTION OUR SCHOOL	
● SCHOOL CALENDAR	5
● DATES OF SIGNIFICANCE	6-7
● <a href="#">DISTRICT VISION STATEMENT</a>	8
○ MISSION STATEMENT	
○ BECKER MIDDLE SCHOOL BELIEFS	
● STAFF DIRECTORY INFORMATION	9-10
○ MIDDLE SCHOOL STAFF LIST	
○ SCHOOL BOARD AND ADMINISTRATION	
● PROGRAM OF STUDY	11
● DAILY SCHEDULES	12-13
<a href="#">BECKER MIDDLE SCHOOL PROGRAM OF STUDY ACADEMICS</a>	
● ACADEMIC PROGRESS	14
○ GRADING	15-17
○ FAMILY ACCESS	17
○ REPORT CARDS	17
○ MIDTERM REPORTS	17-18
○ STUDENT/PARENT/TEACHER CONFERENCES	18
○ INCOMPLETE WORK	18
● ACADEMIC INTEGRITY	18-19
ATTENDANCE	19-21
● ABSENCE PROCEDURES	20
● ARRIVAL & DISMISSAL TIMES	
● EXCUSED AND UNEXCUSED ABSENCES	21-22
○ DEADLINE FOR EXCUSING ABSENCES	
○ LEAVING DURING THE SCHOOL DAY	
● EXTRA CURRICULAR PARTICIPATION	21
● PREARRANGED ABSENCES	21-22
● PROCEDURE FOR EXCESSIVE ABSENCES	21-22
○ TARDINESS	
○ TRUANCY	
■ PARTIAL DAY & HOMESCHOOLING	23
CODE OF CONDUCT/DISCIPLINE	23 -36
● SCHOOL DISCIPLINE POLICY	24
● BEHAVIOR EXPECTATIONS	24-26
○ RESPECTFUL LANGUAGE	
○ HALLWAYS	
○ LUNCHROOM	
○ LOCKERS/LOCKER ROOMS	
○ FIELD HOUSE	

○ ASSEMBLIES	
○ PUBLIC DISPLAY OF AFFECTION	
○ PROTECTION FROM THEFT	
○ POSTERS/DISPLAY OF ITEMS	
○ FIELD TRIPS	
● STUDENT TRANSPORTATION	26-27
○ BUS PROCEDURES/EXPECTATIONS	
○ ROLLERBLADES, SKATEBOARDS, BIKES, SCOOTERS	
● APPROPRIATE DRESS	28
● BULLYING/HARASSMENT/HAZING/WEAPONS POLICIES	28-30
● CONTROLLED SUBSTANCE POLICY	30
○ TOBACCO USE/TOBACCO FREE	
○ DRUGS AND ALCOHOL ABUSE	
● SEARCHES	
● TENNESSEN WARNING	
● USE OF THE INTERNET AND MOBILE DEVICES	31-32
○ IPADS	
○ INTERNET USE	
● SCHOOL CONSEQUENCES	32-34
○ DETENTION	
○ REMOVAL FROM CLASS	
○ ADMINISTRATIVE DISMISSAL	
○ SUSPENSIONS	
○ EXPULSIONS	
● SCHOOL RESOURCE OFFICER	36
● DISORDERLY CONDUCT	37
<b>GENERAL INFORMATION</b>	<b>34-44</b>
● SCHOOL SAFETY AND SECURITY	34-35
○ CRISIS PLAN	
○ DRILLS	
○ SURVEILLANCE	
○ MANDATORY REPORTERS	
● ACTIVITIES	35-37
○ VOLUNTEER OPPORTUNITIES	
○ ACTIVITY NIGHTS	
○ FEES	
● FOOD SERVICE	37
● PHYSICAL EDUCATION PARTICIPATION POLICY	37-38
● PE UNIFORMS	
● MEDIA SERVICES	38
● PICTURES	38
● PLEDGE OF ALLEGIANCE	38
● TRANSFER/WITHDRAWAL PROCEDURES	39
● TEXTBOOKS AND SCHOOL PROPERTY	39
● LOST AND FOUND	39
● VISITING STUDENTS	39
● STATE TESTING	39
<b>DATA PRIVACY</b>	<b>40</b>
○ RELEASE OF STUDENT DIRECTORY INFORMATION	

<ul style="list-style-type: none"> <li>○ STUDENT RECORDS</li> <li>○ SCHOOL CLOSINGS</li> <li>● SCHOOL INSURANCE</li> <li>● TELEPHONE USE BY STUDENTS</li> </ul>	41
<b>EQUAL EDUCATIONAL OPPORTUNITIES - POLICY 102</b>	
<b>STUDENT SUPPORT SERVICES</b>	<b>41-43</b>
<ul style="list-style-type: none"> <li>● EQUAL RIGHTS STATEMENT</li> <li>● SCHOOL COUNSELOR</li> <li>● HEALTH SERVICES</li> <li>● MEDICATION INFORMATION</li> <li>● SCHOOL PSYCHOLOGIST</li> <li>● SCHOOL RESOURCE OFFICER</li> <li>● SPECIAL EDUCATION SERVICES <ul style="list-style-type: none"> <li>○ SPEECH THERAPIST</li> <li>○ SOCIAL WORKER</li> </ul> </li> <li>● 504 SERVICES</li> <li>● MULTI TIERED SYSTEM OF SUPPORT (MTSS)</li> <li>● TARGETED SERVICES</li> </ul>	
<b>MISCELLANEOUS</b>	<b>44</b>
<i>The following policies can be accessed on the district website:</i>	
<ul style="list-style-type: none"> <li>● <i>Student Attendance (Policy 503)</i></li> <li>● <i>Internet Use Policy (Policy 524)</i></li> <li>● <i>Student Discipline (Policy 506)</i></li> <li>● <i>Weapons (Policy 501)</i></li> <li>● <i>Hazing (Policy 526)</i></li> <li>● <i>Harassment and Violence Policy (Policy 413)</i></li> <li>● <i>Searches (Policy 502)</i></li> <li>● <i>Tobacco Free (Policy 519)</i></li> <li>● <i>Alcohol and Other Drugs (Policy 417)</i></li> <li>● <i>Bullying (Policy 514)</i></li> <li>● <i>Equal Education Opportunity (Policy 102)</i></li> </ul>	
<ul style="list-style-type: none"> <li>● IPAD PROCEDURES/HANDBOOK</li> </ul>	

[Becker Middle School Site](#)

August, 2019

Dear Students & Parent(s)/Guardian(s),

Welcome to Becker Middle School! BMS staff is looking forward to another exciting year of learning and growing together. The 3R's – **Respect, Responsibility, and Relationships**- continue to be the foundation of our program designed specifically for the needs of early adolescent learners. The middle school years are important stepping-stones on the path to high school success. During middle school, students will be provided many opportunities to develop friendships, explore areas of interest, and accomplish great things in both academics as well as activities

Our school's handbook is intended to help you understand the policies and procedures of the middle school and district so we can work together to maintain a positive and safe learning environment. Please read the handbook carefully so you are familiar with the procedures and expectations at the middle school. If you have any questions or suggestions regarding the contents of the handbook, please contact the middle school counselor or a middle school administrator.

This handbook is the official student handbook for Becker Middle School and has been approved by the Becker School Board. It will remain in effect until the subsequent edition is approved and published. The policies outlined in the student handbook apply equally to all students. It is recognized that the student handbook will be interpreted at the discretion of the school administration for the benefit of all students. We take great pride in our students, staff, building, and community. Thank you for partnering with us to maintain a safe school where students can learn, grow, and develop valuable life skills. We wish you a successful 2019-2020 school year!

Sincerely,

Ms. Chantel Boyer  
BMS Administrator

DISTRICT 2019- 2020 CALENDAR INFORMATION: Calendar available on [Becker site](#)

AUGUST

26-28 Staff Development  
29 Staff Development (.5)

SEPTEMBER

2 Labor Day  
3 Middle School Open House/Conference Day (10:30-6:30 pm)  
4 First Day of Classes for ALL 6-8 students  
23 BMS Parent/Student Orientation Night  
(sign up slots from 3:30-6:30 pm)

OCTOBER

4 Early Out 12:45 pm  
15 Midtrimester 1  
15 MS Conferences 3:00-8:00 pm  
16 No School/Conferences 8:00-1:00  
17-18 No School

NOVEMBER

21 End of Trimester 1  
22 No School - Staff Development  
25 Beginning of Trimester 2  
27-29 No School

DECEMBER

12 Band Concerts (PAC): Grd 6=6:30 pm/Grd 7= 7:00 pm/Grd 8=7:45  
pm  
19 Choir Concerts (PAC): Grd 6=6:30 pm/Grd 7= 7:00 pm/Grd 8=7:45  
pm  
23 - 31 No School

JANUARY

1 No School  
2 School Resumes  
16 Midtrimester 2  
16 MS Open Conferences 3:30 - 7:30 pm  
20 No School

FEBRUARY

4 Early Out - 12:45 pm Staff Development  
17 No School  
28 End of Trimester 2

MARCH

2 No School - Staff Development  
19 BMS Open Conferences 3:30 - 6:30 PM  
20 No School

APRIL

10 No School  
13 No School  
17 Midtrimester 3

MAY

22 Graduation  
25 No School  
29 Last Day of school Early Out 12:45 pm - Staff Development

## 2019-2020 Dates of Significance

### **August**

12-15	Summer SOAR - Session II 8:00 am - 12:00 pm
20-22	Summer SOAR - Session II 8:00 am - 12:00 pm
26-28	"Back to School" Teacher Workshop/Staff Development Days
29	.5 Staff Development

### **September**

2	Labor Day-No School
3	MS Open House & Conference Day 10:30-6:30 School Picture Day, Conferences, etc.
4	First Regular Student Day
9-27	NWEA Testing – Math & Reading

### **October**

1	Project Earth Science Field Trip
4	Early Out 12:45 pm - Staff Development
7	School Picture Retakes
15	Midtrimester 1 Student/Parent/Teacher Conferences (3:30-7:30 PM)
16	Student/Parent/Teacher Conferences 8:00-1:00 PM
17-18	Fall Break

### **November**

5	Election Day Terrance Talley Presentation
21	End of Trimester 1
22	No School - Staff Development
25	Trimester 2 begins
27-29	No School - Thanksgiving Break

### **December**

12	BMS <b>Band</b> Concerts in PAC Grade 6 = 6:30 pm Grade 7 = 7:00 pm Grade 8 = 7:45 pm
19	BMS <b>Choir</b> Concerts in PAC Grade 6 = 6:30 pm Grade 7 = 7:00 pm Grade 8 = 7:45 pm
23-31	Winter Break – No School

