

CHIPPEWA MIDDLE SCHOOL
Mounds View School District
2009-2010



LEARN—BELONG—SUCCEED

Chippewa Middle School is committed to providing a positive educational experience for all through rigor, relevance, and relationships.

Welcome to Chippewa Middle School. Each year gives all of us the opportunities for new beginnings and new challenges. We encourage you to meet these challenges by working hard, being involved and respecting each other.

This student planner is designed to help you develop and maintain good organizational and study skills by recording daily assignments and other activities. It contains information about school policies, student expectations, a district calendar and other information that may be helpful in answering questions you or your parents may have. Please read and review it carefully with your parents.

We hope the new school year is your best year yet!

This planner belongs to:

Student name _____ Grade _____

Bus number _____ Locker number _____

STUDENT RESPONSIBILITY

Throughout middle school years, students cross a developmental bridge as they become more responsible for their learning. At Chippewa, we want to nurture responsibility to help students succeed this year and in the future. Students must learn personal responsibility for homework assignments, projects etc.

By signing the bottom of this sheet, you are making a commitment to be involved in this part of your child's learning helping him/her to become more responsible for the following:

- Writing daily assignments in the student planner
- Marking which days he/she was absent in their planner
- Gathering and completing school work when absent.
- Share assignment information with students who have been absent.

As teachers, we will encourage students to use this planner effectively.

As parent/guardian, I agree to support the school and my child as he/she develops this integral part of learning personal responsibility.

Parent Signature

Date

Student Signature

Date

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Class Schedule		QUARTER 1	
Period	Subject	Teacher	Room
1			
2			
3			
4			
5			
6			
7			
Class Schedule		QUARTER 2	
Period	Subject	Teacher	
1			
2			
3			
4			
5			
6			
7			
Class Schedule		QUARTER 3	
Period	Subject	Teacher	
1			
2			
3			
4			
5			
6			
7			
Class Schedule		QUARTER 4	
Period	Subject	Teacher	
1			
2			
3			
4			
5			
6			
7			

MUSICAL HOME PRACTICE RECORD

Week	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Parent Signature	Week	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Parent Signature
1									21								
2									22								
3									23								
4									24								
5									25								
6									26								
7									27								
8									28								
9									29								
10									30								
11									31								
12									32								
13									33								
14									34								
15									35								
16									36								
17									37								
18									38								
19									39								
20									40								

**CHIPPEWA MIDDLE SCHOOL
7TH PERIOD DROP SCHEDULE
2009-2010**

	7-0	7-1	7-2	7-3	7-4	7-5	7-6
PERIOD 1	1	7	1	1	1	1	1
PERIOD 2	2	2	7	2	2	2	2
PERIOD 3	3	3	3	7	3	3	3
PERIOD 4	4	4	4	4	7	4	4
PERIOD 5	5	5	5	5	5	7	5
PERIOD 6	6	6	6	6	6	6	7

**CHIPPEWA MIDDLE SCHOOL
DAILY SCHEDULE - 2009-2010
(8:10 - 2:40 P.M.)**

6TH GRADE		7TH GRADE		8TH GRADE	
8:10 - 9:10 A.M.	PERIOD 1	8:10 - 9:10 A.M.	PERIOD 1	8:10 - 9:10 A.M.	PERIOD 1
9:15 - 10:10 A.M.	PERIOD 2	9:15 - 10:10 A.M.	PERIOD 2	9:15 - 10:10 A.M.	PERIOD 2
10:10 - 10:40 A.M.	LUNCH 1	10:15 - 11:10 A.M.	PERIOD 3	10:15 - 11:10 A.M.	PERIOD 3
10:45 - 11:40 A.M.	PERIOD 3	11:10 - 11:40 A.M.	LUNCH 2	11:15 A.M. – 12:10 P.M.	PERIOD 4
11:45 - 12:40 P.M.	PERIOD 4	11:45 - 12:40 P.M.	PERIOD 4	12:10 - 12:40 P.M.	LUNCH 3
12:45 - 1:40 P.M.	PERIOD 5	12:45 - 1:40 P.M.	PERIOD 5	12:45 - 1:40 P.M.	PERIOD 5
1:45 - 2:40 P.M.	PERIOD 6	1:45 - 2:40 P.M.	PERIOD 6	1:45 - 2:40 P.M.	PERIOD 6

