

Sauk Rapids-Rice Middle School

Student Handbook

2018-2019



Sauk Rapids-Rice Middle School
2018-2019
Table of Contents

Welcome to Sauk Rapids-Rice Middle School!	5
Mission, Vision, Beliefs	7
ACADEMICS	9
Academic Failure	9
Academic Honesty	9
Alternative Programs	9
Compass	9
Band	9
Grading Procedures	9
Homework	10
Physical Education	11
Student Assessment	11
ACTIVITIES	11
Academic Eligibility (Athletics and Activities)	11
Activity Bus	12
Activity Passes	12
Extra Curricular Athletics and Activities	12
Community Education Opportunities	13
Spectator Behavior	13
Transportation	13
ATTENDANCE	14
Attendance Regulations and Procedures	14
Illness at School	15
Signing Out/Leaving SRRMS	15
Truancy	15
CAMPUS PROCEDURES (SAUK RAPIDS-RICE MIDDLE SCHOOL)	15
Backpack and Coats in the Classroom	15
Beverages	15
Bicycles and Other Personalized Transportation	15
Cell Phones and Other Personal Devices	15
Detention	15
Dress Guidelines	15
Face Painting	16
Food and Drinks	16
Hall Policy	16
Harmful and Disruptive Items	17
Incident Reporting	17
Lockers	17
Lost and Found	17
Lunch Expectations and Procedures	17
Media Center	18
Morning Arrival	18
Motorized Vehicles	18
PATH (Prepared, Accepting, Trustworthy, Helpful)/PBIS	18

Security of Valuables.....	19
Storm After School.....	19
Storm After School (SAS).....	19
STORM Blast.....	19
Student Drop Off/Pick Up Procedures.....	19
Truancy.....	20
Visitors and/or Volunteers.....	20
CODE OF CONDUCT/STANDARDS OF BEHAVIOR.....	20
Code of Conduct Statement.....	20
Bus Expectations.....	20
Positive Behavior Interventions and Supports (PBIS/PATH).....	20
Tennessee Warning.....	21
COMMUNICATION.....	21
Chain of Communication.....	21
Parent Communication.....	21
Parent Messages for Students.....	21
Printed/Posted Materials.....	21
Progress Reports.....	21
School Announcements.....	22
School Telephones.....	22
Weather Related School Closings.....	22
DISTRICT POLICIES.....	22
ALL District Policies.....	22
Background Checks.....	22
Bullying Prohibition (514).....	22
Harassment and Violence (413).....	22
Mandated Reporting (414).....	23
GENERAL INFORMATION.....	23
Accidental and Dental Insurance.....	23
Equity, Inclusion, and Respect.....	23
Green and Gold Club.....	23
Personal Property/Searches.....	23
Pledge of Allegiance.....	24
Publication of Student Names and Photographs/Student Records.....	24
Registration of New Students.....	24
Student Leadership Groups.....	24
SAFETY AND SECURITY.....	25
Background Checks.....	25
Emergency Procedures.....	25
Tresspass - Notice.....	26
SERVICES.....	26
Food Services.....	26
Health Services.....	27
Health Records.....	27
Immunization Records.....	27
Student Advocacy Services.....	28
TECHNOLOGY.....	28
Internet.....	28
Technology Agreement.....	28

TRANSPORTATION..... 29

- Activity Bus 29
- Bicycles and Other Personalized Transportation 29
- Bus Transportation..... 29
- Extracurricular Transportation..... 30

APPENDIX..... 30

- Calendar - ISD 47 2018-2019 30
- Daily Schedule 30
- Schoology/Skyward Information 30
- SRRMS Communication Guide..... 30
- SRRMS PATH Matrix 30
- Tennessee Warning..... 30

Welcome to Sauk Rapids-Rice Middle School!

This handbook and its contents were approved by the Sauk Rapids-Rice School Board on June 18, 2018. The contents of this handbook may be subject to change throughout the school year. Notification of significant changes will be made to parents/guardians as necessary.

Welcome to the 2018-2019 school year!

Dear Parents/Guardians,

On behalf of the Sauk Rapids-Rice Middle School staff, we welcome you with great anticipation for the 2018-2019 school year. This letter is not only a welcome to our school, but also to the partnership that we feel is paramount to the success of our students. We encourage your involvement, communication, and presence at school and feel that through such collaborative efforts we are able to provide a special place for our children to thrive. We are excited to continue our tradition of great success in teaching middle school aged students and supporting them academically, socially, and emotionally as they transition from an elementary setting in sixth grade to being prepared for high school. The following handbook outlines school policies and guidelines that help to ensure that all students have a safe, productive, and fulfilling middle school experience. These policies and guidelines apply to any/all school-sponsored events.

To support our students' learning, we are excited about the opportunity to provide increased access and opportunity for all through the District's 1:1 learning initiative. Again this year, each student at SRRMS will receive an iPad to use in school and at home. This will provide learning opportunities and access for our students who now live in a world where the successful and responsible use of technology is necessary. iPads are an important tool to help students collaborate, create, communicate, and think critically. Like any tool, an iPad also has limitations and requires appropriate standards for use. We encourage all parents to be actively involved in supporting the use of the iPad as an educational tool. Parent meetings, communications, and other supports will be available to parents/guardians throughout the year; please take advantage of these opportunities!

Parents/Guardians can do a great deal at home to enhance the learning of their child(ren). Please consider applying the following research-based tips in your household:

<ul style="list-style-type: none">• Support good study habits• Take an active interest in your child's schoolwork and experience• Be a reading role model• Have conversations with your child about technology and how it is appropriately used• Encourage writing and journaling• Encourage family learning games• Keep informed about what's happening at your child's school• Use positive reinforcement• Teach your child to respect and include others	<ul style="list-style-type: none">• Check Schoology on a regular basis and ask your child about assignments• Monitor your child's organization and daily list of assignments• Be supportive when your child gets frustrated with difficult assignments• Understand that time required for assignment completion will vary, and keep communication open with teachers when it seems inordinate• Observe a growth mindset:<ul style="list-style-type: none">○ https://youtu.be/-oqghnxBmY○ https://youtu.be/pN34FNbOKXc• Make sure your child has proper nutrition and sleep• Listen to your child
---	--

<ul style="list-style-type: none"> • Volunteer • Contact teachers to stay informed • Check grades on Skyward Family Access on a regular basis 	<ul style="list-style-type: none"> • Encourage family discussion • Spend time with your child • Closely monitor use of technology • Closely monitor student use of social media
--	---

Dear Students,

Welcome to the Sauk Rapids-Rice Middle School! We are looking forward to an exciting educational experience with you. We encourage and expect you to do your best in classes and to explore opportunities in our extra-curricular activities. The Middle School experience is all about trying new things, exploring interests and developing new talents. We hope that every student finds something beyond the school day to be engaged in.

To help students succeed, iPads are provided as a tool to facilitate learning inside and outside of the classroom. Students and families are encouraged to use the iPad to reference our student handbook; important programming information; homework responsibilities; the school-year calendar, etc.

Schoology, the learning management system at Sauk Rapids-Rice Middle School, provides a digital learning environment/classroom for each student. Skyward Family Access, the student management system at Sauk Rapids-Rice Middle School, provides up-to-date information for families about attendance, discipline, food service accounts, final grades, and other information for families.

We are excited to begin the school year and are eager to help you reach new heights! We have an outstanding school filled with amazing students and staff and are very proud of our long-standing tradition of excellence! Welcome aboard and GO STORM!

Sincerely,



Dr. Nate Rudolph, Principal

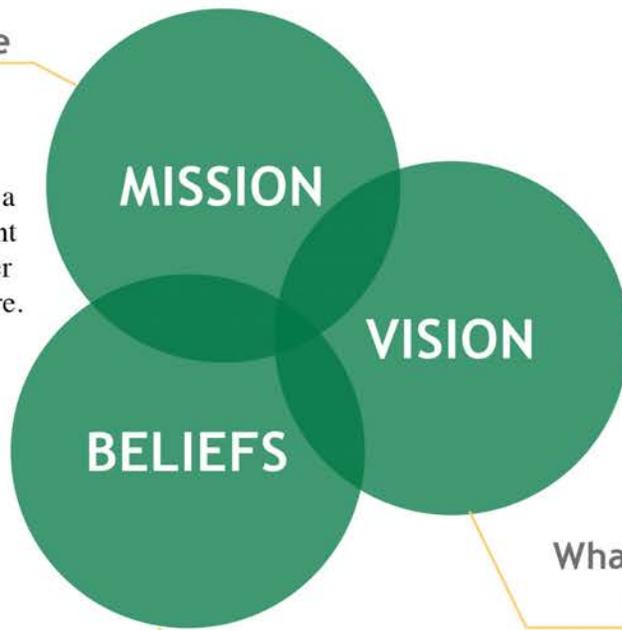
Mission, Vision, Beliefs



MISSION

Our Core Purpose

The Mission of Sauk Rapids-Rice Public Schools is to provide a world-class education in a collaborative environment that inspires every learner to think, achieve, and care.



BELIEFS

Stimulus for the District's Words and Actions

Sauk Rapids-Rice Public Schools believe in:

1. A culture of continuous learning and growth in a caring, collaborative, and supportive environment.
2. Effective partnerships between students, staff, families and community members.
3. An inclusive, safe, caring and stimulating learning environment that promotes shared responsibility for performance and innovation.
4. Effective and ongoing communication with and outreach to students, staff, families and community members.
5. Transparency and good stewardship of resources.

VISION

What We Intend to Achieve, Create, and Experience

The Vision of the Sauk Rapids-Rice School District is to prepare learners for an interconnected and changing world through nurturing, collaborative educational experiences, while providing equal access and opportunity to inspire a lifetime of curiosity and discovery.

In accordance with the vision, the District will:

- Promote and celebrate high achievement and equal access for every learner.
- Create positive, enjoyable, and challenging learning environments for every learner.
- Ensure student achievement is not predictable by any demographic classification (i.e. race, socio-economic status, gender, or disability).
- Identify and address barriers to learning.
- Advocate for high quality academic and activity programs.
- Provide outstanding early childhood programs so that all children enter Kindergarten ready to learn.
- Foster and encourage ownership of learning.
- Measure growth and achievement, while being accountable for performance.
- Align time, talent, funds and space to learning standards and systems.
- Partner with community and businesses to enhance instructional achievement and effectiveness.
- Provide ongoing, relevant communications.
- Develop knowledgeable critical thinkers, communicators, collaborators, creators and contributors.
- Cultivate a high-performing team of professionals focused on our mission and goals.
- Deliver effective and efficient support for all learners, which includes providing mental health services.
- Promote a culture of active and healthy living.

