

MAPLE GROVE MIDDLE SCHOOL

7000 Hemlock Ln. • Maple Grove, Minnesota 55369

Parent/Student Handbook/Calendar



Where kids are...

Prompt

Prepared

Polite

2021-2022

This document is subject to change.

Welcome to Maple Grove Middle School!

Dear Parents/Guardians and Students:

As another year is about to begin, we are excited about the opportunity to work with our staff, students, parents/guardians, and community members. We want to extend a special welcome to our incoming 6th grade class, new students, and those returning for another wonderful year! This is a great school where we have Mustang Pride and students are Prompt, Prepared, Polite with an outstanding tradition of educational excellence.

Please review the school calendar and handbook with your student so we can create a partnership of our expectations for the upcoming school year. Please note that personal electronic devices, including cell phones, will not be allowed in school this year.

We value your child's education and are committed to ensuring a positive learning environment and a quality educational experience.



Patrick Smith, Principal



Cedric Fuller, Assistant Principal



Jennifer Hinker, Assistant Principal

Table of Contents

| | |
|--|--------|
| ACADEMIC AND SUPPORT SERVICES | 10, 12 |
| ATTENDANCE PROCEDURES | 9 |
| CALENDAR..... | 9-29 |
| CELL PHONES & ELECTRONIC DEVICES..... | 24 |
| CHROMEBOOKS..... | 24 |
| DESCRIPTION OF CONSEQUENCES | 20, 22 |
| DRESS CODE EXPECTATIONS | 24 |
| EXTRACURRICULAR ACTIVITIES | 28, 30 |
| GENERAL INFORMATION | 30-32 |
| HARASSMENT & VIOLENCE POLICY | 41-42 |
| HIGHLIGHTED PROGRAMS..... | 1 |
| MISSION STATEMENT | 2 |
| MUSIC SCHEDULE | 12 |
| PARENTVUE..... | 40 |
| PHONE NUMBERS | 3 |
| POLICIES..... | 37 |
| POSITIVE BEHAVIOR INTERVENTION FRAMEWORK | 16 |
| RETENTION..... | 39 |
| RISK MANAGEMENT | 33-35 |
| SCHOOL SERVICES..... | 26 |
| SCHOLOGY | 40 |
| STAFF DIRECTORY | 3 |
| STUDENT BEHAVIOR PLAN | 18, 20 |
| STUDENT EXPECTATIONS | 14 |
| STUDENT RECORDS AND YOUR RIGHTS..... | 38 |
| TEACHING MATRIX | 6-7 |
| THE SCHOOL DAY / SCHEDULE | 4-5 |
| TIPLINE..... | 8 |



Mustang Steps to Success Information and Highlighted Programs



- ♦ PBIS focus on Mustang Pride
- ♦ 8th Grade WEB Leaders (Where Everybody Belongs)
- ♦ Student Council
- ♦ Math & Reading Intervention Teachers, Peer Tutoring, After-school Learning Center, Student Support Groups, English Learner Services, Targeted Services
- ♦ Mustang Pride Tickets, Mustang Pride Showcase, Mustang Pride Assemblies, Student Recognition, Spirit Wear and Mustang Pride Spirit shop
- ♦ Musical, Drama Play, Yearbook Committee, Book Club, Intramural Sports Program, Destination Imagination, Homework & Hoops, and more
- ♦ AVID



ISD 279—OSSEO AREA SCHOOLS

MISSION

Our mission is to inspire and prepare all students with the confidence, courage and competence to achieve their dreams; contribute to community; and engage in a lifetime of learning.

CORE VALUES

We believe that –

- lifelong learning is essential for the individual and community to thrive;
- everyone has equal intrinsic value;
- trust is essential to sustaining successful relationships and to achieving results;
- better decisions emerge when diverse perspectives are intentionally included in a collaborative process;
- everyone benefits when cultural differences are acknowledged and understood, and individuals are treated respectfully and equitably; and
- everyone can learn more.

MGMS Mission Statement

At Maple Grove Middle School we commit ourselves to:

- maintaining high expectations and standards;
- improving student academic growth
- providing a safe, caring, and respectful learning community;
- valuing diversity and fostering interracial respect;
- nurturing acceptance and non-judgmental understanding of others;
- using innovative education techniques in a cooperative learning environment; and
- involving the community in planning to meet the future needs of our students.

We view education as a joint effort among students, parents, staff, and community.

OSSEO AREA SCHOOLS

ISD  279

DIRECTORY

ADMINISTRATION

Patrick Smith—Principal
Cedric Fuller
Assistant Principal
Jennifer Hinker
Assistant Principal
James Wynn
Business Manager
Student Mgmt. Specialists:
Nathaniel Davies

TEACHING STAFF

Grade 6 English

Allison Fischer
Taylor Targonski
Sandy Otto
Jill Heydt

Grade 6 Math

Steve Auer
Jim Hostad
Ann Lien
Susan Wilder

Grade 6 Social Studies

Melissa Engel
Chris Kestly
Lucas Pederson
Jill Heydt

Grade 6 Science

Matt MacPhail
Beth Albrecht
Haley Travis
Mary Liberko

Grade 7 English

Ali Ackerman
Michelle Miller
Jacquie Albert

Grade 7 Math

Melissa Dittmar
Laura Peerenboom
Jill Simon
Steve Auer

Grade 7 Social Studies

Shelby Ackerman
Joe Haukos
Sarah Horejsi

Grade 7 Science

Shanon Whiteside
Caroline White
Sam Bostrom

Grade 8 English

Kai Walther
Jayson Clark
Haleigh Duncan
Taylor Targonski

Grade 8 Math

Mary Olson
Nikkia Zarns (Katie Compson-sub)
Silvia Lister
Laura Peerenboom
Melissa Dittmar

Grade 8 Social Studies

Julie Spanier
Mike Herdan
Ben Poupard
Courtney Hammonds

Grade 8 Science

Kinga Taylor
Emily Sevens
Colleen Hansen
Mary Liberko

Intervention Teachers

Amy DelCotto—Math
Mattie Helfman—Reading

AVID

Julia Fromm-Mohlencamp
(Madison Sandholm—sub)

ART

Susan Wilder
Dean Nielsen
Sydney True

EL

Michelle Rasmussen
Unfilled

FAMILY & CONSUMER

SCIENCE

Ruth Koran

TECH ED.

Mark Bruemmer
Melvina Harrison-Clark
Courtney Hammonds

WORLD LANGUAGE

Lauren Anderson
Jennifer Brandt
Jennifer Hairrell
Katie Heemstra

MEDIA

Jennifer Perusse

MUSIC

Terra Favilla
Sam Khwice
Alec Paquin
Taylor Eichinger

PHY. ED.

Alicia Jefferson
Ron Jacobsen
Kurt Maus
Jennifer Peterson
Dawn Olson
Carrie Stanek

SPECIAL ED

CONNECT

Emily Blake
Erin Colligan

DAPE

Jennifer Peterson
Ron Jacobsen

RESOURCE

Jennifer Coe
Kay Kust
Greg Leininger
Chad Morse
Holly Rodahl
Dan Stone
Ann Woods
Chelsea Zettler

SKILLS

Teresa Elliott
Nicole Kapps

SOCIAL WORKER

Joanne Wallen
Julie Christoff

SPEECH

Suzanne Gause
Kelly Carlson

ATPPS Coaches

Amy Benzi
Christopher Cary

DIFFERENTIATION Coach

Elizabeth Hirschman

IMPORTANT PHONE NUMBERS

Attendance (763) 315-7603
Bus Company (First Student) (763) 421-5785
Community Ed-MGMS (Evenings) (763) 315-7630
Counseling (763) 315-7618
Custodian/Receiving (763) 315-7622
District Transportation (763) 391-7244
Educational Service Center (763) 391-7000
FAX (763) 315-7601
General Information..... (763) 315-7600
Health Services (763) 315-7617
Kitchen/Lunch Accounts (763) 315-7620
Maple Grove Park & Rec..... (763) 494-6500
Media Office (763) 315-7648
Pool Office (763) 315-7629
Volunteer Coordinator (763) 315-7600

OFFICE HOURS: 7:00 a.m.—3:30 p.m.

Summer & School Breaks: 8:00 a.m.—3:00 p.m.

Health Specialist Hours: 8:10 a.m.—2:40 p.m.

SUPPORT SERVICES AT MAPLE GROVE

Caleb Willis..... Counselor, Grade 6
Kaia Paquin Counselor, Grade 7
Katie Gerdt Counselor, Grade 8
Tom Hauge..... Building Head Custodian
Gino Rodriguez Ortiz..... Bilingual Support
Kathy Hoeke M.G. Police Liaison Officer
Amanda Nickel Student Services Admin. Assistant
Unfilled Student Services Admin. Assistant
Jenny Birkinbine Psychologist
Attendance Main Office
Emma Stang..... School Nurse
Heather Vanderweyst..... School Nurse
Receptionist Main Office
Jennifer Perusse Library Media Specialist
Simu Sikka Sp. Ed. Building Coordinator
Laura Lucas..... Kitchen Manager
Joanne Wallen..... Social Worker
Julie Christoff..... Social Worker
Suzanne Gause..... Speech
Kelly Carlson..... Speech
Karen Wegerson Principal and Building Admin. Assistant

THE SCHOOL DAY

DAILY SCHEDULE

7:45 - Students may move throughout the building.

| 6 th Grade | |
|--------------------------|-------------------|
| 8:10 – 8:42 | Advisory—Period 1 |
| 8:46 – 9:36 | Period 2 |
| 9:40 – 10:30 | Period 3 |
| 10:30 – 11:03 | Lunch |
| 11:08 – 11:58 | Period 4 |
| 12:02 – 12:52 | Period 5 |
| 12:56 – 1:46 | Period 6 |
| 1:50 – 2:40 | Period 7 |

| 7 th Grade | |
|--------------------------|-------------------|
| 8:10 – 8:42 | Advisory—Period 1 |
| 8:46 – 9:36 | Period 2 |
| 9:40 – 10:30 | Period 3 |
| 10:34 – 11:24 | Period 4 |
| 11:24 – 11:57 | Lunch |
| 12:02 – 12:52 | Period 5 |
| 12:56 – 1:46 | Period 6 |
| 1:50 – 2:40 | Period 7 |

| 8 th Grade | |
|--------------------------|-------------------|
| 8:10 – 8:42 | Advisory—Period 1 |
| 8:46 – 9:36 | Period 2 |
| 9:40 – 10:30 | Period 3 |
| 10:34 – 11:24 | Period 4 |
| 11:28 – 12:18 | Period 5 |
| 12:18-12:51 | Lunch |
| 12:56-1:46 | Period 6 |
| 1:50 – 2:40 | Period 7 |

BEFORE SCHOOL

The school office opens at 7:00 AM. Students are allowed in the building at 7:45 AM unless a prior arrangement has been made. Locker area doors and the classroom areas remain locked until 7:45 AM.

AFTER SCHOOL—(Subject to change)

In order for students to remain at school beyond dismissal, they must be supervised by a staff member, coach, or attend the Learning Center. Students need to report to their activity by 2:50. When the activity ends, students must leave school or wait in the front entryway for pick up or late busses. Students who are not supervised will be asked to leave school grounds and are not permitted to ride the late bus. Parents should be aware that no direct supervision is provided for students, except as outlined.

LATE BUSSES- - (Subject to change)

Late busses are for those students participating in a school sport or activity, working with a teacher, attending the Learning Center, or assigned an after school detention. They are available Tuesday-Thursday. Students suspended from their regular bus for behavior consequences or leave school property **MAY NOT** ride the late bus. Buses depart promptly at 4:30 PM. Route specifics are posted in the building, and distributed to staff and coaches. Students riding the late bus must present a bus ticket from the supervising adult to the bus driver in order to ride the bus.

BACKPACK POLICY

Students will be permitted to carry backpacks during the school day.

MEDIA CENTER Hours: 7:50 AM-2:40 PM Monday through Friday—(Subject to change)

Students are responsible for checked out media materials. Materials need to be returned on time and students must pay if materials are damaged or lost.

THE SCHOOL DAY (continued)

LUNCHROOM PROCEDURES AND BEHAVIOR EXPECTATIONS

Students may deposit as much money as they want into their computerized lunch account. The cashiers will notify students when the balance is low. Deposits by check must be made before the school day in the cafeteria. Deposits may also be made electronically through the SmartSchoolK12 system.

Students who use the lunchroom, whether or not they eat, are asked to share responsibilities for keeping the lunchroom clean. Inappropriate behavior or refusal to cooperate in cleaning when asked to do so may result in consequences.

Students running to lunch, cutting in front of others, leaving their lunch tray on the table, arriving to lunch late without an excused pass, responding or behaving inappropriately or causing a disruption may receive detention, an assigned seat during lunch, suspension and/or other consequences.

PARK AND REC DANCES—(Subject to change)

The dances held at Maple Grove Middle School are sponsored solely by Maple Grove Park and Recreation Department. These dances are organized, supervised, and chaperoned by Park and Rec employees. Maple Grove Middle School does not sponsor or chaperone these events. All concerns or questions regarding these dances should be directed to Maple Grove Park and Recreation at (763) 494-6200.

