

ALBANY AREA  
MIDDLE SCHOOL  
STUDENT HANDBOOK



2017 - 2018

Albany Area Middle School: "A Community Of Successful Learners"

Board Approved July 2017

## Daily Class Schedule

The school building is open from 8:00 a.m. to 3:45 p.m.

Students will remain in the Commons until 8:00 a.m.

Classes meet from 8:20 - 3:05.

### **GRADE 6**

#### **REGULAR SCHEDULE**

Period 1 8:20 - 9:11  
Period 2 9:15 - 10:06  
Period 3 10:10 - 11:01  
Period 4 11:05 - 11:56  
Lunch 11:56 - 12:26  
Period 5 12:26 - 1:17  
Period 6 1:21 - 2:12  
Resource 2:16 - 3:05

#### **EARLY DISMISSAL**

Period 1 8:20 - 8:53  
Period 2 8:56 - 9:29  
Period 3 9:32 - 10:05  
Period 4 10:08 - 10:41  
Period 5 10:44 - 11:17  
Lunch 11:17 - 11:47  
Period 6 11:47 - 12:20

#### **LATE START**

Period 1 10:20 - 11:00  
Period 2 11:03 - 11:43  
Lunch 11:43 - 12:13  
Period 3 12:13 - 12:53  
Period 4 12:56 - 1:36  
Period 5 1:39 - 2:19  
Period 6 2:22 - 3:05

### **GRADE 7**

#### **REGULAR SCHEDULE**

Period 1 8:20 - 9:11  
Period 2 9:15 - 10:06  
Period 3 10:10 - 11:01  
Period 4 11:05 - 11:56  
Lunch 11:56 - 12:26  
Period 5 12:26 - 1:17  
Period 6 12:04 - 12:20  
Resource 2:16 - 3:05

#### **EARLY DISMISSAL**

Period 1 8:20 - 8:53  
Period 2 8:56 - 9:29  
Period 3 9:32 - 10:05  
Period 4 10:08 - 10:41  
Period 5 10:44 - 11:17  
Lunch 11:17 - 11:47  
Period 6 11:47 - 12:20

#### **LATE START**

Period 1 10:20 - 11:00  
Period 2 11:03 - 11:43  
Lunch 11:43 - 12:13  
Period 3 12:13 - 12:53  
Period 4 12:56 - 1:36  
Period 5 1:39 - 2:19  
Period 6 2:22 - 3:05

### **GRADE 8**

#### **REGULAR SCHEDULE**

Period 1 8:20 - 9:11  
Period 2 9:15 - 10:06  
Period 3 9:10 - 11:01  
Lunch 11:01 - 11:31  
Period 4 11:31 - 12:22  
Period 5 12:26 - 1:17  
Period 6 1:21 - 2:12  
Resource 2:16 - 3:05

#### **EARLY DISMISSAL**

Period 1 8:20 - 8:53  
Period 2 8:56 - 9:29  
Period 3 9:32 - 10:05  
Period 4 10:08 - 10:41  
Period 5 10:44 - 11:17  
Period 6 11:20 - 11:52  
Lunch 11:52 - 12:20

#### **LATE START**

Period 1 10:20 - 11:00  
Lunch 11:00 - 11:30  
Period 2 11:30 - 12:10  
Period 3 12:13 - 12:53  
Period 4 12:56 - 1:36  
Period 5 1:39 - 2:19  
Period 6 2:22 - 3:05

**Resource:** This time at the end of the day will be used for school wide activities, academic interventions, academic enrichment activities and homework, to help students as determined by staff.

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## **School District Policies**

### **Academics**

#### **Our Advancement Policy:**

Students in Middle School are expected to earn passing grades in all classes which are required in our Middle School program. Grades are computed and recorded quarterly.

Core subjects: Math, US Studies (7) and Global Studies (8), Science, English and PE/Health

Non-core subjects: Art, Family & Consumer Science, Automation & Robotics, , Computer Literacy, Band, Choir, Health, and Spanish.

If a 7th or 8th grade student fails math, science, english or US Studies / Global Studies, the subject must be made up in a summer school program, or night school program. Failures will be determined by averaging the quarter grades for that semester.

#### **Report Cards:**

Report cards are issued at the end of each quarter. The purpose of the report card is to inform the parents/guardians and each student of their academic progress.

At Albany Middle School we use the A-B-C-D-F-I method of marking along with the plus (+) and minus (-).

A-B-C-D-F Grades:

"A" grade indicates superior achievement in meeting the course / subject learner outcomes. [A = 4.0; A- = 3.67]

"B" grade indicates more than average achievement in meeting the course / subject learner outcomes. [B+ = 3.33; B = 3.0; B- = 2.67]

"C" grade indicates average achievement in meeting the course / subject learner outcomes. [C+ = 2.33; C = 2.0; C- = 1.67]

"D" grade indicates below average achievement in meeting the course / subject learner outcomes. [D+ = 1.33; D = 1.0; D- = 0.67]

"F" grade indicates the student has not satisfactorily met the course / subject learner outcomes. [F = O]

An "I"(Incomplete) grade in any subject at the end of a marking period will be considered an F until the expected work is made up. A teacher will issue an incomplete at the end of the grading period if one or more satisfactory reason(s) exist for providing extended time for a student to complete the class work. A student may be allowed a maximum of ten days, except at the end of the 4th quarter, from the last day of the marking period to make up the work and to receive a grade, subject to the principal's decision. End of 4th quarter: maximum = 5 calendar days.

#### **Academic Eligibility Code for Student Extra-Curricular Participation:**

Participation in extracurricular activities is a privilege extended to all students who meet the academic standards of eligibility set by the Albany Area School Board. We expect students participating in activities will be doing passing work (D- or higher) in all subjects, and on the day of a game or performance will have been in school a minimum of three periods.

