

**Pine Island Middle School
Student Handbook
2019 - 2020**



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DISTRICT DIRECTORY

District Office

Superintendent, Dr. Tammy Champa

High School

Principal, Mitchel Schiltz

Middle School

Principal, Josh Westphal

Elementary School

Principal, Dr. Cindy Hansen

Student Services Coordinator

Jill Peterson

Food Service Director (Chartwell)

Sandy Stefl-Reese

School Nurse

Kimberly Pokrandt

Krista Despins

Custodial Services

Scott Stockdale

Transportation Director

Lisa Swanson

Community Education Director

Kelly Barker

Activities Director

Lisa Myran-Schutte

PINE ISLAND MIDDLE SCHOOL STAFF

Office

Josh Westphal, Principal
Jennifer Tilford, Office Staff
Deb Kaye, Office Staff
Jeffrey Sjoblom, Resource Officer

Special Education

Becky Zincke
Lisa Daak
Marlee Rosenthal
Dawn Lenz
Michelle Roberts
Scott Morgan

5th Grade

Kelly Ganrud
Karen Lenn
Stephanie Swift
Kristy Barnett

6th Grade

David Barnett
Shelby Kann
Amy Northrop
Mark Passow
Emily Davis

7th Grade

Greg Arens
Wayne Dickie
Kim Jones
Joe O'Donnell

8th Grade

Scott Miller
Kamryn Peterson Rucker
Grace Firari
Josh Pederson

Counselor

Michael Goodwin

Specialists

Art – Krista Flaig
Music – Barb Hoppe/Joe Mish/Michael

Jeffrey

Health/PE – Matt Northrop/ Scott

Nelson

Technology – Peter Johnson
Spanish – Jessica Zielinski
FACS – Angela Koster
Talented & Gifted/Media Center – Kiah

Solberg

A.D.S.I.S-Shannon Kelley
Instructional Coach- Cindy Palm

The Principal may use their discretion on all rules and regulations contained in this handbook. Accommodations may be made as necessary. The primary intention of the Principal and District is to be consistent in following the rules in this handbook, but rules may be dealt with on a case by case basis.

A

ACCIDENTS AND ILLNESSES

The school must be able to reach parents quickly should an emergency arise involving their child. We ask all parents to fill out and return a student update form each year to ensure parent contact accuracy. Parents will be notified when their child is injured or becomes ill. We will contact the emergency contact person listed on the student form if we cannot reach parents at the telephone numbers provided. Please be sure to check the contact information in Skyward to ensure accuracy.

ACCIDENT INSURANCE

The school does not cover any student for accidents that occur while school is in session, going to and from school, or participating in a school sponsored activity.

ADSIS

Pine Island Middle School has a program called ADSIS (Alternative Delivery of Specialized Instructional Services). The purpose of ADSIS is to reduce special education referrals through an academic and behavior intervention program for qualifying students. Through a grant with Minnesota Department of Education, the district was able to hire a licensed teacher, a behavior interventionist, and paraprofessional who will intervene with the goal to get the students up to grade level either in reading/math or behavior before seeking out special education services.

ALCOHOL, DRUGS, TOBACCO

The use, possession, sale, or transfer of tobacco, alcohol, toxic, simulated and/or controlled substances or associated paraphernalia in school, on school transportation, at school-sponsored events, or in any other school-related location is prohibited.

A. Chemicals include, but not limited to:

1. Alcohol includes any alcoholic beverage, malt beverage, or fortified wine or other intoxicating liquor.
2. Tobacco means cigarettes, electronic cigarettes and accessories (tobacco and other), cigars, cheroots, stogies, perique, granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco, snuff, snuff flour, cavendish, plug and twist tobacco, fine cut and other chewing tobacco, shorts, refuse scraps, clippings, cuttings and sweepings to tobacco, and other kinds and forms of tobacco, prepared in such manner as to be suitable for chewing or smoking in a pipe or other tobacco-related devices.
3. Controlled substances include: narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, cannabis (marijuana), anabolic steroids, or any other controlled substance as

defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. 812, including analogues, "look alike"/simulated/synthetic drugs, over-the-counter medications and any mind/body altering substances/chemicals.

4. Toxic substances include glue, cement, aerosol paint, or, for purposes of this policy, any substance that causes involvement of the central nervous system.

B. School District Location includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event or functions, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

C. Chemical use is defined as drinking, snorting, smoking, swallowing, chewing ingesting, injecting or otherwise absorbing into the body, chemicals as defined in this policy. Chemical use also includes being under the influence of chemicals.

D. Provider is any person selling drugs or providing drugs for other persons whether money is involved or not. *Minnesota Drug-free Law - MN State Statute §152.01.

E. Consumption is any ingestion of any chemical in any form; being under the influence of any chemical.

F. Being under the influence means having ingested or otherwise introduced chemical substances into one's bodily system to an extent that physical and mental processes are impaired and there is discernible evidence of such symptoms as problems with coordination and balance, slurred speech, irrational behavior, glassy eyes, odors, profuse sweating, or the like that is not attributable to other causes.

G. Chemical abuse means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that normal functioning in academic, school, social activities, or the workplace is chronically impaired.

H. Possess means to bring any chemical into a school, on school grounds, or to a school activity; to have chemicals on one's person, among one's belongings or under one's control while in school, on school grounds, or to a school activity; to have chemicals on one's person, among one's belongings or under one's control while in school, on school grounds, on school transportation, or at a school sponsored activity, regardless of whether the person was then aware of the possession.

I. Drug paraphernalia means all equipment, products, and materials of any kind, except those items used in conjunction with permitted uses of controlled substances, which are knowingly or intentionally used primarily in (1) manufacturing a controlled substance, (2) injecting, ingesting,

inhaling, or otherwise introducing into the human body a controlled substance, (3) testing the strength, effectiveness, or purity of a controlled substance, or (4) enhancing the effect of a controlled substance.

J. Chemical use pre-assessment means the gathering of observable information (i.e., attendance, discipline records, behaviors of concern) from parents, school staff, supervisors, and/or the student or employee for the purpose of determining if the pre-assessment team will recommend to the student and parent(s) that a formal chemical use test and/or assessment/evaluation be obtained from a health professional.

K. Chemical use test means the technology (i.e., breathalyzer for alcohol consumption, urinalysis for a number of substances) to determine if the consumption of a substance has occurred.

L. Chemical use assessment/evaluation means a Rule 25 Chemical Use Assessment as defined by state statute.

Consequences: The following consequences may occur if it is determined that the student 1) is suspected of using or possessing alcohol, tobacco or other drugs and chemicals or paraphernalia during school hours, on school buses, on school grounds or at school sponsored events/activities or has 2) distributed or intended to distribute chemicals at school, on school grounds, on school buses, or at school activities/events:

Offense	Minimum number of days of in school/alternative to suspension (recommended) or out of school suspension (Alcohol, tobacco, drugs or other chemicals)	Pre-assessment with Social Worker/ Counselor	Principal or designee may bring forward a recommendation for expulsion.
First	1-3 consecutive days	Yes	Yes
Second	3-5 consecutive days	Yes	Yes
Third +	Ten consecutive days	Yes	Yes
Distribution /Intent To Distribute	Minimum of five consecutive days	Yes	Yes

NOTE: Circumstances may warrant a departure from the consequences stated above.

- All of the above violations warrant the notification of Law Enforcement.

ARRIVAL AT SCHOOL

Students are not to arrive at school before 7:30AM due to limited adult supervision. Breakfast will be served at 7:30AM for students in the cafeteria. Students entering the building-should enter the main doors and stay in the cafeteria.

ASSEMBLIES

Assemblies are planned periodically as part of our school curriculum. Typical assembly themes include science, the arts, cultural presentations, athletics, and other professional speakers. Student attendance is a requirement unless parents request that their child not participate. Exemplary etiquette and good citizenship is expected of all students who attend.

When attending an assembly, parents are asked to sit in the designated area for guests so that classrooms of children may sit together.

When gathered for large group assemblies, everyone needs to help out by following the guidelines listed below:

1. No talking when performers are speaking or performing.
2. When talking is allowed do so in quiet voices.
3. Sit flat on your seat to permit others to see.
4. Clap respectfully (no whistling, booing, or stamping of feet).
5. Refrain from the use of electronic devices unless asked to use them.

ATHLETIC PASSES

Athletic passes will be sold for both students and adults through our online fee payment system, which can be found on our website prior to the opening of school. Persons who wish to purchase passes after that date should contact the office. Prices for athletic passes are determined by the Board of Education on an annual basis. An athletic pass enables the person to whom the ticket is sold to attend all athletic events throughout the school year.

These passes are good only for athletic events and cannot be used for other events, i.e. music concerts or drama presentations. Tickets for these events will be sold on an individual basis.