### **January**

1	New Year's Day - No School
---	----------------------------

2 School Resumes  
16 Mid Trimester 2  
MS Open Conferences 3:30-7:30pm  
20 MLK Day - No School

### **February**

1 Early Out - Staff Development  
11 Jazz Bands Performing 7:00 PM (Old Auditorium)  
17 Presidents Day-No School  
20 Grade 8 Concert - Choir and Band (PAC)  
28 End of Trimester 2

### **March**

2 No School - Staff Development  
3 Trimester 3 begins  
6 LifeTouch Spring pictures  
8 MCA Testing Window Opens (Rdg, Math, Sci) Grades 3 - 8  
13 Middle School Musical Public Performance – 7 pm in PAC  
14 Middle School Musical – Performances at 2:00 pm and 7:00 pm  
15 Middle School Musical – Performance at 2:00 pm  
19 MS Open Conferences 3:30-7:30 pm

### **April**

10 No School  
13 No School  
17 Mid Trimester 3  
19 No School  
24 Early Out 12:45 pm

### **May**

7 Gr. 3-8 MCA Reading and Math testing last day  
BMS Band Concerts in PAC  
Grade 6 = 6:30 pm  
Grade 7 & 8 = 7:30 pm  
14 Last day for MCA science testing (Gr. 8)  
BMS Choir Concerts in PAC  
Grade 6 = 6:30 pm  
Grade 7 & 8 = 7:30 pm  
22  
27 5th Grade Move Up Day/6th Grade Activities Fair Day  
23 Grades 6-8 Band Concerts – 6:30 pm and 7:30 pm PAC  
27 Memorial Day  
31 Graduation - Graduates walk through buildings

### **June**

3 8th gr. Move Up Day  
5 Last Day for Students MS Spring Talent Show  
8:30 am in PAC Early Out @ 12:45 pm



## **District Vision & School Mission**

*Preparing self-directed learners to thrive in a changing global community*

### **Mission Statement**

The Becker Middle School community promotes academic achievement and success through the three R's:

***Respect•Responsibility•Relationships***

### **Becker Middle School Beliefs**

\*We believe in the dignity of all people and the value of respect for self, others, and property.

\*We believe that each individual should take responsibility for him/herself.

\*We believe that the responsibility for learning is shared by students, school, parents, and community.

\*We believe in the need for caring relationships to help people reach their full potential.

\*We believe the curriculum, instruction, and assessment should reflect the uniqueness of the adolescent learner.

### **BMS Staff Working Code**

In accordance with the 3 R's professed at Becker Middle School, it is expected that all staff will model respect, responsibility, and healthy relationships.

We will demonstrate self respect as well as respect towards our students, their families, and our colleagues throughout the district. We will show respect for individual and group differences and also will demonstrate a respect for the school facilities and property.

We are responsible for our actions and will be diligent in directing our best efforts as educators to ensure a quality educational program that is engaging and relevant for our students.

Positive nurturing relationships will be developed and fostered with students, parents/guardians, and other building personnel. Our educational efforts will be enhanced by our concern for our students and the caring and authentic relationships we establish with them.

## 2019-2020 BMS STAFF DIRECTORY

<u>FACULTY</u>	<u>EXTENSION</u>	<u>POSITION</u>
Alkire, Mary	4512	Paraprofessional
Anderson, Brenda	4409	Media Assistant
Anderson, Regan	4510	Global Studies 8
Baune, Jason	4309	Grade 6 - Math
Bengtson, Hokan	4307	Grade 6 - Science
Beutz, Angie	4802	Special Education
Block, Sue	4203	Math 7
Boyer, Chantel	4111	Administration
Brake, Scott	4908	Phy Ed
Brandt, Julie	4100	Principal's Secretary
Brant, Kari	4308	Grade 6 - Science
Changamire, Gretchen	4904	Phy Ed
Clemen, Shelly	4701	Band 6 & 8
Dockendorf, Miriah	4401	Social Worker
Eldred, Ruthanne	4701	Band Instructor
Feierabend, Jennifer	4207	Science 7
Fisher, Lisa	4503	Math 8
Fluck, Katey	4802	Paraprofessional
Forster, Sandy	4310	Grade 6 - Math
Fox, Julie	4402	Counselor 6-8
Fox, Lance	4301	Grade 6 - MN Studies
Frandsen, Tara	4802	Paraprofessional
Geier, Natalie	4303	Grade 6 - English
Gruber, Shelly	4108	MTSS Lead
	4650	Head Cook
Hanson, Tonja	4206	English 7
Hare, Tracy	4800	Art 7/8
Hausmann, Joy	4304	SpEd
Hayes, Sandy	4506	English 8
Helmer Weiss, Nancy	4110	Administrator
Hosier, Denise	4501	Paraprofessional
Karls, Holly	4403/4509	Social Worker
Kolbinger, Becky	4602	Food Service Cashier
Kolbinger, Mark	4505	English 8
Konerza, Kim	4211	DHH Teacher
Krause, Lisa	4104	Life Skills 7 & 8
Kydd, Gloria	4512	Paraprofessional
Langer, Sharon	4304	Paraprofessional
Lannoye, Deb	4900	Lead Custodian
Leabch, Tammy	4502	Math 8
Loesch, Stephanie	3156	Sp Ed Coordinator
Lovold, Kristi	4704	Vocal Music Teacher
Mathies, Traci	4400	Behavior Specialist
McClellan, Kris	4408	Communication Spec.
Meyer, Stacy	4509	6-8 Resource Teacher
Morrison, Rachelle	4103	Greater MN Counselor
Nelson-Sivertson, Alexis	4400	ELL Specialist
Niedfeldt, Tyler	4903	MS/HS PE

Olsen, Caroline	4201	Reading Specialist
Otto, Bethany	4507	Science 8
Peterson, Rose	4509	Paraprofessional
Peterson, Sara	4210	US Studies 7
Panek, Jennifer	4204	Special Education
Pudlick, Malinda	4501	Special Education
Ramola, Megan	4406	Tech Assistant
Revier, Allison	4802	Paraprofessional
Robinson, Jenny	4211/4802	Interpreter
Schermer, Eileen	4512	Paraprofessional
Schmidt, Nicole	4101	Nurse/Secretary
Schreifels, Kelly	4306	Grade 6 - English
Seguin, Shanna	3222	SpEd Assessments (MS/HS)
Speer, Rick	4512	Paraprofessional
Squires, Dominic	4209	Health 7/8
Stevens, Alyssa	4909	MS PE
Strom, Abigail	4205	English 7
Thoma, Bill	4900	Night Lead Custodian
Vanvoorhis, JoDee	4512	Paraprofessional
Weisenberger, Jennifer	4311	Psychologist
Wentland, Nicole	4202	Math 7
Wieber, Holly	4405	Media Specialist
Woodard, Tami	4102	Attendance Secretary
Yoerg, Dennis	4305	Grade 6 - Math
Young, Barbara	4504	Special Education
Zimmer, Charlie	4803	Tech Education

## **DISTRICT ADMINISTRATORS & DIRECTORS**

### **SUPERINTENDENT OF SCHOOLS**

**Jeremy Schmidt**

### **DIRECTOR OF CURRICULUM AND INSTRUCTION**

TBD

### **DIRECTOR OF BUSINESS SERVICES**

**Kevin Januszewski**

### **DIRECTOR OF INSTRUCTIONAL TECHNOLOGY**

**Jason Borgstrom**

### **COMMUNITY EDUCATION DIRECTOR**

**Michelle Peacock**

### **ACTIVITIES DIRECTOR (7-12)**

**Dave Niemi**

### **TRANSPORTATION DIRECTOR**

**Tom Risley**

### **BUILDING AND GROUNDS DIRECTOR**

TBD

### **FOOD SERVICE DIRECTOR**

TBD

### **DISTRICT HEALTH SERVICES**

TBD

## BECKER MIDDLE SCHOOL PROGRAM OF STUDY

The course of study delivered to students in grades 6-8 is aligned to the Minnesota State Standards with consideration given to the specific needs of young adolescent learners. Progress reports will be available for students and parents/guardians at the mid-trimester point, and grades will be reported at the end of each Trimester.

### Grade 6 Courses

English 6	Year Long
Math 6	Year Long
Science 6	Year Long
Minnesota Studies	Year Long
Physical Education	Every day
Instrumental Music - Band	Every day
Vocal Music - Choir	Every day
Advisory	Year Long

### Grade 7 Courses & Length of Course

English 7	Year long
Math 7 (Pre Algebra)	Year long
Life Science	1.5 Trimester
US Studies	1.5 Trimester
Art 7	Trimester
Tech Ed 7	.5 Trimester
Life Skills 7	.5 Trimester
Health 7	Trimester
Physical Education	Every other day
Instrumental Music (Band)	Every other day
Vocal Music (Choir)	Every other day
Advisory	Year long

### Grade 8 Courses & Length of Course

English 8	Year long
Math 8 (Algebra)	Year long
Earth Science	1.5 Trimester
Global Studies	1.5 Trimester
Art 8	.5 Trimester
Tech Ed 8	Trimester
Life Skills 8	Trimester
Health 8	.5 Trimester
Physical Education	Every other day
Instrumental Music (Band)	Every other day
Vocal Music (Choir)	Every other day
Advisory	Year long

## **GRADE 6 DAILY SCHEDULE**

8:10-8:15 Announcements/Attendance  
8:15 - 9:20 Block 1  
9:23-10:27 Block 2  
10:30-11:35 Block 3  
11:35-12:10 Lunch  
12:10-1:15 Block 4  
1:20-1:45 Advisory/Homeroom  
1:45-2:20 MUSIC/PE A  
2:20-2:55 MUSIC/PE B

## **GRADE 7 DAILY SCHEDULE**

8:10-8:40 Advisory/Jumpstart  
Announcements/Attendance  
8:45-9:50 Block 1  
9:55-11:00 Block 2  
11:00-11:30 Lunch  
11:35-12:40 Block 3  
12:40-1:40 MUSIC/PE (A/B)  
1:45-2:55 Block 4

## **GRADE 8 DAILY SCHEDULE**

8:10-9:20 Block 1  
Announcements/Attendance  
9:25-9:50 Advisory  
9:55-10:55 MUSIC/PE (A/B)  
11:00-12:05 Block 2  
12:05-12:35 Lunch  
12:40-1:45 Block 3  
1:50-2:55 Block 4

# BECKER MIDDLE SCHOOL ACADEMICS

The academic program at Becker Middle School is designed in accordance with state and national standards in order to prepare students for success in high school and beyond.

## ACADEMIC PROGRESS

Middle school teachers regularly monitor student progress and performance. Notification will be provided to the student and the parent(s)/guardian(s) if there are concerns about lack of progress and/or behavior and a plan for improvement will be established. Students may be referred to the middle school counselor for assistance if needed. Students participating in extracurricular activities will be subjected to the practices and procedures dictated in the Activities Handbook that can be accessed at [Becker School Site](#).