STRATEGIC INITIATIVES (2017-2020)

Focused Allocation of Resources

1 ACHIEVEMENT

- Upon entering Kindergarten, children will be prepared for their educational journey and continued success.
- By the end of the third grade, students will achieve at or beyond grade level expectations in reading and math.
- Racial and economic achievement gaps between students will be closed, while achievement will not be predictable by any demographic classification.
- Students will graduate from high school prepared for college, career, and life.

2 COMMUNICATION AND ENGAGEMENT

- Students, families, staff, and community members will communicate, foster positive and supportive relationships, and be positively engaged.

3 FISCAL ACCOUNTABILITY

- Employees will fulfill professional responsibilities with honesty and integrity, while pursuing good stewardship of the District's resources.

4 WELLNESS

- Students, families, staff, and community members will feel and promote a sense of belonging to the school district where social-emotional, physical, and mental health needs are nurtured, respected and met.

5 LEADERSHIP EFFECTIVENESS

- District leaders will promote and foster continuous learning through intentional goal setting, allocation of resources, implementation, and evaluation of systems, programs and self to maximize effectiveness.

6 PERSONALIZED LEARNING

- Learners will have access to appropriate support and resources, taking ownership for their educational journey through continuous and purposeful collaboration, communication, critical thinking, and creativity.

ACADEMICS

Academic Failure

In order to pass an individual class for the school year, students must earn passing grades in two or more of the trimesters. If students fail two or more trimesters in two or more core classes (Language Arts, Math, Science, and Social Studies), they may be referred for summer school. Eighth grade students who have failed one or more trimesters in any class, may be referred for credit recovery on Wednesday afternoons and Saturdays during the following trimester. Students who fail a class are ineligible for activities (see “Academic Eligibility Requirements”). Students who fail to make up failing grades may be required to meet with administration to discuss future educational programming.

Academic Honesty

All students are expected to exhibit personal honesty in their work and expect the same from others. Students are expected to do their own work in all cases except when teachers give explicit instruction or permission to work with others.

Academic dishonesty is any attempt to secure an assignment or assessment score that does not reflect the original, authentic work of the student. As a guiding principle, academic dishonesty includes, but is not limited to, cheating on school assessments (formative or summative), plagiarism or collusion.

Students are responsible for knowing and avoiding the various forms and levels of academic dishonesty which may include, but are not limited to the classifications below:

- Copying homework or allowing someone to copy your homework.
- Letting a project partner do all the work and just putting your name on the final project.
- Sharing test questions and/or answers what is on a test with other students either verbally or electronically.
- Looking on another’s test/quiz or allowing another to copy a test/quiz.
- Submitting other’s work as your own with or without the other person’s knowledge (i.e., plagiarism).
- Submitting the same paper or substantially similar papers to meet the requirements of more than one or the same course without the prior approval of instructors concerned.

In addition, a student who allows others to use their work in fulfillment of class requirements will also be held accountable. Work in question will be confiscated.

Alternative Programs

Compass

The primary goal of Compass is for students to succeed! Therefore, this program is a blended alternative educational program which emphasizes career and college readiness, civic engagement, and overall well-being. Students will be offered appropriate academic accommodations and individualized programming, a structured and supported setting, connections to mentors and community partners, and a balance between alternative and mainstream settings. Compass staff are here to help students discover, learn, and navigate their path to success.

Band

School owned instruments may be rented by students for approximately \$75.00 per year, (\$20.00 for percussionists). The band instructors will issue the instrument when presented with a receipt of payment. Payment of rental fees may be handled through the office.

Grading Procedures

The school year is divided into three (3), 12-week trimesters. Academic classes and report cards will be issued at the end of each 12-week period. The following grades will be used:

A=Outstanding Work

B=Strong work, clearly above average

C=Acceptable work

D=Poor, but passing work

F=Failing and unacceptable work

I=Incomplete work due to illness or special circumstances approved by the teacher/team.

Students receiving an “I” will have two weeks from the date grades are issued to change the “I” to a passing grade. Failing to make up the work in the allotted time will result in the “I” being changed to an “F.” School administration has the option of granting additional time, when conditions warrant. Satisfactory (S) or Unsatisfactory (U) marks are used to grade RAP/Flex classes or in special circumstances arranged by guidance counselors and administration.

Any grade changes allowed by teachers will be done within two weeks of the date grades are issued.

All classes, including core and allied arts, are used to calculate honor rolls and GPA. Honor rolls will be posted at the end of each trimester with the following guidelines with respect to grade point average:

A Honor Roll=3.67 or above

B Honor Roll=3.0 - 3.666

Our goal is to give students the opportunity to succeed in all classes.

Extra Help:

Students are encouraged to seek extra help from your teachers if they do not understand an assignment, if the work is too difficult, or if absent and assignments and class discussion were missed. Students are encouraged to arrange a conference with the teacher before or after school or at a convenient time for both, during the day.

Homework

Homework contributes toward building responsibility, self-discipline, and lifelong learning habits. It is the intention of the Sauk Rapids-Rice Middle School staff to assign relevant, challenging, and meaningful homework assignments that reinforce classroom learning objectives. Homework allows students the opportunity to practice skills, to promote competence, and to explore or to apply knowledge to new settings. Homework informs teachers and guides for future learning.

Responsibilities:

Students:

- Use class time productively
- Ask questions to clarify and extend learning
- Record/Write down your assignments
- Produce quality work
- Work on homework independently so that it reflects your ability
- Complete assignments on time
- Check your grades weekly
- Check teachers' online resources

Parents:

- Contact teachers to stay well informed about your child's learning progress
- Check grades on Skyward Family Access on a regular basis
- Check teachers' online resources
- Monitor your child's organization and daily list of assignments in their agenda as needed
- Make sure your child has proper nutrition and sleep. Research says 8-10 hours of sleep is necessary for middle school students
- Be supportive when your child gets frustrated with difficult assignments
- Actual time required to complete assignments will vary with your child's study habits, academic skills, and course load. If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers

Staff:

- Connect homework to learning goals and standards
- Use homework to inform and guide instruction
- Assign relevant, challenging, and meaningful homework to practice skills, to promote competence, and to explore or to apply knowledge to new settings

- Give clear instructions and make sure students can complete the assignment independently
- Give timely feedback
- Communicate with other teachers to coordinate homework workload
- Involve parents and communicate with them if a pattern of late or incomplete homework develops

Make Up For Late Work When Absent:

For each (1) excused absence, students will be allowed two (2) days to complete make-up work. If an assignment was due on the day a student was absent, this assignment will be due on the first day of the student's return.

Physical Education

Students are required to dress in appropriate activity clothes and athletic shoes. Suggested clothing would include: sweatshirt/sweatpants and t-shirt/sport shirt. Dressing appropriately for Physical Education activity ensures the health and safety of all students as they prepare to become committed to a physically active lifestyle. Students will be issued a Physical Education locker. It is the student's responsibility to put a lock on it. All rules apply to this locker as well.

Student Assessment

At Sauk Rapids-Rice, a quality education for our students is our highest priority. Statewide assessments are used to ensure that our curriculum and instruction are aligned with Minnesota's academic standards, ensuring an equitable education for all students. Statewide assessments, in conjunction with other formative and summative assessments, help SRR staff to monitor instruction as we prepare students to enter the workforce and to be engaged citizens.

Students in grades three through eleven will take the Minnesota Comprehensive Assessments (MCA). As a District, we encourage all students to do their best on these tests as they really help our teachers plan instruction to better meet student needs. In addition, at Sauk Rapids-Rice High School, MCAs are one of three benchmarks that students can use to demonstrate proficiency towards graduation. A family that declines their student's participation in these assessments, needs to complete the opt out form (<https://education.mn.gov/MDE/fam/tests/> or [click here](#), if viewing online and return to their student's school office.

ACTIVITIES

Academic Eligibility (Athletics and Activities)

Current status of all participants:

The primary focus of Sauk Rapids-Rice Middle School is academic achievement. Students must maintain satisfactory academic performance in order to participate in extracurricular activities. During each grading period, the Activities Office will monitor academic progress for all students registered in an extracurricular program. This will be done at the half-way point during the regular season for each of activities' competitive season when the season is twelve (12) weeks or fewer. For activities with a regular competitive season longer than twelve (12) weeks, grades will be checked at the one-third (1/3) and two-thirds (2/3) point in the season.

Any students who are failing will serve a two-week probationary period, but can continue to practice, participate and compete. During the probationary period, these students will take an academic progress sheet to all of their classes to check academic status. The progress sheets should be given to teachers on Wednesday of each week and returned to the Activities Office by Friday at 10:00 a.m. At the end of the second week of probation, the probationary students who are still failing will become ineligible until achieving passing grades in all of their classes. Students who are academically ineligible may continue to practice.

Failures from a previous grading period:

Any student registered in an extracurricular or co-curricular activity who has a failing grade from either of the two previous grading periods will be ineligible for the next two contests. The ineligibility will begin on the following Monday. For activities with fewer than ten (10) regularly scheduled season events, the student will miss the first contest after grades are distributed. The penalty will be served during the first activity following the failing grade and will be resolved after the completion of the entire season (i.e., grades from winter and spring trimester will affect fall activities). For those programs that do not compete, but do perform, previous grading period failures will impact participation on a program by program basis.

Students in activities must be in attendance at school by 11:00 a.m. in order to participate or practice in an activity the same day. Any unexcused absence during the school day will result in no participation in activities that evening. School sponsored activities are considered class periods. Students in evening activities are expected to be in all their classes the following day, or they will not be allowed to participate in the next event. No early release will be given for students leaving for an activity to get clothes, food, etc.

Excused Absences - any missed practice with a note signed by parent(s)/guardian(s).

Consequences - three (3) excused absences or more may result in limited participation.

Unexcused Absences - detention, missed practice without a note signed by parent(s)/guardian(s).

Consequences - will not play in the next contest/participate as outlined by the advisor.

