



Worthington Middle School

Student Handbook

2024-2025

District Mission Statement

Partnering with the community and committed to continuous improvement, District 518 promotes the educational potential of all learners in a safe, nurturing environment.

Middle School Mission Statement

Worthington Middle School values and respects each other's differences and potential by helping students achieve academic life goals through many opportunities preparing us for the future.

Welcome to Worthington Middle School!

The policies and practices contained in this handbook are designed to help the school maintain academic focus and run as smoothly as possible so that the student and parents/guardians will have a safe and successful school year. It is the hope of Worthington Middle School staff that careful reading and usage of this planner/handbook will give a better understanding of school expectations. It is important that each student is responsible for understanding the contents of this planner. Please contact the Worthington Middle School office with any questions.

Office hours are 7:00 am – 4:00 pm daily.

Worthington Middle School Office: 507-376-4174

Administration: [Ms. Baartman](#)-Principal & [Mrs. Dierks](#)-Assistant Principal

Counselors: [Mrs. Olson](#), [Miss. Stofferan](#) & [Mrs. Jacobsma](#)

Attendance: [Mrs. Dierks](#)

Health Services: [Mrs. Schmitz](#)

Lunch Program: [Marjo Taarud](#) & [DeeAnn Crall](#)

Secretarial Staff: [Sheila Grimmus](#), [Vania Fleace](#), & [Karla Thuringer](#)

Spanish Interpreter: [Jairo Perez](#)

Social Worker: [Melissa Burch](#)

Activities Coordinator: [Josh Dale](#)

Assistant Activities Coordinator: [Jessica Hogan](#)

At Worthington Middle School, we encourage and appreciate parental input and feedback. When discussing your ideas and/or concerns, we ask that you consider talking to your child's advisory or classroom teacher first. Although we encourage contact with the advisory or classroom teacher first, we recognize that there are times when alternative contacts are necessary. In those cases, please use the following guideline (noting that if the concern is about a person in the line of process, please move to the next level): 1) Advisory/Classroom Teacher Contact 2) Building Principal Contact 3) Superintendent Contact 4) School Board Member Contact.

A complete copy of "Rules, Regulations and Procedural Code of the District 518 Public Schools k-12" document is available in the school district administrative office located at 1117 Marine Ave., Worthington, as well as on the district website at www.isd518.net. This agenda planner/handbook and its content were approved by the ISD 518 school board. This agenda planner/handbook may be changed or amended during the school year. Please contact the administration with questions.

Worthington Middle School Students will exhibit Trojan PRIDE

- **Personal Responsibility**
- **Respectful**
- **Integrity**
- **Discipline**
- **Engagement**

Information:

Academic Interventions

Worthington School District is committed to academic excellence for all students. As students progress through their middle school years, academics become more challenging as coursework progresses. In the event that a student is struggling academically, interventions (problem solving mechanisms) will be provided.

Attendance Policy

Please remember you are required to contact the office by phone, or note, stating the reason for each absence. Contact the school absence line at **376-4174** anytime and leave a voice message or send a note with your child when they return to school. If the school does not receive a call, the school will call to verify the absence. If there is a condition that we should be made aware of please contact the school. In the event an absence is not verified by phone, parent contact, or a note, the absence will be considered unexcused.

Excused Absences

Examples of excused absences which are acceptable are: sickness of the student, death in the student's family, dental, medical or mental health appointments, required court appearances, religious holiday observance, impassable roads, school sponsored activities, removal due to suspension, trips taken with the family, when cleared with the Principal's office by a parent/guardian before the absence occurs. Excuses other than those listed above must be cleared by administration.

Excessive Excused Absences

Students with an excessive number of excused absences are losing the benefit of a complete education. Following is the process we will follow for excessive excused absences:

1. After 6 Excused Absences, a letter will be sent to parents alerting them to the number of days their child is missing school.
2. After 9 Excused Absences, a meeting will be held with the Assistant Principal, Attendance Officer, and the student's team of teachers.

Excessive absences may result in the school requiring a signed medical excuse from a doctor, grade level retention, involvement of Family Services, other agencies and/or other district personnel.

Pre-Arranged Absences

Parents or guardians of a student who know in advance they will be absent for an extended period should either call the office or provide a note with the dates of the intended absence. This is so make-up work can be completed before the absence occurs. The office will give the student a form to be signed by each teacher and returned to the office the day prior to dismissal. We would ask that parents limit such absences to no more than 5 school days.

Tardy Policy

Students who arrive late to school/class are to report to the office for a tardy slip.

Students who arrive **late to school** due to an unexcused absence will be considered tardy. Students who are excessively tardy will be given consequences. Tardies are considered unexcused absences from class and will therefore be counted towards truancy (7 periods = 1 day). Parents will be notified and a meeting may be called to address excessive tardies and will result in loss of privileges, additional detentions, and other consequences to be determined by the Assistant Principal.

Unexcused Absences--TRUANCY

Students under the age of 16 are required to attend school as required by Minnesota's Compulsory Attendance Law. "Habitual truant" means a child under the age of 16 years who is absent from attendance at school without lawful excuse for one or more class periods on seven school days if the child is in middle school. MN. Stat. [120A.22, subdivision 8](#).

Following is the process we will follow for unexcused absences:

1. A letter is sent to the parent/guardian after 3 unexcused absences.
2. A second letter is sent after 5 unexcused absences scheduling a meeting with the Assistant Principal, District Attendance Officer, team of teachers, school counselor, and school social worker. Together we will come up with a plan for you and your child and sign a contract stating that the child's attendance will improve.
3. When the student reaches 7 unexcused absences a referral will be made to the Nobles County Family Service Agency.

Automobiles, Mopeds, and Snowmobiles

Students are not allowed to drive to Worthington Middle School even if they are 16 years of age.

Background Check

The school district shall require that applicants for school district positions who receive an offer of employment and all individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment shall be conditioned upon a determination by the school district that an applicant's criminal history does not preclude the applicant from employment with the school district.

Behavioral Interventions

Worthington School District is committed to a high level of positive behavioral expectations from all students. In the event that a student exhibits inappropriate behavior, interventions (ways to change the behavior) may be implemented and can include: parent phone call, advisory check in with teacher, meet with school social worker/counselor, conference with principal, detention, suspension and/or Student-Parent Contract. Please see the "Student Discipline Policy & Guidelines" section of this handbook for more information.

Bicycle, skateboards, scooters, and roller blades

Bicycles, skateboards, scooters, and roller blades are allowed to go to and from school, but are not to be used on school grounds. Bicycle racks are provided for student and staff use, riders must provide their own locks.

Book Bags

Students may bring materials to school in a book bag, but book bags must be left in student assigned lockers.

Bullying / Harassment Prohibition

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 the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying 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. "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 a student or a group of 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 or a group of students that a reasonable person under the circumstances knows or should know. MN. Stat. 121A.031

- An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.
- No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- False accusations or reports of bullying against another student are prohibited.

- A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:
 1. The developmental and maturity levels of the parties involved;
 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 3. Past incidences or past or continuing patterns of behavior;
 4. The relationship between the parties involved; and
 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.
- 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.

Malicious & Sadistic Conduct - "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Bus Behavior Expectations

Pupils transported in a school bus shall be under the authority of and responsible to the driver of the bus. Riding the school bus, whether to or from school or related to an extracurricular activity, is a privilege that can be revoked for inappropriate behavior. Students are expected to follow the same standards of behavior while riding a bus as they are in school or at a school-sponsored activity. All school rules are in effect while a student is waiting at a bus stop or riding the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with these policies. The driver of any school bus shall be responsible for the orderly conduct of the pupils transported. MS 121A.59 provides, "transportation is a privilege not a right for an eligible student".

Cafeteria

In order to maintain the cafeteria, your cooperation is necessary. You can meet this responsibility by observing the following expectations:

- Cutting into the lunch line is not permitted.
- Food or other items are not to be thrown.
- Each individual student is responsible for cleaning the table where he/she eats and to pick up any litter.
- Each student is expected to remain seated while eating.
- Food is not to be taken from the cafeteria.