ATTENDANCE POLICY

Classroom experiences are meaningful and essential components of the learning process. Meeting class attendance requirements helps instill concepts of self-discipline and exposes the student to group interactions with teachers and fellow students. Being in school enables the student to listen and participate in class discussions and involves the student in educational experiences not available in other settings. Many instructional and learning opportunities lost through absence from class are not able to be made up.

The parental attitude toward excellent school attendance is the most significant factor in a student's attendance record. Along with that, good school attendance is one of the major contributors to a child's success in school. The responsibility to see that students are in school and on time rests with his/her parents or guardians. All attempts should be made to limit student absences and to avoid absences for routine appointments, vacations, shopping, baby-sitting, etc.

Reporting An Absence

When an absence or tardy is necessary, please contact the school as early as possible. We encourage you to provide attendance information electronically. Please go to our website and click on "Report an Absence", then click "5-12 Absences". The web page can be found at <http://www.pineisland.k12.mn.us>. If you do not have web access, please call or e-mail the Office. 356-8326 / mshsabsentstudent@pineisland.k12.mn.us

Parents/Guardians of students who fail to report an absence/tardy, will be called at home or work.

CLASSIFICATION OF ABSENCES

EXCUSED ABSENCES

These absences are subject to administrative authorization. The authority to decide whether an absence is excused or unexcused rests with the building principal. Absences normally excused include:

1. Illness. A physician's statement may be required at the discretion of the building principal or counselor.
2. Medical, dental, legal and other professional appointments, excluding photographers.
3. Family emergencies. * **Multiple or frequent requests may be denied.***
4. Religious observances.
5. Parent/guardian requests. These absences will be excused at the discretion of the administrator. * **Multiple or frequent requests may be denied.***
6. In or out-of-school suspensions imposed by the administrator.

Students may make-up work missed due to excused absences for full credit. Work must be made up within two (2) school days for each day absent unless other arrangements have been made with individual classroom teachers. Any decisions regarding special arrangements should be made during conversation with the teachers. Eg. A student who misses two (2) days of school because of illness would have 4 days to make up their work starting the first day the student is back to school. Week 1: Student misses Thursday and Friday excused, they should have all work made up by the end of day on Thursday of week 2. **After that time, credit may be reduced for the work.**

SCHOOL-SPONSORED EVENTS

Absences due to field trips or other school-sponsored activities - These absences will be excused providing the student has followed appropriate pre-excuse procedures. Students and parents should note that although it is good for students to be active in many activities at school, you should use caution and common sense when taking, attending, or participating in school activities. There is no good substitute for being in class when a lesson is being taught. Sometimes the right decision is to not attend special trips or activities when you have a choice. Please make these decisions with the help of your parents, teachers, and advisors.

UNEXCUSED ABSENCES

All unauthorized absences are unexcused absences. These absences are subject to intervention procedures that may include, but are not limited to:

- Conference with the classroom teacher.

- Conference with the principal.
- Conference with the counselor.
- Parent conference.
- Assignment to detention.
- Assignment to Saturday school.
- In-school suspension.
- Truancy petition filed.
- Assignment to alternative educational placements.

School work missed during unexcused absences must be made up; however, credit may not be granted.

Students and parents will be expected to monitor attendance and set up the Skyward student management program to send automated notices to them when their child is absent. If there is an attendance error, please contact the front office. Both parents and student can have access to the system at their convenience. Students and parents should monitor the attendance to make sure there are no mistakes—Unexcused absence may earn after school detention.

TARDINESS

A student who is not in their seat when the bell rings is considered tardy; if a student is more than ten (10) minutes late to class, he/she will be considered absent.

All tardies are considered unexcused unless the student has been detained by another teacher or has an excused pass from the office. If a student is detained by a teacher, he/she should get a pass to the next class from that teacher, so that it will not be recorded as a tardy. Students should try to have meetings with teachers either before or after school or during a time that is free for both the student and the teacher. If a student does need to be detained by a teacher, the teacher should communicate with the student's teacher in the next class during passing time, if possible.

Teachers and study hall monitors should record the tardy in Skyward. Students who are late will receive an unexcused tardy unless they have a pass or prior permission. (See Attendance Procedures below)

Being late is not acceptable, but we understand that at times things happen. Because of this, the first two tardies will not result in consequences from the office. Three tardies may result in detention. Each tardy after that may result in further detention or more severe consequences. This tardy count will start over each month break

BELL SYSTEM

Bells are used to signify the end and start of class. Students are expected to stay in their seats and not line up at the door before the end of class bell rings. There is a 3 minute passing time between each class where students can travel from class to class. During that passing time there should be no running or yelling in the halls. The volume should always be at normal talking level and students should keep their hands to themselves.

ABSENCE CORRECTION

Students and parents should monitor their attendance in Skyward. When your child is absent, there will be an automatic call made in the morning and evening notifying parents of the unexcused absence. If there is not a valid, excusable reason for the absence, the student will be assigned at least one hour of detention for each period missed. Students and parents will be expected to monitor attendance in Skyward. Both parents and student can have access to the system at their convenience. After verifying that there is not a mistake in record keeping, the student will be assigned their consequence.

Unexcused Absence and Truancy Policy

1. Minnesota Statute 260A.02 mandates that if a student has three or more unexcused absences from three or more periods on three different days, the student may be classified as a “continuing truant”. These days do not have to be consecutive. At this point, parents/guardians will receive a letter of concern from the building principal. Students will also be contacted by the office to discuss a plan to improve attendance.
2. If unexcused absences continue, the school may utilize all available resources to help remedy the problem including: phone calls and home visits from school staff, meetings with school professionals, assignment to detention or in school suspension, and any other interventions deemed appropriate.
3. When a student accumulates seven unexcused absences from all or part of a school day, a truancy citation may be filed with the County Attorney.

Excused Absence Policy

- When patterns of excessive excused absences are detrimental to the success of a student, district personnel will implement interventions.
- A parent/guardian may clear three days per month that the school is in session. Subsequent clearances for illnesses require verification by a doctor or other valid health care professionals, unless otherwise approved by the building principal.
- If a student is absent for an extended period of time due to illness, a doctor’s note may be required.
- Students may make-up work missed due to excused absences for full credit. Work must be made up within two (2) school days for each day absent unless other arrangements have been made with individual classroom teachers. Any decisions regarding special arrangements should be made during conversation with the High School Principal. Eg) A student who misses two (2) days of school because of illness would have 4 days to make up their work starting the first day the student is back to school. Week 1: Student misses Thursday and Friday excused, they should have all work made up by the end of day on Thursday of week 2. After that time, credit may be reduced for the work.

A student is considered legally truant when he/she is absent unexcused from three or more classes on three or more days. These days do not have to be consecutive. Students who are truant from school will be referred to the appropriate county office for legal action.

Students who have unexcused absences will be contacted by the office. A plan will be put in place to improve the student's attendance, if the attendance does not improve a meeting with the parents, counselor and/or principal will be conducted to determine why the student is not attending class and options or consequences for continued non-attendance. The steps concerning the issue of truancy are outlined as follows.

1. Minnesota Statute 260A.02 mandates that if a student has three or more unexcused absences from three or more periods on three different days, the student may be classified as a "continuing truant". These days do not have to be consecutive. At this point, parents/guardians will receive a letter of concern from the building principal. Students will also be contacted by the office to discuss a plan to improve attendance.
2. If unexcused absences continue, the school may utilize all available resources to help remedy the problem including: phone calls and home visits from school staff, meetings with school professionals, assignment to detention or in school suspension, and any other interventions deemed appropriate.
3. When a student accumulates seven unexcused absences from all or part of a school day, a truancy citation will be filed with the County Attorney

PARENT NOTIFICATION

1. All students will be notified of the attendance policy in the online handbook, they may request a copy of the school handbook and a copy of all course attendance guidelines.
2. If a student's absences from class are adversely affecting his/her grade, the parent/guardian will be notified by the classroom teacher.
3. Parents or guardians may, at any time, call the office and request a summary of their child's attendance. The attendance can be seen at any time by the parent or student by accessing the Skyward site.

REVIEW PROCESS

1. A request for review of absences may be made in writing, in person, or by phone by calling the office.
2. A committee of counselor, county social worker, faculty members, and/or the principal shall conduct such reviews.
3. The parent/guardian and the student must appear in person at the review.
4. Upon recommendation of the principal or the review committee, a recorded unexcused absence may be changed.
5. Upon recommendation of the review committee, a grade reduction due to unexcused absences may be waived.

LEAVING THE BUILDING DURING THE DAY

Students will not be allowed to leave school during the school day unless they have parent permission and the approval of the High School Principal. High School students must sign out at

the office and get their blue permit to leave the building from the office. Pine Island has a closed campus lunch, which means students are not allowed to leave for lunch.

WITHDRAWALS AND TRANSFERS

A student withdrawing or transferring from Pine Island Middle School must present written permission from his/her parent/guardian to the principal. The student will receive a withdrawal form to present to his/her classroom teachers. The teacher will complete this form and initial it after all books and materials have been turned in. Students need to return their withdrawal form to the office when it has been signed by all classroom teachers.

