

ISD 728 Middle School Handbook

2020 - 2021

Ivan Sand Community Middle School
Prairie View Middle School
Rogers Middle School
Salk Middle School
VandenBerge Middle School
Zimmerman Middle School

Independent School District 728

Mission Statement

*To educate, inspire and empower our diverse learners,
to shape their futures,
to accomplish their dreams and
to contribute positively to our local and global communities.*

Our goal is to provide a safe, caring, positive environment where students feel a sense of belonging with teachers and staff who care about them. The information in this handbook has been carefully prepared to help students succeed at all middle schools. Our policies are compliant with the ISD 728 Board of Education Policies. We ask students and their parent/guardian to review all the policies and procedures included in this handbook. Please contact an administrator at your child's school if you would like more information concerning any school policy or procedure.

Important Dates:

First Day School - Sept 8, 2020
Tchr Convention - Oct 15-16 - *NO SCHOOL*
Conferences (4-7p) - Oct 22 - *School is in Session*
End 1st Quarter - Nov 12
Teacher Wksp (Bldg) - Nov 13- *NO SCHOOL*
Staff Dev/Wksp (Dist/Bldg) - Nov 20 - *NO SCHOOL*
Conferences(11-7p) - Nov 23 -- *NO SCHOOL*
Teacher Comp Day - Nov 24, 25 - *NO SCHOOL*
Fall Break - Nov 26-27 - *NO SCHOOL*
Winter Break - Dec 24 - Jan 1 - *NO SCHOOL*
MLK Jr. Day Jan 18 - *NO SCHOOL*
End Semester I/Qtr 2 - Jan 28

Workshop Day Jan 29 - *NO SCHOOL*
Presidents' Day Feb 15 - *NO SCHOOL*
Conferences (4-7p) Feb 25 - *School is in Session*
Conferences (4-7p) Mar 2 - *School is in Session*
Spring Break - Mar 29 to Apr 2 - *NO SCHOOL*
End 3rd Quarter - Apr 9
Teacher Wksp (Bldg) - Apr 12 - *NO SCHOOL*
Memorial Day - May 31 - *NO SCHOOL*
Last Student Day/End of 4th Quarter - June 9
Teacher Wksp (Bldg) - June 10

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<p>Chemical Health Policy Chromebook Parent & Student Use Agreement Closed Campus Counseling Discipline Policy/ Actions/ Consequences Displaying Affection Disruptive Behavior and Symbols Dress Guidelines Extra-Curricular Opportunities Fees Fines and/or Books Food Service Food/Beverages in Halls/Classrooms Fund Raising Grading MCA and Local Assessments Opt Out Hall Passes Harassment Health Service -Allergy Aware -Immunization Law /Medication Law - Dietary Supplements Honor Roll Insurance Plans Internet Policy Insubordination Lockers Lunchroom Expectations Media Center Network Responsible Use Guidelines Non-Discrimination Statement Obscene Language Physical Education Dress Pledge of Allegiance Police Posters and Notices Safety Drills Search & Seizure Sexual Discrimination – Title IX Skateboards and Rollerblades Study Hall Theft Trespassing Unique Situations Vandalism Vending Machines Visitors Weapons</p>	<p>Rogers Middle School 20855 141st Ave Rogers, MN 55374 763-241-3550 Fax: 763-241-3518 Website</p> <p>Principal: Nicole Rittenour (Ext. 2701)</p> <p>Assistant Principal: Bruce Jean (Ext. 2702)</p> <p>Counselors: Sarah Whiting (.5 11:30-3:25) (Ext. 2704) Matt Malakowsky (Ext. 2705)</p> <p>Health Clerk: Sandi Donley (Ext. 2708)</p> <p>Attendance Line: 763-241-3550</p>	<p>Salk Middle School 11970 Highland Road Elk River, MN 55330 763-241-3455 Fax: 763-241-3456 Website</p> <p>Principal: Julie Athman (Ext. 2501)</p> <p>Assistant Principal: Paul Warzecha (Ext. 2502)</p> <p>Counselors: Karen Mendel Ext. 2511) Wendi Stern (Ext.2512)</p> <p>Health Clerk: Carla Pearson (Ext. 2504)</p> <p>Attendance Line: 763-241-3455</p>	<p>Prairie View Middle School 12220 80th St NE, Otsego, MN 55330 763-274-6270 Fax: 763-274-6271 Website</p> <p>Principal: Kari Sampson (Ext. 6101)</p> <p>Assistant Principal: Kevin Jost (Ext. 6102) Bruce Jean (6149)</p> <p>Counselor: Anna Burchett (Ext. 6113)</p> <p>Health Clerk: Shannon Buckingham (Ext. 6107)</p> <p>Attendance Line: 763-274-6270</p>
	<p>VandenBerge Middle 948 Proctor Avenue Elk River, MN 55330 763-241-3450 Fax: 763-241-3552 Website</p> <p>Principal: Marcia Welch (Ext 2601)</p> <p>Assistant Principal: Paul Warzecha (Ext. 2602)</p> <p>Counselor: Kaylee Mace (Ext. 2631)</p> <p>Health Clerk: Renee Nelson (Ext. 2605)</p> <p>Attendance Line: 763-241-3450</p>	<p>Zimmerman Middle 25900 4th Street West Zimm, , MN 55398 763-241-3505 Fax: 763-241-3506 Website</p> <p>Principal: Marco Voce (Ext 2801</p> <p>Assistant Principal: Lisa Johnson (Ext. 2811)</p> <p>Counselor: Joanna Sawyer (Ext. 2804)</p> <p>Health Clerk: Mary Oleskow (Ext. 2808)</p> <p>Attendance Line 763-241-3555</p>	<p>Ivan Sand MS 1232 School St Elk River, MN 55330 763-241-3530 Fax: 763-241-3532 Website</p> <p>Principal: Deanna Chiodo (Ext 2301)</p> <p>Social Worker Joe Robinson (Ext.)</p> <p>Health Clerk: Lisa Obermoller (Ext.)</p> <p>Attendance Line 763-241-3400 (EXT 2329)</p>

ATTENDANCE POLICY

At ISD 728 we believe 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. We recognize that class and school attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrator.

General Information

◆ ALL students and parents are responsible for making sure the student attends class and is punctual every day school is in session.

◆ Parents are responsible for contacting the school within 24 hours of the absence by calling the attendance office listed below or by sending a note to the office. When reporting an absence, please include the child’s name with spelling, date of absence, reason for absence, and the name of the person reporting the absence.

School	Prairie View	Rogers	Salk	VandenBerge	Zimmerman
Attendance Line	763-274-6270	763-241-3550	763-241-3455	763-241-3450	763-241-3555

◆ If a student needs to be released early for appointments, family trips, etc., parents/guardians are asked to notify the school via phone, e-mail or note to the office in the morning to obtain an Off Site Building Pass to present to his/her teacher for release. *The parent/guardian MUST meet his/her student in the office to sign them out. Leaving school without the proper authorization will be considered an unexcused absence.*

◆ Examples of excused absences include: illness, medical or dental appointment, court, death in the family, funerals, school sponsored trips, suspension, late bus, state/region participation, severe weather and religious holidays. All other absences are unexcused unless determined otherwise by administration.

◆ Administration will be the final authority in determining if an absence will be excused or not.

◆ A doctor’s note is required for absences that extend beyond three consecutive days or ten total absences due to medical reasons. The doctor’s note must be provided to the attendance office within three days.

