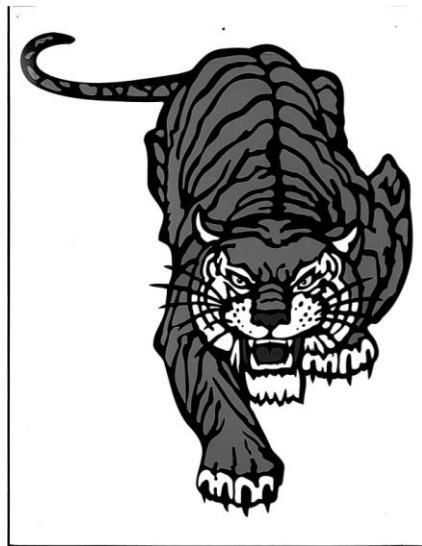


Parent and Student Guide



***“EXPECTING EXCELLENCE
FROM EVERYONE
EVERYDAY”***

Belle Plaine Junior High
Independent School District No. 716



220 S. Market Street • Belle Plaine, Minnesota 56011
⌘ <http://www.belleplaine.k12.mn.us> ⌘

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WELCOME TO BELLE PLAINE JUNIOR HIGH SCHOOL!

This guide has been designed to provide you with information about policies and procedures for Belle Plaine junior high students/parents. Please review its contents and keep it as a reference throughout the school year. We are very excited as we enter a new school year. There are lots of positive changes happening in the Belle Plaine Schools. Have a great year.

Mindy Sparby, JH Dean of Students

JUNIOR HIGH PHILOSOPHY

The purpose and functions of a junior high school center on the intellectual, social, emotional, moral, and physical developmental needs of young adolescents. It is at this level that the lifelong developmental tasks of forming a personal identity or self-concept, acquiring social skills, gaining autonomy, and developing character and a set of values are begun. Exemplary junior high programs foster appropriate programs, policies, and practices that foster the development of these tasks.

CONTACTING US

There are several ways to contact us:

In person: 220 S. Market St. Belle Plaine MN 56011

By phone: (952) 873-2403

The web: <http://www.belleplaine.k12.mn.us>

Click the link for Schools and select Junior High

Please contact us at any time if you have questions or concerns regarding your child. Words of encouragement are also welcome!

SCHOOL DAY

Students are allowed to enter the Jr.-Sr. high building at 7:30 a.m. The daily schedule runs from 8:30 am until 3:13 pm. The period schedule is as follows:

Period 1	8:30 – 9:19	Lunch	11:11 – 11:36	Period 5	12:36 – 1:25
Period 2	9:24 – 10:13			Period 6	1:30 – 2:19
Period 3	10:18 – 11:11	Period 4	11:41 – 12:30	Period 7	2:24 – 3:13

STUDENT SUCCESS

The educational team for Belle Plaine junior high students will make every effort to help students have a successful school year. It is important that students realize their success will be directly proportional to their efforts. In order to be successful:

- ❖ Strive for excellence
- ❖ Be courteous and polite at all times
- ❖ Respect each other
- ❖ Take pride in representing Belle Plaine Junior High

CURRICULUM

Grade 7

Full Year Classes
English
Science
Social Studies
Math 7 or Advanced Math
Semester Class
Physical Education
Quarter Classes
Art
Industrial Arts
Teen Issues
Family and Consumer Science 7 (FACS)
General Music
Tech Skills 7
Electives *
Band
Choir

Grade 8

Full Year Classes
English
Science
Social Studies
Math 8 or Advanced Math
Semester Class
Physical Education
Quarter Classes
Art
Industrial Arts
Family & Consumer Science 8 (FACS)
Ag Ed 8
World Languages 8
Health
Electives *
Band
Choir

* Students who register for band or choir make a commitment for a minimum of a semester unless there are extenuating circumstances. In those cases, the administrator will have final approval prerogative. 11-24-08

INFINITE CAMPUS ACCESS

Belle Plaine Junior High provides student and parent access to Infinite Campus (formerly SiPS), our student information and performance system. The system provides the majority of information about school events and activities. In addition, the system provides student grades, upcoming assignments, and classroom announcements. An integrated message center provides an efficient way to communicate with teachers. Students will be trained to use the system and be provided with their passwords at the beginning of the school year. Parents can request their user name and password by contacting the junior high-senior high office at (952) 873-2403. Additional information regarding IC, including a parent guide, is located on our district web site at <http://www.belleplaine.k12.mn.us>.

