

Highview Parent Handbook 2018-2019



2300 Seventh Street NW, New Brighton, MN 55112, 651-621-6700
Attendance Office – 651-621-6701 Fax – 651-621-6705
Highview's Home Page www.moundsviewschools.org/highview

Highview Middle School

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is a community of learners that believes in being prepared,
showing respect, having integrity, being dependable,
and putting forth effort at all times.

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**Prepared,
Respect,
Integrity,
Dependability,
Effort**

Pride = Excellence

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HIGHVIEW MIDDLE SCHOOL DAILY SCHEDULE – 2018-2019

7:45 AM – 2:25 PM

6 TH GRADE		7 TH GRADE		8 TH GRADE	
7:45-8:38	Period 1	7:45-8:38	Period 1	7:45-8:38	Period 1
8:42-9:30	Period 2	8:42-9:30	Period 2	8:42-9:30	Period 2
9:34-10:27	Period 3	9:34-10:27	Period 3	9:34-10:27	Period 3
10:27-10:57	LUNCH	10:31-11:19	Period 4	10:31-11:19	Period 4
11:01-11:49	Period 4	11:19-11:49	LUNCH	11:23-12:11	Period 5
11:53-12:41	Period 5	11:53-12:41	Period 5	12:11-12:41	LUNCH
12:45-1:33	Period 6	12:45-1:33	Period 6	12:45-1:33	Period 6
1:37-2:25	Period 7	1:37-2:25	Period 7	1:37-2:25	Period 7

HIGHVIEW MIDDLE SCHOOL 2-HOUR DELAY SCHEDULE – 2018-2019

9:45 AM – 2:25 PM

6 TH GRADE		7 TH GRADE		8 TH GRADE	
9:45-10:16	PERIOD 1	9:45-10:16	PERIOD 1	9:45-10:16	PERIOD 1
10:20-10:51	LUNCH	10:20-10:51	PERIOD 2	10:20-10:51	PERIOD 2
10:55-11:27	PERIOD 2	10:55-11:27	PERIOD 3	10:55-11:27	PERIOD 3
11:31-12:03	PERIOD 3	11:31-12:03	LUNCH	11:31-12:03	PERIOD 4
12:07-12:39	PERIOD 4	12:07-12:39	PERIOD 4	12:07-12:39	PERIOD 5
12:43-1:14	PERIOD 5	12:43-1:14	PERIOD 5	12:43-1:14	LUNCH
1:18-1:49	PERIOD 6	1:18-1:49	PERIOD 6	1:18-1:49	PERIOD 6
1:53-2:25	PERIOD 7	1:53-2:25	PERIOD 7	1:53-2:25	PERIOD 7

ACADEMIC EXCELLENCE AWARDS

Students will be recognized for academic excellence each spring for achieving a cumulative 3.67 G.P.A. for the first three quarters. A special Academic Excellence Awards Ceremony will be held in the spring for students and parents.

After each quarter marking period, two honor rolls will be posted, listing those students with a grade point average of 3.6-4.0 or higher ("A" Honor Roll) and 3.0-3.59 ("B" Honor Roll).

ACADEMIC HONESTY

We expect that students will do their own work and will cite sources when using the work of others in papers, reports, etc. Students who engage in academic dishonesty will be referred to the office for consequences, which may include loss of points, detention, MLC and /or OSS (Regulation EG-3109F).

ACTIVITIES

There are a variety of after-school activities that are offered. Activities will be sponsored by Highview and/or Community Education Department of District 621. There will be athletic as well as enrichment programs. Athletics include seasons of soccer, volleyball, basketball, floor hockey, la crosse, swimming, cross country, weight training, touch football and track and field. Enrichment activities include math team, drama club, vocal and instrumental ensembles, art club, Mural Club, and Student Council.

ACTIVITY BUSES

In addition to the regular bus service, there are also activity buses which leave when most after-school activities are over. These buses make a general sweep of the area, but do not provide the same service as the regular buses. Buses are scheduled to depart at 3:25pm, Monday-Friday.

ANNUAL PUBLIC NOTICE DATA PRIVACY

Independent School District No. 621 gives notice to parents of students and students currently in attendance in the School District of their rights regarding pupil records.

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, and the Minnesota Governmental Data Practices Act, Minn. Stat. 13.01, *et seq.*, provide parents and students who are over 18 years of age (eligible student) with certain rights with respect to the student's education records. These rights include:

1. Parents and eligible students have the right to inspect and review the student's educational records. The School District will attempt to honor a request for access to a student's education records immediately, if possible, or within five days. If the School District needs additional time to respond to a request for access to education records, the School District may request an additional five days to comply with the request.
 - a. If a parent or eligible student wants to make a request for access to the student's education records, the parent or eligible student must submit a written request to inspect and review education records to the District Data Practices Compliance Official. The request should identify as precisely as possible the record or records the requesting party would like to inspect and review.
2. Parents and eligible students have the right to request the amendment of the student's education records that the parent or eligible student believes are incomplete, inaccurate or misleading.
 - a. If the parent or eligible student wants to amend an education record(s) that they believe are incomplete, inaccurate or misleading, the parent or eligible student must request an amendment in writing to the District Data Practices Compliance Official. The request must identify the records(s) that the parent or eligible student seeks to amend and identify the items contained therein that are believed to be incomplete, inaccurate or misleading and specify the correction that is being requested.
 - b. If the School District does not amend the record(s) as requested by the parent or eligible student, the School District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. Parents and eligible students have the right to consent to disclosures of personally identifiable information contained in the student's education records prior to such disclosure, except to the extent that FERPA, the Minnesota Data Practices Act, or other state or federal law expressly provides for disclosure without prior consent.
 - a. One exception which permits disclosure without prior consent is disclosure to school officials who have legitimate educational interests. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
 - b. Generally, a school official has a legitimate educational interest if the individual needs to review an education record or have the educational information in order to fulfill his or her professional responsibilities.
 - c. Upon request, the School District discloses a student's education records, without prior consent, to officials of another school district in which a student seeks or intends to enroll. The School District forwards education records on request to a school in which a student seeks or intends to enroll, the School District does not provide further notice to parents or eligible students prior to such a transfer.
4. Parents and eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the federal Office that administers FERPA and receives complaints is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