Grades will be checked weekly by office staff. In the event a student is not at the level of passing work, the following action(s) will be taken:

Student will be required to attend targeted services until work is at a passing level in all classes. Student may practice, after attending targeted services, but will not be allowed to participate in games or performances until work is at a passing level in all classes.

Failing a class at the end of a quarter will result in 10 school days of ineligibility. During ineligibility, the student must attend targeted services. Student may practice after attending targeted services, but is not allowed to participate in games or performances during ineligibility period.

Students on an Individual Education Plan (IEP) will have their eligibility determined by the Student Assessment Team (SAT).

#### **After School Hours:**

Students are expected to leave the school building promptly at dismissal each day. Students are allowed to stay in the building only if they are supervised directly by a staff member. Students should wait in the Commons area to be picked up when done with after school activities.

### **Physical Education:**

Students may be excused from physical education class due to illness or injury if the student presents one of the following in writing:  
Board Policy April 5, 2006

1. Doctor's excuse -- This note must include the time for non-participation, list any activities the student may participate in and must be signed by the doctor.
2. Parental excuse -- This is valid for one class meeting in a case where the student has just returned to school after an illness, accident or similar circumstance.

Procedure: The student must present the excuse to the principal or nurse in the morning before school. The student will be given the proper excuse to present to the teacher. It is further understood an excused absence from physical education means the student will not participate in after school activities. We expect every student to dress in their PE uniform for every PE class. A PE uniform is bought by paying \$15 in the school office.

### **Swimming Program Policy:**

No jewelry is allowed in the pool area. Only certified staff, lifeguards and educational assistants will be permitted in the pool area while students are swimming. All individuals who are not involved in direct instruction with students will observe from the observation deck after signing-in at the Middle School office and receiving a guest pass. Swimsuits will cover an appropriate amount of the body. If there is a question about the appropriateness of the swimsuit, the school nurse will be consulted. Two piece swimsuits are acceptable as long as they cover the body to an acceptable level, one piece suits are recommended. All students are required to complete the full swimming curriculum as outlined in the Albany Area School P.E. Curriculum. Failure to fulfill this requirement will result in a non-passing / failing grade for that unit. Medical exceptions will be handled on an individual basis.

## **Attendance**

### **STUDENT ATTENDANCE POLICY**

**THIS IS AN ABRIDGED VERSION OF THE ALBANY AREA SCHOOLS ATTENDANCE POLICY. THE ENTIRE VERSION IS AVAILABLE IN THE PRINCIPAL'S OFFICE.**

The Albany Area School Board believes students regular school attendance is: (a) directly related to student's success in academic work; (b) benefits our students socially; (c) provides opportunities for communications between teachers and students; (d) establishes regular habits of dependability important to the future of the student. The purpose of our policy is to encourage regular school attendance; it is intended to be positive, not punitive. Our policy also recognizes class attendance is a joint responsibility to be shared by our students, the parent(s) or guardian(s), teacher(s) and administrator(s). This policy will assist students in attending class. It is also policy that all students, regardless of age are required to have all absences verified by a parent/guardian. The authority to decide whether an absence is excused, unexcused, or unapproved rests with the building principal(s). Prearranged absences may be allowed for educational trips, testing, or medical appointments. A written note from a parent needs to be brought to the principal two to five days (2-5) before the intended date(s) of absence. The office will provide the student in writing with an excused, unexcused, or unapproved absence slip ("advanced make-up note"). It is the student's responsibility to take this absence slip to each teacher in advance of his/her absence and to allow the student an opportunity to complete any class work which will be missed.

The procedure for sickness/illness to be followed when a student will be absent from school is:

1. The parent/guardian is asked to call the Middle School between 7:15 a.m. and 3:45 p.m. to verify the reason for the absence. Upon returning to school the student will stop in the Middle School office for an "admit-slip" to class. TELEPHONE NUMBER: 845-2171, press 3 for office, then 1 to report an absence between 7:15 a.m.- 3:45 p.m.
2. Absences not verified by a telephone call from the parent will require a note from the parent on the day the student returns to school. Parents may also be called by the principal (or his designate) to verify absence.
3. Absences not verified by a note or a parent phone call, will be an unexcused absence until resolved to the principal's satisfaction.
4. Absence from class during the school day ("skipping a class," or a part of it), excessive tardiness to class, tardiness or absence due to oversleeping, excessive absences as determined by the principal, or leaving the school building without approval will be an unexcused absence.
5. Attendance **and Extracurricular Participation:** Students must be in attendance for three complete periods of the school day to participate in extracurricular activities. This pertains to practice and games or performances.

### **DEFINITIONS OF TYPES OF ABSENCES**

There are only 4 reasons a child can lawfully miss school: 1) Illness, 2) Medical/Dental appointment, 3) Religious holiday, 4) Extreme Family Emergency.

1. EXCUSED ABSENCES: Absences will be excused if they fall into one of the categories: A) Illness, B) Family Emergency, C) Medical/Dental appointments, D) Court Appearances, E) Religious instruction not to exceed 3 hours per week, F) Physical emergencies such as flood, fire, etc., G) Pre approved Trips. H) In School Suspension.

2. UNAPPROVED ABSENCES: These are absences excused by the parent but not excused by the school. The student will not receive disciplinary consequences for these absences but the student will not have a time extension to complete their school work. Unapproved absences may be counted as unexcused absences for the purpose of determining truancy.

3. UNEXCUSED ABSENCE: The following excuses are illegal and unexcused: babysitting, work, rest due to work, travel (unless pre approval), missing the bus or getting kicked off the bus, weather (unless school is officially cancelled), keeping a parent company, oversleeping, helping at home, and car trouble.

