

Motley-Staples Middle School

2017 / 2018



132 First Avenue S
Motley MN 56466

218-352-6315 or 218-894-5400 x 3096

www.isd2170.k12.mn.us

Student/ Parent Handbook

Staples-Motley Public Schools

2017/2018 School Year

OUR VISION: We are a community united to become the region's school district of choice. Therefore, the **MISSION** of the Staples-Motley Independent School District NO. 2170 is, " In partnership with the community and families, the Staples-Motley School District will empower all students to achieve the social growth and academic success necessary to become productive citizens in a changing world."

BELIEF STATEMENTS

- Education is a life-long process involving the student, the school district, and the community;
- We must appreciate the past, enjoy the present, and prepare for the future;
- Our stakeholders have high expectations for our schools to prepare students for a changing world;
- All students must be offered an excellent education and diverse activities that will result in a well-rounded individual;
- We must empower and engage all students to inspire excellence, creativity, and innovation;
- We will achieve excellence by being financially efficient, resourceful, and creative.

GOALS

Student Achievement:

*SM will produce educational excellence
with research-based quality instruction and college and career connections.*

Student Support:

SM will prove an engaging, safe and healthy environment to support positive behaviors and high attendance for students, staff, parents and community.

Facilities:

SM will revitalize and maintain facilities that are safe, sustainable and allow equitable access to programming services across the district.

Technology:

SM will align technology support and infrastructure to provide students with relevant 21st Century opportunities.

Communications:

SM will develop and implement a multi-faceted communications plan designed to promote our school district community. We will also strengthen positive relations with school district staff, parents and the community.

Independent School District #2170

School Board Members

Superintendent – Mary Klamm

Telephone 218-894-2430

Greg Frisk

Mary Freeman

Bruce Lund

David Hoemberg

Chad Longbella

Bryan Winkels

MOTLEY STAPLES MIDDLE SCHOOL

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PRINCIPAL – John Regan

SOCIAL WORKER – Samantha Pommier

ADMINISTRATIVE SECRETARY – Deb Otteson

SECRETARY/HEALTH OFFICE –Maggie Borg

DISTRICT NURSE – Carrin DeLong

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INFORMATION

ABSENCE PROCEDURES

The following procedures should be followed when a student is absent from school:

- A parent or guardian should call the attendance office, 218-352-6315 on the day of the absence.
- If it is not possible to call, a written excuse from a parent or guardian giving the name, date of absence, and reason for the absence should be brought to the attendance office on the morning that the student returns to school. **ALL ABSENCES THAT ARE NOT REPORTED WITH A PHONE CALL OR NOTE UPON ARRIVAL BACK TO SCHOOL WILL BE CONSIDERED UNEXCUSED.**
- **A phone call or note does not guarantee that the absence will be marked as excused as some absences do not meet criteria to be excused by school officials.**

A phone call from the parent/guardian to the attendance office in the morning of the absence is preferred. If the attendance office is not notified you may be called inquiring about your child's absence. All absences must be confirmed/excused through the attendance office. **In addition, please do not have your student call or text with a cell phone when they are sick. Students leaving school for illness must go through the Nurse's Office, so that we know where they are at all times.**

ARRIVAL AND DISMISSAL

In order to ensure proper supervision, students arriving before 7:55 a.m will be required to wait in the vestibule until staff are in place for morning supervision. Once students arrive, they are not allowed to leave school grounds until school is dismissed. School begins at 8:20 a.m. and ends at 3:08 p.m. daily.

No students are permitted the use of the building outside of school hours unless they are under supervision. All dates for any such activities must be cleared through the Community Education office, 218-894-2497.

CALENDAR

The school calendar is adopted annually by the school board. A copy of the school calendar can be found in the back of the handbook and on the school district's website at www.isd2170.k12.mn.us. Important dates regarding early outs, non- school days, conferences, etc. can be found here.

CHURCH SERVICES - DURING SCHOOL HOURS

Students who have activities on Wednesday can expect to have completed their participation by 6:00 p.m. Wednesday evening is reserved for church and religious activities.

When a Holy Day of Obligation or other religious holiday demands a student's attendance at a church service, it is recommended that the obligation be taken care of when school is NOT in session. If circumstances make that impossible, students can be allowed to attend church services during the school day, **IF PERMISSION IS OBTAINED ONE DAY IN ADVANCE.** Students should bring a note from parents in advance requesting that dismissal.

CLOSING SCHOOL/EVENT CANCELLATIONS FOR INCLEMENT WEATHER

School may be cancelled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early in the day as possible. Phone calls and/or emails will be sent out via the School Districts Honeywell Instant Alert System and announcements will be broadcast over the following:

1. **ISD 2170 website** – www.isd2170.k12.mn.us
2. **Skylert** System - phone calls/text and / or emails
3. **TV**: KCCO/KCCW & KSAX Alexandria
4. **RADIO**: KWAD, KSKK Wadena; KEYL AM Long Prairie; KLTF, WYRQ Little Falls; WJJY, KLIZ Brainerd; KTIG Pequot Lakes.

CUSTODIAL/NON-CUSTODIAL PARENTS

It is the responsibility of a custodial parent to provide court documentation to the principal relative to the rights or non-rights of the non-custodial parent. Unless documentation is provided, the school will provide copies of student information to the second parent. It is the responsibility of each parent to provide the office with an updated address and phone number.

DAILY BULLETIN

The school provides a daily bulletin to students and families with general information including but not limited to; breakfast and lunch menu, activity sign up, class changes, items needed for class. etc.

The bulletin is read to students every morning during advisories. Parents can access the bulletin on the middle school website by clicking on the News / Calendars link on the left hand side.

DATA PRIVACY AND STUDENT RECORDS

The policy on data privacy and student records is on file in the principal's office. Cumulative records are maintained by the school district. Parents, by law, are allowed access to these records according to a standard procedure set by law. If a student or parent has any question about a student's records, they should call the principal's office.

MEDIA CONSENT

Student's pictures are taken throughout the year for various events and some are shared publicly. Any family that does not wish for their child's picture to be shared or published should please contact the office and a media non-consent form will be given for a parent/guardian signature.

FAMILY ACCESS AND WEBSITE INFORMATION

This feature allows parents online access to student records. Access will enable parents to look at their student's attendance, food service information, parent contact/emergency information, and health/vaccine history. To access website go online to the District Website at <http://www.isd2170.k12.mn.us>, located on the left side of the screen under Quick Links you will find the Family access link. Please contact the office to receive information on how to log in and register.

Families can also access general school information by going to our school website and clicking on school sites and choose Motley Staples Middle School.

FEES, 2017-2018

Middle School Students will be required to pay a \$50 fee, per activity, to participate in any extracurricular activity. Maximum per individual is \$300.00 and maximum per family is \$600.00 per year. Every Staples-Motley student correctly registered for a grade 6-12 school sponsored activity will receive a complimentary Student Gate Fee Pass to events for the 2014-15 school year. Season ticket/gate ticket prices are as follows: single student, \$40; single adult, \$75; family, \$175; senior citizen, \$40 (age 62 and over). Under the season ticket plan, parents and their children (high school age and under) may attend home athletic events. A season ticket does not cover special music events, plays, Cardinal Invitational meets or district or region tournaments. Gate tickets will be \$3.00 for students, \$5.00 for adults and \$3.00 for seniors.

FOOD/POP/CANDY/GUM

Bringing candy, gum or pop to sell or distribute is not allowed. Food/pop/gum/candy is allowed to be eaten and drank only in the cafeteria. At times, teachers may make exceptions in their classroom. However, treats given by a teacher should be consumer in that classroom only.

FOOD SERVICE INFORMATION/PROCEDURES

Lunch prices for the school year are \$2.60 per meal and Adults (without milk) \$3.40. Families who qualify for free/reduced meals receive breakfast at no charge and their cost for lunch is .40 cents. For all others, the cost for breakfast is no charge. GRAB-N-GO breakfast is to be eaten in the cafeteria. Juice & water is available daily from the juice machine. Ala Carte items are available at lunch time on a cash only basis. Again this year we will be using a computerized accounting system for the lunch and breakfast programs.

Families are encouraged to purchase at least two weeks' worth of lunch credit (in advance) at a time for each child.

A Skylert will notify families twice weekly when their account balance is less than \$10 or in the negative. Modification of the dollar amount may be made for students receiving reduced priced meals. This will be determined by the food service staff and will be based on the number of children in the family receiving reduced priced meals. Families with an account balance of less than \$10 will continue to receive a notice twice a week. If no action is taken and the account reaches a balance of negative \$50, the student's identification number may be made inactive. Meals will no longer be served. The parent/guardian will be notified (preferably by a telephone call or personal contact) prior to discontinuance of service. If no action is taken on the parent's part by the end of the school year, the district business office may take the necessary action to collect the delinquent amounts, which may include processing through a collection agency. Every effort will be made to avoid embarrassment to students.

Cash transactions for lunch or breakfast meals will not be accepted at the point of service.