TARDIES

Students who arrive late to school must report to the office for an admit slip. **If students do not have an approved excuse, the tardy will be recorded as unexcused.** Students who are in the building with time to make it to their first period class but are tardy are subject to consequences. Students who arrive after 8:20 a.m. without an approved excuse will be considered truant for the periods of absence. Teachers assign classroom consequences for being tardy to class.

VISITING OTHER DISTRICT 279 SCHOOLS

Students visiting another school within the District must have permission from the administration at that school, otherwise it will be considered trespassing. School consequences and possible police referral will result.

VISITORS

No visitors will be allowed to accompany students. To ensure student safety and to minimize classroom disruption, legal parent/guardian(s) are required to give the school 24 hours notice and present a picture ID before permission from Administration may be granted to visit a classroom or student.

Independent School District 279 does not discriminate on the basis of disability. If you need auxiliary aids or services in order to participate in or attend a district activity, please call your local school or the school district through Minnesota Relay Service (TTY/TDD) 1-800-627-3529 at least seventy-two (72) hours in advance (two-week advance notice preferred).

VOLUNTEER PROGRAM

The mission of volunteer involvement in ISD 279 is to build community, support student success and inspire people to excel by encouraging parent, student, and community involvement through meaningful volunteer work in our schools.

We want to THANK our parents, grandparents, and members of the community for their continued support! Volunteers are an important asset to our community.

Volunteers continue to support the educational process through the contribution of their time and talents. You can volunteer at your child's school by contacting our Volunteer Coordinator. Contribute your time and talents through tutoring, classroom assistance, school events, and field trips.

Schools recognize and support families and community members as participants in school programs by encouraging their roles in supporting, learning and honoring them as essential volunteers. We appreciate the support!

Volunteer Opportunities—(Subject to change)

- At Home Projects - Personalize honor roll certificates (calligraphy skills helpful but not necessary), audio tape books for students, trace patterns for 8th grade sewing unit.
- Art Assignment - display artwork in building.
- Cafeteria - help on serving line once a month, once a week or as often as you'd like, assist with student supervision.
- Chaperone - monitor students on the various field trips.
- Classroom Assistant - Family and Consumer Science, music assistance.
- Clerical Assistant - book fair, Mustang Pride program, peer tutoring program, yearbook sales, and short-term projects.
- Computer - assist in labs when computer program is being introduced to students. Knowledge of Microsoft Word and PowerPoint helpful.
- Media - assist with reshelving and reading; laminate items/posters for staff.
- Resource speakers - share your occupation or interest.
- Tutor - assist English Language Learners with assignments and questions.
- P.A.C.T.—Parents and Community Together

Volunteers play an important role in enriching the education of students at MGMS. Sign up and become part of the MGMS Educational Community.

Andrea Dorn, Volunteer Coordinator (763) 315-7600

Maple Grove Middle School

PBIS School-Wide Teaching Matrix

| Typical Setting (Where behavior occurs) | School-Wide Behavior Expectations | | |
|--|--|--|--|
| | Prompt <i>Be to on time every day, every hour</i> | Prepared <i>Be ready to learn</i> | Polite <i>Respect yourself, others, & your Surroundings</i> |
| Classrooms | Be on time Use passing time to get all necessary materials for class | Have all supplies: charged Chromebook, pens/pencils, books, notebooks, assignments and planner Be ready to engage and participate in learning | Listen when others are talking Take care of self, others & the classroom Allow learning to happen Listen to other people's ideas & opinions |
| Student Services | Arrive directly from class Arrive to appointment on time Exit immediately after signing out | Arrive with a pass and a purpose Sign in at the computer Sign out at the computer Keep electronics out of sight and not heard | Check in at desk upon arrival Use an inside voice Use appropriate language Leave food and drink in cafeteria or locker Wait appropriately until you appointment/conference |
| Hallways | Walk Go directly to your destination Keep moving Have your pass | Keep your locker locked and combination private Plan locker visits for passing time Keep electronics out if sight and not heard | Keep hands and feet to self Use appropriate language Be positive and respectful with others Use an inside voice Leave food and drink in cafeteria or locker |
| Cafeteria: Tables & Serving Lines | Walk to the cafeteria Arrive on time <i>A: 10:30 B: 11:24 C: 12:18</i> Walk along the perimeter of the lunchroom to your table or lunch line. | Know your lunch number Make sure you have money in your account Form a line when you arrive Hot lunch includes all food groups Sit in your assigned area | Keep your place in line Use an inside voice Keep your hands & feet to yourself Say please and thank you Eat your food or keep it on your tray Pick up garbage around your table Uneaten food goes in the garbage Stack your tray Stay seated until dismissed |

| | | | |
|---|--|---|---|
| Bathrooms | Get in and get out | Use the bathroom as intended | Allow others privacy and time Practice good hygiene Leave space neat and clean Use an inside voice |
| Locker Rooms and Gyms | Be in locker room at start of class When dismissed, go directly to assigned gym | Dress appropriately Bring positive attitude | Show good sportsmanship Listen and participate Keep your hands and feet to yourself Be positive and respectful with others Organize and clean locker Match tone/volume of voice with activity |
| Media Center | Arrive with your class or with a pass Go where directed Return materials on time | Be ready to engage and participate in learning | Respect yourself, others and property Work and study quietly Push in chair Leave food/drink in cafeteria or locker |
| Computer Labs | Arrive with your class or with a pass Go where directed Wait for teacher's directions | Be ready to engage and participate in learning | Be responsible for your computer and equipment Leave your station clean and intact for the next user; push in chair Notify teacher if there is a problem Leave food and drink in cafeteria or locker |
| Learning Center & Testing Center | Arrive on time with signed pass Check in Sit where directed Notify teacher if there is a problem Wait for directions | Have all supplies: charged Chromebook, pens/pencils, books, notebooks, and assignments Listen to instructions | Work quietly Leave your area clean and intact for the next user: Push in chair Notify teacher if there is a problem Leave food and drink in cafeteria or locker |
| Buses | Walk directly to bus and take a seat | Stay seated forward Keep aisle clear. Keep objects and body parts in the bus. Store food and drinks in your backpack | Follow adult directions. Conversations and use of electronics are quiet and respectful Keep your hands, feet and belongings to yourself Be respectful of private property at the bus stop |

We expect ALL staff, students and community members to *KNOW & UNDERSTAND* we are

- Alcohol Free
- Bullying and Intimidation Free
- Chemical Free
- Drug Free
- Harassment Free
- Latex Free
- Tobacco Free
- Violence Free
- Weapons Free

These expectations apply at all times, including all school . . .

- ✓ Activities
- ✓ Buildings
- ✓ Bus Stops
- ✓ Buses
- ✓ Departure Areas
- ✓ Entrance Area
- ✓ Events
- ✓ Field Trips
- ✓ Functions
- ✓ Grounds
- ✓ Vehicles

Anonymous TIPLINE: 763.391.8660

If you see or are aware of bullying, harassment, drugs, alcohol, weapons, violence, or any other activity that jeopardizes the safety and security at school, please tell a trusted adult or call the confidential and anonymous tip line to break the silence.

NO NAMES • NO TROUBLE • JUST HELP

OSSEO AREA SCHOOLS
ISD  279

ATTENDANCE PROCEDURES

ABSENCES

If your child is absent from school, please call the school with the reason for the absence. The telephone call eliminates the need to send a note with your student when he/she returns to school. We would appreciate having the call between the hours of 7:00 and 9:00 a.m. when possible.

When the parent/guardian does not call the school, the school may attempt to reach someone at home or at work. It is the parent's responsibility to furnish the school within three school days the reason for their child's absence, otherwise the absence will be considered truant. All Osseo Area Schools participate in the Hennepin County Attorney's office **be@school** program. This program seeks to improve school attendance and increase the opportunity for children to realize their potential. In collaboration with Hennepin County, Osseo Area Schools is committed to having students be at school, in class, and on time each day.

The Hennepin County Attorney's Office identifies reasons which a court would not find as "lawful absences," as including missed bus, no clean clothes, staying at home to baby-sit younger siblings, oversleeping, or chronic medical excuses without a doctor's statement.

TRUANCY

Truancy is defined as being absent from school or class without the approval of the building authorities. The authority to decide whether an absence is excused or unexcused rests with the building principal. **There are no authorized skip days. At 3 days of Truancy, you will be notified by mail.**

APPOINTMENTS

A parent/guardian must send a note excusing their student from school for appointments. The student must bring the note to Student Services before school to get a pass and then sign out in the main office at the time of leaving. If a student forgets a note, a parent/guardian is required to come into the office with their photo ID to sign out their student. Even if you send a text to your student, they will not be released until the office staff sees your ID and then they will call your student out of class. The student must sign back in when returning to school. Please make every effort to schedule appointments outside of the school day.

CHANGE OF ADDRESS/PHONE NUMBER

Parent/guardian should notify the school office as soon as possible concerning changes in home/work phone numbers, email addresses, and/or address.

CLOSED CAMPUS

The middle schools campus is closed. **Under no circumstances may any student leave school property after arriving without parent/guardian permission and office sign out.** Any student leaving campus without authorization who returns to the building may be searched and consequences may be provided.

EXTENDED STUDENT ABSENCE

Extended absences are discouraged; however there may be a circumstance when this becomes necessary. Contact the school office and teachers to make arrangements for homework. All missed assignments and assessments will be expected to be completed.

HOMEWORK REQUESTS

If your child has been absent for three or more consecutive days, please refer to Schoology to request homework.

PARENT/GUARDIAN ABSENCE

If parent/guardian will be away from home and the student will be under the supervision of another person, parents/guardians are asked to call or send a note to the office giving the dates they will be away, the name of the person with whom the student will be staying, along with telephone numbers where this person may be reached during the school day.

THE LAW

The state of Minnesota requires that all children between the ages of six and seventeen attend school every day that school is in session.

WITHDRAWALS/TRANSFERS

Parent/guardian of students transferring to another school are asked to notify the office at least three to five days before their student's last day of attendance. The student should report to the counseling office on the morning of his/her last day of attendance to pick up a withdrawal form which teachers must sign and all materials must be returned.

August 2021

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|--|--|---|-----------|-----------|-----------|
| 22 | 23 6th Grade Orientation 9-12 Last Names A-K | 24 6th Grade Orientation 9-12 Last | 25 New to MGMS 7th & 8th Grade Orientation 9-10:30 | 26 | 27 | 28 |
| 29 | 30 Licensed Staff Workshop | 31 Learning Conferences /Open House 4-7 PM Licensed Staff Workshop | | | | |

ACADEMIC & SUPPORT SERVICES

ACADEMIC SERVICES

HONOR ROLL

An honor roll will be published each trimester to recognize students with outstanding scholastic achievement. The honor roll will be computed as follows:

1. Each letter grade will be given the following numerical value:

| | | | | |
|------------------|------------------|------------------|------------------|--------------|
| A = 4.0 | B+ = 3.33 | C+ = 2.33 | D+ = 1.33 | |
| A- = 3.67 | B = 3.0 | C = 2.00 | D = 1.00 | F = 0 |
| | B- = 2.67 | C- = 1.67 | D- = 0.67 | |

2. The numerical values will be added together, then divided by the total number of the grades on the report card for the trimester.
3. If the grade average determined in step 2 is 3.66 or greater, the student will be on the "A" Honor Roll. If the grade average determined in step 2 is 2.66 or greater, but less than 3.66 the student will be on the "B" Honor Roll.
4. Classes that meet every other day are calculated with a value of .5 credit in determining grade point average.

* This scale is only used for honor roll certificates. This is not the grading scale used in courses.

MID-TRIMESTER REPORTS

Student progress is assessed approximately mid-way through each trimester. Mid-trimester reports are not sent home with the student but may be accessed through ParentVUE. It is possible that a student may earn a satisfactory report at mid-trimester time, but an unsatisfactory grade at the end of the trimester if the quality of the work declines.

ONLINE GRADE ACCESS

Students will be expected to periodically review their academic progress via StudentVUE which is available from any Internet-connected device. It is the responsibility of the student to maintain the security of his or her user name and password information. Attempts to tamper with other students' accounts may result in discipline consequences.

REPORT CARDS

Report cards are not sent home with the students but may be accessed online through ParentVUE.

STANDARDS-BASED GRADING

The School Board recognizes that in order to achieve its mission, communication of student achievement and progress must be meaningful, accurate, consistent and supportive of learning. It is the School Board's position that a standards based grading system designed to accurately report student achievement of academic standards by providing consistency in grading practices across schools and classrooms, and aligning grading and reporting with standards-based instruction and graduation requirements supports student learning and provides the most meaningful, accurate and consistent communication of a student's progress.