Canine Inspections

The WMS campus and adjoining areas are routinely inspected by Police canines for prohibited substances and items in order to provide a safer learning environment.

Cell Phones and Smartwatches

Cell phones and smartwatches are not to be carried during the school day. If a student chooses to bring their cell phone or smartwatch to school they do so at their own risk. The cell phone or smartwatch should be turned off and stored in their locker. If a student is carrying or using their cell phone/smartwatch during the school day, it will be confiscated and parents may be contacted to retrieve it. Phones are available in classrooms and at the office with permission.

Change of Address and Telephone Number

Students and/or parents/guardians are to report immediately to the middle school office any change of address or change in telephone number. This information is very important and needed in case of emergency, county change, transportation, etc.

Cheating/Plagiarism

Cheating is the act of willfully obtaining, giving or using information on a test or assignment that distorts the true evaluation of what a student knows, has achieved, or can demonstrate. This includes the act of plagiarism. The first offense, depending on their role in the offense, will result in parent contact, zero credit for the test/assignment and/or detention. The second offense will result in zero credit for the test/assignment, school consequences and a parent contact. The third offense will lead to greater school/classroom consequences.

Class Fees

Students will not be charged fees for class-required projects. Fees may be charged to students who want to do special projects that are in addition to assigned classroom work. A student may be charged fees for school issued iPads, textbooks, workbooks, and library books, lost or destroyed by the student.

Classroom Expectations

- Be Verbally Considerate
- Be Physically Considerate
- Respect Yourself, Others, and Property
- Be Prompt, Prepared, and Organized
- Strive for your Best Achievement

Definition of Expectations

You are expected to contribute to an atmosphere in the classroom and media center where you have an opportunity to learn. It is expected that you will have enough self-discipline to allow this to happen.

BE VERBALLY CONSIDERATE–You should show others that their ideas or thoughts are important, even though you might not agree. Treat others the way you want to be treated. Your attitude and non-verbal communication should support the actions of being polite and showing common courtesy.

BE PHYSICALLY CONSIDERATE–To be physically considerate, you should be considerate of others in both the manner in which you dress and the manner in which you conduct yourself. Clothes appropriate to a school environment should be worn. Your behavior should be a positive reflection on you. Gestures that have negative meanings and cause negative feelings should be avoided. In order to keep our school a safe place for everyone, physical contact such as fighting and inappropriate touching will not be tolerated.

RESPECT YOURSELF, OTHERS AND PROPERTY–You should understand that you have value as an individual. Your own ideas, beliefs, plans, relationships with others, and physical well-being are important. Likewise, you should recognize the value of other students and of adults in our school. You should demonstrate courtesy and regard the individuality of others. The property of others and the school building itself should be treated properly.

BE PROMPT, PREPARED AND ORGANIZED–We expect you to arrive at school and in your classes on time, which means before the bell rings. You should have the necessary materials to complete your daily assignments in an orderly fashion in each class.

STRIVE FOR YOUR BEST ACHIEVEMENT–In order for you to be successful in each of your classes, you will want to be attentive in class, and do your assignments regularly. It is important to ask your instructor for help when necessary. If you are absent, make up your work by the due date established by your instructor. If you always put forth the effort to work up to your potential, you will find your middle school years to be very rewarding.

Communication

District 518 utilizes a notification system that will communicate events, activities, emergencies and other related information to students, parents, staff and community members. You have the right to refuse this service by providing a written statement of refusal to the district and/or contacting christian.robinson@isd518.net or call ext. 3319 to unsubscribe which will occur within ten days of the notification to unsubscribe. The District utilizes this system to communicate many forms of information so please consider your choice carefully to ensure that it will not negatively affect your ability to receive important notifications.

Special After School Activities (such as Games Galore)

Special activities may be held after school. Parents need to pick up their children promptly when the special activity ends. Students not picked up within 30 minutes of the end of the special activity will not be allowed to attend the next special activity. It is the parent/guardian responsibility to provide transportation home after the special activity. In order to attend the special activity, students must be in attendance at school the day of the special activity by 11:30 AM. Students who are in ISS/OSS the day of the special activity will not be allowed to attend.

Independent Studies

Independent Studies is utilized as a study hall and regular classroom rules and expectations are to be followed. Students are to be on task for the entire period and create some measure of productive effort. Independent Studies is scheduled opposite Band/Choir/Orchestra. Students who participate in Band, Choir, or Orchestra will not be in Independent Studies.

Directory Information

Independent School District 518, in compliance with the Family Educational Rights and Privacy Act announces that directory-type information on public school students in the district will be disseminated from time to time without further authorization from parents of such students. "Public information shall include names and pictures of students participating in or attending extracurricular activities, school events, and High School League activities or events." Directory-type information under this policy is defined as:

- The student's name, address & photograph
- The names of the student's parents & phone number
- The student's date of birth & class designation (i.e., 1st Grade)
- The student's extracurricular participation

- The student's achievement awards or honors
- The student's weight and height if a member of an athletic team
- The school district the student attended before he or she enrolled in Independent School District #518

Any parent wishing to withhold information from distribution must make the request to the Office of the Superintendent of Schools. This legal notice is published annually in the District 518 Bulletin in August.

Dress Code

In addition to the District's policy concerning student dress and appearance, student clothing is expected to be appropriate for a school setting. WMS students are only allowed to wear shorts to school during the first and fourth quarter. Students choosing to wear shorts or skirts above the knee during the second or third quarter must wear spandex or leggings underneath. This is not just about fashion, but is a safety concern if ever the building or a bus had to be evacuated during the winter months. Clothing and accessories with messages depicting drugs or alcohol or that may be considered vulgar or offensive are not allowed. See district policy for additional information regarding dress. [District Policy 504](#)

- Midriffs should be covered.
- Private body parts should be covered.
- Undergarments should be covered.
- Hoods and hats that do not cover the face may be worn until the first bell.
- Headwear (hats, hoods, sunglasses etc.) are not to be worn in the school building after the first bell (unless approved for special occasions). All hats and caps shall be properly stored for the school day.
- Cultural and religious headwear and bonnets to protect hairstyles are permitted.

Drugs and Alcohol

Tobacco products, alcohol, marijuana and any illegal drugs or paraphernalia are not allowed. Electronic cigarettes are not allowed. See also [District Policy 417](#) and [418](#).

Due Process

Any action that results in suspension, exclusion or expulsion of a student from school shall be subject to the "Pupil Fair Dismissal Act of 1974". The constitutional rights of individuals assure the protection of due process of law.

Email Staff


To email staff members, please access the [Staff Directory](#) by clicking the link, or by going to www.isd518.net, select CONTACT, then Staff Directory.

Emergency Response

Independent School District 518 facilities utilize an emergency response system that has trained staff and students on a process to use to make decisions when faced with critical concerns. Staff and students are equipped to make decisions using the information they receive in an incident and emphasizes evacuation as the best option to survive a violent crisis incident.

In the event of an emergency that requires students to be evacuated from a school building, the district has arranged a location in Worthington to serve as a Gathering Place. Students will be transported to this location where parents and family members may be safely reunited. In the event of a crisis incident, notification will specify the location where parents/guardians may pick up their children. It is critical that the areas around school facilities be kept free of traffic so that first responders can reach facilities and buses can quickly transport students and staff to the Gathering Place. When informed of the Gathering Place, please do not attempt to go to school facilities.

The safety of students and staff are of the utmost importance to the district. Staff and students are trained to react during a crisis incident by employing the ALICE system. The ALICE system provides several options for response to a crisis incident. These options are described below.

