



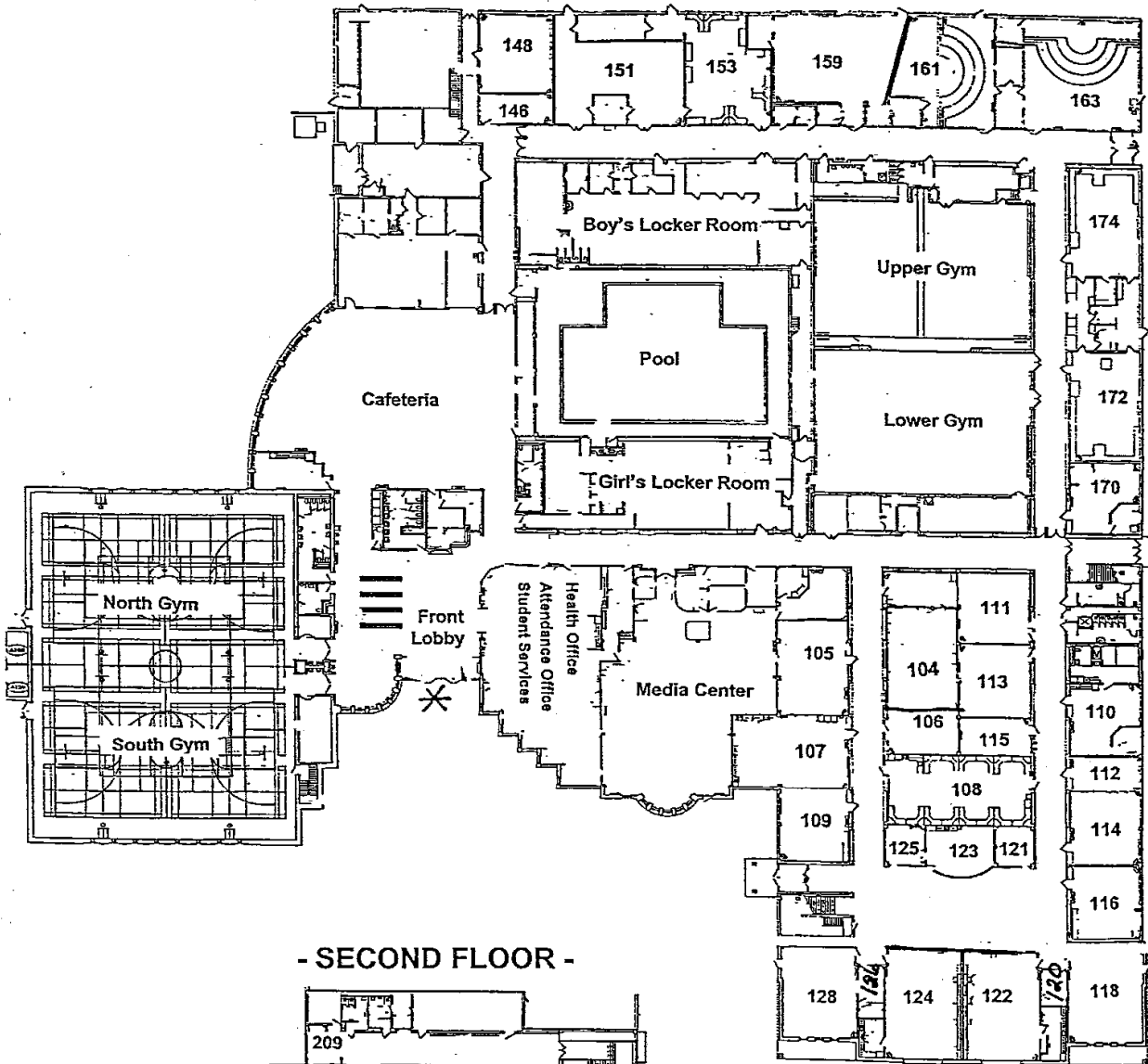
Welcome to Highview Middle School. Each year provides us with the opportunities for new beginnings. We encourage you to meet this challenge by working hard, being involved in a wide range of school activities, and respecting each other. Be the best you can be.

