

AFSA Middle School
Student/Parent Handbook
2016-2017



ASFA Middle School
Public Charter School District 4074
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AFSA Middle School engages learners in academically challenging, student-centered learning experiences and leadership opportunities within a science and agricultural context.

This handbook and its contents were approved by the AFSA school board at its meeting on August 16, 2016. This handbook may be changed or amended during the school year. Changes will be posted in the main office and announced on the school's web site. If you have any questions about the provisions in this handbook, please contact the school director.

AFSA does not discriminate on the basis of race, color, national origin, age, disability, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, or political beliefs.

Mission Statement

AFSA Middle School engages learners in academically challenging, student-centered learning experiences and leadership opportunities within an agricultural context.

Our focus is on the development of life-long learners who have high skill levels, care for others, and are prepared to thrive in a secondary educational setting. Family involvement, community support and individual development while maintaining a sense of community will be emphasized.

The Academy provides a nurturing environment that:

- Prepares students for secondary education;
- Develops, evaluates and continuously improves student learning experiences;
- Integrates projects into the curriculum;
- Meets individual needs;
- Clearly defines high expectations for student performance; and
- Respects differences.

Values

Seven values of personal character have been identified by AFSA as being important to personal growth.

Responsibility

Being dependable

Taking personal responsibility for personal actions

Following through on commitments and promises

Accepting the consequences of my decisions

Being trustworthy

Taking good care of myself and others

Citizenship

Participating in community events

Caring about myself, my neighbor, my community

Volunteering my personal talents and skills

Helping others through service and giving

Nonviolence

Learning to use mediations and circle skills

Reporting acts of violence against people or property to the authorities

Finding nonviolent ways to solve problems

Integrity

Setting a good example

Being honest

Acting in a consistent manner

Respect

Showing consideration for self, others and property

Being kind and understanding to others.

Being a good listener

Self-Control

Thinking through my actions or thinking before acting

Exercising individual control over my own actions

Learning how to resolve conflict with others

Not giving in to external pressures when I know it's wrong.

Caring

Show by my actions that I value myself and others.

NATIONAL FFA ORGANIZATIONAll students at AFSA Middle School will have opportunities to interact with members of the National FFA Organization from AFSA High School. This organization is for students studying agriculture and provides many life experiences and leadership opportunities for students. All students in the seventh grade will present a science fair project at the AFSA Science Fair on January 19, 2017. For more information about the National FFA Organization, please contact our main office, or go online to www.ffa.org. The National FFA Organization is dedicated to making a positive difference in the lives of young people by developing their potential for premier leadership, personal growth, and career success through agricultural education.

SCHOOL DAY

Students should arrive at AFSA no later than 7:50 am in order to have time to arrive in their homeroom on time. Attendance is taken at 8:00 am.

Classes start promptly at 8:00 a.m. and end at 3:00 p.m. Students arriving prior to 7:45 a.m. will be allowed into Buchanan Hall and first floor common areas only. Access to student lockers and classroom areas begins at 7:45. Students remaining in the building after 3:30 p.m. who are not in a supervised activity will have access to the first floor common areas only.

The school building is open for student arrivals at **7:30 a.m.** No students are to be in the building after 3:30 p.m. unless under the direct supervision of a AFSA staff member. The Academy will be open until **3:30 p.m.** for those students waiting for a ride. Students participating in sporting activities or other school-sponsored activities will be supervised by the coach or event chaperone.

STUDENT DROP OFF

Students arriving by bus will be dropped off at the AFSA Middle School parking lot entrance and should stay to the south side of the pavement as they walk to the school's entrance.

Students that arrive to school via personal transportation should be dropped off in the AFSA Middle School parking lot. Be aware of students who are walking through the parking lot as you enter/exit.

STUDENT PICK UP

Students riding school transportation will be picked up near the Pascal Street North parking lot entrance and should stay to the south side of the pavement as they walk to their vehicle.

Students that do not ride school transportation should be picked up in the AFSA Middle School parking lot. Be aware of students who are walking through the parking lot as you enter/exit.

SCHOOL DAY SCHEDULES

Normal school days will follow the regular day schedule. When there are special school day activities, the school will follow the activity day schedule.

Regular Daily Schedule	
8:00-8:10	HR
8:10-9:15	Block 1
9:15-10:20	Block 2
10:20-11:25	Block 3
11:25-11:50	Lunch/Recess 1
11:50-12:20	Lunch/Recess 2
12:20-12:45	Enrichment
12:45-1:50	Block 4
1:50- 2:55	Block 5
2:55-3:00	HR

Friday/Activity Schedule	
8:00-8:10	HR
8:10-9:05	Block 1
9:05-10:00	Block 2
10:00-10:55	Block 3
10:55-11:20	Advisory
11:20-11:45	Lunch/Recess 1
11:45-12:210	Lunch/Recess 2
12:10 - 1:05	Block 4
1:05 - 2:00	Block 5
2:00 - 2:55	Activity
2:55-3:00	HR

EMERGENCY SCHOOL CLOSING

On a rare occasion it may be necessary to close school on a scheduled learning day. If this does happen, because of inclement weather or emergency, it will be announced on WCCO Radio and Television, KARE 11 Television, KSTP 5 Television and KMSP 9 Television. School closing announcements start at approximately 6:30 a.m. each morning. Several of these stations have websites where you can sign up to be notified in case your school closes. School does not close in cold or snowy weather as long as the buses can safely operate.