**CHIPPEWA MIDDLE SCHOOL
7TH PERIOD DROP SCHEDULE 2009-2010**

SEPTEMBER				
	8 X	9 0A	10 1B	11 2A
14 3B	15 4A	16 5B	17 6A	18 0B
21 1A	22 2B	23 3A	24 4B	25 5A
28 6B	29 0A	30 1B		

OCTOBER				
			1 2A	2 3B
5 4A	6 5B	7 6A	8 0B	9 1A
12 2B	13 3A	14 4B	15 X	16 X
19 5A	20 6B	21 0A	22 1B	23 2A
26 3B	27 4A	28 5B	29 6A	30 0B

NOVEMBER				
2 1A	3 2B	4 3A	5 4B	6 A
9 5B	10 6A	11 0B	12 1A	13 2B
16 3A	17 4B	18 5A	19 6B	20 0A
23 X	24 X	25 X	26 X	27 X
30 1B				

DECEMBER				
	1 2A	2 3B	3 4A	4 5B
7 6A	8 0B	9 1A	10 2B	11 3A
14 4B	15 5A	16 6B	17 0A	18 1B
21 2A	22 3B	23 X	24 X	25 X
28 X	29 X	30 X	31 X	

JANUARY				
				1 X
4 4A	5 5B	6 6A	7 0B	8 1A
11 2B	12 3A	13 4B	14 5A	15 6B
18 0A	19 1B	20 2A	21 3B	22 4A
25 5B	26 6A	27 0B	28 A	29 A

FEBRUARY				
1 1B	2 2A	3 3B	4 4A	5 5B
8 6A	9 0B	10 1A	11 2B	12 3A
15 X	16 4B	17 5A	18 6B	19 0A
22 1B	23 2A	24 3B	25 4A	26 5B

MARCH				
1 6A	2 0B	3 1A	4 X	5 X
8 2B	9 3A	10 4B	11 5A	12 6B
15 X	16 X	17 X	18 X	19 X
22 0A	23 1B	24 2A	25 3B	26 4A
29 5B	30 6A	31 0B		

APRIL				
			1 1A	2 2B
5 3A	6 4B	7 5A	8 6B	9 A
12 0B	13 1A	14 2B	15 3A	16 4B
19 5A	20 6B	21 0A	22 1B	23 2A
26 3B	27 4A	28 5B	29 6A	30 0B

MAY				
3 1A	4 2B	5 3A	6 4B	7 5A
10 6B	11 0A	12 1B	13 2A	14 3B
17 4A	18 5B	19 6A	20 0B	21 1A
24 2B	25 3A	26 4B	27 5A	28 6B
31 X				

JUNE				
	1 0A	2 1B	3 2A	4 3B
7 4A	8 5B	9 6A	10 B	11 B

7TH PERIOD DROP SCHEDULE:
 7-0 Day denotes Period 7 does not meet. 7-1 Day denotes Period 7 meets during Period 1; 7-2 Day denotes Period 7 meets during Period 2, etc.
 ER (Early Release) Days are not incorporated into the drop schedule.
 X denotes NO SCHOOL.

The following policies and accompanying regulations are referenced in this handbook. To view these policies and accompanying regulations or other policies and regulations in their entirety log on to: the District's home page at www.moundsviewschools.org and find the School Board's web page. The policy page is located at www.moundsviewschools.org/sb_policies.asp. They are under the title of Policy-Ends and Goals or Regulations-Ends and Goals.

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.

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 Ann Bettenburg Director of Student Services 651-621-6048.

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.

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.).

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.

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.

SCHOOL 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.

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.

HARASSMENT, INTIMIDATION, BULLYING, VIOLENCE AND OTHE 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, bullying, intimidation or violence of any type, including without limitation, religious, racial or sexual harassment, bullying, 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, bullying, intimidating or hazardous behavior range from a warning to expulsion/exclusion from school.

The foregoing prohibitions and definitions of harassment, intimidation, bullying, 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.

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 at the expense of the individual. 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.

ACADEMIC EXCELLENCE AWARDS

Students in 6th, 7th and 8th grade will be recognized for academic excellence for achieving an 11.0 cumulative G.P.A. through quarters 1, 2, and 3. A special Academic Excellence Awards Ceremony will be held for students and parents in the spring.

