



Middle School Student Handbook 2013-2014

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

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August, 2013

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

Welcome to Becker Middle School! We are 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 and activities.

Our school's handbook is intended to help you better 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 life skills. We wish you a successful 2013-14 school year!

Sincerely,

Nancy Helmer, Principal

Chantel Boyer, Assistant Principal

INTRODUCTION

DISTRICT VISION STATEMENT

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 and RELATIONSHIPS

PHILOSOPHY OF EDUCATION – DISTRICT 726

The Board of Education recognizes that the central focus of all educational resources, programs and commitments is to provide for the educational needs of each student. While the teaching of the basic skills of communication and computation is a primary function of the school, we are also concerned with each student's personal and social development. We believe that as a fundamental outcome of education, each person should possess the skills and understanding to be a purposeful and productive citizen.

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.

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 building healthy relationships.

We will continue to develop a respect for ourselves, our students, their parents/guardians and our peers and colleagues. Our respect will be extended to a respect for individual and group differences. We will also demonstrate a respect for property.

We are and will continue to be responsible for our actions and be diligent in directing our best efforts as educators to ensure a quality educational program of motivation for our students.

Positive nurturing relationships will be developed and fostered with students,

parents/guardians, and middle school staff. Our best educational efforts will be enhanced by our concern for our students and the caring relationships we can establish with them.

DIRECTORY INFORMATION

FACULTY	EXTENSION	POSITION
Alkire, Mary	4561	Paraprofessional
Anderson, Brenda	4409	Media Assistant
Anderson, Regan	4510	Global Studies 8
Bengtson, Hokan	4301	Grade 6
Berdie, Amber	4509	Spanish 8
Block, Sue	4262	Math 7
Boyer, Chantel	4111	Assistant Principal
Brake, Scott	4908	Phy Ed
Changamire, Gretchen	4904	Phy Ed
Clemen, Shelly	4704	Band 7 & 8
Crowley, Kevin	4359	Grade 6
Eldred, Ruthanne	4704	Band 6
Feierabend, Jennifer	4207	Science 7
Fisher, Lisa	4503	Math 8
Forster, Sandy	4310	Grade 6
Fox, Julie	4402	Counselor 6-8
Fox, Lance	4357	Grade 6
Gallus, Darlene	4102	Nurse/Secretary
Gruber, Shelly	4201	Special Education
Gibbons, Robin	4650	Head Cook
Hanson, Tonja	4206	English 7
Hare, Tracy	4800	Art 7 & 8
Harren, Roberta	4100	Principal's Secretary
Hayes, Sandy	4506	English 8
Hed, Maria	4507	Science 8
Hegna, Justin	4210	US Studies 7
Helmer, Nancy	4110	Principal
Kolbinger, Becky	4602	Food Service Cashier
TBD	4854	Special Education
Krause, Lisa	4104	Life Skills 7 & Guidance 8
Kydd, Gloria	4204	Paraprofessional
Lannoye, Deb	4900	Head Custodian
LaVoi, Judy	4304	Paraprofessional
Leabch, Tammy	4502	Math 8
Lovold, Kristi	4704	Vocal Music Teacher
Lynch, Greg	4505	English 8
Mathies, Traci	4400	Social Worker

Mayer, Brenda	4108	Sp Ed Coordinator
McClellan, Kris	4408	Communication Specialist
Meyer, Sharon	4302	Grade 6
Meyer, Stacy	4561	6-8 Resource Teacher
Nelson-Sivertson, Alexis	4311	ELL Specialist
Panek, Jennifer	4204	Special Education
Pringle, Holly	4405	Media Specialist
Robertson, Sarah	4854	Paraprofessional
Schrupp, Kayli	4303	Grade 6
Shreeve-Welle, Paige	4205	English 7
Skelton, Carrie	4854	Paraprofessional
TBD	4306	Grade 6
Svaren, Joni	4358	Grade 6 Art
Thoma, Bill	4900	Custodian
Watkins, Rachel	4904/4209	PE/Health
Weisenberger, Jennifer	4403	Psychologist
Wentland, Nicole	4252	Math 7