TELEPHONES FOR STUDENT USE

One telephone for student use is located in the main office. This phone may be used before school, during passing time, during lunch and after school for personal calls. The phone is available at any time for emergencies. Calls made on this phone are to be brief. Student cell phones are not to be used during the school day.

PROCEDURE FOR FIRE/EMERGENCY DRILL

Announced and unannounced emergency drills will occur throughout the school year. The drill practice is necessary to ensure the safety of everyone in the event that a real emergency occurs. We are required to conduct five fire drills, five lock down drills and one tornado drill during the school year. It is important for students to take the drills seriously.

Staff members will direct students from the room to the designated exit. All students must move at least 500 feet from the building. They must assemble outside behind their advisors at their advisory's designated spot.

The first four students out each exit must hold the door open until all students using that exit have cleared the building.

The bell or verbal "all clear" will signal you and the staff to return to the building.

PROCEDURE FOR TORNADO DRILL

When instructed to do so, all students are to go to the interior downstairs hallway.

SCHOOL FEES

A \$25 school activity fee is in place for school year. This fee includes the student planner, locker use, \$5.00 printer credit, and the student email account. There are no fees for required school studies. There may be additional fees for elective school activities. Students are expected to provide their own school supplies and project materials. School supply lists are available in the office and on the school's website.

VISITORS TO SCHOOL

Parents of students and community members are welcome visitors to our school. **All visitors must sign in at the main office.** To ensure a safe and secure learning environment our school does not permit visitors not enrolled at the Academy unless cleared ahead of time with the office. Visiting students may shadow for the day, provided they are interested in attending AFSA and they must register in advance. Any exceptions must be pre-approved by the director.

PARENT INVOLVEMENT

Parent/guardian involvement in the education of their children is encouraged and valued at AFSA. Parents/guardians may become involved by: serving on a number of parent advisory committees at the Academy, attending parent conferences and presentation nights, and volunteering to support/enhance a variety of programs and activities in our school. Please call the director or the student's advisor for further information. **Parent/guardians must sign in as visitors at the front desk.**

FUNDRAISERS/SALES

School administration must approve any solicitations or selling of merchandise by students or organizations.

RECYCLING

All students are expected to dispose of recyclable items in the appropriate recycling bins. Materials that can be recycled must be placed of in their appropriate containers.

SECURE STORAGE AREAS

Students are to place books, backpacks, coats and other personal items in their locker each day.

Each student will be provided with a locker in their homeroom which is shared with another student. Students are responsible for the items in their lockers. Any items of value should be stored in these areas and will be kept secure by the homeroom teacher. Students should not bring large amounts of money or valuable items to school. All locker storage spaces are the property of the school and are subject to inspection by school personnel. School authorities are allowed by state law to inspect the interiors of school storage space without search warrants. Random searches will be conducted by the school district throughout the year. Personal possessions may be searched when school authorities have a reasonable suspicion or evidence of a violation of law or school rules. AFSA staff will work in cooperation with the Ramsey County Sheriff's Department to investigate any violations of the law.

COMPUTER/TEXTBOOK USE

All computers and textbooks are loaned to you free of charge. You are expected to take good care of the computer and books and will be held responsible for any damage to them while they are checked out to you. The student who is assigned to the book must pay for lost books. Damage to a book or computer beyond normal wear and tear will result in a fine being levied. No stickers, duct tape or other glued items may be placed on school furniture, equipment or textbooks.

NUISANCE ITEMS

The school reserves the right to confiscate or ban nuisance items that have a disruptive effect. Items such as radios, headphone/music players, laser pointers, hand held games, or ~~cell phones~~, to name just a few, are not to be used during the school day. Purses may be considered nuisance items if use of the purse or items in the purse are causing a disruption or distraction to the student or others. **Items causing a disruption will be taken from the students. First violation: The item is taken from the student, held in the office and returned to the student at the end of the day. Second violation: The item is taken from the student, held in the office for the parent/guardian to pick up. Third violation: The item is taken from the student and a \$5.00 fine must be paid before the return of the item. After the third violation, the process may include any of the disciplinary actions listed on pages 25-27 of the student handbook. All violations will be recorded in the student's disciplinary records on Powerschool.**

PERSONAL LAPTOP COMPUTERS

AFSA supports student use of personal laptops for appropriate school use. Only slim-line computer cases are allowed in classes if a student has a personal laptop. Students should request permission in classes where they would like to use their laptops. **Laptops that are being used for movies, games or other non-approved**

activities will be considered nuisance items and be subject to disciplinary action under the Nuisance Items policy.

CELL PHONES

Students are not allowed to use cell phones during the school day. Students must turn these items off and leave them in their locker during school hours. **Items in use will be taken from the students and be subject to disciplinary action under the Nuisance Items policy.** In case of emergency, parents can contact the school office; school personnel will then contact the student.

IPADS, IPODS, TABLETS & OTHER ELECTRONIC DEVICES

Students who choose to bring electronic devices to school for personal use during afterschool hours or during lunch/recess, may do so as long as it remains in their locker during instructional time. Students will store these devices in their locker during morning homeroom, and may retrieve them during passing time before lunch/recess. Students will need to secure them in their homeroom locker after lunch/recess is over during passing time. Students will retrieve them at the end of the day during their afternoon homeroom period. **Personal electronic devices used by students during instructional time will be considered nuisance items and be subject to disciplinary action under the Nuisance Items policy.**

BACKPACKS

Backpacks are not allowed in classrooms during instruction.. Backpacks must be left in student lockers during the day. ~~Only slim line computer cases are allowed if a student has a personal laptop.~~ **Backpacks carried to classes other than homeroom will be subject to disciplinary action under the Nuisance Items policy.**

PLEDGE OF ALLEGIANCE

All public and charter school students in Minnesota are required to recite the Pledge of Allegiance one or more times each week. AFSA will recite the Pledge of Allegiance at 8:00 on the first day of the week that school is in session for that week. Anyone who does not wish to participate in reciting the pledge may respectfully elect not to do so and staff and students must respect another person's right to make that choice.

