

“HOME OF THE PANTHERS”

PAULA HOFF, PRINCIPAL

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TELEPHONE NUMBER: **763-784-8625**

DISTRICT 16 WEBSITE: **www.springlakeparkschools.org**

Welcome to Westwood Middle School! We are very glad that you are here and truly believe that your experience will be great! As your principal I want you to know that the adults in the building are here to help you be successful. Your commitment to success combined with the commitment of the adults at WMS makes an unbeatable combination!

Our main goal is to provide the most meaningful, challenging and interesting education possible. Your goal needs to be to be prepared, organized and focused. If you are able to do these things, the potential is enormous! You will find that you have teachers that are amazing at what they do. They have many fabulous ideas to help you learn what you need to know to be successful in the future.

Please be sure to read your planner carefully. There are many things included that you will need to understand. If you have any questions about anything, please find an adult who can help answer those questions. You are responsible for the contents of your planner.

There are many fabulous opportunities for you at Westwood Middle School. Find a way to get connected; join a team or a club. Get to know the people around you. There is something for everyone!

It is going to be a great year. I truly look forward to getting to know each of you and your families.

Paula Hoff – Principal

HIGH EXPECTATIONS, HIGH ACHIEVEMENT FOR ALL.

NO EXCUSES

SPRING LAKE PARK SCHOOLS VALUES

WHAT DO THESE MEAN TO YOU IN YOUR EDUCATION?

- Courage
- Integrity
- Shared Responsibility
- Respect
- Accountability
- Excellence
- Innovation
- Learning

ACTIVITIES & ATHLETICS

School is much more than studying subjects and going to classes. It's also an opportunity to learn to work and get along with new people and to explore a wide range of activities. Academic competition and a wide variety of clubs are available along with our interscholastic sports program. Students are encouraged to get involved and participate in school life here at Westwood. An activity bus is provided for students who stay after school and participate in after school activities. If you stay after school, you must be with a teacher/advisor.

ACTIVITIES

Math Team	Science Club	Cooking Club	Art Club
After School Room	Yearbook	Student Council	Student Ambassadors
Tae kwon do	Jazz Band	Soundtrax	Fall Play
Spring Musical	Mock Trail	School Store	Power Up
Lego Club	Encore Choir	Knowledge Bowl	Weight Lifting (HS)

ATHLETICS

Fall:	Winter I:	Winter II:	Spring:
Football (Boys)	Wrestling (Boys)	Basketball (Boys)	Tennis (HS Boys)
X Country (HS B&G)	Basketball (Girls)	Gymnastics (HS Girls)	Track & Field (Coed)
Tennis (HS Girls)	Swimming (HS Boys)	Hockey (HS Girls)	Golf (HS B&G)
Swimming (HS Girls)	Dance Team (HS Girls)	Softball (HS Girls)	Volleyball (Girls)
Baseball (HS Boys)	Soccer (HS B&G)		
Dance Team (HS) <i>Girls</i>	KEY: HS = SLPHS Program		B&G = <i>Boys and Girls</i>

Students should read the video announcements and listen to announcements for details on all activities.

DISTRICT 16 SPORTSMANSHIP CODE

1. Appreciate the rules and purposes of all school activities.
2. Show respect for the officials. Good sportsmanship implies the willingness to accept & abide by the decision(s) of the officials(s).

3. Show respect for the opponent at all times. Remember the opponents are our guests.
4. Recognize and appreciate the skill of a good performance regardless of the team affiliation.
5. Maintain self control at all times. Good sportsmanship is a responsibility for all who are involved in the game.
6. Show a positive attitude in cheering, refraining from intimidation or negative cheering. Sportsmanship is a positive effort.

WMS CLASS SCHEDULE

Period 1	7:55 - 8:52	57
Period 2	8:56 - 9:51	55
Period 3	9:55 - 10:50	55
Period 4/ Lunch	10:50 - 12:20	90
Pride	12:24 - 12:48	24
Period 5	12:52 - 1:46	54
Period 6	1:50 - 2:45	55

ALCOHOL AND OTHER DRUGS (School Board Policies 417 and 506)

Students found in possession of, or under the influence of, mood-altering chemicals, except as prescribed by a physician and possessed in accordance with school district policy, or transferring, distributing or selling mood-altering chemicals or look alike substances, will be disciplined, up to and including suspension and/or expulsion/exclusion from school, in accordance with school district policy. This includes violations in or on school property, or away from school property while participating in a school-sponsored activity and/or on school-owned, leased or contracted vehicles. The police will be called at the time of the violation, and all paraphernalia and substances will be turned over to the authorities and the incident will be recorded. Parents will be called and asked to come to school immediately to remove the student. If the student is under the influence and parents cannot come to school or refuse to come to school, transportation by the police to a detoxification unit may be arranged.

ATTENDANCE EXPECTATIONS (School Board Policy 503)

THE SCHOOL WILL EXCUSE –OR NOT EXCUSE- STUDENTS ACCORDING TO DISTRICT POLICY AND STATE LAW.

The School Board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

Student’s Responsibility to: (1) attend all assigned classes every day the school is in session and to be aware of and follow the correct procedures when absent from an assigned class; and (2) request any missed assignments due to an absence.

Parent/Guardian’s Responsibility to: (1) ensure the student is attending school; and (2) inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

Reasons for absence from school or class that are considered excusable are:

- Serious illness of the student which causes him/her to remain home or go to the doctor, illness which prompts the

school nurse to send the student home, legal quarantine, or serious illness in the family demanding the student's presence at home.

- Death of an immediate family member or close friend or relative.
- Medical, dental or orthodontic treatment or counseling appointment.
- Court appearance occasioned by family or personal action.
- Religious instruction not to exceed three hours in any week.
- Physical emergency conditions, such as fire, flood, storm, etc.
- Removal of a student pursuant to a suspension.
- Religious holiday (please inform the school ahead of time).
- A school activity that has been approved by the principal.
- Family emergencies.
- Special requests from parents, which must be arranged in advance with the principal, assistant principal, or dean.

A few examples of absences that are not excused are:

- **Oversleeping.**
- **Missing the bus.**
- Babysitting.
- Day off of school.

All parents/guardians and students need to be familiar with these procedures.