### **HABITUAL TRUANCY**

After the third unexcused/unapproved absence a letter will be sent to parents/guardians informing them of the issue. Any further unexcused/unapproved absence a student will be referred to the Stearns County Truancy mediation program.

### **POLICY FOR EXCESSIVE ABSENCE:**

If a student is excessively absent from school the following policy will be made active. On the fifth day of absence during the quarter the parent will be notified and be requested to conference with the principal. From that point on (Day 5 of absence for the quarter) all absences will be unexcused unless the parent calls the student services office with an acceptable excuse by 3:45 p.m. the day of the absence.

**The only exceptions to this policy will be for long-term illness requiring home bed rest or hospitalization as determined from an investigation conducted by the school nurse which will include doctor verification.**

### ***Health & Safety***

#### **Policy on Data Privacy Rights/Duty:**

State law requires parents have an opportunity to notify us if they do not wish to provide student directory information. The directory information is public information unless a parent or guardian provides us with written notice of their wish for nondisclosure. Information which is "public" includes: the student's name, parent(s), or guardian(s), date and place of birth, sex, honor roll and weight and height for members of athletic teams if required for that activity, and listing on sports or extracurricular team roster.

#### **Student Information On-Line:**

Our school provides on-line information to parents who sign-up for the service. Parents may access progress reports, grades, attendance, parent demographics and lunch account information online. Parents need to have an "ID" and a "password" to access such information. Contact the office administrative assistant for details.

#### **Student Discipline Policy:**

Disciplinary action may include one (or more) of the following actions: Detention, Loss of School Privileges, Parent Conference, Modified School Program, Removal From Class, Suspension (in-school or out-of-school), Exclusion, and Expulsion. All student disciplinary action will be in accordance with: "An act relating to education; establishing grounds and procedures for the suspension, exclusion, and expulsion of school pupils"; repealing Minnesota Statutes 1971, Section 127.071. Be it enacted by the Legislature of the State of Minnesota Sections 127.26 to 127.42 may be cited as The Pupil Fair Dismissal Act revised 2004, and amended." Information is provided below which summarizes this Act. Students and parents shall be notified of any violation of rules of conduct which result in disciplinary actions, except as provided otherwise by the Pupil Fair Dismissal Act of 2004.

Disciplinary Action may include but is not limited to the following:

- A. Meeting with teacher, counselor, principal
- B. Loss of School Privileges or Assignment Credit
- C. Removal From Class
- D. Parent Contact
- E. Detention (B/A = Before/After School, L=Lunch)
- F. Suspension
- G. Exclusion
- H. Expulsion

The chart that follows contains examples of unacceptable behavior and the possible discipline that would result. The severity of the violation may dictate greater or lesser action than listed.

UNACCEPTABLE BEHAVIOR	CONSEQUENCES FOR OCCURRENCE #				
	*Note: Numbers in parentheses denote days				
	1	2	3	4	5
Tardiness to Class (Teacher records first 3) 3=unexcused absence towards truancy	-	-	-	E (L)	E (B/A)
Misuse of Teacher Pass	D/B	E	E	F	-
Inappropriate Classroom Behavior	D/E (L)	E (B/A)	C	F	G/H
Failure to Serve Teacher Assigned Consequence	D/E	F	G/H	-	-
Cheating/Plagiarism	D/B	-	-	-	-
Unexcused Absence - Truancy	D/E (equal time/1hr)	D/E (double time/1hr)	F (1)	F (2)	-
Leaving School Without Permission	D/E	F	-	-	-
Defiance of Authority/Insubordination Refusal to Follow Reasonable Staff Directive	D/F (1)	F (2)	G/H	-	-
Failure to Serve Assigned Detention	1 hour added or suspension at the rate of 1 day per 2 hours of missed detention.				
Vandalism/Damage to Property (Restitution/Police Referral)	D/F (≤3)	G/H	-	-	-
Theft (Restitution/Police Referral)	D/F (≤3)	G/H	-	-	-
Safety Violation	E (L)	E (B/A)	C	-	-
Weapons - Possession of Use	See Policy				
Assault (Police Report)	D/F (3-5)	G/H	-	-	-
Harassment/Intimidation	D/E	F (≤3)	-	-	-
Fighting	D/F (≤3)	F (5)	G/H	-	-
Alcohol Use/Possession	D/F (3)	F (5)	G/H	-	-
Tobacco Use/Possession	D/F (2)	F (4)	G/H	-	-
Drug Use/Possession	D/F (5)	G/H (carry over K-12)			
Disorderly Conduct in Classroom	D/E	C	F (≤3)	F (5)	G/H
Forgery of Notes	D/E	F (1)	F (3)	F (5)	G/H
Dress Attire (Change Clothes)	A	D	E	F (≤3)	G/H

Disorderly Conduct in Hallway/Lunch Room	D/E (L)	E (B/A)	F (1)	F (3)	G/H
Cell Phone	warning	device taken	device left in office		

**Emergency Procedures: Fire Drills, Tornado drills and Lock Down drills**

According to state law, Albany Area Middle School will conduct 5 fire drills, 5 lockdown drills and 1 tornado drill throughout the year. Drills may be announced or unannounced by administration and custodial staff.

**School Closings:**

The unexpected late opening of school, or an unscheduled closing due to any weather condition, emergency, or other unforeseen situations will be announced over KASM, WJON, and various television stations. You may also request to be placed on Blackboard for notice of schedule changes. This allows you to be notified by electronic telephone message.

**Student Guests and Visitors:**

Students may on occasion be allowed to invite a guest to attend school with them. Students must first request a “Visitation Permit” from the school office and have teachers, of the classes in which the student is enrolled, and principal sign off BEFORE the guest’s arrival. Students may be denied the opportunity to bring a guest at the principal’s discretion. Guests will be limited to students who are currently attending school in another public or private district.