Activity Bus

Students who are participating in a supervised activity after school, can ride the Activity Bus. This service is intended to support families living in the Rice area and will transport students from the Middle School to specific drop off sites. The activity bus will run on Monday and Wednesday evenings. Students will be picked up at SRRMS (Door #13) at 5:30 p.m. Drop off sites are Mayhew Lake Church, Rice Elementary, and the Conoco Station on Highway 10, near Rockwood Estates. Please contact the Middle School Office at 320-654-9073 for additional information.

Activity Passes

Sauk Rapids - Rice Middle School encourages students, parents and community members to attend and support all activities. Students who pay an activity fee will be allowed into all activities, including varsity events, free of charge. This does not include Section competitions or the fall musical. These passes are intended to promote attendance at activities and offer some financial incentive to those people who attend a large number of games.

Extra Curricular Athletics and Activities

The following athletic programs may be available to students in grades 6-8:

BOYS			GIRLS		
<u>Sport</u>	<u>Fee</u>		<u>Sport</u>	<u>Fee</u>	
Football	\$40 (7th/8th)		Volleyball	\$40 (7th/8th)	
Cross Country	\$40 (7th/8th)	\$10 (6th)	Cross Country	\$40 (7th/8th)	\$10 (6th)
Soccer	\$40 (7th/8th)	\$10 (6th)	Soccer	\$40 (7th/8th)	\$10 (6th)
Swim and Dive	\$40 (7th/8th)		Swim/Dive	\$40 (7th/8th)	
Basketball	\$40 (7th/8th)		Basketball	\$40 (7th/8th)	
Wrestling	\$40 (7th/8th)		Gymnastics	\$40 (7 th /8th)	
Baseball	\$40 (7th/8th)		Softball	\$40 (7th/8th)	
Track	\$40 (7th/8th)	\$10 (6th)	Track	\$40 (7th/8th)	\$10 (6th)
Golf	\$40 (7th/8th)	\$10 (6th)	Golf	\$40 (7th/8th)	
Tennis	\$40 (7th/8th)	\$10 (6th)	Tennis	\$40 (7th/8th)	\$10 (6th)

Activities

The following activities may be available to 6th -8th grade students at no charge:

Student Council	Newspaper	Yearbook	Diggin' Diversity Club
Spelling Bee	Jazz Band	Chamber Choir	Math Masters/Math Counts
WEB	Service Club		

The following activities may be available to 6th -8th grade students with a fee of \$25.00:

Knowledge Bowl	Art Club	Speech Club
Science Olympiads	Drama	

To participate in these activities, students must follow guidelines established by the activities staff. When a student is absent from class, whether for athletics, band, choir, speech, etc. it is the student's responsibility to find out what assignments have been missed. These assignments must be finished and handed in at the same time the work from the rest of the class is due.

Details about the start of practice, equipment needed, and physicals will be announced to students as the year progresses. Each student involved in extracurricular athletics needs a valid physical on file with the Activities Director. A parent permission form must also be signed and on file for each year in which the student participates. All students are subject to the rules and regulations of the Minnesota State High School League (MSHSL). Students are required to be in attendance by

11:00 a.m. on the day of a game/meet/concert in order to participate. An administrator must approve exceptions.

See **Academic Eligibility Requirements** for rules on eligibility in extracurricular activities.

Recommended policies for fee adjustment:

1. In athletics, students injured during the first half of the sport season will be refunded $\frac{1}{2}$ of their fee if they are unable to continue in the activity for the rest of the season. Students injured in the second half will not receive a refund.
2. If a student begins an activity and then decides to quit on their own accord, they will not be eligible for any refund of fees.
3. Students who are suspended for rule violations will not be eligible for a fee refund.

A student's participation/membership in extracurricular activities (clubs, athletics, student council, etc.) may be lost as part of disciplinary actions or inappropriate behavior.

Community Education Opportunities

Research shows that families who are involved in school related activities are more successful. Community Education offers a variety of seasonal activities throughout the year. These activities range from youth sports, cooking, robotics, and many more youth, adult and family opportunities. Families are encouraged to go online <http://www.isd47.org/ce> to view the ISD47 Community Newsletter to get involved in youth and adult activities.

Spectator Behavior

Storm Pride is an important part of our district. We encourage all students and families to attend Storm activity events. All spectators represent our schools and community and are expected to comply with school rules, the Central Lakes Conference sportsmanship code, and the rules of the Minnesota State High School League. All students and spectators are expected to show respect towards fellow students, opponents, players, coaches, and officials. Profanity, inappropriate or obscene gestures, and vulgar cheers are not allowed. Consequences for inappropriate behavior may include warnings, removal from the contest, suspension of attendance at future activities, and other school consequences as deemed necessary.

Transportation

All team or group members are expected to travel on-board the school-contracted transportation (i.e., bus, van, etc.) with the team or group, to and from contests, on trips where transportation is provided by the District. Under no circumstances should a student drive themselves or others to/from contests. The student may travel home from the event with their parent(s)/guardian(s) only if the parent/guardian requests this of the head coach or Activities Director in advance and signs the student out with the coaches upon leaving. Any alternate transportation to and from contests needs to be arranged ahead of time with the Activities Director.

For practices off-site, all students must provide a permission slip to drive or ride. Permission forms are available in the Activities Office.

ATTENDANCE

Attendance Regulations and Procedures

Attendance at school is one of the greatest predictors of student success and is essential to the educational success of students at Sauk Rapids - Rice schools. Daily attendance is required by the State of Minnesota for all school-age students. Sauk Rapids - Rice Middle School expects and supports exemplary attendance.

Parents/Guardians are asked to call the Attendance Secretary at 654-9073, prior to 8:30 a.m., to report a student absence. After an absence, students are asked to bring a parent/guardian note to the Attendance Secretary before 8:10 a.m.

The basic responsibility for the regular attendance of the student lies with the student and the parent/guardian. Students are expected to attend and arrive on time to all classes. Sauk Rapids-Rice Middle School is a closed campus and no student is to leave the building without prior approval.

The school reserves the right to refuse excusing an absence when requests become excessive. A student is allowed seven (7) excused absences during each trimester. Once a student has seven (7) absences during a trimester, all future absences will be considered unexcused unless medical documentation, signed by a health care provider for the full absence, is presented to the school. An excused absence indicates an absence from school with parent/guardian and school permission. The following absences are considered excused within the seven (7) days per trimester allowed:

- Illness of the student;
- Serious illness or death in the family;
- Family emergency or special circumstances;
- Medical, dental, chemical health, and/or psychological appointments that cannot be arranged after school. The student must present an appointment card from the facility visited in order to be considered an excused absence;
- Religious instruction not to exceed three hours a week (per district policy);
- Students wishing to attend a funeral during school hours of a person other than immediate family need to have a written note from parent/guardian excusing them prior to leaving school. The note must indicate if the student is riding to the funeral with anyone other than a parent/guardian

Other parent/guardian requested and approved absences should not exceed five (5) days per school year, i.e. family vacations, needed at home, hunting/fishing trips, etc. ***Advance notification of a student's absence is appreciated.*** Students are responsible for obtaining an advance make-up slip in Student Services and for making up the work. In unforeseen circumstances, the parent should communicate the child's absence and reason for it as soon as possible to SRRMS Student Services or the Principal/Assistant Principal in order to request excused status.

Upon return to school the student must bring a written excuse signed by the parent/guardian stating the time/date and reason for the absence. This written excuse is required before a student will be considered for "excused" status. A written excuse from a parent or guardian does not automatically mean the absence will be recorded excused. Students are required to make up all work due to absence. *For each excused absence, students will be allowed two (2) days to complete make-up work. If an assignment was due on the day a student was absent, this assignment will be due on the first day of the student's return.*

An unexcused absence indicates that the student is absent from school for reasons other than those listed and/or does not have approval of the parent/guardian and/or school. After the third unexcused absence is recorded, contact will be made with the student and his/her parents/guardians to review attendance records and requirements. The school has the legal responsibility to refer students who have seven (7) or more unexcused absences from school to County Human Services and/or the County Attorney's Office. Benton, Stearns, and Sherburne counties all have truancy programs with different criteria. The Sauk Rapids-Rice Middle School will follow county guidelines regarding unexcused absences/truancy.

Illness at School

If a student becomes ill at school, he/she should notify a teacher first and then report to the Nurse's Office. When necessary, parents/guardians will be called to remove the student from school. If parents/guardians are unavailable, an alternate emergency contact will be notified. Please make sure forms are accurate and updated. Students not checking in with the Health Office prior to leaving school because of an illness may be subject to disciplinary consequences.

Signing Out/Leaving SRRMS

Students leaving the building during the school day must sign out in the Main Office.

Truancy

Truancy is an absence by a student that was not approved by the parent and/or the school district. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven (7) school days if the child is in elementary school or for one (1) or more class periods on seven (7) school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one (1) or more class periods on seven (7) school days and who has not lawfully withdrawn from school. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A. Benton, Stearns, and Sherburne counties all have truancy programs with differing criteria. The Sauk Rapids - Rice High School will follow county guidelines regarding unexcused absences/truancy. The school has legal obligations to notify parents after three (3) such absences, notify the County Attorney's Office after five (5) such absences, and notify the County Human Social Service supervisor after seven (7) such absences.

CAMPUS PROCEDURES (SAUK RAPIDS-RICE MIDDLE SCHOOL)

Backpack and Coats in the Classroom

For safety purposes, backpacks and coats are not allowed in the classrooms without prior approval from administration or a staff member.

Beverages

No beverages, other than water, are allowed in the hallways or classrooms without prior approval from administration. Teachers may allow water bottles in the classroom.

Bicycles and Other Personalized Transportation

Students riding a bike to school, are asked to use the bike racks by Door 25, on the west side of the building. Students are encouraged to lock them at all times during the school day. For the safety of others, bicycles need to be walked and skateboarders must carry their boards when on school grounds. In-line skates and tennis shoes with "heelies" are to be removed immediately upon entering the building. These rules pertain to before and after school hours as well.

Cell Phones and Other Personal Devices

The use of cell phones and other personal devices during the school day, from 8:10 AM to 3:05 PM, is prohibited without teacher permission. If parents need to be in contact with their student, they are asked call the main office.

Detention

Any staff member may assign detention with 24-hour notice. It is the student's responsibility to inform a parent/guardian and to report on time to serve detention. Failure to do so may result in double detention being assigned or loss of other privileges.