5. "Directory Information" concerning students is public information and may be disclosed by the School District without prior consent.
 - a. "Directory information" includes the following information relating to a student: the student's name; address; telephone number; date of birth; sex; major field of study; dates enrolled in Mounds View Public Schools; height and weight of members of athletic teams; extra-curricular activities, special achievements and honors. "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.
 - b. Should the parent of a student or the student so desire, any or all of the directory information listed above will not be disclosed without the parent's or student's prior written consent except to school officials as provided under federal law.
 - c. In order to make any or all of the directory information listed above "private" (i.e. subject to consent prior to disclosure), the parent or student must make a written request to the building principal within thirty (30) days after the date of the last publication of this notice. This written request must include the following information.
 - (1) Name of student;
 - (2) Home address;
 - (3) School presently attended by student;
 - (4) Parent's 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 student's prior written consent.

- Copies of the School Board's Policy EG-3110 regarding protection and privacy of student records and accompanying procedures are available to parents and students upon written request at the Office of the Superintendent of Schools.

ANNUAL PUBLIC NOTICE STUDENT SURVEYS

Periodically, our School District will administer student surveys on a variety of subjects. In addition, our School District participates in the Minnesota Student Survey conducted by the Minnesota Department of Education. The Minnesota Student Survey asks information of our 6th, 9th and 12th grade students. Federal law requires us to notify parents of this activity.

The Minnesota Student Survey is anonymous, confidential and voluntary. Students do not provide their names, school identification numbers or other personal information. No individuals or their families can be identified. The results are reported on the School District's students as a whole. The privacy of students is protected.

There are frank questions on the Minnesota Student Survey about many topics relating to young people's lives. These include use of alcohol or other drugs, safety in and around the schools, physical activity and nutrition, mental or emotional health (stress, feeling bad), illegal or anti-social behavior (theft, chemical use, fighting), and belief systems that affect personal decisions. Questions regarding sexual behavior and attitudes are asked only of 9th and 12th grade students. If students are not involved in an activity, they skip the related questions and go on to the next section. The Minnesota Student Survey also asks about how well school is going, future plans, how adolescents spend their time and about how the school, family and community support them.

As part of Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98), you are allowed to review the survey and have the opportunity to elect not to allow your child to participate. If you want to review the survey or if you choose to have your son or daughter not take the Minnesota Student Survey or any other surveys administered during the current school year you can do so by contacting your child's school principal in writing prior to the date of the survey administration. The written notice should contain:

- a. Student Name
- b. Student School
- c. Grade Level
- d. Your Name
- e. Your Relationship to Student
- f. A brief statement requesting that your student not participate in the Minnesota Student Survey
- g. Your Signature
- h. Date

NOTICE REGARDING NCLB AND MILITARY RECRUITERS

Section 9528 of the No Child Left Behind Act of 2001, requires school districts that receive federal funds to provide to military recruiters the same access to secondary school students as is provided to institutions of higher learning and prospective employers and must provide student's names, addresses and telephone numbers to recruiters, when requested, unless the parent makes a written request to have that information withheld.

If you would like to prevent your child's contact information from being provided to military recruiters you can send a signed, written letter expressing your desire to prevent the disclosure of information to:

Student Information and Reporting
Mounds View Public Schools
4570 Victoria Street N
Shoreview, MN 55126

ATTENDANCE AND ABSENCES

The parent/guardian **MUST** sign-out student in order for them to leave the building early. Success in school is dependent to a large extent on being in school every day. Minnesota state law requires that each child between ages seven and sixteen attend school full time. Unauthorized absences will be treated as trancies. If a student is absent ten or more school days in a given year, a doctor's note may be required to excuse future absences. ***The following are considered the only acceptable reasons to miss school:*** illness, religious holidays, medical or dental appointments and family emergencies.

A parent is required to call the attendance office by 7:15 a.m. each day a student is absent. If a call is not received, the school office shall call the home. In the event phone contact cannot be made, a written excuse from the parent or guardian is required. When the student will be absent more than one day, please let us know and only one call will be necessary. Homework requests will be honored after the second full day of absence.

Absence – Call **651-621-6701** to report an absence. A voice mail system is also in place at Highview and will record phone calls 24 hours a day. If parents use the voice mail system, we ask that you identify yourself, your child's name (please spell last name), and the reason for the absence.

LEAVING SCHOOL EARLY (Policy #EG-3109) – Highview Middle School has adopted a proactive procedure regarding student releases. The purpose of our sign-out procedure is to enhance the safety and welfare of students leaving school early.

If a student is to be excused before the end of the school day, they should bring a written request signed by a parent/guardian to the school office before their first-period class. Students will be given a pass to meet their parent/guardian in the attendance office at the appropriate time and the parent/guardian can then sign them out. If a student returns to school that day, he/she needs to check in at the attendance office.

