

# Chisago Lakes Middle School Handbook

## 2011-12



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# **BELIEF STATEMENTS OF OUR LEARNING COMMUNITY**

## **CHISAGO LAKES SCHOOL DISTRICT MISSION STATEMENT:**

To offer high-quality education in a dynamic, supportive learning environment and to help all learners develop the knowledge, skills and attitudes necessary to lead healthy productive, fulfilling and socially responsible lives in a diverse and changing world.

## **CHISAGO LAKES MIDDLE SCHOOL SITE GOALS:**

1. Chisago Lakes Middle School students in grade 6-8 will improve achievement in reading and math. This will be accomplished by increasing the number of students meeting or exceeding the grade level target score in reading and math on the NWEA-MAP assessment to 70% by spring 2012. Each student in the middle school takes the MAP tests utilizing the computer. This test measures a student's academic growth from fall to spring and year to year in the areas of Reading and Math. MAP tests align with district and state standards in each of the subject areas. As a result, these tests become a valuable tool to improve student learning because they enable teachers to recognize areas where students need help. Grade level targets for spring in Reading are 218 for grade 6, 222 for grade 7, and 226 for grade 8. Grade level targets for spring in Math are 230 for grade 6, 238 for grade 7, and 243 for grade 8. (Aligns with District Goal #1)
2. Chisago Lakes Middle School faculty/staff will increase their knowledge of Differentiated Instruction methods, through ongoing training, collaboration with colleagues, and utilization of strategies/techniques in the classroom. Differentiated Instruction is an instructional concept that maximizes learning for ALL students—regardless of skill level or background. When a teacher differentiates instruction, he or she uses the best teaching practices and strategies to create different pathways that respond to the needs of diverse learners. Teachers will be utilizing the book *Advancing Differentiation* by Dr. Richard Cash to further their understanding and implementation of differentiated instructional practices. Professional Growth Plans will be focused on differentiated instruction and staff MVAL observations must provide an opportunity for the observer to see differentiated instruction demonstrated. (Aligns with District Goal #2)
3. Chisago Lakes Middle School faculty/staff will develop consistent grading practices, which effectively communicate student learning and achievement of the state core standards. The goal of the educational system is to have students meet each of the established standards in each grade level and content area. "The key to reaching this goal is to evaluate every student's achievement using similar criteria, consistently applied at all levels. The two essential questions that all educators should ask about their grades, "How confident am I that the grades students get in my classroom/school/district are consistent, accurate, and meaningful, and that they support learning?" and "How confident am I that the grades I assign students accurately reflect my school's/district's published content standards and desired learning outcomes?" (Ken O'Connor) Staff will engage in a book study of *A Repair Kit for Grading: 15 Fixes for Broken Grades* by Ken O'Connor to guide the development of a unified grading system. (Aligns with District Goal #4)
4. Chisago Lakes Middle School faculty/staff will develop a parent/teacher conference model that best serves CLMS students and their families. A parent/teacher conference helps to communicate to parents the areas their child is excelling in and to give them specific ideas of how to improve upon their child's performance in school. Parent/teacher conferences serve to forge a bond between home and school, in order to increase the likelihood of student academic achievement. (Aligns with District Goal #4)

## **COMPONENTS OF EXEMPLARY MIDDLE SCHOOLS:**

Research of effective schools has shown that critical program components, designed to work together in an integrated format, produce the most positive results. In light of recommendations made based upon research from the National Middle School Association, five key components are generally recognized by educators, associations, foundations, state boards of education, and researchers as characteristics of exemplary middle schools:

### **INTERDISCIPLINARY TEAMING (CORES)**

Interdisciplinary teaming refers to the organizational structure of a core group of teachers assigned to the same group of students. A variety of configurations have been successful ranging from 2-5 team members in two, three or four subject areas. Teaming provides the structure to support two essential aspects of middle level education: (1) a positive environment that allows flexibility in grouping of students and (2) a structure to plan and (3) deliver a curriculum that is based on a theme.

### **ADVISEMENT (CORE CONNECT)**

Advisement consists of a small group of students assigned to a core teacher for the first 25 minutes of every day. The Mission of this program is to advocate for a small group of students, by making personal connections and providing academic and social support. The Purpose of this program is to create a positive school environment where each student learns to develop and display positive character traits. The goals of this program are to:

- (1) Create opportunities for students to discover what is unique about themselves and about others so that they might come to better appreciate, respect, and make the most of the many differences among people.
- (2) Help students understand themselves better as learners and, thereby, to cope better with academic concerns and to set goals toward

a satisfying and engaging year.

- (3) Create meaningful opportunities to students to contribute to CLMS and the community-as well as to celebrate those contributions.
- (4) Promote critical thinking and the making of responsible choices through discussion, problem posing and problem solving.
- (5) Develop a variety of skills which enhance effective communication.
- (6) Create meaningful opportunities for students to engage in shared decision making in ways that: build self-esteem, increase students' acceptance of responsibility for their own actions, and cultivate personal integrity.
- (7) Develop an understanding for the "High 5" of compassion, commitment, respect, responsibility and integrity and how they provide a framework for student during adolescence. We believe that these specific values, when honored in a firm and consistent fashion, will promote a school climate which supports learning to the greatest degree possible. We strongly believe that students have the right to be treated with respect and to participate in their learning environment without unnecessary distractions.
- (8) Celebrate success by individual students and groups of students.

## **VARIED INSTRUCTION**

Instruction includes (1) integrating learning experiences and focusing upon real life issues relevant to the student, (2) actively engaging students in solving problems and accommodating individual differences, (3) emphasizing collaboration, cooperation and community, and (4) seeking to develop good people, caring for others, democratic values and moral sensitivity. Some of the more common programs include cooperative learning, hands-on and student-centered activities; use of flexible scheduling and positive evaluations. Learning tasks are developmentally appropriate and adapted to individual differences.

## **EXPLORATORY PROGRAMS (MINI COURSES)**

Mini courses capitalize on the innate curiosity of young adolescents, exposing students to a range of academic, vocational, and recreational subjects for career options, community service, enrichment, and enjoyment. Mini Courses take place the last three days of school.