Dress Guidelines

The purpose of the following guidelines is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals. Dress and grooming must be in the best interest of the school with respect to health, welfare, and safety and must not interrupt the orderly process of education in the school. It is the intent of SRRMS to encourage students to be dressed appropriately for school activities and in

keeping with school district standards. This a joint responsibility of the student and the student's parent(s) or guardian(s).

The following areas are points of emphasis for student dress:

1. Revealing pants, tops, dresses, shirts, and jeans must not be worn to school
 - a. Pants must be worn at the waist
 - b. Undergarments should not be visible
 - c. Shorts, skirts, and dresses must be an appropriate length.
(As a general guideline, when standing at normal posture with arms at the sides the student's fingers should touch clothing material)
 - d. All tops must cover the student's midriff, front and back; spaghetti straps, halter tops, and cut-off shirts are not appropriate for school.
(As a general guideline, sleeveless shirts should have straps at least 2" wide)
2. Sunglasses, hats, and hoods are not to be worn inside of the school building
3. Shoes must be worn at all times
4. Clothing and hair should be clean
5. Students are required to wear shorts or sweatpants, an appropriate top, and tennis shoes for Physical Education
6. Clothing showing drawings of or reference to any illegal drug, alcoholic beverage, or other prohibited substance is unacceptable
7. Clothing or accessories that exhibit objectionable emblems, badges, symbols, signs, words, objects or pictures on communicating a message that is racist, sexist or otherwise derogatory to a protected minority group; is related to gang membership or affiliation; or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals; or is identified to be offensive is unacceptable
8. Wearing of masks, painted faces, disguises or grooming that limits or prevents the identification of a "student" is unacceptable.

When an infraction of the dress regulation exists and cannot be remedied at school, the student may be sent home to change into appropriate clothing. Cases of non-compliance will be handled by the principal, or designee, on a case by case basis. This may include, but is not limited to, progressive disciplinary measures.

An organized, school sponsored, student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to administration for approval.

Face Painting

No full face painting is allowed.

Food and Drinks

The District has adopted a wellness policy to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

Breakfast: Breakfast is available to all students at no charge. Students may choose to eat their breakfast in the designated breakfast area or put it into their backpack to be eaten later.

Lunch: Students may choose to access our school lunch program or bring a cold lunch from home. Per the district wellness policy, students are encouraged to refrain from including beverages and foods without nutritional value.

Classroom/Lockers: Students are permitted to have water in their lockers and in the classroom. Other items are allowed only with explicit teacher permission.

Hall Policy

A positive school climate is an important goal at Sauk Rapids-Rice Middle School. Therefore, we ask that student behavior in the hall reflects a concern for common courtesy, safety, and a clean, pleasant environment. Students are expected to demonstrate PATH behaviors. These are clearly defined in our PATH Matrix, which is included at

the end of this document. Inappropriate behavior in the hallway may result in disciplinary action. It is the decision of teachers and office staff to give passes. Students must have permission from a supervising staff member prior to leaving a classroom or event. If a student wishes to see a teacher during his/her STORM time, he/she must get a pass before STORM begins.

Harmful and Disruptive Items

Because of the danger and/or annoyance caused by certain items, they are not allowed in school or on school property. Disruptive items include, but are not limited to: laser pointers, water guns, bean shooters, rubber bands, whistles, noise makers, aerosol spray, fireworks, snowballs, wallet chains, hacky sacks, bluetooth speakers, toys, and other similar devices/items which disrupt the orderly process of education. Disruptive activities include, but are not limited to: eraser challenges, sharpie challenges, and other similar activities, which may be harmful, cause injury, or disrupt the orderly process of education.

Incident Reporting

The safety of all depends on STUDENTS. We are proud of our positive school climate at Sauk Rapids-Rice Middle School and expect all students to follow our PATH expectations (see PATH Matrix at the end of this document). If anyone brings anything to school that can affect the safety and welfare of anyone, or behaves in a way that is physically or emotionally damaging, the office needs to be informed immediately. Inappropriate items and/or behavior can be reported to the Main Office or a teacher through verbal or written (i.e., student email, student report form, note, etc.) communication. The reporting student's right to privacy will be respected as much as possible. The Bullying Prohibition Policy (514) can be found online at <http://www.isd47.org/schoolboard/policies>.

Lockers

At the beginning of the year, students are assigned a locker. If students wish to change the locker combination, you need to inquire in the Main Office. It is the policy of Sauk Rapids-Rice Middle School that school lockers are the property of the school district. At no time does the school relinquish its exclusive control of lockers, which are provided for student convenience. General inspection of the interior of lockers may be conducted by school authorities, for any reason, without notice, without student consent, and without a search warrant. Students are responsible for the contents in the locker. Students are not to give locker combinations to other students. The school is not responsible for stolen articles. Large amounts of money or items of great value should not be brought to school. Damage or theft of property should be reported to the office immediately. All posters, pictures and stickers must be removed at the end of the school year.

Lost and Found

The Attendance Office maintains a lost and found collection. At the end of each trimester, items not claimed will be donated to Salvation Army or Goodwill.

Lunch Expectations and Procedures

SRRMS staff understand lunch is an important time of day for our students. Many students enjoy the time to connect with peers while others prefer a quieter, more relaxed, environment. Because of these different preferences, students have a choice to participate in the traditional lunch setting that will remain in the SRRMS Main Cafeteria, or opt into an alternative setting for lunch that will be hosted in the SRRMS Community Room. The expectations, parameters, and guidelines for each space will be outlined below.

Cafeteria Lunch

Students who choose to eat in a traditional lunch environment will report to the West Commons/Cafeteria and be seated at the table of their choice (unless assigned). Students will then be released to get their lunch and return to the same table. When a table is finished eating lunch, students should wait to be dismissed by staff. Once dismissed, students may empty their trays. Students will return to the same table, check their area for cleanliness (pick up all garbage and clean the table). Students may then visit with friends at that table until time for dismissal. Cell phones, personal devices, and iPads will not be allowed at the Cafeteria Lunch and should be placed in a locker before coming to lunch. If an iPad is brought to Cafeteria Lunch, the student will be asked to put it in his locker. Cell phones and personal devices will be taken, in accordance with the SRRMS cell phone violation procedures. The voice level volume in this area will be expected to be a 3 or lower.

Students in grades six (6) and seven (7) will have the option to participate in a supervised activity in the gym, outside, or hallways for approximately the last 10 minutes of the lunch shift. Students who wish to participate will need to transition with staff at the designated time and will be expected to stay in that space until dismissal. Those who choose not to participate are expected to visit with friends at their table until dismissed. Students who do not transition with the staff member at the designated time will not be able to take part in the activity and will be expected to remain at tables in the cafeteria. *Note: Due to limited gym space for 8th grade, alternative activities may be offered, and the activity time may not always be accessible.*

Community Room Lunch

Students who wish to participate in the Community Room lunch will need to submit a request to attend through Google. Students will be taught how to request access as a part of the back-to-school iPad Jumpstart program. Approximately 60 students per grade level will be allowed to access this lunch each day. The window for requests will open each morning at approximately 7:45 AM and close approximately 10:00 AM. Students who are participating in Community Room Lunch will be asked to go directly to the lunch line (do not enter the cafeteria), get their lunch, check for messages on the message board, and walk to the Community Room. While in the Community Room, students are able to access their iPads and visit with friends. This space is intended to be a low-key lunch space, therefore voice levels will be expected to be at a 2 or lower. At the end of this lunch shift, students will dump trays at the Community Room dump station and be dismissed. *Note: Students who do not follow PATH expectations for this space may lose the privilege to attend.*

Room 403

Room 403 will once again serve as a lunch detention and behavior intervention space. Students who are sent or assigned to lunch detention may be asked to complete a behavior reflection sheet and/or process with staff. This is designed to assist the student with positive decision making and PATH directed choices.

Working Lunch

Students who are on academic contracts may be assigned a working lunch. This will take place in the community room in a designated space. Students who are assigned to this area will be expected to arrive with homework, missing assignments, extra credit, etc. If the student does not have work to do (and can demonstrate such on Skyward), he/she will be expected to read a book of choice. Students will be assigned to this space in accordance with their academic contract.

Media Center

The Media Center is here to assist students in accessing and using information that helps meet curriculum expectations at SRRMS. Students may visit the Media Center during Storm Time and/or when a teacher gives special permission throughout the day. To check out materials from the Media Center, students will use their assigned lunch code. If a student has overdue materials, he/she will not be allowed to check out new items. Students who are not on task will be asked to leave the Media Center. Food, beverages, and gum are prohibited.

Morning Arrival

STUDENTS WHO DO NOT RIDE A SCHOOL BUS ARE TO ARRIVE AT SCHOOL NO EARLIER THAN 7:45 a.m. Although we provide a safe, supervised space for students who arrive at 7:45 a.m., we have no way to provide for students who arrive earlier. **Students wishing to meet with a teacher for extra help should have a pass from that teacher or get a pass from the receptionist in the Main Office.** Once students have arrived, they may not leave school grounds for any reason unless they have a pass from the office. Students are not allowed in the swamp adjacent to the school during the school day unless they are supervised. Students are to stay off neighboring private property.

Motorized Vehicles

Vehicles such as snowmobiles and motorized bicycles **are not allowed on school property.** These machines create a safety hazard for other students.

PATH (Prepared, Accepting, Trustworthy, Helpful)/PBIS

Sauk Rapids-Rice Middle School is a PBIS (Positive Behavioral Interventions & Supports) school! PBIS refers to a school-wide data driven system. We make it a point to teach behavioral expectations in the same manner as we

would math or reading. We do not expect that students automatically know how to behave in certain situations or environments. There are systems in place to encourage positive behavior and reteach expected behaviors to struggling students. At Sauk Rapids-Rice Middle School it is our goal to engage all students and families in a positive educational experience. We encourage staff and students to be on the “PATH of the Storm” by being Prepared, Accepting, Trustworthy, and Helpful.

Security of Valuables

Students are asked to leave money and expensive items at home. The school will not be responsible for large sums of money, expensive jewelry, or valuable personal possessions that are lost or stolen. SRRMS is not responsible for the security of student belongings. When absolutely necessary, sums of money or valuables should be kept in the Main Office. Thefts should be reported to the Assistant Principal immediately. Students suspected of, or caught, stealing will be referred to the police.