ABSENCE PROCEDURE

Regular attendance in school is mandatory; therefore, all absences are subject to verification by school officials. **It is the student and parent/guardian's responsibility to telephone the school attendance office (763-795-6440) on the day of the absence to inform the attendance office of the reason for the student's absence.** *This is a 24-hour telephone number, and you may leave a message if the attendance secretary is not available. When leaving a message, be sure to include your name, the student's name, the student's grade, the date of the absence, and the specific reason for the absence. (NOTE: THIS DOES NOT EXCUSE THE STUDENT).*

Upon return to school, the student **must have a written note** from a parent/guardian and/or a doctor for the absence. Parents/guardians have 48 hours after their child's absence, beginning with the first hour of school, to call the school (and provide the written note) to ask for the unexcused absence to be changed to excused. **Written notes will not be accepted after 48 hours following the return of the student. The 48 hours excludes holidays and weekends. If the written note is not received within the 48 hours, the absence will remain unexcused and be considered truant. Disciplinary action may result, including a truancy petition to Anoka County.** The school will excuse – or not excuse – students according to District Policy and state law.

Parents/guardians should notify the school anytime they are placing another adult in supervision of their child. (e.g., they will be out of town, hospitalized, etc.)

PARTIAL DAY ABSENCE PROCEDURE

A student arriving at school after the school day has begun should comply with the following procedures:

1. Parent/guardian should call the school **(763-795-6440)** prior to the student's arrival at school.
2. The student should report directly to the office to sign in and obtain a late pass to class.

A student who needs to leave school during the school day should comply with the following procedures:

1. Permission to leave school during the school day for any excusable reason (medical, dental, court, funeral, etc.) requires parent/guardian written consent or confirmation by telephone.
2. In case of emergency or illness, the student must report to the nurse, who will contact the parent/guardian by telephone. A student can be released only after the parent/guardian has been contacted.
3. All permits to leave are obtained in the main office. A student must obtain a "Permit to Leave" before exiting the building. Leaving the building without proper permission and permit may result in disciplinary action.

MAKE-UP WORK PROCEDURE

It is the student's responsibility to ask for and turn in all make-up work.

- If a student is absent on the day that work is assigned, the student is required to make up all assignments or alterna-

tive assignments as deemed appropriate by the classroom teacher. Work missed because of an absence must be made up within two days from the date of the student's return to school.

- If a student is absent on the day that the work is due, it is to be turned in the day they return to school. This includes those students who are returning from suspension.

*Exceptions to this procedure will be made only in extreme circumstances with the approval of the classroom teacher and the principal, assistant principal, or dean.

DOCTOR/NURSE NOTES

There are times throughout the school year when students may be placed on a doctor/nurse note attendance monitoring program. This may be due to excessive tardies, permits to leave, and absences. **Students will be placed on the doctor/nurse note program automatically following 15 days of excused and/or unexcused absences.** Parents/guardians will be notified by mail from the attendance office. The following procedures will go into effect when the decision is made:

Phone calls and written notes will no longer be accepted from the parent/guardian. If your child is to miss any school during the remainder of the school year, the time will be excused by following one of two steps:

1. The student is to come to school and see the health care specialist. The health care specialist will determine if he/she is medically ill and provide an excuse. The student will then be sent home.
2. The student is to go to a private doctor/dentist to be determined ill. **The student is to request a written doctor/dentist note excusing the time away from school for each day of non-attendance.** The note must be given to the attendance secretary once the student returns from school.

Please call the health care specialist, at **763-783-5410**, the assistant principal at **763-783-5409**, or the dean of students, at **763-783-5390**, if you have any questions regarding this procedure.

UNEXCUSED TARDY TO CLASS

Getting to class on time is an important part of your day to set yourself up for success in class. It is your responsibility to keep your locker and class materials organized so that you may get to class on time. Arriving late to class is a disruption to the lesson, your fellow students, and your teacher. **Tardies to class will only be excused through a pass from a staff member in the student planner or by a written note from a staff member.**

TARDY CONSEQUENCES

First and second incident	will result in a teacher/student conference to attempt to problem solve the issue and parental contact
Third incident	will result in the teacher contacting the parent/guardian to inform them of the tardy issue and informs parent of teacher detention upon the next tardy.
Fourth Incident	will result in teacher determined consequence (detention or other options) and parental contact.
Fifth Incident	will result in a teacher determined consequence and teacher option for administrative intervention and parental contact.
Further Incidents	will result in additional teacher and/or administrative consequences including but not limited to detention, loss of passing time, loss of locker, lunch detention, in-school suspension, etc.

TRUANCY

Any student who is absent without school approval for all or part of the school day will be subject to disciplinary action. Students who are absent from school for three or more class periods on three days, in a single year, without valid excuse are considered truant. Schools are mandated by state law to report truant students to the proper authorities.

Students who are truant (includes cutting classes, as well as being gone all day) will be given the class work missed and assistance to complete, but will receive no credit when they hand in the completed work.

TRUANCY PROCEDURES:

1. 4th unexcused absence (all day or one hour) = Letter to parent/guardian and referral to Anoka County for truancy intervention program.
2. 7th unexcused absence (all day or one hour) = school officially reports the student as a "habitual truant"; parents/guardians will be referred to appropriate procedures which may include, but is not limited to, juvenile court proceedings.

Parents may call the 24-hour attendance phone number, at 763-795-6440, to work with the Dean.

BACKPACKS & BOOK BAGS

Students are prohibited from carrying any type of bag to transport their belongings to classes. Students may use a bag to transport their belongings to and from school ONLY. The Pride teacher will address organizational skills at the beginning of each school year and stress the use of folders to help organize the student's academic day.

BUS TRANSPORTATION

Westwood Middle School students who are eligible for school bus transportation will be bused by a privately owned bus company contracted by the school district. Information regarding bus routes and schedules are mailed to home addresses approximately two weeks prior to the beginning of the school year. If you have questions or comments regarding the bus transportation, call, Lorenz Bus Service Office at 763-201-8888 or email transportation@district16.org.

PROTECT YOUR RIDING PRIVILEGE

Follow these school bus safety rules:

- ✓ Be on time and stay off the road at the bus stop.
- ✓ Obey the driver's instructions at all times.
- ✓ Keep your head, hands and feet inside the bus at all times.
- ✓ Remain seated; no standing allowed.
- ✓ Be courteous; no shouting, no profanity, no horseplay or fighting.
- ✓ Do not throw things; keep the bus clean and safe.
- ✓ Do not play with or damage bus equipment.
- ✓ No possession or use of tobacco, chemicals or dangerous objects.
- ✓ If you must cross the street, walk in front of the bus and wait for directions from the bus driver.
- ✓ No eating or drinking on the bus.
- ✓ No carry-ons except musical instruments and personal book bags.