◆ Students must have a doctor’s statement to be excused from physical education for an extended period of time. The school nurse or health clerk can excuse a student for short term absences due to health concerns.

◆ If a student is absent, he/she is allowed additional time to make up work for each day missed.

◆ The students and parents/guardians are encouraged to conference with school officials whenever attendance issues arise.

◆ Family vacations that are approved by an administrator are considered excused.

Unexcused Absences

◆ Consequences for not attending class include, but not limited to, detention, student conference, parent conference, loss of privileges, in-school suspension, involvement by county social services and/or the court system for truancy.

◆ Parents will be notified of unexcused absences in a timely manner.

◆ As required by state law, the school will send letters to parents/guardians at regular intervals to notify them of excessive unexcused absences. When a middle school student accumulates seven full or partial days of unexcused absences, it is considered habitual truancy and the school will file truancy with county social services and/or court system for truancy.

Tardies

◆ Middle school students are expected to be punctual to each class with three tardies or less per quarter.

◆ *If a student has four or more tardies in a quarter* they may have consequences which may include, but not limited to, detention, student conference, parent conference, loss of privileges, involvement by county social services and/or the court system for truancy.

ACADEMIC DISHONESTY/PLAGIARISM/FORGERY

Includes but is not limited to, cheating, plagiarism, misrepresentation of student status and tampering with the school's database (Campus). Plagiarism includes, but is not limited to, the use of paraphrase or direct quotation, the published or unpublished work of another person without full and clear acknowledgement; unacknowledged use of materials prepared by another person or agency engaged in selling or otherwise providing papers, products, or other academic materials turned in under the student's own name. Academic dishonesty, plagiarism or forgery may result in disciplinary action.

ASSAULT/FIGHTING

Any student who inflicts bodily harm upon another person is subject to disciplinary action, referral to law enforcement officials, and possible police charges. Engaging in any form of unwanted physical contact is prohibited. Each student will receive consequences determined by his/her degree of involvement in the issue. Students who promote, record, or instigate a fight will be dealt with just as if they were involved in the actual fight.

BULLYING POLICY

ISD 728 strives to provide safe, secure, and respectful learning environments for all students in school buildings, on school grounds, on school buses, and at school-sponsored activities. Bullying is conduct that interferes with a student's ability to learn and a teacher's ability to educate. The Bullying Prohibition Policy protects students against bullying and retaliation by other students.

It's important to understand the DEFINITION of bullying...

"BULLYING" is objectively offensive intimidating, threatening, abusive or harmful conduct directed by a student toward one or more students: when either (1) there is a real or perceived imbalance of power between those involved and the conduct reoccurs or forms a pattern; or, (2) the conduct materially and substantially interferes with the student's educational opportunities, performance, or ability to participate in school functions, activities or programs. Simply put, bullying is behavior that is unfair and one-sided (imbalance of power). It happens when someone keeps (repeated over time) hurting, frightening, threatening or leaving someone out on purpose (intended to harm).

"CYBERBULLYING" is bullying that occurs when an electronic device, including, but not limited to, a computer or cell phone, is used to transfer a sign, signal, writing, image, sound or data and includes a post to a social network, Internet website or forum. Cyberbullying that takes place off school property may be subject to disciplinary action if it substantially and materially disrupts the student learning or school environment.

Bullying behavior is prohibited:

1. on school property, school district-provided transportation, or at designated locations for students to wait for school district-provided transportation.
2. during any school-sponsored or school-sanctioned program, activity, event or trip.
3. using school computers, electronic technology, networks, forums or mailing lists.
4. using electronic technology off the school premises that materially and substantially disrupts a student's learning or school environment.

Retaliation is prohibited by any student. Filing a false accusation of bullying is also prohibited.

It is important to REPORT bullying!

Students: Students who believe that they have been bullied or have witnessed bullying are strongly encouraged to bring their concerns to the assistant principal/counselor but may bring their concerns to any school employee.

Anonymous reports may be made via the school's Bully Box or on-line via the [school's website](#). However, no disciplinary action will be determined only on the basis of an anonymous report.

BUSES

All students who ride district buses are expected to follow all [bus rules](#). All school rules apply while riding the buses. If a student violates bus rules, drivers will forward a referral to the school. The following guidelines will be used for bus referrals:

- 1) *1st report* – verbal and or written warning.
- 2) *2nd report* – detention and/or 1 to 3 day suspension of bus privileges.
- 3) *3rd report* – 1 to 5 or more day suspension of bus privileges.
- 4) *4th report* – 5 to 10 day suspension from bus riding privileges
- 5) *5th report* - suspension of bus privileges for the remainder of the year

Students cannot ride other students' buses unless there is a family emergency. Parents are responsible for making these arrangements before school with Vision Bus Co. at (763) 441-4420. Principals(or School Staff) are not allowed to permit students to ride buses other than their assigned buses.

CELL PHONES/ELECTRONIC DEVICES/NUISANCE ITEMS

Any item that disrupts the learning environment will not be tolerated and may be confiscated. Some examples include, but are not limited to: apparel, electronic devices, cell phones, and laser pens. All headset listening items, backpacks, purses, hats, head apparel, and jackets must remain inside lockers during the school day. If students choose to bring such items to school and they are lost or stolen, the administration may choose not to investigate. Cell phones and other personal electronic devices are not to be used during the school day unless given permission by an adult. Consequences for having a cell phone or nuisance item prior to school or during the school day:

1st offense - Student may collect the item at the end of the day from the school administrator/office

2nd offense – Parent will need to collect item from school.

3rd offense - Parent will need to collect the item from school and student will be assigned detention.

4th offense and beyond - Parent will need to collect the item from school and student will be assigned in-school or out-school suspension (insubordination).

Inappropriate and Illegal Use of Electronic Devices and Online Postings: Students are warned that taking, posting, sending and receiving sexually explicit photos that are retrievable within a school facility or grounds, may result in suspension or expulsion by the school. Additionally, law enforcement officials will be notified, leading to possible arrest on serious criminal charges.

Closed Campus: All schools at ISD 728 have a closed campus. Students are not permitted to leave without proper authorization.

DISCIPLINE POLICY / ACTIONS / CONSEQUENCES / DETENTION

Every student and staff member at the Middle School is entitled to learn and work in a positive school environment. Therefore, Our Schools have established policies and regulations that guide and regulate the conduct of all students. Such guidelines are established in a fair and equitable manner. They will hopefully contribute to the quality of every student's educational experience.

Disciplinary action may be taken against students whose behavior is disruptive or interferes with the rights of others. Administrators will address situations not covered in the policies on a case-by-case basis. Unique or special situations may call for an adjustment in the discipline policies in order to meet the needs of the student, school, or the district. The following list includes, but is not limited to, things which are considered inappropriate and/or unacceptable in the school community.

DISCIPLINE CONSEQUENCES

When a student's behavioral concerns cannot be resolved in the planning room, the following steps occur. Disciplinary action taken by the Principal or designee will follow with written documentation and/or possibly a phone call to the parent/guardian. There will be appropriate consequences assigned to the student. Disciplinary actions will depend on the severity of the infraction and the case history of the student. Disciplinary action may include, but is not limited to, the following:

- Teacher/student conference
- Student/principal conference
- Parent conference
- Contact with police liaison officer
- Loss of non-academic school privileges
- Removal from school-sponsored activities
- Detention after school or during lunch
- Loss of bus-riding privileges

- In-school suspension (ISS) / Planning Room(PR)
- A student will be removed from regular classes and placed in a designated space or room. Assignments missed will be sent to the student during his/her stay in ISS.
- Out-of-school suspension (OSS)
- Exclusion from class
- Expulsion

Chemical Health Policy

To foster a healthy, safe learning environment and to promote a student's health and motivation, ISD 728 prohibits the use of tobacco including electronic cigarettes (e-cigs), alcohol and other drugs at all school district facilities. This includes school buildings; school grounds, including parking lots; district owned and leased vehicles and designated bus stop areas. This also includes any school sponsored event or activity, regardless of the location. This policy does not apply to chemical use in other settings (for example, at weekend house parties). School officials are generally notified by area police of off-campus violations. Students who engage in off-campus use may lose extra-curricular eligibility status for a period of time following the reporting of the violation.