	RESPONSE OPTIONS Every person is empowered to decide if they:
<p>ALICE STANDS FOR:</p> <p>Alert Get the word out! Announce "armed intruder in the building." Use clear, concise language to convey the type and location of the event.</p> <p>Lockdown Lockdown in a secured room using advanced lockdown techniques such as barricading doors.</p> <p>inform Communication allows for others in the situation to make quick, informed decisions.</p> <p>Counter As a last resort, apply skills to distract, confuse, and gain control.</p> <p>Evacuate Reduce the number of potential targets for an armed intruder. This is the preferred response and should be taken as soon as safely possible.</p>	<p>Evacuate</p> <ul style="list-style-type: none"> Assess and leave area if safe to do so. Quickly go to the nearest and safest exit. Evacuate to a rally point. <p>Lockdown</p> <ul style="list-style-type: none"> Lock and barricade the door. Spread out in the room. Be prepared to evacuate from a non-traditional exit Dial 911. <p>Counter</p> <ul style="list-style-type: none"> To be used as a last resort when faced with immediate danger. Use objects to distract and confuse the intruder.

Failing Students

Students who have failed 3 or more core academic courses may be required to work with an Interventionist at WMS, attend the after school program, or be placed in the Middle Level Program (housed at the Learning Center). If a student continues to fail classes they may be required to attend summer school. Note: Administration will look at when classes were failed and the need for summer remediation may be determined by effort and improvement during the school year. If a student attends summer school on a daily basis with proper behavior and academic effort, they will be able to attend WMS the next school year. If a student has poor attendance, poor behavior or poor academic effort may be required to do one of the following: return to WMS and work with an Interventionist or start the school year at the Middle Level Program (housed at the Learning Center).

Field Trips

Expectations are high when we take our students on field trips. Sometimes we are traveling long distances, not only representing WMS, but the Worthington area community as well. If students are unable to meet the expectations of the classroom and school, we cannot expect them to be good representatives of WMS and they will not be allowed to attend. Major behaviors that have resulted in In-School Suspension, Out-of-School Suspension, office referrals, and excessive absences could result in students not attending a field trip. Administration reserves the right to keep students back from field trips.

Fighting

Fighting is considered disorderly conduct and may result in referral to law enforcement. See also FIGHTING in district policy.

Free Play Activities

An outside area west of the school is designated, and supervised, as an optional noon hour activity area. Students are restricted to this area. Inappropriate play or behavior and traveling between the cafeteria and the designated play area are prohibited. Students need to dress appropriately for the weather. Students who fail to follow WMS handbook rules and policies can have free play privileges revoked.

Grading Scale/Grade Point Average

A = 90-100%

B = 80-89

C = 70-79

D = 60-69

F = 59 or below

Each grade received is equal to a certain number of points. The grade point average is the total number of points for all of your classes divided by the number of classes. Grades are equal to the following grade points: A=4.0, A-=3.67, B+=3.33, B=3.0, B-=2.67, C+=2.33, C=2.0, C-=1.67, D+=1.33, D=1.0, D-=0.67.

Headphones/Earbuds

WMS requires all students to provide personal headphones/earbuds to be used with their iPads with teacher permission. When taking standardized or district tests, headphones/earbuds are required and the school district will supply headphones when a student does not have their own. Headphones/earbuds are not allowed at any other time once a student enters the building and must be stored in their locker.

Hazing Prohibition

“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.

- No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- This policy applies to behavior that occurs on or off school property and during and after school hours.
- 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.
- 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.
- 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 the building administration.

Insurance

An insurance plan for student coverage has been approved by the school board in case of injury and is available for individual purchase. Information will be given to students, to take home, at the beginning of the school year.

Student Supervision

School staff has authority over all students, at all times, in all areas of the school premises, any time students may be on school premises, regardless of whether school is in session or not. Students are under the jurisdiction not only of their classroom instructor, but all ISD #518 staff. Students not under the supervision of a staff member after school are encouraged to leave the building.

Interpreter Services

To better communicate to students and parents, ISD #518 has language interpreters available on request. Please contact the school district if you are in need of interpretation services.

Investigation - Students are required to participate and answer questions on investigative matters regarding student conduct that involves a violation of the student code of conduct.

iPads

Student use of iPads must comply with student use agreement. iPads, iPods, cell phones, cameras and other electronic devices are not allowed in restrooms or locker rooms.

Student use Agreement:

[English](#)

[Spanish](#)

Student Pledge for iPad Use

1. I will take good care of my iPad.
2. I will never leave the iPad unattended.
3. I will never loan out my iPad to other individuals.
4. I will know where my iPad is at all times.
5. I will charge my iPad's battery daily.
6. I will keep food and beverages away from my iPad since they may cause damage to the device.
7. I will not disassemble any part of my iPad or attempt any repairs.
8. I will protect my iPad by only carrying it while in the case provided.
9. I will use my iPad in ways that are appropriate, meet ISD 518 expectations and are educational.
10. I will not deface the serial number iPad sticker on any iPad.

11. I understand that my iPad is subject to inspection at any time without notice and remains the property of ISD 518.
12. I will follow the policies outlined in *iPad Guidelines, Procedures, and Information Handout* while at school, as well as outside the school day.
13. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to return the District iPad, case and power cords in good working condition.
16. I will follow all other rules specified in the ISD 518 Student Handbook.

Notice: If a student fails to return the learning device at the end of the school year or upon termination of enrollment in ISD 518, that student will be subject to criminal prosecution or civil liability. The student/parent will be required to pay the replacement cost of the learning device. Failure to return the learning device will result in a theft report being filed with the Police Department.

INTERNET ACCEPTABLE USE

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Lockers

Each student will be assigned a locker to provide safekeeping for school materials and personal articles. Locker combinations are to be kept confidential since the responsibility for safeguarding personal property lies with the student. Lockers are the property of the school and may be opened for inspection at any time at the discretion of the school principal or other school administrative personnel. Students are not to share or trade lockers. Students are not to climb on or vandalize lockers in any way. Pursuant to MN Statute 121A.72.

Loitering

The school has adopted a loitering policy consistent with Worthington Ordinance #59. This prohibits students from loitering on public property near school premises in the city of Worthington.

Lost and Found

Students who find lost articles are asked to take them to the office. The owner can then claim these items at the middle school office.

Lunch Account

Each student will be provided with a lunch number (remains with them as ISD 518 students), which they will type in as they go through the serving line. Breakfast and lunch are free for all students.

Lunch Arrangements

Students are not allowed to leave the school or school grounds during the noon hour unless accompanied by their parents and permission is granted from the office. Hot lunch is available to middle school students in the cafeteria. Students who wish to bring lunch from home are to eat in the cafeteria. Students may not order out and have food delivered to the school.

Alternative Lunch, Before and After School Detention

Minnesota state statute requires parents be notified within 24 hours of an alternative lunch, before and after school detention is served. Parents will be notified of their child's detention via notifications on Campus. Parents can set up Campus access by contacting the district tech team (507-727-1127)

Make-up Work

If students are gone one day because of illness, no arrangements will be made to receive make-up work, they can check in with their teachers upon their return. If gone for more than one day, students should refer to Schoology and Campus for student assignments and they can email or use Schoology to contact their teachers. Students will receive 2 school days to make up school work for each day absent. In the case of an extended absence due to medical or mental health issues, missing work will be made up or exempt based on the recommendation of our Student Services Team.

Students who miss class work as a result of a suspension will be allowed to receive credit for the work they miss as long as the required work is completed and handed in.

Media Center Overdue Policy

Checkout time is for two weeks. Students will be allowed a total of three books. Books may be renewed after 2 weeks. After 4 weeks students will be asked to return them or discretion on the part of the media staff will be used to decide if the book can be renewed again.

Overdue notices will be generated every month. Students who have overdue items will receive them in their Advisory class.

Students who do not return, or pay for, their materials within two months will not be able to checkout from the Media Center. Discretion may be used on the part of the librarian or administration. Letters will be sent home to inform parents or guardians of overdue material and the cost to replace them.

Damaged books are defined as those with tears, stains, or writing and scribbling in them. Damaged books will be reviewed by the Media Specialist. A decision will be made regarding if the book(s) can be repaired and put back on the shelf with a \$3.00 processing fine. Book(s) that can not be repaired, the student will be asked to pay the full cost to replace them.