DISCIPLINARY CONSEQUENCES

1st Violation	Student warned by the driver, and/or assigned seat on the bus.
2nd Violation	1 to 3-school-day suspension from riding the bus.
3rd Violation	3 to 5-school-day suspension from riding the bus.
4th Violation	5 to 10-school-day suspension from riding the bus.
Severe Clause	The bus driver may stop the bus and refuse to continue until disruption ends and/or return the students to school. Based on the severity of the conduct, more serious consequences may be imposed at any time up to and including exclusion/expulsion. Permanent suspension of the student's bus privileges may occur.

PARENTS/ADULTS ON BUSES

All parents and/or adults not employed or contracted by the District will need to receive pre-approval from the building principals and/or Lorenz Bus Service before boarding any school bus. This provision will be waived in cases where there is a life-threatening emergency on a school bus.

All students are required to ride the bus to which they are assigned and to board and depart the bus only at their assigned stop.

Any requests to ride a different bus: (even for a single day) the student must submit a written parental request for approval by the Main Office. The reason(s) for the request must be school related. Please submit the request to school office by 8:30 a.m. on the day you want to ride a different bus other than your assigned bus. Students who ride an unassigned bus without Office approval will be subject to Disciplinary action.

Activity Buses are provided for District 16 transportation students who are staying after school for extra help in classes and for extracurricular activities, but fees must be paid to ride these buses. On Wednesdays and Fridays, the bus leaves at 4 p.m. On Monday, Tuesday and Thursday, it leaves at 5 p.m. Only students who are involved in a school-sponsored activity and have paid their fees may ride these buses. **Activity bus passes can be purchased on a trimester basis through the school office.**

Any student who wants to take the activity bus must complete the following steps:

- **Have a school related reason to be after school.**
- **Have made arrangements with the staff member(s) they will be staying after school with.**
- **Signed up in the office before 1:00pm on the day they want to take the activity bus.**
- **Have the appropriate pass on their person and show it to the bus driver.**

The activity busses may be combined to a single bus or cancelled by administration due to weather, lack of after school activities, low numbers of students signed up to ride the activity bus, etc. It is each student's responsibility to make sure the activity bus is running by listen to afternoon announcements.

BULLYING PROHIBITION (School Board Policy 514)

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

An act of bullying, by either an individual student or group of students, is expressly prohibited on school district property or at school-related functions. "On school district property or at school-related functions" means all school district buildings, school grounds and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises or events, and all school-related functions, school-sponsored activities, events or trips. School district property also may mean a student's walking route to or from school for the purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations or events.

"Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. Harming a student;
2. Damaging a student's property;
3. Placing another student in reasonable fear of harm to his/her person or property; or
4. Creating a hostile educational environment to a student.

The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

CONSEQUENCES

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion/exclusion.

CODE OF STUDENT CONDUCT (School Board Policy 506)

***All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct.**

The following are examples of unacceptable behavior subject to disciplinary action by the school district. Any student who engages in any of these activities shall be disciplined in accordance with this policy. These examples are not intended to be an exclusive list. This policy applies to all school buildings, school grounds and school property, school-sponsored activities or trips, school bus stops, school buses, school vehicles, school contracted vehicles or any other

vehicles approved for school district purposes, the area of entrance or departure from school premises or events, and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students or employees.

1. Violations against property, including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage or vandalism;
2. The use of profanity or obscene language or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Hazing;
5. Attendance problems, including, but not limited to, truancy, absenteeism, tardiness, skipping classes or leaving school grounds without permission;
6. Opposition to authority using physical force or violence;
7. Using, possessing or distributing tobacco or tobacco paraphernalia;
8. Using, possessing, distributing or being under the influence of alcohol or other intoxicating substances or look-alike substances;
9. Using, possessing, distributing or being under the influence of narcotics, drugs or other controlled substances, or look-alike substances, except as prescribed by a physician, including sharing prescription medication with another student;
10. Using, possessing or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
11. Using, possessing or distributing weapons, or look-alike weapons or other dangerous objects;
12. Violation of the school district Weapons Policy;
13. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
14. Possession, use or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
15. Possession, use or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
16. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is risk of fire, except where the device is used in a manner authorized by the school.
17. Violation of any local, state or federal law as appropriate;
18. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms or bomb threats;
19. Possession of nuisance devices or objects which cause distractions, including, but not limited to, pagers, radios, electronic recording or playback devices and phones, including picture phones or other technology to accomplish this end;
20. Violation of school bus or transportation rules or the school bus safety policy;
21. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
22. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
23. Possession or distribution of slanderous, libelous or pornographic materials;
24. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar or obscene, apparel promoting products or activities that are illegal for the use by minors, or clothing containing objectionable emblems, signs, words, objects or pictures communicating a message that is racist, sexist or otherwise derogatory to a protected mi-

- nority group or which connotes gang membership;
25. Criminal activity;
 26. Falsification of any records, documents, notes or signatures;
 27. Tampering with, changing or altering records or documents of the school district by any method, including, but not limited to, computer access or other electronic means;
 28. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism or collusion, including the use of picture phones or other technology to accomplish this end;
 29. Impertinent or disrespectful language toward teachers or other school district personnel;
 30. Sexual and/or racial abuse and/or harassment;
 31. Actions, including fighting or any other assaultive behavior which causes or could cause injury to the student or other persons, or which otherwise endangers the health, safety or welfare of teachers, students, other school district personnel or other persons;
 32. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
 33. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
 34. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
 35. Physical or verbal threats, including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
 36. Inappropriate, abusive, threatening or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
 37. Violation of school rules, regulations, policies or procedures;
 38. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

DISCIPLINARY ACTION OPTIONS (School Board Policy 506)

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district.

Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- B. Parent contact;
- C. Parent conference;
- D. Removal from class;
- E. In-school suspension;
- F. Suspension from extracurricular activities;
- G. Detention or restriction of privileges;
- H. Loss of school privileges;
- I. In-school monitoring or revised class schedule;
- J. Referral to in-school support services;

- K. Referral to community resources or outside agency services;
- L. Financial and/or non-financial restitution;
- M. Referral to police, other law enforcement agencies, or other appropriate authorities;
- N. Petition in County court for juvenile delinquency adjudication;
- O. Out-of-school suspension under the Pupil Fair Dismissal Act;
- P. Preparation of an admission or readmission plan;
- Q. Expulsion under the Pupil Fair Dismissal Act;
- R. Exclusion under the Pupil Fair Dismissal Act;
- S. Drop from class;
- T. Saturday school;
- U. Other disciplinary action as determined by the school district administration.