Student safety is our foremost concern.

OTHER ABSENCES – If students know in advance they are going to be absent, a note from home or a phone call from parents should be made at least one day in advance to make arrangements. If your family is planning a vacation or you know you will be out for an extended period of time, you will need to obtain an Extended Absence Form from the attendance office.

MOVING – Students who are moving out of the area or dropping from school for any other reason must see their Dean. The student will be given an "Early Check Out" form for each teacher to indicate if all books or book fines are in, or if all tests or assignments are complete.

AUTOMATED PHONE MESSAGES

On occasion, Mounds View Public Schools will send messages to families. These notifications may include news about school closings, helpful reminders or announcements and notices regarding student absences and lunch account balances. With the exception of emergency calls, all messages are sent to the family's primary phone number on record with the school. Emergency calls will often be sent to all of the family's home, work and cell phone numbers provided to the school. Parents who wish to opt out can do so by sending an e-mail message to webmaster@moundsvIEWSchools.org with the phone number(s) they wish to be blocked.

BACKPACKS/PURSES/BAGS

These items are not allowed in classrooms for safety and space issues. Students must store backpacks, purses, etc. in their lockers during the school day unless special permission has been given to carry these items to class.

CODE OF CONDUCT

This code includes, but is not limited to the following areas of infraction and possible consequences.

Insubordination/disrespect

- Dean Meeting/Phone Call
- Lunch Detention
- ASK Plus
- MLC
- TRY

Tardies

1-3 tardies = Warning issued

4 tardies = Phone call home

4-6 tardies = Lunch detention. Talk with office,

7-9 tardies = After-school detention

10 tardies = Parents come in to complete an attendance plan

Late to School

- Dean Meeting/Phone Call
- Lunch Detention
- ASK Plus
- MLC
- TRY

Skip Detention

- ASK Plus
- MLC
- Suspension

Harassment, Intimidation, Bullying, Violence, Hazing, or Other Forms of Personal Attack

- Referral to office
- Warning
- MLC/TRY
- Possible police report
- Possible in-district or class transfer
- Possible expulsion

Endangerment

- Referral to office
- Parent/Guardian Contact
- MLC or OSS
- Possible in-district school transfer
- Referral to police
- Possible expulsion

Possession of Weapons/Terroristic Threats

Includes, but not limited to, any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use is capable of threatening or producing substantial bodily harm or death, any device/instrument used to threaten or cause bodily harm and/or death, any combustible and/or flammable liquids or pyrotechnic device. "Possession" includes having a weapon on one's person or in any area subject to one's control, at school, on or near school premises, or at school-sponsored activities.

- Referral to office
- Confiscate
- Parent/guardian contact
- Suspension
- Report to police
- Possible in-district school transfer
- Possible expulsion. In the case of firearms the student will be expelled for one year.

Use/Possession of Chemicals/Mock Chemicals/Paraphernalia (Policy #EG-3105)

- Referral to office
- Confiscate
- Parent/guardian contact
- Report to police
- 1st Offense, 3 days suspension
- 2nd Offense, 5 days suspension
- Referral to Chemical Education Program
- Possible expulsion

Inappropriate Display of Affection

- Warning
- Parent/Guardian Contact
- ASK Plus
- MLC and/or OSS

Tobacco Possession/Usage (Policy #EG-3105)

- Referral to office
- Confiscate
- Parent/guardian contact
- Suspension (in-school/out-of-school)
 - 1st offense, 2 days MLC
 - 2nd offense, 3 days MLC and police contact
 - 3rd offense, 2 days OSS, 3 days MLC and police contact
- Referral to chemical education program

Fighting/Fight Promoting

Fight promoting Includes but not limited to: being present at a fight, verbally encouraging participants during a fight, discussing a fight (before or after), filming a fight or taking pictures, or posting a fight on the internet. This includes play fighting.

- Referral to office
- Parent/guardian contact
- MLC/Suspension
- T.R.Y. 1-5 days
- Possible referral to police and assault or disorderly conduct charges will be filed
- Possible referral to alternative program
- Possible in-district school transfer
- Possible expulsion

Theft/Vandalism

- Referral to office
- Parent/guardian contact
- MLC or T.R.Y.
- Suspension
- Restitution
- Referral to police
- Possible in-district school transfer

Inappropriate Internet Use (Regulation#EG-1103)

- 1st and 2nd offense: 1 month suspension from class time computer use in the lab, LMC or Classrooms)
- 3rd offense, indefinite/permanent suspension from both class time computer use in the lab, LMC or classrooms
- Reports may also be made to law enforcement and internet provider
- Parent/Guardian contact

Truancy

A habitually truant student will be referred to the Ramsey County Truancy Intervention Program (M.S. 260A.07)

Trespassing

It is a misdemeanor for a person to enter or be found on school property within six months after being told by school administration to leave the property and not to return, unless administration has given permission to return to the property.

CYBER BULLYING

Cyber bullying includes, but is not limited to, the following misuses of technology: Harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

- Physically, emotionally or mentally harming a student;
- Placing a student in reasonable fear of physical, emotional or mental harm;
- Placing a student in reasonable fear of damage to or loss of personal property;
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
- Students violating this policy will face severe consequences.

DEANS

Students will remain with the same dean while they attend Highview. Deans are here to support students and help them thrive academically, socially and emotionally. Parents should feel free to call a dean when there are questions about general school progress, behavior problems, and concerns over a student's interpersonal relationships or chemical involvement. Deans are a good first contact in cases where the problem is not directly related to a specific class or teacher. In the latter case, please contact the teacher first.

