

## Melrose Area Public Schools 2013-2014 Calendar

<u>Date</u>	<u>Event</u>
August 27 – 29 (Tuesday-Thursday)	Staff Inservice
August 28 (Wednesday)	Open House 4:00-7:00 p.m.
September 2 (Monday)	No School – Labor Day
September 3 (Tuesday)	1 <sup>st</sup> Day of School
September 30 (Monday)	No School – Staff Inservice
October 17-18 (Thursday/Friday)	No School - Education MN
October 21 (Monday)	No School – Staff Inservice
November 7 (Thursday)	End of 1st Quarter
November 8 (Friday)	No School – Staff Workshop/ Inservice
November 21 (Thursday)	Parent/Teacher Conferences 5:00 - 8:00 PM
November 26 (Tuesday)	Parent/Teacher Conferences 5:00 - 8:00 PM
November 27 (Wednesday)	No School - Parent/Teacher Conferences 8:00 AM–12:00 PM
November 28-29 (Thursday/Friday)	No School - Thanksgiving
December 13 (Friday)	No School – Staff Workshop
December 20 (Friday)	Last Day of Classes – Winter Break
December 23-January 1	No School - Winter Break
January 2 (Thursday)	School Resumes
January 20 (Monday)	No School - Staff Inservice
January 24 (Friday)	End of 2 <sup>nd</sup> Quarter (1 <sup>st</sup> Semester)
January 27 (Monday)	No School – Teacher Workshop
February 14 (Friday)	No School – Staff Inservice
February 17 (Monday)	No School
March 28 (Friday)	End of 3rd Quarter
March 31 (Monday)	No School – Staff Workshop/Inservice
April 18-21 (Friday-Monday)	No School – Spring Break
May 26 (Monday)	No School – Memorial Day
May 30 (Friday)	Graduation
June 6 (Friday)	Last Day of School – 12:30 Dismissal
June 9 (Monday)	Teacher Workshop

\*\*This calendar includes two (2) built in inclement weather days. If there are no inclement weather days the last day for students would be June 4 or June 5 if one day is missed. Any additional days, if necessary would be made up in the following order: June 9, June 10, etc. All make up days are at the discretion of the School Board.

## Daily Schedule

The school building is open daily from 7:40 a.m. to 4:20 p.m. Classes meet from 8:15 to 2:50 p.m. Students are expected to bring all materials needed for the day with them at the start of the day. Students are not to leave the building at any time without permission from the principal's office.

Faculty arrives	7:05 – 8:15
Warning Bell	8:05 and 8:11
1st Hour	8:15 – 9:04
2nd Hour	9:08 -- 9:57
3rd Hour	10:01 – 10:49
4th Hour	10:53 – 12:10
1st Lunch Line	10:49 – 11:14
2nd Lunch Line	11:17 – 11:42
3rd Lunch Line	11:45 – 12:10
Students will be dismissed for 3 <sup>rd</sup> lunch line no earlier than 11:45 AM	
5th Hour	12:14 – 1:03
6th Hour	1:07 – 1:56
7th Hour	2:00 – 2:50
*7 <sup>th</sup> hour includes 2 additional minutes for end of day announcements	
Faculty Leaves	2:55 – 4:05

### Lunch periods

1. Lunch periods are:
 

10:49 – 11:14 (1st lunch line)	<b>Students are to walk directly to the lunchroom from class or study hall without running or pushing along the way.</b>
11:17 – 11:42 (2nd lunch line)	
▮ 11:45 – 12:10 (3rd lunch line)	
2. Quiet and orderly behavior are the rules for conduct during the lunch periods.
3. Students must stay in line for food; there are no exceptions.
4. Dishes are to be returned to their proper place. Any paper or crumbs should be cleaned up and deposited in the receptacles.
5. After you have returned your dishes, return to your table until dismissed.
6. Be as quiet as possible in passing to and from lunch; other students are in class.
7. All students at a table are responsible for keeping it clean.
8. There will be no food or beverages leaving the lunchroom.
9. Anyone violating the above rules will be excluded from the lunchroom, and may be assigned to eat lunch in a restricted area or be disciplined according to the student handbook.

### Changes in the daily schedule (Late-Start/Early-Out Schedule)

On days of late starts and early outs, all classes will meet at their regular times. On most occasions, the following schedule will be used when school is two hours late or out two hours early:

Late-Start:	Early-Out:
3 <sup>rd</sup> Hour = 10:15 – 10:49 (4 minutes passing)	1 <sup>st</sup> Hour = 8:15 – 9:04 (4 minutes passing)
4 <sup>th</sup> Hour = 10:53 – 12:10 (4 minutes passing)	2 <sup>nd</sup> Hour = 9:08 – 9:57 (4 minutes passing)
5 <sup>th</sup> Hour = 12:14 – 1:03 (4 minutes passing)	3 <sup>rd</sup> Hour = 10:01 – 10:49 (4 minutes passing)
6 <sup>th</sup> Hour = 1:07 – 1:56 (4 minutes passing)	4 <sup>th</sup> Hour = 10:53 – 12:10 (4 minutes passing)
7 <sup>th</sup> Hour = 2:00 – 2:50 (4 minutes passing)	5 <sup>th</sup> Hour = 12:14 – 12:30 (4 minutes passing)

### School closings

School closings because of inclement weather will be announced over KASM (1150) Albany, KEYL (1400) Long Prairie, KIK (100.7) Alexandria, WCCO (830) Minneapolis, KCLD (104.7) St. Cloud, at 7:00 a.m. or earlier. Closings/delays will also be broadcast on television stations WCCO 4, KSTP 5, KMSP 9, and KARE 11.

## **Before and After School Hours**

**Students should not be in the building before 7:50 a.m. unless absolutely necessary.** Those who do arrive before 7:50 a.m. must be supervised by a staff member or should report directly to the library; they should not go to their lockers and should not be in the halls before 8:00 a.m.

**Students are expected to leave the building promptly upon dismissal each day.** Those who remain in the building for work with a teacher or for a regularly scheduled activity are expected to remain with that teacher or activity. Students who stay after school to use resources in the library should be working on school-related assignments. **Any student who does not comply with these rules will be subject to disciplinary action.**

## **Nondiscrimination**

It is the policy of School District 740 that no person within the jurisdiction of this school district shall on the grounds of race, color, creed, national origin, sex, marital status, handicap, status with regard to public assistance, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity, or in regard to any employment procedures or practices. Inquiries regarding compliance may be directed to the principal(s) or the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

## **Students' Rights and Responsibilities**

### **Students shall have the right to:**

1. Attend school and benefit from all educational opportunities provided.
2. Be informed of all school rules and regulations and the consequences of breaking the rules and regulations.
3. Due process in all disciplinary actions.
4. Receive an appropriate education and the opportunity for success in achieving this education.
5. Understand each teacher's grading system and keep up with his or her own progress in each class.
6. Respect and protect school facilities, properties, and materials.
7. Consider and respect the point of view of others.
8. Seek personal, academic, and vocational counseling.
9. Be shown personal respect by other students and school personnel.
10. Participate in co-curricular activities and clubs for which they are eligible.

### **Students shall have the responsibility to:**

1. Attend school and all classes on a regular basis.
2. Know and observe all school rules and accept the consequences of acceptable and unacceptable behavior.
3. Cooperate with school personnel in cases involving disciplinary action and accept final decisions and consequences.
4. Participate in educational opportunities and complete classroom assignments and homework to the best of their abilities.
5. Understand each teacher's grading system and keep up with his or her own progress in each class.
6. Respect and protect school facilities, properties, and materials.
7. Consider and respect the point of view of others.
8. Seek personal, academic, and vocational counseling.
9. Show respect to all other students and school personnel.
10. Abide by the rules and guidelines of co-curricular activities and clubs.

# Academics

## Credits

All semester classes are worth one credit.