Each teacher will provide students information explaining expectations and assessment procedures. Letter grades will be used in core subject areas such as English, math, science, social studies, and health. Performance based classes such as art, physical education, music, tech ed, and life skills, may use a proficiency scale to assess student performance and progress based on the essential outcomes established at each grade level for the specific content area.

All middle school students are assessed for grade level proficiency through the MN Comprehensive Assessments (MCA) in the areas of reading and mathematics. Eighth grade students are also assessed for proficiency in science. Career and college readiness is monitored and assessed at least annually using the Northwest Evaluation Assessment (NWEA) system.

## ACADEMIC GRADING AND REPORTING GUIDELINES

### I. Guiding Principles

- A. Becker Middle School's grading and reporting system shall provide students, parents, and teachers with a framework for assessing and reporting student *academic achievement*.
- B. The primary purpose of grading is to communicate *academic achievement* to middle school students, their families, teachers and district staff. Additional purposes for grading include 1) providing information that students can use for self-evaluation, 2) providing information that teachers can use to adjust instruction, and 3) evaluating the effectiveness of instructional programs.
- C. We are committed to using guiding principles that will support a grading and reporting system that is clear and fair. In order to realize these goals, the grading system must:
  1. Reflect the level of proficiency related to the approved curriculum delivered at each grade level and in each content area.
  2. Provide meaningful feedback for students and parents.
  3. Be fair, accurate, specific, and timely.
  4. Reflect consistency within and among courses, grade levels, and/or departments.
  5. Reflect high expectations of all students across all courses.

## II. Grading Parameters

- A. Teachers of the same course will apply the grading parameters in the same manner.
- B. Course grades will be calculated based on a combination of both formative assessment (*for learning*) and summative assessment (*of learning*).
  - 1. Definitions:
    - a) *Summative Assessments*: Work conducted when a student has had adequate instruction and practice to be responsible for the material. It is designed to provide information to be used in making judgments about a student's achievement at the end of a sequence of instruction (e.g. final drafts/attempts, tests, exams, assignments, projects, performances).
    - b) *Formative Assessments*: Work conducted when a student is still learning the material. It is an assessment that is designed to provide direction for both students and teachers. For the students, the adjustment may mean reviewing, additional practice, or confirmation that they are ready to move forward. For the teachers, it may mean changing instructional strategies, providing additional practice, or being ready to move forward (e.g. teacher observation, quizzes, homework, rough drafts, peer editing, or notebook checks).
  - 2. Formative Assessment will account for approximately 30% of the trimester/course grade. Summative Assessment will account for approximately 70% of the trimester/course grade.
  - 3. Individual departments and teachers of the same course will determine and align which assessments are included in the summative and formative categories.
- C. Course grades will reflect the level of the student's academic achievement. While non-academic factors are highly valued and often contribute to the student's achievement, they will be communicated separately from an achievement grade. The following are examples of non-academic factors that are not included in the course grade.
  - 1. Behavior (attendance, attitude, punctuality, academic dishonesty, effort,...)
  - 2. Class participation except when the participation is related to a performance standard
  - 3. Homework based solely on completion (i.e. there must be some assessment of the work)
  - 4. Other evidence of student habits and/or characteristics
- D. The following grading scale will be consistent across the entire building (or [4 Point Scale](#)):

A = 93-100	C = 73-76
A- = 90-92	C- = 70-72
B+ = 87-89	D+ = 67-69
B = 83-86	D = 63-66

B- = 80-82

D- = 60-62

C+ = 77-79

F = 59 and below

1. Summative assessment scores less than 50% will be adjusted to 50% in Skyward, with the earned score noted as a comment.
- E. As the purpose of grading is to reflect the student's academic achievement, there needs to be a sufficient number of assessments to determine an accurate level of achievement. As such, effort must be taken to hold students accountable for completing their work.
  1. Summative assessments will need to be completed for a score before a final course grade will be assigned
    - a) Whenever possible, formative assessments should be completed before the summative assessment is completed.
    - b) .A zero will only be used in the last resort if the student chooses to make no effort to complete the assessment or assignment. A comment may be provided in Skyward related to why a zero was given.
  2. Late and Missing Work
    - a) Formative assessment work not turned in by the due date will be marked in Skyward (2nd checkbox) as missing and will be marked as a zero or entered as an asterisks. The score may remain/be changed to a zero at the deadline (the end of unit summative assessment). A comment may be provided in Skyward related to why a zero was given.
    - b) Formative assessment work turned in after the due date will not have a deduction for being late. Timeliness feedback will be provided to students and communicated to parents/guardians during conferences. Communicating late work to students and parents can also be done using the comment tool in Skyward.
    - c) Incomplete Summative assessments should be recorded as missing, and will be marked as a zero or entered as an asterisks. Students ending the ~~quarter~~ 6 week Mid-Tri course or Trimester course with any missing assessments will be graded as "Incomplete", and must be made up within 2 weeks ~~at the end the trimester~~. Assessments not completed within this timeframe will be converted to zero and the final grade will be assigned for the 6 week Mid-Tri Courses and Trimester Courses.
    - d) Teachers will make every effort to make sure that opportunities are provided for students to complete required (assessed) learning.
  3. Relearning/Reassessment
    - a) Students will be offered opportunities for relearning and reassessment when they have not demonstrated proficiency of specific learning targets.



- b) Students should complete/participate in a relearning exercise prior to reassessment. All work from a learning unit must be completed prior to reassessment.
  - c) In cases of reassessment, the higher score will be documented as the final score for the unit assessment.
  - d) Relearning and reassessment should be completed no more than 2 weeks after the original assessment.
  - e) Not all assessments are eligible to be redone or retaken.
    - (1) End of course or semester exams
    - (2) Final research papers and reports
    - (3) Culminating projects or performances
    - (4) Others determined by PLC/Dept./~~or~~Grade Level
4. Additional Work for Credit
- a) "Extra credit" should not be used in lieu of required learning.
  - b) Extension work/activities may be provided to challenge students who have met proficiency and to enhance learning, however, it should not be used to improve an academic achievement grade/score.
5. Academic Dishonesty
- a) Becker Middle School defines academic dishonesty as any attempt to secure or submit any required work (either formative or summative) that does not reflect the original work of the student. All work submitted for credit in any class is expected to be produced by and be the original work of the student submitting it.
  - b) Incidents of academic dishonesty should be referred to building administrator, and will be addressed with behavioral consequences.
  - c) In cases of academic dishonesty, students need to work with teachers to complete an alternate assessment to determine actual level of achievement.

### **FAMILY ACCESS**

Parents/Guardians and students have access to their school information ~~through the~~ in Skyward Family Access Program. Student information includes attendance, food service accounts, assignments, progress reports, and grades. This information is password protected. Parents can obtain passwords at open house or should contact the middle school office during regular school hours for assistance with online access. ***It is important that parents/guardians update family contact information in Skyward or notify the school if you there are changes in your address and/or contact information during the school year.***

### **REPORT CARDS**

Trimester report cards will be available approximately two weeks after a quarter has ended. Notification will be sent to parents when report card information is available to access on Skyward.

## **MIDTERM PROGRESS REPORTS**

At the midpoint of each trimester, progress reports are available online through the Skyward Parent Access Portal. A copy of a student's midterm grades will be mailed home to parents/guardians of students who are failing.

Communication to and from parents regarding student's progress is extremely important and vital to the student's success. Because of this, the following procedure will be used to notify parents/guardians if your child is receiving a failing grade:

- Parent(s)/guardian(s) will be notified by the teacher if academic and/or behavior problems arise. Communicating with the teacher(s) via email or phone is recommended. Checking teacher's websites and using the online parent portal will assist students and parents in tracking assignments, due dates, and grades.
- If academic or behavior problems persist, a conference may be requested with a parent, teacher, team, school counselor, assistant principal, and/or principal.
- Students participating in extracurricular activities will be subject to the policies and expectations defined in the 7-12 Activities Handbook.

## **STUDENT/PARENT/TEACHER CONFERENCES**

Formal conferences and middle school orientation will be held on Tuesday, September 5th. Parents/students will be able to schedule a conference with his/her advisor electronically or by calling the middle school office in August. Conferences will be held again on Oct. 16 & 17, Jan. 17, & Apr. 25.

## **INCOMPLETE WORK**

Students with incomplete work at the end of the trimester will be required to complete the work within 2 weeks. The student may also be required to obtain before or after school assistance during this time period.

## **ACADEMIC INTEGRITY**

Academic integrity refers to honesty and ethical behavior in producing and representing your work in a school setting. Academic dishonesty is a failure to display this type of ethical behavior in your academic conduct. While there are different types of academic dishonesty, the two main concerns in the classroom are cheating and plagiarism.

***Cheating*** includes a variety of behaviors including the following:

- Copying the work of another student
- Allow one's work to be copied by another student
- Use of unauthorized materials on a test or project
- Unauthorized use of electronic devices on a test
- Obtaining unauthorized copies of materials, information or knowledge prior to taking a test or completing a project
- Claiming credit on a group project for contributions that were non-existent or below requirements
- Falsifying or forging any academic document

***Plagiarism*** is passing off the work of another, often without their knowledge or consent as your own. Plagiarism can be intentional or unintentional. Examples of unintentional plagiarism include:

- Failure to list sources used
- Failure to indicate that material in a paper came from one of the sources

- Using the wording of the original source too closely when paraphrasing

**When do you have to cite?**

- When you are using or referring to someone else's work in your paper (including their words, ideas, research, charts, illustrations etc.)
- When you use an exact quote or a unique phrase from a source
- When your information comes from an interview or represents someone else's observations

**When don't you have to cite?**

- When you are expressing your own ideas, observations, opinions, and theories
- When what you are writing is common knowledge
- When what you are writing is not cited in common reference books
- When you've created your own illustrations, charts, diagrams
- When you are using research you conducted yourself
- When the information lies within your own field of expertise, and it stems from your personal knowledge.

**How do you cite information?**

*In formal writing, this citation should occur in two places, in the actual text of the paper itself and in the bibliography. Doing this properly is simply a matter of very specifically following a style guide, which will show exactly how to document the information.*

**How do you prevent "accidental" plagiarism?**

- Make sure you start your research early! Give yourself plenty of time.
- Make sure you take notes accurately. Use a highlighter to mark exact quotes and unique phrases that should be in quotation marks.
- Make sure that you have accurately recorded bibliographic information for all sources used in your research
- Make sure you clearly indicate where the information came from, source and page number.