FACULTY	EXTENSION	POSITION
Whittaker, Steve	4903	Phy Ed
Yoerg, Dennis	4305	Grade 6
Young, Barbara	4504	Special Education
Zimmer, Charlie	4803	Tech Education

SUPERINTENDENT OF SCHOOLS

Dr. Stephen Malone

DIRECTOR OF CURRICULUM AND INSTRUCTION

Jean Duffy

DIRECTOR OF BUSINESS SERVICES

Joe Prom

DIRECTOR OF INSTRUCTIONAL TECHNOLOGY

Ryan Cox

COMMUNITY EDUCATION DIRECTOR

Michelle Peacock

ACTIVITIES DIRECTOR (7-12)

Dave Niemi

TRANSPORTATION DIRECTOR

Ken Abraham

BUILDING AND GROUNDS DIRECTOR

Chuck Stanger

FOOD SERVICE DIRECTOR

Lori Larson

DISTRICT HEALTH SERVICES

Heidi Tuorilla

2013-14 Becker Public Schools Calendar

August 2013

S	M	T	W	T	F	S	4 TEACHER
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	21-22 New Teacher Workshop
25	26	27	28	29	30	31	26-29 Staff Development Workshop

February 2014

S	M	T	W	T	F	S	19 TEACHER/19 STUDENT
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	17 NO SCHOOL President's Day
23	24	25	26	27	28		28 Early Out/Staff Dev.
							28 – End of 2 nd Tri (PS/IS)

September 2013

S	M	T	W	T	F	S	20 TEACHER/20 STUDENT
1	2	3	4	5	6	7	3 First Day of School
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

March 2014

S	M	T	W	T	F	S	15.5 TEACHER/15 STUDENT
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	21 – End of 3 rd Qtr (MS/HS)
23	24	25	26	27	28	29	24-28 NO SCHOOL/Spring Break
30	31						31 NO SCHOOL/.5 Staff Dev.

October 2013

S	M	T	W	T	F	S	21 TEACHER/21 STUDENT
		1	2	3	4	5	
6	7	8	9	10	11	12	16 Early Out/Staff Dev.
13	14	15	16	17	18	19	17-18 NO SCHOOL/Education MN Break
20	21	22	23	24	25	26	
27	28	29	30	31			

April 2014

S	M	T	W	T	F	S	21 TEACHER/21 STUDENT
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	18 NO SCHOOL/Good Friday
20	21	22	23	24	25	26	25 Early Out/Staff Dev.
27	28	29	30				

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November 2013

S	M	T	W	T	F	S	18 TEACHER/17 STUDENT
					1	2	1 – End of 1 st Qtr (MS/HS)
3	4	5	6	7	8	9	4 NO SCHOOL/Staff Dev.
10	11	12	13	14	15	16	22 – End of 1 st Tri (PS/IS)
17	18	19	20	21	22	23	22 Early Out/Staff Dev.
24	25	26	27	28	29	30	27-29 NO SCHOOL/Thanksgiving Break

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May 2014

S	M	T	W	T	F	S	21 TEACHER/21 STUDENT
					1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	26 NO SCHOOL/Memorial Day
25	26	27	28	29	30	31	30 Graduation

December 2013

S	M	T	W	T	F	S	15 TEACHER/15 STUDENT
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	13 Early Out/Staff Dev.
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	23-31 NO SCHOOL/Christmas Break
29	30	31					

June 2014

S	M	T	W	T	F	S	4.5 TEACHER/4 STUDENT
1	2	3	4	5	6	7	5 LAST DAY OF SCHOOL/Early Out/Staff Dev.
8	9	10	11	12	13	14	6 STAFF DEV. (.5)/Snow Makeup Day, if needed
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

January 2014

S	M	T	W	T	F	S	21 TEACHER/20 STUDENT
			1	2	3	4	1 NO SCHOOL/Christmas Break
5	6	7	8	9	10	11	16 – End of 2 nd Qtr (MS/HS)
12	13	14	15	16	17	18	17 NO SCHOOL/Staff Dev.
19	20	21	22	23	24	25	20 NO SCHOOL/MLK Day
26	27	28	29	30	31		

red = NO SCHOOL / EARLY OUT

Total Student Days: 173

Staff Workshop Days: 9

Total Calendar Days: 182

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.