Medical marijuana is not allowed in any of our schools or on school grounds

- If a parent needs to administer it to their child during the school day, they must do it off of school grounds
- If a student appears "high" and states they take Medical Marijuana, we must request a Dr's note for verification

CBD oil/products, including CBD gummies, are also not allowed on school property. CBD oil comes from Hemp which is from the genus Cannabis plant. Minnesota Statute 152.22 does not allow for any "medical Cannabis", including oils, to be on school grounds.

Students found **using and/or possessing tobacco including electronic cigarettes (e-cigs)** are in violation of District policy and will be subject to the following:

1st Violation:

- One day suspension and/or educational diversion program
- Letter to parent/guardian
- Tobacco including electronic cigarettes (e-cigs) and/or paraphernalia will be confiscated
- Police will be notified

2nd Violation:

- Three day suspension and/or educational diversion program
- Parent Conference
- Tobacco including electronic cigarettes (e-cigs) and/or paraphernalia will be confiscated
- Police will be notified
- Student will be referred to the school's Student Assistance Team (SAT)

3rd and Subsequent Violations

- Five day suspension
- Parent Conference
- Tobacco including electronic cigarettes (e-cigs) and/or paraphernalia will be confiscated
- Police will be notified
- Student will be referred to the school's Student Assistance Team (SAT)

Students found **using and/or possessing mood-altering substances** are in violation of District Policy and will be subject to the following:

1st Violation

- A. Notification of violation to:
 - Parents and/or Guardians
 - Building Principal
 - Police Liaison Officer
- B. Referral to building Student Assistance Team
- C. Removal from school for a minimum of 3 days
- D. Student will complete a Diversion/Education Program as determined by the building principal or school designee
- E. Student will undergo a chemical health assessment in a setting outside of the school, paid for by the parent of guardian

2nd Violation

- A.. Notification of violation to:

- Parents and/or Guardians
- Building Principal
- Police Liaison Officer

B. Referral to building Student Assistance Team

C. Parents/Guardians and student attend conference with building administrator

D. Removal from school for a minimum of 5 days

E. Student will complete a Diversion/Education Program as determined by the building principal or school designee

F. Student will undergo a chemical health assessment in a setting outside of the school, paid for by the parent or guardian

G. The building principal may forward a recommendation for expulsion.

*3rd Violation or **POSSESSION with intent to SELL***

A. Notification of violation to:

- Parents and/or Guardians
- Building Principal
- Police Liaison Officer

B. Referral to building Student Assistance Team

C. Parents/Guardians and student attend conference with building administrator

D. The building principal may forward a recommendation for expulsion.

*** In the event the student fails to complete the consequences in accordance with the violation, further disciplinary action may be taken. ***

For information on chemical health resources available to students and families, please contact the Prevention Specialist at (763) 241-3400, ext. 5003.

Displaying Affection

School is not the place to openly display affection. If such behavior continues after warnings, disciplinary action may be taken.

Disruptive Behavior and Symbols

Any behavior that disrupts or threatens to disrupt the education process in the classroom or any other area of the building is prohibited. Historically offensive symbols such as swastikas, confederate flags, etc. are not allowed on school property.

Dress Guidelines

It is the intention of ISD staff and students to focus on learning and the educational process. Any apparel that is sexually suggestive, promotes alcohol or drug use, or is vulgar is not acceptable. Clothing worn by students shall be neat, clean, and in good repair for the personal health and safety of the students. Any clothing that disrupts or threatens to disrupt the education process, or is threatening to health, is a violation of school policy:

- Students may not wear jackets or coats in the classrooms. When the weather is cool, students are encouraged to wear sweaters or appropriate sweatshirts.
- Students must take off hats, caps, durags/dorags, bandanas, and hoods upon entering the building, except in extenuating circumstances with approval from administration.
- Midriff may not be exposed
- Clothing that shows nudity or sexually explicit language or promotes the use of marijuana, alcohol, chemical, or tobacco including electronic cigarettes (e-cigs) products will not be allowed.
- Students are required to wear shoes.
- Gang-affiliated signs, symbols, jewelry, and clothing that represents or acknowledges gangs or gang activities are prohibited.
- Low cut tops that expose the chest are not acceptable at school
- Excessively short skirts and/or shorts that expose the buttocks are not acceptable at school.
- Jewelry, shall not be worn if it presents safety hazards to self and/or others (i.e., chains on billfolds), or if it has a disruptive impact on the discipline or education functions of the school.
- Spiked necklaces or bracelets shall not be worn.

Note: Students will be asked to remove such apparel, turn it inside out, or change clothes before continuing the school day. Repeated infractions or failures to comply with staff members on this matter will result in disciplinary action. Clothing that is fashionable may not be acceptable in a school setting.

Physical Education Dress

Gym clothes are a change of clothes, different from school clothes. Gym clothes should provide ease of movement. Gym clothes will follow all dress code policies. All students must have athletic shoes. Failure to change into gym clothes can affect a student's performance and grade. Students who habitually fail to change clothes for PE class will be assigned disciplinary consequences.

Hall Passes

Students who are in the halls while class is in session require a pass. Students who abuse hall passes may be placed on pass restriction and/or assigned a consequence. Students in the hallway without a pass will be directed to the office.

Harassment

Everyone at school has a right to feel respected and safe. Consequently, we want you to know that the School District has a policy that aims to prevent racial, religious, disability, sexual orientation, or sexual harassment or violence. Also, refer to the Non-Discrimination Statement below.

You should know that a harasser can be a student or an adult. When related to race, religion, sexual orientation, disability or gender, harassment may include:

- Name calling, jokes, or rumors
- Pulling on clothing
- Graffiti
- Notes or cartoons
- Unwelcome touching of a person or person's clothing
- Offensive or graphic posters, clothing, book covers, etc.
- Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings, or make you feel bad.

If the words or actions of someone make you feel uncomfortable or fearful, you should tell your advisor, a counselor, teacher, administrator, or your parent/guardian. Your right to privacy will be respected as much as possible. We take all reports seriously and will take all appropriate actions based on your report. We will also take action if anyone tries to intimidate you or takes action to harm you because of your report. For more information contact the Director of Human Resources & Rights, at (763) 241-3408.

Insubordination

Deliberate or intentional refusal to follow an appropriate direction given by any staff member is a policy violation. Disciplinary action may be taken.

Obscene Language

The use of obscene language or gestures is prohibited. Under all circumstances, obscene language or gestures directed toward another student or staff member is subject to disciplinary action.

Search & Seizure

By law, the administration, or its designee has the right to search any student, his/her personal belongings (including but not limited to backpacks, purses, wallets, etc.) if there is reasonable suspicion that an **a student has engaged in suspicious behavior or that an** illegal item or substance is contained therein.