Storm After School

Storm After School (SAS) is a free program for students of Sauk Rapids-Rice Middle School. SAS provides a supervised environment for students who are unable to go home or are not involved in another after school activity. This program is open from 3:05 PM - 5:15 PM and is held in the Community Room. Students who wish to attend must be registered. To complete the registration materials online click [here](#).

STORM Blast

STORM Blasts are a positive aspect of our school environment. All school policies and rules are enforced and infractions are dealt with according to the rules of the school. Students will not be allowed to leave without prior approval or a parent/guardian checking into the Main Office. Once a student leaves the activity, he/she may not return. **STORM Blasts are held throughout the school year.**

STORM Blasts are from 3:05 p.m. to 6:00 p.m. Students will enter the event immediately after school dismissal. Students must be picked up no later than 6:30 p.m. Students not picked up by 6:30 p.m. risk losing the privilege of attending future STORM Blasts during the school year.

If a student is suspended from attending a STORM Blast, but attends anyway (shows up on school property) they may be charged with trespassing and suspended from all STORM Blasts for the remainder of the year. Students must have identification on them during the event (student ID or a special pass from the office). Students refusing to identify themselves to chaperones will be subject to disciplinary procedures.

Student Drop Off/Pick Up Procedures

To provide a safe drop off and pick up zone in front of school, the direction of traffic is one-way as indicated by the painted arrows on the pavement. As you enter and exit, drive slowly with caution, as students walking to and from school will cross traffic lanes. Please remind your child to look before walking across traffic lanes, and if a designee is transporting your child, please share this information with them as well. No vehicles, except buses, are allowed in the back of the school for student drop off or pick up.

In the morning, students are to be dropped off using the right lane only, which is the lane closest to the sidewalk, and exit onto the sidewalk only. The two outside lanes (middle and left) are to be used to exit after dropping a student off.

After school, students are to be picked up by the grade level at the door associated with their grade level (6th grade door #4, 7th grade door #1, 8th grade door #3). The outside lanes are to be used for drivers who are waiting in their vehicles to pick up a student. The middle lane is to be left open at all times to exit after picking up a student.

NOTE: If traffic begins to back up on 1st street, we ask that vehicles travel to the east end of campus, turn and line up in the westbound lane to enter the safety zone. See diagram here: <http://www.isd47.org/srrms/aboutsrrms/ms-hours-attendance>

Various times of the year will bring an increase in the number of vehicles transporting students. Everyone must exercise patience.

Please keep these important safety issues in mind, and please share this information with others who may be transporting your child.

Truancy

Truancy is regarded as “skipping” school without your parents/guardians’ knowledge and/or consent or without approval of the school. Parents/Guardians of a student who has “skipped” school may be required to meet with the Assistant Principal before her/his student will be readmitted to school. Two hours of detention may be assigned for each period missed. Attendance may be taken each class period. Students, who are tardy to school, or to class, three times will be considered to have one (1) unexcused absence.

Visitors and/or Volunteers

All guests/visitors must check into the Main Office. Depending on the nature of the visit, background checks may be required. School Board policies may be viewed online at <http://www.isd47.org/schoolboard/policies>.

CODE OF CONDUCT/STANDARDS OF BEHAVIOR

Code of Conduct Statement

In order to support our school climate initiatives, Sauk Rapids-Rice Public Schools use evidence-based strategies to support positive student development. Some of these strategies include Positive Behavior Interventions and Supports (PBIS), Social Emotional Learning Competencies (SEL), Conscious Discipline, and Restorative Practices.

The Code of Conduct is a guideline for standards to student behavior. It outlines student rights, responsibilities, and opportunities at school and allows schools to build specific guidelines, expectations, and supports for all students. The Code of Conduct provides definitions and levels of behavior, intervention and response. There are five levels of behaviors, from minor infractions handled in the classroom, to major infractions handled by administration.

To view the Sauk Rapids-Rice Public Schools Code of Conduct in its entirety click [here](#).

Bus Expectations

Transportation by school bus is a privilege for eligible students, not a right. A student’s eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or for violation of any other law governing student conduct on a school bus. Students are expected to follow the same behavior guidelines and standards while riding school buses as are expected on school property or at school activities, functions, or events. All school rules are in effect while a student is riding the bus or at the bus stop. When using school transportation, students are required to complete the ride to the building of his/her attendance (a.m.) or to the assigned home destination bus stop (p.m.). In addition, when leaving the Middle School, students are required to ride their assigned bus to the High School.

Students are not allowed to reenter the loading area after school if they have left school district property. Running behind the bus, off the sidewalk along side of the bus, reaching to strike the side of a bus, or moving into the path of a bus is a willful entry into the school bus “DANGER ZONE.”

Positive Behavior Interventions and Supports (PBIS/PATH)

Sauk Rapids-Rice Middle School is a PBIS (Positive Behavioral Interventions & Supports) school! PBIS refers to a school-wide data driven system. We make it a point to teach behavioral expectations in the same manner as we would math or reading. We do not expect that students automatically know how to behave in certain situations or environments. There are systems in place to encourage positive behavior and reteach expected behaviors to struggling students. At Sauk Rapids-Rice Middle School it is our goal to engage all students and families in a positive educational experience. We encourage staff and students to be on the “PATH of the Storm” by being Prepared, Accepting, Trustworthy, and Helpful.

Tennessee Warning

“Tennessee Warning” is derived from Minnesota Statutes, §13.04, subdivision 2, which require that an individual receive certain information when a public entity is requesting private or confidential data from that individual. The information that must be provided is:

- a) The purpose and intended use of the requested data;
- b) Whether the individual may refuse or is legally required to provide the data;
- c) Any known consequences from supplying/refusing to supply the data; and,
- d) The identity of other persons or entities authorized by law to receive the data.

COMMUNICATION

Chain of Communication

Parents with questions concerns are encouraged to contact teachers directly. After contact with the teacher, please contact the building principal if the issue has not been resolved.

Parent Communication

At no time should parent/guardians be in doubt of their student’s progress. If parent/guardians have questions or desire a conference, please contact the teacher to arrange a conference. Parents/Guardians can check their student’s academic progress, lunch account, attendance, and discipline record using Skyward or on the District website www.isd47.org using the “Check Grades or Attendance” link. A username and password can be obtained in the Main Office. Due to the introduction of Skylert, it may be necessary for families to update their information.

Parents are encouraged to become actively engaged in the online learning and communication tools available in their child’s classrooms.

Parent Messages for Students

Good parent/student communication is essential! With our busy lives, it is sometimes necessary to get messages to students at school. With approximately 1,000 students at school, this can become a difficult task. In order to serve both parents/guardians and students, and make this a manageable service, the following procedure will be in effect:

- Students will not be called out of class or given a direct message unless it is an emergency
- All messages called in for students will be noted. Students will be given messages during their lunches or during the end-of-day announcements
- **All messages must be received by 1:30 p.m. to use this service**
- **Note: Because cell phones are not allowed outside of the acceptable times of use (morning arrival until 8:00 a.m. bell and after school beginning at 3:05 p.m.), parents are asked to contact the Main Office rather than text or message their student directly**

Printed/Posted Materials

Any written material produced, posted, circulated or otherwise distributed on school property must have administrative approval prior to posting/circulation. The only exceptions are announcements from school organizations such as Student Council, NHS, FFA, et cetera. Once posted, all posted materials should have a stamp that states that express authorization has been given by the Main Office.

Progress Reports

Student progress is reported by issuing report cards at the end of each trimester and through parent/teacher conferences. Parents/Guardians can also access student grade reports via the Internet at mystudent@isd47.org. Additional information can be obtained from the Main Office receptionist. In addition, teachers may send out commendation reports, consult with parents/guardians by telephone or email, and/or arrange for conferences as necessary.

Parents/Guardians are encouraged to call or e-mail a teacher if there is a concern.

School Announcements

Sauk Rapids - Rice High School has a great variety of opportunities for student involvement. Daily announcements are posted on the <http://www.isd47.org> website under the "High School" dropdown, posted on TV's located throughout the building, and made over the public address system before, during, and after the school day. In addition, parents and students will receive announcements through email and Schoology.

School Telephones

With a pass/permission from a staff member, students may use personal devices or office telephones to contact a parent or guardian. Without teacher or staff permission, students are prohibited from using their cellphones during the instructional school day (8:00 a.m. - 3:05 p.m.) and while participating in a fieldtrip.

Weather Related School Closings

Occasionally, it may be necessary to cancel school because of inclement weather. Announcements regarding school closings will be given through Skylert and WJON (1240 AM) St. Cloud, WCCO (830 AM) Minneapolis-St. Paul, KCLD (104.7 FM) St. Cloud, WVAL (800 AM) Sauk Rapids, and online at www.isd47.org. These announcements will normally be given between 6:00 a.m. and 7:00 a.m. on the day in question.

DISTRICT POLICIES

ALL District Policies

To view all of Sauk Rapids-Rice District Policies, please click [here](#).

Background Checks

Safety is a priority for Sauk Rapids-Rice Schools. In accordance with Minnesota State Statute 123B.03 Subd.1e, and School District Policy #404, this will serve as notice that Sauk Rapids - Rice Schools require criminal background checks of applicants who receive an offer of employment with the school district. The District also requires background checks of all volunteers, and may require background checks for independent contractors, and student employees at its discretion. The standard lead time required to complete the volunteer background check process is two (2) weeks.

To view the Sauk Rapids-Rice Employment Background Checks Policy, please click [here](#).

Bullying Prohibition (514)

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying and cyber bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying/cyber bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying/cyber bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying/cyber bullying, which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, cyber bullying, intimidation, violence, and other similar disruptive behavior. Refer to the Sauk Rapids-Rice School District Code of Conduct for more information on student rights and responsibilities.

To view the Sauk Rapids-Rice Bullying Prohibition Policy, please click [here](#).

Harassment and Violence (413)

The policy of the school district is to maintain a learning and working environment that is free from all harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability in the school environment, which includes but is not limited to all academic, extra-curricular and school-sponsored activities.

The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy. Refer to the Sauk Rapids-Rice School District Code of Conduct for more information on student rights and responsibilities.

To view the Sauk Rapids-Rice Harassment and Violence Policy, please click [here](#).

Mandated Reporting (414)

It is a statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.