Families are encouraged to apply for free or reduced priced meals. Applications are available in the office and the superintendent's office will be happy to help complete the application if needed. **All information is strictly confidential.**

Customers having a credit balance of less than \$5.00 on an inactive food service account at the end of a fiscal year will be forfeited. The school board encourages good nutritional habits and recognizes the important role the food service department plays on educational programs.

LOCKERS

Any lockers with built in combination will be the locks utilized. Administration reserves the right to allow the use of other locks. Never share your combination or locker with anyone. Students should not use any other student's locker.

BACKPACKS may only be used when going to a locker before school and returning from the locker after school. The administration reserves the right to search backpacks.

Locker malfunctions should be reported to the office. Students will keep lockers clean and will be held responsible for damage done to their lockers. Students entering another person's locker or tampering with the lock will be given consequences. Federal courts allow for lockers to be checked at any time for any reason. The state mandated policy is as follows: *"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. 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. 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. As soon as practicable after the search of a student's personal possessions, the 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."* The complete policy is School Board Policy #502.

LOST AND FOUND ARTICLES

Any articles found on the grounds or in the building should be taken to the principal's office. Students should first check the Lost & Found table located in the cafeteria, before reporting missing items to the office.

MESSAGES TO STUDENTS

Parents/Guardians, if you find it necessary to get a message to your child(ren), please call the main office prior to 2:40pm, we will deliver messages between 2:40 & 2:55pm. Please do not rely on cell phone usage during the school day, as students are not allowed to use cell phones during the school hours. *We cannot guarantee the delivery of messages to students if the call comes in after 2:45 p.m.

NONDISCRIMINATION

The Staples-Motley School District is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The school board has designated the superintendent of schools as the district's human rights officer to handle inquiries regarding nondiscrimination (District policy #521 and #522)

PLEDGE OF ALLEGIANCE

Students and staff at Motley-Staples Middle School may recite the Pledge of Allegiance to the Flag each Monday morning. Anyone who does not wish to participate in reciting the pledge of allegiance for any reason may elect not to do so. Students must respect another person's right to make that choice.

SCHOOL FUNDRAISER

The middle school conducts a yearly fundraiser. Parents will receive more information on the fundraiser on the specifics of the fundraiser in the Fall. The money we raise is used for school field trips. These field trips vary from year to year but are carefully considered and planned to enhance our students Motley-Staples Middle School educational experience. Unused dollars from this fundraiser will be rolled over into the following years general fundraising account.

SCHOOL SOCIAL WORKER

School social workers are the link between home, school, and community. As members of the educational team, School social workers promote and support students' academic and social success by providing specialized services to all students. Services include:

- Academic support
- Individual and group counseling
- Social skills
- Crisis intervention
- Support to parent and teachers
- Referrals to community support services

Students may be referred to the school social worker by a parent/guardian, self, teacher, administrator, friend, or agency. Students must report to their scheduled class and receive a pass to see the school social worker.

STUDENT PASSES

In School Pass

Students need a pass from a staff member requesting the student from another class. Regularly scheduled classes have priority for the student's time. If a student is released on a pass, that student is expected to go directly to the stated destination in a reasonable time. It is the student's responsibility to make sure the procedure for signing in and signing out has been followed.

Out of School Passes

Out of school passes are necessary whenever a student leaves the building during the school day. Students will be considered truant if they leave without permission. Students cannot leave school with anyone other than a parent/guardian. Students who leave the building with an out-of-school pass will also need to report back to attendance office when they return. Please send a note with your child or call the office in the morning to excuse your child for appointments or other pre-excused absences.

TELEPHONE USE

A student phone has been installed in the hallway located outside of the office for students to use in cases of illness or emergency with permission. Phone calls shall be limited to three minutes. Students will need a staff issued phone pass to make calls. Please remember, that plans to spend the night at someone's house, etc. must be made in advance. Calls made home due to illness MUST be made from the nurse's office.

HALLWAY RULES

No food or beverages are allowed in the hallways. Students are expected to pass through the hallways quietly and in an orderly fashion so as not to disturb classes which may be in session. Water bottles are allowed in the lockers and may be used at the locker.

TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

Transportation will be provided on all regularly scheduled school days or make-up days. (District Policy #707, #708 and #709)

During inclement weather, students will be expected to have appropriate clothing such as hats, mittens, boots and scarves when traveling on the buses to and from school. Bus drivers hold the right to refuse service for a student who is not properly dressed for the weather. Students may ride bicycles to school and shall park them in the bike rack provided near the south entrance. Students participating in sports or other after school events are eligible to ride the late shuttle which is available on Mondays, Tuesdays, Thursdays and Fridays during the sports seasons, and on-an-on needed basis during the remainder of the year.

In order to maintain the philosophy of a Middle School for young adolescents; under no circumstances may a student drive a motorized vehicle to school. This includes scooters, cycles, snowmobiles, ATV's or Automobiles.

ACADEMICS

ACADEMIC SUPPORTS

At Motley-Staples Middle School we strive for educational excellence. We want your child to be prepared for their future schooling and career endeavors so they may reach their fullest potential. In order for this to happen we need to create and hold high expectations for our students. These high expectations must be met with a strong home and school support network. Here is a list of supports we have put into place that we feel will help students meet the academic expectations at Motley Staples Middle School.

Academic Boosters

Academic Boosters is an after school program designed to assist students in a variety of ways. Qualified teachers focus on extension activities to enhance academic and social skills outside of the regularly scheduled school day. These activities involve, but are not limited to:

- improving english language arts and math skills and strategies
- general homework help
- increasing technology skills
- teaching and modeling appropriate social skills
- promoting active citizenship
- student learning outcome recovery

Academic Boosters will be held Mondays and Thursdays, 3:15-5:15_p.m. Students may ride the shuttle bus when and if it is available.

Zeros Aren't Permitted (ZAP)/Late Work Policy

The staff and administration believe that all assignments carry a purpose of determining if a student understands the material being presented. Several late assignments in a class can dramatically affect the student's grade and understanding of course learning outcomes. (Late work grading policy will be at the discretion of the teacher)

If a student has three (3) overdue assignments in a class in a quarter, the student will be assigned two (2) hours of Mandatory Academic Boosters, the parent will be notified regarding the date their child will be expected to attend.

If all missing work is not completed after two hours of Academic Boosters, an additional two hours will be assigned. If all missing work is not complete by the second night of Boosters, the student's class schedule will be adjusted until missing work is completed. Note: Student absences on the day of Boosters, does not extend this timeline.

Academic Eligibility List/Extra and Co-Curricular Eligibility

In order to ensure our students remain in "good standing" for their activities, both extra-curricular and co-curricular, a probationary and restricted list will be generated the 3rd, 5th, 7th and 9th Monday, or respective Tuesday, of each quarter. Students receiving a failing grade in a class will be placed on the academic probation list. During the probationary period students have two weeks to get their grade(s) above failing or need to attend academic boosters to receive assistance with their studies. Students on academic probation **will** remain eligible for extracurricular activities. However, if after two weeks, the probationary students are still failing the same class/classes and did not attend academic boosters they will be placed on the academic restricted list and **will not** be able to participate in extracurricular activities until the next academic eligibility list is published. Students can remain probationary or restricted indefinitely depending on their academic progress or attendance to academic boosters. Students are expected to maintain a C- in all of their courses in order to be eligible for Motley-Staples Middle School and SM High School extracurriculars. This includes, but is not limited to: Cheerleading, FFA, Knowledge Bow, Fine Arts Contests, Robotics, Student Council, Speech, Theater Productions and all other school related activities.

Chemical Violations will result in suspension of participation and spectating of all school sponsored events for all Motley-Staples Middle School students. This includes, but is not limited to: Athletic Events, Fine Arts Performances, Homecoming, Dances and other events determined by the administration. The consequences will follow the MSHSL structure. In addition, a Chemical Violation will also prohibit a student from obtaining and/or maintaining a "captain role" within the said program(s) for a full calendar year from the time fo the incident.

Furthermore, eligibility for participation may be limited by disciplinary matters or attendance (regarding both school and their activity). If students have any questions about eligibility for participation, they should contact their Principal or Activities Director.

Student Behavior and Expectations guidelines are outlined by the following, but not limited to:

- MSMS Student Handbook
- SMHS Student Handbook
- Activity Handbooks
- MSHSL Bylaws
- Administrative determinations

Students who earn a detention or suspension must serve their detention/suspension prior to being reconsidered for eligibility.

Students participating specifically in our MSHSL Sponsored extra-curricular opportunities are expected to follow the “MSHSL Student Code of Responsibility” at all times.

All students, grades 6-12, are expected to remain in Good Standing, to fully participate.

Staples-Motley Schools considers all of its extra-curricular and co-curricular opportunities, (opportunities above and beyond the regular classroom) privileges.

Activities, athletics and fine arts are all subject to consequences and ineligibilities.

Once a student is ruled ineligible for a said period of time, all activities within that time period, fall within the ineligibility.