DIRECTORY INFORMATION (Policy EG-3110)

Public directory information includes only: student's name, address, telephone number, date of birth, sex, major field of study, dates enrolled in Mounds View Public Schools, height and weight of members of athletic teams, extracurricular activities, special achievements, and honors. Any other information provided to persons is a violation of our policy, the Minnesota Data Practices Act, and the Federal Educational Rights and Privacy Act (FERPA). This would include parents name, teacher, and grade.

DISCIPLINE PROCEDURES

ASK Plus: *ASK Plus* will be served by students from 2:45 – 4:00 p.m., Monday thru Thursday as needed.

MODIFIED LEARNING CENTER (MLC): A student in this program may be assigned to a supervised room for all or parts of the school day. Students may be directed to complete a problem solving assignment and develop a plan for improving their behavior and they may receive missing class work to complete.

If a student is removed from the cafeteria for not meeting expectations, the student will be assigned to Modified Learning Center lunch detention.

OUT-OF-SCHOOL SUSPENSION (OSS): According to the MN Pupil Fair Dismissal Act, suspension from school will be imposed by the school administration after an administrative conference. Students who have been suspended may not be on school grounds or attend school events for the duration of the suspension.

TRY PROGRAM: An in-district suspension program which is conducted off-site.

ALTERNATE PLACEMENT: In certain circumstances a student may be placed in another school as an administrative transfer.

DISMISSAL

Students are expected to leave school as soon as their last class is over. ***If you remain in the building or on Highview property, you must be in an activity or area that is supervised by an adult.*** Students are not allowed to wander through the school or hang out on the grounds unsupervised after regular class hours. Students are not allowed to leave school grounds after school and then return to school to receive a ride home or ride the activity bus.

DRESS CODE

The responsibility for your appearance while attending school in Independent School District 621 rests with you and your parents or guardian. However, your appearance should never interfere with the learning environment in the class nor should your manner of dress or grooming pose any hazard to anyone's health or safety. A partial list of prohibited clothing items is listed below. Check with student services for an up-to-date list of unacceptable articles of clothing.

- Hats, hoods, gloves and jackets/coats must be removed upon entering the building and stored in your locker.
- Student clothing must cover backs, chest, stomach/midriff, all underwear (including undergarments worn as outer garments), buttocks, and upper thighs. Examples of inappropriate clothing may include, but are not limited to, strapless tops, spaghetti straps, muscle tops, see-through or transparent clothing.
- No clothing or accessories that promote alcohol, chemicals, tobacco, or any product that is illegal for use by minors may be worn or brought to school. Examples are alcohol and tobacco logos. "Look alike" logos are also unacceptable.

- Backpacks and purses must be kept in lockers during school hours.

Students referred to the office due to inappropriate clothing will be asked to change clothes and parents will be contacted.

EQUAL OPPORTUNITY (Policy and Regulations EG-3111)

Mounds View Public Schools will provide equal opportunity for all students and staff and will not discriminate on the basis of race, color, national origin, creed, religion, sex, marital status, economic status or public assistance, disability, sexual orientation, age, or other protected class status in compliance with State and Federal law.

MIDDLE SCHOOL GRADING PRACTICES

We believe that the primary purpose of grading is to provide feedback to students to improve performance. We understand that each content area has a unique approach to grading and this document should serve as a framework that will guide teachers to fit their own content area standards and curricular needs.

There will be two categories in the weighted grade book; one is 80% performance events (summative) and the other is 20% practice events (formative).

- No extra credit will be given.
- Practice tasks should be meaningful extensions of classroom learning.
- Grades will be standards-based, evaluating knowledge and skill. Behavior will not be reflected in an academic grade except for in content areas where participation is embedded as a standard (i.e. PE, Music).
- All practice tasks and relearning must be completed by the student before a retake can be attempted.
- Practice tasks may or may not be graded. The focus should remain on feedback and student learning.
- Performance tasks must meet the minimum proficiency threshold of 75% to receive a score in the grade book. The grade for that performance task will be a zero in the grade book until the retake is complete.
- Grades will be updated in Synergy at a minimum of once a week in order to give timely feedback to students and parents.
- Teachers will use proactive communication tools (websites) along with reactive communication (Synergy) to inform parents and students of expectations and then give feedback on performance.
- Any student scoring below a passing grade at the end of a quarter will be recorded as an “I”. Students have two weeks to complete any performance items needed to show progress or the grade will remain an I.

HAIRSPRAY, PERFUMES AND COLOGNE

Many students and staff have health conditions affected by fragrances or aerosol propellants. Therefore NO hairspray, perfume, cologne, scented lotions, or other personal pump or aerosol spray products are permitted in classrooms, hallways, or any school areas; nor are such items allowed on school buses or anywhere related to a school activity. Non-aerosol deodorant in locker room is permitted. If any of the above items are present on school property they will be confiscated and may be returned at the end of day

HALLWAYS

Students are required to have a time-signed pass from their teacher or office staff in order to be out during class time. Running in the halls, pushing and shoving, even with friends, can cause injury. Appropriate behavior is expected. No food or beverages are allowed in the hallways.