B

BACKPACKS

In grades 5-7 backpacks are to remain in lockers. Special circumstances may be accommodated. Please see your homeroom teacher if you feel you are in need of accommodations.

BALLOONS

Due to allergies, it is requested that parents not bring latex balloons to school. If you would like to bring or send balloons for any celebration, please choose mylar.

BICYCLES

Students are permitted to ride bicycles to school. However, the practice is NOT encouraged. The school cannot be responsible for damage that is done to bicycles while they are parked in the racks. Bicycles should be locked at all times and may not be used between morning arrival and afternoon dismissal. Pine Island Schools recommends always wearing a helmet.

BIRTHDAY OBSERVANCES

Please let the teachers know ahead of time if you would like to send treats to the class to celebrate your child's birthday. Your child's teacher will also make you aware of any classroom allergies. **State rules and regulations prohibit us from allowing treats that are made at home.** Please no chewing gum as treats. It is recommended that parents not have balloons delivered to school for birthdays or other special occasions. We would like to also encourage you **not** to send party invitations to school to be passed out. As you can imagine, this practice causes hard feelings for some students.

BUILDING USE

Anyone wishing to use the building after school hours must contact the office at 356-2488.

BULLYING – complete policy is available on the website and posted in the office

Bullying episodes must be filed using the incident form available online.

Bullying will not be tolerated at any time at Pine Island Schools. Students violating the District Bullying Policy will be disciplined according to the building discipline policy. Bullying may be reported using the online bully reporting form found on the school website.

Bullying is harmful, and not an acceptable childhood experience. It is not “a rite of passage,” “character building,” or a “stage” kids go through. If you see it happen or know of it, you

should report it to a staff member or use the online bully report form. Bullying is repeated behavior (or has the potential to be repeated) directed at one person or group of people and displays an imbalance of power. Bullying is a repeated action that disrupts a student from their academics and includes a range of behaviors:

- Emotional-exclusion, stalking
- Physical-pushing, shoving, hitting, beating
- Sexual-remarks about sexual preference, body, activities, spreading rumors, or hitting, grabbing, pulling or punching body parts or clothes
- Words-racial and sexual slurs, remarks about body, mind, name, glasses, family, language, religion, socioeconomic status, etc.

BUS SERVICE

All students are expected to adhere to a basic set of bus rules that helps ensure safety for all. These rules apply when students are at the bus stop as well as on the bus. Please refer to the following for specific rules:

A. Rules at the Bus Stop

- a. Get to your bus stop 5 minutes before your scheduled pickup time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
- f. After getting off the bus, move away from the bus.
- g. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- h. No fighting, harassment, intimidation or horseplay.
- i. No use of alcohol, tobacco, or drugs.

B. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs and belongings to yourself.
- f. No fighting, harassment, intimidation or horseplay.
- g. Do not throw any object.
- h. No eating, drinking or use of tobacco or drugs.
- i. Do not bring any weapon or dangerous object on the school bus.
- j. Do not damage the school bus.
- k. Sit in your seat facing forward.

C. Bus Riding Expectations

- a. Respect authority
- b. Display appropriate social skills.
- c. Respect the rights of others.
- d. Follow the directions of the driver the first time.
- e. Remain in your seat.
- f. Keep all parts of your body inside the bus.
- g. Keep the noise down.

D. Consequences

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

Note: Students who display serious discipline problems at the bus stop or on the bus may have their riding privileges suspended. In such a case, it is the responsibility of the parent to transport their child to and from school in a safe manner. At the end of the school year, the student's consequences will be dropped and each student will start with no offenses.

C

CANDY AND POP

In grades 5 and 6 no gum is allowed during the school day and students may only bring water from class to class if it has a top on it. In grade 5 there is a designated snack time in the morning and students in grade 6 may bring a working snack during class time.

In grades 7 and 8 food, gum and drinks are allowed during class unless they become a problem. Drinks must have a cap or cover to prevent spills. If the food or drink becomes an issue, the teacher is able to remove this privilege. There may be certain times where food or drink may not be allowed and the teacher will make that known.

*See food service for cold lunch expectations.

CELL PHONES AND OTHER ELECTRONIC DEVICES

This policy defines the rules for use of electronic devices in the district facilities.

Definitions:

1. PDA – stands for Personal Digital Assistant
2. Electronic Device is any device used to communicate, record, or play-back data. Examples are pagers, cell phone, camera phone, PDA, digital camera, digital video camera, recorder (both tape and digital), music players (ipod, mp3), and other such devices which may be disruptive in a classroom.
3. Nuisance Device is any device which causes an interruption or distraction in a classroom environment or other student activity.

General Considerations

1. Personal data devices include personal computers, cell phones, personal reading devices, devices that connect to the internet and / or can be used for interpersonal communication. Pine Island Public School believes that students need to use current technology in ways that are appropriate for education and communication for educational purposes.
2. In grades 5, 6, and 7 personal devices are not allowed in the classroom or learning areas. In grades 5 and 6, personal devices should not be used in the lunchroom or playground area. It will be the students responsibility to find a safe place for the device if they bring it to school.

3. In grade 8, personal devices should not be heard or seen in the classroom/learning areas. Students are expected to use them in a respectful way at appropriate times if they bring them to school. Students may use their personal device during passing time and lunch. There may be times when use is allowed but it is ultimately up to the teacher or supervisor.
4. No image capturing device may be used in the restrooms or locker rooms without special permission from the administration.
5. The Pine Island School District is not responsible for any personal devices brought by students.
6. If a student is found to be using a personal device in an inappropriate way, they will first receive a verbal warning. If the student is caught again using their personal device in an inappropriate way, they will need to turn in their device to the office for the remainder of that day. If a pattern occurs, an individualized plan will be put into place for that student. There may be cases where steps are skipped depending on the situation.
7. If a smartwatch or wearable device becomes an issue of any kind the student may be asked to remove it or to refrain from bringing it to school.

CHANGES IN CONTACT INFORMATION

Please notify the office immediately if there are any changes in your address or phone number. Parents are responsible for ensuring that the school always has a working phone number with which to contact you in case of emergency or other related school business.

CHEATING

Students may not copy other student's' assignments or allow their own work to be copied. Cheating on tests or quizzes will be determined by the classroom teacher. The teacher will assign appropriate academic penalties in the classroom and may refer to student in question to the principal for assignment of additional consequences. In many cases, the student will receive no credit for the assignment with no chance for making it up.

Plagiarism on written assignments will be determined by the classroom teacher. The teacher will assign appropriate academic penalties in the classroom and may refer the student in question to the principal for assignment of additional consequences. (See district cheating policy in the appendix for more details.)

CHECKS

Please make any lunch, milk or activity checks payable to the Pine Island School District.

CHILDCARE

COOL PANTHERS

The Pine Island School-Age Childcare Program believes that all children deserve a safe, nurturing, educational and fun environment to be in at all times. Cool Panthers provides rich enhancing activities while also emphasizing homework and reading. Both groups offer many fun activities including board games, puzzles, books, manipulative objects, group games, brain games, simple crafts, and experiments.

The Cool Panthers program is able to accommodate children on either a full-time or part-time basis. All children must be pre-registered to participate in the program. For registration information, contact Darla or Kelly in the Community Education Office at 507-356-8876.

School-age childcare is provided:

Monday through Friday before school:	6:00AM-7:30AM
Monday through Friday after school:	3:15PM-6:00PM
Non-School Days:	6:00AM-6:00PM
Monday through Friday summer care:	6:00AM-6:00PM
Scheduled Early Dismissals:	Dismissal time – 6:00PM
Early Dismissals due to weather:	2 hrs. after dismissal time
Pine Island Schools are closed due to weather – COOL PANTHERS CLOSED	

CHROMEBOOKS

All students in grades 5-8 are issued a Chromebook for the school year. It is the responsibility of the student to abide by the policies related to the devices given to them when they received their device.

If a student is found to be using their Chromebook in an inappropriate way, they will first receive a verbal warning. If the student is caught again, they will need to turn in their device to the teacher/supervisor for the remainder of that class period. If a pattern occurs, an individualized plan will be put into place for that student. There may be causes where steps are skipped depending on the situation.

CLOSINGS

– See School Reach

COMMUNITY EDUCATION

Kelly Barker is the Community Education Director for the Pine Island School District. She can be reached at kbarker@pineisland.k12.mn.us or at 507-356-8876. Community Education can also be accessed from the main page of the district web-site.

CONFERENCES

Conferences are designed and scheduled to serve as a very important component of your child's education. We take great pride in our level of communication and view parent-teacher conferences as an essential component of the process and encourage all parents to attend these sessions. Please see the district calendar for conference dates. Grade level teachers will also be in communication about conferences.

CURRICULUM

Students at Pine Island Schools are taught a balanced curriculum developed and reviewed regularly by teams of educators. It is an on-going practice to ensure that our students are receiving the best materials and instruction. The curriculum aligns with the Minnesota Department of Education standards in all content areas. Specialists from our district provide art, physical education, music experiences, library, technology, and character education.