ACADEMIC HONESTY

Students will do their own work and will cite sources when using the work of others in papers and reports, etc. Students who engage in academic dishonesty will be referred to the office for consequences which may include loss of points, ALL, SLC and/or OSS (Policy 5500).

ACTIVITY BUSES

Activity buses will transport students to the general area of their homes and do not provide the same service as regular buses. Activity buses depart from Chippewa on Monday through Thursday at approximately 4 pm. This is a privilege. Consequences will be assigned if behavior issues arise.

ACTIVITIES

A variety of after-school sports and enrichment activities are offered by Chippewa and/or the District 621 Community Education Department. A nominal fee will be charged for participation.

A.S.K.

After School Kids (A.S.K.) is an after-school program providing social interaction with peers, cooperative study with peers, and individual and/or small group academic assistance from an adult. The purpose of the program is to provide a routine place and time after school for students to focus on their academic work.

ATTENDANCE AND ABSENCES

Success in school is dependent on being in school every day. Minnesota State Law requires that each child between ages seven and eighteen attend school full time. Unauthorized absences will be treated as trancies. If a student is absent 10 or more school days in a given year, for any reason, 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/Dental Appointments
- Family Emergency

A parent is required to call the attendance office by 8:00 a.m. each day a student is absent. If a call is not received, the school office will call the home. If phone contact cannot be made, a written excuse from the parent/guardian will be required when the student returns to school. If a student will

be absent more than one day, please let the attendance office know and only the one call will be necessary. Upon parental request, homework will be generated after the second full day of illness.

Reporting an Absence: Call **651-621-6421** or **651-621-6401**.

A voicemail system is in place to record calls during off hours. Please leave a detailed message with your child's name (please spell your last name), grade, reason for absence and identify yourself.

Absence with Advance Notice: Please send a note at least one day in advance to make arrangements for your student to obtain an Advance Report for Excused Absence Form from the attendance office if your student will be absent for an extended period.

Moving: Student moving out of the district must notify Student Services at 651-621-6406. Students will be given an "Early Check Out" form for each teacher to indicate if all books/fines are turned in and all assignments are complete.

AUTOMATED PHONE MESSAGES

On occasion, Mounds View Public Schools will send voice mail 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.

BUSES (Policy & Regulation EG-0103)

Riding a bus is a privilege. Students are expected to treat others respectfully, to keep the bus free from damage, and to ride in a way that does not endanger the safety of themselves or others. Students are expected to treat the bus drivers with the same respect that they treat staff within the school building. Bus problems will result in consequences ranging from a warning to loss of riding privileges. Every student and his/her parents(s) will be required to sign a Bus Safety Pledge Contract prior to the start of school. If criminal conduct occurs, local law enforcement officials and the Department of Public Safety may become involved. Parents and students should be aware that most of the school district's buses contain video recorders. School buses equipped with video recorders contain a notice of the video recorder.

CHARGER CAFÉ

Breakfast is served in the Charger Café before the start of the school day. A student may choose from a hot or a cold entrée each day. Students qualifying for Free or Reduced Lunch are eligible for a free breakfast.

Lunch is also served in the Charger Café and is available to all students. Students have their choice of three different school lunch lines. *Popular Picks* features one of two entrée choices. *Primarily Pizza* features a choice of pizza or various sandwich and salad options. *Salads N' More* features a complete salad bar with milk. Students qualifying for free lunch may obtain a school meal at no cost. Students qualifying for reduced lunches may obtain a school meal at low cost. For those students bringing their own lunch, milk may be purchased separately. Various snack options are also available for purchase in *Snacks N' Stuff*. All food and beverages purchased must be consumed in the cafeteria.

A computerized system is used to purchase food in the Charger Café. Every student will be issued an account accessed by a PIN number. Students may deposit money into their account by check or cash at school or by credit card through the PayPAMS website. Be sure the student's name and PIN number is noted on every payment. A drop box for check and cash payments can be found in Chippewa's front entrance and in the Charger Café *Snacks N' Stuff* area.

Mounds View Nutrition Services offers Free and Reduced Lunch prices for qualifying families. Contact Mounds View Nutrition Services by calling 651-621-6022.