## Graduation requirements

It is the mission of School District 740 to provide the best possible educational experience for the total development of the individual student with the human and physical resources available. The total educational environment is intended to provide the experience necessary for a successful adjustment in a democratic society. School District 740 further recognizes that the highest level of educational outcome is the ability to think critically and solve problems.

## Honor roll

The honor roll is an indication of high student achievement. The honor roll is calculated after every report card and will be published in the local paper. It is figured on the basis of 4.00 for an A; 3.66-3.99 for an A-; 3.33-3.64 for a B+; 3.0-3.32 for a B. You can figure your own average by using the following: A = 4.00; A- = 3.666; B+ = 3.333; B = 3.000; B- = 2.666; C+ = 2.333; C = 2.000; C- = 1.666; D+ = 1.333; D = 1.000; D- = .666 and F = .00. Students GPAs will be calculated by semester, rather than by quarter grade beginning the class of 2012-13.

## Incompletes

The grade of incomplete will be given to a student who has been absent from school and has not had enough time to make up the work that was missed. The rule of thumb is "one day for every day missed plus one." Thus, a student who is absent for three days has three days plus one, or 4 days, to make up any missed assignments.

Note: When a test date or a deadline for an assignment is announced in advance of the student's absence, the student is expected to take the test immediately upon his/her return to school and/or to turn in the assignment upon return. The responsibility for taking the test or for turning in the assignment rests with the students.

If the work is not made up in the specified time, the student may receive an "F" for the work missed and his/her grade would be lowered accordingly. The teacher will notify the student regarding exactly what work has to be made up, but it will be the student's responsibility to see that it is done.

**The teacher may require the incomplete work to be made up before the student receives credit for the course; the student may not choose to take an F on an assignment that the teacher requires to be complete before credit will be given.**

All incomplete grades must be made up within 5 school days of the end of each quarter. (If the work is not completed by the end of the 5-day period, the student's grade will become an F. The grade may be changed at a later date if the student turns in the incomplete work and the teacher determines that all requirements have been met.)

## Failures

6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students who fail either a semester or year long class will be required to make up the course work during night school or summer school at the Area Learning Center, or during the next school year, or other appropriate academic means. All situations contingent on administrative recommendations and approval.

## Accidents

All accidents must be reported to the supervising teacher, principal's office or the nurse's office as soon as possible. The school does not provide an accident insurance plan for students.

## Assemblies and Pepfests

Seating at pepfests will be by home-base teacher. Students are asked to sit in the areas designated for their home-base. This applies to the north gym, the south gym, and the auditorium. Student behavior at assemblies, etc., should result in a positive reflection on our school.

## Attendance

### Procedure

All students have a responsibility to attend school every day. It is a primary educational responsibility of parents to ensure regular student attendance. Good attendance is essential to the efficient process of teaching and learning. A good attendance record indicates maturity and a sense of responsibility.

The Attendance Policy will be in effect for this school year. In accordance with all applicable State and Federal statutes and regulations and the School Board's Policy, all students must attend school each day school is in session. If a student is absent for any reason, the student's parent/guardian must verify the absence, regardless of the student's age, in accordance with the following procedure:

1. Parents are requested to call the school (256-5160) by 8:00 am on days that their child is absent. If parents learn ahead of time that their child is expected to be absent, parents are requested to call the school as soon as the parents learn of the expected absence. The school will attempt to contact parents whenever the student is absent from school and a parent has not already contacted the school.
2. On the day the student returns to school, he/she must bring a note signed by the student's parent/guardian stating the reason for the absence. This note must be presented to the office personnel in order to get a readmit slip. **Failure to bring in a signed note and/or to get a readmit slip by 8:15 am on the day the student returns to school may result in the absence being classified as "unexcused," or discipline, as provide by this Attendance Policy.**

### Categories of Absences

All absences are either "excused" or "unexcused." **Except as provided in this Attendance Policy, the building Principal has the sole discretion to determine whether an absence is excused or unexcused.** All students are expected to complete and, if necessary, make up coursework missed due to absence, regardless of whether the absence was excused or unexcused.

### Excused absences

Students will not be subject to discipline for excused absences. Except as otherwise provided in this Policy, students who miss school due to an excused absence are required to submit all course work that was due during the student's absence on the day determined by the student's teacher(s). Such coursework will not be considered late and the student may receive credit for the coursework. If a student misses a test, quiz, or other examination due to an excused absence, the student will be allowed to make up the test, quiz or examination, and may receive credit for the test, quiz, or examination.

In order for an absence to qualify as “excused” it must fit into one or more of the following categories:

1. **Illness/Injury.** Any absence due to a student’s legitimate illness or injury is excused. The building Principal has the sole discretion to require a doctor’s note verifying the need for the absence before designating any absence as excused due to illness/injury.
2. **School Sponsored Activities.** For purposes of the Attendance Policy, school sponsored activities are activities approved and sponsored by the School District, including such activities as field trips, open campus, and sync show matinee. Student participation in these types of activities is a privilege, not a right. All coursework that would be due during an absence due to a student’s participation in a school sponsored activity will be due upon the student’s return from the school sponsored activity, unless the student has received prior teacher approval stating otherwise. It is the responsibility of the student to check with this or her teachers regarding assigned work.
3. **Family Emergencies.** For purposes of the Attendance Policy, family emergencies include serious, unavoidable events that require the student’s absence from school. Examples of family emergencies include funerals of family members, and visiting immediate family members (such as parents, grandparents, and siblings) in the hospital. The building Principal has the sole discretion to determine whether or not any absence due to a reported family emergency is excused.
4. **Working at Home.** The School District recognizes that this is a farming community and occasionally students will be needed at home for the harvesting or planting seasons. The School District also recognizes that other extenuating circumstances may require a student to work at home during a regular school day. Any absence due to a student working at home must be approved by the building Principal at least one (1) school day before the intended absence. Failure to obtain the Principal’s approval in a timely manner may result in the absence being classified as “unexcused.”
5. **Family Trips.** Absences due to family trips, which include hunting trips, may be excused if the student and parent meet **all** of the following requirements:
  - a. Requests for absences due to family trips must be made at least three school days before the trip is to begin. The request must be signed by the student’s parent/guardian, and include a brief description of the purpose of the trip (e.g., hunting trip, family vacation);
  - b. The student must be passing all of his or her classes at the time the request is made; and
  - c. The student must not have any incomplete assignments and must have turned in all course work at the time the request is made.

Failure to meet one or more of these requirements will result in the absence for a family trip being classified as “unexcused.”

Students may be entitled up to a total of ten (10) excused absences for family trips each year. The building Principal has the sole discretion to determine whether to grant or deny the request for absence due to family trips. In making his or her decision, the Principal will consider the student’s current and past attendance record.

6. **Dental, Medical or Court-Ordered Appointments.** Any absence due to a student’s legitimate dental, medical, or court-ordered appointment is excused. The building Principal has the sole discretion to require proof of appointment before designating any absence due to a student’s dental, medical, or court-ordered appointment as excused.
7. **Religion.** Any absence due to a student’s religious observance is excused. (not to exceed 3 hours in any week.)

8. Other Absences: Any absences not covered in categories 1-7 will be determined by the building principal as either excused or unexcused.