D

DAILY ANNOUNCEMENTS

The office staff will put out a daily bulletin of relevant announcements each morning on the website. Parents are encouraged to access this site for upcoming events, and other important information. Only emergency announcements will be made over the intercom at the end of the school day.

DANCE GUIDELINES

Any school organization planning a student dance must follow the guidelines and procedures listed below:

1. The dance date and time must be approved by the middle school principal.
2. Middle school evening dances are for grades 7 and 8 only.
3. Middle school dances must conclude by 10PM.
4. The middle school student council must approve the dance date and time with advisor.
5. The Pine Island Dress Code is in effect at all school sponsored events.
6. The students in the sponsoring organization are responsible for:
 - Making arrangement for the DJ
 - Handling publicity
 - Selling tickets before the dance
 - Securing chaperones – see below
 - Putting up decorations, if any, and taking them down when the dance is over
7. The advisor for the sponsoring organization is responsible for:
 - Ensuring that the date and time are listed on the “building use” calendar
 - Securing cash box from the business office
 - Providing oversight for student responsibilities
 - Acting as a chaperone for the dance
8. A minimum of six adult chaperones shall be present for all dances. Two of these chaperones shall be employees of the school district.
9. No students will be admitted to any dance after 8:30PM
10. Students who leave the dance at any time may not be readmitted for any reason without the permission of an administrator on duty.
11. Student Behavior:
 - Students attending any school-sponsored dance are expected to display appropriate behavior and to comply with the requests of the adult supervisors.
 - Students who are disruptive or insubordinate at any dance will be asked to leave immediately.
 - The administrator or advisor in charge of the dance is expected to call the student’s parents to report the situation.
 - If an administrator is not present at the dance, he/she should be informed of the incident on the next school day.
 - The administrator or person in charge of the dance is expected to call a Goodhue County Sheriff’s deputy immediately if a student refuses to leave or follow supervisor/chaperone requests.

- The administrator or advisor in charge of the dance is expected to report any student suspected of being under the influence of alcohol or drugs to a Goodhue County Sheriff's deputy. The student should be detained until his/her parents have been called and can come to pick the student up.
- The principal will meet with any student who is disruptive, insubordinate, or suspected of being under the influence of alcohol or drugs on the next school day after the dance to assign appropriate consequences.

DATA PRIVACY ACT

Each building principal shall be responsible for maintaining and securing the privacy and/or confidentiality of student records. Student records may be reviewed only with written permission of the parent or the student (if the student is 18 years of age or older) except under the following circumstances:

1. When school officials have a legitimate educational interest in the student's records.
2. When student records are forwarded to other schools or postsecondary education institutions to which the student transfers, applies for admissions, or enrolls.
3. When the student's records are concerning financial aid for which the student has applied or received.
4. When it is for educational research, with the permission of the superintendent. Researchers may review records and report information that does not identify individual students.

DISCIPLINE

– School Wide Positive Behavioral Interventions and Supports (SW-PBIS)

The school-wide approach to discipline focuses on positive behavior while incorporating the teaching of school-wide behavior expectations. A systematic approach ensures that behavior that is not acceptable in our schools is attended to in a consistent and efficient manner.

The program is structured to promote personal responsibility while recognizing students for success. The following information is a quick overview of the program.

Positive Recognition

Panther PRIDE slips will be submitted for students demonstrating positive character.

Infractions

Minor Tickets will be issued for minor behavior offenses. A minor is a formal and documented warning.

Major Tickets – The accumulation of multiple minor referrals OR a more serious offense will lead to a major referral. When a major is given, the student will have a meeting in the office, parents will be notified, and a consequence will be served.

Individual Classroom Behavior Management

The classroom teacher is the first line of authority in the school. Teachers shall have the responsibility of attempting to modify disruptive or inappropriate behavior that occurs in their classroom by discussing the behavior with the student and informing the parent of the behavior that is taking place in class before referral is made to the principal. Teacher interventions may include, but are not limited to:

- Teacher-student conferences
- Parent conferences
- Assignment of appropriate consequences
- Use of positive reinforcement
- Referral to the principal

Referral to the principal

Referral to the principal will take place when teachers or other school personnel feel that their attempts to modify disruptive student behavior have not been successful. A call/email made/sent by the principal to a parent about a disruptive behavior should not be a surprise to the parents. Students or parents may also refer concerns regarding discipline directly to the principal. In all instances, teachers or school personnel should provide written documentation regarding the behavior incident and any interventions attempted. The principal will investigate the misconduct and interview any other students if deemed necessary.

If the principal determines that disciplinary procedures are necessary, action will be taken including, but not limited to, any combination of the following:

Telephone call or written communication to parent/guardian.

- Reprimand.
- Assignment to detention.
- Assignment to Saturday school.
- Student contract set up.
- Referral to counselor.
- Parent/guardian conference.
- Teacher conference.
- Student placed on work detail.
- Assignment of written report or apology.
- Restricted privileges.
- Revised class schedule.
- Removal from class.
- Referral to Student Assistance Team.
- Referral to community resources.
- Referral to Student Support Team.
- In-school suspension.
- Out-of-school suspension.
- No Trespass notice issued.
- Revocation of bus privileges.
- Assignment to work service or restitution.
- Referral to School Board Discipline Review Committee.
- Recommendation to the School Board for expulsion.
- Referral to law enforcement.
- Other disciplinary actions deemed fair and reasonable.

Repeat or multiple offenders

- Students who are repeat or multiple offenders will be expected to serve assigned consequences. Students may be excluded or expelled for being insubordinate and not following directions and expectations.

Recommendation for alternative educational program or change of placement.

The administrator will recommend that an alternative educational program or change of placement be considered or required when a student's behavior meets one of more of the following criteria:

- The student's behavior continues to be disruptive to the educational process after referral to and intervention by administration and/or student support services personnel.
- The student refuses to follow the rules and regulations provided in student handbook.

Recommendation for expulsion.

The administrator will recommend that the Board of Education expel any student whose behavior meets one or more of the following criteria:

- The student is in possession of a weapon on school grounds or at a school-sponsored event.
- The student's behavior threatens the safety of other students or staff members.
- The student meets the criteria for expulsion as indicated in any district policy or procedure.
- Students who meet the above criteria and who qualify for special education services will be referred to the IEP team for consideration of change of placement.

DETENTION

When detention is issued, the student and guardian will be notified as to why the detention was assigned and the time and date it will take place. An administrator will assign all behavior related detentions. For information on afterschool academic support, see section titled PASS. Students who are assigned detention must comply with the following guidelines:

1. Report on time
2. Students may not talk or sleep while in detention
3. No headphones of any type may be used in detention
4. Students must bring books or other schoolwork to complete.
5. Students are expected to work the entire period.
6. Students who fail to comply with these guidelines will be referred to the building principal for appropriate consequence.

Students who are unable to be at detention for whatever reason must notify and be excused by the principal prior to the designated date and time. Failure to do so will result in additional consequences being assigned by the principal. In most cases if a student skips their detention they will need to make that one up plus an additional one. If one of those are skipped, the student may receive an in school suspension.

Discipline - Corporal Punishment

The 1989 Minnesota State Legislature created a law, which **prohibits** corporal punishment. The law states that "corporal punishment means conduct involving: 1. Hitting or spanking a person with or without an object; or 2. Unreasonable physical force that causes bodily harm or substantial emotional harm." It further states that "An employee or agent of a public school district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon

a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct. A person who is guilty of the use of corporal punishment is liable for prosecution under the law.”

While the majority of problems with students will be able to be handled promptly and without force in a school setting as they arise, an occasional situation may require the use of force. Minnesota Statue MSA 609.06 states the following: “Reasonable force may be used upon or toward the person without his consent when the following circumstances exist: When used by a parent, guardian, or teacher, or other lawful custodian of a child or pupil in the exercise of lawful authority or restraint to correct such child or pupil...”

The exercise of reasonable force should consider age, size and physical condition of the pupil, motivation of the teacher, prior conduct of the pupil, nature of the pupil’s action and type of force used. Teachers are to exercise special caution when using force on children with deteriorated physical condition or small size; teachers are not to act out of malice, anger or revenge in which instances, actions might not be considered reasonable; a pupil actively engaged in harming another person or school property may require a teacher to take immediate and drastic steps to stop such action. Abusing students either physically or verbally is potentially degrading and is inconsistent with sound educational practice. By law any cases of physical abuse by a staff member must be reported to county officials.

DISMISSAL POLICY PRIOR TO THE END OF THE REGULAR SCHOOL DAY

Parents wishing to pick their children up early from school must do so through the office. Parents are encouraged to send a note to their child’s teacher and contact the office indicating that they will be picking their child up early from school. This practice allows the teacher adequate time to prepare materials that need to be sent home. Parents are asked to not interrupt the classroom prior to the end of the day unless there is an emergency.