## **TRANSITION PROGRAMS**

These programs focus on creating a smooth transition between schools for students, a transition plan allows students to acclimate themselves to the building and staff before the first day of school. As important the change and transition for 5th grade students (and new students) into the middle school, there also exists a need for smooth transition for 8th grade students going to the high school. Various activities are planned each year to help students acclimate themselves to the building, such as a transition day for both 5th and 8th graders prior to the end of the school year in addition to August orientation and open house.

## **ACADEMIC HONESTY**

Academic honesty and trust promote learning and are vital components of the educational process. As such, dishonesty (cheating) interferes with learning and is a serious offense. Anyone who copies another's work or turns in someone else's ideas as his or her own has engaged in cheating. Collaboration with another student or students could be considered cheating if students are expected to complete an assignment independently. Teachers have a responsibility to proctor tests carefully and to explain to students when collaboration is and is not appropriate on assignments completed inside and outside of class.

**Examples of academic dishonesty (cheating) may include but are not limited to:** copying of homework, allowing someone else to copy your work, plagiarism (passing off another's ideas, writing, etc. as one's own), copying from another's test, improperly obtaining and or using tests, questions, or keys, using unauthorized notes/materials, etc.

**First offense:** referral to the office, zero on the assignment or test, parent contacted.

**Second or subsequent offense:** referral to the office, zero on the assignment, one day of ISS for each occurrence, parent contacted.

## **ATTENDANCE**

### **ABSENCE FROM SCHOOL**

Please inform the school by telephone at 213-2411 when calling a student in absent. An absence not excused by note, telephone call or email **WITHIN 3 SCHOOL DAYS** of the absence will be recorded as unexcused. The following reasons are examples which are recognized by the school as legitimate excused absences: parent/doctor verified illness, family emergencies, scheduled appointments, religious holidays, school directed activities, prearranged family vacations, suspension, discipline issues, court appearances, exceptional circumstances or weather. The following are unacceptable reasons for absence and are considered unexcused absences: car trouble, over slept, shopping, needed at home, family vacation (not prearranged), leaving school during regular school day without the proper approval, babysitting, missed bus, work, no call or note verifying absence, personal (no reason given), truancy or other as determined on a case by case basis.

The following attendance procedures for Chisago County Schools were developed in collaboration with Chisago County Health & Human Services, the Chisago County Attorney and school administrators. The mission of the following procedures is to increase attendance, improve academic achievement, decrease the number of referrals for Juvenile Court intervention and provide supervision and services based upon the individual needs of the student and their family.

1. All absences from school must be verified by a parent/guardian through writing an excuse, placing a telephone call (213-2411) or emailing (druntsch@chisagolakes.k12.mn.us) the attendance secretary.
2. If a student has been absent without an excuse for three or more partial or full days, a letter may be sent by school officials regarding truancy.
3. If a student continues to be absent without an excuse for seven or more partial or full days, a referral will be made to the Chisago County Attorney's Office.
4. Excessive **excused** absences can be defined as 3 or more consecutive days of absence, 4 or more days of absence in a month, 10 or more days of absence in a school year. When students have excessive absences due to health reasons, they may be referred to a licensed school nurse for follow up. School officials will notify parents by mail regarding excessive absences. A doctor's note may be mandated for absences.

## **TARDY POLICY**

1. Students tardy to class will be marked tardy and informed by their teacher.
2. Ten tardies will result in a lunch detention and a meeting with the truancy officer.
3. Fifteen tardies will result in a disciplinary referral, a lunch detention and an after school detention until 3:00 p.m.
4. Twenty tardies will result in a disciplinary referral, two lunch detentions and two after school detentions until 3:00 p.m.
5. Tardies beyond twenty will result in a disciplinary referral. The total number of tardies the student has accumulated during the school year will determine the action taken. A parent/guardian conference will be arranged and additional consequences will be imposed. Tardies accumulate per school year, not per trimester.

Plan your passing time to avoid being tardy. Try scheduling your passing time so you are not going to your locker after each class. Plan to spread out your locker and bathroom stops throughout the day. The goal of this policy is to develop strong work habits now; by being on time, support and reinforce the parent's responsibility for their child's education and school attendance and reduce the involvement within the court system.

## **HOMEWORK REQUESTS**

Homework requests will be honored for students absent two or more days. Please attempt to request home work no later than **9:00 a.m.** since teacher availability to meet this request is dependent upon their teaching schedule. Requests will be available for pickup in the main office between **2:15p.m. - 3:15 p.m.**

## **SIGNING IN AND OUT**

The school is responsible for knowing where students are at all times during the school day. If arriving late or leaving early, students must sign in/out in the Catty Shack. If a student needs to leave school early, a note signed by a parent/guardian, must be taken to the Catty Shack prior to the start of Core Connect. The written excuse should include the student's first and last name, grade, reason and time for leaving.

## **VACATIONS**

Due to the number of breaks within a school year, please make every attempt to plan family vacations that coincide with the school calendar. If a vacation is unavoidable, a note written by a parent/guardian should be sent to the Catty Shack, at this time your child will be given a form to be completed by each of their teachers with regards to course work requirements that will be missed.

## **PERFECT ATTENDANCE**

CLMS recognizes positive school attendance to be an integral part of school success and has set up the following reward program of positive school attendance. Students with perfect attendance during one trimester will receive a letter and a coupon for a Bernick's product. Perfect attendance is considered no tardies, unexcused or excused absences. The student must be in full attendance every day for the entire trimester to be eligible for recognition. Please attempt to schedule all appointments outside of school hours.

## **BACKPACKS/PURSES/SHOULDER BAGS/COATS**

The use of backpacks, purses, shoulder bags and coats are limited to before school and after school. If any of these items are brought into the classroom they will be confiscated. Trapper keepers are allowed during the school day.