This handbook has been designed to help you become more familiar with Highview Middle School and at the same time develop good organizational and study skills. Use it along with your teachers to plan and record assignments as well as other activities.

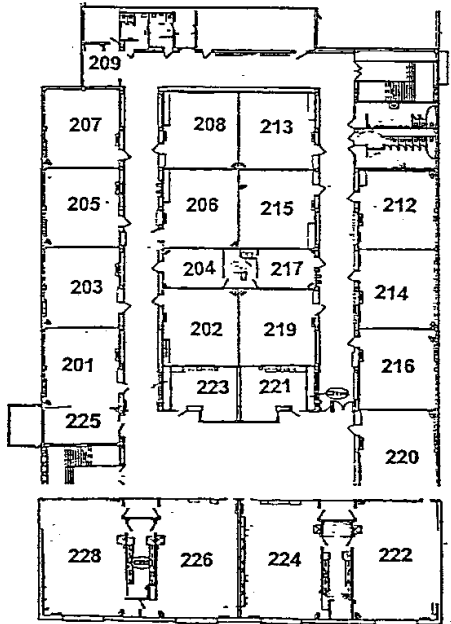
The beginning portion of the handbook contains information about Highview's daily time schedule, calendars, expectations and information that will be helpful in answering many questions you or your parents may have. Please read it carefully and review it with your parents.

*We are here to help you belong, learn, and succeed. Take every opportunity to let us help you grow. Have a great year!*

Property of: \_\_\_\_\_



**- SECOND FLOOR -**



**- GROUND FLOOR -**

**Highview Middle School  
Building Map**

# 2011-12 CALENDAR OF EVENTS

AUGUST '11						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER '11						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

- 5 Labor Day
- 6 6<sup>th</sup> Grade ONLY Return
- 7 First Day ALL Students
- 15 Back-to-School for Parents  
7 pm
- 23 Back-to-School Blast  
2:45-4:45pm

OCTOBER						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 19 NO SCHOOL "I" Day
- 20-21 NO SCHOOL Educ. MN  
Prof. Conf.

NOVEMBER '11						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 3 Quarter Ends
- 4 NO SCHOOL
- 9 Report Card
- 18 Student Party 2:45-4:45pm
- 21 NO SCHOOL Parent  
Conferences 11 am-8 pm
- 22 NO SCHOOL Parent Conf.  
7:15 -10:30 am  
2:30-8:15 pm
- 23-25 No School Thanksgiving  
Break

DECEMBER '11						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 5 Westside Orch. Fest. IHS
- 8 7/8<sup>th</sup> Choir Concert at HV
- 12 7/8<sup>th</sup> Band Concert at HV
- 13 6<sup>th</sup> Band, Choir, and Orch.  
Concert at HV
- 20 7/8<sup>th</sup> Orch. Concert at HV
- 22-31 NO SCHOOL  
Winter Break

JANUARY '12						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 3 School Resumes
- 9 8<sup>th</sup> Grade Info Night at HIS  
and MVHS
- 10 6<sup>th</sup> grade Parent Info Night
- 16 NO SCHOOL
- 25 End of Quarter 2
- 26 NO SCHOOL
- 27 NO SCHOOL
- 27 Sno Daze Dance 6:30-9 pm

FEBRUARY '12						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

- 2 Jazz Band Festival at  
Chippewa 7 p.m.
- 2 Report Card
- 14-15 Honors Breakfast
- 20 NO SCHOOL

MARCH '12						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 1-3 Spring Play
- 5-9 Laurentian/TLC Week
- 15-16 NO SCHOOL
- 19-23 NO SCHOOL  
Spring Break

APRIL '12						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 3 7<sup>th</sup> Grade Band Elem. Tour
- 5 End of Quarter 3
- 6 NO SCHOOL
- 10 Report Card

MAY '12						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 3 Honors Night
- 11 Student Party 2:45-4:45pm
- 14 Orch. Concert at Bethel
- 18 NO SCHOOL
- 21 Band Concert at Bethel
- 22 Ensemble Concert at HV
- 24 Choir Concert at Bethel
- 28 Memorial Day NO SCHOOL