### **Unexcused absences**

An “unexcused” absence occurs when the absence has not been excused as an “excused absence” as defined above. Unexcused absences include being absent from class or any part of a class without permission. Excessive tardiness to class, tardiness or absence due to personal reasons such as oversleeping or hair cuts, excessive absences as determined by the Principal, or leaving the school building without the Principal’s approval. Education involves more than completing homework assignments and taking tests. The vast majority of learning takes place in each classroom on a daily basis. Discussions, group interaction, and class participation cannot be “made up” after an absence. When a student is absent, he or she may lose daily points and grades may be affected. Whenever a student receives an “unexcused absence slip,” the following will occur:

1. A discipline report will be sent home to the parents indicating that the student was truant.
2. The student must make up any time that he/she misses while being truant. When a student “slips out,” he/she will make up two hours for each hour the student was not in class (minimum of one detention period). (see truancy).
3. If a student is absent more than 10 periods in any class during a semester period of time, a meeting will be required between the student, administration, and guidance to determine what is the best educational setting for the student. It may be suggested that due to high absenteeism that the student may need to attend the Area Learning Center to complete the semester (or longer as deemed educationally necessary). Hours or days missed because of school sponsored events or for religious reasons will not be included in this 10 period absence policy.
4. Any absences beyond 10 periods, excluding hours or days missed because of school sponsored events or for religious reasons, in any class will be made up on a one-hour-for-every-hour absent basis. Should a student’s absenteeism exceed 10 periods in any class the student’s absences may be reported to the County Attorney. A written doctor’s excuse may be required upon the student’s return to school in order to be excused from make-up time. The Principal has the sole discretion to waive make-up time in long-term health emergencies or other unusual situations. Students making up missed time will do so during detention, on teacher workshop days, or other selected days. All second semester absences must be made up within one week following the end of the semester.
5. Students accumulating multiple unexcused absences in a single class period may be subject to additional discipline, including detention or suspension.

### **Stearns County Truancy Mediation Program**

Melrose Area High School follows the guidelines of the Stearns County Truancy Mediation Program for resolving truancy matters.

### **Continuing Truant**

“Continuing Truant” refers to a child who is subject to the compulsory instruction requirements for section 120A.22 and is absent from instruction in a school, as defined in section 120A.05, without valid excuse within a single school year for three or more class periods on three days if the child is in middle school or high school. Upon a child’s initial classification as a “continuing truant,” the school attendance officer or other designated school official shall notify the child’s parent or legal guardian, by first-class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or the guardian is obligated to compel the attendance of the child at school pursuant to section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under section 120A.34;
4. That this notification serves as the notification required by section 120A.34;
5. That alternative education programs and services may be available in the district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under chapter 260C;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to section 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with child for one day.

When students have 3 unexcused absences, the school will notify the County Attorney requesting a first letter be sent to the child and/or the child's parent(s). The County Attorney will send a letter to the child and/or the parent(s) and mail a copy of the letter to the school authority who sent the request.

### **Habitual Truant**

A "habitual truant" is a child under the age of 16 years who is absent from attendance at school without lawful excuse for one or more class periods on seven school days if the child is in middle or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school. A school district attendance officer shall refer a habitual truant and the child's parent or legal guardian to appropriate services and procedures, under chapter 260A. The school sends a letter to the County Attorney requesting mediation.

### **Readmit slips**

All readmit slips will be issued from 8:00-8:15 AM. Sixth through twelfth graders will get readmit slips in their respective offices. Failure to get a readmit slip by 8:15 on the day the student returns to school may result in detention being assigned. Please get your readmit slips in the morning, whether you were absent for one hour or an entire day.

### **Tardy**

There are very few excuses for being late to class. It is possible to go from one classroom to the other within the allotted time. Being tardy means that you are not in your assigned classroom/area when the bell rings. Students who are more than three minutes late to a class may be assigned more than one tardy or may be considered "absent without permission," depending on how late the student is. Students who are more than 15 minutes late to first hour class should report to the office for a readmit slip; those who don't have a note from home will be considered "absent without permission." **Disciplinary consequences will be assigned with the third unexcused tardy per quarter in any one class.** Three unexcused tardies per quarter in any one class will result in detention. A student will continue to be assigned a detention period every time he or she is late to the same class starting with the 3<sup>rd</sup> tardy and continuing every tardy and continuing every tardy thereafter in that quarter. Tardies are "erased" at the beginning of each quarter. Classroom teachers will monitor their students' tardies and write the discipline reports when necessary; students are expected to sign these discipline reports when the teacher indicates that the student has had 3 tardies and a referral is made.

### **Leaving the Campus**

No student is allowed to leave the school grounds during school hours without first obtaining permission from office personnel or administration. Leaving the grounds without permission from office personnel or administration will result in detention, suspension or other appropriate consequences as determined by the Principal. When you leave the building, please sign out on the form in the main office. If you return the same day you must sign in on the same form. Failure to sign out before leaving the building may result in detention,



In-School Suspension, and/or other disciplinary consequences, as appropriate. Get all your passes to leave the building before school starts. Only under extreme (emergency) conditions may an excused absence be brought by a student after he or she leaves the grounds. If you know you are going to be gone, you must get a pass before you go!

### **Perfect attendance**

Perfect attendance indicates that a student has not been absent from school during a given period of time. We will not allow any variances from the policy. If a student is not present during the school day, he or she will be marked absent. We realize that circumstances occasionally arise that force a student to be absent when he or she does not wish to be gone (doctor appointments, funerals, etc.) and that this will jeopardize his or her perfect attendance. We understand this concern, but our policy is "either you are in school or you are absent".

## **Buses**

### **To away events**

We will take student buses to away events when the demand warrants it. Students are reminded that they are to ride the bus both to and from the event. Under no circumstances will they be allowed to ride either way with another student.

### **Bus discipline (See page 44)**

BUS TRANSPORTATION IS A PRIVILEGE GRANTED TO THE STUDENTS OF THE SCHOOL DISTRICT TO THOSE WHO NEED AND WARRANT TRANSPORTATION. IT IS NOT MANDATORY THAT IT BE PROVIDED. Misbehaving will not be tolerated. Students are expected to behave in the proper manner, being considerate to others. Students unable to conduct themselves in the proper manner are subject to being denied the privilege.

### **Conduct on school buses and consequences for misbehavior**

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses; including nonpublic and charter school students.

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety employee. Serious misconduct maybe reported to local law enforcement.

School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

#### Rules at the Bus Stop

- a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs and belongings to yourself.
- d. Use appropriate language (no swearing or use of negative language).
- e. Stay away from the street, road or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.

- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, horseplay, bullying, or hazing.
- j. No use of alcohol, tobacco or drugs.

#### Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs and belongings to yourself.
- f. No fighting, harassment, intimidation or horseplay.
- g. Do not throw any object.
- h. No use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.
- k. No movement from seat to seat or standing while the bus is in motion.

Consequences for school bus/bus stop misconduct will apply to all bus routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

1<sup>st</sup> Notice – Warning

2<sup>nd</sup> Notice – Assigned Seat

3<sup>rd</sup> Notice – 3 day Suspension of Riding Privileges

4<sup>th</sup> Notice – 5 day Suspension of Riding Privileges

5<sup>th</sup> Notice – 10 day Suspension of Riding Privileges

6<sup>th</sup> Notice – Suspension of Riding Privileges for remaining of year

PLEASE NOTE: Depending upon severity of the behavior, administrative discretion may be used with regard to issuing consequences.

## Bus Conduct Report Melrose Area Public Schools

Bus Number:	Student's Name:	
	Class/Grade:	Date of Incident:
Trip AM/PM:	<input type="checkbox"/> 1st Notice - Warning <input type="checkbox"/> 2nd Notice - Assigned Seat <input type="checkbox"/> 3rd Notice - 3 day Suspension of Riding Privileges <input type="checkbox"/> 4th Notice - 5 day Suspension of Riding Privileges <input type="checkbox"/> 5th Notice - 10 day Suspension of Riding Privileges <input type="checkbox"/> 6th Notice - Suspension of Riding Privileges for remainder of year	
Driver's Name:		

### NOTICE TO PARENTS

1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus. It is important to note that riding the district's school bus is a privilege, not a right in the state of Minnesota.
2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.
3. Depending upon severity of the behavior, administrative discretion may be used with regard to issuing consequences.