Expected behavior in the Charger Café is as follows:

1. Be respectful of others and ALL adults working in the cafeteria.
2. Be responsible for cleaning up after yourself and assist with picking up items when requested to do so by a supervisor in the cafeteria.
3. Remain seated throughout the lunch period until dismissal, unless you are throwing trash away or going out to the patio (weather permitting).
4. Throwing food or other articles will NOT be tolerated at any time.

DIRECTORY INFORMATION

Student information such as school directories and yearbook pictures are 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).

DISCIPLINE PROCEDURES

Alternative Learning Lab (ALL; formerly detention) will be served by students after school. ALL is in session Tuesday-Thursday.

Structured Learning Center (SLC): A student in this program may be assigned to a supervised room for all or part of the school day. Students will be directed to complete a problem-solving assignment and develop a plan for improving their behavior. Dismissal from SLC will be at 3:50 p.m. on Monday through Thursday.

Out Of School Suspension: According to the MN Pupil Fair Dismissal Act, suspension from school will be implemented 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.

Alternate Placement: In certain circumstances a student may be placed in another school.

CODE OF CONDUCT This code includes, but is not limited to, the following areas of infraction and possible consequences. In many cases our School Resource Officer (SRO) becomes involved.

Insubordination/Disrespect

- ALL
- SLC
- Suspension

Failure to attend ALL

- ALL
- Double ALL
- SLC
- Suspension

Inappropriate Behavior for Substitute

- Minimum of 2 ALL
- Possible SLC and/or OSS

Tardies

- 3-6 Tardies = 1 hour ALL
- 7+ Tardies = SLC/parent contact
- Tardy to 1st hour is automatic ALL

Use/Possession of Chemicals

Mock Chemical/Paraphernalia (Policy #4902)

- Referral to Office
- Confiscation
- Parent/Guardian contact
- 5 days suspension
- Referral to Chemical Education Program
- Possible expulsion

Tobacco Possession/Usage (Policy #4902)

- Referral to office
- Confiscate
- Parent/Guardian contact
- Suspension (in-school/out of school)
- 1st Offense – 1 day SLC or OSS
- 2nd Offense – 3 days SLC or OSS

- 3rd Offense – 5 days SLC or OSS
- Referral to Chemical Education Program

Fighting

- Referral to office
- Parent/Guardian contact
- Suspension of SLC 1-5 days
- Possible referral to alternative program
- Possible expulsion

Harassment/Hazing

- Referral to office
- Warning to OSS (dependent of situation)
- Parent/Guardian contact
- Possible in-district or class transfer
- Possible expulsion

Inappropriate Public Display of Affection

- Warning
- Parent/Guardian contact
- ALL to OSS

Endangerment

- Referral to office
- Parent/Guardian contact
- SLC or OSS
- Possible in-district or class transfer
- Possible expulsion

Theft/Vandalism

- Referral to office
- Parent/Guardian contact
- SLC or OSS
- Restitution

Use of the District Computer System

The District Computer System consists of all school district computers, software and communications equipment, including Internet access, e-mail, voicemail, servers and digital projectors. Use of District Computer System is a privilege and not a right. There is no expectation of privacy. The District's system may only be used for appropriate educational purposes.

Students are prohibited from:

- Stealing or damaging any equipment
- Hacking in any manner
- Sending or receiving inappropriate messages, pictures or documents
- Using software that is destructive or damaging to a computer or computer network
- Installing or downloading software without authorization
- Concealing or altering their identity when sending messages or other electronic communications

Trespassing

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

the administration has given permission to return to the property.

Truancy

A habitually truant student (3 or more truantries) may be referred to the Ramsey County Truancy Intervention Program (TIP)(M.S.260A.07)

Disabled Students

Will receive discipline in compliance with applicable state and federal laws regarding students with disabilities.

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 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
- Possible in-district school transfer
- Police Report

The administration will recommend expulsion.

DISMISSAL

Students are expected to leave school as soon as their last class is over. Students remaining in the building must be in an activity supervised by an adult. Students are not allowed to wander through the school 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. If an activity finishes early, students must remain in the front entryway.

DRESS CODE

Appropriate dress expectations include:

Student may not wear/have:

- Exposed stomachs
- Baring tank tops
- Midriff shirts
- Backless shirts
- Spaghetti strap tops
- Short skirts, short shorts, or short dress
- Sagging pants/shorts
- Loose-fitting, large arm hole tanks
- Clothes that portray inappropriate or offensive graphics or language

In addition:

- Outerwear such as jackets and caps may not be worn during the school day.
- Backpacks, purses, or bags of any type must be stored in lockers during the day.
- Students wearing clothes that glorify violence or weapons or which advertise chemicals/drugs or alcohol, or any clothing or accessories which pose a health or safety risk or are disruptive to the learning environment may be asked change.