Messages

Unless it is an emergency situation, students will not be called out of class for reasons such as: messages, assignments, money, band instruments, etc. These messages can be left in the office and students will be notified at a time when they will not disrupt a class session.

Mediation

Mediation is an opportunity for students to resolve interpersonal problems. A student who wishes to mediate may contact the advisor, teaching staff, counseling staff or administration. A mediation session will be scheduled. Mediation is voluntary but may be recommended by staff.

Photo Release Policy

In the course of the school year, students may be photographed/videotaped for educational and/or promotional purposes (including publications, presentations, or broadcasts via newspaper, internet or other media sources). Parents must provide a written objection if they are opposed to their student being photographed for school purposes/events.

Physical Education Dress

For Physical Education class the minimum requirement for dress is: athletic shoes, short sleeved t-shirt and shorts that meet the school dress code, long pants and long sleeves are allowed.

Class Participation in Physical Education Classes

All students are required by state rules to participate in physical education. A recovering student may be held out of physical education for a period of two days if the student brings a note from his/her parents. The administration can extend that time to five days. After five days, a student must have a doctor's note verifying the need to be held out.

Pledge of Allegiance

Minnesota Statute 121A.11 "Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice."

Posters and Notices

Only approved notices and posters may be displayed on bulletin boards or walls. Please contact the Principal's Office for permission to post a notice. Administration must sign all posters, plaques, memorials, etc., before they are displayed.

Reasonable Force

A teacher, school employee, school bus driver or other agent of a school district may use reasonable force in compliance with Minnesota Statutes 121A.582 and other laws.

Renaissance Worthington Middle School is a Renaissance School. Renaissance makes recognition accessible to all students and gives a sense of pride to academic achievement. Renaissance assemblies or special activities will be held quarters 1, 2, and 3 to honor and reward students in grades 6-8. There are some stipulations for Renaissance:

1. A student must be a full-time student at WMS.
2. The student must **not earn a grade of "F" in any class**, including those where grades don't affect GPA (ex: Band, Choir, Orchestra, PE, etc.)
3. The student must not have more than three office referrals, or have served in-school or out-of-school suspension, within the given quarter.

Only students who have earned one of the following four levels, and their parents/guardians, are invited to the assemblies:

Platinum: 4.0 GPA [Must **earn an "A" in all classes**, including those not affecting GPA (ex: Band, Choir, Orchestra, PE, etc.)]

Gold: 3.5-3.999 GPA
Silver: 3.0-3.49 GPA

Restricted Areas

Students are not to be in the driveway area, parking lot area, or any other area of the school grounds unless under the direct supervision of a staff member. Upon arrival at school, students are to enter the building immediately. Leaving the school or grounds without permission from the school is prohibited, and may be considered truancy.

Safety Drills

Drills including fire, severe weather and lockdowns will be held periodically throughout the school year. Procedures for dismissal in case of a fire alarm are posted throughout the school building. Teachers will also advise students concerning classroom exit and drill procedures.

School Equipment

Students are responsible for all school equipment issued to you (music, instruments, uniforms, athletic equipment, locks, library books, textbooks, etc.). You will be charged for damages due to misusing or losing materials and equipment.

Snowballs/Ice Balls

The throwing/use of snowballs or ice balls (chunks) is not allowed on school property. This is a safety violation.

Special Education Programs

In accordance with state and federal mandates, District #518 seeks out, assesses, and serves students with disabilities. District staff uses a comprehensive child study process to systematically screen, assess, and, if identified, provide special education and related services. When a referral is received, the building Child Study Committee meets to determine if any evaluation is necessary and by whom it should be done (school psychologist, special education teachers, speech/language clinician, etc.). If an evaluation is indicated, parents are notified by letter and asked for their approval. If consent is obtained, the evaluation is completed. After the evaluation is completed, general and special education personnel involved meet with parents to decide on an appropriate placement for the child. An individualized program is developed for the child and services are provided in accordance. Individualized Education Programs (IEPs) are reviewed on at least an annual basis with school personnel and parents. A copy of the Parent Rights and Procedural Safeguards pertaining to special education is available in the office.

Telephones

A student phone is also available for use, with permission, outside the office before, during, and after school.

Tennessee Warning

The Minnesota Government Data Privacy Act provides all persons with certain rights. These rights include, but are not limited, to the following: you must be told verbally or written: the purpose and intended use of the data requested, whether the individual may refuse to supply or is legally obligated to supply the data, any known consequences of supplying or not supplying the data and the identity of other persons authorized to receive the data. *Whenever a government agency asks you to provide private or confidential data about yourself. Students may request information not be disclosed as per MN Statute 13.02 subd. 8, MN Stat. 13.82, Subd. 7 data privacy.

Textbooks

Your textbooks are the property of Worthington District 518 Schools and are available for your use. We ask that students use book covers to help protect the book from normal wear and tear. Students and their parents/guardians will be required to pay for books that are lost or damaged.

Transportation

The cost for field trips is \$10 each year; this is to help offset the costs for transportation and admission. WMS students have more than one field trip each year, both locally and some at rather great distances and therefore, this fee is non-refundable.

Trespassing

The principal/assistant principal has the statutory right to ban a violator of MN Statute 609.605(4) from school premises for up to one school year. Violation of a trespass warning/ban is a misdemeanor.

Video Monitoring

District 518 reserves the right to use video monitoring devices within District 518 buildings, grounds and on school buses.

Video Surveillance

Worthington Middle School is under constant electronic surveillance. Video surveillance evidence of students who are involved in inappropriate activity or violations of school policies may be used in administrative investigations or referred to law enforcement for criminal charges.

Recording

Students are prohibited from photographing, recording and/or making any electronic record of other students, staff, and/or visitors without express consent of the individual that is subject of the recording, photograph, and/or electronic record. This policy applies to students during the school day, instructional and non-instructional time, and/or while participating in school events. Students violating this policy will receive appropriate consequences.

Visitors

All visitors to WMS will be required to sign-in.

Student visitors are not allowed to accompany a Worthington Middle School student.

Weapons

Weapons of any sort are not allowed. Drawings, photos or other depictions of weapons are not allowed as they may cause undue stress or fear among students or staff. See also WEAPONS in district policy.

EXTRACURRICULAR ACTIVITIES

Athletic Acceleration

The Middle School philosophy in regards to athletics is participation and skill acquisition with competition being valued. It shall generally be the policy of the Middle School and the Coaches Liaison Committee not to accelerate students within the Middle School programs and based on the determination of school authorities. Athletic acceleration involving 8th grade students to high school programs will follow the District 518 Acceleration Policy.

Athletics:

Fall Sports

- 7th & 8th Cross Country (w/ high school)
- 7th & 8th Football
- 7th & 8th Soccer (w/ high school)
- 7th & 8th Girls Tennis (w/ high school)
- 7th & 8th Volleyball

Winter Sports

- 7th & 8th Boys & Girls Basketball
- 7th & 8th Dance Team (w/ high school)
- 7th & 8th Gymnastics (w/ high school)
- 7th & 8th Boys and Girls Hockey (w/high school)
- 7th & 8th Wrestling (w/ high school)

Spring Sports

- 7th & 8th Baseball
- 7th & 8th Golf
- 7th & 8th Softball
- 7th & 8th Boys Tennis (w/ high school)
- 7th & 8th Track (w/ high school)

Clubs & Other Extracurricular Activities:

Available to 6th, 7th and 8th grade students throughout the school year unless otherwise noted.

- **SADD** – Students Against Destructive Decisions; meet regularly and plan events
- **Student Council** – Nominated and voted on by each grade; to provide leadership in school decisions
- **Yearbook committee** – Take pictures, meet as a committee and organize the school annual
- **Math Masters** – For 6th Grade students with an interest and who excel in mathematics have the opportunity to participate in local competitions
- **Jazz Band** – Students in Band interested in “jazzing” up their time with this group and through competitions in the spring
- **Choir Ensembles** – Students in Choir interested in small group singing both in competition and for the spring concert

Athletic Activity Attendance

Students who have not reported to school by 11:30am, or who have been issued in school or out of school suspension, may not participate in any after school athletic events or activities.