To view the Sauk Rapids-Rice Mandated Reporting Policy, please click [here](#).

GENERAL INFORMATION

Accidental and Dental Insurance

The District will attempt to make insurance available to you at a nominal cost. If you are insured under this plan and you are injured, you will receive a claim form from the nurse. The school merely acts as an intermediary in supplying the insurance and assumes no liability either for the injury or the subsequent negotiations with the company.

Equity, Inclusion, and Respect

Sauk Rapids-Rice School District #47 remains committed to preparing all learners for post secondary success, creating a culture of academic achievement, and fostering an informed public through increased communication and outreach. Through successful partnerships and continued collaboration, we work to ensure that every child is successful.

In addition to the goals mentioned above, District 47 remains committed to maintaining a learning environment that is free from harassment and violence as evidenced by Board Policy 413. In particular, District officials acknowledge its obligation under the Minnesota Human Rights Act to prevent harassment on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability.

To accomplish our goals and to meet the commitment of Board Policy 413 will require the attention of our students, parents and District staff, working together to create welcoming and respectful environments for all members of the School District community. The School District affirms that it does not tolerate acts of harassment and will promptly respond to concerns or complaints.

Any student or staff member who believes he/she has been subjected to harassment is encouraged to report the harassment to the School District through a building administrator or through the School District's Human Rights Officer. Complaints of harassment will be investigated and appropriate corrective action will be taken in response to any findings of harassment in violation of School District Policy. Action by the School District will be targeted to stop the harassment and to prevent it from reoccurring. Students or staff members found to have engaged in acts of harassment will be subject to discipline up to and including suspension and expulsion or termination.

Green and Gold Club

The Sauk Rapids-Rice Middle School Green and Gold Club is a group of volunteer parents/guardians who sponsor various special events during the school year. Parents/Guardians interested in being a part of this group, please contact the main office at 320-654-9073.

Personal Property/Searches

Independent School District #47 regulations on student information kept by the school complies with the federal and state laws guaranteeing parents the right to examine and challenge the contents of their children's records.

Others having access to student records include:

- 1) School staff having a legitimate educational interest in the student; another school district, college or educational institution in which the student may enroll, and
- 2) The court system when the records are requested by judicial subpoena.

Other third parties may have access to record only with written permission of the student, parent, or legal guardian. Before records other than directory information (i.e., name and address) are sent to any other person, agency or institution, written consent is required from parents/guardians or eligible students.

A law enforcement agency shall notify the Principal or Chief Administrator Officer of a juvenile's school of an incident occurring within the agency's jurisdiction if the agency has probable cause to believe that the juvenile has committed an offense that would be a crime if committed as an adult.

Pledge of Allegiance

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

Publication of Student Names and Photographs/Student Records

During the school year, students may be part of activities or events that are photographed. The District may want to use a student's name and/or photograph for educational and promotional purposes on the District website, local cable television, newsletters, multimedia projects or other publications. In addition, each school publishes student names and photographs in their yearbook. Parents/guardians may request their student's name and photograph NOT BE RELEASED OR USED by submitting the Media Waiver (Opt-Out Form) located online at www.isd47.org/departments/technology.

Student grades, attendance, standardized test results and other information is kept on file in a cumulative record. These records follow students from school to school. Parents/Guardians may view these records upon written request to the Counselor's Office.

Registration of New Students

A parent or guardian must accompany new students who wish to enroll. To ensure appropriate education programming is in place, students will not be enrolled without adequate records. There may be a delay, pending the receipt of previous school records and the development of a proper education program for the student. In addition, when applicable, the school may ask for students to wait for the start of a trimester to enroll.

Student Leadership Groups

Diggin' Diversity:

The Diggin' Diversity group is a multicultural leadership group comprised of students who are open-minded, compassionate, and dedicated to the well-being of all. The primary focus is to create an open-minded community that celebrates differences and brings people together to learn and lead in a diverse world.

Student Council:

Student Council members are elected from each grade. The following are the objectives of our Student Council:

- To represent students by considering the ideas and wishes of the student body
- To promote better understanding between faculty and students
- To work to improve the school and school programs
- To encourage school spirit
- To make the school year more enjoyable for the students and staff
- To plan middle school activities

W.E.B. (Where Everybody Belongs):

The W.E.B. program is a student orientation and mentoring program that welcomes all 6th grade students and new students to Sauk Rapids-Rice Middle School and helps them be successful their first year. W.E.B. leaders are students in the 7th and 8th grade who have been selected and trained by their teachers to be positive role models and guides for new students.

The W.E.B. program at SRRMS consists of:

- Every 6th grade student and new 7th and 8th grade students will be assigned to a W.E.B. group.
- The W.E.B. leaders will organize a first day orientation program for new students.
- Throughout the year, W.E.B. leaders will meet with their W.E.B. groups to offer support and guidance.
- Opportunities will also exist for parents/guardians and students to interact in W.E.B. activities.

The goal of the yearlong W.E.B. transition program is to provide a structure in which students make real connections with each other. Through this program, students learn that people at school care about them and their success.

SAFETY AND SECURITY

Background Checks

In accordance with Minnesota Statute 123B.03 Subd. 1e., and School Board Policy 404, Employment Background Checks, Sauk Rapids-Rice School District requires criminal background checks of applicants who receive an offer of employment with the School District. The District also requires background checks of volunteers, independent contractors, and may require background checks for student employees. Background checks should be completed two (2) weeks prior to volunteering or attending a field trip to ensure sufficient processing and review time.

Emergency Procedures

Fire:

We are required by the state of Minnesota to perform at least five (5) fire drills per school year. Fire drills are held at irregular and unannounced times so if there is an emergency, you will be able to leave the building in a safe, orderly, and timely manner. Exit directions are posted in each room and will be given by the teacher. **You are expected to leave quickly with no running, pushing, or shouting.** When outside, move away from the building and follow your teacher's directions.

Safety/Security:

We are required by the state of Minnesota to perform at least five (5) lockdown drills per school year. Lockdown procedures are used to protect building occupants from potential dangers in the building (i.e., threats, intruders) or external threats that may enter the building. Students unable to enter a safe room should exit the building immediately and report to the following areas according to where they are in the building:

- East end of the building, report to the football bleachers
- West end of the building, report to the school sign on the corner of 1st Street and 8th Avenue in the front of the school

Tornado:

We are required by the state of Minnesota to perform at least one (1) tornado drill per school year. At the sound of the city civil defense warning system and/or by an announcement via the intercom (The message will be, "This is a SKY WARN ALERT"): Staff will proceed, with students, to their designated area. The teacher (or other adult such as a paraprofessional) will be the last person to leave the room. The proper procedure to protect students and staff from flying debris is to sit on the floor with the head and face protected and backs to the nearest outside exit. Students are to remain quiet so that oral commands can be given and heard, and remain in this position until told that it is safe to move. If the warning is at dismissal time, students will be held until the danger has passed. Buses will not run during a tornado/severe weather warning period unless already in route. Tornado procedures are posted in every classroom.

Emergency School Closing:

Occasionally, it may be necessary to cancel school because of inclement weather. Announcements regarding school closings will be given through Skylert and WJON (1240 AM) St. Cloud, WCCO (830 AM) Minneapolis-St. Paul, KCLD

(104.7 FM) St. Cloud, WVAL (800 AM) Sauk Rapids, and online at www.isd47.org. These announcements will normally be given between 6:00 a.m. and 7:00 a.m. on the day in question.

Tresspass - Notice

Sauk Rapids-Rice reserves the right to deny any person access to the District's buildings or property for just cause. Just cause may include but is not limited to threatening or disruptive behavior, improper or illegal behavior, or any activity by a person which materially and/or substantially interferes with district programs, classes, activities, or other events. Upon determination by school district authorities that a person's behavior represents a danger or a serious disruption, such a trespass notice can be served on that person limiting access to district buildings and grounds for a specific period of time. Notification of such trespass notice will be given to local law enforcement authorities. If the person served the trespass notice fails to leave and stay away, police will be called and trespass charges will be filed.

SERVICES

Food Services

I. PURPOSE

The purpose of this policy is to establish consistent district practices for the provision of meals to students who have insufficient funds in their school meal accounts and the collection of unpaid meal debt.

II. GENERAL STATEMENT OF POLICY

- A. The goal is to provide nutritious meals to students and to promote healthy eating habits, while enhancing learning, maintaining the financial integrity of the National School Breakfast and Lunch program, and eliminating the stigmatization of children who are unable to pay meal charges.
- B. It is the policy of Sauk Rapids-Rice Public Schools ISD 47 to offer breakfast and/or lunch meals that meet state and federal guidelines.
- C. Payments by cash or check can be made in each school building except Hillside Early Childhood & Adult Basic Education Center. Payments can also be made in the Food Service Office, the District Office, or online through a student's Skyward Family Access Account. The link can be found at www.isd47.org.
- D. Families may apply for free/reduced-price meal benefits anytime during the school year. Meal applications are distributed to all families in the district prior to the student's first day of classes. In addition, applications are available at the Sauk Rapids-Rice District Office and Food Service Office between 7:30 a.m. - 4:30 p.m. Monday through Friday, as well as online at: <http://www.isd47.org/departments/foodservice/free-reduced-lunch>.

III. CHARGE POLICY

- A. If the student or family account has insufficient funds to pay for lunch meals, an alternate meal consisting of a sandwich, fruit and milk, which meets the required meal pattern guidelines will be offered to students with an overdrawn account.
- B. Students eligible for free or reduced-price meals will always be served a meal regardless of unpaid food service accounts. When a student eligible for "paid" meals has "cash in hand" to pay for a meal, the student will be served a meal regardless of unpaid foodservice accounts. The "cash in hand" will not be applied towards past due balances.

IV. NOTIFICATION OF ACCOUNT STATUS

- A. Households are made aware of their Family account balance by the following methods:
 - a. Families can check their student's meal account balance via Skyward Family Access.
 - b. Families can contact the office for account balances.
 - c. The Food Service Department will send an e-mail, text or initiate a phone call to all parents advising them of the student meal account balance(s) when it falls below \$20.01 as requested by the Skyward Family Access "Skylert" customized settings.
 - d. Students will be given a verbal reminder in the meal service line.
- B. The parent/guardian will be notified via phone call, text, and/or email when the household account is at \$20.01 or less, by the Skyward Family Access "Skylert" customized settings in the family account.
 - a. Food Service Department will encourage parents to complete the free/reduced-price meal application as appropriate.
 - b. A letter/invoice will be sent via US Postal Service to the household requesting payment.