- Using the ideas of another without proper citation
- Changing some of the author's words by retaining his/her ideas and/or sentence structure without citing

**What are the consequences of academic dishonesty?**

Incidents of cheating or plagiarism can have serious consequences. At Becker Middle School, students who are discovered to have plagiarized or cheated on specific assignments or tests may receive a "zero" or no credit for that assignment or test and may include additional disciplinary action.

**SCHOOL ATTENDANCE**

**ATTENDANCE (Policy 503)**

Regular attendance is an important part of the educational process. It is the responsibility of the parent and school to promote regular attendance. The following are a few ways parent(s)/guardian(s) can help students be successful in school:

1. Make education and attendance a family priority
2. Celebrate when you child is successful in school
3. Help your child develop good study and work habits
4. Schedule a routine at home for homework and study time

5. Communicate with your child's teachers
6. Get to know your child's friends and classmates. During the secondary years your child's peers have a powerful influence on his/her school performance and choices.

## **SCHOOL ARRIVAL AND DISMISSAL**

### **ARRIVAL PROCEDURES**

- Classes begin daily at 8:10 am. Students are not allowed in the building before 7:30 am. The first buses arrive at 7:30 am. Bus drop off and pick up occurs in the front of the middle school. Students in the building prior to 7:50 am must report to the middle school commons area. Students demonstrating unsafe or inappropriate behavior could be restricted from arriving at school before 8 am and/or may be required to remain in the main office until class time.

### **DISMISSAL PROCEDURES**

- Final dismissal for the day is at 2:55 pm. All students not under the supervision of an adult in a school-sponsored activity are expected to leave the school grounds by 3:10 pm. In the event of an early dismissal, students should leave the school campus within 15 minutes following dismissal.

## **ABSENCES**

### **PROCEDURES TO FOLLOW WHEN ABSENT**

1. Parents/guardians are requested to call the Middle School office and leave a message before school to report the student's absence. If the parent(s)/guardian(s) do not notify the middle school of an absence, the student must bring a note to the office upon returning to school. If a parent/guardian does not notify the school of an absence within two days following the absence, it will be considered unexcused. Three unexcused absences may result in referral to the Sherburne County Truancy Intervention Program.
2. When a student returns to school, he/she must report to the office for a pass before 8:10 am.
3. It is the student's responsibility to get any missed assignments and to turn them in according to the allotted time given by the teacher.

### **DEADLINE FOR EXCUSED ABSENCES**

Upon returning to school after an absence, the student will have 48 hours to clear an absence if a parent/guardian has not contacted the school by phone or sent a note explaining the absence. After 2 days, it will be considered an unexcused absence. Please refer to the district attendance policy for further information about school attendance and the consequences of unexcused or excessive absence.

### **LEAVING DURING THE SCHOOL DAY**

No student is to leave the building or its premises including going to the parking lots during the school day without permission from the principal, assistant principal, or main office personnel. Students leaving early must check out with the main office staff. A student who does not follow the proper check out procedures may receive an unexcused absence.

### **EXCUSED ABSENCES**

An excused absence indicates an absence from school with parent/guardian permission and school permission. The following absences are considered excused:

1. Illness of the student
2. Serious illness or death of a family member
3. Impassable roads/inclement weather
4. Quarantine
5. Religious holiday observance
6. Required court appearance
7. Trips of short duration when the parent/guardian notifies the school in advance of the absence
8. Dental/medical/psychological appointments that cannot be arranged at another time. \*Please avoid scheduling appointments and/or vacations on state testing days. These dates are found on the district website.
9. School approved absences consisting of field trips and suspensions
10. Others as determined and approved by administration

### **UNEXCUSED ABSENCES**

An unexcused absence indicates that the student is absent from school for reason other than listed in the excused and unapproved section of the handbook. If a student receives an unexcused absence, the student will not be allowed to make up any assignments or tests missed on the day of the absence. The following absences are considered unexcused:

1. Oversleeping
2. Missing Bus/Transportation
3. Truancy
4. Leaving school without permission
5. Failing to report to a class during the day
6. Chronic tardiness to class(es) and school
7. Other(s) as determined by administration

### **EXCESSIVE ABSENCES**

Becker Middle School will monitor absences and tardies that are 10% or greater than the academic year. Students that accrue excessive absences from school may be subject to the district attendance policy and referred to the Sherburne County Truancy Intervention Program.

### **EXTRA CURRICULAR PARTICIPATION WHEN ABSENT**

Students involved with any extracurricular activity scheduled during or after the school day or any school sponsored program may not participate in after school activities or programs if they have an unexcused absence from any class during the day, have been suspended from class, or have missed more than 3 hours of the school day. If a student is absent due to medical reasons, the student must present a note from a doctor clearing them to participate for that day. Any extenuating circumstances will be reviewed by the administration. This policy includes practices, games, concerts, plays, and competitions. In addition, students assigned to in-school suspension are not eligible for practice or participation in extracurricular activities until all in-school suspension time is satisfied.

### **PREARRANGED ABSENCES**

If a student is planning to be absent for 3 or more consecutive school days, a parent/guardian should notify the main office prior to the absence. The student needs to obtain a prearranged absence form from the main office two days before the absence occurs. The student must use the form to record homework required from his/her

teachers. He/she is also responsible for discussing expectations for work completion with teachers in order for the absences to be excused and to qualify for full academic credit. The student should bring the completed form to the middle school office. One copy will be kept on file in the main office and one will be provided to the student.

- ❖ *Teachers will make reasonable efforts to provide class work to students two days prior to an extended absence such as a family vacation. However, many learning experiences that occur at school cannot be equally replicated when students are absent. It is the responsibility of the student and parent(s) to complete and return any assignments provided by the teacher(s) due to the absence. Failure to complete and return the work will result in no credit.*

### **TARDY TO SCHOOL/CLASS**

It is important for students to report to class prepared to learn and on time. Attendance is taken by staff each hour. Repeated tardiness may result in detention or other consequences at the discretion of the teacher or administrator. Students who have earned 3 unexcused tardies will be referred to the office for disciplinary action.

Students are expected to be in their first period classroom at 8:10 am. Students who arrive late to school must report directly to the office for attendance. Excessive tardiness to school will result in disciplinary action.

### **TRUANCY**

*Definition* – When a student is absent from any class without parental request and administrative approval, the absence is considered truancy. Absences that are not excused within 48 hours will be documented as unexcused and considered truancy.

Parents/guardians can report absences 24 hours a day by calling the school attendance number. It is the student's responsibility to make sure their absences are verified.

### **TRUANCY INTERVENTION PROJECT**

Becker Middle School works in collaboration with the Sherburne County Attorney's Office to enforce school attendance. The Truancy Intervention Program is designed to improve school attendance by juveniles who are not fulfilling school attendance requirements without due cause. The following steps outline the intervention process:

**Step 1:** After the child has had 3 or more unexcused absences on 3 different days, the school makes a referral to the County Attorney's Office. The child and the parent are scheduled to attend a mandatory meeting with a representative of the Sherburne County Attorney's office to obtain information about truancy laws and expectations for school attendance.

**Step 2:** If the child continues to be truant, the family is referred to the Sherburne County Attendance Review Board. The family meets with representatives from the school, Sherburne County probation, community agencies and the local law enforcement to identify and address any issues that are preventing the child from regularly attending school.

**Step 3:** The third step is the filing of the truancy petition. The third step will be taken if Steps 1 and 2 have failed.

### **INFORMATION FOR HOMESCHOOL FAMILIES**

Home schooling is the responsibility of the parent/guardian. If a full time student opts for homeschooling in any subject area(s), he/she must withdraw and re-register in the district office under a "partial student" status. A schedule will be determined by the administration for any partially enrolled home schooled student, specifying the hours and courses of enrollment. **The school only assumes responsibility for students during the enrolled class periods.** Partially enrolled students must sign in at the main office upon arrival at school and sign out before departing. Home school students are not allowed on the school grounds during the regular school day without prior permission from the principal. Any home school student living in the school district is eligible to participate in school sponsored extracurricular activities. Contact the Activities Office for specific information about extracurricular participation. Further questions pertaining to home school should be directed to the office of the Director of Curriculum and Instruction or the Minnesota Department of Education.

## **BMS CODE OF CONDUCT**

### **THE 3 R's: RESPECT, RESPONSIBILITY, RELATIONSHIPS**

Becker Middle School is committed to providing a safe and respectful learning environment. We emphasize accountability, acceptance, and appreciation for all Becker Middle School community members: students, staff and visitors to our school. It is under these conditions that optimal learning can take place.

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

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-regulation.

- All students are entitled to learn and develop in a setting which promotes respect of self, others, and property.
- Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place.
- Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement. Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school district that a fair and equitable district wide student discipline policy contributes to the quality of the student's educational experience.

This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.14. In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

## **BEHAVIOR EXPECTATIONS**

### **APPROPRIATE AND RESPECTFUL LANGUAGE**

Use of disrespectful and/or inappropriate language such as profanity, vulgarity, threats, gossiping, or language that is sexually explicit or culturally degrading will not be tolerated. Students using unacceptable language on school premises will be subject to consequences such as detention, removal from activities, loss of privileges, parent conference, suspension, and/or referral to the school liaison officer.

### **BUILDING HALLWAY EXPECTATIONS**

School is an academic setting and students' safety is a constant priority. The following rules are to be observed throughout the building. Students are expected to:

- Walk at all times
- Walk on the right side of halls
- Stay to the right when going around corners
- Avoid pushing, shoving, or similar physical actions that could cause injuries ("horseplay")
- Keep hands, feet, and other objects to themselves
- Dispose of trash in receptacles
- Refrain from excessive noise and improper language
- Treat school property with respect
- Consume food and beverages in the **cafeteria/commons only (except with teacher permission)**
- Students are expected to store cell phones in lockers during the school day.
- Students must remain in the middle school during the school day. Students are not allowed to be in the high school during the school day unless a middle school class, grade level, or the student body is attending an event, assembly, rehearsal, etc. in the high school and the students are under the supervision of middle school staff member(s).

### **LUNCHROOM EXPECTATIONS**

- Walk to the lunchroom.
- No sitting on lunch tables.
- After eating, clean up your eating area and return tray to appropriate area.
- No throwing or misuse of food.
- Use appropriate language at a conversational level.
- Show respect for lunchroom personnel.
- It is unlawful for free and reduced lunch accounts to be shared outside one's own family.
- Pick up items around your table.
- Students must remain in lunchroom, field house, or patio area until dismissed by a supervisor.
- Students violating lunchroom rules may be assigned to eat in an alternative area.

### **LOCKERS AND LOCKER ROOM EXPECTATIONS**

All students are assigned a locker that is the property of the school district. School personnel will inspect lockers if deemed necessary.