## **BEVERAGES/ALA CARTE ITEMS**

Beverages and food may not be consumed in any area other than the cafeteria. No candy, pop or other bottled non-water beverages may be brought to school for consumption. Vending machines (water and juice) are available to students after school. Food and beverages for special events brought in by parents, students or staff must be purchased at a store; homemade cakes and treats are not acceptable due to state health codes. Students will be allowed to have a water bottle in class/hallway as long as the following guidelines are honored:

1. Water bottles must be made of clear, see through plastic. No other liquids may be stored in these bottles.
2. Water bottles must have "screw" caps only. No bottles with "squirt" tops will be allowed. Screw tops should not be tampered with to create a "squirt" top.
3. Only purchased, manufactured water bottles are allowed. Pop and other bottles or containers will be confiscated.

## **BIKES**

Riding bikes to school is not recommended due to the high volume of traffic on HWY 8 and in the parking lots. However, students may ride their bike to school as long as:

1. The bike is properly parked and locked in the bike rack located in the front of the building.
2. Bike is not used at anytime during the school day (i.e. lunchtime).
3. Follow safety procedures in riding to and from school.
4. Bike riders will not be allowed to leave after school until the parking lot has cleared of heavy traffic and busses have left the loading area.

## **BUILDING HOURS**

The doors of the middle school open at 7:00 a.m. Students should not be in the building before that time. Those students who arrive early are to remain in the front lobby or lower lobby until the 7:15 a.m. bell. **After arriving, students may not leave school grounds.**

Students are to leave school immediately following dismissal. Students staying after school for an extracurricular practice, homework support, or a meeting must report immediately following dismissal (all activities must be supervised). Unless involved as described above, no student should be at school **later than 2:30 p.m.**

**Students involved in extracurricular activities are required to take all personal belongings from their hall locker when reporting to practice. Parents must arrange for a ride for their child immediately following practice.**

## **Bully Awareness Program (Olweus Bullying Prevention Program)**

**Statement of Intent:** We are committed to providing a caring friendly and safe environment for all of our students so they can learn in a relaxed, secure atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively. The Olweus Bullying Prevention Program will be taught to all students during Core Connect.

**What is bullying?:** Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

**Bullying can be:**

1. Emotional: being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
2. Physical: pushing, kicking, hitting, punching or any use of violence
3. Racial: racial taunts, graffiti, gestures
4. Sexual: unwanted physical contact or sexually abusive comments
5. Verbal: name-calling, sarcasm, spreading rumors, teasing
6. Cyber: all areas of internet, such as email and internet misuse, mobile threats by text messaging and calls

**Why is it important to respond to bullying?:** Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving. Schools have the responsibility to respond promptly and effectively to issues of bullying.

## **Procedures:**

1. Report bullying incidents to staff
2. In cases of serious bullying, the incidents will be reported to administration
3. Parents of students who are bullying will be informed
4. If necessary and appropriate, police will be consulted
5. The bullying behavior or threats of bullying must be investigated and stopped immediately
6. An attempt will be made to help the bully (bullies) change their behavior

**Consequences Range From:** immediate removal from class and, if necessary police contact, parent/guardian notification, verbal/written warning, peer mediation, student/parent meeting, loss of privileges, lunch/after school detention, behavior contract, schedule modifications, suspension, expulsion

## **BUS TRANSPORTATION**

Riding the school bus is a privilege. Improper conduct will result in that privilege being denied. Only regularly scheduled students are to ride the bus, bus passes will be granted by Heide Miller (Director of Business Services) ONLY in emergency situations. Ms. Miller can be reached at 213-2010 or by email at [hmillier@chisagolakes.k12.mn.us](mailto:hmillier@chisagolakes.k12.mn.us).

Consequences for school bus misconduct will apply to all regular and extracurricular routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events will be at the sole discretion of the school district. Consequences will be addressed on a case by case basis, however a general continuum is provided below:

**1st Offense:** written warning, administrator or dean meets with student, bus driver contacts parent/guardian, and bus misconduct is emailed to parent/guardian

**2nd Offense:** written warning, administrator or dean meets with student and contacts parent, bus misconduct is emailed to parent/guardian

**3rd Offense:** administrator or dean meets with student and contacts parent, student is suspended from riding the school bus for three days, and bus misconduct is emailed to parent/guardian

**4th Offense:** administrator or dean meets with student and contacts parent, student is suspended from riding the school bus for a minimum of sixty school days and a maximum of one school year, bus misconduct is emailed to parent/guardian

## **CELL PHONE USAGE**

Although it is not suggested or encouraged that students have cell phones in school, they may be used before 7:15 and after 2:14. **Cell phones used during school hours will be confiscated.** Anyone who engages in the practice of sending, receiving, or possessing sexually explicit photos or messages (sexting) or inappropriate material subject to discipline up to and including expulsion.

**First Offense:** Cell phone will be confiscated, parent will be notified and the cell phone will be returned to the student at the end of the school day.

**Second Offense:** Cell phone will be confiscated; parent will be notified and expected to pick-up the cell phone in the main office at their earliest convenience.

**Subsequent Offenses:** Cell phone will be confiscated; parent will be notified and expected to pick-up the cell phone in the main office at their earliest convenience and ISS will be assigned.

## **CHECK CASHING**

If you need to send money to school for payment please do so by a check for only the amount needed. Please send a separate check for each payment or fee.

## **INTERNET/INFORMATION TECHNOLOGY RULES AND USE**

Use of the internet and computer equipment is a privilege, not a right. Inappropriate, illegal, or unauthorized use of the internet could result in a cancellation of those privileges. Anyone who engages in the practice of sending, receiving, or possessing sexually explicit photos or messages (sexting) or inappropriate material subject to discipline up to and including expulsion. Any use of the internet or other communication methods that conveys inappropriate information can result in consequences both in school and in the legal system. Students should also be aware that placing personal information on web sites may jeopardize their future employment, eligibility status, and other opportunities. Every individual using school equipment and networks must agree to abide by the rules below.

## **STUDENTS MAY NOT...**

1. Display or access material which is obscene, profane, violent, discriminatory or depicts or describes illegal activities.
2. Participate in "chat", "e-mail", or bulletin board" activities, unless directed and supervised by teacher.
3. Print material from the Internet without permission.
4. Copy, delete or alter another student or staff member's file.