Athletic Fees

In order to participate in the athletic program that the school district offers, all students will be assessed an equipment fee. The fee is being charged for use of equipment that is supplied by the district for all of the sports programs. Towels will not be provided. Activity fees for 7th and 8th grade activities are currently \$20. If a 7th or 8th grader is put on the eligibility list that is turned into the Minnesota State High School League, then that individual will pay the high school rate.

Conflict of Activities

If there is a conflict between an academic or class related activity and an extracurricular activity, a pupil who chooses the academic activity will not be penalized in the extracurricular activity. However, if a student has a conflict between two extracurricular activities—such as a school play and athletics—the advisors will attempt to work out a solution. All decisions must have the final approval of administration. If the conflict involved a State High School League activity, the League activity shall take priority. Conference activities have priority over activities that reoccur. State High School League tournaments have priority over all other events.

Eligibility Policy

Any students participating in extracurricular activities are governed by District 518, Worthington Middle School and Worthington Middle School Student Handbook rules, practices and procedures, as outlined. A behavioral policy is also in place to address inappropriate behavior during the school day which results in a participant receiving after school detention, in-school suspension, or out of school suspension. If any of these consequences are issued, the student in violation will lose eligibility for that day's event (i.e. practice, game, meet, etc.). If further violations occur, which result in lost eligibility, school administration has the discretion and latitude to amend consequences as appropriate to the situation, i.e. further loss of event (practice, game, meet) time, parent meeting, or additional student discipline.

7th – 12th GRADE STUDENT ACADEMIC ELIGIBILITY Students in 7th through 12th grade must maintain academic eligibility to participate in extracurricular activities. Upon completion of each eligibility grading period (every two weeks), students must be passing all of their classes. Students not passing all of their classes will be placed on academic ineligibility for a two week period. Students must establish clearance by turning in a fully completed academic eligibility clearance form to the middle school, learning center or high school offices. The office will notify the coaches and activities director that the student has been cleared to participate in school events. Students who fail to turn in a clearance form will be ineligible to participate in extracurricular activities until which time an eligibility clearance form has been turned in. Students may continue to practice during a period of ineligibility. However, coaches and advisors may use discretion regarding practice while monitoring the student's progress toward eligible status. Students are not allowed to turn in an eligibility clearance form during the first ten school days of an academic term. Students who fail classes at the end of a quarter will be ineligible to participate in extracurricular activities for the first ten days of the next academic term and they must turn in an eligibility clearance form to regain their eligibility. School administration reserves the right to allow for exemptions based on student effort towards meeting these expectations.

Middle School students who participate on a high school team will be subject to following the High School Academic Eligibility Policy and all other rules of the Minnesota State High School League.

HEALTH SERVICES

Illness

If a student becomes ill during the school day, the student must ask permission to go to the health office. Do not leave the building until you have first checked in with the health office staff. Students who become ill will be sent home only after a parent, guardian or emergency contact has been notified. The parent, guardian or emergency contact is required to sign the student out of the health office. In the event of an extended illness (absence of 3 or more days), students may be required to provide a note from their doctor.

Immunizations

To enroll in school in Minnesota, children must show they've had the following immunization or file a legal exemption. Parents may file a medical exemption signed by a health care provider or a conscientious objection signed by a parent/guardian and notarized.

- 3 DTP and 1 Tdap before 7th grade
- 3 Polio
- 2 MMR
- 3 Hepatitis B
- 2 Varicella vaccinations or year of chicken pox disease (Documentation must be signed by a physician)
- 1 Meningococcal before 7th grade

Please note that if your child does not receive the required immunization, it will be reported to the state of Minnesota that they are not in compliance with the Minnesota School Immunization requirements, **and they will not be able to attend school until their immunization(s) are updated.** For more information on immunization you can go to www.health.state.mn.us/immunize.

Medication at School

We encourage medication hours to be arranged outside of school hours if at all possible. However, we understand that there are cases when it is necessary to the child's health that medication and/or treatments be administered in school. Students are not to carry their own medication while in school unless there is a medical necessity, you have contacted the school nurse and you have completed the district medication permission form. Two key factors must be present before medication will be given:

- Written permission authorizing school personnel to administer medications. Parent consent is needed for all medication; physician consent is needed for all prescription medication. Medication permission forms are available at www.isd518.net.
- Medication given in school must be brought in an unopened original or pharmacy labeled container (labeled bottle identifying the child's name, dosage of medication, route, and physician's name for prescription medicine; sealed original labeled bottle for over-the-counter medication).

Medication brought in a plastic bag or other container will not be accepted. Medication administered by school personnel will be kept in the health office under lock and key. Special storage requests must be discussed in advance with the school nurse. Unused medication, not picked up by the end of the school year, will be destroyed by school personnel. School health personnel do not routinely accompany students on field trips. A teacher or designated school employee may be responsible for medication administration during field trips. Please inform the school in writing if you do not want your child to receive medication in this manner. Please refer to the ISD #518 Health Brochure for more information about school health services.

Crisis Support

To reach the Suicide and Crisis Lifeline call 988 or text MN to 741 741 to speak to a crisis counselor. You may also reach support through Southwest Mental health at 1-800-642-1525.

MANDATED POLICY POSITIONS

- District 518 is an equal opportunity school district. There will be no discrimination on the basis of race, creed, gender or disability in hiring or in the treatment of staff or students.
- The Title IX coordinator for District 518 is Superintendent John Landgaard. He may be reached at the district office at 1117 Marine Avenue, Worthington, or by phone at 507-372-2172.
- The 504 District Program Coordinator is the Director of Special Programs, who may be reached at The Special Programs Office or by phone at 507-372-1233. The Middle School Coordinator is Tessa Dierks, Assistant Principal, who may be reached at Worthington Middle School, or by phone at 507-376-4174.
- Pandemic Response information/preparedness: MN Dept. of Education (1500 W. Hwy. 36, Roseville, MN 55113; 651/582-8403), Minnesota Department of Health (PO Box 64975, St. Paul, MN 55164; 651/201-5000), US Dept. of Health and Human Services (200 Independence Ave., Washington, DC 20201; 877/696-6775)
- District 518 recognizes its responsibility regarding the collection, maintenance and dissemination of pupil records and the protection of the privacy of individual students as provided in federal law and state statute. ISD 518 has adapted these policies.

STUDENT DISCIPLINE POLICY & GUIDELINES

Non-exclusionary discipline practices will be attempted to be used prior to other forms of discipline when applicable.

Non-exclusionary discipline practices include but are not limited to: Handbook review, social/emotional skill development during Advisory times, counseling services, restorative practices, student contracts, parent/teacher conferences, and parent communication.

Minimum corrective actions for specified violations are described below. Because it is not possible to list every behavior or conduct problem, the school administration has the discretion and latitude to amend consequences as appropriate to the situation. Consequences may be altered as administration considers a student's intent, track record or frequency of violations, attitude or response to the intervention and willingness to correct the behavior. Building level administration also may impose a 1-10 day suspension* as deemed appropriate for various violations of district policy (*the superintendent may extend a suspension for an additional 1-10 days depending on the seriousness of the violation). Pursuant to MN Statute 121A.65, the school district discipline policy was reviewed with staff, the school board, parents and students via various forms of communication.

GOOD FAITH EXCEPTION - A violation of the technical provisions of the Pupil Fair Dismissal Act, made in good faith, is not a defense to a disciplinary procedure under the act unless the pupil can demonstrate actual prejudice as a result of the violation pursuant to Minn. Stat. § 121A.48.