Any possible academic penalties must be accommodated with an alternative.

(The calendar may determine the perceived severity of the consequence).

Students must follow the attendance policy for extra-curricula’s found on page 10.

CURRICULUM/REVIEW OF MATERIALS POLICY

The school district curriculum is aligned with state standards and benchmarks. The standards are listed in grade level brochures that describe the educational outcomes for grades 6-8. Each year our district will strive to update the curriculum to meet the needs of our students and provide a rigorous and relevant educational program.

In March, 1993 the Staples Area School Board adopted a policy for parents to review the content of instructional materials. Requests for review are to be directed to the building principal who will try to resolve the issue. Parents are then informed that their student is not required to be exposed to the questioned material, but will be required to meet the essential learner outcome. An alternative instruction provision is available for parents should they choose this option. This policy has been continued by the new Staples-Motley District.

Misc. Discipline:

*** The school administration reserves the right to determine what may be considered an “Educational Distraction” if undefined by the Student Handbook.**

If a student needs to leave the classroom or assigned area, the cell phone is to remain in the said area, (Example: if they need to use the restroom, their phone stays in the classroom).

FIELD TRIPS/SPECIAL EVENTS

In order to assure that students are on their best behavior during out of the building special events, the school may prohibit student attendance at special events. Students with discipline in the following categories will be restricted from attending at least the next special event:

Defiance/insubordination to staff, physical contact/fighting, skipping school, harassment, public display of affection, weapons, chemicals, tobacco.

Students who have more than one event in these categories may be restricted by the principal from all special events. Students who have four or more referrals in all areas excluding tardies, ZAPS and not attending academic boosters, shall be required to meet with the principal to make a final determination of restriction regarding future special events. The principal will involve the team leader, advisor, coach and parent as necessary.

Failing Courses

Failure to meet the requirements and percentage to pass courses in the school year will result in mandatory Academic Boosters, an adjusted class schedule or Summer School to make sure students have an opportunity to complete necessary coursework to ensure the student has the skills and strategies to be successful in that content area at the next learning level.

Teacher input and data, parent input, and administration will be considered and guide the process to make a plan that is best for individual student success.

GRADES / REPORT CARDS/PROGRESS REPORTS

Report cards will be posted four times during the school year; however, **parents are encouraged to review online grade reports on a regular basis throughout the quarter.** Go online to the District Website at <http://www.isd2170.k12.mn.us>, located on the left side of the screen under Quick Links you will find the Family access link. It is absolutely imperative that parents monitor their students' progress and work together with the teachers to ensure academic success.

GRADING SCALE

101% or above = A+	87-89% = B+	77-79% = C+	67-69% = D+
93-100% = A	83-86% = B	73-76% = C	63-66% = D
90-92% = A-	80-82% = B-	70-72% = C-	60-62% = D-

HOMEWORK

Students are expected and required to do a certain amount of homework. When you are absent from school, you will be expected to complete any tests or assignments that were due while you are absent. You will have a time equal to the time you were absent to complete your work.

HONOR ROLL

At the end of the quarter, an honor roll will be published for those students who have achieved an average of 3.000 for the B Honor roll and 3.670 for the A Honor Roll or higher in all academic subjects. Students receiving a D+ or lower, or Incompletes will not be eligible for the Honor Roll. Sixth, seventh and eighth grade students will be graded using the following grades: A, B, C, D, F.

In computing the honor roll, honor points are figured on the following basis: A+ = 4.33, A = 4.0, A- = 3.67, B+ = 3.33, B = 3.000, B- = 2.67, C+ = 2.33, C = 2.0, C- = 1.67, D+ = 1.33, D = 1.0, D- = .67, F = 0.

INCOMPLETES

Incompletes shall be made up within 10 school days following the distribution of report cards to the parents. This is typically no later than the third Friday of quarters two, three and four.

PHYSICAL EDUCATION EXPECTATIONS/ RESTRICTIONS

A parent may request for their child to be excused from physical education activities due to illness or injury. The maximum number of days without a medical doctor request shall be five (5) days in a quarter. Students with such a request shall be expected to do alternative assignments as presented by the instructor, and shall be restricted in all other recesses on the same days as restricted from Physical Education. Parents are encouraged to request special conferences with physical education staff if there are special medical conditions. Students are graded based on degree of participation and not on level of performance. Students are required to have a separate pair of tennis shoes and a change of clothes for physical education classes.

TEXT BOOKS/LIBRARY BOOKS

Textbooks and library books are loaned to students for their use during the school year. They are to be kept clean and handled carefully. Students are responsible for providing adequate care for their books. Students will be required to pay for lost or damaged books.

STUDENT PLACEMENT

Student placement is taken seriously and is initiated according to a process involving time and careful thought concerning the best interest of every child in each classroom. Classrooms are heterogeneously grouped to mirror our society. In order to create balanced classes of students, the following factors are considered: gender, ethnicity, ability levels, student needs, behavior concerns, and special program needs. We are confident in all of our teachers abilities to meet the needs of the students in their classrooms as well as the resources that will be provided to help in the process. Please note that the final decision on all student placements rests with the administration. Students will be notified in the summer about class placement.

DESCRIPTIONS OF SCHOOL COMMUNITY RESPONSIBILITIES:

BOARD OF EDUCATION of Independent School District 2170 establishes and implements the code of conduct for the Staples Motley Public Schools. The Board, acting through the superintendent of schools, holds school employees responsible for the supervision of the behavior of students while legally under the supervision of the school.

**All Staples Motley School Board Policies are located in the District Office and are available upon request.

SUPERINTENDENT OF SCHOOLS shall establish all necessary procedures, rules, and regulations relating to the standards of student behavior and shall be responsible to the Board for discipline in the schools.

SCHOOL PRINCIPAL shall be responsible to the superintendent of schools in implementing all necessary procedures, rules, and regulations to make effective the Board of Education policies relating to the standards of student behavior. The principal shall have the responsibility and the authority to formulate school rules and regulations not in conflict with district policy relating to standards of student behavior.

The principal has the responsibility to establish, communicate, and implement the rules and regulations currently in effect for the school to all students, parents, and all interested community groups at the beginning of the school year and to each new student upon registration.

The principal is also responsible for a discussion of these rules, rights, and responsibilities with the faculty prior to the opening day of school in the first semester and with all new faculty when they begin their duties in the school.

The principal has the authority to impose suspension consistent with guidelines of the Fair Dismissal Act on students for failure to comply with school regulations.

The principal may recommend to the superintendent of schools the exclusion or expulsion of a student.

FACULTY shall be responsible to the principal and shall implement all necessary procedures, rules, and regulations to make effective the Board of Education policies relating to the standards of student behavior.

After a teacher has exhausted all of their available resources and avenues to solve behavior problems including conferencing with the student and contacting the parents/guardians (if possible), and efforts to solve the behavior problem(s) are unsuccessful, the student shall be referred to the principal who has the responsibility and authority to use such measures as may be necessary to maintain control in the classroom, in the school buildings, and on school property.

ALL EMPLOYEES of the Staples-Motley District are expected to participate directly in the supervision and guidance of all students within their scope, authority and responsibility.

Administrators will notify all personnel (including custodians, paraprofessionals, cafeteria personnel, clerical staff) in writing of their authority and responsibilities relating to student behavior.

Everyone exposed to student behavior shall be expected to deal with students in a firm, fair, and consistent fashion. It shall be the responsibility of the principal to advise all concerned with this task. Failure by any and all employees of Staples-Motley District to act responsibly, as outlined in the above, shall result in disciplinary actions.

PARENTS AND GUARDIANS have legal responsibility for the behavior of their children as determined by law and community practice.

Since cooperation between parents and school is essential in assisting students to work to the best of their ability and achieve a good school experience, parents/guardians have a responsibility to help maintain communication with the school by participating in school/community activities, attending scheduled individual conferences, and bringing matters of concern to the attention of the principal or faculty.

STUDENT RIGHTS

- Each student has the right to gain an education as provided by the law.
- The right to learn also includes the right of classes to meet and carry on studies without interruptions, disruptions, or distractions, whether inside the classroom or from outside. **Behavior that disrupts the normal functioning of classes is an infringement on the rights of others.**
- A student may apply for enrollment in special programs offered in the school district.
- A student has the right to access his/her grade, upon request, within a reasonable amount of time and is expected to use student Skyward Access regularly.

The Right To Free Speech and Expression

Students represent a wide range and diversity of opinion and background. Students have the right to express opinions, to take stands, and to support causes, either publicly or privately. This is provided that such expressions are not libelous, profane, obscene, and do not interfere with the rights of others or disrupt the atmosphere for learning in the school.

- Freedom of student expression is protected by the school.
- School-sponsored publications shall follow the rules for responsible journalism. Permission of the school principal is required for distribution of literature. The time and place for distribution will be limited according to established guidelines.
- Notices concerning information about events which will take place within the school area shall be posted in the place designated by the principal. All notices for events either inside school or outside shall be approved by the principal or a representative designated by the principal before posting.