BREAKFAST & LUNCH PROGRAM

AFSA operates a closed campus. Students may not leave the school grounds to purchase lunch at local stores or restaurants. **No fast food may be brought in during the school day, with the exception of events authorized by the administration.**

The school provides a hot lunch program at a reasonable cost. Healthy breakfasts will be available for \$1.50 at 7:30 each morning. Lunch and breakfast must be paid for in advance. Lunch cost is \$2.75 per day. To qualify for free or reduced lunches you must fill out the free/reduced lunch form by September 30, 2016.

Students are responsible for cleaning up the area where they eat. All trash must be disposed of properly. Students will not be allowed to leave the cafeteria during lunch. Students should take special care to NOT throw away utensils and dishes used in the lunch program.

SNACKS

No food or drink (with the exception of water) will be allowed in the hallways, classrooms, computer areas or office areas. Lunches must be eaten in Buchanan Hall. Clear, sealable containers of water may be carried with you during the day. Food items in violation of this policy will be taken from the student and put in the trash.

DRESS CODE

Students at AFSA are required to dress in an appropriate manner that does not disrupt the learning environment. . Students are expected to be clean, neatly groomed, and fully clothed. Of paramount importance in the matter of dress and appearance is the health, safety, and well being of the students. Clothing must be within the bounds of decency and in no way distract from the educational process. When selecting school apparel, students should appreciate the custom and tradition of appropriate office apparel in the Agribusiness Industry and the fact that the Academy hosts many visitors.

Items of clothing that are acceptable at the Academy include: neat and clean pants or trousers of all types; t-shirts, shirts with collars, shorts, skirts or skorts no more than 4 inches above the knee; dresses; suits; the official FFA jacket in conjunction with official dress; clothing with FFA or AFSA logos; sandals or closed shoes; or other clean, neat and appropriate items.

Items of clothing that are unacceptable at the Academy include: hats, caps, bandanas, scarves or other head wraps unless medical or religious in nature, dark glasses, see-through clothing, low necklines, clothing with inappropriate graphics or logos, saggy pants, pajamas, flip flops, shirts with spaghetti straps; torn, ragged or dirty clothing, clothing that reveals any part of a student's undergarments or midriff; or other disruptive or inappropriate items.

Students are not allowed to wear heavy or long coats during the school day. There are some classes and activities where loose fitting clothing and footwear are hazards. Health regulations require that shoes must be worn at all times at the Academy.

Appropriate attire is at the sole discretion of the Director. If a student's attire is judged to be inappropriate in the educational environment the student may either wear an alternate piece of clothing provided by the office, if available, or will be sent home to change. **Repeated violations of the dress code may include any of the disciplinary actions listed on page 19-21 of the student handbook.**

The school director may grant exceptions. In the case of any appeal or dispute of the dress code, the director will make the final decision.

HEALTH SERVICES

~~If you become ill during school, don't leave the building without seeing the Office Manager.~~ Students that become ill at school must notify an adult and report to the Main Office. Health service is always available to students who become ill during the school day. Approved medication that a student must take during the school hours must be deposited with, and taken under the supervision of the Health Assistant who is in contact with the school nurse.

Health Service Staff

AFSA has an assigned Licensed School Nurse (LSN). The LSN is responsible for the overall management of the health office. Responsibilities include immunization compliance, health assessments and planning including special education, identification and reporting of communicable disease, health screening, implementing district policies and procedures in the health office, and health, safety and emergency planning.

Emergency Health Card/Form

To ensure the safety and well being of your child, an Emergency Health Card/Form must be completed each school year. Parents/guardians are responsible to inform school staff of any changes that occur during the school year, such as address, phone number, emergency contact persons, or significant health changes. Information is

kept confidential, and will be shared only with appropriate school staff, the bus personnel, emergency responders, and others on a need to know basis.

Medications and Treatments

Individual students may require medically necessary procedures or prescribed medication during the school day. Students may not carry over the counter or prescription medications with them during the school day. All medications must be stored in the school office. **Physician's orders are required for all prescribed medications and treatments. The orders must be complete and specific, and signed by both the physician/licensed practitioner and the parent/guardian before any medication or treatment will be given.** Authorization forms for medications and procedures are available from the health office. Medication must be supplied in the original, properly labeled pharmacy container. Orders expire at the end of the school year.

No over the counter medication will be supplied from the health office, or other school personnel.

Students will not be allowed to carry medication during the school day. All medications, prescription and over the counter must be left in the office. On an individual case basis, a student may be allowed to carry an asthma inhaler with parent permission, and after demonstrating proper usage to the Licensed School Nurse. Students who violate this policy and carry unapproved medications with them will be subject to the discipline policy regarding controlled substances.

Illness/Injury

If a student becomes ill or is injured during the school day, staff may call the Nurse. A temperature of 100 degrees or higher and/or vomiting will require a student to go home. If it is determined that the student needs to go home, the nurse or staff will contact the parent/guardian, or in their absence, the designated emergency contact person. It is expected that parents/guardians will attend to their child's illness/emergency in a reasonably timely fashion. The parent/guardian/designee will be expected to sign the child out at the office. Proper identification may be requested of individuals not recognized by the office staff.