Please notify the office by 2:00 PM with any changes to where your child needs to go after school.

DRESS CODE

The district wants the dress code to help bring a level of appearance that supports and also advances Pine Island high standards of achievement in other areas. They believe that the dress code is an important part of helping students learn how to express themselves appropriately, and the district also feels that positive but not excessive attention to appearance promotes personal and school pride.

Hats, hoods, and jackets are some examples of clothing that are not to be worn during school hours.

Please see Pine Island Public School Policy 504

DRESS FOR WINTER WEATHER

With 400+ students on the school grounds during snowy conditions, it is imperative that the following rules are adhered to:

1. Students must wear boots to play in the snow.

2. If a student does not wear the appropriate gear, he or she will be required to play on blacktop only. If a student does not stay on the blacktop, he or she may be asked to stand by the wall or other location so as to stay dry and out of the wind.
3. No snowballs can be thrown on school grounds.
4. Hoods and jackets may be worn outside but no indoors.

DROP/ADD POLICY

Students wishing to change their schedule must have permission from counselor, teacher, parents, and the building principal. In order to drop or add choir or orchestra students must wait until the end of a semester or the beginning or end of the school year.

E

EMERGENCY CLOSINGS

see School Reach

EMERGENCY DRILLS

Fire drills are required periodically by the State Fire Marshall. The signal for the fire drill will be a long continuous burst of the fire alarm. Students should know the exits and route to use from each of their classrooms they might be in at given time of the day. Teachers will assist in providing more detailed information. Directions for exits are posted in each room. Return to the building only when the signal is given. Students who exit out the front door of the building should not stand in the street waiting for the all clear signal. They should stand on the sidewalks or boulevard across the street.

It is important that students regard these drills seriously so they know the procedures to follow in case of an actual emergency. Setting off a false fire alarm is a criminal offense.

Tornado Drills

1. A tornado drill is conducted each spring.
2. During tornado drills, each classroom goes to a designated area within the building. All children kneel toward the wall with their heads covered.
3. Each classroom displays these routes near their door.

Lockdown Drill/ A.L.I.C.E.

Safety of students and staff is a priority for Pine Island schools. In an effort to be prepared for a variety of dangerous situation that may potentially arise, Pine Island Public Schools is trained in ALICE. School staff will take time to train and practice this response to our students. Part of this training will include at least 5 drills throughout the school year covering a variety of situations and responses. Further information on ALICE may be found on their website at <https://www.alicetraining.com/>.

F

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Education Rights and Privacy Act (FERPA), a Federal Law, requires that Pine Island School District, with certain exceptions, obtain your parent's written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Pine Island School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Pine Island School District to include this type of information from your child's education records in certain school publications.

Directory information is generally not considered harmful or an invasion of privacy. If released, it can also be disclosed to outside organizations without a parent's prior written consent.

If you do not want the Pine Island School District to disclose directory information from your child's records without prior written consent, you must notify the District in writing. The Pine Island District has designated the following information as directory information: (Note: a local education agency may, but does not have to, include all the information listed below.)

Student's Name	Address
Telephone Listing	Date and place of birth
Photograph	Grade Level
Electronic mail address	Members of athletic teams
Honors and awards received	Participation in officially recognized activities

FEES

Season Activity Tickets:

Students: \$30.00

Adults: \$60.00

Family: \$180.00

Senior Citizens (Living In The District): Free upon request

Grade Level Fees:

Grades 5-6: \$7.00 (Planners included)

FOOD SERVICE

The Pine Island Schools began contracts with Chartwells for meal services. Chartwells has a reputation of providing meals with fresh, high-quality ingredients. Plenty of health options will be provided supplemented with nutrition information and education.

Breakfast and lunch are served daily in the cafeteria at a rate to be determined per meal. Please see the food service website for meal pricing. To apply for free or reduced priced meals, contact the district office.

*Parents are welcome to join their child for lunch. Just sign into the office upon arrival.

The food service department in the Pine Island Schools uses a computerized accounting system. Each individual has his or her own account. These accounts will be used like bank accounts where deposits are advance meal payments and withdrawals are lunch, breakfast, and extra-milk items.

Parents have the option to send money to school or deposit money online using the district web-site link.

*Parents may request a statement of all purchases at any time through the cafeteria at 356-8875.

Lunchroom Expectations:

The cafeteria must be kept neat and clean in order for lunch to be pleasant. Every student must do his/her part to clean up after eating. The lunchroom management and other students will appreciate your cooperation in the following:

1. Be orderly in the serving line.
2. Be courteous and respectful to food servers and cafeteria supervisors
3. Eat all food in the cafeteria
4. Return trays and utensils to proper place in an orderly manner
5. Cooperate with supervisors.
6. Use an inside voice at all times in the cafeteria
7. Stay in the cafeteria area unless you have a pass from a staff member to leave and go to their room.
8. Students in grades 5 and 6 should not have their phones or other devices in the lunchroom.

Free and Reduced Price Lunches: Guidelines and applications are available online. They are also available in the district office during the year. If you plan to apply for free or reduced price meals, please do so at least two weeks before the beginning of the school year to ensure that your application is processed and your child(ren) can begin receiving their meal benefits the first day of school. Free and reduced price meal benefits include breakfast, and lunch, but do not include milk or snacks for breaks.

Cold Lunch Expectations – Please feel free to pack a nutritious cold lunch on a regular or occasional basis.

FUNDRAISING

The Pine Island Middle School may engage in one school fundraiser annually. Many individual groups including service organizations such as FCCLA and student council in addition to athletic teams may sponsor fundraisers. **Please know that participation is not expected and is completely voluntary. Please review the district policy on fundraising for more information.**

We realize that there are many other groups raising money for a variety of reasons; however, students are requested not to bring merchandise to school for the purpose of fund raising. The school will not be responsible for any money or fund raising product stolen at the school. Students who participate in any fundraisers are discouraged from selling to staff while in school.

G

GRADE REPORTING

– also see **Report Cards**

The Pine Island Schools issue report cards every nine weeks. Report cards will be posted to family access students with the exception of the end of the year report cards, which will be mailed. We encourage you to enroll to use Skyward and Schoology to allow continuous access to your child's grades and attendance. If you have not signed up for the service, please stop by the office to ask for your login information.

H

HEALTH SERVICES

The Pine Island School District employs a full-time school nurse and health aide during the school year. The health office hours are from 7:45AM – 3:15PM whenever school is in session. If a person should become ill during the school day, he/she should ask permission of his/her teacher and report to the health office. If the nurse or health aide is not available the student should report to the office. Students who become ill during the day will not be allowed to leave the building unless permission is received from the nurse, health aide or the principal. Parents, guardians or persons listed as an emergency contact must be contacted before a student will be sent home from the health office.

- first aid for injuries or accidents
- health screening, including vision, hearing, and early childhood screening
- health and safety prevention for students and staff
- health assessment and consultation for individual education plans
 - monitoring health records and immunizations and similar requirements related to state law
- Coordination of public health services with county and regional services
- Classroom consultation regarding maturation and health education

In order to function well in school, children need adequate rest and nutrition. Please ensure that your child has an early enough bed time routine to guarantee enough sleep. Breakfast is an important part of your child's day. Without it, he/she will not have enough fuel for the brain to think properly. If your child comes to the health office complaining of illness and a small rest doesn't help, we will call you and ask you to pick up your child. Fever, vomiting, diarrhea, or other communicable diseases are cause for immediate exclusion of your child. If, however, your child gets home and no longer seems ill, it is up to you to ensure that the child is not rewarded for this behavior. A full day in bed without privileges (Video Games, TV, outdoor play, etc...) usually provides a permanent cure. If your child has a lot of somatic complaints (headache, stomach ache, etc.), please work with us in an effort to determine the cause of the problem.

Guidelines for keeping children home from school:

Many parents are unsure about when students should stay home from school. Staying home and resting permits the body to combat illness more quickly. If your child is coming down with a communicable disease, remaining at home may prevent spreading the infection to other children. The following guidelines are adapted from recommendations made by Olmsted County Public Health to help parents determine if a child should attend school or remain at home. It is recommended that children should remain home if they have the following conditions:

- severe cold, cough, or sore throat;
- eye infections, especially if discharge is present;
- new skin rashes, especially if draining, unless medical opinion states rash is non-communicable;
- temperature of 100 or more, with or without symptoms;
- nausea, vomiting, diarrhea, or abdominal pain;
- any other sign of acute illness; or
- until results of throat culture is known.

Children may return to school after being ill when:

- Temperature remains normal for 24 hours **without** using a fever reducing medication such as Tylenol;
- no vomiting or diarrhea occurs for 24 hours;
- taking prescribed antibiotics for 24 hours;
- they are symptom free for 24 hours; or advised by a physician to do so.

Head Lice Procedure:

If a student is found to have live lice, his/her parents will be notified.