FUNDRAISING

Any student sales must be school-sponsored and approved by administration.

HALLWAYS

Running in the halls, pushing and shoving can cause injury and is prohibited. Consequences are issued for inappropriate hallway behavior. Students are required to have their passport signed by their teacher or office staff in order to be out of class during class time. Food and beverages, including bottled water, are not allowed in the hallways until after 2:40 PM.

HARASSMENT/HAZING (POLICY EG-3104)

It is the policy of Mounds View Public Schools to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence from hazing and other forms of personal attack.

Physical: No student has the right to inflict physical pain or to harm another person. Students that become involved in inappropriate behavior will receive significant consequences.

Sexual: Sexual harassment is defined as ongoing behavior that causes a person to become uncomfortable, intimidated, or offended. If such behavior occurs, student must tell the person that is causing the harassment to STOP. If telling the person becomes too difficult for the student, they may seek help from a parent, teacher, or any other trusted adult. They may also inform their bus driver if the behavior occurs on the bus. Examples of sexual harassment include (but are not limited to) unwanted touch; unwanted verbal comments of a sexual nature, name calling or put downs that involve sexual references; viewing and showing Internet sounds, images, and text that involves sexual content.

Verbal: Inappropriate verbal comments made to another student in regards to their race, religion, gender or physical appearance is not acceptable.

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

hazing/violence is reported to school administration so that appropriate action may be taken.

Reasonable Force: (M.S.121a582) provides that a teacher, school employee, school bus driver or other agent of the District may use reasonable force in compliance with this state 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 consequences arising from supplying or refusing to supply the data.
- The identity of any other person or entities authorized to receive data

HEALTH CARE

A licensed school nurse and health paraprofessional is available during the school day to discuss matters of personal health and to provide medical assistance when needed. Approval from a teacher is required to go to the health office. Students may not leave the school building for health reasons without reporting to the health office. Accidents which occur during the school day must be reported to the health office immediately. Parents must sign ill or injured students out in the nurse's office.

HOMEWORK

Homework is a regular part of school studies and is expected to be completed. Students should plan time to allow for homework each night. A general rule of thumb is 45 minutes, 5 days per week. Success for all learners is emphasized at Chippewa. Teachers are willing to provide extra assistance to students when needed.

HONOR ROLL

After each quarter, two honor rolls will be posted listing students with grade point averages of 11.0 or high ("A" Honor Roll), and students with grade point averages of 9.0 to 10.99 ("B" Honor Roll). Honor roll is based on the average of seven classes. There are no weighted grades.

INSTRUCTIONAL MEDIA CENTER

The IMC contains library materials including books, reference materials, computers and magazines. These materials are provided for class assignments and recreational reading. NO materials will be allowed out of the IMC without being checked out. Materials may be checked out for one or two weeks and may be renewed. If students are in need of a reference book, please seek assistance from an IMC staff member. Current magazines may not be checked out; however past issues may.

ITEMS NOT ALLOWED IN SCHOOL

- Radios, Walkmans, I-Pod, MP3, etc.
- Cell phones, pagers
- Electronic games
- Skateboards, rollerblades
- Laser lights
- Chain wallets
- Heavy chain jewelry/belts
- Spiked jewelry
- Scooters (motorized and non-motorized)
- Trading cards
- Personal e-mail devices
- Games or game software on electronic calculators
- Other electronic devices which are disruptive to the learning environment.
- Cameras

LOCKERS

Students will be assigned a hall locker and a physical education locker. Combinations will be given to the students. You should not give your combination to anyone. Other tips for keeping a secure locker:

- Keep your locker locked
- Do not leave valuables in locker
- Use your assigned locker only
- Report locker problems to the office.

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

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 valuable property in lockers. If students need a safe place to keep an item, they can bring it to the front office. Lost or stolen items should be reported to the office immediately. The "lost and found" bin is located by the front office.