JUNE '12						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 7 Last Day of School
- 19 Report cards mailed

JULY '12						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## 2011-12

### August 2011

Mon	Tues	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

### September 2011

Mon	Tues	Wed	Thu	Fri
			2	3
5	6	7 1A	8 7B	9 6A
12 5B	13 4A	14 3B	15 2A	16 1B
19 7A	20 6B	21 5A	22 4B	23 3A
26 2B	27 1A	28 7B	29 6A	30 5B

### July 2011

Mon	Tues	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

### October 2011

Mon	Tues	Wed	Thu	Fri
3 4A	4 3B	5 2A	6 1B	7 7A
10 6B	11 5A	12 4B	13 3A	14 2B
17 1A	18 7B	19	20	21
24 6A	25 5B	26 4A	27 3B	28 2A
31 1B				

### November 2011

Mon	Tues	Wed	Thu	Fri
	1 7A	2 6B	3 5A	4
7 4B	8 3A	9 2B	10 1A	11 7B
14 6A	15 5B	16 4A	17 3B	18 2A
21	22	23	24	25
28 1B	29 7A	30 6B		

### December 2011

Mon	Tues	Wed	Thu	Fri
			1 5A	2 4B
5 3A	6 2B	7 1A	8 7B	9 6A
12 5B	13 4A	14 3B	15 2A	16 1B
19 7A	20 6B	21 5A	22	23
26	27	28	29	30

### January 2012

Mon	Tues	Wed	Thu	Fri
2 4B	3 3A	4 2B	5 1A	6 7B
9 6A	10 5B	11 4A	12 3B	13 2A
16	17 1B	18 7A	19 6B	20 5A
23 4B	24 3A	25 2B	26	27
30 1A	31 7B			

### February 2012

Mon	Tues	Wed	Thu	Fri
		1 6A	2 5B	3 4A
6 3B	7 2A	8 1B	9 7A	10 6B
13 5A	14 4B	15 3A	16 2B	17 1A
20	21 7B	22 6A	23 5B	24 4A
27 3B	28 2A	29 1B		

### March 2012

Mon	Tues	Wed	Thu	Fri
			1 7A	2 6B
5 5A	6 4B	7 3A	8 2B	9 1A
12 7B	13 6A	14 5B	15	16
19	20	21	22	23
26 4A	27 3B	28 2A	29 1B	30 7A

### April 2012

Mon	Tues	Wed	Thu	Fri
2 6B	3 5A	4 4B	5 3A	6
9 2B	10 1A	11 7B	12 6A	13 5B
16 4A	17 3B	18 2A	19 1B	20 7A
23 6B	24 5A	25 4B	26 3A	27 2B
30 1A				

### May 2012

Mon	Tues	Wed	Thu	Fri
	1 7B	2 6A	3 5B	4 4A
7 3B	8 2A	9 1B	10 7A	11 6B
14 5A	15 4B	16 3A	17 2B	18
21 1A	22 7B	23 6A	24 5B	25 4A
28	29 3B	30 2A	31 1B	

### June 2012

Mon	Tues	Wed	Thu	Fri
				1 7A
4 6B	5 5A	6 4B	7 3A	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

	<b>QUARTER 1</b>	<b>CLASS SCHEDULE</b>	
PERIOD	TEACHER	SUBJECT	ROOM
1			
2			
3			
4			
5A			
5B			
6			
7			
	<b>QUARTER 2</b>	<b>CLASS SCHEDULE</b>	
PERIOD	TEACHER	SUBJECT	ROOM
1			
2			
3			
4			
5A			
5B			
6			
7			
	<b>QUARTER 3</b>	<b>CLASS SCHEDULE</b>	
PERIOD	TEACHER	SUBJECT	ROOM
1			
2			
3			
4			
5A			
5B			
6			
7			
	<b>QUARTER 4</b>	<b>CLASS SCHEDULE</b>	
PERIOD	TEACHER	SUBJECT	ROOM
1			
2			
3			
4			
5A			
5B			
6			
7			