General Statement of Policy: Grading and Reporting Standards of Practice:

- Student academic grades will communicate academic achievement based on clearly defined academic performance standards.
- Academic achievement will be separated from all other non-academic behaviors when teachers assign student grades.
- Quality assessments and properly recorded evidence of achievement will be used when determining grades on student work.
- Term grades will be determined in a manner that accurately represents students' attainment of the standards and promotes student learning.
- Teachers will involve students in the assessment and grading process throughout the learning cycle in an age-appropriate manner.





September 2021



| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|-----------------------------------|------------------------------------|--|----------------------------------|--------|----------|
| | | | 1 Licensed Staff Workshop | 2 Licensed Staff Workshop | 3 | 4 |
| 5 | 6 Labor Day (No School) | 7 No School for Students | 8 First day of school for students | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 School Picture Day | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

ACADEMIC AND SUPPORT SERVICES (continued)

SUPPORT SERVICES

CONTACTING TEACHERS

Should you wish to talk to one of your child's teachers, call the school and leave a phone number and the time when you can be reached, or contact the teacher through e-mail. The teacher will contact you at his/her earliest availability. Information in regards to your child's attendance, grades, assignments and much more can be accessed through ParentVUE. To sign up for ParentVUE come to the main office with your photo ID.

COUNSELING SERVICES

The counseling program helps students succeed in their academic and personal lives. Our goals are to provide support and understanding of the ups and downs of adolescence, help with educational planning, help prevent problems from becoming overwhelming, address chemical issues, and to assist in determining options and resources for problem solving.

SECTION 504 SERVICES

Section 504 is a provision of the Federal Rehabilitation Act that ensures access to a free and appropriate public education for individuals with a qualifying disability by prohibiting discrimination based on a disability.

A student may qualify for a 504 plan when the student has a mental or physical condition for which reasonable accommodations are necessary for the student to make progress in school.

Questions about Section 504 services should be directed to the school counselor or Student Services Secretary at 763-315-7618.

SPECIAL EDUCATION

Special Education programs and related services are provided to eligible students with disabilities at all grade levels and are based on the individual needs of students. Parents who suspect that their child may have a disability should contact a teacher, counselor, administrator or the Special Education Building Coordinator (SEBC) at MGMS. Counselors can provide additional information.

STUDENT/TEACHER CONCERNS

If a parent/guardian and student have a concern regarding a teacher or coach, it is expected the parent/guardian will contact the teacher or coach and share the concern with them directly. This will give the opportunity to respond to your concern and resolve the conflict. If concerns remain after contacting the teacher or coach, contact your child's counselor or a building administrator.



MGMS MUSIC SCHEDULE



| <u>Date</u> | <u>Event</u> | <u>Concert Time & Location</u> |
|-------------|--|------------------------------------|
| November 18 | 8th Grade Choir Concert..... | 7:00 PM |
| December 2 | Jazz Band | 7:00 PM |
| December 14 | 8 th Grade Orchestra Concert | 7:00 PM |
| December 15 | 7 th Grade Orchestra Concert | 7:00 PM |
| December 16 | 8 th Grade Band Concert | 7:00 PM |
| January 5 | Osseo Fiddle Fest | 7:00 PM - OSH |
| January 12 | 7 th Grade Band Concert | 7:00 PM |
| January 13 | Orchestra Concert Alternate Date | 7:30 PM |
| January 19 | 6 th Grade Band Concerts | 6:00 & 7:00 PM |
| January 20 | 6 th – 8 th Honor Band | 3:00 PM— OSH |
| January 20 | 6 th Grade Orchestra Concert | 7:30 PM |
| February 8 | 7 th Grade Choir Concert | 7:00 PM |
| February 10 | 6 th Grade Choir Concert | 6:30 & 7:45 PM |
| February 17 | Showcase Choir Concert | 7:00 PM |
| February 23 | 8 th Grade Band Concert | 7:00 PM |
| February 24 | 8 th Grade District Orchestra Festival | 7:00 PM - OMS |
| March 9 | 8 th Grade Orchestra Concert | 7:00 PM |
| March 15 | District Jazz Festival at MGS | |
| April 21 | 7 th Grade Orchestra Concert | 7:00 PM |
| April 28 | 6 th Grade Choir Concert | 6:30 & 7:45 PM |
| May 3 | 8 th Grade Orchestra Concert | 7:00 PM |
| May 4 | Jazz Band | 7:00 PM |
| May 12 | Orchestra Concert Alternate Date | 7:30 PM |
| May 17 | 7 th & 8 th Grade Choir Concerts | 7th-6:30 PM, 8th at 7:45 PM |
| May 18 | 7 th Grade Band Concert | 7:00 PM |
| May 19 | 6 th Grade Band Concert | 7:00 PM |
| May 20 | 6 th Grade Orchestra Concert | 7:00 PM |
| May 25 | 8 th Grade Band Concert | 7:00 PM |

**All concerts are held in the MGMS Auditorium
unless another location is listed
ALL DATES AND EVENTS ARE SUBJECT TO CHANGE**



October 2021



| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|---|-----------|----------|--------|----------|
| | | | | | 1 | 2 |
| 3 | 4 <div>Licensed Staff Workshop (No School)</div> | 5 <div>In Person Goal Setting Conferences 3:30-7:00 PM</div> | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 <div>Virtual Goal Setting Conferences 3:30-7:00 PM</div> | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |



STUDENT EXPECTATIONS

PROMPT: ON TIME

PREPARED: READY TO LEARN

POLITE: RESPECT YOURSELF, OTHERS, AND PROPERTY



At MGMS, we expect all students to:

- Attend school and be **on time** each day.
- Bring appropriate materials to class each day.
- Be tobacco and chemical free.
- Never bring a weapon or look-alike weapon to school. (Use/possession of a weapon is grounds for expulsion).
- Keep your hands and feet to yourself.
- Not engage in racial, sexual, and religious harassment or assault.
- Use appropriate language.
- Respond promptly and courteously to the directions of any staff member.
- Be clean, neat, and dressed appropriately for the school day.
- Follow the bus ridership guidelines outlined in your handbook.
- Consume food and beverages in the cafeteria only.
- Keep your locker clean inside and out.
- Recycle and reuse. Don't litter!

Decisions to violate the student expectations will result in consequences including but not limited to a conference, detention, community service, restitution, suspension, exclusion, and/or recommendation for expulsion.

REPORTING PROCEDURES

Report any misbehavior you witness or experience. Everyone has a right to feel safe and respected.

1. Generally, begin by reporting the misbehavior to your class teacher. In the lunchroom, tell one of the supervisors.
2. If personal safety is an issue, go to the nearest adult. Tell them you need help and are not feeling safe.
3. On-going problems should be reported to a counselor or administrator. Be aware of the date, time, and location of the incident. This information will help in the investigation.
4. Reporting forms are also located in the media center or Student Services office, or you may email a staff member.

Backpacks

Students will be allowed to carry backpack during the school day.

ANONYMOUS TIP LINE

(763) 391-8660

The district has established a tip line for students and parents to report bullying, harassment, drugs, alcohol, weapons, violence, or any other activity that jeopardizes the safety and security at school.

Callers can leave messages anonymously. If you have information regarding something that may happen or an incident that has already occurred, please call to report it. All messages will be forwarded to the principal or administrator.

BREAK THE SILENCE

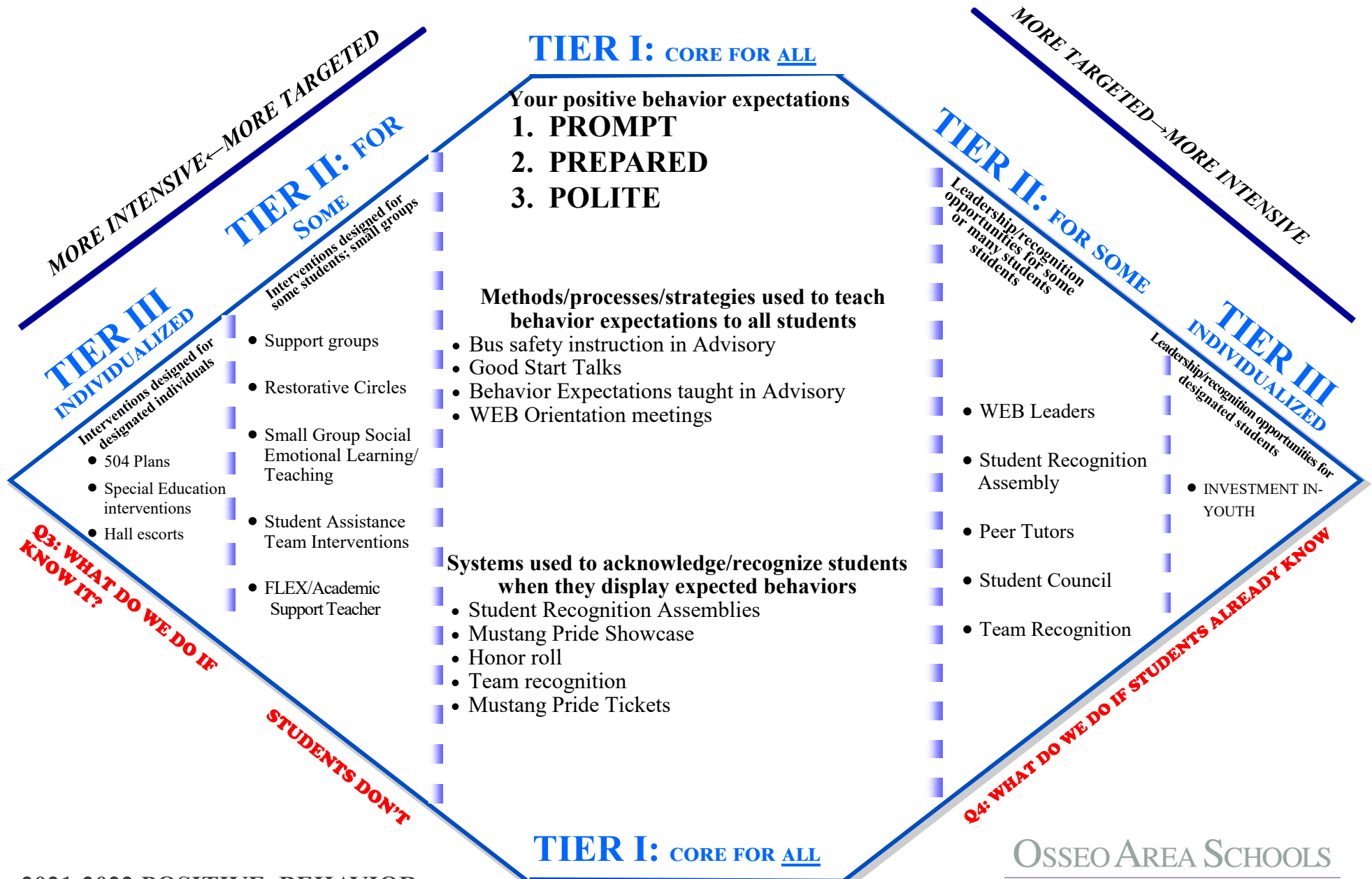
NO NAMES. NO TROUBLE. JUST HELP.



November 2021



| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|-----------------------------|-----------|---|-------------------------------|--------------------------------------|
| | 1 | 2 School Picture Retakes | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 MGMS Musical 7:00 PM | 12 MGMS Musical 7:00 PM | 13 MGMS Musical 3:00 & 7:00 PM |
| 14 | 15 | 16 | 17 | 18 8th Grade Choir Concert 7:00 PM | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 THANKSGIVING HOLIDAY (No School) | 26 | 27 |
| 28 | 29 | 30 | | | | |



2021-2022 POSITIVE BEHAVIOR INTERVENTION FRAMEWORK

Q1: WHAT DO WE WANT ALL STUDENTS TO KNOW AND BE ABLE TO DO?

Q2: HOW WILL WE KNOW WHEN THEY KNOW IT?

OSSEO AREA SCHOOLS

ISD 279



December 2021



| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|------------------------------------|---|---|--|--------|----------|
| | | | 1 | 2 Jazz Band Concert 7:00 PM | 3 | 4 |
| 5 | 6 Mark Reporting (No School) | 7 Tri II Begins | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 8th Grade Orchestra Concert 7:00 PM | 15 7th Grade Orchestra Concert 7:00 PM | 16 8th Grade Band Concert 7:00 PM | 17 | 18 |
| 19 | 20 | 21 | 22 Last day before Winter Break | WINTER BREAK | | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |
| | WINTER BREAK | | | | | |

STUDENT BEHAVIOR PLAN

All employees in the middle school have the responsibility and the right to enforce school rules. **Students are expected to respond immediately and respectfully to any employee giving directions.**

GENERAL SCHOOL CONDUCT

MGMS is a public place and all the laws, social norms, and common sense rules of public behavior apply on school property. It is expected that students will treat other students, as well as adults, with respect in class, in the halls, on school buses, at all school activities, and on all District 279 property.