REMOVAL OF STUDENTS FROM CLASS

Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, and contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority, after consultation with the building administrator, to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five(5) such class periods.

*Students removed from one class more than three times in a quarter, may receive further consequences from the dean of students or the assistant principal.

DISMISSAL FROM SCHOOL

A student may be suspended, expelled or excluded from attending an educational program for serious infractions of the Code of Conduct. A student may be dismissed from school on any of the following grounds:

1. Willful violation of any reasonable School Board regulation, including, but not limited to, those found in this Handbook;
2. Willful conduct that significantly disrupts the rights of others to an education or the ability of school personnel to perform their duties, or school-sponsored extracurricular activities;
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

A student shall be provided due process when dismissed from school as set forth in School District Policy 506—Student Discipline. Students who are suspended from school will be given two (2) days upon returning from the suspension to make up any missed work. Also, students may not attend school dances, athletic events or other activities while suspended.

COMPUTERS (ACCEPTABLE USE) (School Board Policy 524)

The school district is providing students and employees with the privilege of access to the school district computer

system, including Internet access, for **limited educational purposes only**. This includes classroom activities, educational research and professional or career development activities. Users are expected to use Internet access through the District system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account or another system may not be acceptable on this limited purpose network.

YOU WILL NOT:

- ✓ Share personal contact information about yourself or anyone else (name, address, telephone, etc.).
- ✓ Conduct illegal or malicious activities, spread viruses, delete or damage unauthorized data or files.
- ✓ Share your user name or passwords with anyone or attempt to use another account on our system or other systems.
- ✓ Access, review, upload, download, store, print, post, receive, transmit or distribute inappropriate content. This includes rude and offensive language, pornographic and obscene content, materials advocating violence or discrimination, threatening statements, or any content that disrupts the educational process.
- ✓ Attempt to damage equipment or network systems.
- ✓ Violate copyright laws. Do not download software, music, graphics, pictures, etc. protected by copyright without the written permission of the copyright owner.
- ✓ Plagiarize the ideas of others (attempt to present someone else's ideas as your own).
- ✓ Use school computers to conduct commercial business.
- ✓ Access chat rooms or instant messaging applications.
- ✓ Download applications or files to the desktop, hard drive or to your home directory without permission and supervision.
- ✓ Play computer games unrelated to a class assignment.
- ✓ Print documents unrelated to school assignments without permission.
- ✓ Save files created outside of school to school computers or networks without permission.
- ✓ Post, transmit or distribute false or defamatory information or harass another person or engage in personal attacks including prejudicial or discriminatory attacks.
- ✓ Encrypt messages and records without permission of appropriate school authorities.
- ✓ Purchase goods or services for personal use without authorization from the appropriate school official.

The school:

- ✓ Is NOT responsible for damage to data or system failures.
- ✓ Is NOT responsible for the accuracy or quality of any advice or information obtained through its systems.
- ✓ Is NOT responsible for anything you purchase on the Internet.
- ✓ Does NOT grant privacy in your personal directories or user history. We will observe your computer use.
- ✓ Requires you to report inadvertent access to unacceptable content.
- ✓ Requires you to report possible policy violations to a teacher or other school official.
- ✓ Policies are subordinate to local, state, and federal laws.

The final responsibility for responsible use of school computers and networks lies with you, the user. The school does use technical means to prevent inappropriate access to computers and Internet sites, but these devices are not fool-proof. YOU must not choose to access inappropriate content. Violations of this policy have consequences. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use of access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion; or civil or criminal liability under other applicable laws.

Please refer to District 16's Computer, Network and Internet Acceptable Use Policy (adopted 1/23/01) for detailed information on this policy. This policy is available at all administrative offices.

COUNSELORS

The mission of the Westwood Middle School Counseling Program is to facilitate a comprehensive, developmental counseling program addressing the academic, career, and personal/social growth of all students. School counselors will

do this through proactive school wide programs and targeted interventions. We are focused on increasing academic achievement, improving student behavior, encouraging healthy choices, and creating a positive learning environment for all students. In collaboration with encourage students to be life long learners who will successfully participate in a global society as responsible citizens.

School counselors may meet with a student at anytime unless otherwise indicated by families.

Licensed School Counselors help Students with.....

- ✓ Academic planning and support
- ✓ Career and college planning
- ✓ Decision making and conflict resolution
- ✓ Individual/group counseling
- ✓ Difficult family situations
- ✓ Friendship concerns/issues
- ✓ Bullying concerns
- ✓ Personal/social skills
- ✓ Self-awareness
- ✓ Study skills and learning styles

Licensed School Counselors help Schools and Teachers with.....

- ✓ Academic planning information
- ✓ Assessment results interpretation
- ✓ Community resources
- ✓ Consultation
- ✓ Navigating education systems
- ✓ Parent information/conferences

Additional information about the WMS Counseling department can be found on our website:

http://www.springlakeparkschools.org/schools/wms/wms_counseling.asp

Please contact your school counselor with any questions you may have!

6th Grade Counselor:

@district16.org
(763) 795-6321

7th Grade Counselor: Meggan Lotze

mlotze@district16.org
(763) 783-5389

8th Grade Counselor: Heather Krier

hkrier@district16.org
(763) 795-6322

**DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIAL ON SCHOOL PREMISES
BY STUDENTS (School Board Policy 505)**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material. While the school district will protect First Amendment rights, it must at the same time preserve the integrity of the educational objectives and responsibilities of the school district. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:

1. is obscene to minors;

2. is libelous or slanderous;
3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
4. advertises or promotes any product or service not permitted to minors by law;
5. advocates violence or other illegal conduct;
6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin);
7. presents a clear and present likelihood that, either because of its content or the manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, or will cause the commission of unlawful acts or the violation of lawful school regulations.

Persons seeking approval to distribute nonschool-sponsored material on school premises must comply with all steps outlined in School Board policy 505 which can be received in its entire printed form from the main office or from the Web at www.springlakeparkschools.org.

DRESS CODE (School Board Policy 504)

It is the expectation of Westwood Middle School to have all students dress, at all times, in a manner that meets community and educational standards. Students are expected to abide by the following procedures at all times while on school property or while attending a school-related activity.