# DAILY TIME SCHEDULE

PERIOD 1 8:05 – 9:05

PERIOD 2 9:10 – 10:05

PERIOD 3 10:10 – 11:05

## 6<sup>TH</sup> GRADE

Lunch 11:05-11:35

Period 4 11:40-12:40

Period 5 12:45-1:40

## 7<sup>TH</sup> GRADE

Period 4 11:10-12:05

Lunch 12:05-12:35

Period 5 12:40-1:40

## 8<sup>TH</sup> GRADE

Period 4 11:10-12:05

Period 5 12:10-12:45

Lunch 12:45-1:15

Period 5 1:20-1:40

PERIOD 6 1:45-2:45

## DAILY ROTATION

<u>Rotation</u>	<u>Periods</u>					
Day 1	1	2	3	4	5	6
Day 7	7	1	2	3	4	5
Day 6	6	7	1	2	3	4
Day 5	5	6	7	1	2	3
Day 4	4	5	6	7	1	2
Day 3	3	4	5	6	7	1
Day 2	2	3	4	5	6	7

# **BULLYING**

Bullying means committing an act against a student, or coercing a student into committing an act that carries out a threat of violence, ridicule, ostracism or embarrassment in any format and for any reason.

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, use of words, or written materials, use of the internet or other electronic communication formats such as social web pages, physical contact, art work, etc.

Highview has a Bully Prevention Program called OLWEUS.

## **School Rules Against Bullying**

- We will NOT bully others.
- We will try to help students who are bullied.
- We will try to include students who are left out.
- If we know that somebody is being bullied, including our self, we will tell an adult at school and an adult at home.

The Olweus Bullying Prevention Group, 2004

Students are expected to report any bullying incidences. If after doing so they are harassed or teased (called a snitch, etc.) this must also be reported and the students involved will be given serious consequences.

Students found violating these rules, will be subject to consequences.

## ***Use of Technology - Students***

Ends and Goals Policy EG-2104

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

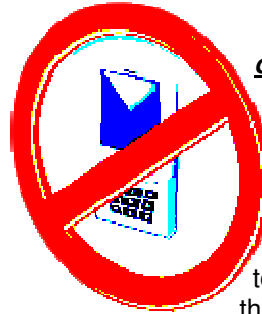
The Mounds View School Board recognizes that making resources such as the Internet available to students carries some risks that students may encounter material on the Internet that is offensive or is otherwise not suitable for an educational environment. The District does not have the resources necessary to filter out all inappropriate material or to prevent students from inappropriately disclosing information about themselves on the Internet, nor is it technologically possible to do so. However, the School Board believes the benefits of providing students with access to the Internet outweighs the potential harm. In order to minimize these risks, the District will endeavor to educate students regarding how to responsibly use the District's computers and communication technology. The Superintendent or his/her designee shall be responsible for establishing procedures to carry out this policy.

### **Rationale:**

Mounds View Public Schools should utilize technology in compliance with all applicable State and Federal laws.

**Revised: June 8, 2010**

## **CELLULAR PHONE**



Cell phones are not to be ***on*** or ***out*** once the school day starts (8:05 a.m.-2:45 p.m.).

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

and leave a message to be delivered to your child. Thank you.

**Absolutely NO cell phones out or being used in restrooms or locker rooms.** Serious consequences will apply to anyone abusing this policy.

Students found repeatedly violating Highview's cell phone policy may face consequences of having their cell phone confiscated for the remainder of the year.

Students who are suspected of any cell phone misuse may be subject to having their cell phone confiscated and searched by school personnel.

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

## ACADEMIC HONESTY

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

## REPORT CARDS

Report cards will be available online at the end of each quarter. They should be viewed online using your School View account. If you do not have a School View account you can request a printed report card to be sent home with student.

## HONOR ROLL

After each quarter marking period, two honor rolls will be posted, listing those students with a grade point average of 11.0 or higher ("A" Honor Roll) and 9.0-10.99 ("B" Honor Roll).

## ACADEMIC EXCELLENCE AWARDS

Students will be recognized for academic excellence each spring for achieving a cumulative 11.0 G.P.A. for the first three quarters. A special Academic Excellence Awards Ceremony will be held on May 3 for students and parents.