GRADING & ASSESSMENT

Each teacher will provide students with a syllabus explaining their assessment procedures. Letter grades will be used in all subjects. Grading practices are also described on individual teacher's web sites found by accessing the school website, www.becker.k12.mn.us.

GRADING SCALE

Becker Middle School is implementing a unified grading scale according to the following percentages:

A	100-93%	C	76-73%
A-	92-90%	C-	72-70%
B+	89-87%	D+	69-67%
B	86-83%	D	66-63%
B-	82-80%	D-	62-60%
C+	79-77%	F	59% and below

All middle school students are assessed for grade level proficiency by the MN

Comprehensive Assessments (MCA's) administered to the students in the areas of reading and mathematics. Eighth grade students are also assessed for proficiency in science through the MN Comprehensive Assessments.

PARENT ACCESS

Parents/Guardians have access to their student's school information through the Skyward Family Access Program. Student information includes attendance, food service accounts, 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 for parents/guardians to notify the school if there are changes in your address and/or contact information during the school year.

REPORT CARDS

Quarterly 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.

INCOMPLETE WORK

Students with incomplete work at the end of the quarter 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.

MIDTERM PROGRESS REPORTS

At the mid-point of each quarter, progress reports are available online through the Skyward Parent Access Portal. Progress reports are provided to the students at midterm. 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 their son/daughter is receiving a failing grade:

- If a student begins to have academic problems after mid quarter, a notification will be sent home. At times, large project completions occur at the end of the quarter and it might not be possible to give notice to the parents/guardians before the end of the quarter. Checking teacher's websites and using the online parent portal access will assist in tracking assignments and due dates.
- A conference with the parent, student, teacher, and/or team may occur at the request of the parent, teacher, team, guidance counselor, assistant principal, or principal.
- Student's participating in extra curricular activities will be subject to the expectations defined in the 7-12 Activities Handbook and can be accessed at www.becker.k12.mn.us.

ACADEMIC PROGRESS

~~Middle school teachers regularly discuss students' progress and identify those students who aren't making satisfactory academic progress.~~ Middle school teachers monitor student performance and identify students who are not making satisfactory academic progress. Notification will be provided to students, the parents/guardians and coach(es) indicating the teacher's concern for lack of progress. Students may also be referred to the middle school guidance counselor for assistance. Students participating in extra-curricular activities will be subjected to the practices and procedures spelled out in the

Activities Handbook that can be accessed at www.becker.k12.mn.us.

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
- 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

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.

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.

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 indicate on each note card where the information came from, source and page number.

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, becker.k12.mn.us.

ACTIVITY NIGHTS

Activity Nights are planned and sponsored by the Middle School Student Council. They are held quarterly throughout the year on Friday nights from 7:30 p.m. until 10 p.m. Students in grades 6-8 who attend Becker Middle School are eligible to attend these popular events. Middle level homeschooled students who reside in the Becker School District are welcome to attend activity nights. Homeschooled 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 middle school community, FUN, and participation in developmentally appropriate activities in a safe and 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 p.m. when the activity night begins. Likewise, it is very important that parents assume responsibility for picking up their child(ren) by 10 pm.

Middle school staff and parent volunteers provide supervision for activity night. 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 may be revoked if a student is not demonstrating appropriate behavior during the regular school day as well as at activity nights.**

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), sketchpads, 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: \$65 per activity Middle School Sports: \$95 per sport

2013-14 FAMILY MAXIMUM \$575

2013-14 Ticket Prices: Adults \$6 Students \$4 Punch Card/Pass \$60

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 extra curricular 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 Activity 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 coordinated by Mr. Niemi, 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.**

FIELD TRIPS

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

- The student must be enrolled in Becker Middle School in order to 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 bus 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 fieldtrips.