ACADEMIC ASSISTANCE

Teachers are available before or after school to assist students. In addition, a study group with a para-professional is held 5 days a week before school.

TEACHER-PARENT COMMUNICATION

Belle Plaine junior high faculty, staff, and administration believe a strong partnership with parents is essential for student success. Open, respectful, and honest communication is a critical pillar of this partnership. Our staff will respond to requests for information and assistance in a timely and professional manner. Similarly, every staff member should be treated with respect and dignity by parents and members of the public.

Some tips for communicating effectively with our faculty and staff include:

- ❖ Utilize voice mail, mail, or the Infinite Campus Message Center whenever possible to contact teachers. You can expect a timely and professional response.
- ❖ Telephone the teacher in advance to schedule a meeting if you would like to discuss something with the teacher face-to-face.
- ❖ Strive to resolve a conflict directly with a teacher first; you are welcome to contact the administration if you are dissatisfied with the resolution.
- ❖ Make sure your requests are reasonable.
- ❖ Make sure your attitude and words are respectful.
- ❖ Recognize that we strive to build responsibility in students. Please keep this in mind, as we will come from that perspective in our communication with you.

Because we expect everyone at Belle Plaine Junior High to be treated with respect, the following behaviors will not be tolerated:

- ❖ Inappropriately raised voices, shouting or yelling.
- ❖ Threats, the intimidation of violence or behavior that can reasonably be expected

❖ Obscene or foul language.

❖ Insulting a person's intelligence, judgment, or professionalism.

to intimidate.

❖ Unpermitted or unwelcome touching of any nature, regardless of the degree of force used.

Persons who engage in these behaviors will be asked to stop; should they continue the behavior they will be asked to leave the building.

TELEPHONE

The student phone is located in the commons area. Office phones are offered for emergency purposes. Students need permission from office secretaries or principal/dean to use the phones in the office.

ACTIVITY AND SPECTATOR BUSES

All students who ride buses to any school activity must return on the bus. A student will be allowed to ride home with a parent if it is cleared through the principal/dean, activities director, coach, or the supervising teacher.

STUDENT SERVICES

The school has personnel available (social worker, student support specialist) to assist students who may be having difficulty with some aspect of their lives that may be interfering with their learning. Students can arrange appointments with school personnel through the office or on their own.

ATTENDANCE REGULATIONS

Admission Slips: Parents should call the junior high attendance line at **(952) 873-2404** before 8:00 a.m. to excuse students from classes. Written excuses are discouraged except in cases where there is no phone in the home.

Compulsory Attendance Law: Minnesota State Law provides that every child between seven and sixteen years of age shall attend a public school, or a private school, for a period of not less than nine months during any school year. (Sec, 120.10, School Laws of 1961)

Daily Attendance: Students are expected to be in school every day that school is in session. Regular attendance plays an important part in determining success in school. Students are excused from school when they are sick, when there is a serious illness or death in the immediate family, when roads are impassable, or when an exceptionally urgent situation arises. On rare occasions students may wish to be excused from

school for a special trip. The school is obligated to discourage such trips because they usually result in the student missing important work. If, however, it is necessary for parents to take a student from school with full knowledge of possible results, the student should inform the office at least one week before leaving. The office reserves the right to mark a make-up slip “excused” or “unexcused” after evaluating individual circumstances. Students who have excessive or extended absences will be expected to complete assigned work.