Upon returning to school following treatment, the student should report to the nurse's office to have his or her hair rechecked for live lice. At one and two weeks following the initial identification of lice, the student will be called back to the health office for a recheck to ensure the lice have been effectively eradicated.

To prevent treatment failure, parents are strongly encouraged to follow all instruction on the lice killing product carefully. Most over-the-counter treatments call for a second treatment in 7-10 days. Because these treatments do not kill all the nits, it is important to remove all nits from the child's hair.

Parents should report all cases of head lice to the health office. Individual classroom notifications will be sent home as necessary. If parents receive notification that there are head lice in the student's classroom, they should check their child's hair carefully for several weeks.

If parents have difficulty getting rid of head lice, they should call the licensed school nurse at 356-8785.

Latex Limited:

As a school district, we attempt to balance two needs: maximum inclusion of students in school life and activities, versus avoidance of potentially life threatening allergic reactions. For some students, exposure to natural rubber latex can cause a potentially life threatening allergic reaction. Two of the more obvious sources of latex are gloves and balloons. Latex gloves have not been used in the building for several years. Vinyl is used instead.

Balloons are another issue because they can be brought in from outside. Latex balloons are dangerous because if they are popped, they can spray potentially deadly latex proteins into the

air. Therefore, latex balloons are not allowed in the building. Balloon bouquets can still be brought to school if they are made of Mylar. Questions regarding latex can be directed to the school nurse at 356-8785.

Medication Administration Process:

Medication taken at school must be administered through the Health Office.

1. When possible, it is preferred that medications be given at times outside of school hours.
2. Students requiring medicine at school shall be identified by parent/guardian to the nurse, who will inform other staff as needed.
3. The Authorization for Administration of Medication Form must be completed by the parent/guardian AND physician BEFORE prescription medications will be given at school. Over-the-counter medications do not require a physician's signature. Students in grades 5-8 may possess and use nonprescription pain relief (Acetaminophen/Tylenol or Ibuprofen/Advil) in a manner consistent with the labeling, if the district has received a signed parent authorization form permitting the student to self-administer the medication. The parent or guardian must submit the signed authorization for the student to self-administer the medication **each school year**. To access more information about over the counter pain medication and self-administration, or to obtain the Authorization for Administration of Medication Form, please see the health office page on the district web-site (click on District, Other Links, and Health Office).
4. State law allows for inhalers or Epipens to be carried by the student upon receiving the physician's written permission and an evaluation by the school nurse. Please contact the office for more information and to complete the necessary forms.
5. For student safety, all medications must be brought to school by an adult. Controlled substance medications will need to be counted with health office staff when brought to school. Parents should provide no more than a one-month supply at a time.
6. All prescription medication must be brought to school in the original prescription bottle. Over-the-counter medication must be brought in the original, sealed, container with the student's name written on it.
7. All medication orders are effective for current school year only.
8. Medication will be kept in a locked cabinet in the health office.
9. Students, without prior approval, observed by school personnel self-administering medications will be reported to the principal.
10. Any medication left at the end of the school year must be picked up by a parent or guardian. With the exception of inhalers or Epipens, the school will not send medication home with a student.
11. Over the counter medication (ie. Tylenol, cough drops, cold medicine) is not provided by the health office. Students in need of these types of medication will need to have it brought from home per policy.

To obtain a complete copy of Pine Island's prescription and over-the-counter medication policies, please contact the health office at 356-8785.

Automated External Defibrillators (AED)

The Pine Island School District now has four (4) AEDs. The AEDs in the school are located in the following locations:

- Outside of the lunchroom
- In the hallway near the gymnasiums

HEALTHY SNACKS

All school districts are required by law to adopt a Wellness Policy that includes nutrition guidelines, goals for nutrition education and physical activity to promote student wellness. The purpose of this policy is to assure a school environment that promotes and protects students health, well-being and ability to learn by supporting healthy eating and physical activity.

When packing snacks, consider the following healthy options:

Crackers	Baby carrots	Single-serve pudding	Fruit	Jell-O
Yogurt	Cheese sticks	Raisins	Pretzels	Popcorn
Dried fruit	Trail mix	Cheese and crackers		Cereal

NOTE: Peanut items are discouraged if there are students with peanut and/or tree nut allergies in a classroom.

HOMEWORK

Each teacher is responsible for giving only as much homework as he/she considers reasonable to expect of children at a particular grade level. All teachers at each grade level will plan together to help ensure that students do not receive more than an appropriate amount that is due on a given day. Homework is a child's responsibility. However, we believe that a parent can help develop "responsibility" in a child. When homework is assigned, we ask for your cooperation in these ways:

1. Provide a quiet, well-lit place to work.
2. Provide guidance, but do not do the work.
3. Make sure assignments are completed and returned to school.
4. Be aware and interested in what your children do at school.

Projects and reports are normally assigned so that ample time is available without the need of a child "burning the midnight oil". If your child does seem to be bringing a lot of homework home regularly, it may indicate a need for a conference with the teacher. If your child is not in school and you want to pick up his/her homework, please call the office by 8:15AM so the teacher can have it ready at the end of the day.

Homework Consequences – Each grade level tracks homework and issues consequences when necessary. Please make sure that you are aware of grade-level expectations.

If your child is absent more than one day, contact will need to be made with the teacher. In many cases, all work can be accessed on Schoology.

Students have 2 days for every **excused** absence day to make up their work without grade penalty.

HONOR ROLL

Each nine week period, two honor rolls will be computed based on a 4.000 grading scale.

To qualify for the "A" honor roll you must maintain a 3.667 average. To qualify for the "B" honor roll you must maintain a 3.000 average or better. No "C" grade will be allowed for the "A" honor roll and no "D" for the "B" honor roll.

Students will be allowed one week into the succeeding quarter to make up incompletes in order to be on the honor roll, unless approved by the building principal for extenuating circumstances. . Incompletes not made up before one week into the next quarter will disqualify a student from being on the honor roll.

I

INFORMATIONAL FLYERS

Flyers to be distributed for students and staff must be approved by the principal. Approved flyers need to be copied, counted and ready for distribution. Classroom teachers and office personnel are not responsible for the collection and return of materials.

INSURANCE

THE SCHOOL DOES NOT COVER ANY STUDENT FOR ACCIDENTS WHICH OCCUR WHILE THE STUDENT IS IN SCHOOL, GOING TO AND FROM SCHOOL, OR PARTICIPATING IN A SCHOOL-SPONSORED ACTIVITY.

INTERRUPTIONS

Once the school day begins, it is our policy not to interrupt classroom instruction. Please do not telephone the school with messages for your children, except in an emergency. These are best handled at home before your child leaves for school. A message that arrives before a student's lunch break can be delivered during the noon hour without interrupting instruction. We know that occasionally an emergency arises where classroom interruption can't be avoided, but we would like to keep it to a minimum.

ITEMS FROM HOME

Parents should ensure that their children do not make a habit of bringing money, or any other item that is valuable to school. Items that are brought for specific purposes and with the approval of the teacher should be returned home as soon as they have served their purpose. All reasonable steps are taken to avoid theft, but the effort requires the cooperation of all employees, students, and parents.

L

LATE AND MISSING WORK POLICY

It is important that students turn in work that is assigned by their teachers. We do understand that emergencies and other circumstances happen where this may not be possible at times. In these cases please communicate with the teacher to see if an exception needs to be made for the work that was

assigned. We ask that this be done prior to the due date of the work. In the end it is up to the teacher if they will grant an extension or exemption for the work.

In a majority of cases the following guidelines will be followed for giving credit for missing work and when it will still be accepted:

-Grade 5= Quarter 1 and 2 until end of quarter and quarter 3 and 4 until end mid-quarter for full credit

-Grade 6= 1 week from the due day (up to 80% credit)

-Grade 7= 1 week from the due day (up to 70% credit)

-Grade 8=1 week from the due day (up to 60% credit)

*If a student has any accommodations related to late work, we will follow those accommodations.

LIBRARY PROCEDURES

The Pine Island Middle School/High School Library is a facility to be used for research, technology exploration, individual study, recreational reading, or for checking out library resources. In order to provide an atmosphere conducive to learning, library users are asked to follow these guidelines:

-Students must have passes to come to the library unless they are accompanied by a teacher.

-Drinks, food and snacks are not allowed in the library.

-Conduct should reflect respect for facilities, materials, and all persons in the library.

-The library follows the same guidelines for student conduct as used throughout the school. In some cases students will be sent back to class. Repeated violations will result in the loss of library privileges.

-There are also flexible learning areas placed around the school. Students working in the flexible learning areas should be quiet so that they do not disturb the neighboring classrooms.

Whichever staff member the student(s) has/have is responsible for their behavior and safety.

Check Out Periods:

Most books and magazines check out for three weeks. You may bring materials in to renew them if needed for a longer period of time. Reference, reserve and the most recent magazines check out for one period or overnight only and are due back in the library before school the next morning. Interlibrary loan book check out periods vary.