### DRIVER'S REPORT

<input type="checkbox"/> Violation of Safety Procedures	<input type="checkbox"/> Excessive Mischief	<input type="checkbox"/> Eating, Drinking, Littering
<input type="checkbox"/> Destruction of Property	<input type="checkbox"/> Unacceptable Language	<input type="checkbox"/> Rude, Discourteous, Annoying
<input type="checkbox"/> Fighting, Pushing, Tripping	<input type="checkbox"/> Smoking	<input type="checkbox"/> Other (Explain below)
<input type="checkbox"/> Refusing to obey driver (Insubordination)		

Driver's Comments: \_\_\_\_\_

#### PRELIMINARY ACTION:

Checked Student's Folder  
 Held Conference with Student  
 Consulted Counselor  
 Telephoned Parent

#### ADMINISTRATIVE ACTION AND RECOMMENDATIONS:

Student Regretful, Cooperative  
 Recurrences will be reported  
 Denied Bus Privilege until:  
 Referred to:

Placed on Probation  
 Suspended

Driver's Signature	Administrator's Signature	Date:
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*White - Parent Copy*

*Yellow - Office Copy*

*Goldenrod - Driver*

## Dances/Activity Nights

Melrose Middle School provides a number of social activities for students to participate in. Dances/activity nights may be held in conjunction with the major seasonal activities -- Homecoming, and Snow Days, as well as at other times during the year. Students who fail to follow the rules at a dance/activity night may be excluded from attending other dances/activity nights.

### Dress Code

#### Guidelines

The following dress codes will be enforced between the hours of 8:15 - 2:50PM. It is expected that students will come to school dressed in ways that are conducive to quality work and a positive image. The appearance of any young person is primarily the responsibility of the individual and her/his parents. Clothing that is suggestive, offensive, or otherwise inappropriate (i.e. gang identification) is not acceptable. Clothing must be modest and provide sufficient coverage, specifically no bare stomachs, no bare backs and no bare shoulders. Shirts, pants or shorts that show undergarments are not acceptable. Clothing that projects sexual content or clothing with sexual implications is not allowed. In addition, it is inappropriate for students to wear clothing that references/represents alcohol and/or tobacco, and/or other illegal substances. Caps, hats (unless the headgear pertains to the student's religious custom or medical condition), bandanas, hair coverings or sunglasses of any type will not be allowed while in the building. Any exceptions to this policy need to be approved by the principal. Gang-affiliated signs, symbols, jewelry, tattoos, and clothing that represent acknowledged gangs or gang activity are prohibited. Gang-related personalization is not permitted on hats, on items of clothing, or on one's person or possessions. No bandanas of any color, size, or shape may be carried, worn or displayed on school property. This also includes simulations of anything representing "colors." Any gang activity is viewed as disruptive to the educational process and will be subject to disciplinary action. Inappropriate clothing also includes objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership.

#### Student Clothing Guidelines

The following examples of attire could be viewed as inappropriate, but are not limited to:

1. Tube tops, spaghetti strap tops, strapless tops, low cut tops that reveal cleavage, midriff tops that expose the navel area and muscle shirts are not allowed.
2. Undergarments, which includes bra straps, boxer shorts, and thongs, must not be visible.
3. Skirts or shorts are not to be higher than 5 inches from the top of the knee cap. Examples of skirts and shorts not allowed are cutoffs, short jean shorts, softies and spandex.
4. Jewelry that promotes gang affiliation, chemical usage or that could be deemed dangerous to oneself or clothing and accessories are not permitted, and wearing them could result in disciplinary action, which may include a written write up and/or phone call to parents, isolation from other students until appropriate clothing is worn, sending the student home to change their attire, and detention. School administration reserves the right to determine whether student dress attire and or appearance is acceptable. If in doubt, don't wear it!
5. Material items worn by students, such as bracelets, rings, necklaces and/or other jewelry that promotes sexual and/or inappropriate innuendos is not permitted, unless approved by administration.

#### Clothing for groups

All clothing that will be worn by any group of students on school grounds or at school activities must be cleared by the school administration before wearing the clothing. The school administration will look at such things as design, nick-names, and community appropriateness to determine if the clothing will be allowed on school grounds or at school activities. Any clothing that is not approved by the school administration will not be allowed on school grounds or at school activities.

## **Drills**

### **Evacuation drills**

The signal for an evacuation drill is an announcement over the intercom and/or a European police siren. Everyone must report to the pre-designated evacuation site in an orderly manner, with his/her class. Keep away from dangerous situations. Return to the classroom when instructed to do so by Administration.

### **Fire drills**

The signal for a fire drill is a continuous blast of the fire alarm system. Everyone must leave the building. Close doors and windows as you leave. Please check the fire exit sign in your classroom as to what exit you should use. In case of inclement weather students should proceed to the automotive and ag shop buildings as quickly as possible.

### **Lock down drills**

The signal for a lock down drill is an announcement over the intercom. There are two types of lock down drills that are used. In a "soft lock down": everyone must be in a locked room and no one should leave the room until directed to do so by Administration and/or law enforcement. No one should be allowed to enter a secured room, phones should not be used and teachers should continue teaching.

In a "hard lock down": everyone must be away from doors and windows, as best as possible and everyone must be in a locked room and no one should leave the room until directed to do so by Administration and/or law enforcement. No one should be allowed to enter a secured room and phones should not be used. Lights should be turned off and the room should be quiet. Teaching should not occur.

### **Tornado drills**

The signal for a tornado drill is a three minute continuous ringing of the bells. Check the tornado exit sign in the classroom so you know where to go. When you reach your shelter area sit on the floor with your hands covering your head. An "all clear" announcement will be given when you are to return to your classrooms.

## **Extracurricular Activities**

### **Academic eligibility policy**

Participation in extracurricular school activities is not a "right" granted to students at MHS; it is a "privilege". This privilege is extended to all students meeting the academic standards of eligibility as set by the District 740 School Board and the Minnesota State High School League. We expect that students participating in all extracurricular programs will be completing passing work in all their subjects.

### **The policy is as follows:**

1. Any student receiving one failing grade at the end of any marking period will be placed on academic probation for a period of three weeks. At the end of the probation period, the student must furnish documentation to the principal/designee that he/she is doing passing work in that subject area. Failure to provide documentation at that time will result in the student being declared ineligible for the remainder of the quarter. During a probationary period the student may attend practice and will be allowed to participate in interscholastic competition. During a period of ineligibility, the student may attend practice in the extracurricular activity. However, the student is suspended from the privilege of interscholastic competition, play, or performance.
2. Should a student receive two or more "F's" at the end of any marking period, he/she will be declared ineligible for nine weeks. A letter indicating this will be sent to the parents and the coach.
  - a. All incompletes must be made up no later than 5 school days after the end of each quarter.

- b. Any student who still has an incomplete after the 5 school days as explained above may be placed on probation or declared ineligible, depending on the number of incompletes and the nature of the work that needs to be completed. **(For more information about incompletes, see page 5.)**
3. Should any of the above violations occur at the end of the 4th quarter, the policy will carry over to the 1st quarter of the following year and the same rules and regulations will apply at that time.
4. Extenuating circumstances will be at the discretion of administration.
5. Material items worn by students, such as bracelets, rings necklaces and/or other jewelry that promotes sexual and/or inappropriate innuendos is not permitted, unless approved by administration.

## Activities

Melrose Middle School offers many activities to widen the educational experience of its students. Students are encouraged to make the most of the opportunities provided by the activities.

## Activity fees - purpose

A participation fee will be charged for use of equipment and facilities supplied by the District for providing additional funding to defray the costs of the School District's student activity programs.

## Fee system

1. A fee system for activities is in effect for students at the Melrose Middle School level as follows:

<b>Activities</b>		
<b>Activity</b>	<b>Grades 7-8</b>	<b>A, B, Varsity, 9th</b>
Football	\$50.00	\$70.00
Basketball	\$50.00	\$70.00
Baseball	\$50.00	\$70.00
Track	\$50.00	\$70.00
Wrestling	\$50.00	\$70.00
Swimming	\$50.00	\$70.00
Gymnastics	\$50.00	\$70.00
Volleyball	\$50.00	\$70.00
Tennis	\$50.00	\$70.00
Golf	\$50.00	\$70.00
Softball	\$50.00	\$70.00
Sync Swimming	\$50.00	\$70.00
Hockey	\$50.00	\$70.00
Cheerleaders	\$50.00	\$70.00
Danceline	\$50.00	\$70.00
Musical	\$25.00	\$35.00
Speech	\$25.00	\$35.00
Knowledge Bowl	\$25.00	\$35.00

2. Maximum fee per **School Year is \$400.00 per family.**
3. Fees may be waived in cases of undue hardship. The district activity director and/or principal will determine hardship in each case and process all waiver requests.
4. The fee must be paid prior to participation in a practice or contest.
5. All fees are to be paid to Carol in the high school office. Coaches will not collect fees.
6. Individuals who wish to withdraw from participation will receive a refund minus a \$10.00 processing fee if done before the 1<sup>st</sup> regular game/activity. After the 1<sup>st</sup> regular season game/activity, no refund of fee will be given.