- Lockers are not to be written on or lined with stickers or items difficult to remove.
- The cost of repairing or replacing any locks or lockers will be charged to the student.
- Do not share your locker or your locker combination with anyone.
- Do not use any other student's locker.
- No open food or beverages are to be kept in lockers.
- Use your hall locker for necessities-- clothing, books, cell phones, and supplies



- Do not store money or valuables in your locker.
- Check your locker door before leaving to make sure it is locked.
- If there is anything wrong with your locker or lock, report it immediately to the office personnel or a custodian.
- Keep trips to your locker within reasonable guidelines.
- Keep your locker orderly so you can find what you need.

Every student is responsible for his/her locker and all of its contents. Students are required to use school issued locks on all lockers in the school complex. Locker privileges will be monitored closely and may be revoked if deemed necessary by school personnel.

#### **FIELD HOUSE and FREE PLAY EXPECTATIONS**

- No gum, candy, food or beverages are allowed in the field house.
- Students must stay in the field house until dismissed by a staff supervisor.
- Tackle football is not allowed, only one-handed tag.
- Students should stay away from the curtains; especially when they are being raised or lowered.
- Students are expected to stay off any PE equipment that is not set up for free play.
- Equipment should be returned to the proper location at the end of free play.
- Skateboarding is not allowed in the school building or field house at any time.

Students who present problems in the field house including demonstrating unsafe behavior will be referred to the Principal, Asst. Principal, or Guidance Counselor. Field house privileges may be revoked for a period of time determined by an Administrator, Supervisor, and/or Guidance Counselor.

#### **ASSEMBLY AND PERFORMANCE EXPECTATIONS**

Students attending school assemblies, activities, and/or events are expected to conduct themselves in an appropriate manner. Students will be expected to sit in assigned areas with their assigned teachers. Students will be prepared for the purpose and format of the assemblies.

#### **PUBLIC DISPLAY OF AFFECTION (PDA)**

Our students are expected to use good judgment in regards to PDA and are expected to refrain from such displays in the building or on school property. Staff will intervene and correct students if their behavior is not acceptable. Students are encouraged to accept redirection in a constructive manner in an effort to maintain a proper, respectful, and educational atmosphere for all students and employees in the building. If the behavior continues, a student may be subject to disciplinary action and parent(s)/guardian(s) will be contacted.

#### **PROTECTION FROM THEFT**

We expect honesty from our students. Students should only use items for which they have the owner's permission, and should bring found items to the office. Being responsible and showing common sense helps to eliminate theft problems. Do not share your locker combination (phy ed., band, or regular locker) with anyone; do not leave your clothing, books, iPad, or other supplies unattended; do not bring expensive items to school; do not bring large sums of money to school. Students are required to store all band instruments in his/her band room locker.

Students are responsible for items brought to school and the school will not be responsible for lost or stolen items. If something is taken, please report it to the office or a teacher IMMEDIATELY. Video cameras are strategically placed throughout the school to aid in investigations and to promote safe behavior.

**Lost & Found** area is located in the middle school commons. If unclaimed, these items will be donated to charity at midyear and again at the end of the year.

### **DISPLAYING POSTERS AND OTHER ITEMS**

Students may make and put up posters in the building according to the following guidelines:

- The school activity advisor approves each poster by signing the back of the poster.
- No posters for non-school related activities unless approved by the principal or assistant principal.
- Posters must be removed immediately after the publicized event is over.
- Posters are not to be hung on display cases.

### **FIELD TRIPS**

All school policies apply to conduct on field trips. Violation of school rules/regulations while riding the bus will result in disciplinary action by teachers or the school administration.

- Only students enrolled in Becker Middle School may attend school field trips.
- You must ride your assigned bus to and from the trip location.
- Providing false identification or information will result in disciplinary consequences and possible suspension from future field trips.
- Students demonstrating unsafe and/or other unacceptable behavior at school, on the bus, or on the school campus may be restricted from attendance of field trips.

### **STUDENT TRANSPORTATION**

**Riding the bus is a privilege not a right.** Since School Board policy views the school bus as an extension of the classroom, all rules and regulations found in the Rules of Conduct will apply to student conduct while on the bus. The following are the rules and regulations that specifically apply to safe bus conduct:

1. Students should be at the bus stop and waiting on the side of the road by the time the bus arrives.
2. Students are to remain seated while the bus is in motion.
3. Students are to keep their hands, feet, and personal articles to themselves.
4. Students are not to use foul or obscene language or gestures.
5. Students are to maintain a reasonable noise level to insure that the driver can hear traffic noise and trains.
6. Students should not extend any part of their bodies or other objects from the windows or door of the bus.
7. Students are to keep the floor and seats clean from refuse and gum.
8. Students will not be allowed to have any articles on the bus that the driver deems unsafe.
9. Keep the aisle open at all times.
10. Students must ride their assigned bus unless approved in advance by middle school office personnel.

**\*Students should report ANY incidence of bullying, harassment, threatening and/or any unsafe behavior to the bus driver as soon as possible. If the problem continues, contact the transportation department or report the issue to a school administrator.**

Failure to comply with the above safety regulations could result in one or more of the following:

1. Verbal warning from the driver
2. An assigned seat for a specified period
3. A parent contact by the driver and/or administrator
4. A misconduct form being sent to school administration may result in:
  - A. Administrator/student conference
  - B. Administrator/student/driver conference
  - C. Administrator/parent/student/driver conference
  - D. Suspension of transportation for a specified period of time
  - E. School disciplinary action e.g. detention, restitution, suspension, referral to school liaison officer, or other as appropriate
  - F. Recommendation to the School Board for permanent exclusion from transportation

\*Students are not permitted to leave school grounds once they are dropped off at school. Students are not permitted to get off the bus at any building except the building where they are enrolled.

#### **ROLLERBLADES, SKATEBOARDS, BIKES, SCOOTERS, ETC.**

- Bicycles, skateboards, roller blades, scooters, must be kept in designated area
- Sunglasses, bandanas, hats, cannot be worn during the school day
- Items that are not part of the education program and considered a distraction need to be kept at home
- School bags are expected to be kept in the student's assigned locker
- Spray bottles or cans of hairspray, perfumes, etc. may only be used in locker room
- Skateboards may be kept in the middle school office
- Other items interfering with the school's mission are prohibited

#### **STUDENT USE OF TRANSPORTATION ITEMS**

Students who bike, rollerblade, or skateboard to school need to keep items in areas designated by administration. These items are not allowed inside the middle school and/or field house unless part of the curriculum or a school sponsored event. Students will be given a warning for the first offense/violation. If the problem continues, the transportation item may be confiscated by school administration and a parent will need to pick it up at the school.

Due to injury concerns, students are not allowed to skateboard or rollerblade in any school building/facility or on the school campus after school hours. Students who are found doing will be given a verbal warning. A parent/guardian will be notified if the problem continues. Repeated failure to comply with this safety policy could result in a notice of trespassing.

#### **APPROPRIATE DRESS/CLOTHING EXPECTATIONS (Policy 504)**

Students should be dressed and groomed in a clean, neat, and appropriate manner.

Student appearance is the responsibility of the individual and his/her parent/guardian. Students must dress in accordance to the weather (e.g. Winter: winter coats, hats, etc.). Certain apparel is not appropriate for school based upon the guidelines of health, safety, and potential disruption.

- Jackets/coats ~~and hats/headgear~~ or backpacks (book bags) are not to be worn or carried during school hours (8:10 am to 2:55 pm).
- Hats/headgear are to be removed and hoods down during school hours (8:10 am to 2:55 pm).
- Clothing or objects displaying alcohol, tobacco, or other drugs will not be allowed
- Shoes/footwear must be worn at all times
- Certain classes (i.e. technology education, physical education, science, FACS) may require specific dress expectations
- Sleeveless shirts must have straps at least 2 inches wide, spaghetti straps are not allowed.
- Clothing must adequately cover the body. This includes no bare backs, bare full shoulders, no low cut shirts and no midriffs or undergarments exposed. Pants are to be worn at the waist.
- Shorts, skirts, and dresses should be **at least mid-thigh length**. Guidelines to follow include at least fingertip length and for shorts, a minimum of a five inch inseam.
- Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Becker School District Policy 413 is not allowed. This includes representations of confederate flags, swastikas, KKK signs and similar symbols, and applies to school property or school sponsored events on or off of school property including the parking lot and the school buses.

Students who do not comply with our dress code will be asked to change into clothing that meets the school's guidelines or he/she may be asked to go home for the day.

## **HARASSMENT/BULLYING/WEAPONS POLICIES**

### **BULLYING (Policy 514)**

"Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or other students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to; conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. Harming a student;
2. Damaging a student's property;
3. Placing a student in reasonable fear of harm to his or her person or property; or
4. Creating a hostile educational environment for a student.

Consequences for students who commit prohibited acts of bullying may range from behavioral interventions, referral to the Sherburne County Bullying Intervention Program as well as suspension and/or expulsion from school.

### **HARASSMENT (Policy 413)**

1. Everyone at District 726 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:
  - A. Name calling, jokes, or rumors;
  - B. Pulling on clothing;
  - C. Graffiti;
  - D. Notes or cartoons;
  - E. Unwelcome touching of a person or clothing;
  - F. Offensive or graphic posters, book covers, signs, etc.
  - G. Any words or actions that make you feel uncomfortable, embarrass you, and/or intend to hurt your feelings or make you feel badly at school.
3. If any words or action make you feel uncomfortable or fearful, you need to tell a teacher, counselor, assistant principal, principal, or the district human rights officer.
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the human rights officer.
5. Your right to privacy will be respected as much as possible. We take seriously all reports of religious, racial or sexual harassment or violence and will take appropriate actions based on your report.
6. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
7. This is a summary of the School District Policy against religious, racial and sexual harassment and violence.

#### **HAZING (Policy 526)**

"Hazing," means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Hazing is prohibited. The school district will investigate all complaints 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 the policy.

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

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

### "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or nonfunctional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e. lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the administrator **shall not** be considered to possess a weapon.

Minimum corrective action for a violation shall include initial suspension for two to five days, confiscation of weapon, notification of law enforcement, and parent notification. Upon administrative review by the Threat Assessment Team, a recommendation may be made to the school board for expulsion and/or exclusion.

## **CONTROLLED SUBSTANCES POLICIES**

### **TOBACCO FREE (Policy 519)**

Becker Schools are tobacco free. Student use or possession of tobacco in any form will not be permitted on or adjacent to or within sight of any district property, on district property, on district school buses or loading or unloading areas or at any school event home or away. Minnesota State Law prohibits anyone under 18 to possess tobacco. In addition to receiving school consequences, violators will be referred to the School Liaison Officer.