Any unauthorized removal of computer equipment or related items will be regarded as "Theft of School Property"

Any damage to hardware or software, deleting of files, usage of unauthorized software or any modifications to system files will be regarded as "Damage to School Property".

## **DANCES**

Dances are held from 2:15 p.m.-5:15 p.m. Dances are designed to provide recreational activity for students. Admission price includes food, access to basketball and other supervised activities. We do ask that students follow some basic rules when in attendance at the dance. The rules are as follows:

1. Students must not have any incomplete grades, failing grades or outstanding library books.
2. Students must not sell or give their wristband to another student.
3. Students must attend all classes on the day of the dance.
4. Students assigned to ISS or OSS all or part of the day will not be allowed to attend.
5. Only 6th-8th grade CLMS students may attend.
6. Due to space, only 500 tickets are available. Tickets will not be sold at the door.
7. Parents must arrange for a ride for their child immediately following the dance at 5:15 p.m.
8. All school rules are in effect. Failure to abide by the above rules will result in the student not being allowed to attend future events

## **DIRECTORY INFORMATION**

Certain directory information regarding students is not public information. Directory information is public unless a request has been received from a parent that certain designated directory information items are not to be disclosed without their prior written consent. Please contact the district office at 213-2000 should you wish to complete a nondisclosure of information form.

## **DRESS AND APPEARANCE**

The intention of Chisago Lake Middle Schools dress code is to keep students focused on educational goals and maintain community standards. School clothes should be neat and clean. CLMS prohibits clothes that advertise anything illegal or unhealthy for a middle school student to possess or do, convey messages that are suggestive or offensive, solicit an undue amount of attention because they are too revealing, or are a distraction or nuisance. Please contact the main office with questions or concerns regarding this policy. It is important that all students and staff can come to school each day and be able to learn and teach in a safe environment that is free from distractions. Below is a list of dress code guidelines to help students and parents in making decisions about what is appropriate clothing for CLMS.

1. Shorts/skirts/dresses must be appropriate in length, no shorter than fingertip in length.
2. A student's Midriff and all portions of their undergarments must be completely covered.
3. Skimpy tank tops, halter tops and strapless tops are not allowed. No low cut fronts - underarm level.
4. Students will display good manners by removing hats and head coverings, including bandanas when entering the building.
5. Shoes are to be worn at all times.

Administration reserves the right to determine if clothing is appropriate for school. Students in violation of the dress code will immediately correct the situation. Violations may result in disciplinary action. Help us promote a healthy learning environment by choosing appropriate clothing for a school setting.

## **ELECTRONIC DEVICES (INCLUDING BUT NOT LIMITED TO):**

iPods, electronic games, Mp3 players, pagers, electronic readers (Kindle, Nook, etc.), laser pointers and any handheld/PDAs with email/internet capabilities are not allowed during school hours and will be confiscated if not used in designated or approved areas. Taking pictures or filming students can result in a serious data privacy violation leading to suspension or expulsion. All electronic items should be left at home to prevent them from being lost or stolen. The school bears no responsibility if these items are lost or stolen.

## **ELEVATOR**

Any student who is physically disabled may, upon approval from the health office, use the elevator. Student helpers are NOT allowed to ride in the elevator with the student they are assisting.

## **FLOWERS/BALLOONS**

Gifts delivered such as flowers and balloons, will be given to students at the end of the school day.

## **FUNDRAISERS**

Students may not sell food, candy, services, or anything else to the student body or faculty without permission from administration. All fundraisers will be required to be related to a school activity.

## **GUESTS**

Guests are not allowed to accompany students during the school day. Tours of the building can be arranged through the main office for students who are interested in attending CLMS.

## **HARASSMENT, VIOLENCE AND HAZING**

The school district has a policy against harassment and violence based upon an individual's religion, race, and gender, and a policy against hazing. Minnesota law prohibits the discrimination against an individual based upon sexual orientation. A brief explanation of the district's harassment, violence, and hazing policy follows.

Everyone has the right to feel respected and safe. District 2144 expects all students and staff to maintain an environment that is free from sexual, racial, or religious harassment or violence and hazing, and Minnesota law prohibits discrimination based upon one's sexual orientation.

A harasser may be an adult or a student. Harassment must relate to an individual's religion, race, gender, or sexual orientation to violate this policy and the law. Any person who believes she/he has been subjected to harassment, violence, or hazing in violation of district policy, should submit either a verbal or written report to a teacher, counselor/dean, building administrator, District Human Rights Officer, Dr. Michael McLoughlin, or to another responsible adult. The district will respect the complainant's privacy as much as possible, balancing the need to conduct a thorough investigation. The district takes seriously all reports of religious, racial, or sexual harassment or violence, harassment or violence based upon sexual orientation, or hazing. The district will take all appropriate actions based upon the report made and upon the results of any investigation which follows. The district will also take appropriate action if anyone tries to intimidate or harm the complainant because of reporting harassment, violence or hazing.

1. Sexual Harassment includes unwelcome verbal harassment or abuse, unwelcome pressure for sexual activity, unwelcome sexual behavior or words, or unwelcome touching, except as necessary for school personnel to restrain a student to avoid physical harm.
2. Racial or religious harassment includes physical or verbal conduct relating to an individual's race or religion which creates an intimidating, hostile or offensive environment, interferes with the individual's work or school performance, or otherwise affects an individual's employment or academic opportunities.
3. Sexual violence is a physical act of aggression or force, or a threat which involves the touching of someone's intimate parts.
4. Racial or religious violence is a physical act of aggression or assault upon another because of or related to that person's race or religion.
5. Hazing means committing an act against a student, or coercing a student into committing an act that creates a substantial risk of harm to a person for any purpose, including as a condition to a student to be initiated into a student organization.