The Right Regarding Student Dress A student has the right to choose manner of dress and personal grooming unless it represents a clear danger to the student's health and safety, causes an interference with work, creates classroom or school disorder, or violates the dress code. For more information on student attire, see the section on **student dress**.

Discrimination/Sexual Harassment in any form is not to be allowed or condoned. Any inquiries regarding this policy of this handbook should be directed to the - **District Human Rights Officer, telephone 894-5400**

The Right to be Informed of Rules

Student has the right to be informed of all policies, rules, and regulations they will be expected to follow. The basic rules shall be published and distributed to all students and available to other interested persons on the school website. Copies of these rules governing the code of conduct shall be available in hard copy from the school office or on the website. Parents and students are required to review the handbook at the beginning of each school year.

The Right to Privacy

The student's right of privacy regarding school records will be protected, and any disclosure of information from student permanent records shall be consistent with legal requirements.

The Right to Personal Property

Students have a right to be secure in their persons, papers, and effects, however;

- Students must refrain from bringing onto school property or to the school-sponsored events any material or item that would cause, or tend to cause, a disruption to school activities, to a learning environment or endanger the health and safety of students or other persons.
- When reasonable cause exists for a principal to believe that such items are present, general or individual searches may be conducted under the authorization of the principal, or any representative designated by the principal.
- **Lockers** are the property of the school and may be searched at any time by school officials. (Search of Student Lockers, Desks, Personal Possessions and Student's Person)
- Search of an area assigned to a student will be conducted in the presence of the student, if practical.
- School authorities will seize illegal items and items that are used to disrupt or interfere with the educational process may be removed from student possession.
- **Personal Items of value should be left at home. The school is not responsible for lost or stolen articles.**

STUDENT RESPONSIBILITIES

- **All students will abide by the MSMS handbook, school district policies and Cardinal Pride and are subject to their consequences.**
- Students are expected to treat **all ISD 2170** staff members with respect and dignity.
- Students are responsible for the natural consequences of their behavior.
- All students are responsible for knowing and for following all necessary procedures, rules, and regulations to make effective the Board of Education policies relating to the standard of student behavior.
- Students are responsible for completing class assignments on time and according to the instructions given by the teachers.
- Students are responsible for bringing to class all materials required for daily classroom use.
- Homework will be part of a student's life, and his/her responsibility.
- Work assigned during an absence is the student's responsibility.

Motley-Staples Middle School Student Code of Conduct

The School wide discipline program, policies and procedures within this handbook will be followed as well as any individual behavior plans. (District Policy #506). The administration reserves the right to request police investigation where there is a potential violation of the law.

Breaching of school rules, procedures, or policies could result in the following:

1. Teacher redirect/student self corrects
2. Time Out
3. Detention (noon or after school)
4. ISS-In School Suspension

5. Loss of Privileges (Extracurriculars and Activities)
6. OSS (Out of School Suspension)
7. Exclusion
8. Expulsion

Textbooks

The student should make sure that textbooks are covered at teacher discretion. This will prevent premature damage to the binding and covers. Any unreasonable damage to or loss of a textbook will result in the student/parent being charged for the repair or loss. The holding of grades/advancement may occur until restitution is made.

DIRECTORY INFORMATION

The Staples-Motley Public Schools, Independent School District #2170, proposes to designate the following personally identifiable information contained in your education record as "directory information" and it will disclose that information without prior consent.

- Your name
- The names of your parents or guardians
- Your telephone number
- Your address
- The date and place of your birth
- Your grade level complete
- Your extra-curricular participation
- Your weight and height if a member of an athletic team
- Your achievement awards of honor
- Your photograph if available
- The dates of your school attendance
- The school or district you attended before you enrolled in the Staples-Motley Public Schools

If your parent/guardian objects to the designation of any or all of the above information as directory information, please notify the school administrator or school superintendent in writing by September 15.

On or after September 15, the record custodians indicate the items the district will designate as directory information and will appropriately mark your record. This designation will remain in effect until it is modified by the written direction of your parent/guardian.

Student Records: The entire school board policy #515 on data privacy and student records is on file in the principal's office. A summary follows: Parents and students are informed that they have the following rights:

- Parents and students have a right to inspect and review the student's education records. A written request is necessary stating as precisely as possible the records to be reviewed,
- The parent or student has the right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights,
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated there under,
- The right to file a complaint with the U.S. Dept. of Education concerning alleged failures by the school district to comply with the federal law and regulations promulgated there under,
- The right to be informed about rights under the federal law, and
- The right to obtain a copy of this policy.
- Video footage is not to be viewed by anyone but permitted District Staff. It is protected, private student data under both state and federal law.

POLICY, DISCIPLINE AND EXPECTATIONS

ATTENDANCE POLICY

PHILOSOPHY

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

Note: *Parents who do not require their children to attend school on a daily basis are in violation of Minnesota State Statute 260A.02. It is the parent/guardian's responsibility to provide an explanation for an absence; it is the school district's right to determine if the absence is excused. The state defines a continuing truant as a child who is subject to the compulsory instruction requirements of section [120A.22](#) and is absent from instruction in a school, as defined in section [120A.05](#), without valid excuse within a single school year for:*

- (1) three days if the child is in elementary school; or*
- (2) three or more class periods on three days if the child is in middle school, junior high school, or high school.*

FIVE DAY MAXIMUM ABSENCE RULE

If a student is absent from a class more than five (5) times per semester or ten (10) cumulative per school year, it is considered to be excessive. School related activities, medically verified absences and prior approved absences will not count as part of the five (5). Additional absences beyond the 5 in a semester, will require medical documentation or they will be recorded as unexcused.

- Parents will receive notification by mail or phone call with regard to attendance concerns.
- Unexcused absenteeism from school may result in a referral for county services.
- If a student (grades 8-12) exceeds the five day unexcused absence limit in a class the letter grade will be reduced by one full grade.
- Staples-Motley School District feels good attendance is a part of being in "Good Standing" as a MSHSL participant. Failure to attend courses may result in a loss of eligibility as determined by Activities Director and/or Principal.

CLASSIFICATION OF ABSENCES

The following types of excused absences will not count towards the five day absence limit if there is appropriate documentation confirming the dental, legal and other professional appointments attended. *A signed slip from the dental, legal or other professional person is required no later than two (2) days after the last absence to be coded as such.*

1. Doctor excused. A physician's statement may be required after three consecutive days of illness.
2. Family leave (emergency, funerals, illness of other family members) excused at administrative discretion.
3. Religious observances.
4. School sponsored activities.
5. College visits two (2) days per year. (Student has to be in good academic standing or at administrative discretion and these must be pre-arranged and documented with the office.)
6. Family Vacation – five (5) days per school year (Prior administrative approval is required before departure and the student(s) must be in good academic and attendance standing).

THE PRINCIPAL SHALL MAKE THE FINAL DECISION OF WHETHER AN ABSENCE IS EXCUSED
OR UNEXCUSED.

SCHOOL'S RESPONSIBILITY

The most significant responsibility of the school regarding attendance is to have each classroom teacher record daily attendance and report it to the school office promptly. It is also the teacher's responsibility to provide any student who has been absent (excused) with any missed assignments upon request from the student/parent. The school office personnel will maintain the official absence record of each student.

PARENT/GUARDIAN RESPONSIBILITY

Parent/Guardian attitude toward excellent school attendance is probably the most significant factor in the student's attendance. It is the responsibility of the parent/guardian to CALL THE ATTENDANCE OFFICE on the day of absence explaining why the student will be absent. The parent/guardian should call between 7:15 a.m. and 9:30 a.m. each day. The attendance school phone number is **218-352-6315 ext. 3525**. If no answer, please leave a message on the automated machine. If no such call is made, a written excuse from the parent/guardian must accompany the student within two days of the return to school. A phone call or note does not guarantee that the absence will be marked as excused as some absences do not meet criteria to be excused by school officials.

STUDENT'S RESPONSIBILITY

The first and most significant responsibility of a student to the formal learning process is to attend each scheduled class regularly. The responsibility for making up missed lessons rests with the student, not the teacher. All students are expected to do all assigned work.

Responsibilities for Excused Absences

1. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
2. Work missed because of absence must be made up by the student. The amount of time students will have to make up work will be the number of days absent plus one. For instance, a student absent for three days would have four days to make up his/her work.
3. Parents requesting advance make-up work for students who are or will be absent and not returning to school for several days must allow one full school day for work to be accumulated from the teaching staff and may be picked up the following morning.

UNEXCUSED ABSENCES- The following are examples of unacceptable reasons for absence:

- Oversleeping
- Missing the bus
- Running errands for a family member
- Lunch off campus
- Hair/salon appointments
- Baby sitting
- Shopping
- Working
- Pet care

Skipping

"Skipping" of classes is an unexcused absence. Students may be asked to make up for skipped class time according to the following:

1. 1 Class Skipped = 1 detention after school
2. Additional skipping could result in more detentions/ISS.
3. Students coming to class without an excuse, after 5 minutes of the class is completed are considered skipping. A detention referral will be made.