HANDHELD DEVICES/USE OF TECHNOLOGY

The use of personally-owned and school-owned electronic devices on school grounds or at school-supervised events is a privilege, not a right. Handheld devices such as iPads, cell phones, tablets, and personal computers may be used before school until 7:45 AM. By 7:45 AM, when the school day begins, all devices must be turned off and properly stowed away

(out of sight), and students need to be in their first hour class ready to begin. Personal devices may be used before school and again after the school day ends at 2:25 PM. Personal devices are not permitted during the after-school activity period from 2:30-3:25 PM. Technology devices (i.e., Chrome Books, laptops) are provided to students for instructional use in all classrooms. Therefore, personal devices may not be used in classrooms. All personal devices need to be out of sight and turned off when students are in class. Only school-issued technology devices may be used in the classroom and for instructional purposes only. Refer to the Mounds View School District Policy and Regulation #EG 2104 for more information on the acceptable use of technology in school.

HARASSMENT, INTIMIDATION, BULLYING, VIOLENCE AND OTHER FORMS OF PERSONAL ATTACK (Policy and Regulation EG-3104)

Mounds View Public Schools will maintain a learning and working environment that is free from hazing, intimidation or violence of any type, including without limitation, religious, racial or sexual harassment, intimidation or violence. Procedures will be developed consistent with Minnesota Statutes 121A.03, 121A.0695 and 363.01 to 363.15 to ensure this environment. Consequences for disruptive, harassing, intimidating or hazardous behavior range from a warning to expulsion/exclusion from school.

The foregoing prohibitions and definitions of harassment, intimidation, violence, hazing and other forms of personal attack apply to any format. This includes but is not limited to, physical contact, art work, unauthorized use of photographs, use of words, text messages or other written materials, use of the internet or other electronic communication formats such as social networking pages, etc.

MINNESOTA SAFE SCHOOLS INITIATIVE – BULLYING (Policy and Regulation EG-3107)

Mounds View Public Schools will maintain a learning environment that is free from student to student bullying. Procedures will be developed pursuant to Minnesota Statutes 121.31. It will be a violation of EG-3107 for any student to engage in bullying or cyber bullying of another student at school or outside of school if that bullying causes a substantial disruption in the normal activities of the school day. Individual schools are charged with educational initiatives which support positive and respectful student conduct that is consistent with this policy and regulation.

HEALTH AND SAFETY (Policy and Regulations EG-3102, 3103 and 3106)

Mounds View Public Schools will provide and promote an environment that is healthy and safe for staff, students and the public. The physical environment and facilities will be established and maintained in accordance with widely accepted standards and practices for use of facilities, and all applicable State and Federal Laws. All individuals, students, staff, parents and the public who are in district facilities are expected to conduct themselves in a manner that is not disruptive or hazardous to the health and safety of self and others, and must not break any laws. Conduct which violates the expectations above will be regulated by the District and could result in loss of privilege to access a facility or school site. A comprehensive School Safety and Crisis Response Plan will be maintained by the School District and individual school facilities.

School personnel are mandatory reporters under the Maltreatment of Minors Act, Minnesota Statutes 626.556 et al. We are required to report to child welfare authorities if we know, or have reason to believe a child is being physically or sexual abused or neglected.

Students who are on medications or are suffering from communicable disease or illness will be treated according to applicable State and Federal law.

HEALTH SERVICES

Licensed school nurse and health paraprofessionals are available during the school day to discuss matters of personal health and to provide medical assistance when needed. They are responsible for dispensing prescriptions and over the counter medication. Feel free to contact the Health Office with questions concerning a child's physical, social and/or emotional health. Vision and hearing screening for secondary students will be done upon request. If your child has special health issues (i.e. asthma, allergies, medication/s or new immunization/s) please keep us updated.

STUDENT MEDICATIONS

According to school policies **ALL** medications are required to be **submitted to the health office** in the original container, labeled with the student's name, medication, strength, date prescribed, reason given and directions for use.

Short-term prescription medication (10 days or less) may be given as prescribed by physician of licensed provider with written parent/guardian permission.

Long-term prescription medication (over 10 days) will require a written order from a physician or licensed health care provider. Authorization must be provided each year.

All controlled medication as defined by the Federal Narcotics Act will need to be brought to the health office in the morning and will be administered in the health office.

All medication will be kept in the school health office; however, with written doctor's permission inhalant medication may be carried by the student.

Violation of the schools policy in regard to medications will be considered a violation of the Student Rights and Responsibilities Policy (#5114) and may result in disciplinary action if a student is found with possession.

IMMUNIZATION RECORDS:

The school immunization law requires all students to be up to date on their immunizations in order to attend school. Children with a medical contraindication to a vaccine or whose parents are opposed to immunizations based on a conscientious held belief must have a written statement from their physician or a signed and notarized statement that specifies which vaccines they oppose.

Please ask your doctor and visit the district website at

<http://www2.moundsviewschools.org/healthservices/index.asp?ID=3036> for more information regarding which immunizations are required.

MEDICAL EMERGENCIES

If a student becomes ill or is injured at school, every effort will be made to contact a parent/guardian as soon as possible. Students' **Health and Emergency Form** should be kept up-to-date. In cases of serious injury, 911 will be called and the child will be transported to an appropriate medical facility.

HIGHVIEW PLANNERS

Each student is issued a planner to help organize and record daily assignments. It is also used as a vehicle for communication between home and school. Students are required to carry their planner to every class. Planners will be treated as a textbook and must be kept in good condition. They also include passes to move from location to location during class time. Lost or damaged planners will be replaced at the student's expense (\$5.00 per book).