ATTENDANCE

ATTENDANCE (District Policy 503)

Regular attendance is an important part of the educational process. The school day runs from 8:10 am–2:55 pm. Teachers will begin class at 8:10 am.

Students are expected to be prepared for class at 8:10 am. Students must secure a pass from the main office personnel before leaving the building during the school day. Building hours for students are 7:30 am until 3:10 pm and are expected to leave the school premises unless attending a school approved activity with proper adult supervision. This middle school policy applies to all district buildings and areas.

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 your 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.

Arrival:

School starts 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 7:55 am must report to the

middle school commons area. Students demonstrating unsafe or inappropriate behavior in the commons area during this morning time may be restricted from arriving at school before 8 am.

Dismissal:

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 within 15 minutes following dismissal.

ABSENCES

Procedure 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. Absent students whose parents did not telephone the school must bring a note to the office upon returning to school.
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 and will result in disciplinary action.

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 prearranged in the office by the parent/guardian, signed by all the teachers and returned to the office before the absence occurs
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 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 portion. 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)

7. Others as determined by administration

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 doctors note 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.

ABSENCES REQUIRING PREARRANGEMENT

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 before the absences occur. 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.

HOME SCHOOL INFORMATION

Home schooling is the responsibility of the parent/guardian. If an enrolled student opts for home schooling in any subject area(s), he/she must withdraw and reregister 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 assumes responsibility for students only 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 extra curricular activities. Contact the Activities Office for specific information about extra curricular participation. Further questions pertaining to home schooling should be directed to the office of the Director of Curriculum and Instruction or the Minnesota Department of Education.

TARDY

It is important for students to attend all classes on time. Students are expected to be in their first period classroom at 8:10 am. Detention or other consequences may be given at the discretion of the teacher or administrator for repeated tardiness. Excessive tardiness to class will be referred to the office and will result in disciplinary action. Students who are late to school should report directly to the office.

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 are truanies. Remember the attendance number is available 24 hours a day. 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 then attend a mandated meeting with a representative of the Sherburne County Attorney's office to gain knowledge of the truancy laws.

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 attending school and being a successful student.

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.

CODE OF CONDUCT

3 R's: RESPECT, RESPONSIBILITY, RELATIONSHIPS

Becker Middle School is committed to providing a respectful learning environment. We emphasize accountability, acceptance, and appreciation for all Becker Middle School Community Members: students, staff and visitors to our school.

To this end, we will continue to teach and emphasize the importance of respect toward each other and will work on affirming the positive attributes of all people at Becker Middle School. We also will not tolerate disrespectful behavior toward any individual at BMS including any derogatory comments about any particular group in our culture or worldwide.

There will be ~~aggressive~~ **serious** consequences when the school is aware of this type of behavior. Behaviors such as (but not limited to) name calling, teasing, rumor spreading, pushing and shoving, and bullying may constitute suspension from school **and/or other intervention** even after a first offense. The school police liaison officer will also be notified. A second confirmed offense will result in further consequences. This aggressive approach is aimed at reducing the hurtful behaviors associated with harassment and to teach students acceptable social behavior. Our goal is to create and maintain a safe and respectful environment for students and staff. It is under these conditions that optimal learning can take place.
(District Policies 413, 414, 506)

SCHOOL DISCIPLINE (School Board Policy 506)

I. Statement of Policy

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-discipline.

- 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.

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 of Board Policy will apply to student conduct while on the bus. The following are the rules and regulations, which 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 incidences 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 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**, other
 - 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 attend school.

BULLYING (School Board 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 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 up to and including suspension and/or expulsion.

HARASSMENT AND VIOLENCE (School Board 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 or book covers; or
 - g. Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
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 (School Board 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 (School Board Policy 501)

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any

student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

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

SEARCHES (School Board 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, 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.

TOBACCO FREE (School Board 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.

DRUGS AND ALCOHOL (School Board Policy 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.