The following sanctions apply to students in 6-12 and the developmental level of the child will be taken into consideration at the time of the violation. The corrective actions are not sequentially ordered. Students may be subject to disciplinary action for conduct on or off school property which has a direct and immediate effect on the discipline or the general welfare of the school. This policy is particularly applicable where disciplinary action is reasonably necessary for the physical or emotional safety of the student, teachers, or other school personnel, or for the safety of school property. Violations of this policy during times of emergencies may result in increased/additional consequences. The district will follow Due Process laws and make each disciplinary action, an educational opportunity, as applicable. Measured by this standard, acts which may result in disciplinary action include but are not limited to the following:

*** : Minor Offense** Teacher managed (conference, loss of privileges, restitution, detention, mediation, and contract)
**** : Major Offense** (conference, loss of privileges, restitution, detention, mediation, contract, ISS, OSS, change of placement, referral to outside agency)
***** : Severe Offense** (conference, loss of privileges, restitution, detention, mediation, contract, ISS, OSS, change of placement, referral to outside agency, expulsion)

ABUSIVE LANGUAGE & VERBAL ASSAULT*--:** It is a violation of School District policy to use abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student including conduct which degrades people because of their gender, race, religion, ethnic background or physical or mental handicaps.

AGGRAVATED ASSAULT *:** “Aggravated Assault” is committing an assault upon a person with a dangerous weapon or an assault which inflicts great bodily harm upon one person or another.

ALCOHOL *:** This refers to the possession, use or being under the influence of any alcoholic product while on the school grounds or at school sponsored activities, including school buses.

ARSON *:** The destruction/damage to any school building or property by means of fire explosives.

BOMB THREATS *:** Intentionally giving a false alarm of a bomb threat.

DESTRUCTION OF PROPERTY **--*:** Willful damage of school property – willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to the school district .

DISORDERLY CONDUCT *--:** Engaging in offensive, obscene, or abusive language or in boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others.

DRUGS*:** This refers to the possession, sale, distribution, or being under the influence of any substances or possession, sale or distribution of items looking like drugs as defined in Minnesota Statute 152.02 while on the school grounds or school sponsored events. The sale and distribution will ultimately result in an expulsion.

ELECTRONIC DEVICES *: Objects which cause distractions, such as pagers, radios, headsets, cellular telephones, MP3’s, universal remote controls, gaming devices, and laser pointers. These items will be retained by the school when found present on school property.

FIGHTING--***:** “Fighting” shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from “poking, pushing, shoving or scuffling”.

FIRES, FALSE FIRE ALARMS AND DANGEROUS THREATS **--*:**

- Lighting matches, lighters, open fires, fireworks, etc. in any part of the school building is prohibited. This definition does not include any teacher directed classroom demonstrations using fires or flammables.
- Pulling any fire alarm station, in the absence of the actual fire
- Tampering with fire and safety equipment/devices or unauthorized handling of fire extinguishers.
- Phoning in or otherwise falsely reporting dangerous threats

FIREWORKS *--:** Use, possession, or offering for sale any substance, combination of substances or article prepared to produce a visible or audible effect by combustion, explosion, deflagration or detonation.

FOOD/BEVERAGE*: Students are not allowed to be in possession of any food/candy/gum/etc. or beverage during the school day. Exception is if this is given to a student by a teacher.

GAMBLING *: “Gambling” is defined as the playing of a game of chance for stakes.

HARASSMENT **--*:** Harassment is participating in or conspiring with others to engage in harassing acts that injure, degrade, or disgrace other individuals. Harassment, whether willful or otherwise, includes offensive behavior relating to gender, religion, culture, disability, race, sexual orientation, and/or age. Also considered harassing is indecent exposure.

HAZING **--*:** Committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm or holds a student up to ridicule in order for the student to be initiated into or affiliated with a student organization, group or club.

INCRIMINATING EVIDENCE *--*:** If administration is alerted to internet sites, photos or other evidence of a breach in MSHSL rules, an investigation will ensure. Photos of possession (i.e.: holding of tobacco products or alcoholic beverages), will be treated as a violation.

INSUBORDINATION *--*:** Willful refusal to follow an appropriate direction given by a staff member.

INTERFERENCE/OBSTRUCTION **--*:** “Interference” or “obstruction” means any actions taken to attempt to prevent a staff member from exercising his or her legally assigned duties.

INTERNET/E-MAIL VIOLATION *--:** Internet usage is a privilege. It is to be used only for legitimate education purposes. The following types of misuse may result in loss of privilege to use and other possible consequences:

- Harassment of others in an obscene, derogatory or other offensive manner. This could include sending sexually explicit or racially and gender inappropriate jokes, messages, etc. Threats against others would also fall into this category.
- Plagiarism of materials.
- Violation of copyrighted works or trademarks.
- Transmission of personal information about oneself or others.
- Disruption of the network or programs; introduction of viruses.
- Downloading obscene/pornographic materials.

Free speech in student use of the Internet is limited in the same way that it is limited in school newspapers. Supervisors can limit student access. Parent permission is needed to restrict any Internet access.

LEAVING WITHOUT PERMISSION *-*:** This applies to leaving the school building and grounds during school hours without signing out or having permission from school personnel. This could be considered truancy.

MISREPRESENTING OF FACTS/LYING *: Students who knowingly falsify or misrepresent information. This includes knowingly withholding information relative to violation of the discipline policy involving other students.

NUISANCE ITEMS *: Students are prohibited from possessions or use of articles that are nuisances, illegal distractions, or that may cause harm to persons or property at school and school-sponsored activities. Examples of nuisance items include, but are not limited to lasers, yoyos, walkmans, backpacks, stink bombs, etc.

PHYSICAL ASSAULT *:** “Assault” in committing an act with intent to cause fear in another or immediate bodily harm or death intentionally inflicting or attempting to inflict bodily harm upon another. Assault is non-mutual.

PORNOGRAPHIC MATERIAL *--:** Possession of sexually explicit material.

PUBLIC DISPLAY OF AFFECTION *: Kissing, hugging and inappropriate close physical contact

RECORD, IDENTIFICATION & FALSIFICATION*: Forgery; this category includes falsifying signatures or data (including cheating and plagiarism) as well as refusal to give proper identification when requested to do so by a staff member.

SPORTSMANSHIP RULES *-*:** Learning is a combination of receiving new information and practicing appropriate behaviors. Learning to follow rules and be a graceful winner or loser is an important skill. Students receive the information needed to be good sportsmen/women from many sources including school and home. They also have opportunities to practice these skills. Parents and coaches are expected to model great sportsmanship, win or lose. The following are the expectations the Worthington School District has established for athletic events:

- During the National Anthem, people should remove caps and refrain from moving around and talking.
- The lobby or hallway should not be used for a playground or racetrack.
- In the high school, the east balcony should not be used unless there is an extremely large crowd.
- Cheer for our team, not against the other teams or officials. Appropriate non-disruptive behavior is expected
- Once an activity has started, you will not be allowed to go down the stairways or into hallways unless there is an appropriate break.
- Have fun at the game; students should remember they are spectators.
- Students should sit on the “home side” during games unless accompanied by a parent.

TARDIES *: Tardiness occurs when a student arrives to class or homeroom after the established beginning time.

TERRORISTIC THREATS **--*:** Threatening, directly or indirectly, to commit any crime of violence with the purpose of terrorizing another person.

THEFT, ROBBERY, EXTORTION AND UNAUTHORIZED USE OF SCHOOL PROPERTY *-*:**

THEFT – the unauthorized taking of the property of another.

ROBBERY/EXTORTION – the obtaining of property from another where his/her consent was induced by use of force or a threat of force.

UNAUTHORIZED USE OF SCHOOL PROPERTY – the unauthorized/illegal use of school property for non-school activities

TOBACCO/Marijuana **: Possession or use of any tobacco/marijuana product by a student while on school grounds or at school sponsored events. This includes any type of tobacco/marijuana product, chewing, holding a lighted tobacco product, or exhaling smoke from the mouth or nose. This includes electronic vape products for tobacco/marijuana.

TRUANCY **: “Truant” is defined as absent from school or class without the knowledge and approval of the school and parents/guardian.

UNAUTHORIZED DISTRIBUTION *-*:** Distribution or possession of literature on or near school property of inflammatory, libelous, slanderous, or otherwise unauthorized material.