Unexcused Tardiness

1. An unexcused tardy is failing to be in an assigned area at the designated time class period commences without a valid excuse.
2. (5) tardies total are equivalent to one unexcused day of absence, except that a student will receive credit for work performed on those days. A detention referral will also be made.
3. Once a student has had five (5) total tardies in any or all classes, they will receive consequences (detention) for that and for every five tardies thereafter.
4. Students coming to class without an excuse, after 5 minutes of the class is completed are considered skipping. A detention referral will be made.

POSSIBLE CONSEQUENCES OF UNEXCUSED ABSENCES

- Students may not be allowed to make up work missed due to such absences.
- Students may not be allowed to participate in co-curricular events.
- Detention may be assigned per class period missed.
- County truancy referral may be filed.

MAKE-UP WORK

Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

Work missed due to an unplanned absence or illness must be made up by the student in a timely manner. The amount of time students will have to make up work will be the number of days absent plus one. For example, a student absent for three days would have four days to make up his/her work. Any work not completed within this period shall result in “no credit” for the missed assignment. Teachers are allowed limited discretion in the application of this policy.

Regarding school related absences (athletics, activities and the arts) school work is still expected to be turned in on time and/or the due date of the said class(es). Students are responsible for getting their assignments before they're absent. You do not get “extra time” if your absence is school related.

STUDENT OPPORTUNITIES: EXTRACURRICULARS, CO-CURRICULARS AND ACTIVITIES.

Motley-Staples Schools considers all of its extra-curricular and co-curricular opportunities, (opportunities above and beyond the regular classroom) *privileges*. Activities, athletics and fine arts are all subject to consequences and ineligibilities.

Once a student is ruled ineligible for a said period of time, all activities within that time period fall within the said ineligibility. This may include Fine Arts and Organizations within the school day, depending on the severity of the offense. Any possible academic penalties must be accommodated with an alternative. The calendar may determine the perceived severity of the consequence.

In order to ensure our students remain in “good standing” for their activities, both extra-curricular and co-curricular, a probation and ineligibility list will be generated.

Grades will be monitored and checked periodically (or as needed) in all classes.
(Behavioral expectations will be on-going).

If a student should post a class grade of an “F”, the student must attend Targeted Services sessions while on the “F” list. During this time, they're still eligible to participate in their activity. However, if the student does not attend Targeted services sessions and or fails to earn a passing grade after the 2 week period, the student is ineligible to participate for 2 weeks. Students who remain on the “F” list for an extended period of time, following the initial ineligibility or probationary period will be ineligible for the rest of the season.

If the student is failing more than one class, they're ineligible until the next posting of grades (2 weeks).

Furthermore, eligibility for participation may be limited by disciplinary matters or attendance (regarding both school and their activity).

Notice must be given to the Attendance/Discipline Office by staff regarding student participation. If there are any concerns or violations regarding expectations, the student will be unable to participate in the opportunity. (This includes academic endeavors, activities, clubs or programs.)

If students have any questions about eligibility for participation, they should contact their Principal or Activities Director.

Student Behavior and Expectations guidelines are outlined by the following, but not limited to:

- MSMS Student Handbook
- Activity Handbooks
- MSHSL Bylaws
- Administrative determinations

Students who earn a detention or suspension must serve their detention/suspension prior to being reconsidered for eligibility.

Students participating specifically in our MSHSL Sponsored extracurricular opportunities, are expected to follow the “MSHSL Student Code of Responsibility” at all times. All students, grades 6-12, are expected to remain in Good Standing, to fully participate.

Student Attendance and Participation in Extracurricular Activities

(Motley-Staples Middle School believes attendance is a part of being in “Good Standing” as a MSHSL participant. Failure to follow the attendance policies, will result in a loss eligibility to be determined by Activities Director and/or Principal.)

1. The policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in that activity or program.
6. A student must be in school for at least half of the day (exclusive of away tournaments) in order to be eligible to participate in a non-graded extra-curricular activity/program on that day.
7. Students will not be able to miss more than two class periods, other than music classes lessons, whether from a public or private instructor during a quarter.
8. **Day After Rule-You cannot be absent the next day-1st hour. This will result in non-practice/non-participation of the activity.**

School Dances:

Once students enter the dance, they are not permitted to leave unless with a parent/guardian. They are expected to stay until the conclusion of the dance.

SCHOOL DISCIPLINE POLICY

DETENTION/SUSPENSION – FAIR PUPIL DISMISSAL ACT

Administrative-assigned detention will be held before and after school on designated days. The principal or designee must clear arrangements for other detention times.

The following rules apply:

- Late arrivals will not be permitted.
- Work must be brought for the entire period.
- No food, drink, or electronic devices will be allowed.
- No talking or sleeping will be allowed.
- No caps or hats will be allowed.
- Failure to abide by detention rules will result in ejection. An additional hour will be assigned.

NOTICE:

- Students will serve detention before being involved in **any activities** during the school day or after school.
- Students with detention pending will not be eligible to participate in or practice for any extracurricular or co-curricular event until all

detentions are made up.

- Work and extracurricular activities are not a valid excuse to miss detention.
- Students who do not serve their detention within this frame will have their detention time doubled.
- Any student that still refuses to serve their assigned detention **will be suspended for one day**. At this time, a parent meeting with administration will be set up **by the student** to review this policy.

Any student suspended for three days (for any combination of reasons) in one school year may be scheduled for a meeting with the Superintendent and or School Board.

ACADEMIC DISHONESTY

This information pertains to any work assigned in class: daily homework, term papers, tests, etc.

Plagiarism:

- Cutting/pasting information from Internet or book and not telling or writing the source.
- Using ideas and theories from someone else and not telling or writing the source.
- Copying another person's work or tests.

Cheating:

- Stealing or purchasing tests or homework.
- Handing in another's work as your own.

Cheating/Plagiarism may result in, but is not limited to, one or all of the following consequences:

FIRST OFFENSE:

- Conference with teacher and administrator
- Parent notification
- Detention /Suspension to be determined
- Zero credit with confiscation of work
- Suspension from participating in any extracurricular or co-curricular activities. Time-out will be determined by the seriousness of the offense.

SECOND OFFENSE:

- All of the consequences of the first offense
- Fail class for the quarter

CELL PHONE POLICY/ELECTRONIC DEVICES

All classrooms are "phone free zones". (Unless pre-determined by the teacher and administration to be appropriate for academic purposes).

Any electronic devices deemed to be inconsistent with the educational mission of the school are not permitted. They will be confiscated and held in the office until a parent picks them up.

All of these items are the sole responsibility of the student and students are encouraged to leave these items at home.

If a student is seen with a cell phone or electronic device during the school day it may be confiscated and kept in the office and collected after the last bell, at the end of the school day.

1st Offense: Confiscated and kept in the office and returned to the student at the end of the school day; All office hours apply.

2nd Offense: Confiscated and kept in the office and a parent/guardian will be required to pick it up at the end of the school day; All office hours apply.

3rd Offense: Confiscated and kept in the office and a parent/guardian will be required to pick it up at the end of the school day. The student will be required to hand in any cell phone/electronic device at the beginning of the school day and collect it at the end of the school day, serve a detention and may also be deemed ineligible for activities and events.

Failure to turn over the cell phone will result in disciplinary action.

STUDENTS AND SOCIAL NETWORKING SITES:

As a student at Motley-Staples Middle School, you are expected to follow student handbook guidelines, even though an event may happen off school property or after school hours.

Social network sites, other digital platforms (including cell phones) and distribution mechanisms that facilitate students communicating with other students are considered “Social Networking” platforms. Participation in such networks has both positive appeal and potentially negative consequences. It is important the Motley-Staples students be aware of these consequences and exercise appropriate caution if they choose to participate.

Students are not restricted from using any online social network sites and/or digital platforms. However, users must understand that any content they make public via online social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal, state and local laws, as well as, your Student Handbook. As a Motley-Staples student, you must be aware of your Student Handbook regulations and expectations of our said extracurricular programs. Ignorance of these regulations does not excuse students from adhering to them.

GUIDELINES FOR STUDENTS:

These guidelines are intended to provide a framework for students to conduct themselves safely and responsibly in an online environment. As a student at Motley-Staples you should:

- Be careful with how much and what kind of identifying information you post on social networking sites. Virtually anyone with an email address can access your personal page. It is unwise to make available information such as full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Social Media sites provide numerous privacy settings for information contained in its pages. Use these settings to protect private information. However, once posted, remember the information becomes property of the website and public record.
- Be aware that community members, family and potential current and future employers and college admissions offices often access information you place on online social networking sites. You should think about any information you post on sites or similar directories that potentially portrays an image of you to a prospective employer or school. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
- Be careful in responding to unsolicited e-mails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in emails.
- Don't have a false sense of security about your rights to freedom of speech when using Social Media. Understand that freedom of speech is not unlimited. The online social network sites are NOT a place where you can say and do whatever you want without repercussions or personal accountability.
- Remember photos once put on the social network site's server become their property and public record. You may delete the photo from your profile but it still stays on their server. Internet search engines like “Google” or “Yahoo” may still find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.
- Whoever is the “adult” (over 18) responsible for the contracts, computers, phone lines, etc. is liable for your actions as a minor as well.