ATTENDANCE POLICY FOR EXTRA-CURRICULAR PARTICIPATION

In order for a student to participate in an extra-curricular practice, game, or contest, she/he must be in classes all day. Any exception must be approved by the activities director or building principal. (Any student whose parents have called in to excuse a student for a doctor or dental appointment will not be affected by this policy.)

LEAVING SCHOOL DURING THE DAY

If a student needs to leave the building during the school day, for illness or any other reason, he/she should ask permission from the principal’s office. **DO NOT LEAVE THE BUILDING WITHOUT WRITTEN PERMISSION.** A blue-colored pass will be extended to the student if permission is granted. Failure to comply with this rule will result in an unexcused absence and other consequences as appropriate.

TARDIES AND TRUANCY

Tardies: Tardies are recorded by individual teachers. Students are expected to be on time for all classes. Excessive tardies will result in detention and a report home by the principal/dean. Students who are habitually tardy may be escorted from class to class for a period of time by one of our staff members to ensure timely arrival to class.

Truancy: A student whose parents expect him/her to be in school but who does not attend for other than lawful reasons is truant. Violations of this regulation may result in a referral to juvenile authorities.

Late To School: Any student who arrives late to school at any time during the school day needs to report to the office for a pass to class.

BAND/CHOIR LESSONS

Students will miss class from time to time for band/choir lessons. Our music instructors and regular classroom instructors will work together to facilitate music lessons that will not interfere with tests or critically important classroom lessons. In all cases, students must have a pass from the choir or band instructor, which the student will show to the teacher before leaving a regular classroom for a band/choir lesson.

ACADEMIC ELIGIBILITY POLICY

A student participating in M.S.H.S.L. or Belle Plaine extra-curricular activities must pass all classes or credits. A student who receives a failing quarter grade and/or semester grade may regain eligibility at mid-quarter of the next grading period if he/she is passing all classes at that time.

A student failing a class at mid-quarter will be ineligible until the grade is raised to a passing grade. The Activities/Academic Committee may review the cases of students not meeting academic requirements on an individual basis. Requirements for eligibility may be waived for those students determined to be working to their capacity. Extenuating circumstances will be reviewed and acted upon by the Committee. (The Committee will consist of the building Principal/Dean, Activities Director, the Coach of the student and the Teacher(s) of the student in concern.)

STANDARDIZED TESTING

7th and 8th grade students are required to take the Minnesota Comprehensive Assessments (MCA-II) in reading and math (and some years, science to 8th graders). These tests help districts measure student progress toward Minnesota academic standards and meet the requirements of federal *No Child Left Behind*. These tests are preparation for the Graduation-Required Assessments for Diploma (GRAD) Tests. (Writing-9th grade, Reading-10th grade, Math-11th grade). This started with 8th graders in the 2005-06 school year. MCA-II examinations do not impact graduation at the 7th and 8th grade level.

DISCIPLINE

The school district has a comprehensive student discipline policy. The purpose of the policy is to provide for a safe and healthful educational environment. Effective school discipline combines the efforts of parents, staff, and students. Students are expected to follow school rules at all times. Each teacher has a discipline plan, which includes classroom expectations and consequences. Students will be expected to respect and comply with individual teacher guidelines.

BULLYING

Bullying behavior of any type will not be tolerated. Bullying behavior can take many forms, including pushing, hitting, verbal threats, racial/ethnic/gender-based comments, harassment, teasing etc. The district has a Bullying Policy of which copies are available in the office. Please talk to your child about the harmful affects bullying can have on a person.

DETENTION

Detention is a before or after-school study time assigned to students as a consequence for violating school regulations. The time assigned must be made up as specified by the principal/dean (in most cases within five days of assignment), even though this may not be convenient for the student. An unexcused absence from detention results in further consequences. The principal/dean or designee will determine detention time on a case-by-case basis. The school assumes no responsibility for transportation. Morning detention is generally 7:45 – 8:25 am. If after school (3:20-4:00), students will leave school immediately after detention. Teachers can assign classroom detention if necessary.