Communicable Diseases

The health service personnel follow the communicable disease guidelines consistent with The Minnesota Department of Health. If a student is diagnosed with, or suspected of having a communicable disease, the nurse will contact the parent/guardian to assure that appropriate treatment and follow-up are done. At times, it may be necessary to exclude a student from school, according to school health policy.

Health Care Plans

Students with specific health conditions may require special care or monitoring during the school day. The Licensed School Nurse will determine the need for an individual health or emergency care plan, and develop the plan with information provided by the parent/guardian and the child's physician. Physician's orders may be required for certain procedures and to ensure the appropriateness of care. The health care plan may be shared with other school staff on a need to know basis.

Immunizations

All students entering AFSA must show evidence of necessary immunizations, as required by Minnesota Law. All students must clear their immunization records through the office.

STUDENT RECORDS

The Family Educational Rights and Privacy Act requires school districts to notify parents and students that certain information from student records will be released and made public without the written consent of the parents or

students 18 years or older. (See School Board Policy-Protection and Privacy of Pupil Records, adopted March 18, 2003).

Directory information that can be made public without parent consent includes student's name, address, telephone, email, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received, and the most recent educational institution attended.

Parents or eligible students may request that their student's name and information be removed from mailing lists and directories that are sold or provided to community organizations. This request must be made in writing to Becky Meyer, AFSA High School, 100 Vadnais Blvd, Vadnais Heights, MN 55127. Requests for the 2015-2016 school year must be made by November 1, 2015.

Grading

The following grading scale has been approved and adopted.

Grading Scale			
100%	A+	73% - 77%	C
90% - 92%	A-	70% - 72%	C-
88% - 89%	B+	68% - 69%	D+
83% - 87%	B	63% - 67%	D
80% - 82%	B-	60% - 62%	D-
78% - 79%	C+	59% and below	F

Percent	Letter Grade	Standard-Based
100+ %	A+	4
95-99 %	A	4
90-94 %	A-	4
87-89 %	B+	3
84-86 %	B	3
80-83 %	B-	3
77-79 %	C+	2
74-76 %	C	2
70-73 %	C-	2
67-69 %	D+	1
64-66 %	D	1
60-63 %	D-	1
0-59 %	F	0

Homework Policy

Homework at the Academy is assigned by class and by discipline. Students are required to complete their homework on the date it is assigned to them, and they should always put forth their best effort. If you are

concerned about the amount of time your child is spending on homework, please keep in mind that all students learn differently and work at different paces. What could take one hour for one student could take up to two hours for another student. Remember this when you talk to your child and your child's teachers.

Teachers at the Academy design homework assignments that:

- Compel students to think about what they learned in school
- Reinforce certain content-specific skills and concepts
- Hold students accountable for learning standards-based material
- Require students to think, reflect, read, and write
- Teach our students the value of practice and study

Late Work Submission Grading Policy

Students are expected to make every effort to meet assignment deadlines. Students that submit work on time are eligible for the full credit or available points for grading. The Academy recognizes that there are times and circumstances that interfere with a student's ability to turn in work on time. Students are expected to communicate with their teachers or advisor to develop a plan to complete and submit work beyond assigned deadlines. It is the belief of the Academy that assigned work is valuable to ongoing academic progress and development of the student. For that reason, students will be given the opportunity to complete and submit work beyond the assigned deadline up to the last week prior to the end of each grading period. Grades for late submissions will be reduced by:

- 25% one week following the assigned deadline
- 30% two weeks following the assigned deadline
- 50% three or more weeks beyond assigned deadline
- Work submitted after the end of the grading period will be given a completion credit, but will not be considered for that grading period.

Student Required Activities

Science Fair projects: Students must complete one science fair project each year.

- These may be completed in class (science or agriculture) or developed independently.
- AFSA will hold an in-house science fair competition in January 2017 for the 7th grade at the high school.
- AFSA will hold an in-house science fair presentation night for grades 5-6 at the middle school in February 2017.
- Science Fair projects must be presented at the science fair competition or on a school presentation night.

Public Presentations: Students carry out 3 public presentations each year:

- One presentation will be the student's annual science fair presentation at the local, state or national science fair.
- One presentation will be from an after school activity where the student interacts with or performs in front of the general public. (Examples would include, athletics, school plays, school sponsored competitions, etc.)
- One presentation will be from a project developed by the student.

Note: Presentations in classes do not count towards this requirement.

Community Service: All students will participate in at least 12 hours of community service activities each year.

- Each homeroom will choose a service project they will work on throughout the year.

School Participation: Full Participation in all special school activities and homeroom activities.

- AFSA has a special schedule on selected activity days, staff and students plan special meetings and events for these days.
- O-term is held for four days in October.
- J-term is held for four days in June.
- Homeroom meets twice each day.

Advisory: Students will participate in an advisory period daily to reinforce academic and pro-social skills. Advisory meets for 20-30 minutes daily following lunch and recess.

SPECIAL EDUCATION SERVICES

AFSA High School is open to all who believe in and support the philosophy and mission of the school. Working in collaboration with resident school districts and other agencies or districts, AFSA High School provides or arranges for comprehensive special education services for all eligible students. It is the responsibility and the goal of AFSA Middle School to ensure appropriate placement and services in order that each child's special needs are met.