GENERAL SCHOOL RULES

1. Be Prompt. Be Prepared. Be Polite.
2. Respect other people's property and feelings.
3. Conduct yourself in an appropriate physical and verbal manner.
Careless behavior can result in personal injury or property damage.
4. Keep traffic flowing in the halls. Do not loiter, congest or block others.
5. Show appropriate affection - "friendly hits," holding hands, embracing, and kissing are inappropriate.
6. Follow the classroom behavior guidelines established by each teacher.
7. Report harmful, threatening, suspicious or frightening situations to an adult immediately.

DESCRIPTION OF STUDENT BEHAVIOR VIOLATIONS

Academic misconduct: includes, but is not limited to cheating on school assignments or tests, plagiarism or collusion. Administrative and/or academic consequences may also be assigned.

Bomb threat: a spoken or written bomb threat may result in a recommendation for expulsion.

Bullying: any written, verbal expression, physical act or gesture or pattern of such that causes a student(s) to feel distressed and which substantially interferes with another student(s) education, opportunities or performance. Participation in acts of bullying will be subject to disciplinary action. Acts may include but not limited to: harming a student, damaging a student's property, placing a student in reasonable fear of harm to his/her person or property and creating a hostile or intimidating educational environment for that student(s). See district policy #548 and #514.

Chemical violation: possession, use, sale, or distribution of any illegal drugs, drug paraphernalia, alcohol, or prescription drugs which do not belong to the person in possession. Any use of prescription drugs or over the counter medications for mood altering effects. See Policy 541.

Computer guidelines: the use of school computers is a privilege not a right. Appropriate use is defined in School Board Policies 441 and 524.

Disruptions: interruption of education and/or school activities. May result in teacher or administrative consequences.

Field trips: have both academic and behavior requirements for students who may want to participate. Students that do not fulfill either the academic or behavior requirements maybe ineligible to attend the field trip. These students will not receive a refund of their field trip fee unless the school is able to receive a refund from the field trip vendor.

Fighting: engaging in any form of fighting is prohibited regardless of who initiated the fight. This could include, but is not limited to horseplay, hitting, slapping, pushing, pulling hair, biting, spitting, kicking, scratching, or any other acts in which a student inflicts or attempts to inflict bodily harm on another person.

Fire: possessing or using matches, lighters, or other fire producing instruments; giving false alarm or tampering with safety systems is prohibited.

Forgery: falsifying signatures or date, forging notes, hall passes, etc. is prohibited.

Gambling: any participation in events or games of chance which involve the exchange of money, goods, or services. Is not allowed.

Harassment and violence (sexual, religious, or racial): harassing, threatening to inflict, or attempting to inflict violence or harm through conduct or communication on the basis of race, color, creed, religion, national origin, sex, marital status, familial status, status with regard to public assistance, sexual orientation or disability. See District Policy 548. Administrative consequences will be provided.

Harmful articles: any item, other than a weapon, that poses a threat to others or is a potential disruption (includes, but not limited to: shock pens, laser pointers, perfumes, scented lotions, body sprays) are prohibited and will be confiscated with possible additional consequences.

Hazing: committing an act against a student, or coercing a student into committing an act, that creates a substantial risk or harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. See District Policy 526.

Identification: students have the responsibility to identify themselves when asked by a school staff member or employee. Failure to do so, fleeing, or giving a false name will be considered insubordination and is subject to disciplinary action.

Insubordination: failure to obey any reasonable request from a staff member.

Off campus behavior: students may be disciplined for off campus misconduct if the misconduct is a continuation of, or has a nexus to, improper conduct that occurred on school grounds.



January 2022



| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|---|--|--|--------|----------|
| | | | | | | 1 |
| 2 | 3 First day of school after Winter Break | 4 | 5 Orchestra Fiddle Fest Concert is at OSH 7:00 PM | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 7th Grade Band Concert 7:00 PM | 13 Alternate Orchestra Concert Date (if needed) 7:30 PM | 14 | 15 |
| 16 | 17 Martin Luther King Jr. Day (No School) | 18 | 19 6th Grade Band Concerts 6:00 & 7:00 PM | 20 District Honor Band Concert 3:00 PM at OSH <u>In Person Parent Conferences 3:30-7:00 PM</u> 6th Grade Orchestra Concert 7:30 PM | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 Licensed Staff Workshop (No School) | Virtual Parent Conferences 3:30-7:00 PM | | | | |

STUDENT BEHAVIOR PLAN (continued)

Physical Assault: when one or more persons attack an individual who does not physically retaliate; intentionally causing or attempting to cause harm to another individual. Intentional assault of a staff member or a group assault may result in a recommendation for expulsion. Instigation/encouragement of fights/assaults will also result in school consequences.

Tardy: less than 10 minutes late to class.

Theft: intentionally taking, using, transferring or retaining property of another without permission of the owner. Administrative and possible police consequence may apply.

Threats/Verbal or Non-Verbal Assault: speaking, writing, or gesturing in an inappropriate, threatening, or offensive manner. This includes communication via technology. Consequences may range from parent conference to a recommendation for expulsion.

Tobacco: possessing or using tobacco or e-cigarettes on school property or trespassing on adjoining property to use tobacco or e-cigarette. A tobacco or e-cigarette violation will result in school consequences and a police referral. See Policy 419.

Trespassing: unauthorized presence on school property. When a student has been administratively dismissed or suspended out of school, he/she may not be on school property until readmitted by administration. Administrative and possible police consequences may apply.

Truancy: one period or more of unexcused absence from class for 10 or more minutes.

Vandalism: damaging school or personal property. Minnesota statute 504.18 provides that a parent or guardian of a minor is responsible for injuries or damages caused by the minor up to \$1000, such as technology damage.

Violent Behavior Rule: a student participating in a fight/physical assault during their middle school career may be recommended for expulsion from the Osseo School District. Building administration will make a police report and criminal charges may follow.

Weapons: Students and non-students, including adults and visiting youths, are forbidden to possess, store, transmit, or use an instrument that is considered a weapon or a look-alike weapon in school, on school grounds, at school activities, at bus stops, on school buses or school vehicles or school contracted vehicles, or entering upon or departing from school premises, property or events.

The district takes a position of zero tolerance on real and look-alike weapons, including, but not limited to:

- All firearms, whether loaded or not
- Other guns of all types including, but not limited to, pellet, air soft pellet, B-B, paintball, non-functioning or toy guns
- Knives, including but not limited to, switch blades, automatically opening knives, box cutters or razor blades
- Explosives, including but not limited to, live ammunition and fireworks
- Flammable liquids or combustibles

Students are expected to report harmful, threatening or suspicious situations to an adult immediately.

Weapons Con't: Failure to do so may result in disciplinary action.

A student who finds a weapon on the way to school or in the school building and immediately takes the weapon to any staff member or to the principal's office will not be considered in possession of a weapon.

DESCRIPTION OF CONSEQUENCES

It is our philosophy that the consequence and corrective action taken be appropriate, fair, and result in ending the behavior.

Parent/guardian involvement encourages appropriate behavior. Disciplinary consequences may be given by a staff member or for more serious offenses by the administration. Parents are not contacted for each infraction, but will be notified for in-school suspension or out-of-school suspension. Parents, check with your child regularly about his/her behavior.

Consequences may include but are not limited to: meeting with the teacher/counselor/principal, detention, loss of school privileges, parent conference with school staff, modified school program, referral to school support services, referral to legal system, restitution, removal from class, administrative dismissal, out-of-school suspension, exclusion, or expulsion.

Detention is a supervised study period before or after school assigned by a teacher and/or administration. Out-of-school suspension means the student is not to be on any school property during the suspension. A parent conference will be required before the student is readmitted to school.

Expulsion is action by the school board to prohibit an enrolled student from further attendance for a period of time, up to one calendar year.

Consequences may include, but are not limited to the following:

ADMINISTRATIVE DISMISSAL

Any removal of a student from school for one day or less will be considered an administrative dismissal. Administrative dismissal prohibits a student from being in school, on school grounds, or at a school sponsored event for the day. A parent conference may be required before the student is readmitted to school.

ALTERNATIVES TO SUSPENSION

Alternatives to suspension is an intervention to reduce the need for suspension as a response to disciplinary incidents. Alternatives to suspension include: Participation in the Pass Room, community service, or restitution.



February 2022



| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|--|--|---|--------|----------|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 7th Grade Choir Concert 7:00 PM | 9 | 10 6th Grade Choir Concerts 6:30 & 7:45 PM | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 Showcase Choir Concert 7:00 PM | 18 | 19 |
| 20 | 21 Conference Release Day (No School) | 22 | 23 8th Grade Band Concert 7:00 PM | 24 District Orchestra Festival Concert 7:00 PM OMS | 25 | 26 |
| 27 | 28 | | | | | |

DESCRIPTION OF CONSEQUENCES (continued)

BEFORE/AFTER SCHOOL EXCLUSION

Being in the school before and after school requires proper behavior and certain guidelines.

Students that exhibit unwanted behaviors will be excluded from early/late privileges. Parents of such students will be notified and trespassing charges may be filed if the exclusion is disobeyed.

CLASSROOM REMOVAL

Classroom teachers have the right to request removal of a student from class on a temporary basis. An administrator will make the decision to remove a student. Students who are removed from class will be supervised and expected to work on assignments.

COMMUNITY SERVICE

Students will be assigned duties around the school to give back to MGMS school community.

EXPULSION (Up to twelve calendar months)

Expulsion prohibits a student from attending any District 279 school for a prescribed period of time. No expulsion shall be imposed without a hearing unless the right to a hearing is waived in writing by the pupil and parent/guardian.

OFFICE DETENTION

Students are required to stay before or after school to serve an office detention. Office detention will be assigned by an administrator. Students are required to use detention time to study or work on school assignments. Students who have been assigned repeated detentions who do not attend may be required to participate in the Pass Program.

OUT-OF-SCHOOL SUSPENSION (OSS)

Out of School Suspension prohibits a student from being in school, on school grounds, or at a school sponsored event for a specific period of time. OSS will be assigned by an administrator. Homework will be provided for student make-up work for suspensions of three or more days. A parent conference will be required before the student is readmitted to school.

RESTITUTION

Students will make a payment to restore or make right on an incident that has caused a loss or damage.

TEACHER DETENTION (Before or after school)

A classroom teacher may require a student to serve teacher detention before or after school for make-up work, behavior infractions, or class tardies.

TENNESSEN NOTICE

Occasionally (usually in the context of allegations of violations of school rules, behavior guidelines, or school board policy), school staff may need to interview students to gather information that would be helpful in an investigation.

Before those interviews are conducted, the staff member will give each interviewee a "Tennessee Notice," which describes the purpose for collecting information, how it will be used, and the consequences of not providing information. Students also will be notified that they have the right not to respond to school staff members' questions about their behavior. If a student wishes not to respond, however, the school staff member may consider the student's refusal to be insubordination and subject the student to discipline.

NOTICE: OTHER WEAPON CONCERNS

Paint ball guns, air soft pellet guns, and look-alike/replica firearms have the capability of doing great bodily harm.

DO NOT BRING ANY LOOK-A-LIKE/REPLICA OR REAL FIREARM ON SCHOOL PROPERTY. POSSESSION OF A GUN ON SCHOOL PROPERTY WILL RESULT IN SUSPENSION AND A RECOMMENDATION FOR EXPULSION.

Minn. Statutes CRIMINAL CODE Section: 609.66, Sub. 1d.

Felony; possession on school property. (a) Whoever possesses, stores, or keeps a dangerous weapon or uses or brandishes a replica firearm or a BB gun on school property is guilty of a felony and may be sentenced to imprisonment for not more than two years or to payment of a fine of not more than \$5,000, or both.



March 2022



| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|----------------------|---|--|------------------|---|----------------------|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 8th Grade Orchestra Concert 7:00 PM | 10 | 11 Mark Reporting (No School) | 12 |
| 13 | 14 TRI III Begins | 15 District Jazz Festival at MGSB | 16 | 17 Drama 7 PM | 18 Drama 7 PM | 19 Drama 3 & 7 PM |
| 20 | 21 | 22 | 23 | 24 | 25 Last day of school before Spring Break | 26 |
| 27 | 28 | 29 | 30 | 31 | | |
| | SPRING BREAK | | | | | |

Dress Code Expectations

Students are expected to be clean, neat, and dressed appropriately for the school day. Articles of clothing or words/symbols on personal property that are inappropriate or cause disruption will not be allowed.

Examples that are inappropriate include, but are not limited to:

- clothing advertising substances illegal for juveniles.
- sexually obscene and/or profane language, slogans, emblems or pictures
- gang symbols and/or emblems or clothing worn in a manner to identify gang membership
- sexually provocative or immodest clothing, words, or symbols
- clothing that displays undergarments, bare midriffs, or cleavage
- Hats, do-rags or bonnets are not permitted except with administrative approval.
- Slippers, Heelies, or other footwear that could damage floors

Parents, we ask that you please support our goal of maintaining school appropriate dress. **PLEASE DO CLOTHING CHECKS AT HOME PRIOR TO COMING TO SCHOOL.** Thank you.

Students in violation of the dress code policy will be expected to change. If students do not have clothes to change into they will be expected to change into clothing provided by MGMS.