MEDICATIONS (Regulation EG-3106)

Prescription and over-the-counter medications will be kept in the Health Office and administered under the supervision of the licensed school nurse. The parent/guardian is responsible to send a written note or obtain a written order from a physician or licensed health care provider. Medication authorization forms are available in the Health Office. According to school policies, all medications are required to

be submitted to the Health Office in the original container, labeled with the student name, medication, strength, date prescribed, reason given and directions for use. This includes any over-the-counter medications.

Short Term prescription medication (10 days or less) may be given as prescribed by a physician or 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 must be brought to the Health Office prior to school and will be administered in the Health Office. Violation of the school's policy in regard to medications will be considered a violation of the Students Right and Responsibilities Policy (5114) and may result in disciplinary action if a student is found with possession.

MIDQUARTER INTERVENTION

Students may be referred to MQI if they are failing a class at midquarter. If referred, a letter is sent home approximately a week prior to the first session. There are 4-6 sessions those students must attend after school. Work is relevant to the current quarter and will provide students another vehicle to end the quarter with a passing grade. Test-taking or study skill strategies may be addressed and/or reinforced during MQI.

PLEDGE OF ALLEGIANCE

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.

ORGANIZATIONAL STRUCTURE

Students have seven classes. The school day consists of a six-period day with classes that are 55 minutes in length. One class is dropped from the schedule each day. The students also have a 30-minute lunch period.

CORE CLASSES

- Math
- Social Studies
- Integrated Language Arts
- Science

ALLIED ARTS/HEALTHY LIVING

- Art
- Spanish
- Technology Education
- Health/Physical Education
- Computer Skills
- Music
- Career Education
- Project Lead The Way

PERMISSION TO LEAVE BUILDING

To leave the building during the school day the following procedure must be followed:

- Bring a note from your parent to the attendance office **before school**. Attendance will provide a pass for approved dismissal time.
- Before leaving the building, sign out in the attendance office.

PHYSICAL EDUCATION

Physical education is a part of the students' curriculum. Students are expected to attend and participate on a daily basis. A written request form 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 three days. **For requests of more than three days, a physician's statement is required.** Students who do not participate in Physical Education will be assigned the following consequences (quarterly):

- First Offense: Phy Ed teacher contact parent/guardian, loss of participation points.
- Second Offense: Student sent to dean to contact parent/guardian, loss of participation points.
- Third Offense: ALL assigned and loss of participation points.

Every student must purchase a physical education uniform from the school. Students are required to wear their uniform for class unless instructed by their teacher. Any student needing financial assistance with purchase of a uniform should contact his/her dean. Students will also be required to bring a swimsuit and towel. Chippewa is not responsible for items stolen from the locker room.

PROTECTIVE DRILLS

Fire, severe storm and lockdown drills will be conducted throughout the year. Emergency information is posted in each classroom. During drills, students are expected to remain quiet and follow directions from staff. Severe Storm and Lockdown Drills are announced over the intercom and by an alarm. Fire drills are sounded by an alarm.

REPORT CARDS

Report cards are issued at the end of each quarter. These are sent home with the students with the exception of the 4th quarter report card. These report cards are mailed home to student homes. Mid-quarter reports are issued each quarter and require a parent/guardian signature. Students are required to return the signed Mid-Quarter Sheet to the designated teacher.

SCHOOL CLOSINGS

Announcements regarding school closings due to inclement weather or hazardous conditions will be delivered via a Mounds View Messaging phone message, accompanied by an e-mail message. Most announcements will come within 30 minutes of a determination to close schools. Information will also be posted at www.moundsvIEWSchools.org and on Cable Access Channel 20. 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 DANCES

Several times throughout the school year, the Student Council sponsors an after-school dance from 2:45-4:45 pm. A fee is charged for admittance. Students attending the dance **MUST** be enrolled at Chippewa and currently taking classes in the building. Guests are not allowed. Appropriate behavior and dress are expected. If a student chooses to leave school during a dance, they may not return. Concessions are available. Students involved in inappropriate behavior may not be allowed to attend future dances. Students who have been assigned SLC or OSS the week of a dance may not be able to attend the dance. This will be determined by a dean.

STUDENT COUNCIL

Chippewa has a Student Council with representatives from 6th, 7th, and 8th grades. Student Council meetings may be held before or after school on a bi-weekly basis. Many types of school matters are discussed at the council meetings. Announcements will be made in September regarding Student Council.