Sexual Discrimination

Title IX - Any student who believes he/she is a victim or any parent/guardian who believes their child is a victim of sexual discrimination, in violation of Title IX, may file a grievance. To receive a complete copy of the Title IX Compliance and Title IX Grievance Procedure or to file a grievance, contact the Title IX Compliance Officer at (763) 241-3400, ext. 1231.

Non-Discrimination Statement (Title IX)

ISD 728 does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression or disability in its education programs or activities, and it is required not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment.

The following individual has been designated to handle inquiries regarding the non-discrimination policies:

Executive Director of Human Resources.

Address: District Office
11500 193rd Ave. NW
Elk River, MN 55330

Email: TitleIX@isd728.org
Phone Number: (763) 241-3418

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

For purposes of this policy, the following individuals will also serve:

- Assistant Director of Human Resources or Outside Legal Counsel. - Investigator.
- Assistant Superintendent of Educational Services (Elementary) – Decision Maker when situations relate to early childhood or elementary students (Early Childhood through Grade 5).
- Assistant Superintendent of Educational Services (Secondary) – Decision Maker when situations relate to secondary students (Grade 6 - 12).
- Superintendent – Decision Maker for Appeals.
- Principals -Individuals who facilitate an informal resolution process.

Theft

The unauthorized taking, using, transferring, hiding or possessing of the property of another person without the consent of the owner, or the receiving of such property, is prohibited. Charges could be filed with the local law enforcement agency and may include cost to replace the item or repair any damage.

Trespassing

Presence at any school location without permission of school personnel is prohibited. Students on suspension are prohibited from being on school property without the school administrators permission. Middle School students are not allowed to attend high school events during school hours unless direct participation is required.

Unique Situations

Discipline situations that arise which are not covered in the guidelines listed will be handled on a case by case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations may call for an adjustment in the discipline policies in order to meet the needs of the school or the district.

Vandalism

Any destruction of school property or vandalism will be subject to disciplinary action and restitution where necessary. This includes, but is not limited to, such acts as writing on desks, lockers or walls, bathroom stalls, intentionally creating unnecessary litter, or damaging equipment or property belonging to district, staff, or other students.

Weapons

Bringing to school or possessing any weapon in school will result in a recommendation of expulsion from school and charges will be filed with the police. A weapon is considered to be any object that can be used to inflict harm on an individual. Weapons include, but are not limited to, guns, knives, fireworks/explosives and brass knuckles. Replicas or “look alike” guns or knives are also considered to be violations of this policy. For example, a replica toy gun would be a violation. Students should not bring any pocket knives, or tools that contain a knife, to school for any reason. If you inadvertently bring something to school that might be considered a violation of this policy and promptly turn it into the principal or assistant principal, you will not be considered in violation of our policy.

EXTRA-CURRICULAR OPPORTUNITIES

Students may choose to participate in the following: National Junior Honor Society (if eligible), Student Council (if eligible),

Yearbook, Orientation Aides, and WEB (Where Everybody Belongs) Leaders.

Students involved in athletics or activities sponsored by their assigned High School (grades 7-8) are subject to the Minnesota State High School League policies and all guidelines set forth in the High School Student Handbook under Student Activity Guidelines. Students will be dismissed at the normal time to attend High School practices. If an early dismissal is ever warranted for a sporting event a pass will be required.

A student must be in school by 11:00 am on the day of the after school activity to participate (excused absences only). Any student that has been suspended in or out of school is not eligible to participate on the day(s) of the suspension.

GRADING POLICY

The grading system is as follows:

94-100 = A	90-93 = A-	87-89 = B+		
83-86 = B	80-82 = B-	77-79 = C+		
73-76 = C	70-72 = C-	68-69 = D+		
66-67 = D	65 = D-	64.99 and below = F (Fail)	P = Pass	I = Incomplete

A student may have one "P" grade on his/her report card and be eligible for the honor roll. However, a student is not eligible for the honor roll if an "I" is not made up in the allotted time.

Policy for Incompletes

Students have ten (10) school days after the last day of the quarter to make up work for any class in which they received an Incomplete (I) grade. If a student has an "I" and does not complete it within the ten (10) days, the student will receive the grade earned based on the percentage. Students who are unable to make up the required work with the ten (10) school days may petition for a deadline extension. Petitions must be made in writing and submitted to the counseling secretary before the end of the ten (10) days.

Honor Roll

An Honor Roll will be determined each quarter according to the following policies:

- "A" honor roll requires a quarter GPA of 3.51 and above.
- "B" honor roll requires a quarter GPA of 3.00-3.50.
- Students must be enrolled as a full-time student.
- To be considered for the honor roll, students may not have an F or an Incomplete (I) on their report card. They may also only have one P per semester.

Elective Class

If a student wishes to drop band/choir, the schedule change request form must be completed. The form is available in the Counseling Office and requires the signatures of the music teacher, the parent/guardian and the school counselor or administrator. Due to scheduling constraints, drop requests will only occur at the end of the first quarter.

AVID Elective Class – If a student wishes to drop AVID, the schedule change request form must be completed. The form is available in the Counseling Office and requires the signatures of the AVID teacher, the parent/guardian and the school counselor or administrator. In addition, an exit interview with the AVID teacher is required. It is expected that students commit to AVID for the first quarter.

This would be very similar to what band/choir do with their students.

Homework

Students are expected to complete assigned homework. Teachers will assign such homework when needed to supplement classroom work. Homework may be part of the formative grade.

Parent Portal/Schoology

Teachers use [Parent Portal](#) or [Schoology](#) for grades, assignments, and attendance.. Parents should contact the teacher if they have any question about how their student is doing in a class. Parent portal is available for parents to stay updated on their student's grades and attendance. Schoology is where teachers link classroom resources, as well as, conduct electronic

assessments. Schoology is the primary tool used to communicate class information, resources and announcements to students..

Retention

Based on individual needs, schools will place students in identified interventions. Students that may need alternative learning environments may be referred to our district's Area Learning Center.

MCA and Local Assessments - Opt Out

More information regarding the statewide assessments and the option to opt out is available at:

<https://www.isd728.org/site/handlers/filedownload.ashx?moduleinstanceid=14667&dataid=16907&FileName=Parent%20Guardian%20Guide%20and%20Refusal%20for%20Student%20Participation%20in%20Statewide%20Testing%205.9.18.pdf>

HEALTH SERVICES

The model of Health Services in ISD 728 uses a combination of Licensed School Nurses and Health Services Assistants.

If you become ill or injured, you need to report to the Health Services Office. Observe the following rules:

- You need a pass from your teacher to come to the Health Services Office. If it is between classes, report to your next class and get a pass to come unless it is an emergency.
- Health Services personnel will log you in when you arrive and log you out when you go back to class.
- Health Services personnel will determine if you need to go home. *If you do not go through the Health Services Office, and you go home on your own, it will be counted as unexcused* and detention may be assigned.

IMPORTANT: Update your online registration to ensure we have current emergency contacts

Medication Law

The Minnesota Medication Law emphasizes that Health Services personnel will give medication at school only in exceptional circumstances when your health may be jeopardized without it. If you need to take medications as school, the law states we can give medication only under the following conditions:

- We need written authorization from the parent/guardian.
- We need a written order from a doctor/licensed prescriber.
- Medication must be kept in the Health Services Office in a currently labeled pharmacy bottle/original packaging. You need to ask your pharmacist to prescribe duplicate bottles of the prescription. One bottle should be kept at home and the other at school.
- Authorization forms for giving medication in school are available in the Health Services Office. If you have any questions, ask or call Health Services personnel.
- Inquire through the Health Services Office about current laws regarding self-carry medications and school requirements.