**School Board Policy against Sexual, Racial, and Religious Harassment and Violence:**

(The following is a summary of the district policy. A complete copy of the policy is available upon request to the superintendent of schools.)

Harassment is a form of discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and Minnesota Statute 363.01.14, the Minnesota Human Rights Act. Violence is a physical act of aggression that may include a sexual act or sexual purpose. It is the policy of District #745 to maintain a learning and working environment that is free from harassment and violence. Our school district prohibits any form of sexual, racial, or religious harassment and any form of violence. It shall be a violation of this policy for any student or employee through conduct or communication of any kind as defined by this policy. The policy also prohibits any violence from either a student or employee to any other student or employee. The school district will act to investigate complaints either formal or informal, verbal or written, of sexual, racial, or religious harassment or acts of violence and to discipline any student or employee who harasses or is violent to a student or employee. Local law enforcement will be notified in the cases of violence.

**BULLYING PROHIBITION POLICY**

**I. PURPOSE:**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student’s ability to learn and/or a teacher’s ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation and other similar disruptive and detrimental behavior.

**II. GENERAL STATEMENT OF POLICY:**

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on district property or at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations



of the school district or the safety or welfare of the student or other students. Materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, and retaliation or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:
  - 1. The developmental ages and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

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

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

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

### **III. DEFINITIONS:**

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

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
  - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
  - 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term "bullying" specifically includes cyberbullying as defined in this policy.

- B. "Cyberbullying" means bullying using technology or other electronic communications, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone or other electronic device. The term applies to prohibited conduct

which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

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

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

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

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

F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

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

H. “Student” means a student enrolled in a public school or a charter school.

### **III. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. The building principal or the principal’s designee or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

- D. Teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fails to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district official may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct the complainant, the reporter, and students, or others pending completion of an investigation of the bullying or prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II. F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parents or guardians of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident and of remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program

(IEP) team or section 504 team, allow the child's IEP or section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

**VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

**VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  - 4. The incidence and nature of cyberbullying; and
  - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
  2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the school's primary contact person;
  5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

#### **VIII. NOTICE**

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

#### **IX. POLICY REVIEW**

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

The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation and other similar disruptive acts. Any person who believes he or she has been the victim of harassment or violence by a student or employee, or any third person with knowledge or belief of such conduct should immediately report the alleged acts to an appropriate school district official as designated by this policy. The reporting party is encouraged to use the report form available from the building office. [Board adopted 6/21/90, Revised June 1995, 2005]

### **Health & Emergencies:**

ILLNESS: Students who become ill or injured during the school day will come or be brought to the health office. If it is determined the student is too ill/injured to return to class, a parent (or an individual designated by the parent) will be called. Students and parents must complete and return our Emergency Information Form. Please keep this information current by notifying us of any changes.

### **Immunizations:**

Minnesota State Law requires verification of immunization records in order to enroll students or continue their attendance at this school. The purpose of this immunization law is to prevent or minimize the spread of infectious disease.

### **Medications:**

1. Only prescribed medication can be administered at school.
2. Nonprescription medication: A secondary student may possess and use nonprescription pain relief in a manner with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescriptions are governed by this policy.
3. Medication is administered to the student at the designated time under the supervision of authorized school staff.
4. When medication dosage or time changes, the nurse will assist you to obtain a revised medical order from your physician.
5. Parents or guardians are responsible for notifying the school nurse if there is a change in the medication or dosage.
6. Students may self-carry prescription inhalers and Epi-Pens when medical orders are on file in the Health Office.
7. Parents may bring medication to school for their child and administer it when there is no medical order on file.

### **Insurance:**

Our school district does not carry accident or health insurance to cover our students. Parents may buy accident insurance for a child who participates in our school's extracurricular activities. Currently, the firm Student Assurance Services Inc., is our vendor for this optional accident insurance. If you have questions, please contact our athletic director, (845-2171 ext. 5040).

### **Sports Physicals:**

A physical is required of every 7th grade student, and any 8th grade student new to our school, who will be in any extracurricular sport. If you are in 8th grade this school year and had an athletic physical in the last school year, it is not necessary to have a physical for grade nine. "Approval by Physician for Participation" form may be obtained from or our web site. It must be completed by a physician and returned to the school office before any active participation is allowed.

### **Albany Area Schools Weapons Policy:**

Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntarily possess, store, handle, transmit, or use any instrument that is considered a weapon or a "look-alike" weapon in our school, on school grounds, at school-sponsored activities, at bus stops, on school buses or school vehicles, or entering upon or departing from school premises, property, or events. According to State law, effective 08/01/93, it is a felony to possess a dangerous weapon within 300 feet of a school building.

#### **A. Zero Tolerance**

The district takes the position of "**zero tolerance**" on the following objects:

- (1) All firearms (whether loaded or unloaded);
- (2) Other guns of all types including pellet or "BB";
- (3) Lead pipes;
- (4) Bows and arrows, except as authorized for instruction;
- (5) Knives
- (6) Black jacks, clubs, nun-chucks, throwing stars, daggers, metal knuckles, and like objects; and
- (7) Explosives.

Zero tolerance will also be the position of the District when any object (whether real or "look-alike") is used to injure, strike terror, or threaten personal injury at or on those places or vehicles listed in paragraph number 1 of this section.

Section A: Violations by Students: The procedure for all offenses is:

1. Call police to request assistance.
2. Confiscate the weapon (if it can be done safely).
3. Hold an administrative hearing with the student(s), which will include:
  - a. notification of parent/guardian;

- b. involvement of police with recommendation to charge;
- c. suspension for up to ten days;
- d. recommendation of student expulsion.