PROCEDURES

- A. When, in the judgment of the school staff, a student's appearance, grooming or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- B. It is the policy of this school district to encourage students to dress appropriately for school activities and in keeping with community standards.
- C. Appropriate clothing includes, but is not limited to, the following:
 - Clothing appropriate for the weather.
 - Clothing that does not create a health or safety hazard.
 - Clothing appropriate for the activity (i.e., physical education or the classroom).
- D. Inappropriate clothing includes, but not limited to, the following:
 1. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
 2. Clothing bearing a message that is lewd, vulgar or obscene.
 3. Apparel promoting products or activities that are illegal for use by minors.
 4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in Policy 413.
 5. Any apparel (including chains, spikes, or necklaces) or footwear that could damage school property.
 6. The waistband of pants, shorts, and skirts must rest no lower than the hips.
- E. Headwear (to include but not limited to hats, hoods, visors, headbands) and coats/jackets may not be worn or carried in the building except with the approval of the building principal (religious or medical situations i.e., students undergoing chemotherapy).
- F. Student determined to be dressed inappropriately will be asked to change into clothing appropriate for school or may be sent home by school administration.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

ELECTRONICS

Student use of cameras is not allowed at anytime unless it is for an approved school purpose with prior permission from the principal or assistant principal.

Students taking, in possession of, or who have had their picture taken in a school district locker room, bathroom, or other changing area are subject to suspension, regardless of the intent/purpose of the picture or state of dress of the individuals photographed.

Students are not allowed to use, or have visible, radios, mp3 players, headphones, pagers, cellular phones, novelty items, laser pens, or other electronic devices in school. Students are not allowed to play dice, or gamble.

MP3/Music players may be listened to in the cafeteria during breakfast and lunch only. This is a privilege and done so at the students own risk of damage, loss or theft of the MP3/Music player. Staff reserve the right to this privilege at anytime. The school takes no responsibility for the damage, loss or theft of students MP3/Music players.

CONSEQUENCES

WMS strongly discourages students from bringing electronic devices, cell phones, and games to school. Students who chose to bring such items do so at their own risk. WMS takes no responsibility for theft or damage of these items or in the investigation of such matters. All electronic devices and games are to be turned off and placed in your locker or pocket during school hours. Students in violation of this rule will be asked to turn off the electronic device/game during school hours and put it away. Students who refuse to comply with staff requests will be treated as insubordinate and will be subject to disciplinary action which may include suspension. Administration may confiscate the item and return it to a parent or guardian only. *

* Laser pens and devices that deliver a shock will be confiscated and not returned.

HARASSMENT AND VIOLENCE (School Board Policy 413)

I. PURPOSE

The purpose of this policy is 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.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district 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.
- B. 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. (For purposes of this policy, school personnel includes School Board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- C. 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 school personnel.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering

with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment; Definition

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment; Definition

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

D. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. Section 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence; Definition. Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence; Definition. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

G. Assault; Definition. Assault is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the Superintendent.
- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.
- C. Upon receipt of a report, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the school district human rights officer by the reporting party or complainant.
- D. In the District. The School Board hereby designates the Superintendent or his/her designee as the school district human rights officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the Superintendent.
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. In some school districts the Superintendent may be the human rights officer. If so, an alternative individual should be designated by the School Board.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superin-

tendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VII. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. Section 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence or abuse.

HAZING PROHIBITION (School Board Policy 526)

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and before, during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the Superintendent.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

HEALTH SERVICES

The health care specialist will be available during the school day. Students who become ill or are injured in school are referred to the health care specialist. A student may be sent home by the health care specialist if conditions warrant and if contact is made with the parent. The student may leave the building only after receiving a permit to leave from the

health care specialist.

Telephone calls to the parent regarding a student illness must be made from the health service office. Any student that leaves school ill without a permit from the health care specialist will be considered unexcused.

The Student Data Cards are sent home at the beginning of the school year. They are to be completed and returned on the first day of school. It is the responsibility of the parents to keep the information updated.

All medications that need to be taken during the school day must be left with the health care specialist, with the exception of prescription asthma medications self-administered with an inhaler, nonsyringe injectors of epinephrine, and medications administered as specified by agreement, an IEP, Section 504 plan, or individual health plan. A Medication Authorization Form must be signed by a parent and physician for all prescription medications. A medication Authorization Form must be signed by a parent for over-the-counter medications, stating the reason for the medication, effective dates, and dosage amounts. No medication (including Tylenol or cough drops) will be given to students by school personnel other than the health care specialist.

Students may be excused from physical fitness and swimming for one day with a note from a parent. If there is a need to be excused longer than one day, a note from a physician is required.

Student immunization records are maintained in the health care specialist's office. State law requires that parent(s) or guardian(s) of every child entering or attending a public school submit one of the following to the school:

- ✓ A statement from a physician, public clinic, or previous school, which provides dates or schedule of dates for immunizations against measles, rubella, mumps, diphtheria, tetanus, pertussis, polio, haemophilus influenza type B and hepatitis B; or
- ✓ A statement from the parent(s) or guardian(s) stating the month and year each immunization, as required by Minnesota law, was administered.
- ✓ A notarized statement from the parent(s) or guardian(s) stating that the child has not been immunized, as required by Minnesota law, because of conscientiously held beliefs of the parent(s) or guardian(s).
- ✓ A signed statement from a physician providing information that a student has a medical exemption to a particular vaccine or laboratory evidence of immunity.

No student may be enrolled or remain enrolled until the parent(s) or guardian(s) submits the required proof of immunization.

Questions concerning immunizations should be directed to the health care specialist at 783-5410.

LOCKERS FOR STUDENTS (School Board Policy 502)

Lockers will be assigned to you the first day of school. It is your responsibility to keep your lockers neat and orderly. The lockers are the property of the school; however you are responsible for their appearance and upkeep. If you have a problem with your locker, report it to the office and it will be taken care of. The lockers are for you to use but not to share. DO NOT GIVE ANYONE ELSE YOUR LOCKER COMBINATION OR SHARE A LOCKER. New lockers will not be assigned to remedy theft or peer conflicts due to sharing of lockers or locker combinations. Locks provide a minimum of security, but students should not keep money or other valuables in their lockers. **The school is not responsible for any items stored in the student's locker.**

LOCKERS AND PERSONAL POSSESSIONS WITHIN A LOCKER

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

PERSONAL POSSESSIONS AND STUDENT'S PERSON

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

HALLWAYS

While in the hallways we ask all students to demonstrate safe and respectful behavior towards others and all property.