SPECIAL NOTE: You are in violation of this state law if you take medication outside the Health Services Office that has not been processed through that office. This includes all non-prescription medications including aspirin, acetaminophen and ibuprofen.

We care about your safety: Narcotic pain medications will not be given at school, i.e. Vicodin, Tylenol with Codeine, Darvocet, Percocet, etc. *If you need narcotic pain medications, you are not ready to return to school.*

Allergy Aware

ISD #728 is an allergy aware district. We recognize the growing number of students with potentially life-threatening allergies and have a collaborative partnership between the school and family to keep students safe. Visit our district website for more information.

Dietary Supplements

Health Services shall not administer any dietary supplements, herbal products or any products not regulated by the Food and Drug Administration.

Immunization Law

Refer to the School District website for information regarding immunization laws. Immunization forms are available in each school Health Services Office or can be downloaded on the website. Your current school immunization record can be found on your parent portal account.

LUNCHROOM EXPECTATIONS

Students may bring their own lunch or purchase a lunch at school. The school offers a variety of choices. The lunch menu is provided for you on the School Web Page. Paying for school lunch by check will no longer be allowed. A student can pay with cash any morning before school or using PayPams to pay online. View the website at <https://www.isd728.org/paypams> for more information.

Students are not allowed to charge meals. Appropriate behavior is expected in the lunchroom and includes:

1. No cutting in line.
2. No throwing food or other items.
3. Return food trays and stack trays neatly. Discard your trash.
4. No running, pushing, or other dangerous play.
5. Wait to be excused to class by grade level.
6. Remain in the lunchroom area unless you have a pass.
7. Demonstrate respectful behavior in the gym or outside and follow supervisor's directions.
8. Use the assigned restroom

Students are responsible for themselves and their areas. Misbehavior in the lunchroom may result in cleanup detail, an assigned seat in the lunchroom, or other disciplinary action. Most problems that occur in the lunchroom are handled within the confines of the lunchroom.

MEDIA CENTER

1. Students may have 2-4 books checked out at a time (depending on the middle school), and permission may be granted for additional materials if needed for research projects. All books are due back in 2-3 weeks (depending on your middle school), and may be renewed if needed. Detention may be assigned to students with long overdue materials until they are paid for or returned.
2. Reference materials and select textbooks may be checked out overnight and are due back before first period the following morning.
3. Replacement cost will be charged for lost or severely damaged library books.
4. All students MUST have a pass to come to the Media Center during school hours unless accompanied by their teacher. Students without a pass or behaving inappropriately will be sent back to class.
5. Students must ask permission before using computers when not accompanied by a teacher. Computer use must be educational. Students also must have permission to print.
6. The media center is open to students before and after school. Students should make advance arrangements for after school use of the media center to be sure of availability.
7. Students have access to the Destiny circulation software from the Media Center web page. Students can search for materials, and see if they are available. E-books can be accessed on the webpage using MackinVia
8. Online databases are accessible from the Media Center web page using MackinVia. Usage of databases is highly encouraged for finding reliable information for research projects.

COMPUTER LABS

Students must be supervised by a staff member to use the computer lab equipment. Students must adhere to the "Internet Use Policy" while using any school computer at any time.

COUNSELING SERVICES

Services offered are social and emotional, academic, and career counseling. In addition, the counselor can assist in referrals to other agencies. Students wishing to see the counselor are encouraged to stop by and sign up for an appointment in the counseling office.

FEES

Click [here](#) for a list of Middle School Fees.

Fines and/or Books

Students are responsible for all books issued to them. Fines for repair and/or replacement will be charged for any books which are lost or damaged. End-of-year privileges such as field trips, yearbook signing, etc. may be lost until fines are paid or books are returned. Detention may also be assigned. Fee payments can be made online via the Campus Parent Portal. Any fee payments that have not been made may be sent to our collection agency, ACS.

FOOD SERVICE at ISD 728

Nutritionally balanced breakfast and lunch, along with a variety of à la carte items, are available through the ISD 728 Food Service program. In partnership with SFE, we are excited to offer a wide variety of healthy choices for all students and staff. All menus meet or exceed USDA standards and each meal that is served consists of whole grains, lean protein, fruit and milk. Items available for purchase through à la carte meet the requirements of the Smart Snacks in Schools standards as defined in our District Wellness Policy.

School menus for breakfast and lunch can be found on the District website at <https://isd728.nutrislice.com/> or through the Nutrislice App available in the Apple App Store or on Google Play. Our electronic menus include complete nutrition and allergen information.

Meal Accounts and Payments

ISD 728 utilizes a prepaid, electronic food service system. All students are assigned a unique PIN (Personal Identification Number) to be used to purchase food from the food service program. Currently enrolled students have received a PIN. New students will be assigned a PIN after they register and enroll. PIN numbers will follow students throughout their years in ISD 728.

À la carte items are available for purchase with a positive lunch account balance. You can choose to limit your child or children on any à la carte or extra purchases by completing and submitting the [“No à La Carte Request form”](#) available on the District website.

The ISD 728 food service department maintains an “Angel Account” funded through donations to cover shortfalls in student meal accounts. Gifts as small as \$25 can help pay off an account for a student and mean a great deal to a family going through financial difficulties. Donations are accepted electronically through the [District Website](#).

Campus Food Service / Online Payments

Parents can view their food account activity and pay for meals in one location in [Campus Parent Portal](#). Click on “Food Service” to view your account(s).

Payments to a student/family food service account can be made online, 24 hours a day, directly through Campus Parent Portal. If a child’s food service balance is low, you can add money using a credit or debit card.

Online payments are immediately posted to the student’s food service account. All credit card statements will show the payment has been made to ISD 728. Families are NOT charged a fee for this service.

In person cash payments (no checks) are accepted before the school day and at meal service.

Free and Reduced Meal Applications

All families are encouraged to apply for Free or Reduced Meal benefits. It is highly encouraged to fill out the application through [Campus Parent Portal](#), however, a printed application is available at any school office. You can apply anytime during the year, and your application helps your household and our schools qualify for additional education funds and discounts.

IMPORTANT: You need to apply EVERY YEAR for free and reduced meal benefits. It does not carry over from year to year. Specific questions about the school lunch program may be directed to the Manager of Food Services at (763) 241-3409.

DISTRICT WELLNESS POLICY

The ISD 728 Wellness Policy sets forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

To meet the goals of the district's wellness policy, parents and guardians are asked to consider healthy options when they want to bring food to a classroom. For a list of healthy snack suggestions or more information about the district's wellness policy, please visit the district website at <https://www.isd728.org/Page/4639>.

Food brought to school for treats to share with classmates must be commercially prepared and in a sealed, unopened package; an ingredient list must be available if needed. Please be aware that we have students in our district with food allergies, such as peanut allergies. Homemade food cannot be handed out to children. Food provided should be consistent with our District's Wellness Policy.

Various snack and beverage machines will be available to students throughout the building. Vending Machines will be turned off during the school day when the school cafeteria is open. Food Service at ISD 728 provides nutritionally balanced breakfast and lunch, along with a variety of à la carte items, are available through the ISD 728 Food Service program. In partnership with SFE, we are excited to offer a wide variety of healthy choices for all students and staff. All menus meet or exceed USDA standards and each meal that is served consists of whole grains, lean protein, fruit and milk. Items available for purchase through à la carte meet the requirements of the Smart Snacks in Schools standards as defined in our District Wellness Policy.