Our school community supports School Board Policy #504: Student Dress and Appearance, which states that:

- A) ***The responsibility for the appearance of the student rests with the parent/guardian and student. They have the right to determine student dress providing that articles of attire not destructive to school property, comply with requirements for health and safety, are not offensive, and do not interfere with the educational process.***
- B) ***The building administration has the authority to determine whether student attire is destructive to school property, fails to comply with requirements for health and safety, is offensive, or interferes with the educational process.***

Chromebooks

Chromebooks provided to students are DISTRICT OWNED DEVICES and are for EDUCATIONAL PURPOSES ONLY. Students are expected to bring their district issued Chromebook to school every day to use in cooperation with their teachers to enhance their educational experience. It is the responsibility of each teacher to establish procedures and expectations for use of the digital learning devices in their classroom, and it is the responsibility of each student to follow those procedures and expectations. Students are advised to secure their digital learning and electronic devices at all times as we are not able to provide staff time to investigate lost or stolen items.

Reminders:

- Bring Chromebook each day to and from school
- Chromebook should be fully charged each day
- Only authorized Apps should be downloaded onto the device
- Social Media sites are not allowed to be accessed using ISD 279 devices and networks

Any photographic or movie image taken of students or staff members on ISD 279 property without the consent of the individual(s) will result in disciplinary action. Any photographic or movie image taken of students or staff members on ISD 279 property cannot be published or posted on a public forum (Twitter, Facebook, YouTube, Instagram, SnapChat, etc.) without the written consent of each individual. Any violation may result in disciplinary action.



Cell Phones and other electronic devices

In our learning environment it is important that students stay focused on their learning. **Personal electronic devices, including (but not limited to) cell phones and iPods, are NOT allowed between 8:10 AM—2:40 PM.** Should your student need to carry their cell phone for after school communication, it is to be off and out of sight during the school day. Should you need to contact your student during school hours, please call the main line at 763-315-7600. Items that interrupt the learning process or violate District Policy will be confiscated by staff. Repeat offenses will result in administrative consequence including parent pick up of confiscated items.

Maple Grove Middle School is not responsible for lost or stolen items, including all electronic devices. We advise leaving all electronic devices and valuables at home.



April 2022



| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|---------|-----------|--|---|----------|
| | | | | | 1 SPRING BREAK | 2 |
| 3 | 4 First day of school after Spring Break | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 Conference Release Day (No School) | 16 |
| 17 | 18 | 19 | 20 | 21 7th Grade Orchestra Concert 7:00 PM | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 6th Grade Choir Concerts 6:30 PM & 7:45 PM | 29 | 30 |

SCHOOL SERVICES

FAMILY/COMMUNITY OUTREACH INITIATIVES

Department of Educational Equity staff provide student support, family outreach and education, and collaboration with district and community resources to help all students and families access our schools and services. If you have questions, please call the office of the Director of Equity in Education at 763-391-7124.

HEALTH SERVICE

District 279 employs a registered nurse in each school building. No student may leave school because of illness without permission from the school nurse. In case of an emergency, the school will make every effort to contact the parent/guardian. If the appropriate contacts can not be made, the school will proceed with action deemed necessary for the welfare of the child.

Emergency Cards Students under 18 years of age will not be released from school if ill or injured unless authorized by a legal parent/guardian or another adult designated by a parent/guardian. Please update emergency information annually and as changes occur.

Immunizations According to MN state law, all students must be in compliance with state immunization requirements, be in the process of receiving the immunization series, or meet exemption criteria. Student immunization data is shared with ImmuLink, the Hennepin County immunization registry. This secure computerized registry makes immunization data available to schools and physicians. Parents may opt not to participate in the registry by calling 612-676-5100 or their school nurse for more information.

Medications All medications, both prescription and over-the-counter, will be kept and administered in the school nurse's office. A request for medication administration is required annually and shall include parent and physician signatures. Medication must be in the original prescription or manufacturers' container. Students may carry and self-administer emergency medication (i.e. asthma inhalers and epi-pens) with specific written permission from the parent, physician, and school nurse.

POLICE LIAISON OFFICER

A police liaison officer has been assigned to the school to accomplish the following objectives:

- To establish positive attitudes of understanding, respect, and trust of police officers and the system of law enforcement.
- To assist students and their parents/guardians, along with school staff members, with problems and questions about the criminal justice system.
- To help young people avoid getting into trouble with the law.

Parents/guardians and students should feel free to contact the liaison officer concerning school or community problems.

STUDENT ACCIDENT INSURANCE

1. The district will provide the opportunity for families/students to purchase student accident insurance.
2. Insurance enrollment materials will be made available to students in each building.
3. The student/family will pay premiums or other charges directly to the insurance company.
4. The filing of claims and payment of benefits and/or claims will be the sole obligation of the insurance company and the individual.
5. The district or its employees will not become involved in the collecting of insurance fees, filing claims, or payment of benefits.

MEDIATION RESTORATIVE PRACTICES PROGRAM

The program at Maple Grove Middle School is designed to help students resolve conflicts that negatively impact their school lives. The program is founded on the belief that students can learn skills to resolve conflict constructively.

Through the use of a restorative circle the goal of the program is to:

- Teach students to resolve conflicts peacefully through mediation.
- Teach students to take responsibility for themselves and increase their lifelong skills in successfully dealing with anger and conflict.
- Improve the school climate for students by reducing conflict.
- Prepare students to live in a multicultural world through listening to others' points of view and peacefully resolving differences.

To enter a circle, a student asks a teacher, counselor, or administrator to have it arranged. During the restorative process, the two students in conflict sit down with two mediators. Each student tells his/her side of the story and helps generate possible solutions.

The MGMS staff holds high expectations for student behavior. We expect students to seek help in resolving conflict from a parent, teacher, counselor, administrator, police liaison officer, or through mediation instead of resorting to harassment or violence.

MGMS BULLY – FREE ZONE

STUDENT AND STAFF RESPONSIBILITY

- We will not bully other students
- We will help those being bullied
- We will report bullying



May 2022

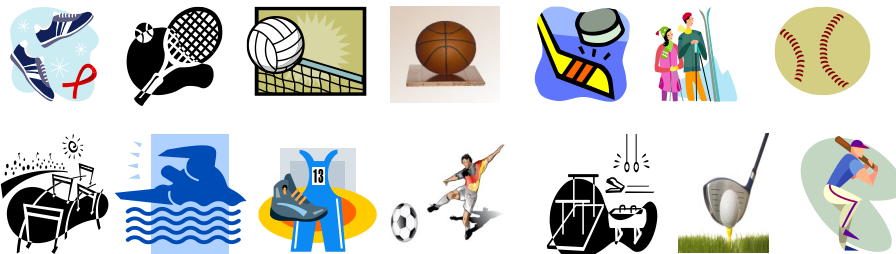


| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|--|--|--|---|----------|
| 1 | 2 Licensed Staff Workshop (No School) | 3 8th Grade Orchestra Concert 7:00 PM | 4 Jazz Band Concert 7:00 PM | 5 Virtual Parent Conferences 3:30-7:00 PM | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 Alternate Orchestra Concert Date (if needed) 7:30 PM | 13 | 14 |
| 15 | 16 | 17 Choir Concerts 7th Grade 6:30 PM 8th Grade 7:45 PM | 18 7th Grade Band Concert 7:00 PM | 19 6th Grade Band Concert 7:00 PM | 20 6th Grade Orchestra Concert 7:00 PM | 21 |
| 22 | 23 | 24 | 25 8th Grade Band Concert 7:00 PM | 26 | 27 | 28 |
| 29 | 30 MEMORIAL DAY (No School) | 31 | | | | |

EXTRACURRICULAR ACTIVITIES

A variety of extracurricular opportunities are offered for both boys and girls. We encourage you to have your child take an active part in the many clubs, organizations, and athletic programs. Announcements will be made at the beginning of each season via Schoology regarding practice sessions and meeting dates, etc.

All equipment issued to your child is to be returned to the school at the end of the season. Lost or stolen equipment will be charged to the student. If your child quits an activity, please return all equipment immediately.



The following sports are available for students to participate in at the high school level. Starting dates are in August. Check with your high school.

Fall (Aug-Sept-Oct)

Cross Country (7-12)
Girls Swimming (7-12)
Girls Tennis (7-12)

Soccer (7-12)
Cheerleading (7-12)
Dance Club (7-12)

Winter (Nov-Dec-Jan)

Cheerleading (7-12)
Hockey (7-12)
Nordic Skiing (7-12)
Alpine Skiing (7-12)

Wrestling (7-12)
Girls Gymnastics (7-12)
Boys Swimming (7-12)
Dance Team (7-12)

Spring (Mar-Apr-May)

Boys Tennis (7-12)
Girls Softball (Fast Pitch 7-12)
Golf (7-12)
Lacrosse (7-12)

Track (7-12)
Baseball (7-12)
Synchronized Swimming (7-12)

ADAPTIVE EXTRACURRICULAR SPORTS

For information on adaptive sports, please call CI-Head Coach at (763) 391-8500 or PI-Head Coach at 763-315-7600.

Co-curricular Activities

Orchestra
Student Council
Drama

Band
Choir
Musical

Destination ImagiNation
(Students will be informed of other activities as they become available)

Physical examinations are encouraged each year. Parents/guardians assume the responsibility for their students' physical fitness by signing the registration form.

Generally, practices will be held after school. Students must find their own transportation after contests. Athletic participants must ride the bus back to school after away meets/games unless written arrangements have been made between the parent/guardian and coach ahead of time, or unless the child leaves with his/her parent/guardian.

Students using tobacco or chemicals will be suspended from competition according to State High School League rules.

Students who miss classes will not be permitted to participate in extracurricular activities that day.

FEES

District Instrumental Music Program - Subject to change

| | |
|--|----------|
| Rental of district owned instruments (includes maintenance fee)..... | \$120.00 |
| Maintenance fee for school use instruments..... | \$30.00 |
| 6-12 grade percussion maintenance fee | \$30.00 |

Extracurricular Activities - Subject to change

| | |
|--|----------|
| High school participation..... | \$190.00 |
| Destination ImagiNation, Future Problem Solving, Math Club, Drama, Musical | Varies |

Other considerations:

1. Families not able to pay athletic fees because of financial hardship should contact the building principal and/or athletic coordinator of their school.
2. Fees are to be paid prior to equipment issue.
3. After the beginning of the season a refund request will be honored only if the student, through no fault of his/her own, cannot continue with the activity. NO REFUND will be provided in case of quitting a team or being dropped from a team because of disciplinary action. The allowable reasons for a refund include: injury, illness, or a transfer to another school out of the district. There will be NO REFUNDS after the mid-season of the activity has been reached.
4. NO REFUNDS will be given to a participant who is removed from the team because of his/her own actions.



June 2022



| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------|-------------------------|--|----------|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 Last Day of School | 10 Mark Reporting Last Day for Staff | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

EXTRACURRICULAR ACTIVITIES (continued)

MIDDLE SCHOOL HOUSE LEAGUE PROGRAM

Our middle school house program is a noncompetitive after-school athletic program designed to provide middle school students with a system-sponsored entry level sport opportunity. Each year, each middle school has an opportunity to create two house league programs during the academic year—one for boys and one for girls. Be sure to look for posters and listen for announcements for the House League program information. All students are invited to participate.

DECLARATION FOR PARTICIPATION

All 7th and 8th grade students must participate in programs at the senior high school assigned to their residence.

| | |
|-------------------------------|--------------|
| Maple Grove Activities Office | 763-391-8730 |
| Osseo Activities Office | 763-391-8600 |
| Park Center Activities Office | 763-569-7654 |

SENIOR HIGH ATHLETIC EVENTS

All senior high games played are under auspices of the Northwest Suburban Conference. The senior high school requests that elementary and middle students be supervised by parents while enjoying the game. All students are expected to follow direction given by supervisors at games/events, any students exhibiting inappropriate behavior or not chaperoned by a parent/guardian may be asked to leave.

GENERAL INFORMATION

BICYCLES/MOTORIZED VEHICLES

We recommend that students NOT ride expensive bicycles to school. Students are expected to lock bicycles in the racks provided. The school is not responsible for the safety of bikes. Middle school students are not to drive motorized bikes or cars to school.

CANINE SEARCHES

As one of many tools we use to keep our school safe, the schools are working in conjunction with local law enforcement to have trained dogs randomly search student lockers and the school building during and after school hours. If a dog identifies a locker as having a prohibited item in it, the locker, its owner and his or her possessions will be searched.

CLOTHING

Students are expected to be clean, neat, and dressed appropriately for the school day. Articles of clothing or words/symbols on personal property that are inappropriate or that cause disruption are not allowed.

In support of ISD 279's commitment to tobacco-free, drug-free, and violence-free schools, words or symbols that advertise products or actions which are illegal or harmful for students are not permitted. Examples of inappropriate clothing include, but are not limited to:

- 1) sexually obscene and/or profane language, slogans, emblems or pictures;
- 2) gang symbols and/or emblems, or clothing worn in a manner to identify gang membership;
- 3) sexually provocative or immodest clothing, words, or symbols;

Outerwear coats, hats, and other headwear may not be worn during the school day. Sweaters and sweatshirts are recommended during the school day for students who may feel chilled.