AFSA High School has adopted a Five-Phase, School-Wide Support Model that consists of

- (1) early identification,
- (2) intervention planning and implementation
- (3) referral for special education consideration,
- (4) special education evaluation, and
- (5) eligibility determination.

In order to meet the needs of students who require more involved and intensive services, AFSA High School partners with resident school districts, other agencies or districts, and the family to identify appropriate programs and place students into them.

If you have questions or need additional information, please contact our school office.

SECTION 504

Section 504 prohibits discrimination based on an individual's disability in any program receiving federal financial assistance. Section 504 of the Rehabilitation Act of 1973 provides that "no qualified person with a disability shall, on the basis of a disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance". The District recognizes its responsibility to identify and evaluate learners who, within the intent of Section 504, need special accommodations or program change to ensure that the student is provided a free appropriate public education. Parents with concerns or questions are encouraged to contact the 504/Special Education Coordinator, Greg Gentle at ggentle@afsahighschool.com or 612-260-2663.

NONDISCRIMINATION

The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.

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

RESPONSE TO INTERVENTION (RTI)

All AFSA Middle School students will partake in the RTI program. Students will take a STAR assessment in math and reading prior to the new academic school year. As a student progresses through the year, they will take additional STAR assessments in math and reading to ensure proper academic growth. In courses other than math and reading, student progress will be evaluated every three weeks by reviewing a student's grades, social behavior, and homework completion rate. Students who are identified as needing additional assistance to ensure proper progression will be given the assistance in a progressive manner as detailed in the AFSA RTI program.

PLAGIARISM—STUDENT CHEATING

It is the policy of AFSA Middle School to help in guiding the student in recognizing, developing, and maintaining good mental and physical health, intellectual growth, and wholesome moral and spiritual character traits. Plagiarism is a dishonest scholarly act and will result in penalty primarily determined by the instructor of the course or the school director. Normally, a student will fail any assignment in which plagiarism is evident and/or other disciplinary sanctions may be imposed. Repeated acts of plagiarism may result in failure of the course.

Cheating may involve: copying from another student's assignment or test; using another person's idea, expression, or words without giving credit; preparing to cheat in advance by possessing a copy of a test, using notes during a test; or talking while taking a test.

SCHOOL ACTIVITIES EVENTS

School rules are in effect during ALL school activities on and offsite. **Students are expected to follow appropriate behavior at all school events whether held on or off-site.** Remember that you are representing yourself and your school at all school activities-- whether we are the host or you are a guest at another school. As a school we encourage enthusiasm and school spirit but within the guidelines of common sense, socially accepted behavior and the Academy values and policies.

TRANSPORTATION GUIDELINES

AFSA provides bus routes for student transportation. You must be at the bus stop 5 minutes before pick up time. Transportation becomes the responsibility of the parent/guardian if the student misses the bus. Lack of transportation is not an excused absence. Transportation and its related activities are an extension of the school building. Student behavior at bus stops and on buses is subject to the same standards and consequences as in the school building. These bus safety regulations have been developed so that students and parents of AFSA know and understand what is expected of students when they ride school buses:

1. Bus transportation is provided as a convenient privilege to transport students to school.
2. Students who cannot or will not follow AFSA bus guidelines forfeit their right to this service.
3. Students who follow the bus safety rules listed below will be safe bus riders
 - a. Immediately follow the directions of your driver.
 - b. Sit in your seat facing forward.
 - c. Talk quietly and use appropriate language.
 - d. Behave safely (do not throw any object; keep your head and arms in the window).
 - e. Keep your arms, legs and belongings to yourself.

- f. Show respect for others (No fighting, harassment, intimidation or horseplay).
 - g. Treat the bus with respect (don't damage or write on the bus).
 - h. No eating, drinking or use of tobacco or drugs is allowed.
 - i. Do not bring any weapon or dangerous objects on the school bus.
 - j. Obtain permission from the transportation coordinator before riding on any bus to which you are not normally assigned.
4. Violations of any of the rules listed above shall be reported by the bus driver to the building administration.
 - a. A contact with the student and/or parents will take place.
 - b. Upon the second referral for any violation of bus regulations, the student may forfeit his/her right to transportation for up to two (2) weeks.
 - c. A subsequent referral may again result in a suspension from bus service for up to two (2) weeks.
 - d. Any further violations could result in forfeiture of busing service for the remainder of the school year.
 - e. Other disciplinary actions may apply according to policy
 5. Vandalism, unauthorized use of the emergency door, or other major disruptions may result in immediate forfeiture of busing services for the rest of the year.
- Complaints or questions about bus behavior guidelines should direct them to the transportation coordinator.

ATHLETIC PARTICIPATION POLICY

The member schools of the Minnesota State High School League believe that participation in interscholastic activities is a privilege, which is accompanied by responsibility. Eligibility for participation may be limited by academic standing, disciplinary matters, or enrollment status. AFSA students must be making progress towards graduation.

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my action.
- I will respect the property of others.
- I will respect and obey the rules of my school and the laws of my community, state and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

AFSA Eagles Teams for 2016-2017 These activities are for grades 7-12.

Fall	Winter	Spring
Girls Volleyball -fee: \$125/student Boys Soccer - fee: \$125/ student	Boys & Girls Basketball - fee: \$155/ student	Softball fee: \$125/ student Baseball fee: \$125/ student

Fees are capped at \$300 per student per year and at \$600 per family per year. A fee is required to play each sport and must be paid prior to the first date of practice. The rate may be reduced if you qualify for free or reduced lunches. To qualify for the reduced rates, you must fill out the free/reduced lunch form by September 30, 2016. For more information contact the Athletic Director: Ms, Lindsey Mikkelson.