**Section B: A Violation by Other Youth or Adults:**

1. Immediate police involvement with recommendations to charge.

**B. Inadvertent possession / Administrative discretion.**

While this policy represents a firm "**zero tolerance**" position on weapons possession, there could be a very rare occasion when a weapon is inadvertently brought onto school property. If such an occasion is clearly the case, the building principal, after a thorough investigation, may use discretion in determining the appropriateness of the consequences. Students who discover an inadvertent possession of a weapon on their person must immediately turn it into the building principal. The building principal will have the weapon removed from school property in a safe and reasonable manner.

**C. Authorized instructional and work equipment and tools.**

While this policy represents a firm "**zero tolerance**" on weapons and/or "look-alike" weapons, it is not meant to interfere with instruction or appropriate use of equipment and tools by employees and students. Such equipment, when properly used and stored, shall not be deemed a weapon for purposes of this policy. However, when any authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, the guidelines and the consequences of this policy will take effect.

**D. Length of Expulsion**

When a student is expelled from our school for reasons of weapon possession and/or use, it shall be the intent of the Board of Education that the expulsion shall last for the remainder of the school year and may be extended up to 12 months based on advice from legal counsel. [Adopted by the Board of Education on 07/07/1993. Revised by Board of Education 06/04/2001.]

***Other***

**Appropriate Dress Required:**

Appearance and dress are to be in good taste always. Extremes in dress are not considered appropriate. Student dress which disrupts or distracts from teaching or learning is not acceptable.

**The following areas are points of emphasis for student dress:** Students shall not wear clothing or hair that can be hazardous to them in their various school activities, such as shop, laboratories, athletics, physical education, art, etc. Grooming or dress that prevents a student from doing his/her best work because of blocked vision, restricted movement, or that exposes them or others to accidents is unacceptable. Revealing or distracting shorts, tops, dresses, shirts, and jeans must not be worn to school. All tops must cover midriff and should not have a low neckline exposing cleavage. Spaghetti straps, halter tops and open backs are not appropriate. Shorts, skirts, and dresses should not be shorter than mid-thigh, and pants and other clothing must be worn as to not allow undergarments to be exposed. (This pertains especially to pants worn below the hips.) Clothing (shirts, hats, or other) that contain profanity, sexual innuendo, slogans that are degrading to any group or which promote alcohol, tobacco or other chemicals will not be allowed. No matter how "cute" the slogan or saying is, if it is derived from the promotion of alcohol or tobacco it is unacceptable. Hats are not allowed unless permission is granted for special days. Students who are reported to the office as having inappropriate clothing will be asked to correct the problem. Continued violations may lead to disciplinary action.

**Pledge of Allegiance:**

On Monday of each school week in the Pledge of Allegiance is recited over the PA system. Anyone not wishing to participate in reciting the pledge may elect not to do so. Students must respect the right of other students to make that choice. MSA120. Approved June 2, 2010 by School Board resolution.

**Procedure for registering complaints:**

We at Albany Area Schools realize that students, parents, and community members may have complaints as to the way specific things are done in our schools. Whether these complaints concern classroom situations or overall operational situations we ask that you use the procedure listed below to register your complaints. Start at number one and if that does not solve the problem, go to the next level:

1. Talk to the instructor or staff member personally.
2. Talk to the instructor/staff member's immediate supervisor.
3. Make an appointment to see the superintendent of schools.
4. Contact the superintendent of schools and asked to be placed on the agenda for the school board meeting.

**Riding a Different Bus:**

We require a parent note be sent to the school office requesting permission for your son or daughter to ride a different bus (or a bus if s/he normally does not ride one). This note must to be initialed in the office by the principal or his designee.

**Student Resources for Academics and Activities**

**Activities**

**MSHSL Activities Grades 7 & 8:**

**FALL**

Cross Country  
Football  
Volleyball  
Swimming

**WINTER**

Wrestling  
Basketball  
Basketball  
Dance Team

**SPRING**

Baseball  
Softball  
Golf  
Track  
Speech  
Drama  
Trap Shooting

**Co-Curricular Activities 6-8:**

Art Club, Come Alive Read 25, Future Novelists, Drama, Jazz Band, Student Council, Club REDD, FFA, Math Team, Knowledge Bowl, Fall Play, Spring Musical

**Student Activity Tickets:**

A student may buy an activity ticket (nontransferable) in lieu of paying at each event, which entitles the student admission to home events. This activity ticket does not include admission to tournaments or playoffs.

**Albany Area Middle School Information**

**Daily Bulletin:**

A "Daily Bulletin" is provided to every teacher during first period each school day. It is read to our students during second period. Students are held responsible for the communications in this bulletin. Student notices intended for this bulletin should be written and given to the office before 8:30 a.m. the day the announcement is expected to be made. A printed copy of our bulletin is posted daily.

**All students are expected to:**

1. Be in school every day unless ill or a serious emergency occurs. See also participation in activities and attendance
2. Be on time for and be in all classes with class materials. Students who are late to class will be recorded by their teacher as tardy. [3 classroom tardies will result in a written discipline report, count as an unexcused absence and count towards truancy; a subsequent tardy will also result in a written report as well as tabulation on that quarter's report card.]
3. Show respect for and follow the requests & directions of teachers and all other supervisors. Teachers and other supervisors have the right to make reasonable requests of our students. Students who fail to follow all such requests will be considered insubordinate.
4. Stay in the building and/or on school grounds during all school hours. Students are not allowed to leave school grounds without permission from our office. "Signing out" when leaving during the school day is required. Students do not leave their classrooms without permission of the classroom teacher.
5. Have and use the school issued agenda book. The agenda book will serve as a PASS if students need to be out of a scheduled classroom or away from their learning area.
6. Avoid any damage or destruction to any other student's personal property, or to any school property. Theft is a gross violation of the rights of others. Disciplinary actions will be taken against any persons who are determined responsible.
7. Keep our school clean and neat. Students are expected to clean up their garbage and table/floor area at lunch. Littering, writing on walls, desks, lockers, or bathroom stalls is not acceptable behavior.
8. Do their own work. Teachers have the right to discipline students for cheating by assigning a zero on any assignment/test which the student cheated or other appropriate disciplinary action.