### **ALCOHOL AND OTHER DRUGS (Policies 417 and 418)**

The possession or use of drugs or alcohol is a serious violation of state laws and punishable by fines and/or imprisonment. Violations will be reported to the proper authorities and/or social agencies. Students who are under the influence of chemicals while at school, or who consume, sell, give away, or have possession of drugs, paraphernalia, or alcohol on school property, or at a school sponsored activity may be suspended or expelled from school. Illegal substances and related items will be confiscated. Before the student is readmitted to school, a conference consisting of parents, student, and administrator will be arranged to determine the best course of action for the student and the school. If exclusion or expulsion is recommended, state law will be followed.

### **SEARCHES (Policy 502)**

We are always concerned about providing a safe educational environment for our students. The site administrator or his/her designee has the authority to conduct a search. The scope of the search may include a student's person and areas over which he/she has control, including but not limited to, cell phones, computer files, iPads, purses, backpacks, any locker assigned the student by the school, and the student's vehicle. The administrator must have reasonable cause to believe that under the circumstances, the student may have concealed evidence of misconduct in areas under his/her control. This includes measures taken to keep the school free of chemicals/ drugs. Therefore, at times designated by the

administration, searches will be conducted to determine the presence of any chemicals/drugs or related paraphernalia. These searches may be conducted on all school property.

### **TENNESSEN WARNING**

The Tennessean Warning states that an agency or institution can request individuals to supply confidential or private information concerning them. The warning must include:

1. Why the data is being collected from them and how the school intends to use it.
2. Whether the individual may refuse or is legally required to supply the data.
3. Any consequences to the individual for either supplying or refusing to supply the data.
4. The identity of other persons or entities authorized by law to receive the data.

### **Internet/Acceptable Use**

Becker Public schools is committed to the use of technology and the internet for educational purposes. Technology has allowed teachers to enhance and extend curricula in ways not even envisioned a few years ago. The school district embraces the use of personal and school-owned devices for the advancement of teaching and learning. In making decisions regarding student access to the school district computer system and the Internet, including electronic communications, Becker Public Schools considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

The school district is providing students access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

More details regarding student acceptable use can be found online at:

[www.becker.k12.mn.us](http://www.becker.k12.mn.us) → Home → District Policies → 524 - Internet Acceptable Use and Safety Policy

## Use of Digital Devices at School and School Activities

In keeping with the district's technology goals, the district recognizes the value of mobile devices as learning tools and for communication purposes. Student use of these devices will be governed by the following procedures:

- Students are required to keep personal mobile devices in lockers during the school day
- When the use of electronic devices is not required during class, they should be set aside to prevent distraction.
- Students shall not use any electronic device that disrupts or detracts from the educational environment.
- A student may not use mobile devices in any manner that violates any district or school policies, including policies and guidelines governing copyright, harassment, Internet Acceptable Use, and academic integrity.
- Cameras or any devices with recording capability are not permitted to be used in locker rooms, restrooms, or any area where students and staff have a "reasonable expectation of privacy"
- Students are not allowed to photograph or videotape students or staff at school without their consent with the exception of public events such as concerts or athletic contests.
- Students' use of mobile devices while in the school building must comply with the district's Acceptable Use Policy regardless of whether they are connecting through the school's network or through a cell carrier.
- The district retains the right at any time to view and/or investigate the contents of students' school issued devices at school.
- Any inappropriate use of cell phones for the purpose of using text messaging to harass or threaten others, or to plagiarize, copy or otherwise cheat academically is subject to the hazing and harassment policy and will result in disciplinary action. (District Policy 526).
- The school is not responsible for lost or stolen items.

Violations of these guidelines will be handled on an individual basis and may include confiscation of the device, conference with parents, suspension of the right to carry a phone/device, referral to the school resource officer, or other consequences.

## SCHOOL CONSEQUENCES & STUDENT DISCIPLINE

Order and discipline are necessary to provide safe and effective schools. Following directions and respecting self and others are characteristics of students in effective schools. Assisting students to achieve self-control is an important charge of the teachers. However, dealing with certain behaviors becomes the responsibility of the administration and parents. Becker Middle School strives to provide a learning environment that fosters academic success. Staff will work diligently to promote acceptable behavior and intervene on unacceptable behavior. In resolving conflict, communication among the people involved is essential. This may include the students involved, parents, and could involve the teacher(s), the counselor, and school administration.

Becker Middle School's disciplinary system categorizes inappropriate behaviors into two levels. **Level I behaviors** are considered more MINOR in severity and are typically handled by the teacher or staff member involved. **Level II behaviors** are behaviors that are more significant, or MAJOR and interfere with the educational process. Examples of Level II behaviors are those that cause significant disruption, are harmful to self or others,



compromise safety, disrespect towards others, damage to property, stealing, and other behaviors that are in violation of school policies.

Consequences and/or interventions listed below may be used to change inappropriate student behavior. Possible interventions include:

- Warning and/or referral to review student handbook
- student/teacher conference
- team conference
- parent/guardian contacted
- behavior contract
- parent conference
- conference with principal and/or assistant principal
- referral to police liaison
- referral to guidance counselor
- referral to case manager or behavior specialist
- detention
- school and community service
- suspension of privileges
- in-school suspension
- out of school suspension
- trespassing notice
- referral to outside agency

### **DETENTION**

Detention may be used as a consequence for a variety of school infractions. After school detention is prearranged, therefore NO EXCUSES (jobs, athletics, etc.) will be accepted for missing detention. \*Student attendance for detention is required and failure to attend assigned detention will be considered truancy.

### **REMOVAL FROM CLASS**

Disruptive/non-cooperative students may be removed from class. If a student's behavior results in frequent removal from class(es), a parental conference may be required to evaluate the student's educational programming. \*Staff will contact parent/guardian when class removal occurs.

### **ADMINISTRATIVE DISMISSAL**

Dismissal is defined as being required to leave the school premises for the remainder of the school day. This is not a suspension, however, administrative dismissal could lead to suspension. Parent(s)/Guardian(s) may be required to attend a readmission conference when a student is subjected to an administrative dismissal from school.

### **SUSPENSIONS (POLICY 506)**

Suspension is the short-term exclusion of the student from school during which the school is relieved of custody of the child. Suspension shall be utilized in accord with the Pupil Fair Dismissal Act of 1974.

### **EXPULSION**

Expulsion means the action taken by the school board to prohibit an enrolled student from further attendance for a period that shall not exceed beyond the school year. Students will

be recommended to the Board of Education of Independent School District #726 for expulsion from school for severe or persistent violation of school policy.

### **SCHOOL RESOURCE OFFICER**

An important part of the BMS administrative team is our school resource officer. The liaison officer is an investigator with the Sherburne County Sheriff's Department who is assigned to Becker Schools. The proactive mission of the officer is early intervention in matters that could have serious implications for the safety and security of the students and staff if left unchecked.

The secondary responsibility of the school resource officer is to respond to certain acts committed in the school that may be deemed as unlawful. At Becker Middle School, the liaison officer is consulted to assist with educating students in order to prevent future problems with the law. A law enforcement officer may cite violations of the law and process charges through the county attorney's office, regardless of the school penalties imposed for that same act. Thus, it is possible that some acts may be violations of school rules, school board policies, and the law, resulting in both school and legal consequences.

### **DISORDERLY CONDUCT**

Whoever does any of the following in public or private place, including on a school bus, knowing or having reasonable grounds that it could alarm, anger, or disturb others or provoke an assault or breach of the peace, is guilty of disorderly conduct:

- Engages in brawling or fighting; or
- Disturbs an assembly or meeting, not unlawful in its character; or
- Engages in offensive, obscene, abusive, boisterous, or noisy conduct or in an offensive obscene, or abusive language intended to arouse alarm, anger or resentment of others.

Students engaging in behavior constituting disorderly conduct will be referred to the school liaison officer.

## **GENERAL INFORMATION**

### **SCHOOL SAFETY AND SECURITY**

The Middle School building will be locked from 8:20 a.m. to 2:45 p.m. During the school day, when the buildings are locked, visitors need to press the call button near the main front entrance. The school secretary will welcome you: ask your name, and the purpose of your visit. Visitors who are granted access to the building must report to the office to obtain a visitor's badge. Upon leaving, visitors need to check out in the main office and return the visitor's badge. Signs will be posted at each building entrance explaining the protocol for visitors as described above.

### **CRISIS PLAN**

A district crisis plan has been developed in partnership with law enforcement and other officials. The plan is updated annually and staff members have access to the plan on school electronic devices. Each building has a Crisis Team identified to assist in the event of a crisis. All district Crisis Team members meet annually to review plans and updates and to practice tabletop exercises/scenarios.

## **PRACTICE DRILLS**

Minnesota law requires that each school practice one severe weather drill, five fire drills, and five lockdown drills each year.

### **FIRE DRILL**

Fire drills are a necessary part of our high school safety plan. When fire drills are held, everyone is to leave the building as quickly as possible when the alarm is sounded.

No one is to return to the building until the "All Clear" signal is given. If the alarm rings during lunch, leave the cafeteria immediately and report to your homeroom or first block teacher in the designated area for your assigned grade level. Setting off an alarm

unnecessarily will result in immediate suspension and referred to law enforcement officials.

### **LOCK DOWN DRILLS**

~~Lock down drills will be conducted with staff and students. All students and staff must follow the lockdown procedures each time the drill is practiced. No student or staff is to use cell phones during safety drills.~~

*ALICE procedure is used in the Becker School District. ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Training instructor led classes provide preparation and a plan for individuals and organizations on how to more proactively handle the threat of an aggressive intruder or active shooter event. Whether it is an attack by an individual person or by an international group of professionals intent on conveying a political message through violence, ALICE Training option based tactics have become the accepted response, versus the traditional "lockdown only" approach.*  
*[www.alicetraining.com](http://www.alicetraining.com)*

## **SURVEILLANCE**

School grounds and buildings may be monitored by an electronic surveillance system. The system is designed to enhance school supervision and safety.

## **MANDATORY REPORTERS**

All school staff are mandatory reporters. All staff are obligated by Minnesota law to report any incidents of suspected child abuse or neglect. Once a report is made to law enforcement or child protective services, the issue is no longer within the control of school officials.

## **ACTIVITIES**

### **VOLUNTEER OPPORTUNITIES**

The Becker School District recognizes that volunteers are valuable assets to our schools. The School District encourages community members and parents to be involved in school district programs. The complete volunteer policy and application can be found on the district website <https://sites.google.com/a/isd726.org/beckerschools/>.

### **ACTIVITY NIGHTS**

Activity Nights are sponsored and planned by the Middle School Student Council. They are held throughout the school year on Friday nights from 7:30 pm until 10 pm. Students in grades 6-8 who attend Becker Middle School are eligible to attend these popular events. Middle level home school students who reside in the Becker School District are welcome to attend activity nights. Home school students are required to have parents/guardians

contact the middle school office in advance of the activity night to sign off on the expectations and to provide contact information.