FFA PARTICIPATION POLICY

All AFSA 7th grade students are members of the local, state and national FFA organization. Membership is provided through each student's activity fee. The FFA sponsors many student activities throughout the school year including FFA Activation week, Leadership camps, dances, competitions for advisory groups and much more.

The AFSA FFA is also very active in regional, state and national level competitive activities and awards. Students may choose their level of participation in competitive FFA activities.

Students are required to wear FFA official dress when attending regional, state, and national FFA activities. "Official Dress or O.D." is defined in the FFA student handbook and explained in all Introductory Agriculture classes. All students who become involved in FFA activities are encouraged to obtain a FFA jacket. Scholarships and special funding raising opportunities are available for earning a jacket.

Some FFA activities involve additional costs to the student, such as FFA Camps and participation in the State and National FFA Convention. Again, many opportunities for earning scholarships and funding raising are available to students in these situations.

MAXIMUM ABSENCE POLICY

Students are expected to attend school on all scheduled school days unless they have a valid excuse. The maximum number of absences suggested for a student is ten days in a school year. Three or more unexcused absences per trimester per class may result in failure of that class. Exceptions may be made to this guideline due to special circumstances. You should make an appointment with the school director to discuss any special circumstances that may affect your student's attendance.

ATTENDANCE-TARDY POLICY

AFSA Attendance Office Phone Number: 612-260-2662

The purpose of an attendance policy is to develop positive habits that will carry over into secondary, and post-secondary education and careers. Punctual regular attendance is absolutely necessary for a successful middle school education, just as it is for successful job performance. The Attendance Policy has been carefully designed to ensure:

1. The student's right to an education.
2. The student's right to due process.
3. Parental involvement in the process.
4. The student's right to make up work where permitted within this procedure.
5. That administrators and staff will administer fair and equitable consequences to all students.

Student, Parent, and School Responsibility

Regular attendance is very important for successful schoolwork. While a student is enrolled in school, his or her number one job is attending classes regularly and fulfilling all the class requirements. Regular and prompt attendance is a habit and should be cultivated as such. Minnesota State Law governs the attendance of pupils and obligates schools to ensure regular attendance.

What should you do if you are absent?

Parents/guardians are to call the **school at 612-260-2662** each day your son or daughter is absent. You may call 24 hours a day. **Calls must be received by 9:00 am each day for that school day.** Failure to call will result in an unexcused absence. **When reporting an absence, please give the following information:**

- Name of student (First and Last)
- Grade
- Date(s) of absence
- Reason for absence
- Daytime contact phone number

If no contact has been made, you are to send a signed note with your son/daughter when they return to school following an absence or tardy. The signed note should state your child's name (First and Last), grade, date(s) of absence, and reason(s) for the absence and a daytime contact phone number. The note must be presented to the Main Office before 8:10am. Failure to bring a note will result in an unexcused absence.

Absences for appointments with health care professionals require a signed note from the health care professional's office. Most health care providers have specific forms they will use for this purpose. Please ask for a note at the time of the appointment. All notes must be turned in to the Main Office.

Calls or notes to excuse an absence must occur within 3 days of an absence or the absence will be permanently listed as unexcused.

Absences

Excused absences are those absences that both the school and the parent/guardian approve. Absence because of illness or appointments which cannot be made outside the school day may be excused if a parent calls in requesting this absence be excused. Minnesota law allows school personnel to request medical verification of a child's condition when absences are due to alleged illness or medical condition. **The Main Office must be notified by phone or written note the day of or following the absence.** The school has the right to accept or deny an application for an excused absence. Emailing a teacher or teachers does not excuse a student's absence.

Excused:

- Sickness
- Doctor's visit
- Religious holiday
- Extreme family emergencies (i.e. death in the family, hospitalization of family member, house fire, etc.)

Unexcused:

- Missing the bus
- Transportation problems
- Oversleeping
- Personal reasons
- Staying home to baby-sit
- Work or rest because of work
- Needed at home
- Keeping a lonely parent/guardian company
- Travel not previously approved by the director
- Lack of required immunizations
- Absences in which the student failed to provide documentation that would establish a valid reason for absence
- Leaving the school at any time without notifying the Office
- Any unexcused tardiness which results in a student missing more than 15 minutes of the period will be reported by the teacher to the Office as unexcused.
- Any absence the director feels would be clearly detrimental to the continued education of the students.

Special Athletic Note: Students in extra-curricular activities must be in school by 11:00 a.m. in order to practice or participate on that day.

Non-Reportable Absences:

There are several cases where a student is not present in class, but is considered present in school. They include the following:

- Absences due to a school activity (e.g. field trips, academic/athletic competition)
- In-school suspension
- Homebound. A homebound student is one who is receiving homebound instruction due to extended illness, injury or treatment pursuant to Minnesota Rule 3525.2325.

Tardiness

Students who are not in their assigned area within the school building at the beginning of the school day, within the designated time (8:00 am), are tardy. Students will be marked tardy for the first five minutes of a class. After five minutes the student will be marked absent. Unexcused tardies or absences are truancies and will be treated as such. Students who arrive late to class are expected to remain in class for the remainder of the period.

What do I do when I know I will miss school?

Absences for reasons other than illness should be anticipated. The Main Office should be notified in advance. Arrangements should be made far enough in advance so that students can collect work that they will miss and complete it prior to leaving or while they are gone.