9. Follow all school bus rules.

10. Not use personal devices at any time from 8:00 - 3:05 unless you are requested by a teacher to bring one for a class purpose. Devices may be used in the commons from 8:00 - 8:20.

11. Maintain a safe school environment for learning for yourself and others. Dangerous, harmful, or nuisance articles are prohibited from our school environment. Included among those items are the following:

(A) Alcohol and other mood altering drugs: Student are prohibited from using, possessing, distributing, or being under the influence of alcohol, narcotics, e-cigarettes, or other mood altering drugs at school, and/or at school-sponsored activities.

(1) The first violation of this rule will result in suspension (in or out of school) for two days. Students who participate in extracurricular activities and who have signed the Minnesota State High School League (MSHSL) agreement not to use chemicals will be suspended from play for a period of two games, or two weeks, whichever is longer. A student will be expected to attend all practices. A student will complete an "Insight" program with a chemical health educator. As required by the State law, the school will notify law enforcement of this violation. The school will receive notice from law enforcement of any out-of-school violations.

(2) A second violation will result in four days of suspension from classes. A chemical assessment may be required by the principal based upon information from the chemical health educator. Our school will also notify law enforcement of this violation. If a student is a member of school activity, the second violation will result in suspension from the next six consecutive contests.

(3) A third violation will result in further disciplinary action for repeated disregard of school rules, which could include exclusion or expulsion for the balance of the school year as determined by the school board. A student in an activity will be suspended from the next twelve consecutive contests.

[Special note: Violations are cumulative from grades 7-12.]

(B) Tobacco products: The possession of, the use of any type of tobacco product or e-cigarette by a student, and/or the use of such on our school grounds, or at any school-sponsored activities is prohibited.

(1) The first violation of this rule will result in suspension for two days. Students in extracurricular activities who have signed the MSHSL agreement not to use tobacco products will be suspended from play for a period of two games or two weeks, whichever is longer. A student will be expected to attend practices. A student will complete a tobacco education program with a chemical health educator. The school will notify law enforcement of any violation.

(2) A second violation will result in four days of suspension. A chemical assessment may be required by based upon information from the chemical health educator. The school will notify law enforcement of this violation.

(3) A third violation will result in further disciplinary action for repeated disregard of school rules, which could include exclusion or expulsion for the balance of the school year as determined by the school board. A student in an activity will be suspended from the next twelve consecutive contests.

(C) Harmful/Nuisance Articles: Our students are prohibited from use and/or possession of articles that are nuisances, illegal, or which may cause harm to persons or property while at school or school-sponsored activities. See also: Weapons Policy.

### **Expected Student Behavior at our School Activities:**

School rules apply to home and away activities; failure to abide by these rules may result in disciplinary actions. School activities include athletics, music, and class field trips. Students are expected to respectfully watch the activity and not run around the premises/venue.

### **Fees:**

Public school education is free to all students who are residents of MN. However, a student may be charged a fee under the following circumstances:

1. A project in Art, Family Consumer Science, Technology Education or other courses, which is more than the material requirements of the minimum course outline, provided the student elects to do such a project with the approval of the instructor.
2. To pay for the cost of school equipment and/or materials destroyed, broken or unduly damaged through carelessness or failure to follow instructions, in the amount necessary to restore the item(s) to usable. "The school will also charge an appropriate replacement fee for textbooks, workbooks or library books lost or destroyed by students." MSA 120.101
3. Admission fees for school concerts, plays, athletic events, and other programs or activities at which the student may attend at his/her option.

4. Any fees which are unpaid within 30 days of the end of the school year may be collected through an action in small claims court. This procedure is in accord with and governed by the Minnesota Public School Fee Law, MSA 120.71-120.76.

#### **Lunch:**

Our students may buy lunch credits for their account before school each morning. Please bring your lunch payment to the a la carte window after 8:00 a.m. Students who bring their own lunch may buy optional items. We expect the behavior of each of our students in our cafeteria shall be based on respect for others. This means not bothering others and leaving your eating area in a neat, clean condition. Students are to remain in our Commons until they are excused by the noon supervisor(s). Never are students allowed to take food or drink out of the lunchroom. Students may not leave the school grounds to buy / eat lunch, or to have lunch "ordered in". Our soft drink and snack machines are turned off during the noon lunch period as required by our school's participation in the Federal school lunch program. [Parents may access lunch account information on-line if they sign up for on-line access. See administrative assistant.] Students are not allowed to access the a la carte between classes.

#### **Homework:**

Students are given clear and very definite time lines to have teacher-assigned work complete so the student and teacher are able to continue with new learning or, when necessary, relearn topics. An agenda book is given to students for the purpose of writing down their daily class homework. Students are responsible for their work. When students have not done their work, parents may expect contact from the teacher apprising them of this fact and that the student may be staying after school that day. We will make a major effort to inform parents. Parent cooperation and support is expected so students do not fall behind in their essential schoolwork.

#### **Posters:**

Before any kind of poster or notice is put up in the halls by any student(s), it must be approved by the Principal.