HIGHVIEW MIDDLE SCHOOL WEB PAGE

Highview's home page, which can be found on the Internet at <http://highview.moundsviewschools.org>, contains general school information, a school calendar, the current month's lunch menu, access to staff e-mail addresses, grade level homework and more. It also links to the Mounds View Public School (district) home page and the community education web-site. Our website is continually expanding and improving as a communication and information tool for the community.

HOMEWORK & AFTER-SCHOOL HELP

Homework is a regular part of school studies and completion is expected. Students should plan their time to allow for homework each night. Assignments will be posted on the Highview Home Page under individual teacher name.

Success for all learners is emphasized at Highview. Teachers are willing to provide extra assistance to students when needed. After-school academic help programs designed specifically for each content area are available after school for all students.

INTERNET ACCESS

The internet has become a valuable tool in student learning. If you have concerns about student access to the internet while at school, please contact your student's teacher, dean, or administrator to discuss the ways in which the internet is used. You are also welcome to review District Policy and Regulation EG-0108/Technology Security, and EG-2104/Use of Technology-Students, available on the Mounds View Public Schools web site at www.moundsviewschools.org.

ITEMS NOT ALLOWED IN SCHOOL

Matches, lighters

Knives of any kind

Pepper Spray

Electronic games

Laser lights

Chain Wallet

Cameras--unless assigned as a class project. This includes phone cameras.

Electronic devices which are disruptive to the learning environment.

Roller shoes

Pornography

Gang affiliation of any kind

Hairspray, Cologne, Perfume

LIBRARY MEDIA CENTER

The LLC contains: books, reference materials, and technology access. These materials are provided for class assignments and recreational reading. No materials will be allowed out of the LMC without being checked out. Materials may be renewed if they are needed past their due date. If students are in need of a reference book, please seek assistance from an LMC staff member to obtain permission to check the book out.

While in the LMC, common courtesy is expected so as not to disturb other students. The LMC is open every morning at 7:00 AM for students to study and read.

LOCKERS

Students will be assigned a hall locker and physical education locker. Hall locker combinations will be given to the students. **You should NOT give your combination to anyone!** We do NOT issue new combinations. In administrative-approved situations, a new locker will be issued. Other tips for keeping a secure locker:

- **Keep your locker locked**
- **Do not leave valuables in your locker.**
- **Use your assigned locker only. You may not share a locker with another student.**
- **Report locker problems to the office immediately.**
- **Do not tamper with lockers to prevent from locking.**
- **You may lose your locker privileges if you share your locker with other students or fail to ensure that your locker is locked.**

Lockers are considered school property. School administration may check hall and PE lockers at any time deemed necessary. We expect that students will maintain them in excellent condition. At the end of each school year, teams of school personnel will inspect all lockers. Students will be assessed fines for damage, scratches, other markings, decals/stickers, and general clean out if needed. School administration is authorized to search any student locker at any time.

LOST OR STOLEN ITEMS

The school will make every effort to help find student property that is lost or stolen; however, the school is not responsible for such items. We ask students not to keep money or extremely valuable property in lockers. If students need a safe place to keep an item, they can bring it to the front office. Should a loss of property occur, students are encouraged to report the incident to the office immediately. Please remind your child that items must be locked up in the locker rooms in order to prevent theft. Highview is not responsible for lost or stolen items.

A "lost and found" is located in the school lobby and in each locker room. Please check frequently for any lost items.

LUNCH

The cost of a regular “hot” lunch which includes milk is \$2.80, milk is .50 and breakfast \$1.50. Students who wish to bring their own lunch may purchase milk or juice. No glass containers are allowed.

You can deposit money into a student’s lunch account by: Depositing a check in a secure box outside the cafeteria or by making an online payment at www.paypams.com or using Fee Pay. There is no fee to make an online payment. Just log in, sign up as a member and you will be able to make a credit card payment using Visa, Discover, Mastercard or a debit card. You will also be able to view cafeteria purchases, view account balances and set up email notification on low balances for your students

In addition to the regular school lunch, there is a salad line and an a la carte line. **All food and beverages must be consumed in the lunchroom.**

Expected behaviors in the lunchroom are as follows:

1. Be respectful of other students and all adults working in the lunchroom.
2. Be responsible for cleaning up after one’s self, and assist with picking up items when requested to do so by a supervisor in the lunchroom.
3. Remain at the place you chose to sit throughout the lunch period until dismissal, other than to throw trash away or to go outside, weather permitting.
4. Throwing food or other articles will not be tolerated at any time.
5. Keep your hands to yourself. No touching or taking another person’s food.

Lunchroom infractions will result in consequences ranging from a warning to suspension.

Mounds View District Food Services offers free lunches for eligible families. Beginning August 1, families can complete the 2018-19 Application for Educational Benefits form online at www.moundsviewschools.net/Nutrition_Services. Paper applications will also be available at all the schools in both English and Spanish starting August 1. Please complete the form even if you are unsure if you would qualify.

Families can see their student’s Lunch Pin number when they log into their Pay Pams account at www.paypams.com or log into their School View Fee Pay account.

Contact Heather Schmidt at [651-621-6024](tel:651-621-6024) or heather.schmidt@moundsviewschools.org with any questions.

MESSAGES/ITEMS TO STUDENTS

EMERGENCIAS: In emergencies, parents/guardians may call/visit the attendance office (651-621-6700) to leave an immediate message for a student.

NON-EMERGENCIAS: In a non-emergency, if you wish to contact your child during the school day, we will deliver the message to him/her at a convenient time with minimal interruption of class time. Parents may also leave items for students in the office. If the student knows he/she will be receiving an item, it is his/her responsibility to check in the office during passing times; students will not be called out of class.