Hallway expectations:

- ✓ Students are given 5 minutes passing time between classes and are expected to walk (not run) to their next class on time.
- ✓ Any student in the hallway during class time must have their planner filled out by a staff member.
- ✓ Students should not engage in physical contact (i.e., wrestling, pushing, play fighting, holding hands, hugging, etc.).
Students are always subject to the code of student conduct.
- ✓ All traffic areas are to be kept clear and allow space for others to pass comfortably.

LUNCHROOM

Lunchtime is a special chance to relax, meet with friends, and have something to eat. We are proud of our lunchroom and how our students act with respect to each other and the lunchroom staff. If you treat the lunchroom and the people in it with respect and courtesy, you will be treated the same.

Breakfast expectations:

- ✓ Breakfast will be served until 7:50am. Students will not be allowed to purchase food after 7:50am.
- ✓ All money for lunch accounts must be dropped off before 7:55am
- ✓ Students must be respectful of others and the lunchroom at all times.
- ✓ 8 people to a table. No sharing seats.
- ✓ All students are responsible for cleaning up their area prior to leaving the lunchroom.
- ✓ MP3/Music players may be listened to in the cafeteria during breakfast and lunch only. This is a privilege and done so at the students own risk of damage, loss or theft of the MP3/Music player. Staff reserve the right to revoke this privilege at anytime. The school takes no responsibility for the damage, loss or theft of students MP3/Music players.
- ✓ All food and beverages must remain in the lunchroom.
- ✓ Students are not allowed to play card games, dice, or gamble.

Lunch expectations:

- ✓ Students must be respectful of others and the lunchroom at all times.
- ✓ Students must have permission from a supervisor to leave the lunchroom.
- ✓ Students must remain seated for the entire lunch period. No switching from table to table.
- ✓ 8 people to a table. No sharing seats.
- ✓ All students are responsible for cleaning up their area prior to dismissal from the lunchroom.
- ✓ All students must remain seated at their table until dismissed.
- ✓ MP3/Music players may be listened to in the cafeteria during breakfast and lunch only. This is a privilege and done so at the students own risk of damage, loss or theft of the MP3/Music player. Staff reserve the right to revoke this privilege at anytime. The school takes no responsibility for the damage, loss or theft of students MP3/Music players.
- ✓ All food and beverages must remain in the lunchroom.

The lunchroom is the only area of the school where food or beverages are allowed, except during special events which are directly supervised by a staff person. There will be a certain amount of freedom allowed in the lunchroom but, as always, with freedom comes responsibility. The school's expectations will be in effect during lunch as they are throughout the school day.

PANTHER PRIDE

Panther Pride is a "home base" where you meet with an adult advisor and a small group of students each day. The name "Pride" has two dictionary meanings which apply for us: it is a name given to a family of cats, including panthers, and it is a source of great satisfaction for which a person feels some responsibility. Our Prides are designed to give you a friendly and caring place each day. Your Pride will help you learn more about yourself and how to be a good student and citizen in the middle school. You will take part in a variety of activities in Pride, and have fun while you are learning. Grades are not given

in Pride, but you will work with your advisor on your progress on all Pride lessons. **Attendance in Pride is required and viewed the same as any class.** Failure to attend pride will result in consequences in line with the truancy procedure.

PARENT PORTAL

Parent Portal is an internet based system that allows parents/guardians to access valuable information about their student. Parent Portal gives a look into your students schedule, grades, attendance, and behavioral referrals. To gain access to Parent Portal use the following web address <http://www.springlakeparkschools.org/departments/technology/parentportal.asp>

For more information or assistance with Parent Portal please contact the technology department at (763) 795-5901 or e-mail at portal@district16.org

WEAPONS (School Board Policy 501)

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., **lasers or laser pointers**, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

While the school district takes a firm "Zero Tolerance" position on the possession, use or distribution of weapons by students, and a similar position with regard to non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

CONSEQUENCES

A. The school district and the school take a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. **The minimum consequence for students possessing, using or distributing weapons shall include:**

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. Administrative Discretion

While the school district and the school takes a "Zero Tolerance" position on the possession, use or distribution of

weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

D. Exceptions

A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.

SUPPLEMENTAL STUDENT ACCIDENT INSURANCE

The Spring Lake Park School District, and all of its employees, work hard to ensure that every student has a safe and rewarding experience while attending our schools. Even with this environment and the many precautions we take, accidents can happen while students are at school.

You may or may not be aware that the school district does *not* provide insurance coverage for students during the time they spend on school grounds. If a child has an accident while attending school during the day or while participating in after school activities, the family's health insurance carrier would cover any related expenses.

We have made it relatively convenient for families to purchase Student Accident Insurance through Special Markets Insurance Consultants, Inc. and underwritten by Sentry Life Insurance Company for the upcoming school year. This program is completely voluntary. Each family should examine their health insurance coverage as well as co-pays and deductible limits to determine if this supplemental coverage would be a benefit to them.

If you are interested in exploring a supplemental insurance coverage, by August 15, we will have a link on the school district's website that will make available a variety of insurance coverage options for families to consider for their students.

This information will be located at SpringLakeParkSchools.org under each schools webpage. If you have questions about this service, you call the Business Office at 763-785-5505

STUDENT LEADERSHIP

At WMS, we believe in the power and value of good student leadership. For that reason, we encourage you to become involved in a wide variety of leadership positions. Among the leadership activities offered are the following:

STUDENT AMBASSADORS

The Peer Helper program at WMS is a group of enthusiastic, responsible, courteous and helpful students whose goal is to be positive leaders in our school. Students in the Peer Leader program are:

- 6th, 7th and 8th grade students at WMS
- Proactive in helping create a positive, energetic and respectful atmosphere in our school
- Participants in an extensive leadership training program
- Instrumental in helping new students become acclimated to WMS
- Helpers during orientations, open house and other school functions throughout the year
- Here to help make a difference

Students interested in participating in the Student Ambassador program should contact Ms. Crislip, Ms. Krier, or Ms. Lotze in the School Counseling Department.

STUDENT COUNCIL

Westwood Middle School has a Student Council made up of 6th, 7th and 8th grade students. This group is designed to be your voice in student council. These students, through both elected and volunteer positions, are expected to serve as a major force of positive student leadership at WMS. The Student Council is closely involved in conducting and assisting a wide variety of activities and functions throughout the year. It seeks to include a large, diverse group of students striving to create and maintain a positive school climate for everyone at Westwood.