## Activity tickets

Activity tickets are \$35.00. This ticket will enable you to attend all home athletic events and band and choir concerts during the regular season. If you were to go to all home boys and girls athletic events it would cost you over \$80.00.

## **Attendance for extracurricular activities**

Students must be in school the day of any extracurricular activity governed by the Minnesota State High School League and/or any extracurricular activity taking place in Melrose Middle School. In at least 4 out of 7 class periods for attendance is a minimum for participation. A student who is truant for any part of a school day (on the day of a competition) will not be allowed to participate in any type of competition that day. Student attendance will also be checked the following day after co-curricular activities have taken place. Questionable attendance issues by a student participant in a co-curricular activity may warrant a conference with the coach, parents and administration.

## **Co-curricular and interscholastic programs: Category I, II, and III Activities**

**Philosophy and Purpose:** The advisors and directors of music, speech and related activities recognize that there is a significant health problem for adolescents using mood-altering chemicals. These chemicals result in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood-altering chemicals for adolescents affects extracurricular participation and development of related skills. The close contact that Fine Art directors and advisors have with students provides them with a unique opportunity to observe, confront and assist your people.

### **Categories**

**Definition of Category I Activities:** Those league-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of league-sponsored tournaments. In our school this would include all athletic teams, cheerleaders, speech, Knowledge Bowl, dance team and student managers.

**Mood-altering chemicals MSHSL bylaw:** During the calendar year, a student shall not at any time, regardless of the quantity: (1) use or consume, have in possession a beverage containing alcohol; (2) use or consume, have in possession tobacco; or (3) use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia.

1. The bylaw applies continuously from the first signing of the student Eligibility Brochure.
2. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor.
3. The district/administration has the right to interview any students regarding alleged violations of any school district policies or procedures.

During the 12 month calendar year, regardless of quantity, a student shall not (1) use a beverage containing alcohol; (2) use tobacco; or (3) use or consume, have in possession, buy, sell, or give away marijuana or any other controlled substance. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her doctor.

**Penalties:** See Minnesota State High School League Rules. **Remember, these rules are enforced all year long.**

**Definition of Category II Activities:** Those league-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of league-sponsored tournaments. In our school this would include our one act plays, music activities (including pep band), synchronized swimming, drama (including musicals), student council, band, choir and FFA.

**Time period:** Rules for Category II activities are in effect for the length of the season, which includes practices, rehearsals, and performances.

#### **Penalties:**

**First violation:** After the confirmation of the violation, the student shall lose eligibility for the next public appearance or scheduled event in which the student is a participant (i.e. MSHSL sponsored concerts, MSHSL sponsored performances, MSHSL sponsored contests). The violation is confirmed when the Activities Director has informed the student that he/she has violated a MSHSL bylaw and is now under penalty or when the student informs the AD that he/she has violated a MSHSL bylaw.

**Second violation:** After confirmation of the second violation, the student shall lose eligibility for the next two public appearances, or scheduled events in which the student is a participant.

**Third violation:** After confirmation of the third subsequent violations, the student shall be declared ineligible for the next three public appearances, or scheduled events in which the student is a participant, or the remainder of the school year, whichever is greater.

**Definition of Category III activities:** Those activities in which students are elected as candidates for class officers or student council, captains, captains of athletic or extracurricular activities or for royalty for Homecoming and Snow Days. These are considered positions of honor, one that requires the student to have demonstrated a high standard of citizenship and leadership.

**Penalty:** Student candidates will be ineligible for such positions if they have had a violation of school, local, state, or high school league policies within one calendar year.

For example, if a student is cited for minor consumption on March 3, he/she will be ineligible to be elected to any of these positions until March 3 of the next calendar year.

**Philosophy and Purpose:** Since Category III activities are a very visible and important part of School District 740's school activities, it is felt that certain guidelines must be followed. Listed below are the rules of conduct that apply to these activities.

**Mood-altering chemicals:** Any elected candidate, regardless of the quantity, shall not (1) use or have in possession a beverage containing alcohol; (2) use tobacco; or (3) use or consume, have in possession, buy, sell or give away marijuana or any other controlled substance. These rules apply to both on-campus and off-campus situations. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her doctor.

**Unbecoming Behavior:** A student may not be suspended more than once - for any violation - in a calendar year and must be in good standing with the administration (number of detentions, removals from class, and academic standing). The principal may ask student's teachers to provide information to determine whether or not the candidate to be is a positive influence in the classroom.

**For example:** Should a Snow Days candidate for royalty violate this rule after election, but before the announcement of the winner, his/her name will be automatically taken out of contention. The runner-up will assume his/her status for the remainder of the activities. Should this same candidate violate the rule after coronation, but before the end of the festivities, he/she will forfeit his/her crown and will not be allowed to appear in public and represent Melrose Area Schools. No public mention will be made of him/her for the rest of the festivities.

(Please note: In addition to the rules for Category I, II, and III activities, students also must follow the discipline policies of Melrose Middle School and are subject to disciplinary action if those policies are violated. For example, in addition to the penalties described above a student who uses tobacco on campus will serve a minimum of two detention periods and be referred to the police.)

## Minnesota State High School League

Melrose Middle School students participate in the Minnesota State High School League. MSHSL activities are governed by the MSHSL rules. Students will be informed of MSHSL rules and requirements by their coaches, advisors, directors, etc. Public information regarding students involved in MSHSL activities shall include names and pictures of students participating in or attending extracurricular activities, school events, and High School League activities or events.

## Guidance Team

The District 740 Guidance Team may consist of one counselor, one social worker, and a psychologist. The team provides the following services; chemical abuse prevention, education, and intervention; conflict resolution and violence prevention; consultation with parents, faculty, and administration; crisis intervention; group counseling; orientation of new students; personal counseling; study skills, coping skills, problem solving, and goal setting.



## **Program changes**

Students in grades 6-8 fill out registration forms in the spring. Their request for classes must be approved by parents and principal. Students do not select teachers--only classes. When a student selects a course, he/she is expected to complete it. Once selected, a course must be continued for the entire semester or year. Any schedule changes will be based on extenuating circumstances determined by administration only.

## **Progress reports**

Student progress reports will be sent the 4th and 7th week of each marking period to parents of students who need some type of special attention. These reports do not necessarily mean that a student is failing, but that a deficiency is noted that needs correction. Acknowledgement of this report to the teacher by note, phone call or visit is appreciated. Students receiving 2 or more progress reports per time will serve a period of Homework Detention. Students receiving four (4) or more progress reports per quarter may be required to attend Saturday School.

## **School withdrawals, transfers**

A student who wishes to drop from school or who is transferring to another school must bring a written request signed by his/her parent to the principal. All school books and property, must be returned and make sure all fees and financial obligations are paid. A student's records must show withdrawal in accordance with regulations before transcripts will be sent.

## **Health Services**

The health office is located within the elementary office and is staffed by a licensed school nurse. Parents are encouraged to contact the school nurse with any health concerns of their child(ren). You may call the elementary school at 256-5160 or email Janell at [janell\\_hoffman @melrose.k12.mn.us](mailto:janell_hoffman@melrose.k12.mn.us).