COMMUNITY-SCHOOL FUNCTIONS

Community Park and Recreation Departments handle many functions within the middle school building after the normal school day such as swimming, dances, co-recs, etc. If you have a question, please do not call the middle schools. For information call the Parks and Recreation Departments of Maple Grove, (763) 494-6500, Brooklyn Center, (763) 569-3400, or Brooklyn Park, (763) 493-8355.

CRIMINAL HISTORY BACKGROUND CHECKS

Osseo Area Schools is committed to maintaining a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check on all individuals who are offered employment in a school and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to a school, regardless of whether any compensation is paid. The school district may also decide to seek a criminal history background check on any individual who seeks to enter a school or its grounds for the purpose of serving as a school volunteer or working as an independent contractor or student employee.

GENERAL INFORMATION (continued)

INTERNET ACCEPTABLE USE AND SAFETY

Electronic information research skills are fundamental to preparation of students as citizens of the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet through the curriculum and that they will provide guidance and instruction to students in their use.

Use of the district's network/internet resources is intended only for educational and informational purposes, such as research, professional development, instruction and collaborative education projects.

The use of the school district system and access to the use of the Internet including electronic communication is a privilege, not a right, used within District Policies 524 and 441. Consequences for students who fail to abide by Policy 524 - Internet Acceptable Use and Safety will be included in the building discipline procedures required by Policy 506 - Student Discipline. Infractions by students will also be referred to legal authorities when appropriate.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network/Internet resources. While the school will monitor student network/Internet use as closely as possible, the school cannot guarantee that students will not independently access network/Internet resources. If parents/guardians do not want their student to access network/Internet resources in school, they must notify the principal in writing.

LOCKERS

Each student will be assigned a hall locker and will need to bring a lock. Students are urged NOT to bring expensive items to school; personal items are not covered by school insurance. Students should keep their lock combinations to themselves. Students are to use only their assigned lockers and are responsible for the contents as well as keeping it clean inside and out.

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 practical 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. (M.S. 121A.72 Subd.1 and Policy 502).

LOST AND FOUND/THEFT

Lost and found will be located in the Student Services office. Students should report both lost and found items immediately. Please complete a lost and found/theft report in the Student Services office.

MINNESOTA DEPARTMENT OF EDUCATION

Parents have the right to request information regarding the professional qualification of the student's classroom teachers. You can check a teacher's professional qualifications on the Minnesota Department of Education website: <https://education.mn.gov/MDE>

NOTICE OF USE OF HAND HELD METAL DETECTORS

Weapons are prohibited on school property by Board policy and State and Federal law. When there is reasonable suspicion that someone is in possession of a weapon on school grounds, the administration is authorized to use hand held metal detectors as a method of searching for those weapons.

PHYSICAL EDUCATION EXCUSE POLICY

1. EXCUSES FOR 1 TO 3 DAYS - Minor injuries and ailments require a written note from parent/guardian. These notes ARE NOT taken to the health specialist, but are given to your physical education instructor at the BEGINNING OF YOUR CLASS.
2. EXCUSES FOR MORE THAN 3 DAYS - You must obtain a written excuse from your doctor and have it signed by the school health specialist before giving it to your physical education instructor. Excuses of this kind will require an alternative project or assignment.

If there is a question about the validity of the note or about the number of days excused, the instructor may send you to the health specialist for verification with parent/guardian.

PHYSICAL EDUCATION DRESS EXPECTATIONS

Physical Education teachers will share information with their students regarding the type of clothing needed for physical education and swimming.

PLEDGE OF ALLEGIANCE

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students must respect another person's right to make that choice. See Policy #647

SALES IN SCHOOL

No individual student or organization, public or private, charitable or otherwise, may use the school to sell literature or products for a profit. The only exception to this rule is the sale of items by the school's organizations to raise funds specifically for the organization. Any posters/signs advertising organizations, causes or events must be approved by administration.

SCHOOL CLOSING ANNOUNCEMENTS

The decision to close school is made prior to the time the first bus leaves for senior high routes (6:00-6:30 a.m.) School closing announcements are made on WCCO AM 830; KSTP Channel 5, Fox Channel 9, KARE TV Channel 11, and Northwest Community 31 TV - Cable 12.

GENERAL INFORMATION (continued)

SEARCHES

For reasons of health, safety, or suspected criminal activity, students may be asked to empty pockets, purses/bags, and/or remove shoes and socks.

SENIOR HIGH ATHLETIC EVENTS

All senior high games played are under auspices of the Northwest Suburban Conference. The middle schools have no jurisdiction nor will we chaperone your children. The senior high school requests that elementary and middle school students be supervised by parents while enjoying the game. Students exhibiting inappropriate behavior may be asked to leave.

SIGNS, POSTERS, LITERATURE

Any sign or poster that is to be displayed or literature to be distributed in the school building or on school grounds requires the prior approval of the administration.

Public school buildings may not be used to promote the interests of any commercial or non-school agency. (See District Policy #905)

SKATEBOARDS/ROLLERBLADES

Skateboards/rollerblades or Heelies shoes may not be used in the building or on school grounds.



SPECIAL OCCASIONS

Balloons, signs, flowers, singing messages, beverages, food, and other items WILL NOT be allowed in school.

STUDENT GROUPS (Use of School Facilities)

Any student club or group may use school facilities for meetings provided, the student club or group has: 1) an identified staff member who provides supervision for disciplinary and safety reasons, and 2) the student club or group has registered with the principal. Such student clubs or groups may utilize school facilities during non-school hours (i.e., before the school day begins and after the school day ends) based upon availability. Only those student clubs or groups that are associated with the subject matter of a regularly offered course, or a course soon to be taught, or concerns the body of courses as a whole, or where participation in the club or group is required for a particular course or results in academic credit, may seek approval from the principal to meet during school hours. The principal may deny approval where the student club or group does not meet the aforementioned criteria, the intended meeting time is disruptive to instructional activity, or space is not available. All school policies, procedures, rules, and regulations are in effect during the meetings of all student clubs or groups.

SUBSTITUTE TEACHERS

Substitute teachers are guests in the building providing a service for our students and staff. We expect students to be courteous, cooperative, respectful and helpful to all guests in the building.

TELEPHONES

Office telephones are for business only. They SHOULD NOT BE USED FOR PERSONAL CALLS EXCEPT IN CASES OF EMERGENCY, and then only with consent of someone in the office. Students WILL NOT BE CALLED FROM CLASS TO ANSWER THE TELEPHONE EXCEPT IN AN EMERGENCY. A courtesy phone is available for student use.

TRESPASSING

Presence at any school location without permission from the staff of that school (students are not to go into other district buildings without permission from the staff of that building) is trespassing. Admitting others through a locked or secured door without permission of school personnel is permitting trespassing. School administration and/or police will respond to incidents of trespassing.

RISK MANAGEMENT

ACCESSIBILITY

The Americans with Disabilities Act (ADA) requires that we make our programs and services accessible to individuals with qualifying disabilities. A thorough evaluation was conducted for compliance with accessibility codes and guidelines and a transition plan was developed to improve accessibility. If you need auxiliary aides or services in order to participate in or attend a district activity, call your local school or the school district at least seventy two (72) hours in advance (two week notice preferred).



ASBESTOS

The asbestos Hazard Emergency Response Act (AHERA) requires that each school district notify parents and employees annually regarding asbestos-related activities. In the fall of 1988, all of our school buildings were inspected for asbestos-containing materials by accredited personnel. Since that time, we have conducted periodic surveillance checks every six months and re-inspected our buildings every three years as required. This is done to ensure that the asbestos is properly maintained. Except for floor tile, most of the asbestos in our district is limited to non-public areas, such as mechanical rooms and above ceilings. When properly maintained, asbestos does not present a hazard. District 279 has limited its asbestos removal to areas where renovation or maintenance activities are planned. Management plans are on file and available for review in each building with asbestos-containing materials. Questions regarding this notice should be directed to the district's Risk Management Coordinator at 763-391-7191.

BICYCLES/MOTORIZED VEHICLES

We recommend that students NOT ride expensive bicycles to school. Students are expected to lock bicycles in the racks provided. The school is not responsible for the safety of bikes. Middle school students are not to drive motorized bikes or cars to school.

BUILDING ACCESS AND SECURITY

For the safety of our students and staff, all exterior doors will remain locked during the school day, except for the main entrance. Visitors must sign in at the main office and obtain a visitor's badge. Children will only be released to their parents or individuals authorized on the student's emergency card/screen. Proof of identification will be required.

According to Minnesota Statute 609.605, subdivision 4, "It is a misdemeanor for a person to enter or be found in a public or non-public elementary, middle, or secondary school building unless the person –

- (1) is an enrolled student in, a parent or guardian of an enrolled student in, or an employee of the school or school district;
- (2) has permission or an invitation from a school official to be in the building;
- (3) is attending a school event, class, or meeting to which the person, the public, or a student's family is invited; or
- (4) has reported the person's presence in the school building in the manner required for visitors to the school."

It is also a misdemeanor for a person to enter or be found on school property within one year after being told by the school principal or the principal's designee to leave the property and not to return, unless the principal or the principal's designee has given the person permission return to the property.

CHEMICAL USE/POSSESSION

ISD 279 will not allow the sale/selling, distribution and possession of chemicals by students as it jeopardizes personal safety and interferes with the learning process.

No student, regardless of age, may possess, use, sell, distribute, and/or exchange illegal chemical substances, paraphernalia or other mood-altering chemicals which can hinder the student's ability to learn or participate, and/or could cause damage to the student's health. This prohibition is effective in school buildings, vehicles, and school contracted vehicles, on school property, and at school activities. "Use" is defined as drinking, sniffing, smoking, swallowing, chewing, injecting, or otherwise absorbing into the body such illegal or mood-altering substances. Look-alikes, example - Near Beer, are not permitted on school property or at school events. (See Policy #506 or Policy #541.)

Students apprehended using, possessing, selling, distributing and/or exchanging chemical substances will be subject to Policy 506 - Student Discipline, and treated according to existing school rules, including notification of law enforcement agencies and the application of school suspension and/or expulsion procedures.

SEVERE WEATHER

Generally, you can expect that school will be held, even in severe weather. If you disagree with the district's decision to hold school on a day you believe the weather is hazardous, you may keep your child home. Please call your school's absence line to report the absence. The absence will be excused.

School Cancellation

District administrators consider the combined effects of snow, ice, and wind chill when determining if school will be held. If the National Weather Service predicts the wind chill to remain at or drop below -35°F (below zero), school may be cancelled. We attempt to make the decision by 5:30 a.m. after surveying conditions, monitoring weather reports, and consulting with transportation vendors.

Early Release/Dismissal

Early dismissal is unlikely, due to the complexity of student transportation. However, if a storm worsens during the day, the superintendent may decide to close school early. Staff would attempt to make such a decision by 11 a.m.

- Mid-day dismissal: Lunch may be served and schools will be released in normal order, so older siblings are home first to await younger brothers/sisters.
- Tornado warning or other severe weather: Buses will not be loaded and students will remain at school.

(continued)

RISK MANAGEMENT (continued)

No Late Starts

Due to the complexity of student transportation (e.g., students coming from other districts for magnet schools, homeless student transportation, and transportation to out-of-district special education programs), Osseo Area Schools does not offer late starts. At the time this handbook was published, however, the district was studying the feasibility of weather-related two-hour late starts. Families will be updated if late starts become an option.

Programs, Activities, Events

When schools close, all after-school and evening activities and programs are generally cancelled, as well, including extra-curricular activities and community education programs (youth/adult classes; preschool and Kidstop programs; adult basic education; early childhood). Privately sponsored activities scheduled through the school district's facilities reservation department are also cancelled. The Kidstop Family Handbook describes pick-up procedures related to early dismissals.

COMMUNICATIONS

If school is canceled or dismissed early, we inform families as follows:

- **Telephone/email:** We will call and/or email you using an automated messaging system. Please be sure to submit or update your contact information through your child's school.
- **Online:** Whenever possible, emergency information will be posted on the district's website—www.district279.org—and the district's Facebook page—www.facebook.com/OsseoSchools.
- **Broadcast:** Information will be submitted to major radio and TV stations as "Osseo District 279."

Please do not call your child's school with questions during an emergency. The phone lines must remain open for emergency communications. If you need assistance, call the main district phone number: 763.391.7000.

PARENT/GUARDIAN RESPONSIBILITIES

- **School emergency plan for your family:** Make sure your children know what to do if school is canceled. Do they know how to get into your home safely if school closes early?
- **Student emergency contact information at school:** Students will be released only to parents, guardians and authorized individuals listed on the student emergency cards kept in at school. Please keep this information current.
- **Weather-appropriate clothing:** Please send your child to school dressed appropriately for the weather, e.g. warm coat, mittens, hat, and/or boots. Your child will be expected to go outdoors when outdoor recess is held. The school principal will determine whether to hold outdoor recess when the weather is questionable.