Things students should refrain from:

- Derogatory language or remarks about our students, teammates, school personnel and our community at-large; as well as, teachers or coaches; student-athletes, administrators or representatives of other schools.
- Demeaning statements about or threats to any third party (including support of demeaning statements and threats). Don't respond to these.
- Distribution and possession of unauthorized videos and photos or statements depicting violence; hazing; sexual harassment and content; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
- Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
- Indicating knowledge of unreported felonies, crimes, thefts or damage to property or unethical behavior.
- Indicating knowledge of an unreported school or team violation—regardless if the violation was unintentional or intentional.

One of the biggest lessons social network users can learn is that anything you post online enters the public record. You never know who may be looking and when.

Students, Parents and Guardians, let it be known that any students in violation of said conduct is subject to consequences to be determined by the Administration, Principal and/or Activities Director.

The Minnesota State High School League Student Code of Responsibilities, Bylaw 206.00, is applicable and relevant in all student related issues and concerns in such matter.

OFFENSE	FIRST INTERVENTION and/or CONSEQUENCE	SECOND INTERVENTION and/or CONSEQUENCE	THIRD INTERVENTION and/or CONSEQUENCE
Tardy (when 5 is reached)	Morning/Lunch/Recess Restriction Detention	Morning/Lunch/Recess Restriction Detention	1 day In school suspension *Losing Credit(s) due to attendance policy.
Skipping	Morning/Lunch/Recess Restriction Detention	Morning/Lunch/Recess Restriction Detention	In school suspension *Losing Credit(s) due to attendance policy.
Unserved Detention	Detention doubled *Loss of Privileges	1 day In school suspension *Loss of Privileges	1-3 Out of school suspension *Loss of Privileges
Profanity	Morning/Lunch/Recess Restriction Detention	1 day In school suspension *Loss of Privileges	1-3 days Out of school suspension *Loss of Privileges
Disrespect/Defiant Behavior and/or Insubordination	Morning/Lunch/Recess Restriction Detention	1-3 days In school suspension *Loss of Privileges	1-5 days Out of school suspension *Loss of Privileges
Discipline Issues undefined by the handbook:	At the discretion of the Administrative Team	At the discretion of the Administrative Team	At the discretion of the Administrative Team
Mess in cafeteria/halls/classroom	Lunch Restriction 1-5 days *Cleaning Duties	Detention *Cleaning Duties	In or out of school suspension *Cleaning Duties
Weapons	Follow School Board Policy	Follow School Board Policy	Follow School Board Policy
Tobacco Violation	1 day OSS/report to law enforcement	2 day OSS/report to law enforcement	3 day OSS/report to law enforcement
Drug Violation	3 day OSS/report to law enforcement	5 day OSS/report to law enforcement	10 day OSS report to PD and referral assessment/treatment
Harassment/Bullying	Detention/ISS or OSS	3-5 days ISS/OSS	3-10 days OSS
Dress code violation	Warning/change clothing	Morning/Lunch/Recess Restriction Detention	1-3 days ISS/OSS *Loss of Privileges
Social Media/cell phone/computer use violation	Detention/computer use restriction/ISS/OSS *Loss of Privileges	Computer use restriction 3-5 days ISS/OSS	Computer use restriction 1-5 days OSS
Assault	1-3 days OSS	3-5 days OSS	OSS to be determined, rec for expulsion

This table is to be used as a quick reference for students, parents, staff and administration as a guideline. The Principal of the building holds authority to administer consequences deemed appropriate to each individual situation and disciplinary incident. For other possible incidents and offenses, definitions and more in-depth detail please refer to the index of this handbook.

INVESTIGATIONS:

All investigations regarding student(s) infractions are subject to an undetermined timeline, due to the daily operations and happenings within the high school. We thank you in advance for your patience.

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ARSON

The intentional destruction or damage to any school building or property by means of fire or explosives. Failure to exercise ordinary caution, resulting in fire in a school building or damage to school property. Reported to law enforcement and 3-5 day OSS or more or recommendation for expulsion.

ASSAULT is the unprovoked violent, aggressive behavior of one student against another. 1-5 Days OSS or more and reported to law enforcement.

ASSAULT-FIGHTING is violent, aggressive behavior by two or more individuals with the intent to inflict physical harm-differentiated from poking, pushing, shoving or scuffling. 1-5 days OSS or more and reported to law enforcement.

ASSAULT-THREAT is a threat of bodily harm, stalking, or death to another person, without physical contact. 1-5 days OSS or more and reported to law enforcement.

BULLYING is the intentional infliction of, or attempt to inflict injury or humiliation on another. Bullying is directed by a stronger student against a weaker one and may be either physical or verbal/direct or indirect. (Staples Motley Bullying/Harassment Policy and Social Media Policy) 1-5 days either ISS or OSS or more and may be reported to law enforcement.

BOMB THREATS are subject to both school and legal consequences. 1-5 days OSS or more and reported to law enforcement.

DISORDERLY CONDUCT is engaging in offensive, obscene, or abusive language, or in boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others. 1-5 days ISS or OSS or more and may be reported to law enforcement.

DISRESPECTFUL LANGUAGE will not be tolerated on campus, at school sponsored events, or on busses. (i.e., swearing, cussing, derogatory or demeaning comments or references.) Detention, ISS or OSS.

DISRUPTIVE BEHAVIOR IN THE CLASSROOM is defined as:

- Willful conduct which materially and substantially disrupts the right of others to an education;
 - Willful conduct which endangers school district employees;
 - Willful violation of any rule of conduct specified in the Discipline Policy adopted by the Board; (See Board Policy)
 - Repeated inappropriate behavior that classroom discipline plan procedures have proven ineffective in correcting.
- Detention, ISS or OSS.

DRESS CODE

The responsibility for the appearance of our students rests with the parents and the students. Clothing should be neat, clean and non-offensive. Common courtesy means appropriate dress, including footwear, should be worn at all times. Student should remember that the school is a learning and working environment for all students and staff. Examples of inappropriate dress, include, but are not limited to:

- Clothing advertising substances illegal for juveniles (Example: tobacco, beer, liquor, drugs);
- Clothing containing obscene, discriminatory, or profane language or pictures;
- Clothing and accessories containing gang symbols (or colors) or clothing worn in a manner to identify gang membership;
- Immodest or provocative clothing is not permitted You will be asked to change or cover up. This includes, but is not limited to: halter tops, tube tops, skirts and shorts that are considered “too short” or “too revealing”. Shirts must be at least long enough to meet the top of the pants (no bare midriffs). Shirts that over expose cleavage are not permitted, you will be asked to change or cover up. Over exposed undergarments (bra straps, underwear, pajama pants, boxers) will not be allowed.

School issued athletic apparel is subject to school dress code policy during normal school hours.

• Coats/jackets and caps/scarves should be placed in lockers upon arrival and must remain in lockers during school hours at teacher's discretion.

Per school board directive, hats are not allowed to be worn by the student body in the school buildings during normal school hours.

FALSE FIRE ALARM is the giving of a false alarm of fire or the tampering or interference with fire alarm system. ISS/OSS

GAMBLING involves the playing of a game of chance for the stakes during school hours. This includes but is not limited to dice, cards, betting pools, pogs, etc. ISS/OSS

GAME BEHAVIOR: The caliber of excellence put forth by all our teams is also expected by those attending all of the events. These contests are a learning experience for everyone, and we highly encourage total school involvement. We expect our fan conduct to set an example for all schools. Those students who refuse to fully cooperate will be denied the privilege of attending.

HABITUAL /SEVERE CLAUSE: Habitual/Severe abuse of the rules, policies and excessive disciplinary referrals which hinder the smooth operation of the school and/or jeopardize the welfare of other students or adversely impede the learning environment may result in the following consequences: disciplinary conference with the student, parent and administrator; out-of school suspension, or referral to the school board for a possible change of placement or exclusion/expulsion proceedings. Suspensions are made by the administration and cannot be appealed.

ILLEGAL SUBSTANCES: You are NOT to use, possess, distribute or be under the influence of tobacco, smokeless tobacco, alcohol, or other prohibited illegal substances at any time on the school grounds, including at all school-sponsored events **or at other sites which are school sponsored activities/events**. **This includes all prescription and non-prescription medicines unless specifically approved by legislated/school district policies.** A student who uses at school or has in his possession at school or attends a school function after the use of alcohol or drugs may be subject, up to, a five day suspension. The assignment of suspension depends upon the severity of the incident. The school administration will make the final determination in such matters.

INSUBORDINATION is the willful disregarding or resisting the direction or request of any person in authority. Detention, ISS or OSS.