LAW ENFORCEMENT

An important part of the BMS administrative team is our school resource officer, who is an Investigator with the Sherburne County Sheriff's Office. The proactive mission of the deputy is early intervention in matters that if left unchecked, might lead to serious implications regarding the safety and security of the students and staff. The secondary responsibility of the school resource officer is to respond to certain acts committed in the school that may be deemed as unlawful. As an officer of the law, the resource 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 both school rules and/or school board policies and also in violation of the law, resulting in both school and legal consequences.

MANAGEMENT OF SPECIFIC ITEMS

1. Bicycles, skateboards, roller blades, scooters, must be kept in designated areas
 2. Sun glasses, bandanas, hats, cannot be worn during the school day
 3. Items that are not part of the education program and considered a distraction need to be kept at home
 4. School bags are expected to be kept in the student's assigned locker
 5. Spray bottles or cans of hair spray, perfumes, etc. may only be used in locker rooms
- Other items interfering with the school's mission are prohibited
6. "Wheelies" need to be removed while in the school building. If student chooses to use "wheelies" in school, school personnel may confiscate them.
 7. Skateboards need to be kept in the middle school office unless an agreement has been made between the student and administration

LOCKER & HALL EXPECTATIONS (District Policy 502)

All students are assigned a locker that is the property of the school district. Lockers may be inspected by school personnel whenever deemed necessary.

1. Lockers are not to be written on or lined with stickers or items difficult to remove.
2. The cost of repairing or replacing any locks or lockers will be charged to the student.
3. Do not share your locker or your locker combination with anyone.
4. Do not use any other student's locker.
5. No open food or beverages are to be kept in lockers.
6. Use your hall locker for necessities-- clothing, books, cell phones, and supplies. Don't store money or valuables in your locker.
7. Check your locker door before leaving to make sure it is locked.
8. If there is anything wrong with your locker or lock, report it immediately to an office secretary or custodian.
9. Keep trips to your locker within reasonable guidelines.
10. 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.

HALL EXPECTATIONS

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

- Walk at all time
- 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 (includes "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
- Storing cell phones in lockers during the school day is recommended and can be required

PUBLIC DISPLAY OF AFFECTION

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. All staff may 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) may be contacted.

PROTECTION FROM THEFT

We expect honesty from our students, that they use only those items for which they have the owner's permission, and to turn in found items to the office. Using prudence and 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, schoolbooks or 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.

A lost and 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.

SPEECH/LANGUAGE EXPECTATIONS

As young adults we expect and insist that swearing, vulgar or threatening language, gossiping, culturally degrading verbal harassment, sexually explicit language, etc. will not be used. If questionable language becomes a problem, the student will be subject to discipline consequences including suspension until a parent/guardian meeting is held to determine a corrective plan.

ASSEMBLY EXPECTATIONS

Students in attendance 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.

LUNCHROOM EXPECTATIONS

- Walk to the lunchroom.
- Do not sit on tables.
- When finished 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 a Minnesota law that free and reduced lunch accounts CANNOT be shared outside one's own family.
- Pick up items around your table.
- Stay in lunchroom, field house, or patio area until dismissed by a supervisor.

FIELDHOUSE EXPECTATIONS

- Students violating lunchroom rules may be assigned to eat in an alternative area.
- No gum, candy, food or beverages are allowed in the field house.
- Once in the field house for free play, students must stay there until dismissal 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 any unsafe behavior will be referred to Principal, Asst. Principal, or Guidance Counselor. Field house privileges may be revoked for a period of time determined by an Administrator or Guidance Counselor.

Reminder:

All food/beverages must be consumed in the cafeteria/commons at all times; before, during, and after school. Pop and/or energy drinks are NOT allowed during lunch period or during the school day. Milk, water, and/or juice are available in the lunchroom. No food/beverages are allowed in the hallways, classrooms, or the field house.

SCHOOL CONSEQUENCES

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 must also become the responsibility of the administration & parents. Becker Middle School strives to provide a learning environment that fosters academic success. Staff will work hard 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 implements a specific disciplinary system.