**Consequences for violations of the district sexual, racial, religious harassment, violence, and hazing policy, and for discrimination based upon sexual orientation include:** immediate removal from class and, if necessary police contact, parent/guardian notification, verbal/written warning, peer mediation, student/parent meeting, loss of privileges, lunch/after school detention, behavior contract, schedule modifications, suspension, expulsion

## **HEALTH OFFICE/HEALTH SERVICES**

### **STUDENT HEALTH**

Students are welcome to come to the health office for illness, medication or first aid needs. We do require a pass from the teacher for

attendance purposes. The student not feeling well will be assessed and allowed to rest if necessary. Then a decision will be made as to whether they should be sent home or back to class. The nurse will notify parents/guardians before they are sent home. The student will be excused for the following school day for fever above 100°, and for vomiting and diarrhea until symptoms have resolved. Please contact the school nurse for assistance with specific disease exclusion guidelines. It is important to note that school health assistants are not able to diagnose illness or injury. Parents who are in doubt as to the condition of their child are encouraged to consult with their physician or clinic.

## **MEDICATIONS**

Parents should administer medication to their child at home whenever possible. Prescription and non-prescription medications taken during the school day must be dispensed through the health office. Medications must come in the original container accompanied by written permission from the parent and physician. Medication authorization forms are available in the school health office and at most of the area clinics. Students in grades 7-12 may self-carry non-prescription pain relievers in the original containers upon written request from the parent and after signing a safe use agreement with the licensed school nurse. Students may self-carry an asthma inhaler with written authorization from the parent and physician and after demonstrating the skills to safely possess and use the medication with the licensed school nurse.

Please note: Emergency medications such as epi pens or insulin will be handled with an emergency care plan written by parents/guardians and school nurse in collaboration with building health service staff and physician approval. Directives of this emergency medication will need to be on file annually or as changes occur.

## **IMMUNIZATIONS:**

All students must have an up-to-date Pupil Immunization Record on file in the school health office. Students in grades 7 – 12 should have evidence of the following immunizations on file: A Tetanus (td) adult booster, 2nd MMR, Hepatitis B (3 dose series) and Varicella (chickenpox) disease year or vaccine date. Students entering Kindergarten and 7th grade must have also have a second Varicella immunization. Students transferring in to the district have thirty days to submit documentation from their physician, clinic, or parent statement of their immunization.

## **HOMEWORK GUIDELINES**

Homework is defined as any assignment given by a teacher to be entirely or partially completed in a setting other than the classroom. Homework is viewed as an opportunity to promote, enhance, extend or reinforce formal academic learning. Homework can also serve as a communication link between school and home to show what students are studying.

Students should:

1. Record all assignments in their logbook.
2. Make sure they understand the assignments given.
3. Turn in assignments when they are due.
4. View their teacher's classroom calendars on our website, by clicking on "Teacher Classroom Calendars"

Parents should:

1. Ask to see the assignments recorded in the logbook.
2. Assist students in developing good study habits by providing necessary materials and a specific time and place for study that is free of distractions. A general guideline to follow is ten minutes of homework per grade level, per night (6th grade-60 minutes, 7th grade-70 minutes, etc.). Twenty minutes of outside reading is suggested each night and can be recorded on a reading log.
3. Contact your child's teacher with questions or concerns related to an assignment.
4. View your child's teacher's classroom calendars on our website, by clicking on "Teacher Classroom Calendars"

Please review the Chisago Lakes Middle School Homework Guidelines carefully as these guidelines are grade specific.

### **6TH GRADE**

Late assignments = D

Projects and larger assignments = grade reduction

### **7TH GRADE**

No late assignments will be accepted after the end of a unit.

Daily work and or homework turned in after the due date, but before the end of the unit will be accepted with up to a 50% reduction in grade.

## **8TH GRADE**

Late standard/daily assignments are not accepted.

Late essential assignments are accepted at reduced credit.

Each teacher will communicate to their students which assignments are standard and which assignments are essential.

## **BEFORE SCHOOL/AFTER SCHOOL RESOURCES**

Teachers are on duty at 7:15 a.m. each morning. In most cases teachers are available to answer questions while they are supervising the hallways before school. Tutoring is available from 2:15 p.m. - 3:30 p.m. on Monday and Wednesday after school through the "Study Island Program". Please contact Mr. Gillach at 213-2417 for details. Teachers are available after school until 3:15 p.m. However, arrangements should be made prior to a student staying after school. Students are required to make arrangements for their own transportation for any after school sessions.

## **INAPPROPRIATE DISPLAY OF AFFECTION**

Recognizing middle school students become more social during this time of adolescence, it is necessary to remind students that boundaries between genders must conform to rules of good taste. Inappropriate displays of affection such as hugging, kissing or touching will be addressed with both students by teachers and/or administration. Parent contact will be made if students are unwilling to abide by this guideline.

## **INSUBORDINATION TOWARD STAFF MEMBERS**

Students need to comply with reasonable directives given by staff that is enforcing policies and rules. Refusing to follow directions, profanity directed toward staff, walking away from staff, lying to staff, and disrespect of staff can all be considered insubordination. Students who are insubordinate will receive consequences that could include suspension.

## **LANGUAGE**

Racist, sexist, suggestive, and profane language is not permitted. Such expressions shall result in appropriate disciplinary action.

## **LUNCH**

"A" Lunch 10:53-11:20: all 6th graders

"B" Lunch 11:25-11:50: a mix of 7th and 8th graders

"C" Lunch 11:55-12:20: a mix of 7th and 8th graders

Breakfast is \$1.10, lunch is \$2.10, mega byte lunch is an additional \$1.00 and milk is \$.50.

Reduced priced breakfast if free and lunch is \$.40.

CLMS has a closed lunch period requiring all students to remain in the building. Students may bring their own lunch or choose to purchase a lunch offered by Chisago Lakes Food Service. Students will be dismissed by lunch room supervisors.

## **LOST AND FOUND**

Lost and found areas are located outside the Catty Shack and in both physical education locker rooms. Often, students believe something has been stolen that merely has been misplaced. The school will make every effort to help find student property that appears lost or stolen. At the end of each trimester all unclaimed items will be donated to a charitable organization. Please label all items of value.