#### **Student Lockers & Combination Locks:**

Student lockers are school district property and are provided only for student use. Never does the school district relinquish its exclusive control of lockers provided for the use of our students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. Personal possessions of students within a school locker may be searched when school authorities have a reasonable suspicion the search may uncover evidence of a violation of law or school rules. When practical after the search of any student's personal possessions, school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. Student hall lockers should only be used to store textbooks, school materials, coats, or outdoor garments. Students who switch lockers, or their combination locks, without permission from the office are subject to the forfeiture of their lock(er) privileges. Any lock(er) malfunction or damage of any kind should be reported immediately to the office. Each student may also have a small locker in the respective P.E. Locker rooms for storing "gym" clothing. You will receive a school combination lock for use on each of your lockers. **We strongly recommend students do not keep money or valuables in lockers!** You are also responsible for your combination lock; loss of it requires a payment to the school of five dollars.

#### **School Supplies:**

Students are required to furnish their own paper, pencils, pens, notebooks, calculators, graph paper, gym suits, athletic shoes, and any other items of a personal nature. A list of supplies is found on the school website under the digital backpack tab.

#### **Library /Media Procedures:**

Students must obtain a pass from the classroom teacher in order to be admitted to the library to select materials, or to do research (unless brought there as a class). Media materials may be checked out for a limited time, usually three weeks for books. Payment is required for any material not returned to the library. Students are expected to follow library rules and procedures. Students may use media center computers at the direction of the media center persons according to our Acceptable Use Policy (AUP) which both students and parents have reviewed, have signed, and have returned to school. Failure of students and parent(s) to sign-off on this AUP will result in non-use of school computers. Our AUP is found on our school website, ([www.district745.org](http://www.district745.org)) under Parent Info.

### ***Awards and Incentive Opportunities***

#### **Honor Roll:**

Any student who maintains a 3.0 grade point average or better is eligible for our "Honor Roll" each quarter. Our list of honor students is published after each quarter grading period ends and is shared with the local newspaper as directory information. All classes are included in the honor roll calculation. Classes that do not meet every day of the week receive a proportional lesser value in calculating the student's grade point average.

Students who have an incomplete at the end of the quarter are not eligible for the Honor Roll until the incomplete grade has changed to a final grade. At such time, if the student qualifies with the 3.0 (or better) g.p.a., they will be added to the quarter list of the Honor Roll.

### **STAR Program:**

Our STAR Program recognizes students who meet the following qualifications in each of their classes each quarter:

- 1) Arrives on time for class.
- 2) Comes to class with all appropriate materials.
- 3) Completes and turns in assignments on time.
- 4) Demonstrates appropriate participation in class/classroom.
- 5) Shows respect to self and others.
- 6) Has received no written disciplinary report during the current quarter.
- 7) Participates in all teacher-designated activities during Resource.
- 8) Has no overdue books or fines
- 9) Has no cell phone violations for the quarter
- 10) Has returned all classroom reading books and textbooks

All classes, are weighted equally and will count one star per class. Students who do not meet the criteria and receive two checks from each of two classroom teachers will not qualify for STAR for the quarter.

All class and school fees and overdue books must be taken care of to qualify for STAR.

All students who qualify as a "STAR Student" have the opportunity to participate in a fun activity at the end of each quarter. All STAR activities are held from approximately 10:35 a.m. - 2:30 p.m. Any student who chooses not to participate in, or does not qualify for the STAR, is expected to be in attendance at school.

Albany Middle School also recognizes students who display the following character traits and represent Albany Area School's PURPLE PRIDE: being Productive, being Positive, being Prompt, being Prepared, being Polite. Chosen students will earn a certificate, be recognized in school and local newspaper, and given token of appreciation.

### **Recognition of Outstanding Attendance:**

Recognition is given to our students who achieve "Perfect" and "Exemplary" attendance. We award special certificates to these students at our awards program on the final day of the school year. A "Perfect Attendance Award" is for students who have attended every school day of this year. An "Exemplary" award is for students who have missed no more than one half-day of school. Students excused due to school activities are not considered absent in determining the attendance awards.

### **U.S. Presidential Academic Excellence Award:**

This recognition award consists of a small pin and a certificate signed by the President of the United States, the Secretary of Education, and the Principal. The awards are given to students who are completing Middle School. Students must fulfill criteria listed below to qualify for the Presidential Academic Excellence Award.

Grade Point Average = A-average or better. The A-(or better) average is composed of the fall semester of the 8th grade and all the seventh grade year. It is equivalent to a 3.6+ on a 4 point scale.

### **Student Council:**

Albany Area Middle School has a Student Council composed of a President, Vice-president, Secretary-Treasurer and elected representatives from each resource group. The Student Council holds regular meetings, and may hold special meetings as called by the president and approved by the advisor(s). A student may be elected to the Student Council if he/she is eligible according to the rules of the Minnesota State High School League and if the student meets our academic standards. These standards include academic fitness and a superior disciplinary record. Once elected, anyone in violation of these standards may be removed by the Principal. Student Council sponsors and organizes student dances, the student agenda book, Spirit days/week, and special events and other programs for our students and teachers.

## **Student Assistance**

### **A.S.K.:**

Assistance to Students for Knowledge is our peer-tutoring program available to any middle school student who needs help improving his/her understanding of subject material. A student will meet with his/her tutor at least one hour per week. Each tutor attends a minimum of one training session and works closely with the ASK coordinator. Students should see the counselor for enrollment in this program. Any student (or parent) may request ASK help.

**Guidance / Counseling:**

Our counselor will assist any student with educational, personal, or vocational questions and any general concerns. Passes must be acquired ahead of time and students are not allowed to wait in the counselor’s office during class time without an appointment.

**Registration Procedure:**

Registration for next school year will be conducted around the close of the first semester and beginning of the second semester. We strongly encourage students and parents to read, study and review our Course Description Manual and discuss any of the course requirements and offerings related to their student's career goals.