## HOMEWORK

Homework is a regular part of school studies and is expected to be completed. Students should plan their time to allow for homework each night.

Homework information will be posted under individual teacher names on the Highview website.

Success for all learners is emphasized. Teachers are willing to provide extra assistance to students when needed. An after-school program called Bringing UP Grades (B.U.G.) is also available for students that are in need of help.

Students are encouraged to use their planners to develop lifelong organizational habits and skills.

## PHYSICAL EDUCATION

Every student must purchase a physical education uniform from the school and wear it in class. A uniform consists of a Highview t-shirt and shorts. Students are required to wear their uniform for class unless instructed otherwise by their teacher. Uniforms will be sold during P.E. class. Any students for whom the purchase of a uniform will cause a hardship should see their physical education teacher or dean.

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

## ORGANIZATIONAL STRUCTURE

Highview Middle School operates on a seven period rotating drop schedule.

Core classes (math, social studies, integrated language arts, and science) meet for a term of one year, with allied arts classes (art, physical education, health, Spanish, technical education, and music technology. Project Lead the Way, and reading) meeting on a quarterly or trimester basis.

## HEALTH SERVICES

A licensed school nurse and health paraprofessional are available during the school day to discuss matters of personal health and to provide medical assistance when needed.

A pass 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-out ill or injured students at the attendance office window.

**STUDENT MEDICATIONS** (Policy EG-3106A) - According to school policies **ALL medications are required to be submitted to the health office in the original container, labeled with the students name, medication, strength, date prescribed, reason given and directions for usage.**

Short-term prescription medication (10 days or less) may be given as prescribed by physician or licensed provider with a 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 medication will be kept in the school health office, however, with written doctor's permission inhalant medication may be carried by the student.

Violation of the schools policy in regard to medications will be considered a violation of the Student Rights and responsibilities Policy EG-3109 and may result in disciplinary action if a student is found with possession.

## STUDENT SERVICES

Deans – A dean is a person with whom students can meet to discuss personal feelings, school, home situations, or any other matter that may be of concern. The dean's duties also include student disciplinary issues. We want all students to have a positive, successful learning experience at Highview. Student safety is our utmost concern. Students are encouraged to talk to school staff regarding any concerns they may have.

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

Each student will be required to rent a lock for \$2 to secure their belongings while in P.E. class. Highview is not responsible for items stolen from the locker room.

## **LIBRARY MEDIA CENTER (LMC)**

The LMC contains: books, reference materials, magazines and technology access. These materials are provided for class assignments and recreational reading. No materials will be allowed out of the LMC without being checked out. Materials may be renewed if they are needed past their due date. If students are in need of a reference book, please seek assistance from an LMC staff member to obtain permission to check the book out. Current magazines may not be checked out, however, past issues may.

While in the LMC, common courtesy is expected so as not to disturb other students.

## **ATTENDANCE AND ABSENCES**

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

A parent is required to call the attendance office by 8 a.m. each day a student is absent. If a call is not received, the school office shall call the home. In the event phone contact cannot be made, a written excuse from the parent or guardian will be required. When the student will be absent more than one day, please let us know and only one call will be necessary. Homework requests will be honored after the second full day of absence.

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

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

If a student is to be excused before the end of the school day, they should bring a written request signed by a

parent/guardian to the school office before their first-period class. Students will be given a pass to meet their parent/guardian in the attendance office at the appropriate time and the parent/guardian can then sign them out. If a student returns to school that day, he/she needs to check in at the attendance office.

Student safety is our foremost concern.

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

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

## **SCHOOL CLOSINGS**

(Regulation #EG-3102)

Announcements regarding school closings due to inclement weather and/or hazardous conditions will be conveyed via voice messaging, email and announced on WCCO radio (830 AM). The District will make a decision to close the schools by 6:30 a.m. and pass this information on to WCCO at that time.