Make-Up Work

Excused absences will not arbitrarily result in reduction in grades, but failure to complete work usually will affect grades. When a student returns to school from an absence, the student must obtain a blue pass from the office. This pass will be signed by each teacher, and homework will be noted. Students and/or parent or guardian are responsible for requesting make-up work for each day's absence. The responsibility for completing this work rests with the student. It must also be understood that a large part of what happens in the classroom cannot be replicated and is lost whether the absence is excused or unexcused. Students will be allowed **two school days make-up time for each day of excused absence** with the exception of long-term assignments of 10 or more school days. Long-term assignments will be due the day the student returns to school. These times may be extended at the discretion of the teacher. Teachers are responsible for providing assignments after student or parent/guardian request.

No credit will be given for work missed due to an unexcused absence.

Dental, Doctor, Court or other Appointments

If at all possible, doctor and dental appointments should be arranged outside of the school day. Parents should report the appointment to the Attendance Office (612-260-2662) at least 24 hours prior to the appointment. **Verification of the appointment from the doctors' office, dentist's office, etc. needs to be presented to the Main Office upon return to school.** Most offices have these official forms available by request for appointments during the school day.

Leaving School

If you become ill during the day, or if you must leave school for any reason, you must receive permission from the Main Office to leave the building. If you are being picked up during the school day, **the adult must report to the Main Office to sign the student out.** The Main Office will then notify the student. If a student leaves school for any reason without notifying the Main Office prior to leaving, the absence will be regarded as unexcused.

Excessive Absences: Truancy

A child in middle school is considered truant if her or she is absent without legal excuse for three or more class periods on three days. When a student is classified as truant, the school will take the following actions:

- After 3 unexcused absences, parents/guardians will receive a letter to alert them that their child is truant.
- After 5 unexcused absences, an In-School Attendance Contract will be created with an administrator, parents/guardians, and the student.

- After 6-7 unexcused absences, students will be referred to the County Attorney's Office for intervention.
- After 10 unexcused absences, a School Attendance Review Team (SART) hearing will take place and a legal School Attendance Contract will be created.
- If attendance does not improve, the County Attorney's Office will prosecute the student, the parents/guardians, or both.

Consequences of Truancy (Per Ramsey County Guidelines)

Parents:

1. Parents of the truant could be fined up to \$700.
2. Parents could be required by the court to deliver their child to school every morning.

Students:

1. Revocation of privileges at school, including not being allowed to attend:
 - a. School Dances
 - b. Sports/activities/competitions
 - c. Field trips/Term activities
 - d. School reward celebrations
 - e. Other special school events or activities
2. Students age 12-16 *could* lose their driving privileges until their 18th birthday.
3. Students age 14 years old or older *will* lose their driving privileges for a period of time up to their 18th birthday.
4. Student could be placed on probation supervision with the child staying in the home and school.
5. Student could be ordered to participate in the Intensive Truancy Program while remaining in home and school.
6. A student could be removed from his or her home and placed in a foster home, group home, or shelter.
7. A student could be placed in a short-term residential facility.
8. Longer-term residential treatment.
9. A student could be placed under court-ordered house arrest.

Excessive Tardiness to School

Students are required to be in their assigned area within the school building by 8:00 am or they are tardy. Students will be marked tardy for the first five minutes of a class. After five minutes the student will be marked absent. Unexcused tardies or absences are truancies and will be treated as such. Students who arrive late to class are expected to remain in class for the remainder of the period.

A child who is tardy to school three (3) days in a twelve (12) week period without a valid excuse is considered excessively tardy. Whether the child meets the above criteria, or at any point when tardiness begins to impact the child's academic achievement, then it can constitute excessive tardiness. **Students are considered truant when they are tardy to school 5 times in any 12 week period.** When a student is classified as excessively tardy, the school will take the following actions:

- After 3 unexcused tardies, parents/guardians will receive a letter to alert them that their child is excessively tardy.
- After 5 unexcused tardies, an In-School Attendance Contract will be created with an administrator, parents/guardians, and the student.
- If attendance does not improve, students' school privileges will be revoked, including, but not limited to: not being allowed to attend Prom; sports/activities/competitions; field trips; school dances; reward celebrations; and other school perks.
- Students may be referred to their County Attorney's Office for truancy intervention if attendance does not improve.

Valid excuses for a tardy

Excused:

- Sickness
- Doctor's visit
- Late school-provided transportation
- Religious holiday
- Extreme family emergencies (i.e. death in the family, hospitalization of family member, house fire, etc.)

Unexcused:

- In another advisory/area of school
- Missing the bus
- Transportation problems
- Oversleeping
- Personal reasons
- Staying home to baby-sit
- Work or rest because of work
- Needed at home
- Any absence the principal feels would be clearly detrimental to the continued education of the students.

Special Athletic Note: Students in extra-curricular activities must be in school by 11:00 a.m. in order to practice or participate on that day.

RESTROOM PASSES

Students must have their own planner with them in order to use a restroom pass. At the beginning of each trimester, each student has two hall passes available for each of their classes. One page in the planner is a hall pass sheet. Students are expected to sign out of the classroom and return to class in a timely manner. Restroom passes are limited to five minutes each; students who are gone from class for more than five minutes risk losing all future hall pass privileges. Passes may only be used to go to the bathroom. Passes may not be used to interrupt another class for any reason.