Returning Materials:

Materials which you have checked out should be returned in the book drop. Library staff is not responsible for items placed on top of the circulation desk which may be taken by another student before they are checked in.

Overdues:

Overdue notices will be emailed to students with items one week overdue.

If items become two weeks overdue, billing notices will be mailed to parents.

Reminder bills will be mailed to parents at the end of each semester for items still overdue or fines/fees not paid.

Students who have outstanding library fines will have limited borrowing privileges, but may use materials in the library as needed for classroom projects.

Fines and Fees:

The library does not charge daily fines for overdue materials belonging to the school. If library materials are lost or damaged beyond reasonable use, you will be charged the actual replacement cost if it is still in print. Otherwise, the replacement fees are as listed below, based on type of material:

Hardback (fiction).....	21.00
Hardback (nonfiction).....	28.00
Paperback (fiction).....	9.00
Paperback (nonfiction).....	15.00
Oversized books / Reference.....	price varies
Magazine	5.00
Magazine binders	13.00

If items which have been paid for are later returned in good condition, your money will be refunded. Prices may be raised during the year to reflect current costs.

If books or magazines are damaged or defaced but still are usable, a \$1.00 fine will be charged for each item. One dollar will also be charged for damaged barcodes. If materials are damaged in such a way that pages have to be replaced or other time-consuming repairs made, a minimum of \$5.00 will be charged. If this charge is more than the replacement cost of the material, the replacement cost will be charged instead.

Interlibrary Loan Services, Fines and Fees:

Students in grades 5-12 may borrow materials from other libraries within the SELCO/SELS system. Many times such borrowing from other libraries is necessary to expand the resources students need for school projects and assignments. Students are responsible for materials borrowed for them from other libraries the same as they are for materials belonging to the Pine Island Schools.

The replacement cost for lost or damaged materials from other libraries is determined by the owning library and may be more than we would charge for a similar title. The owning library also determines the checkout period and whether or not materials may be renewed.

Media Policy:

Parents have the right to restrict their own child from checking out types of material they deem inappropriate. Parents also have the right to request that their child not check materials out from the library if they do not feel their child is responsible enough to properly care for such materials. Parents wishing to place restrictions on their child's account should contact the library staff.

LOST AND FOUND

Lost items will be placed in the lost and found bins. Parents and students are encouraged to look for lost items as soon as they are missed. At the end of each quarter, items not claimed will be donated to charity.

LUNCH

– see food services

M

MOOD ALTERING DRUGS

- See section on Alcohol, Drugs, and Tobacco.

N

NON-DISCRIMINATION

It is the policy of the Board of Education of Independent School District 255 to comply with federal and state laws prohibiting discrimination and all requirements imposed by or pursuant to regulation issued thereto, to the end that no person shall on the grounds of race, color, national origin, creed, religion, sex, marital status, or status with regard to public assistance, be denied the benefits of or otherwise subjected to discrimination under any education program or activity operated by the district.

O

OPEN ENROLLMENT/NON-RESIDENT AGREEMENT

Open enrollment is designed to enable any pupil to attend a school or program outside the district of residence. When a family moves out of the district, but wishes to have their children continue attending Pine Island Schools, an Open enrollment or Non-Resident Agreement must be completed. These forms may be obtained through the district office.

P

PASS PROGRAM

(Panther Academic Support System)/Academic Eligibility

PI Schools has initiated the PASS Program to help provide additional academic support beyond the school day. Students may be assigned to attend or they may sign-up voluntarily. The PASS Program operates after school 2 days each week.

Students must be making adequate progress towards graduation. If a student is not making adequate progress they may jeopardize their opportunity to participate in extracurricular activities of both category I (Governed by MSHSL) and Category II (Non-MSHSL governed) activities. Eligibility will be determined by the "F" list from the most recent quarter (1, 2, 3, and 4) as follows.

- One failure (F) : Student will maintain eligibility but must attend PASS program for remainder of the quarter, 2 times per week.

- 2 – 3 Failures (F's): Student will be ineligible for their next 2 weeks of competition and must attend the PASS program 2 times per week to maintain eligibility after the two week non-competition period. Student must attend PASS for the next 2 quarters.
- If the student does not attend PASS 2 times per week they will lose their eligibility until they return to PASS and serve another 2 week suspension from competition.
- 4 or more Failures (F's): Student will be ineligible for the number of weeks of competition equal to the number of F's received. Example: A student with 5 F's would not be allowed to compete for 5 weeks. Student must attend PASS twice a week for the next 2 quarters. If the student does not attend PASS 2 times per week they will lose their eligibility until they return to PASS and serve another 2 week suspension from competition.
- PASS is also available for academic eligibility at the following times:
 - Monday: 3:15-4:15PM
 - Wednesday: 6:50-7:50AM
 - Wednesday: 3:15-4:15PM
 - Thursday: 3:15-4:15PM
 - Friday: 6:50-7:50AM

PASSES

No student is permitted outside the classroom at any time without a pass issued by the instructor in charge. No passes are issued to students to areas that are not supervised. All permanent passes for specified locations within the building must be approved by the middle school principal.

Students are to use passes in the hallways when traveling outside of an assigned classroom. A pass located in each classroom is to be used when traveling in the hall for a short period of time and then returning to that classroom. In cases where the student will not return to that classroom, they are to use a written pass given by that teacher.

PERMISSION SLIPS

You must provide a written note that is signed and dated granting permission for any of the following:

- You want your child to stay in during recess, or to miss physical education. Requests will not be honored for more than one day without a doctor's note.
- You want your child to leave school early, or will leave and return during the day.
- You want your child to ride a different bus either before or after school.
- You want your child to participate in school-related field trips.

PETS

Usually, pets are not allowed at school. Check with your child's teacher before bringing any animal to school for any reason. The appropriate form must be filled out and permission must be granted prior to any pet visits.

POLICY BOOK

District policy books are available on-line or copies of specific policies may be obtained at the district office.

PROFESSIONAL LEARNING COMMUNITIES

In order to enhance the educational experiences for our students, teachers meet weekly as a grade-level team to ensure high levels of learning for all.

PROMOTION, ACCELERATION, RETENTION AND EDUCATIONAL PROGRAM DESIGN

The district is dedicated to the total and continuous development of each student. Students will be placed in the instructional level best suited for their academic, social and emotional needs. Students will usually progress from level to level on an annual basis; however, on rare occasions it may be in the best interest of the student to consider promotion, acceleration or retention.

It is the expectation at Pine Island Schools that all students demonstrate mastery of the course content with passing grades to ensure success with future skills and concepts. On an individual basis, a plan for remediation and specific academic interventions will assist the student with course content.

Exceptions to annual, single-level promotion may be made when they are in the best educational interest of the student, including promotion, acceleration, retention or program design. Exceptions will be made only after consultation with the student's family.

PST TEAM

This team meets to review concerns related to students at-risk. Students may be referred to the PST Team by faculty, support staff, and administrators.

The mission of the BST/PST Team is to:

- Identify at-risk students by collecting and sharing information.
- Provide a plan for at-risk students that promotes success and learning.
- Support students, their families, and school staff.
- Act as a catalyst addressing and preventing at-risk behavior.
- Referring students and/or parents to outside resources.

PSYCHOLOGIST

The school psychologist assists teachers in meeting the individual needs of students. The psychologist might perform testing as part of our RtI process. No testing can be done without the parent's written permission in advance.

PUBLIC DISPLAYS OF AFFECTION (PDA)

We ask that students always carry themselves in a professional and respectful manner. Students should not be overly affectionate in school as it creates an environment that is not conducive to concentration and learning.

R

RACIAL/SEXUAL HARASSMENT POLICY

It is the policy of Independent School District 255 to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator, or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other personnel.

The district will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or sexual violence and take appropriate actions against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. Please call the office if you are concerned about a situation.

REASONABLE FORCE

Students and parents should be aware that teachers and principals may use reasonable force to restrain a student when the situation warrants.

RECESS

Student in grades 5-6 will have outside recess on a regular basis. Students in grades 7 and 8 occasionally will bring students outside for recess. However, teachers may make the decision to meet with students during recess for homework completion, reteaching, or enrichment. During cold weather, the decision to have outside recess depends upon the temperature and the wind chill factor. The guideline is 0 degrees, wind chill taken into consideration. Weatherbug.com is used to determine temperature and wind chill. Parents are asked to watch the weather daily and send their children dressed for the conditions.

Students who need to stay with a staff member for academic support during recess are notified by their teacher. They are able to go outside once their work is complete. Occasionally a student will stay inside to work on a project from another class (art, IMC, etc.) or to clean their locker (as requested by me); otherwise, the expectation is that all students will go outside for recess.