IN SCHOOL SUSPENSION

Students may be assigned In School Suspension (ISS) by the principal or designee for certain (or multiple) violations of our school district's discipline policy. In School Suspension consists of a student studying in one room for the duration of the school day under the supervision of a licensed teacher. Assignments and class materials are provided by teachers for the student to complete during the day. Students are provided a short break in the morning and afternoon. Students are provided a lunch period outside the ISS room as well.

PUBLIC DISPLAYS OF AFFECTION

Inappropriate displays of affection will not be allowed. Examples include kissing, petting, or groping. Such displays will not be allowed while the student is at school, on school grounds, or at a school sponsored activity. Consequences will be determined by the school administration.

RIGHT OF APPEAL

If students feel their rights have been violated they should first bring the matter to the attention of the building principal/dean, unless the alleged violation involves this person. If the principal/dean is involved or an appeal of the administrator's decision is desired, the case may be brought to the Superintendent of Schools, and a further appeal may be made to the Board of Education. Students may appeal their case in court without going through the administrative process outlined above, but the court may require the student to first exhaust those channels within the local system. The local Board of Education also has the right of appeal.

POP, JUICE, AND CANDY

Pop and juice may be opened in the Commons during noon hour and after school. No food or beverage (other than water) will be allowed in classrooms.

DANGEROUS, HARMFUL, AND NUISANCE SUBSTANCES AND ARTICLES

Alcohol: Students are prohibited from possessing or being under the influence of alcoholic beverages at school, on school grounds, at school sponsored activities, or during the school day.

Drugs: Students are prohibited from using, possessing or being under the influence of illegal drugs or narcotics at school, school sponsored activities, on school grounds, or during the school day.

Tobacco: Students are prohibited from using or possessing tobacco in any form at school, school sponsored activities, on school grounds, or during the school day.

Harmful or Nuisance Articles: The possession or use of articles that are a nuisance, illegal or that may cause harm to persons or property is prohibited at school and school sponsored activities.

Weapons: All weapons or instruments which have the appearance of a weapon are prohibited within all school environments and school zones, except for educational purposes as authorized in advance by the school building principal or designee (i.e. firearms safety training.) This prohibition specifically applies to all school sponsored activities. Weapons are defined as a firearm or device designed as a weapon capable of causing death or bodily harm or one that results in the fear of death or bodily harm.

GENERAL STATEMENT OF POLICY PROHIBITING SEXUAL HARASSMENT

Independent School District No. 716 maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment and sexual violence against students or employees is sex discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of personal harassment by any person, male or female, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances. Any student who believes he or she has been the victim of sexual harassment should immediately report the alleged acts to a teacher or the building principal. A copy of the district's Sexual Harassment Policy is available at the Junior High office.

STUDY HALL RULES

The purpose of study hall is to help students get their homework done. It also provides the opportunity to receive assistance from the study hall teacher. The following rules will help students use their study hall time efficiently:

1. Students must be working/reading during the entire study hall period.
2. The first 20 minutes of the hour will be spent reading; be sure to have something to read.
3. Students with media center passes may go to the media center after the twenty-minute reading session.

4. A pass is required in order to leave study hall. Only one student may leave at a time for short-term destinations (rest room, drinking fountain, etc.)
5. No food or pop is allowed.

Note: Students **MUST** secure a media center/computer lab pass before school begins. Library and computer lab passes are not issued during passing times.

MEDIA CENTER AND COMPUTER LAB PROCEDURES

Our school is fortunate to have access to excellent technology and quality printed and electronic reference materials. These resources are available upon request before and after school as well as during the school day. Students **must** secure a pass to the media center or computer lab prior to the start of the school day from the media specialist or the media assistant, except in special situations arranged by a teacher/media specialist or assistant. Students who use our technology are expected to abide by the district's acceptable use policy.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA provides that school districts may not have a policy or practice of denying parents the right to:

1. Inspect and review education records.
2. Seek to amend education records.
3. Consent to the disclosure of personally identifiable information from education records except as specified by law.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding the district's conduct of survey, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the "protected areas" if the survey is funded in whole or in part by a program of the U.S. Department of Education.
2. Receive notice and an opportunity to opt a student out of certain surveys or exams.
3. Inspect, upon request and before administration or use of certain survey of materials or information collection.