School menus for breakfast and lunch can be found on the District website at <https://isd728.nutrislice.com/> or through the Nutrislice App available in the Apple App Store or on Google Play. Our electronic menus include complete nutrition and allergen information.

FOOD/BEVERAGES IN HALLWAYS/CLASSROOMS

Food and beverages are not allowed in the classroom or hallways during school hours. All food and beverages must remain in the cafeteria and containers disposed of properly. No unsealed containers of food, pop, flavored water, or other beverages are allowed in lockers. These items may be confiscated if seen in the lockers. Clear bottles containing water only may be stored in the lockers.

FUNDRAISING

Sale or solicitation of any item within the school day is prohibited unless authorized by the office.

INTERNET POLICY

District 728 has a written policy regarding student use of the internet in school. The internet may be used in school for education and research only. All students will be given permission to have internet access, unless a parent requests in writing to deny such. Access is a privilege, not a right. Inappropriate use of the Internet will result in disciplinary measures according to the district guidelines and may include loss of internet privileges.

Network Responsible Use Guidelines

The following is the agreement students will be asked to sign in order to use the district network.

1. I understand that proper use of the district's electronic resources, network, approved personal devices and Internet access is my responsibility as an individual user. The use of these resources is a privilege, not a right. I acknowledge that inappropriate behavior may lead to disciplinary action such as loss of internet/network privileges, payments for damages, suspension or discipline under other school or district policies.

2. I understand that the primary use of the school district's computer systems and Internet connection both on and off campus will be limited to work related or educational purposes. While using approved personal devices and systems within district schools, I will limit my usage to educational purposes. This includes the use of personal networks, such as mobile Internet or hotspots while in the educational setting.

3. I understand that the use of personal devices in the classroom is at the discretion of the classroom teacher. I will not use my personal device in the classroom setting unless directed by my teacher and for the specific use of educational purposes.

4. I understand I should not share private, confidential or non-public information about myself or other persons. I agree not to reveal my password to any other person. I will not use others' passwords or knowingly post, transmit or distribute false or defamatory information about a person or organization. This includes the use of social networking systems for educational or work purposes.

5. I understand I cannot access, create, upload, download or distribute violent, pornographic, obscene or sexually explicit material for any purpose. This also includes language or images that advocate violence, or discrimination towards other people, including prejudicial or discriminatory attacks that may constitute harassment, bullying or intimidation.

6. I understand that all of my documents, files, or e-mails are property of the school district. When using the district's network/internet resources I can delete only those files that I have personally created or added. These electronic mediums may be searched and read for inappropriate materials just as school lockers can be searched.

7. I understand I must follow copyright laws or usage licensing agreements. I cannot download or install any software onto the district's computer systems.

8. I understand ISD 728 is not responsible for any damages users suffer as a result of their use of the District's electronic resources or work performed on district approved personal devices. These damages may include, but are not limited to loss, damage or unavailability of data stored on hard drives, web-based services or interruptions in network connectivity. Additionally, ISD 728 does not assume responsibility for the accuracy, nature, or quality of information gathered from the Internet or district electronic resources.

Parent and Student Home Use Agreement for the Chromebook

Care and Maintenance

Students are responsible for the general care of their Chromebook. The Chromebooks are designed for school use and should be treated with care. Here are a few recommended precautions:

- Treat your Chromebook as you would any valuable electronic device.
- When not being used, store the Chromebooks in a secure place, out of sight.
- Don't touch the screen, and be gentle with the keyboard, trackpad, and ports.
- Don't add stickers or markings to the Chromebook.
- Don't eat or drink near the Chromebook.
- Avoid extreme heat or cold.
- Do not lend your Chromebook to anyone.
- Report any damage to your teacher or school media center immediately.

Responsible Use

Digital citizenship is an essential 21st century skill. During the school year, your teachers and library media specialist will be reviewing appropriate online behavior and acceptable use of resources. It's important to maintain a family dialogue about educational, recreational and social use of the Chromebook and other devices your student accesses. Chromebooks are connected to a network that is filtered for inappropriate material, but user responsibility is still the best way to avoid pitfalls in the online world. Remember Chromebook use is monitored.

Here are a few tips:

- Use Internet devices in a central location at home, rather than behind closed doors.
- Help your student to focus on completing tasks and assignments before any recreational activities.
- Help your student solve technical glitches by recording exactly what went wrong and when.
- Ensure that your child understands that he or she should not give personal information to any person or any website without checking with an adult first.
- Talk with your student about cyber bullying--encouraging him/her to be kind and to communicate clearly online.
- Advise your student that anything they post, text, or upload may be forwarded, copied, and published to anyone--including future education admissions offices and employers.
- Only registered users in ISD 728 will be able to login to the Chromebook, and all usage can be monitored.

ISD 728 agrees to:

- Provide a Chromebook for each student, including a loaner device if a Chromebook needs repairs.
- Provide filtered Internet access on the Chromebook.
- Provide Google Apps for Education and other educational applications that support learning in the classroom and at home.

The student agrees to:

- Take good care of the Chromebook in all locations.

- Bring the Chromebook to school every day, fully charged.
- Be a responsible digital citizen.
- Use the Chromebook for educational purposes. Only pursue personal interests that align with school policies.
- Report any damage or loss, whatever the cause, to your teacher as soon as possible.
- Take responsibility for any damage or loss caused by neglect or abuse.
- Follow the Student Acceptable Use Guidelines outlined in the Student Handbook.

Parents/Guardians agree to:

- Ensure your student understands appropriate care of Chromebook in all locations.
- Review responsible digital citizenship with your student.
- Support student learning and the exploration of personal interests that align with school policies.
- Ensure that any damage or loss is reported to school immediately. Report vandalism or theft to the appropriate police department.
- Pay the Personal Device Insurance fee or assume full financial responsibility for theft or damage.

Parents and students will be responsible for signing a document that outlines Chromebook use and responsibility before they will receive the device. Chromebook and accessories must be returned to ISD 728 at the end of each school year. Students who withdraw enrollment for any reason must return the Chromebook on or before the date of withdrawal.

Chrome Depot: Chromebooks are available for checkout on a first come, first served basis. Wifi Portable Hotspots are available based on need and approval. Availability for both may be limited. Students may rent Chromebooks before/after school or at their teacher's discretion.

The use of the district's electronic technologies is for educational purposes. Students (and employees) are expected to use electronic technologies to further the district's educational mission, goals and strategic direction. Students (and employees) are expected to use the district's electronic technologies to support classroom activities, educational research or professional enrichment. Use of the district's electronic technologies is a privilege, not a right. Use of the technologies in violation of any district policy and specifically the school discipline policy is expressly prohibited and may result in the loss of the privilege.

The district's network, an educational technology, is a limited forum; and the district may restrict speech for educational reasons.

Participation in "distance learning" is subject to all district policies and rules, as stated above.

LOCKERS

Lockers are provided for the safekeeping of your books and materials. The locker combination is given to you only. *Do not share it with your friends or others.* Please see that your locker door is closed and locked when you leave. IF A LOCKER IS ABUSED, IN ANY WAY, A FINE FOR REPAIR WILL BE ASSESSED. YOU ARE NOT TO SHARE ACADEMIC LOCKERS. Students are not to change lockers without office permission. The lockers are the property of the school and are provided for the students to use. The locker and its contents are subject to inspection by school authorities at any time. Inside locker decorations must follow school policies of appropriateness. No decoration/paper on the outside of lockers is allowed without prior approval from the administration. The school will not be responsible for any lost or stolen articles.