Specifically, the role of Student Council is:

1. To maintain and develop school spirit through cooperation among student organizations and faculty.
2. To discuss, plan for, and carry out student activities which are not specifically part of class work.

3. To serve as a liaison between the student body and the faculty.
4. To develop and practice in Student Council the principles of democracy.

STUDENT SEX NONDISCRIMINATION (School Board Policy 522)

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex. The school district encourages the reporting party or complainant to report alleged acts immediately to the Director of Human Resources and to use the report form available from the principal of each building or from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the Superintendent. A complete version of this policy is available at the school district office or on the web at www.springlakeparkschools.org.

TOBACCO-FREE ENVIRONMENT (School Board Policy 419)

The possession and/or use of tobacco or tobacco related products or devices is prohibited on all property of Independent School District 16. Possession and/or use is also prohibited in all school facilities, on school buses, in all school vehicles, and at all extracurricular activities sanctioned by the school (dances, home and away games, etc.) and all off-campus events sponsored by the school district.

The term “tobacco products” includes, but is not limited to, cigarettes; 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 of 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.

The term “tobacco-related devices” means cigarette papers or pipes for smoking.

Students who violate this tobacco-free policy shall be subject to school district discipline procedures.

PESTICIDE APPLICATION

An estimated schedule of applications of pesticides with a toxicity category I, II or III pesticide product, as classified by the United States Environmental Protection Agency, or a restricted use pesticide, as designated under the Federal Insecticide, Fungicide, and Rodenticide Act is available for review or copying at the school offices. Notice of the use of these pesticides, an application schedule and possible effects of the application will be provided to parents and students when such pesticides are used. Parents may receive prior notice of each application if specifically requested. Requests for such notice should be made to the superintendent.

PLEDGE OF ALLEGIANCE (School Board Policy 532)

Students shall be given the opportunity to recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students and school personnel must respect another person’s right to make that choice.

STUDENT DISABILITY NONDISCRIMINATION (School Board Policy 521)

Disabled students are protected from discrimination on the basis of a disability. It is the responsibility of the school district to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education. A learner who is protected under Section 504 is one who:

1. has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
2. has a record of such impairment; or
3. is regarded as having such impairment.

Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

Persons who have questions, comments or complaints regarding disability issues or who have inquiries regarding grievances or hearing requests should contact the Superintendent. This person is the School District's ADA/504 Coordinator.

STUDENT RECORDS (School Board Policy 515)

Independent School District No. 16 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
 - a. That a parent or eligible student has a right to inspect and review the student's education records. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
 - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
 - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated there under authorize disclosures without consent;
 - d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare and the ability to respond to a request for educational data;
 - e. That the school district forwards education records on request to a school in which a student seeks or intends to enroll, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 4155 of the federal No Child Left Behind Act and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
 - f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g, and the rules promulgated there under, the name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605
 - g. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding the pro-

tection and privacy of pupil records; and

- h. That copies of the school district's policy regarding the protection and privacy of school records are located at 8000 Highway 65 NE, Spring Lake Park, MN 55432.
2. Independent School District No. 16 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
 - a. It classifies records as public, private or confidential.
 - b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
 - c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
 - d. It establishes procedures and regulations for access to and disclosure of education records.
 - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.
3. Copies of the School Board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.
4. Pursuant to applicable law, Independent School District No. 16 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; address; telephone number; photograph; date of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name, address and telephone number of the student's parent(s). "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.

- a. THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.
- b. SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.
- c. IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE "PRIVATE" (I.E. SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:
 - (1) NAME OF STUDENT AND PARENT, AS APPROPRIATE;
 - (2) HOME ADDRESS;
 - (3) SCHOOL PRESENTLY ATTENDED BY STUDENT;
 - (4) PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;
 - (5) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.
5. Pursuant to applicable law, Independent School District No. 16 hereby gives notice to parents of secondary students and eligible secondary students of their rights regarding release of information to military recruiting officers. The school district must release the names, addresses, and home telephone numbers of secondary students to military recruiting officers within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the mili-

tary and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

6. SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS WITHOUT PRIOR CONSENT.

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL BY SEPTEMBER 15 EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

- a. NAME OF STUDENT AND PARENT, AS APPROPRIATE;
- b. HOME ADDRESS;
- c. STUDENT'S GRADE LEVEL;
- d. SCHOOL PRESENTLY ATTENDED BY STUDENT;
- e. PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;
- f. SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH ARE NOT TO BE RELEASED TO MILITARY RECRUITERS WITHOUT PRIOR CONSENT;
- g. SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITERS.

Notice: Refusal to release the above information to military recruiting officers alone does not affect the School District's release of directory information to the public, including military recruiting officers. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers.

SIX TRAITS OF WRITING RUBRIC

	6	5	4	3	2
Ideas: The meaning and development of the message	<ul style="list-style-type: none"> • My paper is crystal clear from the first sentence to the last. It is very easy to tell what my main idea is. • Every detail relates plainly to my main idea. My paper is focused. • I know this topic well, and the reader can tell that by reading my paper. • I was careful to choose interesting, unusual details that would keep readers reading. 	<ul style="list-style-type: none"> • This paper makes sense. It is not confusing or vague. I think this topic is well-defined and manageable; it's not too big. • Almost everything I write relates to my main idea. • I know quite a bit about this topic. • Most of my details go beyond the obvious. The reader may gain some insight or learn one or two interesting things by reading. 	<ul style="list-style-type: none"> • The reader can tell what my main idea is. I may have a moment of confusing or vague writing. This topic still needs to be smaller. • Most of what I write relates to my main idea. • I know some things about this topic. If I knew more, or if I'd thought about it more, the paper would be stronger. • Some interesting or unusual details stand out. At other moments, I let my writing get too general, or I repeat things. 	<ul style="list-style-type: none"> • The reader probably can guess what my main idea is. Some parts are not clear though. I think it would help to make my topic smaller. • Some of this information isn't really related to my main idea. • I need to know more about this topic for a really good job. • I have a few interesting details, but the reader must hunt for them. A lot of this writing is general information everyone 	<ul style="list-style-type: none"> • My hard out. read der tryin May is it's • A info not main • I do muc topi wro spac • I r mor This say