**Health screenings:** Screenings are conducted according to Minnesota Department of Health (MDH) recommendations: Vision: Kindergarten, Grades 1, 3, 4, 5, 8 and 11; Color: Kindergarten and Grade 4; Hearing: Kindergarten, Grades 1, 2, 3, 5, 7 and 10. New Students and students with suspected problems. A school audiologist, provided through the West Central Education District is also available for referrals. Scoliosis Screening: Girls: Grades 5 and 8; Boys: Grade 8. Height and Weight: Annually with vision or hearing through 8<sup>th</sup> grade. Referral letters will be sent home to parents/guardians of students who do not meet the within normal limits standard of screening guidelines. Screenings are also conducted on new students, students with suspected problems or by parent request.

**Immunizations:** State law requires students receive immunizations as required for their age, a signed exemption from the child's health care provider, or signed conscientious objection from the parent, in order to attend school. It is the parent's responsibility to meet the criteria. The school nurse keeps a record of each student's health and immunization information. Any questions can be directed to the school nurse.

**Individual health plans:** Plans will be developed in cooperation with parent/guardian, health care provider, staff and student for students with chronic health issues including but not limited to diabetes, asthma and seizure disorders.

**Medications – nonprescription/over-the-counter (OTC) medications:** The school **will not** provide OTC medications. Parents/guardians will provide OTC medications for student in original bottle with official container label and directions. The student's name will be legibly placed on a label in permanent marker, attached to the bottle, not obstructing drug name, dose, official instructions, or expiration date. Parents will sign a permission form for school staff to administer OTC medication. Designated school staff will administer the medications as directed by the permission form.

**Prescription medications:** The administration of prescription medication at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may reply on an oral request until a written request is received. A "Prescription Medication Administration" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler, and medications administered as noted in a written agreement between the school district and the parent or as specified in an individual health plan.

## Homebound Instruction

This service provides instruction to students who are absent from school due to a prolonged (15 days) illness or disability. The primary purpose of home or hospital instruction is to offer students a program of study that will permit them to complete a school year successfully. Upon the request of a parent, and accompanying a doctor's certification, such instruction can be initiated by contacting the principal.

## Internet and Electronic Mail

The District is pleased to offer students access to the district computer network for Internet, **and with teacher permission, electronic mail.** To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return a form to the Media Specialist. Access to E-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further the educational goals of the district, students (with some extra effort) may find ways to access inappropriate materials as well. The District believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages. However, parents and guardians of minors ultimately are responsible for setting and conveying the standards that their children should follow when using media and information services. To that end, Independent School District 740 supports and respects each family's right to decide whether or not to apply for access.

### District Internet and E-mail rules

Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

**The network is provided for students to conduct research and communicate with others for educational purposes.** Access to network services is given to students who agree to act in a considerate and responsible manner. Parent/guardian permission is required. **Access is a privilege--not a right.** Access requires responsibility. Individual users of the district computer network are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreement they have signed.

Independent School District 740 makes no warranties of any kind, whether expressed or implied, for the service it is providing. ISD 740 will not be responsible for any damages a student/parent suffers. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or a student/parent or guardian error or omission. Use of any information obtained via the Internet is at student/parent or guardians own risk. ISD 740 denies any responsibility for the accuracy or quality of information obtained through its services.

Network storage areas may be treated like school lockers. Network administrators may review files and communication to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files on district servers will always be private. Messages relating to or in support of illegal activities may be reported to legal authorities.

Within reason, freedom of speech and access to information will be honored. During school, teachers guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they interact with information sources such as television, telephones, movies, and radio.

**The following uses of E-mail and Internet are not permitted:**

- \*Sending or displaying offensive messages or pictures
  - \*Using obscene language
  - \*Harassing, insulting, or attacking others
  - \*Damaging computers, computer systems or computer networks
  - \*Violating copyright laws
  - \*Using another's password
  - \*Trespassing in another's folders, work, or files
  - \*Intentionally wasting limited resources
  - \*Using the network for commercial purposes or non-curricular political lobbying
  - \*Student use of outside e-mail accounts is not permitted on campus unless it is teacher approved and/or pertains to class work**
- **Students are not permitted to access Facebook, My Space, or other communication blog sites on campus at anytime.**

**Violations may result in loss of access as well as other disciplinary or legal action. (Students who violate these policies during 4th quarter may have the penalties carried over to the 1st quarter of the following school year.)**

The full district Internet policy is located on page 70.

## **Interrogations and Searches**

It is the policy of School District 740 to cooperate with law enforcement officials. That cooperation must conform to due process tenants, and be protective of the rights and reputation of students. The following guidelines shall be observed:

1. The principal shall contact a parent or guardian prior to allowing the student to be interviewed. Law enforcement officials should contact a parent or guardian for permission to interview prior to coming to school.
2. In the event of a felony charge and/or actual arrest, the student is to be released even though the parent or guardian cannot be notified, or the parent or guardian refuses to give consent.
3. Unnecessary embarrassment or harassment shall not be part of this policy.
4. Before an interview, the student shall be advised that he or she may request the presence of the principal during the interview.
5. Parental notification shall take place regardless of the age of the student.
6. The principal shall contact the county attorney or school attorney if there is any question regarding procedures, student rights and student and/or parent or guardian responsibilities.
7. At the option of the principal, trained dogs may be used for the detection of drugs in the school building and/or parking lots. Detection dogs are used to take a proactive/preventative position regarding the presence of prohibited items.

## **Library**

### **Hours**

The library is open from 7:30 a.m. to 5:00 p.m. Monday through Friday. Students should feel free to use the library after school if they have research to do for a class.

## Library rules

1. No food (including gum) or liquids (including bottled water) are allowed in the Media Center at any time (including the time periods before and after school). If abused, appropriate consequences will be enforced.
2. No Hotmail, E-mail, chat rooms or 2-way communications are allowed on the media center computers.
3. All passes must be placed in the bin on the counter when you arrive.
4. No student may leave the area without a pass.
5. No games are allowed on the computers before, during or after school.
6. No Internet access at any time without appropriate supervisor.

Students who fail to follow these rules may be subject to disciplinary action and may lose library access privileges.

## Library access

1. **Individual passes:** To use the library during a class period for research, get a pass from your teacher. Leave the pass at the circulation desk. When you are ready to go back to class, the media specialist or paraprofessional will write the time you leave on your pass. Students who fail to report to the library in a timely manner will be considered "absent without permission" and will be subject to disciplinary action.
2. **Passes from study halls:** Students can sign out to the library from study hall if they need to use library resources and have a pass from the classroom teacher for whom they are doing the research.  
There is a limit of 10 students from one study hall at a time.
3. **Library materials:** All materials in the media center may be checked out by any student and may be renewed as long as needed. Any library material that is not checked out will be presumed stolen if found in your possession. Persons who steal or deface materials are hurting everyone by their criminal actions and they will be punished accordingly.
4. **Books:** Books are checked out electronically at the circulation desk for a period of four weeks and may be renewed if you are not finished with them. Return books as soon as you are finished with them in the book drop at the circulation desk. Overdue notices will be sent to students once a week. There is a grace period of 7 school days before fines begin. Students should either return the book or renew it within that time. If subsequent notices are necessary, a fine of \$.10 a day will accrue. Checkout privileges will be suspended and the administration will be notified if a book is overdue for four consecutive weeks and the fine reaches \$1.50. Parents will be called if students continue to ignore notices beyond this point.
5. **Magazines and newspapers:** Newspapers may not be taken from the library except at the request of a teacher. Magazines may be checked out at any time for a period of one week. When checking out a magazine, the Media Center paraprofessional will provide you with a card to fill out.
6. **Encyclopedias and reference books:** All encyclopedias and reference books may be checked out overnight. See the librarian or assistant for any of these books.

## Lost and Found

The lost and found is in the office. Turn in anything you find or be sure to check in the office if you have lost anything.

## Pesticide Application

School District 740 personnel may apply pest control materials inside or on school grounds as needed. Pest control materials are registered by the U.S. Environmental Protection Agency (EPA) and are selected and applied according to label directions. The long-term health effects on children from the applications of such pest control materials, or the class of materials to which they belong, may not be fully understood.