## **MIDDLE SCHOOL ACTIVITIES**

Before competing in a sport, middle school athletes are required to complete the following:

1. Medical Physical (once every three years)
2. Parental Permission Form (one per year)
3. Eligibility Form (one per year)
4. Pay the appropriate athletic fee.

Registration for the following 7th and 8th grade activities will take place one week prior to the start of the season. Sign up is available before and after school on the activity board located outside the main office.

<b><u>Season</u></b>	<b><u>Boys</u></b>	<b><u>Girls</u></b>	<b><u>Both</u></b>
<b>Fall</b>	Football	Volleyball	Cross Country*

		Swimming*	Soccer
		Tennis*	
<b>Winter</b>	Wrestling	Basketball	School Play
	Basketball	Gymnastics*	Alpine Skiing
	Swimming	Dance*	
	Hockey**	Hockey**	
<b>Spring</b>	Tennis*		Golf*
			Track

\*Shared program with Senior High

**Sports Participation Fees:** 7th & 8th grade – \$100.00 (\*\$160.00 for programs shared with Senior High, Hockey \$260.00)

**Middle School Fine Arts / All School Play:** \$35.00.

## **ELIGIBILITY GUIDELINES FOR SCHOOL ACTIVITIES**

### **ACADEMICS:**

Students' first responsibility is the completion of their homework, projects, tests, etc. Involvement in extracurricular activities must be secondary. Grades are checked weekly, students must have passing grades to participate in games/matches/events. If a student has a failing grade(s) they will be allowed to practice but cannot compete until the grade(s) becomes a passing grade (D- or higher).

### **ALCOHOL-ASSAULT-TOBACCO-DRUGS-SEXUAL HARASSMENT:**

Please refer to the Minnesota State High School League Suspension Policy.

### **ATTENDANCE:**

A student must be in school by 10:25 a.m. in order to participate in that day's practice or contest.

### **MEDICAL EXCLUSIONS:**

A student may be excused with a note from a parent/guardian for a maximum of two days due to an illness or injury. Any medical exclusion longer than two days must be approved with a note from physician. Also, reinstatement to practice after being out more than two days must be accompanied by a note from a physician. If a student is too sick or injured to participate in physical education class, the student is ineligible to practice or play in a game/match/event that day.

### **SUSPENSION/DETENTION:**

Students who are assigned in-school suspension or out-of-school suspension are not allowed to participate in extra-curricular activities that day; this includes athletic practices and competitions. Coaches and advisors may have other rules related to participation for students who are assigned after school detention.

### **TRANSPORTATION:**

All students involved in CLMS activities are required to ride school transportation to and from an event. Parents/guardians can drop off and/or take home their child when prior notification is given to the coach or advisor.

## **PARENT COMMUNICATION**

### **SCHOOLVIEW**

TIES Student Information System's SchoolView gives parents and students easy access via the Internet to current information on their students. A single password and login for each of three types — student account, parent account and a contact account — allows access to all authorized family members. This portal lets parents and students see; grades, attendance, homework assignments, test scores, health information, daily schedule, etc. Teachers are asked to update their grades within one week of receiving the assignment from the student. At times, the update may go beyond one week because of the grading of a major project. If you have questions or are having difficulty logging in, contact the main office at 213-2400.

### **PROGRESS REPORTS/ REPORT CARDS**

Mid-quarter and mid-tri reports will be available on-line at the halfway point of each quarter and trimester. Report cards will be available on-line at the end of each quarter and trimester. Printed copies are available upon request. Final report cards will be mailed.

## **TEACHER CLASSROOM CALENDAR**

Visit our website at [www.chisagolakes.k12.mn.us/schools/middleschool/index.html](http://www.chisagolakes.k12.mn.us/schools/middleschool/index.html) and click on Teacher Classroom Calendar, select your child's core and then select classroom calendar. This link is designed to help you monitor your child's homework, quizzes, tests, and major assignments. Information is updated daily/weekly.

## **NEWSLETTER (CLMS NEWS)**

CLMS NEWS is emailed bi-monthly. Please notify the main office at 213-2400 if you would like a printed copy sent home with your child.

## **PARENT-TEACHER CONFERENCES**

Conferences are scheduled twice during the academic year; parents are strongly encouraged to attend and visit with teachers regarding student progress. In addition to the scheduled conferences, parents/guardians are invited to confer with teachers at any time.

## **AUTOMATED INFORMATION SYSTEM**

This automated alert system that has the capability of providing important messages electronically via computer, telephone and/or text message. This system will be used for emergency situations only (e.g. school closings, threats, etc.).

## **PERFUME & COLOGNE-EXCESSIVE USE**

Students are reminded the excessive use of perfume or cologne may create problems for those who have acute sensitivity to these products or have allergies or asthma. Student abuse of these products may result in removal of the items from his/her possession.

## **PHYSICAL EDUCATION REQUIREMENTS**

A \$6.00 deposit is required for a physical education lock. At the end of the school year, \$5.00 is refunded when the lock is returned. We strongly encourage students to use the padlock daily to secure belongings. DO NOT share your locker combination with friends. **Non-school locks will be removed.**

Tennis shoes and change of clothes (t-shirt/shorts or wind pants) are required for each day of physical education. All dress code guidelines apply to physical education class. Students will be expected to participate in all other physical education units unless a physician's excuse is presented.

## **PLEDGE OF ALLEGIENCE**

In accordance with state law, CLMS student and staff will recite the Pledge of Allegiance on Monday mornings. The recitation will be conducted over the school intercom system by a student designated by the Student Council Advisor. Any student who does not wish to participate in reciting the pledge may elect not to do so. All students must respect another person's right to make that choice.

*"I Pledge Allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all"*

## **POSSESSION OR USE OF ALCOHOL/DRUG, INCLUDING TOBACCO**

A student who is in possession, uses or distributes Alcohol/Drugs, including tobacco at school or while on school premises violates the terms of the district policy.

**Consequences for violations of possession or use of alcohol/drug, including tobacco include:** immediate removal from class and, if necessary police contact, parent/guardian notification, student/parent meeting, loss of privileges, lunch/after school detention, behavior contract, schedule modifications, suspension, expulsion.