				knows.	
<p>Organization: The internal structure of the piece</p>	<ul style="list-style-type: none"> I stick with one topic. I never wander. I chose an organizational pattern that fits my topic, purpose, and audience very well. This pattern helps make my meaning clear. My transitions build strong bridges between sentences and between ideas. My opening will grab your attention, and my ending is great. 	<ul style="list-style-type: none"> I stick with one topic most of the time. My organizational pattern fits my topic, purpose, and audience. Most of my transitions work. My opening leads the reader into the paper. My ending wraps up main points quite effectively. 	<ul style="list-style-type: none"> I might have wandered a little from my main topic—but I got back on track! I have an organizational pattern. I think it fits the task okay. I used some transitions, but the reader needs to make some connections. My opening goes with the rest of my paper. My ending lets you know the paper is finished. 	<ul style="list-style-type: none"> I wandered from my main topic now and then. I tried to follow an organizational pattern. I'm not sure it fits my purpose. I thought about transitions, but the reader needs to make a lot of connections. I have an opening and an ending, but they both need work. 	<ul style="list-style-type: none"> I w... man... forg... mai... I d... ther... here... mor... mes... I mi... or... tion... sure... thin... I thi... writ... It ju... I th... my... It ju...
	6	5	4	3	2
<p>Voice: The way the writer brings the topic to life</p>	<ul style="list-style-type: none"> This paper is distinctive; the reader can tell at once that it's MY voice. I think the reader will definitely want to share this paper aloud. 	<ul style="list-style-type: none"> This paper is rather distinctive; the reader can usually tell that it's my voice. I think the reader will probably want to share 	<ul style="list-style-type: none"> My voice comes through clearly in parts. The reader might share moments here or there. I like this topic for the most part. The writing has some 	<ul style="list-style-type: none"> I am not sure that this paper sounds like me. This paper isn't quite ready to share aloud. I could not get too excited about this 	<ul style="list-style-type: none"> I d... this... mu... This... NO... shar... The... eno... I d...

	<ul style="list-style-type: none"> • I LOVE this topic, and my enthusiasm will make the reader like it also. • I thought of the needs and interests of my audience throughout the paper. • The voice of this piece is perfect for my purpose. 	<p>this paper aloud.</p> <ul style="list-style-type: none"> • I like this topic, and my positive attitude will make the reader like it also. • I thought of the needs and interests of my audience throughout the paper. • The voice of this piece is suited for my purpose. 	<p>energy.</p> <ul style="list-style-type: none"> • I think the voice is an okay match for my audience. • My voice seems okay for my purpose. 	<p>topic.</p> <ul style="list-style-type: none"> • I was writing to get done, not for an audience. • I do not know whether this voice fits my purpose. 	<p>this thing little tired.</p> <ul style="list-style-type: none"> • I ju to don whe read • Bec sure purp don whe voic
<p>Word Choice: The specific vocabulary the writer uses to create meaning</p>	<ul style="list-style-type: none"> • Every word contributes to the main message. • I selected words with just the right shade of meaning. • I got rid of clutter. Every word counts. 	<ul style="list-style-type: none"> • Most of my words and phrases are clear. • I used words that have the right meaning for my message. • I got rid of most of the clutter. I don't think it's a problem. 	<ul style="list-style-type: none"> • My words are usually clear. The reader can figure out my main idea. • A few words should be replaced with more precise synonyms. • My writing has some clutter. I could cut some words or phrases. 	<ul style="list-style-type: none"> • My word choice is unclear in many places. The reader might guess my main idea. • Some of my words should be replaced with more precise words. • My writing is cluttered. I used too many words I did not need, or else my descriptions are too sketchy. 	<ul style="list-style-type: none"> • My very did know ing • Mar show plac mor wor • I d for I us wor eno I ju

	6	5	4	3	2
<p>Sentence Fluency: The way the words and phrases flow throughout the text</p>	<ul style="list-style-type: none"> • My writing is clear, smooth, and easy to read. It flows! • Sentences begin in many different ways. They range from short and snappy to long and smooth. • It's easy to read this paper aloud with lots of ex- 	<ul style="list-style-type: none"> • My writing is clear and smooth most of the time. It's fairly easy to read. • I notice a lot of variety both in length and structure of sentences. • The variety makes it easy to read with some 	<ul style="list-style-type: none"> • Some of my writing is smooth. Some is choppy or repetitive. • There is some variety in sentence length and structure. • You can make this writing sound expressive if you work at it! 	<ul style="list-style-type: none"> • This writing needs smoothing out. Choppiness or repetition slows the reader down. • A lot of my sentence beginnings are the same. A lot of my sentences are the same length. • It is not easy to read this paper 	<ul style="list-style-type: none"> • This w too b has ch tences, fragme repetiti • Too m tences same v many same le • It is ha this a tried, a

	<p>pression.</p> <ul style="list-style-type: none"> • I always use transitions correctly to link ideas. 	<p>expression.</p> <ul style="list-style-type: none"> • Most of the time, I use transitions correctly to link ideas. 	<ul style="list-style-type: none"> • I use transitions well, but sometimes I may overuse them, forget to use them, or both. 	<p>aloud, but you can do it.</p> <ul style="list-style-type: none"> • I use transitions well sometimes, but too often I overuse them, forget to use them, or both. 	<p>even me!</p> <ul style="list-style-type: none"> • My t are al ways forgot they an or both
<p>Conventions: The mechanical correctness of the writing (spelling, punctuation, capitalization, grammar, paragraph construction)</p>	<ul style="list-style-type: none"> • Readers have to be really picky to find errors in my paper! • I used conventions to make my message clear and to bring out the voice. • I edited this paper thoroughly and am confident that I found and corrected all errors. • I looked and listened for mistakes more than once. This paper is ready to publish. 	<ul style="list-style-type: none"> • Readers might find a few errors—but will have to really hunt for them! • I think my conventions help make my message clear. • I checked my paper over quite well, and I am sure I corrected the major errors. • I looked and listened for mistakes. I might have missed some small things. It's almost ready to publish. 	<ul style="list-style-type: none"> • Readers will probably notice some errors. I need to edit more carefully. • My message is still clear, I think. • Though I did check it over quickly, I should probably take one more look. • This paper still needs careful editing before it is ready to publish. 	<ul style="list-style-type: none"> • I have too many errors. This draft is still pretty rough! • I did some things correctly. Still, I'm not sure my message is always clear. • Just looking the paper over, I see enough errors in spelling, punctuation, or grammar to slow the reader down. • This could use a lot of editing. It is not ready to publish. 	<ul style="list-style-type: none"> • I have errors! hard to • I did things but mi in the v messag • The e spelling, tuation gramm definite the rea • I need this al line by fore I p