This information is also available online at [www.moundsvIEWSschools.org](http://www.moundsvIEWSschools.org)

## **PROTECTIVE DRILLS**

Fire, tornado, and lockdown drills will be conducted throughout the school year. Emergency information is posted in each classroom and staff members are all issued emergency procedures handbooks. During drills students are expected to remain quiet and follow their teacher's directions. Tornado and fire drills are sounded by an alarm. Lockdown drills are announced over the PA system. Two bus evacuation drills will also take place in the school parking lot.

## **STUDENT PICTURES**

School pictures will be taken prior to the start of the school year. Picture make-up day will be September 8. Retakes will be on October 11, by Lifetouch National School Studios Inc.

## **TEXTBOOKS**

Students will be issued textbooks in some 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 the student. Any change in condition may result in a fine. Students are expected to maintain their texts in good condition.

## LUNCH

A complete hot lunch, which includes milk, will be available to all students. Students who wish to bring their own lunch may purchase milk or juice. No glass containers are allowed. Payment for lunches is made by depositing a check in a secure box outside the cafeteria door. The payment is credited to your lunch account. You access this money each day by entering your PIN number in a computer when you go through the lunch line.

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

Expected behaviors in the lunchroom are as follows:

- Be respectful of other students and all adults working in the lunchroom.
- Be responsible for cleaning up after yourself, and assist with picking up items when requested to do so by a supervisor.
- Remain at the place you chose to sit throughout the lunch period until dismissed, other than to throw trash away or to go outside, weather permitting.
- Throwing anything or playing with food will not be tolerated.

Lunchroom infractions will result in consequences ranging from a warning to out-of-school suspension.

Mounds View District Food Services offers free or reduced price for lunch to eligible families. Those families eligible should contact the Nutrition Services Department or pick up an application form in the school's main office. Please fill out the applications even if you are not sure you will qualify.

## ACTIVITIES

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

## STUDENT COUNCIL

Highview has a student council with representatives selected from 6, 7, and 8<sup>th</sup> grade. Meetings are held on a regular basis either before or after school. School projects and social activities are planned by council members.

## SCHOOL PARTIES

The student council sponsors after-school parties several times through out the year. An admission is charged. Students attending the party **MUST** be enrolled at Highview and taking classes in the building. **No guests are allowed.** Appropriate behavior is expected. If a

student chooses to leave the building during a dance, he/she may not return. Concessions such as pop, popcorn, and candy are available to purchase in the cafeteria and must be consumed there.

Students who have been assigned MLC or OSS the week of a party may not attend the party. Students involved in inappropriate behavior at the party will not be allowed to attend future parties

## 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.

Every student and his/her parent(s) will be required to sign a Bus Safety Pledge contract prior to enrollment in school. If criminal conduct occurs, local law enforcement officials and the Department of Public Safety may be informed.

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. The purpose of the video recorder is to monitor student conduct on buses, assist in the enforcement of school bus safety rules, and enhance school bus safety. When riding the bus, students should be aware that his or her actions and conversations might be recorded.

## ACTIVITY BUSES

In addition to the regular bus service, there are also activity buses which leave when most after-school activities are over. These buses make a general sweep of the area, but do not provide the same service as the regular buses. Buses are scheduled to depart at 4 p.m., Monday-Thursday.

## SCHOOL VISITOR POLICY

Highview has a no student visitor policy. Parents are welcome to visit. To guarantee the availability of the person(s) you wish to visit, we do ask that when possible, an appointment be made in advance.

***All visitors must report to the main office and sign in.***

## LOCKERS(Regulation #EG-3109-E)

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

- **Keep your locker locked!!**
- **Do not leave valuables in your locker.**
- **Use your assigned locker only. You may not share a locker with another student.**
- **Report locker problems to the office immediately.**
- **Do not tamper with lockers to prevent from locking.**

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

If students become aware of problems with their locker, they are to report the concern to the office immediately.

Lockers may be decorated with pre-approval by a staff member.