**Student Assistance Team:**

The Student Assistance Team (SAT) is composed of the principal, school nurse, school counselor, school resource officer and other faculty members as needed. SAT uses a comprehensive team approach to assist students in need or at-risk, and to ensure continuity of that assistance across varying programs and across the student's academic career. The SAT team meets bi-weekly to evaluate any referrals, to take feedback, and to make recommendations. Considering information received from persons having daily contact with a referred student, the SAT may meet with the student and parent(s).

**Targeted Services and Zeros Aren’t Permitted (ZAP) Programs:**

These programs are in place to help struggling students progress towards academic achievement. Both programs are held Monday through Thursday after school from 3:15 - 4:15. Students and parents will be contacted if they will be required to attend the Targeted Services program. The ZAP program is in place for students who fail to complete class assignments. Teachers may ZAP a student requiring him/her to stay after school on the next weeknight, Monday through Thursday.

**NONDISCRIMINATION POLICY STATEMENT**

It is the policy of the Albany Area School District not to discriminate on the basis of race, color, creed, religion, gender, national origin, age, marital status, disability, and status with regard to public assistance or in its educational programs or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964, The Equal Pay Act of 1973, Title IX (1972 Education Amendments), and Section 504 of the Rehabilitation Act of 1973. The District will identify, evaluate and provide an appropriate public education to learners who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with Title IX, Section 504, or the Americans with Disabilities Act should be directed to the Superintendent of Schools of the Albany Area School District, Box 40, Albany, Mn. or to the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

**Use of the Internet & Technological Devices**

I, \_\_\_\_\_, accept and agree to abide by the rules set forth by Independent School District No. 745 and contained in the Internet Computer / Equipment Usage Policy. I further agree my use of the Internet, Computer and/or Equipment of the School District are subject to additional rules and directives issued by the instructor.

I realize the primary purpose of the District Internet connection is educational and I will limit my usage to educational purposes only.

I realize the use of the Internet, Computer and Equipment is a privilege, not a right. My access may be revoked at any time by the School District, as it shall see fit. I also acknowledge inappropriate behavior may lead to penalties, including disciplinary action, reduction in MGM grade or loss of credit for assignments and/or legal action.

I understand my use of School District equipment, computers and Internet access is not private and all of my activity, transmissions, documents, etc., are subject to review and monitoring by School District personnel for any reason, without notice.

I agree not to participate in the transfer of inappropriate or illegal materials through the School District's Internet Connection. I realize in some cases, the transfer of such material may result in legal action against me.

I agree not to allow other individuals to use my account for Internet activities nor will I give anyone my password.

I release the School District and all organizations related to the District's Internet connection from any liability or damages that may result from the use of the Internet connection. In addition, I will accept full responsibility and liability for the results of my actions with regards to the use of Internet access, Network, Computers and Equipment of the District.

I understand the Internet contains information that is inappropriate and unrelated to educational purposes. I recognize it is impossible for the District to prevent access to all forms of inappropriate information and my responsibility to avoid such information. I will not hold the School District responsible for materials found or accessed on the District's Internet access. If I should come across, accidentally, any information that seems inappropriate and makes me uncomfortable, I will inform my teacher immediately.

**Digital Citizenship**

Students must follow the conditions of being a good digital citizen.

- *Respect Yourself and Others:* I will show respect for myself and others through my actions. I will post appropriate content online and carefully consider what I share. I will not use online means to bully, harass, or antagonize other people. I will not abuse my rights of access and will not enter access accounts or sites owned by other people.
- *Protect Yourself and Others:* I will ensure information, images, and other materials posted online will not put me or others at risk. I will not publish personal information, contact information, or schedules of myself or my peers. If I come across abusive or inappropriate material online, I will inform a teacher or administrator right away.
- *Respect Intellectual Property:* I will request permission to reuse copyrighted resources. I will follow fair use guidelines, and cite websites, books, and other media properly. Above all, I will act with integrity while using online resources and materials.

Dated: \_\_\_\_\_

Student Signature \_\_\_\_\_

**\*Parent Contract**





Parents of students are required to review the Internet, Computer and Equipment Usage Policy with their child and to sign the consent form prior to access being granted to the student.

I, \_\_\_\_\_ as the parent/legal guardian of, \_\_\_\_\_  
 (print your name above) (print child's name)

state I have read the Internet, Computer and Equipment Usage Policy and the Student Contract for Use signed by my child. I understand and accept the responsibilities and liabilities stated that are placed on me and my child/ward as a result of signing this contract should my child/ward violate the rules.

I understand the Internet contains some material that is inappropriate for minors. I support the School District's position that students are individually responsible for not accessing such material. Unacceptable use of the School District's Internet access will result in possible suspension of privileges or other discipline. I will not hold the School District liable for any inappropriate information my child may encounter by using the School District's Internet access and expressly agree to the disclaimer provisions contained in the Internet, Computer and Equipment Usage Policy.

The items below detail separate permissions for students' use of digital education tools, the district Internet and computers, and district use of student pictures. **Please read each carefully and initial to give your consent.**

Initials		
	I give permission for my child to use the School District Internet connection, computers, equipment and networks and specifically agree to the terms stated in this document.	
	I give consent for my child to manage a District 745 YouTube account.	
	I give consent for my child to use a District 745 gmail account. If you have already given consent for this privilege (in elementary school or later), the district will continue to give your child access until you ask the district to revoke it.	
	I understand occasionally my child's picture, work and/or projects may be published publicly by the School District. Such publication is intended to further the educational mission of the school district. Various web tools used by the classroom teacher allow online collaboration, enhancing both students' digital skills as well as the curriculum. I grant the School District copyrights and privileges to reproduce, adapt, publish and display my child's work and picture (names will not be displayed) on the internet.	

Dated: \_\_\_\_\_ Full Parent/Guardian signature: \_\_\_\_\_