In order to provide a safe and well-managed experience that promotes the objectives of building our school community, FUN, and participation in developmentally appropriate activities in a supervised environment, there are several guidelines that **must** be followed.

**Guests from other schools and/or other grade levels are not eligible to attend Activity Nights.** There are no exceptions to this policy and anyone who is not a BMS student who attempts to attend will be refused entrance and parent(s)/guardian(s) will be contacted. Additionally, unless a student is a student council member or someone who has been approved by the student council advisor, he/she is expected to leave school at the end of the school day and return at 7:30 pm when the activity night begins. Likewise, it is very important that parents/guardians assume responsibility for picking up their child(ren) by 10 pm.

Middle school staff provide supervision for activity nights. Activities offered at activity nights throughout the year include basketball, swimming, DJ/dancing, karaoke, rock climbing, limbo contests, lip sync contests, volleyball, and supervised free play in the field house.

**\*Attending and participating in activity night is a privilege and attendance may be revoked if a student is not demonstrating appropriate behavior during the regular school day as well as at other school functions.**

## **ACTIVITY FEES**

Public education in Minnesota is free to all students who are residents. However, fees may be charged to you under the following circumstances:

- In any program where the resulting product, in excess of minimum requirements and at the pupil's option becomes the personal property of the pupil.
- Admission fees or charges for extra curricular activities, where attendance is optional.
- A security deposit for the return of materials, supplies, or equipment.
- For personal physical education equipment and apparel, although any student may provide his/her own if it meets reasonable requirements and standards relating to health and safety established by the Board or its designee.
- For items of personal use or products which a student may purchase at his/her own option such as student publications or yearbooks.
- Fees specifically permitted by any other statute, i.e. driver's training.
- Field trips considered supplementary to the regular educational program, do not affect grades, and for which attendance is optional, regardless of whether such trips are conducted during or outside the regular school day.
- Fees charged by an outside agency for foreign language trips that are not sponsored by the District and do not involve an interruption of the student's educational program. Time for such trips should be allocated during summer and vacation periods.
- For use of musical instruments owned or rented by the District, a reasonable rental fee not to exceed either the rental cost to the District or the annual depreciation plus the actual annual maintenance cost for each school owned instrument (not purchased with Title 1, ESEA funds).
- Any authorized student health and accident benefit plan.
- Students may be required to furnish personal or consumable items including pencils, paper, pens, erasers, markers, notebooks, jump drive(s), sketch pads, crayons, and

paint brushes.

- A fee will be charged to students who participate in extracurricular athletic activities for use of athletic equipment and apparel. Fees are based on varying expenditures and depreciation according to the following schedule:
  - **Middle School Fine Arts: \$85**
  - **Middle School Sports: \$115**
  - **2018-19 FAMILY MAXIMUM for activities: \$650**
  - **2018-19 Ticket Prices: Adults \$6 Students \$4 Punch Card \$75**

Refunds of fees paid for extracurricular participation will be made under the following circumstances:

- When injury or illness prevent continuation in the sport up until the time of the first contest provided the injury or illness is substantiated by a physician's statement
- When transfer is made out of the District prior to the time of the first contest

No refunds of fees paid for extracurricular participation will be made if:

- A student quits a sport
- A student is dismissed from a sport because of disciplinary reasons or an infraction of eligibility rules

### **WAIVER OF FEES**

Fees may be waived in cases of undue hardship. Parents/guardians can make requests to waive fees by filling out a waiver request. At times, students can earn the amount of the fee by working for minimum hourly wage for the school district. These assignments will be made by the District Activities Director. **These procedures are in accordance with and governed by the Minnesota Public School Fee Law, MSA 120.71-1 20.76.**

### **FOOD SERVICES**

Each student will be issued a lunch identification number. The student will need to enter his/her 4-digit lunch code each day that lunch is purchased at school. Lunch money is collected in the main office daily and deposited in family accounts. We recommend that lunch money is brought to school by the oldest child in school and deposited at his/her school. Students will be notified when their family account is at \$5.00 or below. We appreciate your cooperation in keeping accounts current. Breakfast, lunch and milk prices for the **2019-2020** school year are as follows:

<b>Middle School Students</b>	<del>\$2.65</del> <b><u>\$2.80 first lunch</u></b>
<b>Milk</b>	<del>\$0.40</del> <b><u>\$0.45 per carton</u></b>
<b>Student Breakfast</b>	<del>\$1.65</del> <b><u>\$1.70</u></b>

*\*Students qualified for free or reduced lunches are eligible for **free** breakfast.*

A la carte items will be available daily for purchase at the middle school and high school levels. These items will also be billed to the family account. ***We strongly recommend that parents/guardians discuss lunch choices, expectations, and spending with your child(ren) at the beginning of the year.*** Prices for ala carte items can be viewed on the district's web site or a sample a la carte menu can be sent home if requested. Applications for the free or reduced lunch program will be sent home at the beginning of the year and are available at each school and the district office. This information is confidential and we strongly encourage families who would benefit from these resources to apply at the beginning of the year or when enrolling in the district.

## **PHYSICAL EDUCATION PARTICIPATION POLICY**

Physical activity is important to the growth and development of our students. Our physical education program provides a variety of activities for all students including students who may have a recent injury, chronic illness, or disability. To ensure each student remains physically active, certain guidelines will be enforced. A student may be excused from participating in physical education for illness or injury. To be excused from participating, a written explanation must be received. Acceptable reasons for being excused from participation in physical education class:

- Note from a parent (for one day only)
- Notification from the school nurse (for one day only)
- Written documentation from an examining physician. This must specify the time frame and activities to be excluded.

It is the student and parents responsibility to obtain a physician's note. A student receiving a physician's excuse must also present a physician's permission to resume activities.

## **PHYSICAL EDUCATION CLOTHING EXPECTATIONS (GRADE 6 - 8)**

Students in grades 6-8 will be required to change clothes for PE class. Students will have the option of either purchasing the uniforms from Becker Middle School for \$20.00 (T-shirt and shorts) or purchase their own with specific requirements. **For girls and boys**, light gray T-shirt and dark blue mesh shorts (9" length), gym shoes, and gym socks are required. Students are expected to wear gym shoes that are laced tightly for safety measures. Swimming is part of the PE curriculum. For those participating in the swimming classes, suits are made available to both boys and girls. Students will be allowed to wear their own swimsuits if deemed appropriate by the instructor.

## **MEDIA SERVICES**

The middle school library is an area designed to aid you in your studies by providing the materials for your use. Don't hesitate to ask for help in locating information or for recommendations of books you might enjoy reading. Though whispering is permitted in the main library area, it is necessary that the library remain an overall quiet room where studying or recreational reading occurs. It is not a social area. So that the library can provide materials and services for all, the following policies have been developed:

1. The library is open to middle school students from 7:30 am to 3:30 pm on most school days.
2. All materials must be checked out by library personnel and returned to the circulation desk when finished, unless used just in the library area.
3. Current magazine issues are to be read in the library and returned to the circulation desk five minutes before the end of the period.
4. Older issues of magazines are available for check out. When you need back issues of magazines, ask the library personnel to get them for you from our back room.
5. You may check out materials (books, magazines, pamphlets) for one month and, if needed longer, they may be renewed. The exception to this would be reference books or books on reserve, which may be checked out for overnight only.
6. It is the student's responsibility to return or renew materials when due. Students with late books will be limited in # of materials that can be checked out. Any materials lost or damaged must be paid for.
7. Audiovisual materials are available for your use but should be used in connection with your studies.
8. Students needing to use the library during class time should obtain a pass from the classroom teacher. This pass should be given to library personnel upon entering and

will be signed and returned when you leave.

9. Students may use the computer lab during their study periods if they present a pass from the teacher or if the teacher has made arrangements with the media specialist or media assistant.

### **Our Library**

Our library is home to over 18,000 books, along with many videos, keyboards, professional materials, magazines, and a plethora of different kinds of technology equipment.

Our students are able to check out over 6,000 nonfiction books, which are organized in the library by Dewey Decimal numbers. Students also have a small (but growing) selection of nonfiction titles available electronically through the MackinVia app.

Our students are able to check out over 12,000 fiction books, which are housed in the library by genre. Our genres include adventure, science fiction, humor, sports, dystopia, paranormal, classics, everybody books, animals, graphic novels, mystery/suspense, realistic fiction, historical fiction, young adult (grades 7 and 8 only or 6th with permission), and fantasy.

Although some people are starting to read books electronically (and certainly we support that), we firmly believe the power of holding an actual paper book, turning the pages, carrying it to every class, and even smelling the pages can be powerful for our kids. We work hard, along with all our teachers & staff, to make sure our students have access to the media center and our collection of books on at least a weekly basis. Kids may keep books for three weeks and may have up to five checked out at a time, as long as they are responsible with returning them on time.

Students are also welcome to visit us before school, during lunch, and after school if they would like. Our media center is a comforting and welcoming place (with an awesome reading lounge!) and we love it when kids just want to "hang out" in here.

Our media center is also open one day a week (Wednesdays) in the summertime from 10 am-noon so kids may keep up reading habits all year long.

Because our students are truly our "customers", they are the driving force behind the fiction books purchased for the library (fiction checkouts are about 90% of our circulation, which averaged 34 books per student in the 2017-2018 school year!). We, of course, look for award winners and books that come highly reviewed in School Library Journal and Booklist and other resources for librarians, but students are encouraged to let us know if there is something we're missing, or if an author has released a title we haven't purchased yet. Our feeling is that if a reader wants a book in his/her hands, we want to get it for her/him as soon as we can. After middle school, kids sometimes struggle with time and opportunities to read. We want to make sure to give them everything we can while they are here!

### **SCHOOL PICTURES**

A professional photographer will take individual school portraits during the Open House/Orientation day. The pictures and names of each student will be published in the middle school yearbook. Dates for pictures as well as retakes can be found on the District Calendar. Spring pictures will be offered to students and families. Students may order and purchase pictures on picture days.

### **PLEDGE OF ALLEGIANCE**

District policy provides for student recitation of the Pledge of the Allegiance one or more times per week as well as instruction in proper flag etiquette. Any student or staff member may respectfully decline to participate in reciting the Pledge of Allegiance. It is an expectation that individual choice be respected in this matter.

### **TRANSFER/WITHDRAWAL OR CHANGE IN STUDENT INFORMATION**

Any changes in address, phone number, email or name should be reported to the District Office (763-261-6300) or the building secretary (763-261-6333). Students transferring or withdrawing from the district should obtain a "student withdrawal form" from the middle school office. The student's iPad and charger must be returned to the school, all account balances must be paid in full, and items lost or damaged will be subject to fines.