EMERGENCY PREPAREDNESS

Osseo Area Schools has a comprehensive emergency plan developed with the help of local law enforcement, emergency management, and public health officials. Drills are routinely held in all district buildings to prepare students and employees for emergencies.

The emergency plan is based on an "all-hazard" approach that incorporates four universal response actions that can be implemented quickly. In the rare event of an emergency, the school principal or a district administrator will implement one of the following actions as needed:

- **Evacuation:** All students and staff will exit the building. If the school grounds are not safe, students may be relocated to another site.
- **Shelter In Place*:** All students and staff will move into the building. Exterior doors and windows will be locked and public access to the school will be temporarily suspended. If a potentially hazardous substance has been released into the environment, ventilation systems will be temporarily disabled to keep out contaminants.
- **Lockdown*:** All students and staff will secure their areas by locking doors and windows. Public access to the school will be temporarily suspended.
- **Severe Weather Shelter:** All students and staff will be moved to designated shelter areas within the building. If severe weather strikes during dismissal, buses may be delayed.

*During a shelter in place or lockdown, building access will be restricted to the public, including parents. Once the emergency response action has been lifted, you will be allowed to enter the building.

FIRE DRILLS

According to Minnesota State Law, schools must have fire drills. It is therefore important that students follow the fire drill guidelines each time the alarm is sounded.

The guidelines are:

1. Leave the building immediately according to the directions posted in your area. Stay with your teacher and class. Students should exit the building quietly.
2. Once out of the building, remain 100' from the building until the all-clear signal is given.
3. If the alarm rings during lunch time, leave the cafeteria immediately, leave the trays on the tables. When you return to the cafeteria, finish your lunch and bus your tray.

RISK MANAGEMENT (continued)

FOOD AND BEVERAGE ITEMS

State Health Department guidelines do not allow students to share home baked/prepared food items or beverages with other students at school. Please be aware that some individuals may have food allergies. Beverages, food, and candy are allowed in the cafeteria only. Food from outside vendors will not be allowed during the lunch day.

HALLS

Injury can result when students run, push, shove, play fight, horse play, or trip other students in the halls or on the steps. Appropriate behavior is expected while students are in the hallways at all times. It is important that students walk slowly and follow the traffic patterns of the halls, as well as follow the stairwell directional pattern. Keep hands, feet, and objects to yourself. Students must have a pass while in the halls during class.

INDOOR AIR QUALITY

The district has established an Indoor Air Quality (IAQ) Management Plan that includes procedures for maintaining good air quality in our buildings. The plan includes forms for reporting concerns that may be related to air quality. Building staff will conduct an initial investigation. If the problem remains unresolved, the district Risk Management Department will follow up and perform testing as needed. Questions should be directed to the principal or the district's Coordinator of Risk Management at 763-391-7191.

Because of potential health implications for our students with allergies and asthma, animals are not allowed in school without permission from the principal. We need to make sure that no students in the affected area will be negatively impacted by the animals first. Certified therapy dogs will be permitted no more than three days per week.

LATEX-SAFE SCHOOLS

To safeguard the health of students and staff having latex allergies, the District has taken steps to minimize exposure to natural rubber latex. No latex balloons are allowed, except when used for curriculum purposes with prior approval from the principal. Students with latex allergies should notify the Health Services Specialist at their school so that accommodations can be made.

PESTICIDE APPLICATION NOTICE

A Minnesota state law requires schools to inform parents and guardians if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents/guardians at each school office. Parents/guardians may also receive, upon request, prior notice for pesticide applications made on days other than those specified in the estimated schedule. State law also requires that parents/guardians be told the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If you have any questions regarding pesticide applications contact your child's school or please stop by the school office.

SCHOOL SAFETY DRILLS

Each middle school will conduct a minimum of five lockdown drills, five evacuation, two severe weather safety drills per school year.

SCHOOL SAFETY

School needs to be safe, orderly, and conducive to teaching and learning. School is a public place and all the laws, social norms, and common sense rules of public behavior apply on school property.

Osseo Area Schools takes a decisive stand on aggressive behavior and on the possession, storage, transmission and/or use of weapons or look-alike weapons. School administration may recommend expulsion if a student is involved with a weapon or lookalike weapon.

Any student observing a dangerous, harmful, threatening, suspicious, or frightening situation should report it to an adult immediately. We are all responsible for a safe and orderly school.

TORNADOES

In the event of a tornado warning while school is in session, all students will stay at the school until the all-clear is given.

TIP LINE

The district has established a tip line for students and parents to report bullying, weapons, drugs and violence. Callers can leave messages anonymously. If you have information regarding something that may happen or an incident that has already occurred, please call 763-391-8660 to report it. You may also complete an anonymous Tip Line form on the district website. All messages will be forwarded to the principal or administrator.

TOBACCO FREE SCHOOLS—Policy 419

The district prohibits the manufacture, distribution, dispensing, transfer, possession or use of any defined prohibited drug while on school property, in school vehicles, or while accompanying students on school affiliated activities.

The use of alcohol and/or tobacco including e-cigarettes is prohibited for all persons within all school buildings, in school or contracted vehicles, or on school grounds during all hours of every calendar day. The prohibition applies to all students and adults.

These policies apply at all times at any school-sponsored event, on or off campus while students are under staff supervision.

WEAPONS

Weapons and look-alike weapons are strictly prohibited. (See page 20).

WELLNESS

This is a required policy according to Federal Public Law 108-265 (2004) § 204. Nutrition education and physical education are important components of the educational process, and good health fosters student attendance and learning. The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity. The school district encourages the involvement of students, parents, and staff in implementing, monitoring, and reviewing school district nutrition and physical activity policies. Students need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive. All students in grades PK-12 will have opportunities, support, and encouragement to be physically active on a regular basis.

POLICIES

POLICY 101 RACIAL EQUITY IN EDUCATIONAL ACHIEVEMENT

I. PURPOSE

The purpose of this policy is to ensure that educational excellence and educational equity are provided for each learner. Each of the school district's students deserves respectful learning environments in which the student's racial and ethnic identity is valued and contributes to successful academic outcomes for all students. Through educational excellence and equity, each student in the school district will be empowered and equipped as a lifelong learner with the necessary tools to achieve dreams and contribute to community. The school district will establish and maintain a commitment to educational excellence and equity in its systemic practices, which will support its contribution toward a community free from racially predictable disparities.

II. GENERAL STATEMENT OF POLICY

The school district is committed to raising the achievement levels for each student by creating transformational system change to ensure equitable student achievement.

III. ADMINISTRATIVE RESPONSIBILITIES

- A.** School district administration will develop, support, model, and sustain equity-focused and culturally responsive training for staff and students.
- B.** School district administration will develop practices that create multiple pathways to success in order to meet the needs of our diverse students, and will actively encourage, support and expect high academic achievement for each student.
- C.** School district administration will monitor policies, programs and practices to assess educational equity and work to eliminate racial and ethnic disparities in all district and school-level programs.
 - 1. Students at the Center
The school district will provide each student with high quality culturally responsive pedagogy.
 - 2. Equity Leadership Development
The school district will recruit, employ, support and retain a workforce that reflects the diversity, including racial diversity, of enrolled students, as well as culturally competent administrative, instructional and support personnel.
 - 3. Culturally Responsive Leading, Learning, and Teaching Practices
Consistent with state regulations and school district policy, the school district will provide materials and assessments that reflect the diversity of students and staff, and are geared towards the understanding and appreciation of race, culture, economic status, language, ethnicity, ability and other differences that contribute to the uniqueness of each student and staff member.
 - 4. Family and Community Engagement and Empowerment
Each school and program will seek community input and create a welcoming culture and inclusive environment that reflects and supports the racial and cultural diversity of the school's student populations, their families, and communities.

POLICIES

DISTRICT POLICIES

The Board of Education decides the policies or “laws” by which the district is governed. The policies, procedures, and guidelines are available to parents and students upon request in the school office or District Website. Policies of particular interest to the middle school age include; Attendance No. 503; Gender Inclusion 508; Student Records No. 515, Student Discipline No. 506; Bullying No. 514, Wellness No. 533; Student Dress No. 504; Chemical Use/Abuse No. 541; Transportation of Students No. 707; Harassment and Violence No. 548; Student Lockers No. 502; Expulsion No. 551; Student use of Network/Internet Resources No. 524.

GENDER INCLUSION—POLICY 508

This policy is intended to ensure student access to school district programming, activities and facilities for each student regardless of their sexual orientation, gender identity, gender expression or gender non-conformity. All students of the school district, including transgender and gender diverse students, deserve respectful and inclusive learning environments that value students’ gender identity and gender expression. The school district strives to provide programming and facilities where all students feel safe and supported. (See [School Board Policy 508](#) for more information).

BULLYING PROHIBITION

The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior. A safe and civil environment is needed for students to learn and attain high academic standards and to ensure a healthy school climate. Bullying, like other violent or disruptive behavior, is conduct that interferes with students’ ability to learn and teachers’ ability to educate students in a safe environment. It is the school district’s intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. In compliance with MN Statute 121A.0695 – Bullying Prohibition Policy, the district prohibits any act of bullying by any individual student or group of students.

It will be a violation for any student, employee, or agent of the district to bully a student, employee, or agent of the district through conduct or communication in person or through **misuse of technology (cyber-bullying)** of a bullying/intimidating nature as defined by Procedure 514 – Bullying Prohibition. It will also be a violation for any student, employee, or agent of the district to engage in bullying conduct at any time or place that interferes with or obstructs the mission or operations of the school district by affecting the safety or welfare of the student, other students, or employees. 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.

CHILD ABUSE POLICY

In accordance with Minnesota State Law it is the policy of District 279 to protect children by requiring the reporting of suspected physical abuse, sexual abuse, or conditions of neglect involving minor children whether occurring in the home, school, or community.

Minnesota Statute Section 626.556, Subd. 3

“A professional or his delegate, who is engaged in the practice of . . . education, who has knowledge or reasonable cause to believe a child is being neglected or physically or

sexually abused, shall immediately report the information to the local welfare agency, police department or the county sheriff . . .”

EQUAL OPPORTUNITY POLICY

ISD 279, in compliance with current state and federal statutes and regulations, and in recognition of its obligation to provide equal opportunity for education and employment for all persons within its jurisdiction, affirms that it will not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital or parental status, status with regard to public assistance or disability. See Policy #102

If you have any questions or concerns, contact the **Human Resources Department, 11200 93rd Avenue North, Maple Grove, Minnesota 55369, (763) 391-7007.**



TRANSPORTATION POLICY 707

The safety and comfort of all students is of primary importance.

STUDENT RIDERSHIP GUIDELINES

1. Take a seat promptly - move to window seat when possible.
2. Remain seated while on the bus.
3. Keep aisles clear of legs, instruments and/or other objects.
4. Talk quietly so that you do not bother others or distract the bus driver.
 - Disobeying the driver
5. Do not tamper with safety or bus equipment.
 - Use/possession of weapon or look-alike device
6. Students are required to sit in their assigned seat.
 - Use/possession of tobacco or chemicals
7. Follow instructions of the driver.
 - Throwing objects inside or out of the bus

Listed below are types of behavior included but not limited to those identified as unacceptable for bus ridership:

- Damaging bus property
- Abusive language
- Injury to others
- Unsafe behavior
- Excessive noise

Any student who jeopardizes the safety and comfort of other bus students can lose the privilege of school bus transportation.

Building administration may set up a conference with the student or parents. Parents may be notified by phone, in person, or in writing. A pattern of minor infractions or a single major infraction of the rules may result in suspension of bus-riding privileges. Other school consequences may also apply. It is essential to enforce the rules to ensure your child’s safety and comfort.

Students are not allowed to make irregular changes in pickup or delivery stops such as to go home on the bus with a friend or for work, club, party, or social events. Questions regarding this policy should be directed to the Transportation Department at (763) 391-7044 in advance. School building officials can not give permission to change buses.

Musical instruments are permitted on the bus as long as the students can hold them on their laps. If the instrument is so large that it can’t be kept by the student, other provisions must be made to transport it. Skis, skateboards, breakable glass objects, unprotected skates or rollerblades, fishing poles, and animals/pets are not allowed.

Parents or guardians are responsible for reinforcing safe bus riding behavior with their children. Students may be videotaped on buses to maximize safety.

STUDENT RECORDS AND YOUR RIGHTS

School Board Policy #515 - Protection and Privacy of Education Records, outlines the collection, security, storage and release of student information as required by State and Federal laws. The school district must obtain and use information about each student to plan the best education program and ensure the rights of each student and parent/guardian to privacy. Therefore, access to information by third parties is controlled.

The Superintendent of Schools, who has overall responsibility for student records, delegates the day-to-day responsibility to administrators in charge of each elementary and secondary school and to certain District personnel.

Student Data: Student data is classified as public, private or confidential.