## **SAFETY DRILLS**

Five fire drills, five lockdown drills and one tornado drill will be held throughout the school year. It is important for students to take these drills seriously and know the procedure to follow in case of an emergency. Exit routes and emergency procedures are posted in each room.

**Warning:** It is illegal to report a false fire or other emergency alarm this includes pulling a fire alarm lever or calling 911. If an alarm is accidentally set off, report it to the office immediately. Anyone intentionally setting off a false alarm or calling 911 will be reported to the authorities and appropriate action will be taken.

## **SNACK/JUICE MACHINE**

The snack/juice machine located outside the entrance to the multipurpose gym will be turned on at 2:15pm daily.

## **SEARCH OF STUDENT LOCKERS, PERSONAL POSSESSIONS AND STUDENT'S PERSON**

Pursuant of Minnesota statutes, school lockers are property of the school district, clearly giving school officials the right to search school lockers. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of lockers may be conducted by school officials for any reason at any time, without notice, without student consent and without a search warrant. The personal possessions of students may be searched when school officials have reasonable suspicion that the search will uncover a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school administration must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police of administration.

The personal possessions of students and/or student's person may be searched when school officials have reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. It shall be a violation of this policy for students to use lockers for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions. The middle school also reserves the right to make periodic searches with the use of a law enforcement canine trained to find illegal substances.

## **SIGNS/POSTERS**

No signs or posters are to be posted or distributed in the building without approval by the Principal. Items or activities that are considered unhealthy or potentially harmful to students of school personnel may not be posted/advertised. Items that are contrary to school and district rules and policies will not be posted/advertised. The rule of thumb for advertising is that the school will not advertise for profit items or activities unless they have a direct relationship with a school activity. These postings will be limited to areas determined by the principal.

## **SKATEBOARDS/RIPSTIKS**

These items are not allowed on school property. This rule helps to prevent injuries and protects school property. CLMS is not responsible for the safety of skateboarders, ripstiks, etc. These items will be confiscated if brought to school.

## **STUDENTS OF THE MONTH**

Two students from each core will be selected each month for demonstrating academic excellence, socially appropriate behavior and citizenship. Recipients of the recognition will receive a certificate, pin and will be treated to donuts and juice. In addition to the above, photos will be placed on the Wall of Fame and noted in CLMS NEWS.

## **STUDENT COUNCIL**

Student Council is an organization through which students may express their opinions and participate in school and community project/activities. Student council representatives are elected from the student body by core members to serve on the student government committee. Elected students are expected to display academic excellence, socially acceptable behavior and good citizenship. Students not demonstrating the above may be removed from the student council.

## **TELEPHONE CALLS/MESSAGES/ANNOUNCEMENTS**

Students will not be allowed to leave class to make or take a phone call unless it is an emergency. Phone calls should be handled between classes, during lunch time, or at the end of the day. Arrangements to pick up students for appointments, etc. should be made in advance or by calling the attendance secretary at 213-2411. Students may use the pay phone located across from the Catty Shack or a phone in the main office to make a phone call if necessary.

Announcements that include items of interests and importance to most students will be read aloud daily during Core Connect or at the end of the day over the PA system.

## **TENNESSEN WARNING**

Whenever a student (or parent on behalf of a student) is requested to provide information about them that is of a concern, they must be given the Tennessee warning. The warning informs an individual of what is going to be talked about, why the data is being collected, how the agency intends to use the data, and whether the individual may refuse or is legally required to supply the information/data.

## **TEXTBOOKS AND LIBRARY BOOKS**

A lost or damaged textbook or library book is the responsibility of the student. Textbooks and library books are examined by staff upon return. If a book is damaged and is deemed unusable, the student will be responsible for current replacement costs. If a student notices damage in a textbook or library book, it is the responsibility of the student to report the damage to staff before they it.

# **WEAPONS POSSESSION**

It is our intent to maintain a safe and orderly environment for students to learn. Students shall not possess, use or transport a dangerous weapon or any object that can reasonably be considered a weapon on school property, a school bus or any other approved school vehicle or at school functions or events held at other locations.

A weapon is identified as any object that can be considered a dangerous weapon: including but not limited to knives, blades, firearms, pellet guns, BB guns, air guns, explosives, incendiary devices, look-alike weapons, toy guns, or any other instrument which can be utilized in such a manner so as to threaten, intimidate or produce bodily harm or the fear of harm, or inflicted self-injury. A dangerous weapon is further identified to include the actual weapon, whether loaded or unloaded, or whether in working or non-working order.

Consequences for violations of the weapons policy, which will be determined at the discretion of school administration in accordance with the School Board Policy, include:

1. Immediate removal for class
2. Confiscation of weapon
3. Police contact
4. Parent/guardian notification
5. Interventions may include, but is not limited to peer mediation, parent meeting, contracts, scheduling modifications, 1-10 days of suspension and/or expulsion. In addition, a student who is determined to have brought a firearm, as defined by federal law, to school will be expelled for at least one year, although this may be modified on a case-by-case basis.

## **LYNX (6TH GRADE)**

Mr. Frederixon	English
Mrs. Nascene	World Studies
Mrs. Randall	English,/Advanced English
Mr. Sauerbry	Course I/Course II/Course III
Mr. Tengwall	Science

## **BOBCATS (6TH GRADE)**

Mrs. Burr	Rtl English/English
Ms. Forcier	English/Advanced English
Mrs. Hawkinson	World Studies
Mr. Hinsch	Science
Mr. Otte	Rtl Course II/Course III/Course III

## **JAGUARS (7TH GRADE)**

Mr. Collins	Science
Mrs. Lundholm	English/Advanced English
Mrs. McNamara	Rtl Course II/Course III/Algebra
Mrs. Schneider	U.S. History I

## **PANTHERS (7TH GRADE)**

Mrs. Guanzini	Rtl English/English/Advanced English
Mrs. Hinsch	Science
Mr. McNamara	Course III
Mr. Schulte	U.S. History I