Students will need to abide by the following when outside for recess:

- *Dress appropriately for the weather
- *Students are never outside by themselves. Staff are the first out and last in.
- *Practice good personal boundaries (no tackling, pushing, hitting, ext.)
- *Play fair
- *Include others
- *Listen to adults
- *Use equipment properly (no climbing on the top/jumping off of equipment or being too rough)
- *Stay away from water and mud
- *Do not throw things that are not meant to be thrown (snow, ice, sticks, wood chips, ext.)
- *Put away what you used
- *Do not go past the sidewalk that leads into the parking lot or go past the gym door wall. Dress appropriately for the weather

REGISTRATION

Parents can register their children in the school district office anytime during the year. We encourage parents to register in person and bring their children. If a personal visit is not possible, registration forms can be mailed. If you know of any new families in your neighborhood, please encourage them to register before the first day of school. In order to get materials and classrooms ready for new students, students will not begin classes until the day after registration is complete.

REHABILITATION ACT

– Section 504

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
2. Has a good record of such an impairment
3. Is regarded as having such impairment

In order to fulfill obligations under Section 504, the Pine Island School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

Formal Compliance with Section 504:

In adopting this policy, the school district states its commitment to nondiscrimination on the basis of handicap. Specific actions in implementing the policy shall include:

1. Public notice of the policy
2. Notice of the policy in recruitment materials and publication containing general information
3. Provisions of parent/student rights under the policy at all decision points or in response to any concern

REPORT CARDS

-see "grade reporting"

RETENTION

See **PROMOTION, ACCELERATION, RETENTION AND EDUCATIONAL PROGRAM DESIGN**

S

SCHEDULE

7:30AM	Office Opens and front door opens
7:45AM	Other exterior doors open unless eating breakfast
8:00AM	School Day Begins – Attendance is taken
11:35AM	First lunch rotation begins
12:52PM	lunch rotation completed

3:10PM Students dismissed (5-8)

3:15PM Buses leave

For the safety of students, after 3:15 all students on school grounds need to be under the direct supervision of a teacher, coach, and/or staff member. If not under direct supervision, students need to leave school grounds.

3:45PM Office Closes

*Before 7:45 am students are to report to the cafeteria and stay there until 7:45 am.. Students who have some type of meeting or activity that takes place before 7:45 am will need to have a staff member present and this meeting must be setup prior to that morning.

*After 3:10 pm students are to either leave the building or stay in the cafeteria or flexible learning area. Students in the building after 3:10 pm will need to display calm, respectful behavior or they will be asked to leave. Students who have some type of meeting or activity that takes place after 3:10 pm will need to have a staff member present and this meeting must be setup prior to that morning.

SCHOOL REACH

It is our goal to provide the best possible and most current communication with all our families. Upon registration at Pine Island Schools, your contact numbers are automatically recorded in our electronic communication system. This allows us to communicate emergencies, special events and reminders. If there are changes in your contact information, please contact the office as soon as possible.

SPECIAL EDUCATION SERVICES

Special education is instruction designed to meet the needs of children requiring additional services. Either a parent or school staff member can ask that a child be evaluated to see if she/he needs special education services. No testing or service can be given without the parent's permission.

SPORTSMANSHIP

At all times, students should display good sportsmanship while attending athletic contests. Booing, heckling, rude gestures and disrespectful behavior are not a true representation of the Pine Island student body, nor do they help our team onto victory. It usually helps to hinder our chances to win, and above all it tarnishes the feeling that other schools and fans have of Pine Island. At the beginning of the varsity game, it is customary to play the National Anthem as an outward means of showing the pride and respect we have for our country.

STUDENT FEES

No student of the Pine Island School may be charged a fee for books or supplies necessary to complete the educational requirements for graduation. However, fees may be charged to you under the following circumstances:

1. A planner will be required. It may be paid for prior to the beginning of the school year.
– see Fees
2. Additional grade level fees may apply – see Fees
3. Materials used in industrial arts, family and consumer science, or some other course for individual projects are to be paid by the student at cost. The instructor will determine the cost.

4. Band instruments are rented on a sliding scale basis for the school year. Fees will be set at the beginning of the school year.
5. Costs of field trips that are made available from time to time but are not required as part of a course, should the student elect to participate in the field trip.
6. Admission fees for concerts, plays, and athletic events. Other programs or activities which the student may attend at their own option.
7. Students are required to furnish their own paper, pencils, pens, notebooks, gym clothing, tennis and athletic shoes and other items or personal equipment.
8. The Pine Island Schools will charge an activity fee for the following activities: baseball, basketball, cross country, golf, soccer, football, gymnastics, softball, track volleyball, wrestling, cheerleading, math league, mock trial, speech team, Destination Imagination, and drama. Activity fees will be established by the Board of Education on an annual basis. The activity fee must be paid prior to the first practice of the activity. There will be no refunds except if the student is out prior to the first event. Fees may be waived in case of undue hardship as determined by the Superintendent of Schools and as requested by parents or guardians on a form to be provided. These procedures are in accordance governed by the Minnesota School Fees Law, MSA 120.71 0 120.76

STUDY HALL EXPECTATIONS AND RULES:

Study hall is time used by students to complete assigned coursework from teachers. Study hall is not for social interaction or conversation.

Each student is expected to bring homework or reading material (book, magazine, newspaper, etc.) to study hall. Arriving at study hall empty-handed is NOT an option.

Study hall begins when the bell rings. Students are expected to begin working when the bell rings, no talking. Students are expected to work independently unless directed otherwise by the study hall monitor. Students will sign an agreement recognizing the expectations.

Students not following the expectations and rules will follow the school discipline plan.

SUBSTITUTE TEACHERS

Our school is fortunate in having very capable people to help us whenever our regular teachers are ill or attending a conference. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. The respect shown to our substitutes needs to be the same as the respect given to your regular teacher.

T

TELEPHONES FOR STUDENT USE

– also see cell phones

The school telephones are maintained for school business and students are asked not to use these telephones

The office will only accept emergency calls from parents for students during the school day. The student will be notified of messages received by the office.

TESTING

Fast Bridge – All students are assessed three times each year (fall, winter, spring) to ensure that the needs of all students are being met.

Minnesota Comprehensive Assessments (MCA) – MCAs are state tests that help districts measure student progress toward Minnesota’s academic standards and also meet the requirements of the Elementary and Secondary Education Act (ESEA). Most students take one test in each subject. MCA testing is administered online unless specific special education accommodations call for paper versions. Down below are what grades/subjects participate in MCA testing:

Reading-- grades 5-8

Math-- grades 5-8

Science-- grades 5 and 8

If you would like more information about opting out of the MCA Test, please see the following website:

<https://education.mn.gov/mdeprod/groups/educ/documents/basic/bwrl/mdu5/~edisp/mde059688.pdf>

TEXTBOOKS

All textbooks are furnished by the school district. Students are to exercise care in using them in order to ensure that they do not become soiled or damaged. **A replacement fee must be paid for lost or damaged books.**

TRESPASSING

Students who are suspended, expelled, or otherwise excluded from school are not permitted on school grounds or at school events for the duration of the suspension, expulsion or exclusion, and will be issued an official trespass notice. If the student is found to be on school grounds following the issuance of this notice, he/she will be referred to law enforcement and a citation will be issued.

V

VISITORS

The staff at Pine Island encourages parents, grandparents, and close family members to visit our school during the school year. Please consider visiting for a special presentation, a field trip, to eat lunch with a child, or to volunteer as a classroom helper or chaperone. In order to respect the educational process and continuity, Pine Island Schools does not allow for student visitors.

As visitors it is a requirement that you sign in at the office and wear a visitor sticker. During your first visit to Pine Island Schools, your driving license will be scanned into our security system. For the safety of our student body, we ask that all visitors observe these expectations.

W

WEBSITE

The Pine Island website is an excellent source of district information. The address is <http://www.pineisland.k12.mn.us>. Please take a minute to check it out.

WEAPONS

No student or student visitor shall possess a weapon before, during, or after school hours in any school district location. School district location means any school building, any school premises, in any school-owned vehicle, and at any school sponsored activity or event when students are under the jurisdiction of the school district.

No student shall possess, handle, or transport any object that can be reasonably considered a weapon on or off school property, school activity, function or event. This rule applies to any firearm, any explosives, (including firecrackers), any knife, cigarette lighter and other dangerous objects or look alike items.

If a student is in violation of the weapons policy, he or she may be subject to disciplinary action.

District Policies:

The following policies should be of interest to students and parents.

Please locate the policies online at www.pineisland.K12.mn.us

You can view the all policies and current or updated policies at this site under The District tab, then drop down to District Policies.

Chemical Use and Abuse – Students and Staff

School Weapons Policy

Search of Student Lockers, Desks, Personal Possessions, and
-student's Person

Student Attendance

Student Dress and Appearance

Distribution of Nonschool-sponsored Materials on School
Premises by

Students and Employees

Student Discipline

Notice of Suspension Form

Student Fundraising

Bullying Prohibition

Student Medication

Student Disability Nondiscrimination

Internet Acceptable Use and Safety

Hazing Prohibition

Student Use of Parking of Motor Vehicles, patrols, inspections,
and searches.

Pledge of Allegiance

Graduation Requirements

Advertising Policy