### **TEXTBOOKS/SCHOOL EQUIPMENT**

Texts or school equipment may be loaned to students for their use. Students who lose or damage school items will be expected to pay a fine or the full replacement costs of the damaged or lost text or equipment.

### **LOST AND FOUND**

Each year students lose or misplace items of clothing, lunch bags, water bottles, as well as other things. Parents/Guardians are encouraged to label clothing and other belongings for easier identification. If your child is missing something, the LOST & FOUND is located in the Middle School Commons area. Valuable items, expensive gifts, money or electronic items should not be brought to school. **Lost items are not the responsibility of the Becker Schools or Becker Middle School.**

### **STUDENT VISITORS**

Students are not allowed to bring visitors to school. The reasons include: lack of available space in some class areas, the distractions to learning that a visitor unintentionally provides, the school's responsibility for supervising the visitor, and to avoid unnecessary disciplinary or safety issues.

### **STATE TESTING INFORMATION**

Each spring district and school leaders develop an assessment plan for the following year. Decisions on which assessments will be used for each grade level and building are guided by the following needs:

1. TO ensure information on annual progress and achievement over time is available for building MTSS teams to make informed decisions about placement and programming for every student.
2. To ensure the availability of information on achievement and progress of groups of students with which to evaluate curriculum and instruction at all levels.
3. To minimize the time students spend in testing.

A calendar will be available to parents/guardians on statewide assessments on the Becker School District Curriculum and Instructional website. For additional information please contact either the Building Principal or the Asst. Superintendent of Curriculum and Instruction. If a parent/guardian wishes to refuse to have their child participate in the state assessments, please complete the appropriate form/s found on the district website and schedule a meeting with either the Building Principal or Asst. Superintendent of Curriculum and Instruction. In order to provide for appropriate scheduling adjustments, this should be done at least a week prior to testing. For additional information related to [testing click here.](#)



## **DATA PRIVACY**

### **RELEASE OF STUDENT DIRECTORY INFORMATION**

In accordance with the Minnesota Data Practices Act, Becker Public Schools may release the following information without permission unless the district has been notified that it should not be released. Under the federal law, directory information includes the following information relating to a student:

1. Student's name, address, and telephone number
2. Student's gender and date and place of birth
3. Major field of study
4. Participation in officially recognized activities and sports
5. Weight and height of members of athletic teams
6. Date of attendance and grade levels completed
7. Degrees, awards, and recognition received
8. The most recent previous educational agency or institution attended
9. Photographs for school district publications and local newspaper

The Becker School District considers all of the above to be "Directory Information". Federal rules define directory information to mean, "Information contained in the education records of a student which would not generally be considered harmful or an invasion of privacy if disclosed." 34 C.F.R., Sec. 99.3.

*\*A parent or adult student has the right to refuse to permit the designation of some or all of the categories as directory information with respect to that particular student. If a parent does not wish to have any or all of the above information to be considered "Directory Information," you should contact the middle school office in writing by September 30 or within 30 days of student enrollment to Becker Middle School.*

### **STUDENT RECORDS**

According to the Minnesota State Law Relating to Pupil Records, the parent/legal guardian or pupil 18 years of age or older may examine all of the student's records. An appointment can be made with a middle school guidance counselor or a school administrator to review student files. The school may release directory information upon request, which can include name, address, telephone, awards, and attendance. If you do not want this information disclosed, you must notify the school principal in writing.

### **SCHOOL CLOSING/EMERGENCY**

Emergency closing information due to inclement weather or for any other reason can be retrieved in several ways. Households with students enrolled will be contacted by an automated phone system or an automated email message with details of the closing status. You may also obtain the information through the following resources:

1. Radio - WCCO (830) or WJON (1240)
2. TV - KARE (Ch 11) or KSTP (Ch 5) or WCCO (Ch 4) or KMSP (Ch 9)
3. Becker School District Website

### **SCHOOL INSURANCE**

School insurance is available to all students. However, it is not compulsory. The school cannot be responsible for payment if a claim does not meet the students or parents expectations. Enrollment forms can be found on the district website or the school office.

## **TELEPHONE USE**

The phones in the school office are not for student use unless there is an emergency. During the school day, students need permission by a staff member to make calls using his/her personal cell phone. Personal cell phones are required to remain in student lockers.

## **EQUAL EDUCATIONAL OPPORTUNITY (Policy 102)**

### **I. PURPOSE**

The Purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

### **II. GENERAL STATEMENT OF POLICY**

- A. It is the school district's policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, and parental status, status with regard to public assistance, disability, sexual orientation or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges or enrollment.
- D. It is the responsibility of every school district employee to comply with this policy conscientiously.
- E. Any student, parent, or guardian having any questions regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specifically designated official, an inquiry or complaint should be referred to the superintendent.

## **BMS STUDENT SERVICES**

### **EQUAL RIGHTS STATEMENT**

It is the policy of Becker Public Schools not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1982 Educational Amendments. It is also the policy of Becker Public Schools not to discriminate on the basis of age, religion, marital status, color, national origin, creed, or status with regard to public assistance in its educational programs, activities or employment policies.

Representatives of the Becker school system will not use or purchase any materials that have textual or illustrated references which discriminate on the basis of sex, age, religion, marital status, race, color, national origin, creed, or status with regard to public assistance except as such treatment is permitted by regulation.

### **SCHOOL COUNSELOR**

The purpose of the school counselor is to help each student in his/her social, emotional, academic, and personal development. The counselor's first priority is to assist students. The counselor may be of assistance to the students in the following areas:

- Recognizing materials and methods to improve study habits
- Planning schedules and school programs
- Offering aid in personal problems in school
- Chemical Dependency Referrals

The school counselor also serves on the MTSS building committee,, PBIS Committee and other district/building level committees.

### **HEALTH SERVICES**

Students who become ill during the school day should report to the nurse's office. A brief assessment will be made to determine if the child should be sent home. If there are no obvious symptoms, the student may be allowed to rest and then will return to class. If there is a need to go home, the nurse or office will inform the parent/guardian and the student will be released from school. If this procedure is not followed, and the student leaves without properly checking out, the student will be considered absent, unexcused, and regular school disciplinary action will be taken.

### **MEDICATION INFORMATION**

Medication practices and procedures should be discussed with Middle School Nurse. The school nurse will inform you of the district's policy on the handling of medication. A copy of the medication policy is available in the middle school and district offices as well as on the district website.

### **SCHOOL PSYCHOLOGIST**

The psychologist conducts testing for special education assessments and is available to meet with students if deemed appropriate. The psychologist also serves on the MTSS building committee, Tier 3 Team, Student Assistance Team, and other district level committees.

### **COLLABORATION WITH LAW ENFORCEMENT**

A full time police liaison officer from the Sherburne County Sheriff's Department is assigned specifically to the Becker School District and collaborates with school administration on a regular basis. School administrators and staff also work closely with the Becker Police Department on a regular basis.

### **SPECIAL EDUCATION SERVICES**

Special Education services are available for students who, through a formal assessment process, qualify to receive services that address the individual needs of a particular student. The program can involve both direct and indirect intervention. The special services curriculum is a combination of the general curriculum and individual goals and objectives resulting in increased independent living academically, physically, and socially.

### **SOCIAL WORKER**

School social workers are an integral link between school, home, and community in helping students achieve academic success. They will work directly with the student(s), staff and families at Becker Middle School. Their job may include, but not be limited to the following; social skill groups, crisis management, member of the PBIS team and support services. A school social worker may work with students who qualify for an Individualized Education Plan through special education as a "related service".

### **504 SERVICES**

Students with a disability may qualify for accommodation services through a 504 Plan. Contact the middle school counselor or the assistant principal for more information regarding a 504 Plan.

### **SPEECH LANGUAGE THERAPIST**

A speech therapist is available to work with students who have specific identified needs and goals in some areas of communications. The communications specialist is also involved in different aspects of the formal special education assessment process when appropriate.

### **MULTI TIERED SYSTEM OF SUPPORT**

**Multi Tiered System of Support (MTSS)** is a framework for student success that focuses on high-quality instruction and intervention matched to individual student needs, monitoring student progress, and using the student's progress data for educational planning. The primary focus of the MTSS Framework is to ensure all students succeed and to prevent academic failure. The Becker Elementary Schools (K-5) have been implementing MTSS since 2004. Beginning with the 2015-16 school year, intervention services became available for some Becker Middle School students based on identified needs in the area of literacy/reading. Students in grades 7 or 8 who demonstrate difficulties with school behavior, attendance, and academics may qualify to receive support from a Behavior Specialist. An intervention program will be offered in the area of math starting the 2017-18 school year. MTSS is a multi-tiered system of support provided to all students. Tier 1 focuses on core instruction provided for all students in the regular education setting. Students who are approaching grade-level mastery with the intent to bridge a clearly identified gap receive Tier 2 services. Tier 2 services provides supplemental instruction (academic and behavioral) which may replace an "elective" course. Tier 3 services is a core replacement class for reading and/or mathematics. The instruction is differentiated and leveled based on the individual needs of students. Tier 3 services may replace an "elective" alternative course at that grade level.

Positive Behavioral Intervention & Support (PBIS) is part of MTSS focusing on a positive discipline plan for the entire school. The PBIS approach is to proactively prevent or reduce challenging behaviors and produce positive outcomes to promote student success.

### **TARGETED SERVICES**

Teachers may arrange for students to attend **S.O.A.R.**, an after school academic support program. The primary objectives of the program are to promote skill development in one or more of the following areas: **S**ocialization, **O**rganization, **A**cademics, and **R**esponsibility. A letter and/or phone call will notify parents/guardians if their child is being recommended for this program. Parents/guardians may also request their child's participation in this after-school program. The Targeted Services Program, S.O.A.R., is free of charge and conducted by middle school teachers. New sessions begin after each trimester and students may participate in any or all of the session. Students and parents/guardians are responsible for transportation. Contact the middle school office for additional information.

## **MISCELLANEOUS**

All district policies can be found in their entirety in the middle school and district offices or on the Becker School website:

<https://sites.google.com/a/isd726.org/beckerschools/schools-1/middle-school>

## **POLICIES**

*Equal Education Opportunity (Policy 102)*  
*Harassment and Violence Policy (Policy 413)*  
*Alcohol and Other Drugs (Policy 417)*  
*Weapons (Policy 501)*  
*Searches (Policy 502)*  
*Student Attendance (Policy 503)*  
*Student Dress and Appearance (Policy 504)*  
*Student Discipline (Policy 506)*  
*Bullying (Policy 514)*  
*Tobacco Free (Policy 519)*  
*Internet Use Policy (Policy 524)*  
*Hazing (Policy 526)*

## **[1:1 IPAD INFORMATION](#)**