Inappropriate/unacceptable behaviors are categorized into two levels. **Level I behaviors** are considered minor, handled by the teacher or staff member involved.

Level II behaviors/incidences are considered major, causing disruption to the education of that particular student as well as to others. Typically Level II behavior concerns are referred to school administration.

Consequences and/or interventions listed below may be used to change inappropriate

student behavior. Interventions could include student/teacher consultation, team consultation, warning, parent/guardian contacted, conference with principal and/or assistant principal, referral to police liaison, referral to guidance counselor, referral to social worker, parent conference, detention, school and community service, suspension of privileges, in-school suspension, out of school suspension, trespassing notice, referral to outside agency (e.g. County Bullying Intervention Program, Truancy Prevention Program, counseling services, restitution, expulsion.

DETENTION

Detention may be used as a consequence for a variety of school infractions. After school detentions are prearranged therefore NO EXCUSES (jobs, athletics, etc.) 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. A parental conference may be required to evaluate the student's future educational goals/placements. *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. ~~Students who have been dismissed may be required to bring parents with them before being readmitted to school.~~ Parent(s) may be required to attend a readmission conference when a student is subjected to an administrative dismissal from school.

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.

SUSPENSIONS (DISTRICT 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.

GENERAL INFORMATION

SCHOOL 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 are asked to press the call button near the main 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, check out, and return the visitor's badge upon leaving the building. Signs will be posted at each building entrance explaining the protocol for visitors as described above.

CRISIS MANAGEMENT

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

1. 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. Unnecessary setting off a fire alarm is considered a terrorist threat. Students will be suspended and may be recommended for expulsion as well as being subject to appropriate legal penalties and fines.
2. Lockdown drills will be practiced 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 these important safety drills.

USE OF MOBILE DEVICES IN SCHOOL

In keeping with the district's technology goals, the district recognizes the value of mobile devices such as cell phones, mp3 players, and other mobile devices as learning tools. Student use of these devices will be governed by the following procedures:

- Students may carry mobile devices on their persons, and their use is allowed before and after school and during other designated non-instructional times.
- The use of mobile devices during instructional times is at the discretion of the classroom teachers and building administrators
- Unless expressly allowed by the classroom teacher for a specific learning tool, the mobile devices are to be stored out of sight during instruction time, and their presences may not cause a distraction in the classroom. This applies to all instructional areas of the school including all classrooms, media center, and study areas.
- Students shall not use any electronic device that in any way disrupts or detracts from the educational environment.
- Student may not use mobile devices in any manner that violates any district or school policies, included policies and guidelines governing copyright, harassment, Internet Acceptable Use, and academic integrity.
- Camera phones, cameras, or any devices with recording capability are not permitted to be in use in locker rooms, restrooms, or on school buses at any time.
- 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. Images, sound or video cannot be posted to the Internet or distributed electronically without the permission of all individuals in the files.
- 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 investigate or review the contents of students' mobile devices.

Violations of these guidelines will be handled on an individual basis and may include confiscation of the device, conference with parents, termination of the right to carry a phone, or further consequences.

OTHER DEVICES

The use of mobile devices at school is a privilege and is governed by the district's mobile device use policy and the policy governing responsible Internet and network use. Students, staff, and guests to the school district are expected to adhere to these policies. At no time should students make or receive phone calls, play games, or text others during the school day without permission by a teacher or administrator. Students must get permission from a staff member to use classroom phones or the school phone in the front middle school entrance (during school hours) and/or middle school office. MP3 players, radios, headphones, CD players are to be kept in the student's lockers during the school day unless approval has been given by a teacher or an administrator. During free play periods, students need to ask and be given explicit permission to play electronic games by lunchroom supervisors. Please remember, if students are using these items without proper permission, the item will be confiscated and a parent or guardian may be notified and/or required to retrieve the electronic device. Continual misuse will also include more significant disciplinary consequences and longer confiscation.