Directory Information: Directory information is public data that may be disclosed in the form of class lists or other lists. Directory information does not include any personally identifiable information. School Board Policy 515 designates the following student data as directory information:

- student's name
- student's address
- date of birth
- school of attendance
- grade(s) completed
- dates of attendance
- degrees and awards received
- participation in officially recognized activities/sports
- weight and height (if a member of a team)
- photograph

Denial of Release of Directory Information: A parent/guardian of a student or an eligible student may object to the designation of the above information as directory information and may notify the building principal in writing using Appendix C of School Board Procedure 515. Appendix C may be obtained from any school office or the district website. Designation of directory information to private is in effect for one year or until modified, whichever comes first.

Requests for directory information are made in writing to the Coordinator of Information Systems, 11200 93rd Avenue North, Maple Grove, MN 55369, 763-391-7000.

Private Data: In general, all documents and verbal student information is private data and cannot be released by school district employees to the public. "Members of the public" include most school district employees, and students and their parents who are not the subject of the data.

Accessing: A student or parent may gain access to his/her own private data, but there are exceptions listed in policy/procedure 515. School district employees may gain access to this data if they have a legitimate educational interest in the information, or the information will provide effective, educational-related services to the student or parent.

Collecting and using: The school district employee must inform the student or parent of the purpose, intended use, obligation to provide or consequences of failing to provide the data, and to whom the information may be disclosed. This requirement is met by providing a Tennessean Notice to the student and/or parent.

Storing: Private data must be maintained in a secure manner. District employees who have private educational data must take precautions to ensure that the data are inaccessible to anyone who does not have authority to access it.

Sharing: Limited instances when private information may be released include sharing oral information and written documentation. If you receive a request to release private educational data, go to your principal or administrator for assistance in compliance with the law and school board policy. Employees who violate this policy may be subject to discipline—including termination and civil/criminal penalties.

Confidential Data: Confidential data is data which state statute or federal law has declared not public and not accessible to the student and/or his/her parent/guardian. This includes, but is not limited to:

- reports of child abuse and neglect;
- individual student data received from outside agencies which the agency has classified as confidential and is classified as confidential by State statute or Federal law; and
- chemical abuse data collected by a licensed alcohol and drug counselor.

Release of Information to Military Recruiters: Federal and State laws require all school districts to provide military recruiters, upon request, with the name, address, and telephone number of all 11th and 12th grade students unless the parent or eligible student (students over 18 years old of authorization) requests that the information not be provided without written permission. Denial to release information to military recruiters may be completed by submitting Appendix D to school office by October 1st. The denial of authorization by parent/guardian or eligible student must be completed annually.

Storage of Student Records: Student records are kept secure in the school in which the student is attending. Records are kept in locked file drawers or secure computer systems except when used by employees of the District whose work assignments require access to the records. Records of students who withdraw or graduate will be kept at the school of attendance for one year and then sent to the Educational Service Center, 11200 93rd Avenue North, Maple Grove, Minnesota, for permanent retention.

Transfer of Student Records: When a student moves from one school to another within the District, the entire record will be checked for completeness and then be forwarded to the student's new school. When a student withdraws to enroll in another school district copies of the student's records, including records of disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information and, if applicable, data regarding a student's history of violent behavior will be forwarded to the student's new school. Written permission of the parent/guardian is not necessary in the transfer of records to a school in which the student intends to enroll. Parent/guardian may request a copy of the records transferred and may challenge the content of the transferred records in accordance with Section H of Procedure 515.

Questions concerning student records should be directed to the District Compliance officer, at (763) 391-7000.

Statement of Rights: Parents/guardians and eligible students have the following rights under the Family Educational Rights and Privacy Act, (FERPA).

1. Inspect and review the student's records;
2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and its regulations authorize disclosure without consent; and;
4. File with the U.S. Department of Education a complaint concerning alleged failures by the educational agency or institution to comply with the requirements of FERPA.

This is a summary of the "Statement of Rights." The entire statement is Appendix A in Procedure 515 Protection and Privacy of Education Records.

All rights and protections given parents/guardians under the above statutes, regulations, and District policy transfer to the student when the student becomes an eligible student.

Policy and Procedure 515 "Protection and Privacy of Education Records" is available on the district Web site: www.district279.org/who/policies.cfm

OSSEO AREA SCHOOLS RETENTION GUIDELINES

The staff at your child's school is dedicated to the total and continuous development of each and every student; therefore, if a student fails to satisfactorily complete specified curricular areas, he/she may be required to repeat courses in the areas of deficiency to insure future academic success. Furthermore, the staff recognizes the individual needs and differences of special education and Section 504 students and the modified curriculum and grading procedures mandated for those students identified in their individualized plans.

It is the responsibility of the student and parent(s)/guardian(s) to be familiar with these guidelines.

MIDDLE SCHOOL 6th, 7th & 8th GRADE RETENTION GUIDELINES

Repeating of a single core class (math, science, English, and/or social studies) is determined as follows:

- Full year students in the district: Fail 3 trimesters of any core subject
- Partial year students: Fail 2 out of 2 trimesters of any core subject

Options for making up failed courses in science, English, or social studies:

- Repeat 1 trimester in the area(s) of failure during the next school year.
- Pass an appropriate summer school class (at own expense); prior approval must be obtained from a building principal or counselor.

Options for making up a failed math course:

Due to the sequential nature of mathematics, a student who fails a math course will need to complete an appropriate math course to advance to the next math level.

- Failure of Math 6: repeat Math 6
- Failure of Math 7: repeat Math 7
- Failure of Math 8: repeat Math 8
- Pass an appropriate summer school class (at own expense); prior approval must be obtained from a building principal or counselor.

REPEAT ENTIRE YEAR

If a student fails three or more of his/her core academic areas (English, math, social studies, science) for two or more trimesters, the school reserves the right to require the student to repeat the entire grade level. The building principal, upon consultation with counselor(s), teacher(s), parent(s)/guardian(s), and the student, retains the right to promote/pass a student who in his/her opinion would not benefit from retention.

ParentVUE

Osseo Area Schools offers parents/guardians access to ParentVUE, an online service, that is easy to access and will enhance teacher/parent communication. ParentVUE provides parents with the opportunity to go online and find information about their child's academic performance, schedule, attendance, food service account and transportation information. Users are able to view current academic progress reports and unofficial transcripts. It also allows you to subscribe to an email alert system that will automatically send an email when your child is absent. In addition, parents may use ParentVUE to update their phone numbers and e-mail address.

In order to take advantage of ParentVUE you are invited to pick up registration materials and access key in the counseling office. A parent or legal guardian must present one of the following forms of personal identification: *a valid driver's license; a valid State identification card; or a valid passport*

When you pick up your ParentVUE registration materials, you will be asked to sign and date an **Acceptable Use Policy** before receiving your ParentVUE access key. This access key allows you to setup your ParentVUE account so you can gain access to your child's academic information. Once you activate your account, you will have 24-hour access to attendance, current term schedule and academic performance. You will also have access to academic progress reports for your child. Due to data privacy, we are unable to mail your secure access key via mail.

STUDENTVUE IS HERE!!

Students have access to StudentVUE too! Within the first two weeks of the start of the school year, all students will be given access to their attendance, schedule, transcript and grade book information online. **Students will be expected to periodically review their academic progress via StudentVUE online grading software, accessible from any Internet-connected computer.** This will give our students the opportunity to stay on top of their own attendance and classroom assignments.

It is the responsibility of the student to maintain the security of his or her user name and password information. Attempts to tamper with other students' accounts will result in discipline following the Osseo Area Schools Internet Acceptable Use and Safety policy.

ParentVUE IS ONLINE!!!

StudentVUE IS ONLINE!!!

SCHOOLGY

Schoology is a secure web-based learning management system (LMS) which provides features to support online learning, communication and collaboration among students, teachers and families. Schoology provides a safe way to share classroom content, access assignments, participate in discussions and receive class information. Student Chromebook are equipped with the Schoology app; however, Schoology can also be accessed by visiting Osseo.schoology.com from any web browser.

SEXUAL HARASSMENT & VIOLENCE POLICIES & PROCEDURES

POLICY #548

The district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

It will be a violation for any student, employee or agent of the district to harass, threaten to inflict, or attempt to inflict violence through conduct or communication upon any student, employee, or agent of the district on any of the bases listed above.

DEFINITIONS

Sexual Harassment and Violence

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other physical or verbal conduct or communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education;
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive educational environment.

Sexual violence is a physical act of aggression or assault upon another person that includes a sexual act or sexual purpose.

Sexual orientation: having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

Religious/Racial Harassment and Violence

Religious/racial harassment consists of physical or verbal conduct or communication which is related to an individual's religion/race when the conduct:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
- Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- Otherwise adversely affects an individual's employment or academic opportunities.

REPORTING PROCEDURES

Employees

Victims of alleged harassment or violence and third persons with knowledge of such conduct will report the alleged act immediately to district officials, as designated herein. Nothing in policy 413 will prevent any person from reporting harassment or violence based on a protected classification directly to the human resources executive director. In the case of an emergency, district employees should call for assistance.

- Building level: The principal is responsible for receiving reports of harassment or violence.
- Department level: The department head is responsible for receiving reports of harassment or violence.
- Upon receiving any such report, the principal or department head must notify the human resources executive director as soon as possible, but in no event later than 72 hours after receipt of the report. The report must be forwarded without screening or investigation.
- District level: The district will designate the human resources executive director to receive reports of harassment or violence. The name, address, and phone number of the human resources executive director will be posted in each building.

Submission of a good faith complaint or report of harassment or violence will not affect the individual's future employment, grades, or work assignments. The district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the obligation to investigate, to take appropriate disciplinary action, and to conform to any discovery or disclosure obligations.

Students

District employees who witness harassment or violence directed at a student should take appropriate action safely, and report the incident to the building's site leader. In case of an emergency, district employees should call for assistance.

Victims of alleged harassment or violence or third persons with knowledge of such conduct will report the alleged act immediately to the principal.

Submission of a good faith complaint or report of harassment or violence will not affect students' grades. The district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the obligation to investigate, take appropriate disciplinary action, and conform to any discovery or disclosure obligations.

HARASSMENT AND VIOLENCE POLICIES (continued)

Sexual harassment or violence perpetrated against a minor will be considered sexual abuse and will be reported as directed in Policy 414 --Mandated Reporting of Child Neglect or Physical or Sexual Abuse and required by M.S. 626.556 - Maltreatment of Minors. Nothing in these policies will prohibit the District from taking immediate action to protect victims of alleged sexual abuse.

INVESTIGATION AND DISTRICT ACTION

Students

Complaints of a sexual, religious, or racial harassment or violence perpetrated by a student shall be investigated by the building administration. Disciplinary action will be taken in accordance with Policy 506 - Student Discipline and building procedures. Complaints of sexual harassment or sexual violence perpetrated by an employee or agent of the school District against a student must be reported and investigated as directed in Policy 413 - Harassment and Violence, Policy 414- Mandated Reporting of Child Neglect or Physical or Sexual Abuse, and as required by M.S. 626.556 - Maltreatment of Minors and other applicable law.

Employees

By the authority of the School Board, the District Human Rights Officer, upon receiving any report alleging sexual, religious, or racial harassment or violence, will conduct or authorize an investigation. In determining whether alleged conduct constitutes a violation of this policy the District should consider all the facts and surrounding circumstances of the allegation. During the investigation, the District may take appropriate action, at its discretion, to protect any person involved. The District Human Rights Officer will submit a written report to the Superintendent upon completion of the investigation. Upon receipt of the results of the investigation from the District Human Rights Officer, the Superintendent will authorize appropriate action consistent with requirements of applicable collective bargaining agreements, state and federal law, and District policies.

RETALIATION

The District will discipline any individual who retaliates against any person who reports, testifies, assists or participates in any manner in any investigation, proceeding or hearing related to sexual, religious, or racial harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

NOTIFICATION

This document will be conspicuously posted at each school site and included in student and staff handbooks. Schools will develop a method of discussing Policy 548 with students. Principals/Supervisors will annually review Policy 413 with employees.

DISTRICT HUMAN RIGHTS OFFICER:

11200 93rd Avenue North, Maple Grove, MN 55369 (763) 391-7007

SEXUAL, RELIGIOUS & RACIAL HARASSMENT

- Harassment is illegal behavior
- Harassment violates District Policy #548

Harassment means

Behavior, words or put downs of a sexual, religious, or racial nature which

- **pressure or intimidate you**
- **make you feel uncomfortable**
- **affect you in a negative way.**

Some examples of harassment are:

- telling offensive jokes/stories
- making degrading gestures and comments
- displaying pornographic or sexually explicit materials
- calling someone derogatory names/put downs
- pressuring someone to do something which he/she is not comfortable
- inappropriate or offensive touching

**Everyone has a right to feel
safe and respected.**

School officials must investigate and take timely and appropriate corrective action in sexual, religious, and racial harassment cases.



Independent School District 279
11200 93rd Avenue North
Maple Grove, MN 55369



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FIRST DAY OF SCHOOL
WEDNESDAY, SEPTEMBER 8, 2021