INTERFERENCE/OBSTRUCTION/TELEPHONE THREAT is any action taken to prevent a staff member from exercising his/her lawfully assigned duties or cause major school interruption through telephone threats. This includes refusal to cooperate in an investigation or by lying in an investigation. ISS/OSS

POSSESSION AND/OR DETONATION OF PYROTECHNIC (FIRE STARTING) DEVICES:

These devices may include but are not limited to the following: matches, lighters etc. OSS

PUBLIC DISPLAY OF AFFECTION:

Students must refrain from kissing, embracing or any inappropriate touching while in the school. Detention, ISS or OSS.

ROBBERY/EXTORTION:

Obtaining of property from another where his /her consent was induced by a use of force or threat of force. OSS. Reported to law enforcement.

THEFT: The unauthorized taking of the property of another individual. OSS and reported to law enforcement.

THEFT OF SCHOOL PROPERTY:

This refers to the unauthorized taking of and/or the unauthorized possession of school property. OSS and reported to law enforcement.

UNAUTHORIZED USE OF SCHOOL PROPERTY: The unauthorized/illegal use/or taking of school property for school or non-school sponsored activities. ISS or OSS.

USE OR POSSESSION OF TOBACCO AND/OR TOBACCO PRODUCTS: Use of and/or possession of any type of tobacco products by any student, regardless of age, will be governed by Minnesota statutes and school district policies.

1st Offense: The school will refer student to the Staples Police School Liaison Officer for the purpose of investigation and the issuing of a smoking citation. Additionally, a two day out-of-school suspension will be applied. The student will be notified by court services of the status and consequence of the smoking citation.

2nd Offense: The school will again contact the Staples Police School Liaison Officer and apply a three day suspension. The citation and court services action will be the same as in the first occurrence.

3rd Offense: Same procedures as in the first and second offense as well as a five day suspension from school will be followed. After the first and second offense, the student may voluntarily take part in a smoking cessation class.

****Any and all violators of this policy will be referred to the Activities Director for possible MSHSL Rule enforcements.**

USE, POSSESSION, DISTRIBUTION OR SALE OF ILLEGAL DRUGS, ALCOHOL, INHALANTS, HARMFUL CHEMICALS, ELECTRONIC CIGARETTES AND/OR CONTROLLED SUBSTANCES ~ INCLUDING PRESCRIPTION MEDICATIONS/NOT PRESCRIBED TO THE STUDENT AND/OR NOT APPROVED* or Narcotics or Related Paraphernalia:

Students who violate the rules concerning the use of alcohol and drugs will be subject to all of the following procedures: This standard of conduct is mandated by the State of Minnesota and U.S. Departments of Education.

*Under recent legislation by the State of Minnesota "High School students are permitted to carry a maximum of two doses of over the counter medication for self administration to relieve symptoms of minor pain, cramps, indigestion and headache. This legislation DOES NOT ALLOW high school students to carry Over The Counter (OTC) stimulants used to stay awake such as Ephedrine, Nodose etc. or prescription medication which must be kept in the Health Service Office and administered by a nurse/designated health office worker. Each student's supply of two doses must be in the original bottle and there must be a parent/guardian permission form on file in the High School Health Service Office." All medications permissible under this legislation cannot be shared/given to other students and should be taken discreetly in the restrooms or Health Service Office. Violation of these policies will be subjected to the following:

1. Parent conference with Administrator, and/or Social Worker.
2. Ineligible for extracurricular participation ****Any and all violations of this policy will be referred to the Activities Director for possible MSHSL Rule enforcements.**
3. May be referred to county chemical dependency agency for evaluation.

Minimum Action: Suspension

Maximum Action: Expulsion (This option required by Federal mandate for Federal funds).

First offense = 3 days suspension

Second Offense = 5 days suspension

Third Offense = 10 days suspension and a referral for a chemical assessment

It is realized that the public education system has neither the authority nor the responsibility to make a medical or health determination regarding chemical dependency. However, when observed behavior and other information indicate there is a high probability that there may be a health problem, the school's general responsibilities require that a formal chemical dependency diagnostic interview be performed.

If the report from the diagnostician indicates that the student is in need of therapy and a particular frequency of therapy is recommended, the school will have the option of requiring the student seek out the suggested therapy as a condition for continuing to receive public education. Upon completion of therapy, Staples Motley High School will make every effort to provide follow-up counseling and supportive assistance to those students who return after successfully completing a therapeutic regimen, realizing that behavior change in an unchanged environment is especially difficult.

VERBAL ABUSE/HARASSMENT/SEXUAL HARASSMENT is the use or display of profane, obscene, or intimidating language, or the expression of such language in written form, through gesture, music, or bodily movement. This includes conduct that degrades people because of their race, gender, religion, ethnic background, physical or mental handicaps and displayed on school premises, in school vehicles, or at school sponsored events. Detention, ISS or OSS.

WILLFUL DAMAGE OF SCHOOL PROPERTY OR THE PROPERTY OF OTHERS:

"Willful Damage" is the intentional cutting, defacing, or damage of any property, real or personal, belonging to the school district, or to any individual within the school setting. Detention, ISS or OSS and the possibility of charges and/or financial restitution.

WILLFUL INSUBORDINATION/DISOBEDIENCE:

When a student is insubordinate, defies authority or is threatening towards authority, a teacher will write on the discipline referral "**willful disobedience of valid school authority**". The student may be immediately suspended for the remainder of that day.

Consequences for Violations of School Conduct include any or all of the following:

- A. Student conference with teacher, principal, social worker or other school district personnel, and verbal warning;

- B. Parent contact;
- C. Parent conference;
- D. Removal from class;
- E. In-school suspension;
- F. Suspension from extracurricular activities;
- G. Detention or restriction of privileges;
- H. Loss of school privileges;
- I. In-school monitoring or revised class schedule;
- J. Referral to in-school support services;
- K. Referral to community resources or outside agency services;
- L. Financial restitution;
- M. Referral to police, other law enforcement agencies, or other appropriate authorities;
- N. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- O. Out-of-school suspension under the Pupil Fair Dismissal Act;
- P. Preparation of an admission or readmission plan;
- Q. Expulsion under the Pupil Fair Dismissal Act.

STAPLES-MOTLEY SCHOOL BOARD SPECIFIC POLICIES:

BULLYING PROHIBITION POLICY:

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Any act of bullying by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. 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. The policy also applies to any student whose conduct at any time or in any place constitutes bullying which interferes with or obstructs the mission or operations of the school district, or the safety or welfare of the student, other students or employees. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or support another student's act of bullying. Bullying means any written or verbal expression, physical act of gesture, or pattern thereof, by a student which is intended to cause, or is perceived as causing, distress to one or more students and which substantially interferes with another student or students' education benefits, opportunities or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

- a. harming a student,
- b. damaging a student's property,
- c. placing a student in reasonable fear of harm to his or her person or property, or
- d. creating a hostile educational environment for a student.

Upon completion of an investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, or remediation.

A complete copy of the District #2170 Bullying Prohibition Policy #514 is available for examination in the Principal's Office of the Staples-Motley High School.

HARASSMENT:

Participating in, or conspiring with others, to engage in acts that injure, degrade, intimidate or disgrace other individuals, including indecent exposure, and words or actions that negatively impact an individual or group based on their race, cultural or religious background, their sexual orientation or any disabilities they may have. The school district will act to investigate all complaints, formal or informal, verbal or written. The school district will discipline any student or employee who violates this policy **according to school district policies.**

Students are requested to complete a "Harassment Complaint Form" to provide documentation of any racial, religious or sexual harassment. These forms are available in the Student Services Office.

**A complete copy of the harassment policy is available for your review in the District Office.

HAZING: Hazing means doing something, or making another student do something, that creates a risk of harm to a student in order for the student to be initiated into, or affiliated, with a student organization/group. Engaging in any behavior which constitutes hazing is a violation of school discipline policy and may subject the student to discipline including suspension and expulsion.

SCHOOL BUS - APPLICATION OF THE STUDENT CODE OF CONDUCT

Reference: Staples Motley Transportation Policy located in the District Office

The Secondary School Student Code of Conduct is in effect from the time a student is at the designated bus stop to board the bus at the beginning of the day until the student gets off the bus at the end of the day and remains visible to the bus driver. Bus drivers are responsible for the orderly conduct of pupils while they are on the school bus and may remove any student for up to one day who participates in unacceptable behavior. Bus Ridership - Law provides that students be transported to school according to a set of guidelines. In order to be consistent with state law, the school system will adhere to the following regulations concerning bus ridership:

1. Students may carry loose objects on the school bus if they can hold them in their laps. State law prohibits blocking the aisle with carry-on objects. FIREARMS, WEAPONS OR OTHER DEVICES LISTED UNDER SCHOOL BOARD POLICY #501 ARE NOT ALLOWED, BY STATE LAW, ON MINNESOTA SCHOOL BUSES.
2. POSSESSION, USE, SALE, AND OR DISTRIBUTION OF TOBACCO AND/ OR TOBACCO RELATED PRODUCTS, POSSESSION, USE, SALE AND OR DISTRIBUTION OF ILLEGAL DRUGS/CHEMICALS, ALCOHOL, AND OR CONTROLLED SUBSTANCES AND ALL RELATED PARAPHERNALIA.
3. Students must live one mile or greater from school in order to qualify for transportation.
4. If adults wish to be transported on school buses, they must first contact Mr. Norby Klimek (Transportation Supervisor) and explore space limitations on a particular route. All requests must go through the Superintendent of Schools for approval or disapproval.
5. Students involved in school bus discipline problems may be denied bus ridership privileges.
6. Students will be required to pay for any damages they cause.
7. Students are expected to dress appropriately for all weather conditions, especially winter/cold weather.