Laser pointers are prohibited from school. Camera cell phones are prohibited from any classroom, restroom, locker room, or locations where students and staff have a "reasonable expectation of privacy". A student caught improperly using any telecommunication device to take or transmit photographic images may face an immediate suspension, loss of privileges, or other consequences as deemed necessary by school administration. Students are reminded that 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)

***Reminder: The school cannot be responsible for lost or stolen items. If something is taken, please report it to the office or teacher immediately.**

INTERNET USAGE & EXPECTATIONS

Students and staff in District 726 have access to the Internet, a global electronic information network that is used by businesses and organizations, the government, the military, and educational institutions. The Internet can serve as an important educational resource by providing access to thousands of libraries, databases, research institutions and a multitude of other information sources that can be used to educate, inform, and entertain.

The Internet is not under the control of this school district, and making Internet available to students carries with it the possibility that some students might encounter information that some have identified as controversial or inappropriate for students. ISD 726 also denies any responsibility for the accuracy or quality of the information obtained. Our focus is less in controlling the environment but more in providing individual users with the understanding and skills needed to use the Internet in ways appropriate to their educational needs. Ultimately parents and guardians are expected to set and communicate the standards that their children should follow when using this resource. To that end, the Becker School District will support and respect each family's right to decide whether or not to limit their child's usage of the electronic network.

Use of the Internet is a privilege, not a right. Access to network services will be provided to students who agree to act in a considerate and responsible manner. As a school resource, students' Internet accounts and activities fall under the supervision of district personnel. District personnel shall have access to all files, including e-mail, located on district computers. The district has the right to monitor network activity in any form that it may see fit to maintain the integrity of the information network.

It is the expectation of District 726 that student use of the Internet should support its intended use as an educational resource, and student behavior should at all times comply with other District policies, such as the Student Discipline Policy and the Sexual Harassment Policy. Unacceptable uses of the Internet include, but are not limited to, the following:

- Using or distributing inappropriate, abusive or obscene materials and/or language
- Revealing or posting personal information such as addresses, phone numbers, etc.
- Engaging in any activities that are illegal, including the violation of copyright or other laws
- Using the network to attempt to disrupt, damage or subvert its use by others, or in way that results in loss of another individual's work, or wastes network capacities
- Installing unauthorized software on school computers and/or downloading software files
- Using an account owned by another user, with or without their permission, or permitting other students to use one's Internet access or account
- Using the network for a commercial, political or profit-making enterprise
- Plagiarizing material from network resources
- Using the network in any way that violates any formal or informal school policies and behavior standards

The District and its personnel have the right to restrict or terminate access to the Internet at any time for just cause. Consequences for the misuse of this resource will be determined on an individual basis and may include loss of computer privileges, suspension, expulsion or other disciplinary action. (District Policy 524)

APPROPRIATE DRESS (District 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 a.m. to 2:55 p.m.).
- Clothing and accessories reflecting obscenity; violence, hate, racial, gender, or religious putdowns are not allowed
- 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 at times.
- 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, no low cut shirts and no midriffs or under garments 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.

Students who do not comply with our dress code will be asked to change clothes into something that does meet the standard or will be asked to go home for the day.

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.

FOOD SERVICES

Each student will be issued a lunch identification number. The student will need to enter his/her 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. Lunch and milk prices for the 2013-14 school year are as follows:

Middle School Students	\$2.05 first lunch	<u>\$3.25 for any additional student lunches</u>
Adults	\$3.25 per lunch	
Milk	\$0.35 per carton	

Ala 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 choice expectations and spending with your child(ren) in advance to avoid misunderstandings, particularly regarding ala carte purchasing.*** Prices for ala carte items can be viewed on the district's web site or a sample ala 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 or are available in the school offices 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 DRESS EXPECTATIONS

Students in grades 7 & 8 will be required to change for PE class. Students will have the option of either purchasing the uniforms from Becker Middle School for ~~\$15.00~~ **\$18.00** (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.

Students in grade 6 will not change for PE class. Grade 6 students are expected to have tennis shoes and wear comfortable clothing.

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. A student returning materials more than a month late will be assessed a \$2.00 fine and may have library use restricted. 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.