WEAPONS **--*:**

- **“WEAPON”** – any instrument or object designed or intended to produce death, or used in a commission of a violent act, or in a manner which threatens, raises fear; or inflicts bodily injury. A weapon can include: firearm, including firearm silencer, electronic dart gun, cap gun, or zip gun; shotgun, rifle, machine gun or any other weapon that simulates or is adaptable for use as a machine gun; air gun, spring gun or other instrument or weapon in which propelling force is a spring or air, and any weapon in which any loaded or blank cartridge may be used (such as a BB gun, imitation pistol); any knife, including a switchblade knife, gravity knife and cane sword (a cane that conceals a knife); billy club, blackjack, bludgeon, chukka stick and metal knuckles; sandbag and sandclub; slingshot (small, heavy weights attached to a thong); explosive, incendiary bomb or bombshell; dagger, stiletto, dangerous knife, straight razor, and grocery store bag cutter; acid or other deadly or dangerous chemical; loaded or blank cartridges and ammunition; and any deadly, dangerous or sharp-pointed instrument that can be used as a weapon (such as broken glass, case cutter, chains, wire). A weapon can also include common everyday items such as belts, combs, nail files, scissors, combustible liquids, etc., which are used or have been modified to threaten or inflict bodily harm.
- **FIREARMS** – any “weapon” (including a “starter pistol”) which is designed to, or can be converted to expel a projectile by the action of an explosive. (Definitions of other firearms and related explosive devices can be found in Section 921 or Title 18 of the United States Code, Chapter 44, Firearms). (See 127.282 MN Fair Dismissal Law).
- **GUN** – A projectile object used as a weapon; this definition includes anything resembling a gun in shape or operation.
- **SUBSTANTIAL BODILY HARM** – bodily injury which involves a temporary but substantial loss of impairment of the function of any bodily member or organ, or which causes a fracture of any bodily members.
- **GREAT BODILY HARM** – bodily injury which creates a high probability of death or which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ.

DEFINITIONS OF CONSEQUENCES

Alternative Placement–These are educational opportunities made available within the school district possibly at a site different from a student’s originally assigned school. ISS (In School Suspension) can be considered in this policy.

Conference–Depending upon the violation and the seriousness of the action, a student may be given a warning that if a violation occurs again, the student’s parents or guardians may be notified. This may include a parent/guardian conference or written letter home.

Contracts–Individual agreements with parents/students providing specific consequences, negative or positive, for custom behaviors.

Detention– A principal or designee may detain a pupil before or after school for correction or a violation, including tardiness to class. Any pupil who is told by a principal or designee to report before or after school and who, for any reason cannot report, must first clear the absence with the principal or designated representative.

Alternative Lunch–A teacher, principal, or designee may assign alternative lunch for correction of a violation, including tardiness to class. Lunch will be eaten in the Restorative Practice Room under the supervision of MS staff during the regularly scheduled lunch times. Restorative practices such as, but not limited to, writing letters of apology, creating contracts and student behavior plans, and mini lessons around learning from mistakes will be taught depending on the reasons why a student needs to attend alternative lunch.

Exclusion–“Exclusion” means an action taken by the school board to prevent enrollment or re-enrollment for a student for a period that shall not exceed beyond the school year. The Pupil Fair Dismissal Act of 1998 (as amended) will be followed in procedural matters of this kind. Exclusion of students with disabilities cannot be used as a discipline measure if the actions may have been the result of the disability. Special provisions for dealing with the behavior of a student with a disability will be written into the student’s Individual Education Program.

Expulsion–“Expulsion” means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.

Loss of Privileges–Examples might include: dances, noon hour activities, groups, student recognitions, field trips, computer usage, etc.

Referral to Law Enforcement–If a student’s misbehavior is that in which a law violation may be involved, juvenile authorities or police will be contacted by the principal or designated representative. Every reasonable attempt shall be made to notify parents at the same time juvenile authorities or police are called.

Referral to Outside Agency–Examples could include Family Services & SW Mental Health, etc.

Removal From Class–“Removal from Class” and “removal” means any action taken by teacher, principal, or other school district employee to prohibit a pupil from attending class for a period of time not to exceed three class or activity periods, pursuant to procedures established in the school district “Permanent Removal” means the action taken by a principal to prohibit a student from attending a class period or activity period for the remainder of the quarter/trimester/semester/year.

Restitution–A general concept that entails repairing the damage that has been done. This alternative consequence may include actions like apologies, cleaning up mess, paying for damages, etc.

Suspension–An action by the school administration prohibiting a pupil from attending school for a period of no more than ten school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension, and possible educational services. This definition does not apply to dismissal from school for one school day or less, except as provided in federal law for a student with a disability.

DISTRICT INFORMATION:

ANNUAL ASBESTOS NOTIFICATION

As a result of federal legislation (Asbestos Hazard Emergency Response Act - AHERA) each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. ISD 518 has a goal to be in full compliance with this law and is following the spirit, as well as the letter of the law. As a matter of policy, ISD 518 shall continue to maintain a safe and healthy environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the school district are inspected by EPA accredited inspector(s) and an independent laboratory analyzed samples. Based on the inspection, the district prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, ISD 518 has completed in AHERA 3-year re-inspection requirement every three years. ISD 518 buildings, where asbestos-containing materials are found, under repair, in which removal will take place the operations/maintenance plan will be followed.

This past year, I.S.D. 518 conducted the following with respect to its asbestos containing building materials:

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. Also, the law requires for all buildings to be re-inspected every three years after a management plan is in effect.

Short-term workers (outside contractors) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

I.S.D. #518 has a list of the location(s), type(s) of asbestos-containing materials found in that school building and a description and timetable for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to the district office.

NOTICE CONCERNING USE OF PEST CONTROL MATERIALS PROCEDURES

Our district utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings. Their program consists of:

1. Inspection and monitoring to determine whether pests are present, and whether any treatment is needed;
2. Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control measures;
3. Utilization of non-chemical measures such as traps, caulking and screening; and
4. Application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule pursuant to Minn. Stat. 121A.3.

INDOOR AIR QUALITY

ISD 518 has in place a program to monitor and improve air quality at our school. The Worthington School District considers no objective more important than providing its employees, students, and visitors a healthy, safe environment. Because we believe that indoor air quality is essential to this objective we are sending this notification to inform parents, students and staff of our program to monitor and improve indoor air quality.

As part of the program implementation, an Indoor Air Quality Coordinator has been appointed. An annual walk-through will be performed by the Coordinator to evaluate school facilities for obvious water intrusion, ventilation failures, structural problems, overall cleanliness, and the status of the O&M program.

The District's response to parental concerns will be timely and direct. Parent's questions are always welcome. If a concern would arise, we ask the parent contact Dave Skog, Indoor Air Quality Coordinator. The Coordinator will be able to assist in evaluating the child's home or other out of school situation. Additional information is available to parents about school facility construction; maintenance, housekeeping practices, chemicals used, mold and HVAC related information, and other activities that may contribute to a child's symptoms.

ISD #518 accepts the responsibility of monitoring indoor air quality and will/has conducted a survey of the mechanical ventilation rate of each occupied space in the District.

Worthington Public Schools are proud to be taking a leadership role in providing a safe, comfortable, and productive environment for our students and staff so that we achieve our core mission - educating students. Our school will continue to follow EPA guidance to improve our indoor air quality by preventing as many problems as possible.

If you would have any questions or concerns about this or any other health and safety program, please contact the Director of Operations at 372-2172.

PARENT RIGHT TO KNOW

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

STUDENT DISABILITY NON DISCRIMINATION - Section 504 of the Rehabilitation Act of 1973 is a civil rights statute that protects individuals with disabilities from discrimination. Schools need to identify and evaluate learners who need special services, accommodations, or programs in order that learners may receive a free appropriate public education. Persons who have questions, comments, or complaints should contact the Superintendent, District 504 Coordinator at 372-2172. ([Policy #521](#))

STUDENT/PARENT RIGHTS UNDER FERPA - ISD 518 recognized its responsibility in regard to collection, maintenance and dissemination of public records and the protection of the privacy rights of students as provided in federal law and state statutes.