## **COUGARS (8TH GRADE)**

Mrs. Bennett	English /Advanced English
Mr. Erickson	U.S. History II
Mrs. Kubat	Science
Ms. Orwoll	Algebra

## **LIONS (8TH GRADE)**

Mr. Kjos	Science
Mrs. Knutson	Rtl English/English/Advanced English
Mrs. Maclver	Rtl Algebra/Algebra
Mr. Peterson	U.S. History II

## **ALLEY CATS**

Mrs. Anderson	FACS/Computer Skills/CCC/Yearbook
Mr. Anderson	Physical Education/Health
Mr. Asleson	Language C/Math
Mr. Brown	Physical Education
Mrs. Erickson	Language A/Math/Math Lab
Mr. Hoehl	Band/General Music
Ms. Howard	Personal Enrichment/Math Lab
Ms. Kujala	Speech Pathologist
Mrs. Mansfield	Reading Milestones/Writing/Math/DLS
Mr. McKinnon	Health/Advanced Physical Education
Mrs. Moldenhauer	Choir
Mr. Odegaard	Physical Education
Mrs. Perkins	Computer Skills/Yearbook
Mr. Schoeneck	Media Specialist
Mrs. Schulte	Reading Specialist
Ms. Sonnabend	Art
Mrs. Udem	Choir
Ms. Valentin	Check-n-Connect Coordinator
Mr. Wakefield	Industrial Technology
Mrs. Wiehl	Language A/Math
Ms. Zank	School Psychologist

## **CAT SUPPORT**

Mrs. Carlin	EBD Program Paraprofessional
Mrs. Davis	Secretary to Principal
Mrs. Ebert	Paraprofessional
Mrs. Geselle	EBD Program Paraprofessional
Mrs. Gillespie	Truancy Prevention/ISS/Fundraiser Coordinator
Mrs. Lange	Media Center Paraprofessional/PBIS
Mrs. Linnell	Program Paraprofessional/Study Island
Ms. Noren	Health Assistant
Mrs. Pasch	Program Paraprofessional
Mrs. Hawkins	Program Paraprofessional
Mrs. Peterson	Program Paraprofessional
Ms. Pueringer	Program Paraprofessional
Mrs. Rosenthal	Program Paraprofessional

Mrs. Runtsch	Attendance Secretary/Catty Shack
Mr. Schroepfer	Program Paraprofessional
Mrs. Sonnentag	Program Paraprofessional
Mrs. Trochman	Program Paraprofessional

## **CHISAGO LAKES MIDDLE SCHOOL CALENDAR DATES**

August 29	Open House 2-8 p.m. (grades 6-8)
September 5	No School-Labor Day
September 6	First Day of School
September 8	Magazine Sale Kickoff
September 12-15	NWEA-MAP Testing Window (grades 6-8)
September 16-23	Oral Reading Fluency (grades 6-8)
September 22	Magazine Sale Wrap-Up
September 29	7 <sup>th</sup> and 8 <sup>th</sup> Grade Mentorship Day
October 18-21	CLMS Washington DC Student Trip
October 19	1st Trimester Midterm
October 20, 21	No School-Ed. MN Conference
October 19-28	Bookfair
October 24	Parent-Teacher Conferences 3:00-7:00 p.m.
October 27	Mentorship Day
October 27	Parent-Teacher Conferences 3:00-7:00 p.m.
October 28	School Dance, 2:15pm-5:15pm
November 4	End of 1st Quarter
November 7	Wolf Ridge Parent Meeting 7:00p p.m., Cafeteria
November 17	Mentorship Day
November 23, 24, 25	No School-Thanksgiving Break
December 2	End of 1st Trimester
December 5	Band Concert
December 15	Mentorship Day
December 19	Choir Concert
December 23-January 1	No School-Winter Holiday
January 2	No School-Staff Development
January 9	Wolf Ridge Parent Meeting 7:00 p.m., Bobcats room 23, Lynx Room 162
January 16	No School-Staff Development Day-Martin Luther King Jr. Day
January 17-19	NWEA-MAP Testing (SPED and Rtl students only)
January 19	Mentorship Day
January 20-30	Oral Reading Fluency (grades 6-8)
January 20	End of 2nd Quarter
January 20	2nd Trimester Midterm
January 23	No School-Staff Development
January 23, 24, 25	Lynx at Wolf Ridge
January 26	No School-Lynx students only
January 26	Jaguar Core History Day Parent Night 6:30-7:30 p.m., Cafeteria
January 25, 26, 27	Bobcats at Wolf Ridge
February 2	Panther Core History Day Parent Night 6:30-7:30 p.m., Cafeteria
February 3	School Dance, 2:15pm-5:15pm
February 6-March 23	WIDA Testing Window (LEP student's grades 6-8)
February 9, 10, 11	School Play Times TBA (HS PAC)
February 10-17	Bookfair
February 13	Parent-Teacher Conferences 3:00-7:00 p.m.
February 16	Parent-Teacher Conferences 3:00-7:00 p.m.
February 16	Mentorship Day
February 17	No School-Staff Development Day

February 20	No School-President's Day
March 2	8th Grade Health Fair
March 2	End of 2nd Trimester
March 12-16	No School-Spring Break
March 22	Mentorship Day
March 23	5 <sup>th</sup> Grade Transition Day
March 26-May 18	MTAS Testing Window (ALP students grades 6-8)
March 28	MCA Science Test (grade 8)
March 30	End of 3rd Quarter
April 6	No School-Good Friday
April 13	School Dance, 2:15pm-5:15pm
April 17-18	MCA Reading Test (grades 6-8)
April 19	Mentorship Day
April 20	3rd Trimester Midterm
April 30-May 3	NWEA-MAP Testing Window (grades 6-8)
May 4-11	Oral Reading Fluency Testing (grades 6-8)
May 7-9	MCA Math Test (grades 6 and 7)
May 10,11,14	MCA Math Test (grade 8)
May 17	Mentorship Day
May 17	Band Concert
May 24	Choir Concert
May 28	No School-Memorial Day Holiday
June 1, 4, 5	Mini Courses
June 5	Last Day of School, End of 3rd Trimester and 4th Quarter