PARENT MESSAGES

Office staff can have students call home to receive a non-emergency message. Please discuss any change in your child's daily routine before they arrive at school. Also discuss with your child their responsibility in bringing the appropriate books and supplies to school each day (including lunch money) and allow them to experience the consequences if they do not. When students have called parents to bring forgotten items to school, students are responsible for picking up those items in the office between classes.

PLEDGE OF ALLEGIANCE

In accordance with MN state law, the Pledge of Allegiance may be recited school-wide, once weekly.

POSTERS & NOTICES

Only approved notices and posters may be displayed on bulletin boards, lockers or walls. A principal must pre-approve all posters.

SAFETY DRILLS

In compliance with state law, Fire/Tornado/Lockdown drills are held during the year to insure safe and orderly response. Complete student cooperation is expected during these drills. Students that act in an uncooperative manner will face disciplinary consequences, which may include suspension.

SKATEBOARDS & ROLLERBLADES

District policy prohibits the use of skateboards or rollerblades on school district property. Violations can result in confiscation of the equipment or other disciplinary action.

STUDY HALL

Study halls are for completing school work. Students should come to study hall with work to do or a book to read. Students are expected to be working or reading during this time. Students may be allowed to go to the Media Center or to other classrooms to work with teachers by permission of the supervisor.

VENDING MACHINES

Various snack and beverage machines will be available to students throughout the building. Vending Machines will be shut off during the school day when the school cafeteria is open.. Also, the machines may be shut down periodically if they are abused. The office will only make change during passing times.

VISITORS

During the school day, all [visitors](#) must enter through the main entrance. Please use the video intercom system to request access to the building. Instructions will be clearly posted at the front doors. All visitors must sign-in at the main office including name, purpose of visit, time of arrival and location of where the visit will occur. If permission is given to enter, you will be issued a badge, which must be worn visibly at all times while in the building. Remember to sign out and return the badge when leaving the building. Classrooms may NOT be accessed unless administrative approval is granted (during school hours).

POLICE LIAISON

Our middle school shares a police liaison officer with other schools in the district in collaboration with local law enforcement agencies. This police officer will be in our school building on a routine basis. This person is available to help students and staff as needed.

Canine Searches

In an effort to help foster a safe and drug free school environment, Independent School District No. 728 may ask law enforcement to use a canine trained in detecting drugs or explosives to sniff the air surrounding lockers, school facilities, vehicles parked on school property, and items of personal property that are not on a student's person but are on school property. Students generally have no expectation of privacy in the air or odors surrounding spaces such as school lockers, school facilities, vehicles parked on school property, or items that are not on their person but are on school property. The District will not use a canine, or request that a canine be used, to sniff a student's person or in any other manner that violates the law. If a trained canine indicates that a locker, vehicle, or item of personal property contains a prohibited item the District will have reasonable grounds to search the locker, vehicle, or item, or to request that law enforcement conduct a search. In its discretion, the District may ask a student to cooperate with the search. If a student refuses a District employees request or directive to cooperate with a lawful search, the District may impose discipline for insubordination in accordance with the Pupil Fair Dismissal Act. The severity of the discipline will be at the discretion of the District and will depend on the circumstances of the case. If a search is conducted and a prohibited item is found, school rules and applicable laws will be applied. In some cases, law enforcement may secure, impound, or seize a vehicle or other personal property that is found to contain an illegal item. All contraband will be seized. This handbook, including the provisions relating to the use of canines, must be interpreted and applied in a manner that is consistent with applicable federal and state laws.

INSURANCE PLANS

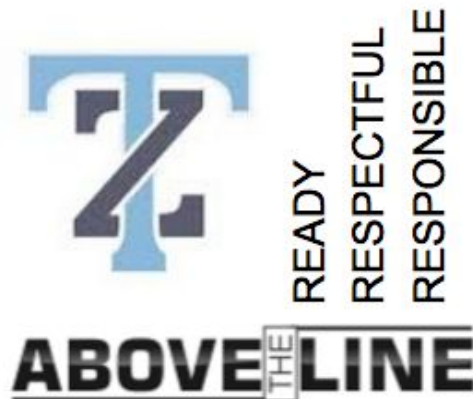
The school is not insured to cover accidents to students; however, insurance can be purchased by parents. Two plans, dental

and accident, are offered to students during the school year. The information will be available in the main office at the beginning of the school year.

HANDBOOK PART 2

ZIMMERMAN MIDDLE SCHOOL

2020-2021



THESE ITEMS ARE EXCLUSIVE TO ZMS

All other items are in the District MS Handbook (Part 1)

[Bell Schedules](#)

[Code of Conduct](#)

[Dances](#)

[Detention](#)

[Discipline Action](#)

[Emergency Information](#)

[Homework Requests](#)

[Hours of Operation](#)

[Thunder Way](#)

Advisory on Monday/Tuesday/Wednesday; Thunder Time on Wednesday/Thursday

WARNING BELL	7:25
1 st HOUR	7:30-8:21
2 nd HOUR	8:26-9:17
Advisory/RTI	9:22-9:49
3 rd HOUR	9:54-10:45
4 th HOUR	10:50 -11:45 HS in class
<u>MS – A Lunch</u> <i>A Lunch 10:45-11:15</i> Class 11:20-12:10 Class 11:45-12:10	<u>MS – B Lunch</u> Class 10:50-11:15 <i>B Lunch 11:15-11:45</i>
5 th HOUR	12:15-1:10 MS in class
<u>HS – C Lunch</u> <i>C Lunch 11:45-12:15</i> Class 12:20-1:10 Class 12:45 – 1:10	<u>HS – D Lunch</u> Class 11:50-12:15 <i>D Lunch 12:15-12:45</i>
6 th HOUR	1:15-2:10

Middle School Alternating Days:
EVEN DAYS - MONDAY AND TUESDAY
ODD DAYS - WEDNESDAY AND THURSDAY

Warning Bell	9:25
1 st Hour	9:30 – 10:00
2 nd Hour	10:05 – 10:35
4 th Hour	10:40 – 11:40
Lunch A: 10:35-11:05	Class: 11:10-11:40
Lunch B: 11:10-11:40	Class: 10:40-11:10
5 th Hour	11:45 – 12:40
Lunch C: 11:40-12:10	Class: 12:15-12:40
Lunch D: 12:10-12:40	Class: 11:45-12:10
3 rd Hour	12:45 – 1:25
6 th Hour	1:30 – 2:10

2020-2021 Early Release Schedule

Warning Bell	7:25
1 st Hour	7:30 – 8:05
2 nd Hour	8:10 – 8:45
3 rd Hour	8:50 – 9:25
6 th Hour	9:30 – 10:05
4 th Hour	10:10 – 11:05
Lunch A: 10:05-10:35	Class: 10:40-11:05
Lunch B: 10:35-11:05	Class: 10:10-10:35
5 th Hour	11:10 – 12:10
Lunch C: 11:05-11:35	Class: 11:40-12:10
Lunch D: 11:40-12:10	Class: 11:10-11:40
Dismiss	12:10

GENERAL INFORMATION

WELCOME

Welcome, on behalf of the Zimmerman Middle School staff! You are about to begin an educational program designed to meet your needs as a young adolescent. We have an outstanding staff to assist you in your educational development. This handbook will acquaint you with your school, your opportunities, and your responsibilities. Getting good grades and a comprehensive education are very important. Developing the ability to get along with people, to treat others kindly and to accept personal responsibility for your behavior is equally important. We hope you will apply yourself, which will make your stay at ZMS meaningful and memorable.