The procedures and policies adopted by ISD #518 regarding the protection and privacy of parents and students are pursuant to the requirements of 20 U.S.C. §1232g, et seq., (Family Educational Rights and Privacy Act) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act. Minn. Stat. Ch. 13 and Minn. Rules Pts. 1205.0100 to 1205.2000. ([Policy #515](#)).

A complete copy of the Student/Parent Rights under FERPA policy is on file in the Principal's Office, Student Services and District Office.

STUDENT SEX NONDISCRIMINATION - 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. ISD 518 provides equal educational opportunity for all students and does not unlawfully discriminate on the basis of sex. ([Policy #522](#))

SCHOOL SUPPLIES- Worthington Middle School

Highly recommended for ALL 6th grade students

1 book bag or backpack (large – no wheels)	1 trapper keeper binder
6 single – subject notebooks (replace as needed)	Earbuds – compatible with ipad
1 large box of tissues (to be shared in Advisory class)	\$20.00 iPad self-insurance fee
4 folders with pockets enough #2 wooden pencils for the entire year (replace as needed)	
\$10.00 transportation fee (Please bring a check or correct change)	
Optional: Clorox wipes	

Highly recommended for ALL 7th and 8th grade students

Choose One of these options

- 5 subject notebook with tabbed dividers OR
- 5 different colored single-subject notebooks and separate folders

Along with:

1 book bag or backpack (large – no wheels)
#2 pencils
eraser tops for pencils or flat erasers
1 box of colored pencils
1 jumbo glue stick
Earbuds – compatible with iPad
\$10.00 transportation fee (Please bring a check or correct change)
\$20.00 iPad self-insurance fee

Middle School Calendar

For updated calendar information please visit <https://www.isd518.net/parents-students/calendar-school-year/> or call 507-376-47174.

Alternative Learning Schedule Variations

Late Start

- * A late start schedule will be used for in-person classes
- * Buses will run
- * Attendance will be taken

Early Dismissal

- * Schools will have a shorter schedule of classes until students are sent home for the day
- * There will be no in-person classes or learning from home
- * Buses will run
- * No evening classes

No School/Snow Day

- * There will be no in-person classes or learning from home
- * Buses will not run
- * Attendance will not be taken
- * This may be made up at a later date

Buildings Closed

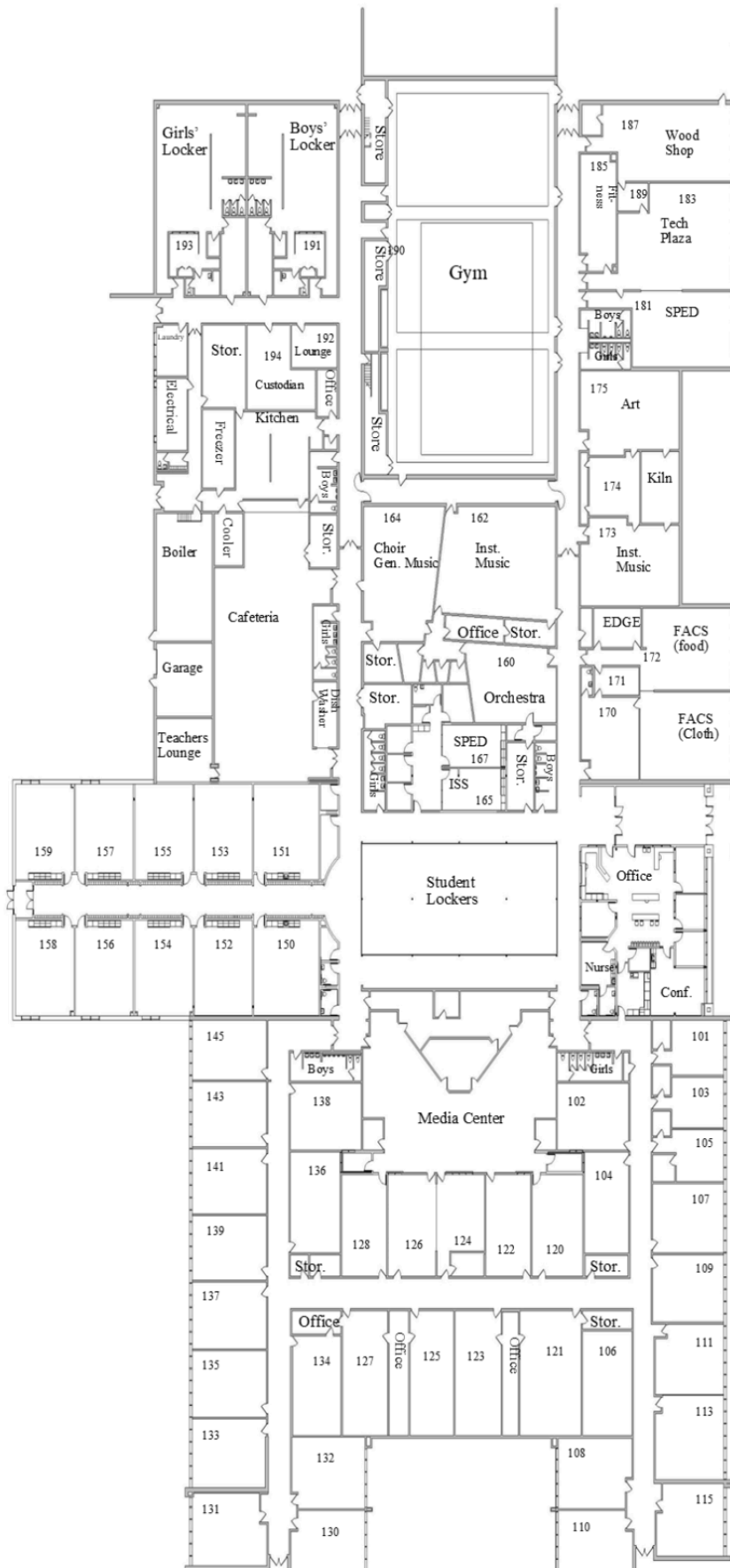
- * No one will be allowed to enter ISD 518 buildings or offices except for essential personnel

Alternative Learning

- * There will be no in-person classes for the day
- * Students will learn from home according to school plan
PreK-2nd- Learning Packets and SeeSaw
3rd-5th- Learning Packets
6th-12th- check Schoology
- * Classes could start later than normal
- * Teachers will be available from 7:30 a.m. to 3:30 p.m.
- * Buses will not run
- * Attendance will be taken

Distance Learning

- * There will be no in-person classes for multiple days in a row
- * Students will learn from home according to school plan
PreK-2nd- Learning Packets and SeeSaw
3rd & 4th- SeeSaw
5th-12th- check Schoology
- * Virtual classes for 5th-12th may be required
- * Teachers will be available from 7:30 a.m. to 3:30 p.m.
- * Buses will not run
- * Attendance will be taken



Statewide Assessments:

Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 districts and charter schools. Minnesota prioritizes high-quality education and statewide assessments give educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA)

MCA and the alternate assessments (Minnesota Test of Academic Skills (MTAS)/Alternate MCA) are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and WIDA Alternate ACCESS for English Learners

The ACCESS and WIDA Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English, based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For Postsecondary Enrollment Options (PSEO) in grade 10.
- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.

English learners who take the ACCESS or WIDA Alternate ACCESS and meet certain requirements, have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions on how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form below. Contact your student's school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and WIDA Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Explore the
[Statewide
Testing page](#)
for more
information.

Check with your local school or district to see if there are any additional consequences for not participating.

(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

Additional Information

- On average, students spend less than 1% of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results.

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: _____ Current Grade in School: _____ Student ID Number (if known): _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal: _____

Please indicate the statewide assessment(s) you are opting your student out of this school year:

☐

MCA/MTAS Reading

☐

MCA/Alternate MCA Science

☐

MCA/MTAS Mathematics

☐

ACCESS/WIDA Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

(Note: This form is only applicable for the 20____ to 20____ school year.)