Parents may contact the District Office for further information on pesticide applications. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material.

## School Offices

School offices are a place to come for all of your business transactions or to find an answer to some of your questions. You are welcome to come to the office, but you must show respect to the people who are in the office. You may use the telephone in the office to call home, but you are not to use it to socialize. Do not place long distance phone calls without permission. **Remember: The office is the place to conduct our school business, not to socialize with your friends.**

## School Authority

All employees of Melrose Middle School have the responsibility and obligation to enforce school regulations. The principals, teachers, substitute teachers, secretaries, nurse, librarian, cooks, custodians, bus drivers, paraprofessionals and fellow students have the right to correct you if you are violating school rules.

## School Day

### Announcements

All announcements will be listed in the morning bulletin and will be read to you by your 3rd hour teachers. It is your responsibility to make sure that you are aware of the contents of the bulletin each day. All pertinent announcements will be displayed on the interactive hallway T.V. monitors, or if necessary, read over the intercom at the end of 7th hour.

### Bicycles

Students who ride bikes to school should park them in the rack provided near entrance #5. Because of safety concerns, students may not ride their bikes on school property before or after school. Please walk your bikes while on school property and at the intersection when the crossing guards are directing traffic.

### Classroom behavior

The classroom is the primary location where learning takes place. In order to utilize each hour of the day to its fullest, some basic requirements for appropriate behavior are necessary.

1. Refer to your teachers by their last names: Mr. Smith, Mrs. Jones, Ms. Garcia, etc.
2. Bring all necessary equipment and/or materials to every class. Paper, pencils, folders, index cards, and tissues are **not** supplied by the office.
3. Be prompt; be in your seat when the class starts.
4. Be courteous to all of your teachers, including substitute teachers.
5. Take good care of the desks, textbooks, and other materials assigned to you.
6. Visitors are not allowed to attend class with you. If special circumstances arise, students need to get permission from the principal at least one day in advance of the day of the student's visit.
7. Do not leave class at the end of the hour until the teacher allows you to do so. **ONLY THE TEACHER DISMISSES THE CLASS.**

### Duplicating

If you have any material that needs to be reproduced for your classes, the secretary in the middle school office will help you. You must have a teacher's permission or you will be charged for the copies.

### Extra-Curricular Activities

All regular school rules apply at extra-curricular activities. Failure to comply with these rules may result in removal from the activity and/or future extra-curricular activities.

### Extra help

You may always seek additional help from your teachers. Arrange a conference with your teacher before or after school or at a time convenient to both of you. A teacher may request a student to stay after school on an occasion if it is apparent the student is having difficulties with his/her work or is not completing assigned work. This is not to be thought of as a punishment, but rather a desire of the teacher to help the student progress academically. Special education services are available to students.

## Food deliveries

At no time during school hours will students be allowed to order and have food delivered to the school. Students who leave school during the day for an appointment should not bring restaurant food back with them when they return to school. Those who do will not be allowed to eat that food in the school cafeteria. According to federal guidelines only food served from the food service kitchen will be allowed to be eaten in the school cafeteria except for sack lunches brought from home.

## Homework helpline

Now, you can get help with your homework by calling the Homework Helpline. Teachers are waiting to provide problem solving assistance in math, science, language, social studies, and other subjects. Bust the homework blues; call today! 1-800-657-6787; Sunday-Thursday (4:30 to 9:00 p.m.)

## Illness during the school day

In case of illness, students should first check with their classroom teacher and get a pass to go to the office. Sixth, seventh and eighth graders should report to the Melrose Middle School office. Sixth, seventh and eighth graders must check in with the secretary, indicate they are going to the nurse's office in the elementary. All students must check in with the elementary secretary and sign in on the clipboard in the nurse's office. Failure to follow these procedures may result in detention. At the end of a class period, students will be expected to go on to their next class or to call their parent/guardian to ask them to take them home. A student cannot leave school without an office staff member talking to the parents/guardians. If a student feels that he or she needs to go home parents/guardians will be contacted to pick the student up. If the parents/guardian are not available, the emergency contact person listed on the emergency card information will be contacted to pick the student up. If we are unsuccessful in locating an adult to pick the student up, the student will be required to remain in the nurse's office until the end of the day, at which time he/she will use their regular form of transportation.

**Students will not be allowed to leave school with a sibling or another student.**

**Please be sure emergency forms are completed each fall** and updated when necessary so that we have current phone numbers for parents/guardians at home and at work and numbers for an emergency contact person. If the students' condition is considered serious, we will take him/her immediately to the clinic or hospital.

## Locker badges

Cheerleaders, team managers, and others who want to decorate lockers for any activity or sport must have the locker badge design approved by the activities director, or the principal before the design is photocopied. Students who decorate their lockers with other items are responsible for making sure that such items are appropriate and removable without any damage to the locker. Use only fun tack or masking tape to hang badges; no scotch tape. Inappropriate materials placed on lockers will be removed.

## Lockers

Lockers are the property of the school district and assigned to all students; **you may not switch lockers**. If you do not have a locker, see the secretary. You are responsible for what is in your locker and how it looks at all times. **LOCKERS MAY BE INSPECTED AT ANY TIME**. By the end of the year, you must remove everything you put on your locker. **You will be charged for any damages done to your locker; the amount of the fine will depend on the severity of the damage**. Remember, it is not the custodians' job to clean your lockers. Do not leave valuables in your locker. Students are "required to use the school supplied padlock on their hall locker. Lockers are to remain locked at all times." Do not leave money in your lockers, if you have money from a fund raiser, bring it to the office or give it to your advisor. **The school is not responsible for lost or stolen items.**

## Lunch tickets

Lunch tickets will be sold every morning from 7:55-8:15 at the elementary site and every morning from 8:00-8:15 in the senior high cafeteria area.

## Lunch Periods

1. Lunch periods are:  
10:49-11:14 (1<sup>st</sup> lunch line) **Students are to walk directly to the lunchroom from class or study hall without running or pushing along the way.**  
11:17-11:42 (2<sup>nd</sup> lunch line)  
11:45-12:10 (3<sup>rd</sup> lunch line)
2. Quiet and orderly behaviors are the rules for conduct during the lunch periods.
3. Students must stay in line for food; there are no exceptions.
4. Dishes are to be returned to their proper place. Any paper or crumbs should be cleaned up and deposited in the receptacles.
5. After you have returned your dishes, return to your table until dismissed.
6. Be as quiet as possible in passing to and from lunch; other students are in class.
7. All students at a table are responsible for keeping it clean.
8. There will be no food or beverages leaving the lunchroom.
9. Anyone violating the above rules will be excluded from the lunchroom, and may be assigned to Eat lunch in a restricted area or be disciplined according to the student handbook.

## Pets/Animals

No pets/animals are allowed in school building unless approved by building principal/administration.

## Phone calls

If a parent/guardian calls with a message for their child, the student will be called to the office in between classes to pick up the message. Students will not be called out of class unless it's an emergency. The office will NOT take messages for students from anyone else.

## Pledge of Allegiance

As dictated by state law, the Pledge of Allegiance will be in effect in all public schools at some capacity. A student representative will lead the Pledge of Allegiance over the intercom to begin the start of each week of school. Students choosing not to participate need not do so, but they must be respectful during the time dedicated to the duties performed. Other students must respect another person's right to make that choice. (Pledge of Allegiance policy is available in the middle school office.)

## Rules and regulations

No pop, candy, or hats will be allowed in any areas of the Melrose Middle School campus before school and during school hours.