THREATS AND DISRUPTIONS

Threats: Threats to normal school operations and activities or to individuals at school will not be allowed.

Disruptions: Behavior which disturbs or interrupts the peace and good of the school or school-sponsored activities will not be allowed.

LOCKERS

Lockers are assigned at the beginning of the school year and **will be yours for grades seven and eight**. Your locker is the property of the school and should be kept neat and clean at all times. Damage to any school locker will result in the student being charged for damages. Although your locker has a built-in lock, you are reminded to never leave money or valuables in your locker. A lock for your physical education locker is not provided by the school, but is highly recommended.

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities, for any reason at any time, may conduct inspection of the interior of lockers, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. School authorities must provide notice to students whose lockers were searched as soon as possible after the search unless such disclosure would impede an ongoing investigation.

SCHOOL DRESS

The school feels that common sense and personal restraint must guide the student in determining school dress. Students will dress in a neat and clean manner. The school also realizes that the responsibility for the student dress rests with the home. The type of apparel and grooming are not to be disruptive to the educational process, or present a safety hazard or a health hazard.

Students are expected to exercise good judgment and taste in this regard. Clothing and accessories with improper or objectionable (especially sexual) pictures, sayings, gestures, or language may not be worn in school. Any accessories or clothing displaying controlled substances (tobacco, drugs, alcohol) may not be worn in school.

There is a special concern about revealing clothing including backless, strapless and low-cut tops. Bare midriffs are not acceptable. Skirts and shorts should not be of a

length that may be considered inappropriate. Hats or bandannas worn on the head will not be allowed in the halls and classrooms.

The school reserves the right to send a student home for dressing in a manner that is disruptive to the educational process. This may also include providing the student with clothes to wear. The administration reserves the right to have discretion and flexibility in dealing with each case of inappropriate dress.

CLOSED LUNCH HOUR

Students must eat in the designated Commons area during our lunch period, whether they purchase school lunch or bring theirs from home. In special situations, students will be allowed to eat at home if they are within walking distance. Any student wishing to do so must bring a note from her/his parents or guardians.

TENNESSEN WARNING

Students may be questioned by administration about incidents that may have severe legal and/or educational consequences. Students will have a due process right provided to them as per Minnesota statute. The Minnesota Government Data Practices Act requires school districts and other political subdivisions, when asking a person to supply private or confidential information about the individual, to inform the person of:

1. The purpose and intended use of the requested data within the school district.
2. Whether the individual may refuse or is legally required to supply the requested data.
3. Any known consequences arising from supplying or refusing to supply private data.
4. The identity of other persons or entities authorized by a state or federal law to receive the data.

LOST OR DESTROYED TEXTBOOKS OR OTHER SCHOOL OWNED EQUIPMENT

The school will charge an appropriate replacement fee for textbooks, workbooks, library books lost or destroyed, or other equipment that is destroyed or damaged by students.

STUDENT COUNCIL ACTIVITIES NIGHTS

JH Activities Nights will be from 6:30 to 9:30 p.m. Students will not be allowed to enter the festivities after 7:00 p.m. unless there are extenuating circumstances. Once a student leaves, she/he will not be allowed to reenter. The events are for Belle Plaine Public School students in grades seven and eight. Guests will not be allowed to attend.

HONOR ROLL

Students can qualify for the High Honor Roll by achieving a 3.67 or higher GPA on a 4.0 scale. Students can qualify for the Honor Roll by achieving a 3.0-3.66 GPA on a 4.0 scale. Students who have a grade of Incomplete are not eligible for either of these honor rolls.