STUDENT PICTURES

Student pictures will be taken during the "Back-to-School Event" in August.

STUDENT STORAGE

Student storage is available next to Room 252. Items such as school projects, sports equipment, or other items which do not fit into lockers should be stored in this location. The Main Office is **NOT** to be used as a storage area.

STUDENT SUPPORT SERVICES (Deans)

The dean is a person with whom students can meet about academic or personal issues, home situations, or any other matter that may be of concern. Conversations with the deans may remain confidential. Deans will also work with students about behavioral concerns at school or on buses. Appointments to see a dean are advised.

TARDIES

Students are expected to show up on time and be prepared for class. **Any time a student is late for a class and does not have a pass, they will be considered tardy. If a student is late for first period class, they are to report to the attendance office where they will be assigned an automatic one-hour ALL.** All other records of tardies will be kept by the classroom teachers.

TELEPHONE USAGE

A phone is available for student use before/after school in the front lobby. If an emergency arises during the day, students may use the phone in the front office. If a parent calls with an emergency during the day, a message will be taken and given to the student.

TEXTBOOKS

Students will be issued textbooks in most classes. The textbook remains the property of the school, but the responsibility of the student. The condition of the textbook will be noted when issued to students. Any change in condition may result in a fine. Students are expected to maintain their textbooks in good condition.

TRANSPORTATION

Can my child ride home with a friend or use another bus stop?

The bus pass indicates the exact stop location students should be using. If students were able to use their pass for any bus, there would be no way of implementing stops. Therefore, students may only ride their assigned bus and must get on and off at their assigned stop ONLY.

Does my child need to keep the bus pass all year?

Yes. Please have your child keep the pass in his/her backpack. This is helpful for substitute drivers and for activity bus drivers at the secondary level. Drivers will also conduct pass checks to verify rider eligibility

Are sports equipment and musical instruments allowed on the bus?

The following is a list of items that students are known to bring along when riding the bus to and from school. While this is not an exhaustive list, it is meant to be a guide to

determine what is and what is not allowed on the bus from a safety and space perspective.

Items Allowed

Backpacks
Small musical instruments (held in lap)
School projects (held in lap)

Items Not Allowed

Skis, Poles & Boots
Lacrosse Sticks /
Hockey Sticks
Pole Vaulting Sticks
Skate Boards
In-Line Skates
Pets - Animals
Sleds
Balloons

Transportation Services

FEE: Those who reside less than 2 miles from child's school. Busing is available for a fee. If children qualify for free or reduced price school meals, the fee for busing will be waived.

NO FEE: Busing is available at no fee for students living 2 miles or more from school.

WALKERS: Students who live in the walk area to the school. Bus service is not available from your home address.

OUT OF ATTENDANCE AREA: Students who live out of the attendance area. Bus service is not available from your home address.

VISITORS (Policy EG-3103)

All visitors must report to the front office to sign in and obtain a visitor badge.

- Parents are welcome to visit at anytime. We do ask that an appointment be made with the teacher(s) or other personnel you wish to see. Parents who wish to leave items for their child may do so in the front office. The student will be called to the office to pick it up during passing time to limit classroom interruptions.
- Student Visitors Requests for student visitors are discouraged and will be granted on very rare occasions and for limited amounts of time, e.g. one class period. Requests for visitors can be submitted by parents to the administration one week in advance. Concerns about students' safety, classroom space and disruptions prohibit the approval of student visitor requests.
- Student visitors will not be allowed during September, December, May, June or ten days before or after school breaks.

Help! I Have to Write a Research Paper!

Getting started can be difficult if you don't know where you are going. The following is designed to help you map out the research process step by step.

Choosing a topic:

- Select a topic for research (your teacher may have assigned one to you already). The key is to choose a topic that is neither too broad nor too narrow.
- Examples
 - Too broad: "The Vietnam War"
 - Too narrow: "Kinds of boots worn by Vietnam soldiers"
 - Just right: "Changes in public opinion during the Vietnam War"
- Once you have decided on and approved your topic with your teacher, it is time to start asking questions to spur the research process.

Asking Key Questions:

The next step is to figure out what you, as well as your audience, should learn from this research. Start asking yourself questions.