MOBILE DEVICES

Mobile devices are not to be *on* or *out* once the school day starts (7:45 a.m.-2:25 p.m.) unless it is for an academic purpose with permission from a teacher.

Parents/Caretakers please do NOT call or text your child on their cell phone during the day. If you need to reach your child, please call the office at 651-621-6700 and leave a message to be delivered to your child.

Absolutely NO mobile devices or phones can be used in restrooms or locker rooms. Serious consequences will apply to anyone abusing this policy.

Students found violating Highview’s cell phone policy may face consequences such as: Having the device confiscated and/or having parent come to school in order to retrieve the device

An exception to the no cell phone use would be in the event of an emergency such as a lockdown.

PHYSICAL EDUCATION

Highview is no longer requiring students to purchase or wear school-issued uniforms. Every student will be expected to change out of their school clothing and into athletic clothing that follows the Highview Physical Education Dress Code Policy. This includes, but is not limited to, athletic shorts (following Highview Dress Code), sweatpants, t-shirts, athletic shoes (must tie), etc. Students without proper apparel will be expected to change into department-issued clothing. Students may purchase athletic clothing from the Highview Physical Education Department or make purchases from their own retailers.

Students will be required to bring a swimsuit and towel for the swimming unit. Female students must wear a one-piece swimsuit.

Physical education is a part of the student's daily curriculum. Students are expected to attend and participate on a daily basis.

A written request from a parent will be required in order to have a student excused from class. Parent requests will be honored for a period of one to two days. **For requests of three days or more, a physician's statement is required.**

Highview is not responsible for items stolen from the locker room. Students must lock up all personal belongings when they are using the locker rooms.

Absolutely NO cell phones allowed in the locker rooms, swimming area or bathrooms.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance may be broadcast on the daily announcements. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

PROGRESS REPORTS

Report cards are issued throughout the school year to communicate student progress. Report cards can be viewed online using ParentVUE at the end of each quarter. If you don't have a ParentVUE Account, contact Cindy Palmer at Cindy.Palmer@moundsviewschools.org or 651-621-6700. Report cards will be mailed home at the end of each quarter.

PROTECTION AND PRIVACY OF STUDENT RECORDS (Policy and Regulation EG-3110)

Mounds View Public Schools will abide by all applicable State and Federal law regarding data privacy of student and employee records. Procedures will be consistent with State and Federal law to ensure the privacy of these records. An annual notice will be provided to all parents and guardians with regard to this policy and accompanying procedures.

Criminal Background Checks

The Mounds View Public Schools performs criminal background checks on all employees including coaches and advisors and volunteer coaches and advisors. Mounds View Public Schools may deny employment or volunteer opportunities if anything should appear on the background check or if an applicant fails to disclose the existence of a criminal record where one is present.

PROTECTIVE DRILLS

Fire, lock down and tornado drills will be conducted throughout the school year. Emergency information is posted in each classroom. During drills, students are expected to remain quiet and follow directions of their teachers. Tornado and lock down drills are announced over the intercom, and fire drills are sounded by an alarm. Two bus evacuation drills will also take place in the school parking lot.

SAFETY AND CRISIS RESPONSE (Policy and Regulation EG-3103)

Mounds View Public Schools will develop and maintain a comprehensive School Safety and Crisis Response Plan and system for school-sponsored activities as defined:

School-Sponsored Activity: School-sponsored activities include all activities scheduled and supported by the Mounds View Public Schools. Examples include regular classes, interscholastic athletic and fine arts events, intramural programs, classes sponsored by Community Education.

Non- School-Sponsored Activities: Park and Recreation, community groups, non-residents, commercial enterprises, PTO and PTA groups whose programs schedule and utilize Mounds View Public Schools' facilities through Community Education are not school-sponsored activities.

The Plan and system will identify and:

- a. Define actions to be taken by staff and school administration to minimize potential risk of harm to persons utilizing individual buildings for school-sponsored activities.
- b. Assure communication between school administration and local law enforcement regarding preventive safety strategies and crisis response plans.
- c. Assure easy identification of authorized presence of individuals in schools.
- d. Provide for periodic updating procedures relative to school safety.

SCHOOL CLOSINGS OR LATE STARTS

Announcements regarding school closings or late starts due to inclement weather or hazardous conditions will be delivered via a Mounds View Messaging phone message, accompanied by an e-mail and text message. Most announcements will come within 30 minutes of a determination to close schools. Information will also be posted at www.moundsvIEWSchools.org and updated on a recording at 651-621-7669 (SNOW). Families may also access local television and radio outlets, however no guarantee is made that media will share our information or deliver it in a timely manner. Families are encouraged to keep their contact information up-to-date with their children's schools to ensure receipt of voice mail and e-mail messages. Families should always assume that schools are open unless they hear differently.

SCHOOL HOURS

School starts each day at 7:45 a.m. and ends at 2:25 p.m. Buses are scheduled to arrive at Highview between

SCHOOL PARTIES

The student council sponsors after-school parties several times throughout the year. An admission fee is charged. Students attending the party **MUST** be enrolled at Highview and taking classes in the building. **No guests are allowed.** Appropriate behavior is expected. If a student chooses to leave the building during a dance, he/she may not return. Concessions such as pop, popcorn, and candy may be available to purchase in the cafeteria and must be consumed there. Students who have been assigned MLC or OSS the week of a party may not attend the party. Students involved in inappropriate behavior at the party will not be allowed to attend future parties.