1. Students may purchase juice or "Fruit Works" beverages from the cafeteria, but these beverages can not leave the cafeteria. **Cans/bottles of pop are not permitted in student lockers for consumption at lunch or after school. A teacher may allow pop for student reward time in his/her classroom, but the teacher will be responsible for bringing the beverage to the classroom, not the student.**
2. Hats may not be worn by 6<sup>th</sup>- 8th graders from the beginning of first hour to the end of seventh hour.
3. Gum chewing is permitted where allowed. Each teacher reserves the right to determine if students may chew gum in their classroom. Gum chewing for 7th and 8th graders is a privilege. Therefore, if this privilege is abused it can be revoked any time during the school year. Students can retain this privilege by following individual teacher regulations and by disposing of gum properly when discarding it (wrap it before you throw it in the trash).
  1. Students must have a signed note from their parent/guardian when they are absent for any reason.
  2. Students must also receive a readmit slip from the office after the signed parent/guardian note. This readmit slip will be given to each one of the teachers so the student knows exactly what he/she was missing from the absence. (Verbal warning for the first offense and detention there after)
  3. Students are expected to be in school on Incentive Day. If students are ineligible to go to Incentive Day and they miss the scheduled day, they will be in a reserved classroom working on homework the following day.
  4. If a student is suspended with ISS or OSS, he or she will not be able to participate in grade-level activities planned for those who follow the rules.

**Disciplinary referrals will be issued to students from staff and/or administration depending on the severity of the action.**

**Three unexcused tardies per quarter will result in detention.**

## **Consequences**

**1. We at Melrose Middle School have a progressive type of discipline whereby students who continue to be disruptive and earn disciplinary referrals, will receive harsher consequences.**

## **Classroom behavior**

Classroom teachers will establish rules for their individual classrooms. Students are expected to follow classroom rules set forth by their teachers. Disciplinary referrals will be issued for behavior that is inappropriate and/or goes against established classroom behavior guidelines.

## **School spirit**

School spirit may be described as COURTESY toward others; PRIDE in everything your school tries to accomplish and has accomplished; SPORTSMANSHIP, the ability to win and lose gracefully, whether it is in the areas of academics, sports, music, forensics, or any other function of the school; LOYALTY, supporting your school and doing your utmost to keep your scholastic and activity standards at the highest possible level.

## **Study halls**

Many students in the Melrose Middle School will have a study hall each day. As the name indicates, the main purpose of this hour is to allow students time to work on their school assignments. Unless restricted, students may ask to leave study hall to go to the library. Students will need to get a pass from a classroom teacher to use the library. Students who want to use the computer lab for classroom-related assignments should get a pass from the classroom teacher to present to the study hall supervisor. Students are expected to comply with any additional rules required by the study hall supervisor. Students may be placed on the "Restricted Study Hall List" for failure to do satisfactory work in a given class. Students on the restricted list may not leave study hall without a pass from one of their classroom teachers. Students will remain on the restricted list until their work has been improved to a satisfactory level or until the end of the nine-week marking period. To be removed from the restricted list, you must obtain permission by the teacher who placed you on the restricted list. The student should return the signed slip to the office.

## **School Reach**

The District uses a parent notification system called School Reach to notify parents regarding closings, late starts, early outs and other important information. Any of the phone numbers (home, cell or work) that parents provide the school will be called.

## **Student Records**

The "Family Educational Rights and Privacy Act" (FERPA) passed by Congress gives parents or eligible students certain rights regarding their educational records.

1. Allow the parent or eligible student to review and inspect the student's record.
2. A right to challenge the record in a hearing to make sure there are no misleading statements.
3. The school must have written permission from the student or parent before release of the students' transcript to other people.

The exception to number three above is that school personnel may show or turn over records without permission to the following people:

1. Other officials of the same school.
2. Officials of other schools in which the student seeks to enroll or intends to enroll.
3. Certain federal, state, and local authorities performing functions authorized by law.
4. To organizations in connection with a students' application for or receiving financial aid.
5. To show law enforcement officials if the school is given a subpoena or court order.

If you are under 18, we must have your parent's signature before we will release your transcript.



**Directory information – definition:** Includes the following information relating to a student: the student’s name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent educational agency or institution attended by the student or student photos that may be used in school sponsored publications, and other similar information. It does not include identifying information on a student’s religion, race, color, social position or nationality.

**Release of directory information:** The school district may disclose directory information from the education records of a student without prior written consent of the parent of the student or eligible student. The parent(s) or eligible student has the right to refuse to let the school district designate any or all of the information about the student as directory information. A parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student designated as directory information. The request must be made to the building Principal within thirty calendar days from the first date of student enrollment. The request must include the following information:

1. Name of student
2. Home address
3. School presently attended by student
4. Parents legal relationship to student, if applicable
5. Specific category or categories of directory information which is not to be made public without the parent’s or eligible student’s prior written consent.

## **Student Skateboarding**

No skateboarding is permitted on school grounds before, during or after school hours. Students who choose not to comply will be subject to disciplinary action.

## **Technology**

The advances made in technology in the last few years have provided students with a wide variety of ways to access information. The District encourages students to use telecommunications and computer systems for educational purposes. The Internet, for example, can open up a whole new world for a student and is a valuable learning resource. The Internet, however, also includes material that is inappropriate for students to access. (Go to the Middle Level office for the District’s policy regarding Internet access and use.) Students must use technology appropriately and for educational purposes. Those who misuse technology will be banned from using these resources and may be subject to disciplinary consequences. (The use of District fax machines by students is prohibited; if a student needs to fax material, he/she must ask a staff person for assistance and the student will be charged for this service.)

## **Textbooks**

All texts are furnished free of charge by the school district. The student is responsible for the care of the book that is issued to him/her. It is recommended that all textbooks be covered. A charge will be made by the school district for any loss of books or for wear beyond normal use. Students will be required to pay for replacement of any lost or damaged book; the replacement cost will be prorated, based on a textbook life span of eight years.

## **Tobacco Free Grounds**

Melrose District 740 is a tobacco-free school district. This means that the use of any tobacco product will not be allowed by anyone on any District 740 grounds, including any athletic field areas, parking lots, and school buildings or any other District 740 property. The Melrose Middle School appreciates your help and support concerning this policy.

## Visitors

The School Board encourages parents and citizens to visit our schools. Parent-teacher conferences, visitation days, open houses, and other special occasions are held for this purpose. Visits by individuals must have the approval of the superintendent, the building principal, or a teacher.

All visitors to the Melrose Middle School need to enter the building through door #7, the administrative entrance. **They must sign in and out at the principal's office. All visitors must wear a visitor's badge with the date and time of their visit.** School personnel are directed to politely escort or show those visitors without badges to the office. If deemed necessary or requested, visitors may be escorted to the area sought to be visited.

Student visitors are not allowed during school hours except for educational type purposes. Visitors who wish to visit with teachers will be restricted to hours in which teachers are not with students. Visitors are encouraged to schedule appointments in advance.

The administration has the discretion to deny a request to visit the school. The administration has the discretion to adopt or enforce more specific and/or restrictive rules governing visits to school buildings. Visitors who fail to comply with this visitors' policy may be denied future visits, detained by the school principal pending the arrival of the policy, and charged and found guilty of trespassing on school property under Minn Stat. 609.605, subd. 4.

## ZAP (Zeros Aren't Permitted)

ZAP is an after school program that gives students time to complete any assignments they may be missing. ZAP is not a form of punishment, but rather a program to send the message that failure is not acceptable.

Step 1: A student fails to complete an assignment or project on time. The student will receive a ZAP slip from the teacher. This slip requires them to attend the next ZAP session. ZAP will run from 2:50-3:30 every Tuesday and Thursday.

Step 2: The student attends the ZAP on their assigned date. Even if a student completes an assignment before ZAP, they must attend ZAP to turn it in. Once all assignments are turned in a student may leave. Students are not required to stay the entire time. Assignments that have been ZAPped must be completed with quality and finished. A teacher will not accept a ZAP assignment before ZAP time is served. If a student does not show up for their ZAP time they will be given detention. If a student is ZAPped 10 or more times during a quarter, they will be disqualified from Incentive Day.

Step 3: The ZAP supervisor will turn all assignments in to the correct teacher. Any assignment that has been ZAPped will be worth half credit.