V. COLLECTION OF UNPAID MEAL DEBT

- A. When the Family meal balance is negative \$5.00 or more for two (2) weeks, the following collection actions will be taken:
- a. The Food Service Office will contact the household to request payment.

Lunch prices are:

Breakfast	FREE
Lunch	\$2.80
Milk	\$0.40

Health Services

A school Health Secretary is available when medical assistance is necessary. The Health Office is located in the Main Office. Health records and medication permission forms are kept on file in this office according to Minnesota State and District #47 regulations. When a student needs medication during the school day, a “Physician’s Order for Medication at School” and “Parent Request for School Personnel to Administer Medication” forms must be completed. These forms are in the school Health Office. **Over the counter medications (OTC) are considered a controlled substance in school and on school property. These are any medications purchased without a prescription such as aspirin or substitutes, nasal spray, cold medicine, etc. Over the counter medications are treated as prescription medication in school and require a prescription labeled bottle. If OTC medication must be taken, the prescription medication policy must be followed or students are subject to discipline procedures related to the drug policy.**

Accidents at School:

First aid is administered at school in case of minor injuries. When necessary, the Nurse’s Office will contact a student’s parent(s)/guardian(s) to discuss further arrangements. If a parent/guardian or emergency contact cannot be reached and medical care is necessary, appropriate measures will be taken. Families should be sure to list current physician information on the student’s emergency card. In the event a student sees an accident on school grounds or in the building, or experiences an accident, he/she should report it at once to a teacher or principal. It is very important that accidents are reported as soon as possible.

Allergies:

Because the following items may cause serious allergic reactions for some students, they are not allowed in the building.

- Latex balloons (Mylar balloons are allowed)
- Aerosol products such as deodorants and/or hairsprays, which use an aerosol propellant (Hair coloring is permitted, but it must be applied prior to coming to school or boarding the school bus. Student’s are discouraged from using temporary hair color with the exception of school special events/days (i.e., spirit day).

Health Records

Health records are kept for each student according to Minnesota law.

Examples of information include:

- History of past illnesses and operations.
- Dates of immunizations.
- Results of vision and hearing screening.
- Results of professional examinations.

Emergency information for each student must be on file with the school nurse.

Immunization Records

Per State Statute 121A.15, record of immunizations are required upon enrollment. Parents may indicate that immunizations are contrary to their conscientiously held beliefs. If you are a conscientious objector, a signed and notarized form is required.

Student Advocacy Services

The guidance counseling services seek to promote positive self-esteem for all students. A school counselor and/or social worker is available to all students and their families for the following services:

- Individual and/or group counseling for academic and/or social/emotional needs
- Home/School coordination
- Referral services
- Coordination with community services
- Crisis intervention

Communication between school and home is very important for your well-being. Your parents/guardians may contact the school at any time.

TECHNOLOGY

Internet

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress in December 2000 to address concerns about access to offensive content over the Internet on school and library computers. Schools and libraries subject to CIPA are required to adopt and implement a policy addressing:

- a) access by minors to inappropriate matter on the Internet;
- b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online;
- d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- e) restricting minors' access to materials harmful to them. At Sauk Rapids-Rice Middle School, we will enforce the CIPA requirements.

All students in the Sauk Rapids-Rice School District have access to a computer network. Its purpose is to be used, with teacher guidance, as an information tool, not for entertainment. Information regarding the Sauk Rapids-Rice Public Schools Networked Resources Agreement and internet use "opt out" form is available on the District website for families/students who choose not to participate in the Internet use agreement and waive rights to the use of computers in the District. This document may be found online at www.isd47.org.

The District Internet Acceptable Use Policy (District Policy 524) can be found online at <http://www.isd47.org/schoolboard/policies>. Failure to comply with computer network rules will result in disciplinary consequences.

Technology Agreement

Modern technology is inseparable from the modern classroom environment, instruction, and learning. As a result, it is important that all students understand and respect SRRMS policies and expectations related to such technologies.

1:1 Agreement

The Sauk Rapids-Rice School District creates a culture of excellence while providing innovative programming to address the changing learning strategies of today's learners and new outcomes for future competitiveness. Students, families and staff work collaboratively to ensure that students are well prepared for postsecondary and career experiences in what is a demanding and ever-changing environment.

By putting the needs of our students first, we have nurtured innovation throughout the District. The School District and Board of Education consider the financial realities of the future as well as the changing needs of each student. They also recognize the importance of providing the means to implement 21st Century Skills that demonstrate measurable academic and behavioral results. To that end, the Sauk Rapids-Rice School District provides Increased Access and Opportunity through Technology for all students in Grades 6-8.

After signing the 1:1 Agreement, all SRRMS students have individual access to iPad devices that are property of the School District and are expected to follow the guidelines outlined in that agreement. The Agreement explains

student responsibilities, parent/guardian expectations, terms of device loan, general care instructions, fees, security and theft prevention, and issues related to damage, theft, and repair. Please consult the 1:1 Agreement Handbook for more information.

Appropriate Use of Electronic Devices / Digital Citizenship

Students are encouraged to use the school issued iPad for educational purposes and with teacher permission. Students are reminded that these devices have a high potential of theft and should be closely monitored throughout the school day.

While using the iPad, all school rules and policies apply. Consequences for the improper use of the iPad may include confiscation and/or an alternate plan of use of the device (i.e., daily use, limited access).

The use of personal devices during the school day is prohibited, except with teacher permission. Consequences for use of personal devices absent of permission may include confiscation. Parent(s)/Guardians may be notified and/or required to retrieve personal electronic devices. Continual misuse may also include more significant disciplinary consequences.

Any use of the school iPad or personal electronic devices (including texting, voicemail, internet communication or posting, etc.) to threaten, harass, bully, or encourage similar behavior will be subject to the provisions of the discipline policy and district policies on Bullying Prohibition (514), Harassment and Violence (413), and Internet Acceptable Use Policy (524). Most of these uses of digital data are recorded and may be traced thereby requiring confiscation of the device for evidence. Any use of electronic devices to plagiarize, copy, or otherwise cheat academically, is strictly prohibited and consequences are addressed in the “Honesty-Academics” section in this handbook. School Board policies may be viewed online at <http://www.isd47.org/schoolboard/policies>.

The faculty, staff, and students of Sauk Rapids-Rice Middle School maintain a reasonable expectation of privacy while at school, on campus, and at school-related activities and events. Explicit permission must be obtained prior to photographing and/or recording other individuals in our building. A student identified as improperly using any telecommunication device to take or transmit unrequested or unwanted photographic images or recordings may face an immediate suspension, loss of privileges, and may be recommended for expulsion.

TRANSPORTATION

Activity Bus

Students who are participating in a supervised activity after school, can ride the Activity Bus. This service is intended to support families living in the Rice area and will transport students from the Middle School to specific drop off sites. The activity bus will run on Monday and Wednesday evenings. Students will be picked up at SRRMS (Door #13) at 5:30 p.m. Drop off sites are Mayhew Lake Church, Rice Elementary, and the Conoco Station on Highway 10, near Rockwood Estates. Please contact the Middle School Office at 320-654-9073 for additional information.

Bicycles and Other Personalized Transportation

Students riding a bike to school, are asked to use the bike racks by Door 25, on the west side of the building. Students are encouraged to lock them at all times during the school day. For the safety of others, bicycles need to be walked and skateboarders must carry their boards when on school grounds. In-line skates and tennis shoes with “heelies” are to be removed immediately upon entering the building. These rules pertain to before and after school hours as well.

Bus Transportation

Transportation by school bus is a privilege for eligible students, not a right. A student’s eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or for violation of any other law governing student conduct on a school bus. Students are expected to follow the same behavior guidelines and standards while riding school buses as are expected on school property or at school activities, functions, or events. All school rules are in effect while a student is riding the bus or at the bus stop. When using school transportation, students are required to complete the ride to the building of his/her attendance (a.m.) or to the assigned home

destination bus stop (p.m.). In addition, when leaving the Middle School, students are required to ride their assigned bus to the High School.

Extracurricular Transportation

All team or group members are expected to travel on-board the school-contracted transportation (i.e., bus, van, etc.) with the team or group, to and from contests, on trips where transportation is provided by the District. Under no circumstances should a student drive themselves or others to/from contests. The student may travel home from the event with their parent(s)/guardian(s) only if the parent/guardian requests this of the head coach or Activities Director in advance and signs the student out with the coaches upon leaving. Any alternate transportation to and from contests needs to be arranged ahead of time with the Activities Director.

For practices off-site, all students must provide a permission slip to drive or ride. Permission forms are available in the Activities Office.

APPENDIX

Calendar - ISD 47 2018-2019

Daily Schedule

Schoology/Skyward Information

SRRMS Communication Guide

SRRMS PATH Matrix

Tennessean Warning



2018-2019 School Year Calendar

Approved 1/22/18

AUG/SEPT 19

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

OCTOBER 20

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	C/I	ME	AMEA	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 19

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	¥	10
11	12	13	14	15	16	17
18	19	20	21	H	H	24
25	26	27	28	a	C/I	

DECEMBER 14

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	H	H	26	27	28	29
30	H					

JANUARY 21

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

FEBRUARY 18

S	M	T	W	TH	F	S
					¥	2
3	4	5	6	7	8	9
10	11	12	13	14	C/I	16
17	H	19	20	21	22	23
24	25	26	27	28		

MARCH 5 15

S	M	T	W	TH	F	S
					1	2
3	4	5	6	a	C/I	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	¥	30
31						

APRIL 20

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	H	20
21	C/I	23	24	25	26	27
28	29	30				

MAY 21

S	M	T	W	TH	F	S
			1	2	¥	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	H	28	29	30	C/I	

Calculation of Teacher Work Days

1st Trimester	58
2nd Trimester	58
3rd Trimester	56
Total Instructional Days	172
Inservice/Workshop Days & Conferences from C/I's	10
Total Days	182

Please Note
 This is a district-wide calendar. For information regarding a specific school, please visit www.isd47.org.