OFFICE HOURS

The office will be open from 7:00am to 3:15pm on normal school days.

MEDIA CENTER HOURS

The Media Center will be open from 7:00am to 3:15pm on normal school days.

SCHOOL HOURS

School starts at 7:30am and ends at 2:10pm.

Students are allowed in the building starting at 6:45am. **They are expected to remain in the cafeteria until 7:10am when teachers arrive.** There is no supervision until 7:10am.

Students must leave the building shortly after school dismissal, unless directly supervised by a staff member. Students not with an adult need to **wait in the Front Entry Way – they may NOT roam the school.**

CHANGE OF ADDRESS/TELEPHONE

Students who have a change of address or telephone number, should report the change to the office IMMEDIATELY. It is vital that the school can reach the parents/guardians by telephone in case of EMERGENCY.

DANCES

On occasion, dances are scheduled. These dances, for ZMS students ONLY, are typically held in the Cafetorium on afternoons at the conclusion of the day. A fee is charged for admission, with proceeds paying for dance expenses and/or supporting the organization sponsoring the dance. Students are permitted to keep coats and school materials in their lockers during the dance, but students are **expected to remain in the Cafetorium for the duration of the dance.** Any student who leaves the dance early is not allowed to return to the dance. All school rules apply.

HOMEWORK REQUESTS

For student absences of less than two school days, families are encouraged to check teacher websites and/or email teachers directly to learn what was missed during the student absence. Homework may be requested for students who are absent **two FULL school days** by calling the attendance line. In order for teachers to have time to collect assignments, requests must be made **prior to 8:00a.m.** Homework will be available between 2:30 p.m. and 3:15 p.m. in the office. When requesting homework, please provide the **name of student** and the **dates of absences.** If a sibling or another student is picking up the homework, please give the name of that student so we can make a note on the request that it will be picked up at the end of the school day. Parents/Guardians are responsible for making arrangements with the sibling or student to pick up the work.

JUNIOR HONOR SOCIETY

Eligibility:

1. Students are eligible following their 6th year. (so 7th grade)

2. Candidates must have been in attendance at the school the equivalent of one semester.
3. Selection and induction will take place only once per year.
4. Students who are in 7th or 8th grade with a cumulative GPA of 3.50 or above are academically eligible for consideration for membership in the Junior Honor Society.
5. Students who are academically eligible will be notified and informed, that for further consideration, they must complete an application.
6. Students who have an overall average of 3.50 when considering the rankings in character, service, leadership, and GPA will be considered to join the Junior Honor Society.

DISCIPLINE

Every student and staff member at Zimmerman Middle School is entitled to learn and work in a safe and positive school environment.

CODE OF CONDUCT

A student is responsible for his/her behavior. If a problem develops with a student, early cooperative action between parents and school staff is encouraged. Parents/guardians and school staff may work together to establish behavioral guidelines and consequences that fit within the discipline policy and student handbook. Students are responsible for their behavior and are subject to disciplinary actions for violations during the school day and/or at school-sponsored activities (on or off school grounds).

DISCIPLINE ACTION

Disciplinary action may be taken against students whose behavior is disruptive or interferes with the rights of others. Administrators will address situations not covered in the policies on a case-by-case basis. Unique or special situations may call for an adjustment in the discipline policies in order to meet the needs of the student, school or the district.

3 minors = 1 major

Classroom teachers deal with minor violations. Major violations are referred to the principal.

Detention (after-school)

Students who are assigned after-school detention must serve the detention by the assigned due date. Students are usually given a weeks notice, prior to the detention due date, to make transportation arrangements. **Students failing to serve detention by the due date will be considered insubordinate and will have their detention(s) doubled. Failing to meet the deadline for a second time, the student will be assigned to the Planning Room (PR) the following day.**

Detention is held **Tuesdays and Thursdays 2:15 – 3:00pm** in the Planning Room.

Detention Room Rules:

- Detention begins at 2:15pm.
- The detention supervisor will not admit students who arrive late without a pass.
- No visitors are allowed. Students may not talk, except as permitted by the supervisor.
- Students must bring a book to read if they have no assignments to complete. They also must bring all necessary materials with them.
- The detention supervisor will dismiss any student who does not have the proper work/materials or whose behavior is inappropriate. The school administrator will double the detention for the first time s/he sends out a student. The school administrator will assign 1 day in the Planning Room (PR) for the second time s/he sends out the same student.
Students may not leave detention early unless excused by an administrator.

THE THUNDER WAY

We Will...	BE READY	BE RESPONSIBLE	BE RESPECTFUL
Classroom	<ul style="list-style-type: none"> • Be on time • Maintain focus on the lesson • Be prepared for class • Be an engaged learner 	<ul style="list-style-type: none"> • Do your own best work • Use your time wisely • Turn work in on time • Set goals and seek help • Be organized • Use technology/equipment responsibly 	<ul style="list-style-type: none"> • Communicate positively • Follow classroom rules • Work together • Focus on current class • Respect classroom materials • Keep classroom clean • Be respectful of other speakers
Hallways/Locker Bays	<ul style="list-style-type: none"> • Keep moving to your class • Keep the noise level down • Know your locker combination • Have appropriate materials for class 	<ul style="list-style-type: none"> • Be on time to class • Walk to class • Keep spaces clean • Have a pass • Demonstrate appropriate interactions with others 	<ul style="list-style-type: none"> • Use appropriate language and noise level • Keep hallways clean • Remove hats/hoods before class • Respect others and space
Cafeteria	<ul style="list-style-type: none"> • Wait patiently in line • Know your lunch number • Have money in your account • Know your menu choices • Be aware of time 	<ul style="list-style-type: none"> • Clean up after yourself • Remain seated • Stay in designated areas • Bus your tray • Clean up spills 	<ul style="list-style-type: none"> • Use good manners • Use indoor voices • Wait your turn in line • Keep hands to yourself • Throw away garbage
Bathrooms	<ul style="list-style-type: none"> • Be in and out • Have a pass 	<ul style="list-style-type: none"> • Return to class quickly • Use during passing time • Clean up after yourself • Throw away trash • Be in class more than in the bathroom 	<ul style="list-style-type: none"> • Keep clean • Wash hands • Respect privacy of self and others • Flush appropriately
Bus	<ul style="list-style-type: none"> • Stay in your seat, facing forward • Keep track of your stuff • Be mindful of bus rules • Be mindful of your stop • Be on time 	<ul style="list-style-type: none"> • Keep clean • Follow bus rules • Leave the bus cleaner than you found it • Use ear buds with electronics 	<ul style="list-style-type: none"> • Follow directions of the bus driver • Use appropriate voice, language and manners • Respect others • Keep your hands to yourself
Thunder Activities	<ul style="list-style-type: none"> • Be on time to events • Dress appropriately • Be attentive. 	<ul style="list-style-type: none"> • Represent ZMHS and the Zimmerman community in a positive manner • Be involved • Play fair • Respect opponents and officials • Play great/act great • Responsible use of technology 	<ul style="list-style-type: none"> • Be a positive role model • Silence cell phones • Use appropriate cheers at appropriate times • Respect all involved in event • Use appropriate language • Show appreciation toward workers/guests • Be respectful of the facility that you are visiting

BE ABOVE THE LINE!