INCOMPLETES

Students with incompletes will finish their work within two weeks after the end of the quarter. An incomplete that is not finished by the start of the next school year will be counted as no credit. The class may be retaken if a core class.

FIRE DRILLS

The signal for the fire drill shall be one long continuous note of the horn. At this signal everyone will vacate the building in an orderly manner using the exits designated. Please leave as quickly as possible without running or causing confusion.

TORNADO DRILLS

The signal for a tornado shall be one long continuous ring. At the signal students will proceed to areas designated in the school.

LOCK DOWN DRILLS

The building administrator or designee will announce a lock down drill over the public address system. Students will follow lock down procedures by sitting below window level and remaining quiet. Teachers shall lock their doors, draw the shades, and turn off the lights in their classrooms.

EMERGENCY EVACUATION PROCEDURES

Emergency evacuation procedures are posted in each classroom. It is the student's responsibility to know the procedure. The district has developed an Emergency Action Plan to deal with a multitude of emergencies that may arise.

SNOW DAYS

There are times where it is necessary to cancel school due to inclement weather. Please listen to the radio (WCCO 830 AM, KRBI 1310 AM/101.5 FM, watch television (KARE 11, WCCO 4, KSTP 5, local CATV Channel 8), or access our school district web site.

TITLE IX

The Belle Plaine School District #716 prohibits discrimination in educational programs and activities on the grounds of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, or disability.

Minnesota River Conference Middle School/Junior High Model Retention Policy

Authored by the administrators of the conference

amended by BPJHS faculty 2-5-08
approved by School Board, May 2008

Junior high/middle school educational goals should always help students to achieve and progress towards graduation. Social promotion is not supported. Skills to ensure future success must be acquired before advancement to high school (grades 9-12).

This policy is meant to meet basic standards. Individual districts will certainly amend this document as necessary.

Part I: STANDARD Students in grades 7 & 8 will demonstrate a core set of knowledge before moving on to the next grade level. Students who fail two or more core (English, Science, Social Studies, Mathematics) classes * will be retained at grade level in all classes for the following school year. Students may attend summer school to finish work to earn credit. The specific department and administration will approve this work. Successful completion of this work will determine advancement to the next grade level.

Part II: Preventive Measures Retention is one of many intervention options in our effort to prepare students for the next level of school. Criteria for promotion will include attendance, passing grades (credits earned), NWEA Testing, social skills, teacher recommendations, IEP, parental input. As a general rule, the following guidelines will assist the student in making progress to the next grade level:

- At the beginning of the 3rd quarter, students at risk for failing two or more yearlong core classes will attend a mandatory meeting (arranged by the junior high administrator) with teachers, student, and parents. A learning contract will be written, signed and agreed upon for the remainder of the year. That contract will likely include attendance at summer school. If the student successfully completes the contract, he/she will be eligible to move on to the next grade.

If the learning contract is not completed, summer school will be required.

- Summer School offerings and learning goals will be specific for each student. Teachers will identify the objectives for each student. All material will be distributed to the summer school teacher.
- Summer school will be performance based. When objectives are met, student will be promoted.
- Student will be retained at the current grade level if they do not successfully complete the objectives set up by the classroom teacher in the summer school program.
- Students may be exempted from this policy due to an IEP or 504 Plan.
- Students are responsible for their own transportation to summer school.
- Summer School programs, including specific dates, curriculum, etc. will be determined by each district.

Part III: Miscellaneous Information

- Generally, a student in grades 7 or 8 will be retained only one time in those two school years (i.e. if a student is retained in 7th grade, they will not be retained in 8th grade).
- Administration can supercede any part of the retention policy due to mitigating circumstances.
- Parental involvement in the entire process is critical. In any retention decision, parental input will be a major component. The final decision will be made by the school district.
- A single core class with a failing grade can mean summer school, but will not affect retention.

* = Three quarter grades of “F”