PICTURES

A professional photographer will take individual school portraits early in the fall. 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.

POSTERS/DISPLAY OF 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.
- Posters must be removed immediately after the event publicized is over.
- Posters are not to be hung on display cases.

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 individual's files. An appointment can be made with a middle school guidance counselor or administrator to review a student's records. 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.

TRANSFER/WITHDRAWAL, CHANGE IN STUDENT INFORMATION

Any changes in address, phone number, email or name should be reported to the District Office (763-261-6300) or building secretary. Students transferring or withdrawing from the district should obtain a "student withdrawal form" from the middle school office. All account balances should be paid in full as part of the withdrawal process and items lost or damaged will be subject to fines.

TELEPHONE USE

The phones in the school office are not for student use unless there is an emergency. A phone is available for student use in the front entry area. There is no charge for local calls. Long distance calls require a calling card. Students need to ask permission in the main office in order to use the phone during school hours. This includes the phone near the front entrance. If students need to use a cell phone during the school day, they need to be given permission by a staff member.

TEXT BOOKS/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.

STUDENT USE OF TRANSPORTATION ITEMS

Students who bike, rollerblade, or skateboard to school needs to keep items in areas designated by school 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, bike, or rollerblade in any school building/facility or on the school campus after school hours. If students are found doing this, a warning will be given, if behavior continues a parent/guardian will be notified and a trespassing notice may be issued.

VISITORS

Students are not allowed to bring visitors to school. There are a number of reasons why students are not allowed to bring visitors to classes with them. They include: lack of available space in some class areas, the distractions to learning a visitor unintentionally provides, the school's responsibility for supervising the visitor, and disciplinary or safety problems which could arise with a visitor.

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. It is not compulsory. The school cannot be responsible for payment if claim does not meet the students or parents expectations. Enrollment forms can be found on the district website or in the school office.

STUDENT SUPPORT 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.

504 SERVICES

Students with diagnosed handicaps 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.

COMMUNICATION SPECIALIST/SPEECH LANGUAGE THERAPIST

A speech clinician 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.

LAW ENFORCEMENT COLLABORATION

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.

RESPONSE TO INTERVENTION (RTI)

Response to Intervention (RTI) is the practice of providing high-quality instruction and intervention matched to student need, monitoring progress in order to make decisions about instruction and goals, and applying the student's response data to important educational decisions. The primary focus of the RTI is designed as an early intervention to ensure success and prevent academic failure.

POSITIVE BEHAVIOR SUPPORT (PBS)

Positive Behavioral Support is a positive discipline plan for the entire school. The PBS approach is to proactively prevent or reduce challenging behaviors and produce positive outcomes to promote student success.

SCHOOL PSYCHOLOGIST

The psychologist helps primarily with student testing and is available to meet with students if deemed appropriate by the Student Assistance Team.

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.

STUDENT ASSISTANCE TEAM

The Student Assistance Team (SAT) consists of the following professionals; principal, assistant principal, guidance counselor(s), school social worker, school psychologist, and other teachers as deemed necessary. The SAT meets weekly to discuss issues or concerns related to students and situations that occur throughout the school year. The team discusses student concerns related to academic achievement, behavior, socialization, and other learning-related and safety issues. Interventions and referrals may be delegated to areas that would best fit the student(s) needs to be successful in and out of the school environment.

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**cademic Performance, and **R**esponsibility. A letter and/or phone call will notify parents if their child is being recommended for this program. Parents may also request their child's participation in this after school program. The Targeted Services Program, SOAR, is free of charge and conducted by middle school teachers. New sessions begin quarterly and students may participate in any or all of the session. Students and parents are responsible for transportation. Contact the middle school office for additional information.

DATA PRIVACY NOTIFICATION

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. Students 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 and awards 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" as well as the publication of the quarterly "honor roll". 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, as parents or adult student you wish not to have any or all of the above information to be considered "Directory Information," you should contact the office in writing by September 30 or within 30 days of student enrollment to Becker Middle School.

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

www.becker.k12.mn.us