8. After being dropped off by the school bus students are expected to enter and remain in the building and are not allowed to leave the campus.

Discipline Plan Rules:

Consequences:

Follow directions the first time they are given by driver;
Stay in your seat while bus is in motion;
NO pushing, shoving or fighting;
NO eating or drinking;
NO cursing or loud talking;
Keep hands, feet and other objects to yourself;

1. Driver warns student.
2. Driver fills out bus conduct report.
3. Director has a conference with student.
4. Suspension of riding privileges.
2nd report=5 days.
3rd report=20 day 4th report=remainder of year

Minimum Action: Parent contact by bus driver.

Alternative Action: Review by Transportation Director, Principal or Success Coach to determine whether a suspension of riding privileges for more than one day is appropriate.

Maximum Action: Expulsion or Exclusion.

POSSESSION OF WEAPON: (on school grounds, buses, school vehicles or at school activities.) Weapon means: any firearm, loaded or unloaded, or any device which, through its use, is capable of producing great bodily harm or death, (firearms, bullets, guns, look-alike guns, knives, clubs, num chucks, explosives, mace or other chemicals, spears or student made devices.)

Possession of a weapon will result in penalties that include:

- a. initial suspension up to ten days (for investigation purposes)
- b. confiscation of weapon
- c. referral to the police department
- d. recommendation for expulsion

School Board Policy #501 is available in the Principal's Office for your review.

HALLWAY RULES:

No food or beverages are allowed in the hallways. Students are expected to pass through the hallways quietly and in an orderly fashion so as not to disturb classes which may be in session. Water bottles are allowed in the lockers and may be used at the locker.

STUDENT CHOICE, BEHAVIOR, AND DISCIPLINE

Students are expected to conduct themselves in a respectful and responsible way. School and classroom rules are to be followed at all times during the school day, whether a student is at Motley-Staples Middle School, on a school bus, or in the community.

The staff at Motley-Staples Middle School work hard on a daily basis to create a positive learning environment where all students have the opportunity to learn. If a student makes a poor choice and breaks a school policy, procedure, or rule it is our intent to use the situation as a “teachable moment” with the focus on teaching and modeling appropriate behavior. We have the following programs in place to help promote -appropriate student behaviors.

1. Advisories

Advisories will occur at either of two times throughout the school day. The first 25 minutes of each school day or the time before or after lunch periods. This block of time is dedicated to students and staff to create an environment that meets the 4 major needs of our middle school students (autonomy, competence, relationships, and fun). Advisories will be a way for students and staff to work on school expectations in a proactive manner. Activities during this time will focus on

- Social and emotional skills
- Attitudes about self, others and school
- Social and classroom behavior
- Achievement (personal growth, test scores, and grades)

2. Resolution Room

The Resolution Room will be used when a staff member feels a student needs time to collect themselves because their behavior is causing a disruption of learning. Removal from class is not a punishment, but a time for the student to reflect and figure out how to make it back to class. The planning center may also be used for students to serve detentions and suspensions for more severe or continuous breaking of rules and policies.

HEALTH AND SAFETY

ACCIDENTS, INSURANCE

Motley-Staples Middle School does not carry insurance on students for accidents occurring during the school day. Medical expenses incurred by students during the school day or during school events are the responsibility of the student’s family.

EMERGENCY EVACUATION OF THE BUILDING

If an emergency evacuation is necessary, the administration or designee shall make an announcement via the intercom system. Students and staff shall immediately leave the building and go to designated areas without stopping at lockers for coats or overshoes or turning on or off lights.

Middle School students will be taken to the Motley City/Fire Hall.

After the building is cleared, students shall be brought back to class. If the building is declared unsafe, students shall be taken home via bus.

A district-wide evacuation drill will be held in September.

FIRE, TORNADO & EVACUATION/LOCKDOWN DRILLS

Fire drills - five (5) are conducted periodically during the school year. Each student is responsible for knowing the rules and procedures for all locations in the building. Exit routes and procedures are posted in each room.

Tornado Drill-Follow posted plans to an interior room or hallway. Stay out of gyms, cafeteria and shop. Sit on floor and curl up to protect your head and your eyes. Respond to announcements.

Evacuation/Lockdown Drills - five (5) are a requirement of all Minnesota school buildings. Lockdown drill procedures are discussed by staff through training sessions and instructions should be followed.

FRAGRANCE ABUSE

Staff and student sensitivity to excessive fragrance, as well as overall air quality control issues require a restriction in possession of perfumes, deodorants and other sprays at school. Only roll-on deodorant products may be kept and used at school. Other products should be applied at home.

HEALTH AND SAFETY

The Nurse's office in each building is equipped to manage **minor** injuries, aches and discomforts. Every effort will be made to manage minor aches, injuries and discomfort with non-pharmacological interventions. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called or the parent/guardian contacted depending on the situation. Please provide emergency contact information on the yearly enrollment form.

If your child is in need of prescription medicine at school, by law we can only administer it to the child if we have: **(1) written parental permission, (2) written instructions from the doctor, and (3) a prescription from the doctor.** Medications should be administered at home under supervision of the parent/guardian when possible. However, some students require administration of medications or medical procedures to be performed during the regular school day. No student may carry or keep medications including over the counter (OTC) medications (such as cough drops) in their locker. No OTC or prescription medication will be dispensed without the permission of the parent. If the student is in need of prescription or OTC medications, please contact the district nurse at 218-894-5400 ext. 3163.

All students need a pass to report to the health office. Students who become ill during the school day need to be excused through the health office. For more information about when students should be excused from school, please see our district web page at www.isd2170.k12.mn.us under the district nurse tab.

Immunization Compliance Board Policy – It is the parent/guardian responsibility to provide immunization information to the school district. All students must be properly immunized or submit appropriate documentation

exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons, laboratory confirmation of adequate immunity exists, or due to conscientiously held beliefs of the parent/guardian or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least 6 years after the student leaves the district or reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, please contact the school nurse (MN Statute Section 121A.15). More information about school immunization requirements can be found on our district web page at www.isd2170.k12.mn.us under the district nurse tab.

LOCKED DOOR POLICY

After 8:45 a.m. each school day, all exterior doors except the west entrance doors are locked. Doors must not be propped open nor have locks jammed. Students are not authorized to open secure doors to allow someone to enter unless directed to do so by an adult staff person. Loss of free time is the consequence for the first offense and detention for second and future offenses.

PESTICIDES

The School District periodically must use pesticides in order to maintain proper health and safety conditions. Notification will occur to students and staff when pesticides and certain chemicals are used in and around the school building and grounds. An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

SCHOOL RESOURCE OFFICER

Motley-Staples Middle School has a police officer in the building from time to time. He serves as a resource to school administration, staff, parents and students regarding policy and procedural matters.

SECURITY PROCEDURES

District #2170 Security Procedures policy states that:

1. All principals will institute a policy requiring all visitors, other than attendees to public events, to register their name, driver's license number when deemed necessary by the administrator, and the purpose of their visit when they arrive at the school. A log of visitors will be kept indicating the date, time and name of person who registers them.
2. Visitors properly registered will be given a standard identification badge which will be worn in a visible manner.
3. Staff members who discover a visitor in the building without an identifying badge will ask the visitor to report to the building principal's office and notify the office to expect a visitor.
4. Visitors without a legitimate purpose will be denied access to the school building. Principals or their designees have authority to deny entry in such cases and summon police assistance if necessary.
5. Principals will post prominent signs at each building entryway guiding visitors to the office and explaining the registration process.

VIDEO SURVEILLANCE

Video cameras/monitors in the school and on the school buses are for the safety purposes and assist in protecting the rights of all students to come to a safe school environment. Cameras are recording images 24 hours a day, seven days a week. **The images obtained are for school and law enforcement. They are not for “public or parent viewing”.** DATA PRIVACY LAWS APPLY.

VISITORS Parents/guardians/grandparents are welcome visitors. All visitors must wear a name tag obtained in the main office and should sign-in on the visitor or volunteer clipboard. Because we need to keep disruptions at a minimum, **no visits by other students will be permitted.**

The ISD 2170 Administrative Team reserves the right to determine issues and consequences undefined by the Motley-Staples Middle School Handbook.