Calendar Key

☐	-Days of student attendance
a	-End of Trimester
¥	-Late Start Inservice (2 hr delay)
C/I	-Conferences or Inservice
I/W	-Inservice or Work Shop
EM	-Teachers Convention (unpaid)
H	-Holiday

EMERGENCY CLOSINGS

The first emergency closing of the year will not be made up.
 The second emergency closing will be made up on April 22, 2019.
 The third emergency closing will be made up on May 31, 2019.
 Additional emergency closings may result in days being added to the calendar.

Important Dates	
August 27-30	Teacher Inservice/Workshops
September 3	No School, Labor Day
September 4	School begins for Grades 1-6, 7-8 students who are new to the Middle School, and Grade 9; Kindergarten Orientation
September 5	School is in session for ALL K-12 students
September 10-14	Early Childhood Classes Begin
September 28	2-Hour Late Start
October 17	Non-Student Day
October 18-19	No School, MEA Break
November 9	2-Hour Late Start
November 22-23	No School, Thanksgiving Break
November 29	End of Trimester 1
November 30	Non-Student Day
December 21-January 1	No School, Winter Break
January 21	No School, Martin Luther King, Jr. Day
February 1	2-Hour Late Start
February 15	Non-Student Day
February 18	No School; President's Day
March 7	End of Trimester 2
March 8	Non-Student Day
March 29	2-Hour Late Start
April 19	No School; Holiday
April 22	Non-Student Day
May 3	2-Hour Late Start
May 27	No School; Memorial Day
May 28	Tentative Graduation Date
May 30	Last Day of School
May 31	Non-Student Day

Time	6th Grade	7th Grade	8th Grade
8:10 AM	Advisory	Advisory	Advisory
8:15 AM	Per 1 8:10-8:25	Per 1 8:10-8:25	Per 1 8:10-8:25
8:20 AM			
8:25 AM			
8:30 AM			
8:35 AM			
8:40 AM			
8:45 AM			
8:50 AM	Period 2	Period 2	Period 2
8:55 AM	8:28-9:24	8:28-9:22	Allied Arts
9:00 AM			8:28-9:43
9:05 AM			
9:10 AM			
9:15 AM			
9:20 AM			
9:25 AM			
9:30 AM			
9:35 AM			
9:40 AM			
9:45 AM	Period 3	Period 3	
9:50 AM	9:27-10:23	Storm Time	
9:55 AM		9:25-10:10	
10:00 AM			
10:05 AM			
10:10 AM			Period 3
10:15 AM			9:46-10:46
10:20 AM			
10:25 AM			
10:30 AM			
10:35 AM			
10:40 AM			
10:45 AM	Period 4	Period 4	
10:50 AM	10:26-11:22	Allied Arts	
10:55 AM		10:13-11:28	
11:00 AM			Lunch
11:05 AM			10:49-11:19
11:10 AM			
11:15 AM			
11:20 AM			
11:25 AM			
11:30 AM			
11:35 AM			
11:40 AM	Period 5	Lunch	
11:45 AM	Storm Time	11:30-12:00	Period 4
11:50 AM	11:25-12:10		11:22-12:16
11:55 AM			
12:00 PM			
12:05 PM			
12:10 PM	Lunch		
12:15 PM	12:10-12:40	Period 5	
12:20 PM		12:03-12:59	Period 5
12:25 PM			Storm Time
12:30 PM			12:19-1:04
12:35 PM			
12:40 PM			
12:45 PM			
12:50 PM			
12:55 PM			
1:00 PM	Period 6		
1:05 PM	with Check out		
1:10 PM	12:43-1:47	Period 6	
1:15 PM		1:02-1:59	Period 6
1:20 PM			1:07-2:00
1:25 PM			
1:30 PM			
1:35 PM			
1:40 PM			
1:45 PM			
1:50 PM			
1:55 PM			
2:00 PM			
2:05 PM			
2:10 PM			
2:15 PM			
2:20 PM	Period 7	Period 7	Period 7
2:25 PM	Allied Arts	with Check out	with Check out
2:30 PM	1:50-3:05	2:02-3:05	2:03-3:05
2:35 PM			
2:40 PM			
2:45 PM			
2:50 PM			
2:55 PM			
3:00 PM			
3:05 PM			



Some questions to ask your child:

1. Can you read me your updates from today and/or show me your upcoming calendar on Schoology?
2. Did you submit your assignments that are showing up in the calendar as due?
3. Can you show me your submitted assignment on Schoology?
4. What is due tomorrow or later this week? Please show me this in Schoology.

Schoology vs. Skyward - Where should I Look?

In general, Schoology is more proactive, while Skyward is reactive. In other words, having your child show you what is happening on Schoology will allow you to see what is coming next, rather than seeing a grade that has been entered in Skyward for something that has already happened.

This a brief outline of each system

 <p><u>Schoology</u> <u>(Learning Management System)</u></p>	 <p><u>Skyward</u> <u>(Student Information System)</u></p>
<ul style="list-style-type: none"> • Provides most current, accurate academic information. • Provides update of what happens daily in class. • Shows assignments that can be submitted online (and sometimes offline) • Lists upcoming calendar events like tests, activities, due dates, etc. • Gives feedback to student on how they can improve/ revise their submitted assignments • Provides support materials that may include: video clips to explain concepts, notes, vocabulary flashcards, directions for how to navigate Schoology, daily planner of current and past events, etc. • Allows parents to send a message to teachers 	<p style="text-align: center;"><u>Academics:</u></p> <ul style="list-style-type: none"> • view overall grade for a course • view missing assignments (ZAP reports) <p style="text-align: center;"><u>Other</u></p> <ul style="list-style-type: none"> • schedule conferences • view student attendance • view student schedule • pay food service fees • view student discipline reports • view student locker information • view Skylert messages • view messages from teachers

Other points of emphasis:

- Assignments submitted to Schoology need to be assessed by the teacher before being assigned a grade. This doesn't necessarily happen automatically or instantly.
- Assignments submitted to Schoology are "timestamped," meaning they show what time and date they were submitted.

SRRMS Communication Guide

If you have a question about:	Contact	Phone Number	Email Address
Athletic or Activity registration, events, fees, etc.	Middle School Activities Director: Phil Klaphake	258-1569	phillip.klaphake@isd47.org
Media Center fines, overdue books, internet usage agreement, etc.	Media Center Staff: Cindy Hiedeman	258-1502	cindy.hiedeman@isd47.org
Student schedules, academic programming or concerns, mental health support, attendance records, etc.	Student Services/Guidance Office Staff: Renee Biggerstaff Or Your student's counselor/social worker	258-1413	renee.biggerstaff@isd47.org tim.christoferson@isd47.org scott.herold@isd47.org lisa.jarnot@isd47.org james.turner@isd47.org
Health information, medication, health records, immunization records, etc.	Health Secretary: Jess Efraimson	258-1407	jessica.efraimson@isd47.org
General information, Fee payment, volunteer opportunities, etc.	Front Office Staff: Sue Rudnick or Lisa Anderson	654-9073	susan.rudnick@isd47.org lisa.anderson@isd47.org

Sauk Rapids-Rice Middle School



PATH of the

AREA	P Prepared	A Accepting	T Trustworthy	H Helpful
Schoolwide *Includes STORM After School and Achieve	-Be ready -Know your space -Be safe	-Respect all -Be kind -Listen	-Be honest -Follow directions -Speak well of others	-Take turns -Walk -Clean up
Classroom	(Includes "Schoolwide Expectations - Classroom specific matrices may be developed)			
Hallways	-Be aware -Transition quickly	-Allow others space -Greet others	-Do your job -Use manners -Hands/Feet/Objects to yourself	-Use voice level 1 or 2 -Keep your locker clean -Leave hallways clean
Lunch (Commons) * Breakfast & Lunch	-Be aware of signals -Have lunch money in your account	-Invite others -Be friendly	-Wait your turn -Be where you should be -Pay for your items	-Use voice level 3 or lower -Leave area clean
Lunch (Community Rooms)	-Complete sign up process -Bring iPad with pass displayed	-Invite others -Be a good Digital Citizen	-Use school appropriate and educational apps and sites	-Use voice level 1 or 2 -Leave area clean
Restrooms	-Ask permission -Return to class quickly	-Wait patiently -Use kind words	-Respect privacy -Report problems -Leave device in classroom or locker	-Flush -Wash hands -Leave area clean
Bus	-Be seated immediately -Watch for traffic/danger zone -Be ready for your stop	-Help others be ready for their stop -Make room for others	-Follow bus rules -Be responsible for your items	-Be safe -Use voice level 1 or 2 -Keep little problems little
Online	-Have device fully charged -Know internet safety	-Post only kind words -Respect the views of others	-Stay on task -Follow district guidelines	-Collaborate to problem solve -Communicate positively
Extra-Curricular	-Bring your equipment/materials -Practice	-Encourage others -Accept the outcome	-Stay at the activity -Participate fully	-Be safe -Leave space clean

TENNESSEN WARNING TO STUDENTS AND PARENTS

Minnesota statute 13.04 requires that school districts provide the following warning or notice to parents and students. Parents and students should be advised that:

1. Students attending school in the school district, or their parents, will be asked to supply information to school personnel in the ordinary course of school business. This may include information requests such as homework assignments or tests, questions asked of students during classroom discussions or other classroom activities, information requested of students or parents relating to a student's participation in school-related athletic or extra-curricular activities, or questions asked of students or parents during a scheduled or an informal conference with a teacher or administrator, either by telephone or in person, relating to the student's behavior or academic performance.
2. The information will be collected by the school district in order to evaluate the student's current level of performance with respect to educational programs, to maintain discipline within the school, and to determine the student's needs and preferences relating to the education program. The education program includes athletic or extra-curricular activities, for purposes of this notice.
3. Students or parents are not required by any law or regulation to supply the information requested. However, the school district expects that students will participate fully in their educational program by completing homework assignments and tests, participating in classroom discussions and activities, and that students and parents will participate fully by providing information relating to academic performance, athletic or extra-curricular activities, or behavior. The consequences for refusing to supply the information requested will relate to the need for the request, and may result in reduced grades, ineligibility to participate in athletic or extra-curricular activities, or, in the case of a school district employee's investigation into the student's behavior, may result in action being taken without complete information.
4. Information collected as described in this notice will be provided to school district personnel or others having a legitimate educational interest in obtaining access to the data, and to state and federal authorities having statutory rights of access to the data.