Activity buses will be available following student parties.

SCHOOL RESOURCE OFFICER

A school resource 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 resource officer concerning school or community problems.

SCHOOL VISITORS

Highview has a no student visitor policy. All visitors must report to the security desk. Parents are welcome to visit Highview Middle School. To help guarantee the availability of the person(s) you wish to see, we do ask that, when possible, you make an appointment in advance.

STUDENT ACHIEVEMENT/CURRICULUM AND INSTRUCTION (Policy and Regulations EG-1100 to 1104 and EG-2101)

Mounds View Public Schools will seek to fulfill the Mission Statement, and strive to fully develop the learning potential for all learners and will be accountable for the measurement, assessment and achievement of student learning. Instruction will be based on sound pedagogy, approved Learner Outcomes and will be modified by evaluation of student achievement. Curriculum and instruction must: Actively engage students in learning; Deliver essential Learner Outcomes; Challenge students to meet high standards of achievement; Assure that all students possess core knowledge. Specific academic programs include: Graduation Requirements EG-1102, Credit for Learning Reg. EG 2101, etc.).

STUDENT BEHAVIOR AND RESPONSIBILITY

At Highview Middle School, we maintain a climate in which teachers can teach and students can learn. Students, along with their parents, sign a Behavior Expectations Form at the beginning of the year, which outlines guidelines for behavior and consequences for infractions. When a student violates a school rule, the student will be written up via a disciplinary memo and a member of the administration will conduct a conference with the student. At that time, appropriate consequence(s) will be applied. Given incidents of in and/or out-of-school suspensions, the parent will be contacted and the student will receive a hearing pursuant to the Minnesota Pupil Fair Dismissal Act. Parents receive a copy of all disciplinary memos via the U.S. Mail.

The New Brighton Police Department will be contacted to take a report when a chargeable offense has taken place.

REASONABLE FORCE – (M.S. 121A.582) provides that a teacher, school employee, school bus driver or other agent of the District may use reasonable force in compliance with this statute and other laws.

From time to time, students may be asked to supply information as part of an investigation. Students asked this information shall be informed of:

- The purpose and intended use of the data.
- Whether the individual may refuse or is legally required to supply the data.
- Any known consequence arising from supplying or refusing to supply the data.
- The identity of any other person or entities authorized to receive data.
- (Tennessee Warning, M.S. 13.04 Subd.2)

Student information, such as school directories, yearbook pictures, athletic information, and commencement information, is not considered confidential information. If you do NOT want directory information shared, please contact the building principal. Privacy rights belong to students and parents. State statute prohibits sharing educational data about students to third parties without consent. (MN statutes Ch. 13/Data Practices Act) We want all students to have a positive, successful learning experience at Highview. Student safety is our utmost concern. Students are encouraged to talk to school staff regarding any concerns they may have.

STUDENT CONDUCT (Policy and Regulation EG-3101)

Student conduct must not be disruptive, hazardous to the health and/or safety of self or others, or break any laws.

STUDENTS WITH DISABILITIES

Mounds View Public Schools is committed to providing all students with an opportunity to be successful. This commitment is consistent with Minnesota Rule 125A.55 Accommodating Students with Disabilities Act which states that: “A school or school district shall provide a student, “who is an individual with a disability,” under Section 504 of the Rehabilitation Act of 1973, United States Code, Title 29, Section 794, or under the Americans with Disabilities Act, Public Law Number 101-336, with reasonable accommodations or modifications in programs.” Contact Bev Zelinski Director of Student Services 651-621-6038.

STUDENT RIGHTS AND RESPONSIBILITIES (Policy and Regulation EG-3109)

Mounds View Public Schools will maintain a respectful and safe learning environment that appropriately balances student rights with expectations for student behavior. Procedures will be consistent with State and Federal laws defining student behavior expectations as well as potential consequences.

TESTING PROGRAM

Standardized tests are given in the middle school. Results are used for assessing student performance, program evaluation and curriculum development. Tests include: NWEA Indicator Tests and Minnesota Comprehensive Assessments (MCAII) also known as MAP tests.

TEXTBOOKS AND WORKBOOKS

Most textbooks and workbooks are given to students and must be returned at the end of school year. Classroom textbooks may be checked out overnight with teacher permission. Students are expected to take good care of the books and will be held responsible for lost or damaged books.

TRANSPORTATION (Policy and Regulations EG-0103)

Mounds View Public Schools complies with all applicable Minnesota Law relative to the transportation of students. Riding the bus is a privilege for those students who choose to do so either by residing more than two miles from school or by paying a fee for transportation. All K-12 students will be provided with school bus safety training. It is expected that students will conduct themselves in a respectful manner and not compromise the safety of others on the bus. Behavior problems on the bus will result in consequences ranging from a warning to loss of riding privileges.

USE OF TECHNOLOGY – STUDENTS (Policy and Regulation EG 2104)

The use of technology by students will be in compliance with Mounds View Public Schools regulations and applicable State and Federal laws.

The use of personally owned and school owned electronic devices on school grounds or at school supervised events, while encouraged, is a privilege, not a right. The use of these devices will be governed by the restrictions and acceptable use paragraphs of this policy and all other District policies and regulations and all applicable laws. The Superintendent or his/her designee shall be responsible for the establishment of regulations and procedures to carry out this policy. The District may revoke the privilege to use this equipment for students who violate these policies and regulations or any applicable laws. In addition, the District may take disciplinary or legal action against students who violate these Policies and Regulations or any applicable laws.