- What do I already know?
- What do I want to know?
- For example, if your topic is Malaria, some questions you might brainstorm would be:
 - What is malaria exactly? (definition)
 - How do people get it (causes)
 - How do you know if you have it? (symptoms and diagnosis)
 - How is it treated? (treatment and prevention)
 - Where is malaria most common? (regional of geographic specifics)
 - Has malaria been in the news lately? (current events)

Finding Information:

Sometimes students don't know where to find good information or sometimes students feel overwhelmed by the number of options.

Encyclopedias: general encyclopedias are likely to have some information on almost any subject. They are a good place to start for a general introduction or overview of the subject. There are also specialized encyclopedias that provide more detailed information written by experts in the field.

Non-fiction books: These often provide the most extensive and detailed information and can cover a topic in-depth. Keep in mind that books aren't always current, up to the minute resources. Check the copyright date.

Magazines and Newspapers: Useful for finding current, up-to-date information about your topic in the news. Available in the IMC or via an online database.

Biographies: In-depth information about a person's life. Search the library catalog or an online database using the person's name (last name, first name) as a keyword.

Interviews: you can conduct your own interview or find a published interview.

Websites: Can be current, up-to-date (sometimes up to the minute). Websites can also be misleading. Make sure to evaluate the site for accuracy and authority first before using information from it.

Online Databases: Reliable, relevant, and age-specific information. Avoid being overwhelmed by Google's five million random hits.

Electronic Library of MN:

www.infotrac.galegroup.com

Password: elm4you

(available at school and at home)--Student Center GOLD. (Combination of Reference, Magazines, Newspapers, and Multimedia)

World Book Online

www.worldbookonline.com

ID: wbm621

Password: mv0506

(online encyclopedia available at school and at home)

Evaluating Information:

In order to prove that the information you have gathered is reliable, it is crucial that you can answer the following questions) especially crucial with websites!):

- Who is the author (one person or an organization)?

- Is any information given about the person or organization? Is the author an expert? How do you know? If a website, is there contact information provided?
- Is there a bibliography or reference to where the information came from?
- Does the information appear one-sided, biased or opinionated? Or is it balanced?
- Is it up-to-date?
- Websites: Are there links to other useful sites?
- Websites: When was the site created and last updated?

Taking Notes:

Organized note-taking is a crucial part of the research process. Your teacher will provide you with specific note-taking techniques and forms but make sure to:

- Include where the information came from so you can make a bibliography later and avoid plagiarism
- Use quotation marks around word-for-word sentences you plan to use in your paper
- Paraphrase (in your own words) other sentences and paragraphs to show your own understanding of the material

Citing Your Source: ¹

What kind of information goes into a report? Lots of kinds: facts, ideas, opinions, conclusions, quotes, graphs, charts, maps, statistics, etc. Where does the information all come from?

Sometimes it comes straight from you. For example, say you do a science experiment, and you write a report about it. The source of the information in your report is the result of your experiment. Since you are the person who did the science experiment, the source is you. You don't need to give credit to anyone else.

But often, the information comes from something you

¹ *Citing Your Source* has been modified by Chippewa Middle School from How to Cite a Source section of Infotrac's toolbox
<http://web7.infotrac.galegroup.com/k12/infomark/719/896/82513786w7/3!k12tools_sr_cite_source>

have read. Whenever you read something and use it in a research paper, there's a rule you must follow. You have to give credit to the person who wrote the information you're using. This is called "citing the source." Give credit where credit is due!

Let's say you're writing a report on tree frogs. You read Sara Murray-Plumer's *U.S. Kids* article "Fitting In" as part of your research. In the article, you learn that some tree frogs hide by changing their skin color. You decide to use this information in your report. So you must cite the source.

You can do this in several ways. You could mention the author in your report itself. For example, you might write, "According to Sara Murray-Plumer, some tree frogs change their skin color to help them find food." But you're not done yet; you also have to put it in the bibliography at the end of your report.

Avoiding Plagiarism:

Plagiarism is when a student uses another person's ideas, expressions or writing as if they were his/her own.

- **Copying:** This is the most common form and happens when an individual copies words directly from a book, article, the internet, or another person *without giving credit where credit to the author.*
 - To avoid copying, use quotation marks, paraphrase (in your own words) and create a bibliography giving credit to the original author.
 - Careful note-taking and detailed bibliographies help students avoid plagiarism.
 - Allowing plenty of time for the research process will reduce stress and reduce the temptation to copy.