### **STUDENT DRESS** (Regulation EG-3102)

Appropriate dress expectations include: **NO** cleavage, tank tops (regardless of the width), bare shoulders; mid-section skin showing; backless shirts; short skirts, short shorts, or short dresses above fingertip length (even with leggings worn); sagging pants/shorts or under garments showing or items hanging out of pants; loose fitting, large arm hole tanks; no clothes that portray inappropriate graphics or language, no clothes that glorify violence or weapons or which advertises chemicals/drugs/alcohol, or any clothing or accessories which pose a health or safety risk or are disruptive to the learning environment. Outerwear such as jackets and hats or caps may not be worn during the school day. Backpacks and purses must be stored in lockers during the school day. Any clothing/apparel items/tattoos/jewelry, etc. worn to designate gang affiliations is strictly prohibited.

### **LOST OR STOLEN ITEMS**

The school will make every effort to help find student property that is lost or stolen; however, **the school is not responsible for such items.** We ask students not to keep money or extremely valuable property in lockers. If students need a safe place to keep an item, they can bring it to the main office. Should a loss of property occur, students are encouraged to report the incident to the office immediately.

A "lost and found" is located in the main office and in the locker rooms. Please check frequently for any lost items.

### **HALLWAYS**

Running in the halls, pushing and shoving, even with friends, can cause injury, appropriate behavior is expected. Students are required to have a time-signed pass from their teacher or office staff in order to be out of class during class time.

### **ELEVATORS**

Only students with a physical impairment which prevents them from using stairs are allowed to use the elevator. Otherwise, medical authorization is required. Consequences will be assigned for non-authorized use.

### **DISMISSAL**

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

### **TELEPHONE USAGE**

A telephone is available with permission for student use in the front office before and after school.

Students may not use the phone during school hours except for emergencies or with permission of a school staff member. In such a case, the student must have a pass from a teacher to use the phone at the attendance office window.

<b><u>ITEMS NOT ALLOWED IN SCHOOL</u></b>	
➤	<b>matches, lighters</b>
➤	<b>knives of any kind</b>
➤	<b>pepper spray</b>
➤	<b>any item deemed unsafe</b>
➤	<b>electronic games</b>
➤	<b>laser light</b>
➤	<b>chain wallet</b>
➤	<b>camera (unless assigned as a class project) This includes phone cameras.</b>
➤	<b>other electronic devices which are disruptive to the learning environment</b>
➤	<b>tech decks, roller shoes</b>
➤	<b>pornography</b>
➤	<b>gang affiliation of any kind</b>

### **WEB PAGE**

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

## **DIRECTORY INFORMATION**

(Policy EG-3110)

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

Student information, such as school directories, yearbook pictures, athletic information, and commencement information, is not considered confidential information. If you do NOT want directory information shared, please contact the building principal.

Privacy rights belong to students and parents. State statute prohibits sharing educational data about students to third parties without consent. (MN statutes Ch. 13/Data Practices Act)

We want all students to have a positive, successful learning experience at Highview. Student safety is our utmost concern. Students are encouraged to talk to school staff regarding any concerns they may have.

## **CYBER BULLYING**

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

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

## **PANTSING**

Talking about "pantsing" or attempting to "pants" a student is strictly prohibited. Students caught violating this policy will face severe consequences.

## **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.

**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 a 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 to be reported to school administration so that appropriate action may be taken.

**PHYSICAL:** As mentioned before, we want all students to feel safe at Highview. No student has the right to inflict physical pain or to harm another person. Students 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, the student should tell the person that is causing the harassment to STOP. If telling the person becomes too difficult for the student, the student should seek help from a parent, teacher, dean, or administrator. The student should also inform the 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:** No student at Highview should ever have to be afraid of being hurt or harassed. We consider hurtful or threatening words or actions to be very serious. Inappropriate verbal comments made to another student in regards to their race, religion, gender, or physical appearance are not acceptable.

Consequences for inappropriate behavior will be dealt with seriously. If an allegation of harassment is made and an investigation proves the report to be true, the harasser will be subject to consequences at school and possible police involvement.

At Highview, we maintain a climate in which teachers can teach and students can learn. Students, along with their parents, sign an expectations contract at the beginning of the school year which outlines guidelines for behavior and consequences for infractions.

When a student violates a school rule, the student will be written up via a disciplinary memo and a conference will be conducted with the student by a member of the administration. At that time, appropriate consequence(s) will be applied. Given incidents of in school and/or out-of-school suspensions, the parent will be contacted and the student will receive a hearing pursuant to the Minnesota Pupil Fair Dismissal Act. Parents receive a copy of all disciplinary memos via the U.S. Mail.

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

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

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

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

## **DISCIPLINARY GUIDELINES**

Students will be held accountable for inappropriate behavior in classrooms, in the building, on any district grounds, on buses, on field trips, or at any school-sponsored activity. Behavioral infractions will result in consequences ranging from warnings to expulsion and police contact. Some infractions may result in a loss of field trips and/or extracurricular activities. Students who are assigned to MLC and/or OSS are not allowed to attend special events on or off of school grounds. Office staff will follow progressive disciplinary guidelines. Samples of infractions and possible consequences are listed on the following pages.

## **DISCIPLINE PROCEDURES**

**ASK Plus:** *ASK Plus* will be served by students from 2:50 – 4:00 p.m., Monday thru Thursday as needed.

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

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

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

**TRY PROGRAM:** An in-district suspension program which is conducted off-site at Oak Grove.

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

## **CODE OF CONDUCT**

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

### **Insubordination/disrespect**

- ASK Plus
- MLC
- Suspension
- Phone Call

### **Tardies**

3 tardies = 1 hour ASK Plus

4 tardies = 1 additional hour ASK Plus

5 tardies = 1 additional hour ASK Plus

6 tardies = 1 additional hour ASK Plus

7+ tardies = MLC/parent contact

### **Late to School**

- Parent Call
- ASK Plus
- TIPS Referral
- MLC

### **Inappropriate behavior for substitute**

- Minimum of 2 nights ASK Plus
- Possible MLC and/or OSS

### **Skip Detention**

- ASK Plus
- MLC
- Suspension

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

- Referral to office
- Warning/OSS (dependent on situation)
- Parent/guardian contact
- Possible police report
- Possible in-District or class transfer
- Possible expulsion

### **Endangerment**

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

### **Possession of Weapons/Terroristic Threats**

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

- Referral to office
- Confiscate
- Parent/guardian contact
- Suspension

- Report to police
- Possible in-district school transfer
- Possible expulsion. In the case of firearms the student will be expelled for one year.

### **Use/Possession of Chemicals/Mock**

#### **Chemicals/Paraphernalia** (Policy #EG-3105)

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

### **Student Server Download/Storage Violation**

- 1<sup>st</sup> offense, programs are removed from Student Server folder and a warning is issued.
- Parent/Guardian contact
- 2<sup>nd</sup> offense, loss of Student Server access privileges or 9 weeks.
- 3<sup>rd</sup> offense, indefinite/permanent loss of Student Server access privileges.

### **Inappropriate Display of Affection**

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

### **Tobacco Possession/Usage** (Policy #EG-3105)

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

### **Fighting**

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

### **Fight Promoting**

- Including, but not limited to, being present at a fight, verbally encouraging participants during a fight, discussing a fight (before or after), filming a fight or taking pictures, or posting a fight on the internet.

### **Theft/Vandalism**

- Referral to office

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

### **Inappropriate Internet Use** (Regulation#EG-1103)

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

### **Truancy**

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

### **Trespassing**

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

### **Disabled Students**

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

### **Dress Code Violations**

- Referral to office
- Document inappropriate dress in writing
- Student must change into appropriate clothing (This would mean calling home to have clothes brought, school provided clothes, phy.ed. uniform, or clothes borrowed from a friend.)
- Students caught sagging will be asked to secure pants to waistline either with belt or with plastic fastener.

### **Hairspray, Perfumes, and Cologne**

Many students and staff have health conditions affected by fragrances or aerosol propellants. Therefore NO hairspray, perfume, cologne, scented lotions, or other personal pump or aerosol spray products are permitted in classrooms, hallways, or any school areas; nor are such items allowed on school buses or anywhere related to a school activity. Non-aerosol deodorant in locker room is permitted.

If any of the above items are present on school property they will be confiscated and returned at the end of day.