CLASSROOM STUDENT BEHAVIOR

At the core of the AFSA belief is that all students want to do good. To that end, AFSA students are taught a set of core values and school wide rules, or "BE AFSA":

- Be Respectful
- Be Responsible
- Be Safe
- Be Your Best

STUDENT RESPONSIBILITIES

The role of education is to assist every student to acquire the skills, knowledge, and habits necessary to become a self-sufficient, democratic and thinking member of our society. This includes learning not only basic education skills, but also understanding self and others. The Academy has a responsibility to create a safe environment for learning, which requires an atmosphere of democracy, fairness and equity. This handbook contains the policies, procedures and regulations necessary to maintain that environment.

Student Rights and Responsibilities

The student has a right to develop his/her abilities to the fullest, to be respected as an individual, to expect rules to be reasonable and consistently applied and to receive the benefits of all school services. They are responsible for knowing and complying with the Academy's policies procedures and regulations, for being respectful and acting in a civil manner. The students shall be responsible for their own actions.

This statement of rights is not expected to cover every situation that may arise. Only the protection and preservation of the rights of others preserve the rights of an individual in a democratic environment. All students attending AFSA Middle School have the right to:

1. An equal educational opportunity and freedom from discrimination;
2. Due process including the right to appeal;
3. Freedom of inquiry and expression in a respectful manner;
4. Data privacy; and
5. An awareness of school policies, procedures and regulations.

All students attending AFSA Middle School have the responsibility to:

1. Attend school daily, except when excused, and to be on time to all classes and other school day functions;
2. Pursue and attempt to complete the course of study prescribed by the state and Academy staff;
3. Make necessary arrangements for making up work when absent from school;
4. Assist the school staff in maintaining a safe school for all students enrolled therein;
5. Be aware of all school policies, procedures and regulations and conduct themselves in accordance with them;
6. Be aware of and comply with the state and local laws;
7. Be willing to volunteer information in disciplinary cases and cooperate with school staff should they have important knowledge relating to such cases;
8. Protect and take care of the school's property, and the property of others;
9. Dress and groom to meet fair standards of safety, health, and common standards of decency;
10. Express ideas in a manner that will not demean, offend or slander others.

STUDENT RULES OF CONDUCT

Disciplinary action may be taken for any behavior which is disruptive of good order or violates the rights of others in school, at school activities (either home or away) or while on or in the vicinity of school property including school buses, school vehicles, or school bus stops. (School Safe Zone, MN Stat. 152.01 and District 4074 policy #10.750 School District Bus Safety) In addition, students involved in off-campus or out-of-school conduct that has a direct effect on the welfare of the school will be subject to school discipline. (MN Statute--Nexus Principle). The school has the authority and obligation to establish and enforce reasonable standards of conduct. In accordance with Pupil Fair Dismissal Act of 1974 and the 1983 Removal from Class Statute as amended in 2001, a student may be removed from class, suspended, excluded or expelled from school for:

1. Willful conducts which materially and substantially disrupts the right of other students to an education.

2. Willful conducts which endangers the student or other students, surrounding persons, including employees, or the property of the school.
3. Willful violation of any reasonable School Board policy and/or supplemental school building rules.

Behaviors Subject to Disciplinary Action

The following list identifies unacceptable acts subject to disciplinary action in the school district. Violation of any of these offenses before, during or after school hours while on school property, the school safe zone, the school bus, or any other school approved vehicle used to transport students; or at school functions or events held at other locations or the aiding and abetting of such acts will lead to the implementation of a disciplinary action or consequence, including expulsion. However, a violation regarding possession, use and/or transmission of a weapon may lead to the immediate initiation of the due process procedure in the weapon policy.

1. Truancy and unauthorized absence;
2. Inappropriate displays of affection;
3. Possession, use, and/or distribution of any narcotic drug, hallucinogenic drug, inhalant, intoxicating beverage, or any controlled substance or the unauthorized possession, use or distribution of prescription drugs;
4. Possession, use, and/or distribution of tobacco in any form;
5. Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntarily possess, store in an area subject to one's control, handle, transmit, or use any instrument that is considered a weapon or a "look-alike" weapon in school, on school grounds, at school activities, in the safe zone, at bus stops, on school buses or school vehicles, or entering upon or departing from school premises, property or events; (See District 4074 Policy School Weapons)
6. Possession and/or use of any nuisance items or electronic devices that may disrupt the educational process;
7. Violations against persons such as verbal and/or nonverbal intimidation/threats; stalking; obstruction; assault; fighting; extortion; racial harassment; sexual harassment/violence, other harassment; (See Harassment Policy; See Hazing Policy) and/or indecent exposure (offensive, inappropriate or vulgar display of one's body);
8. Violations against property including tampering with, unauthorized use of, damage to, or destruction of school property or the property of school personnel and/or others; vandalism, trespassing; arson; or theft.
9. Trespassing is the unauthorized presence on school property including the returning to school property without permission from the director while on suspension or after being expelled;
10. Violations of school procedures or acts disruptive to the educational process, including civil discourse or disobedience, disruptive and disrespectful behavior, defiance of authority, cheating, insolence, insubordination, use of profanity, improper activation of fire alarms and unauthorized access to school data;
11. Failure to identify oneself when asked by a school employee or its designee;

12. Violation of school bus or transportation rules;
13. Violation of Internet and Technology Acceptable use standards.
14. Possession, distribution, or display of slanderous, libelous, pornographic, racist, or gang related materials or symbolism;
15. Student attire and/or personal grooming which creates a danger to health or safety; creates a disruption to the educational process or violates common standards of decency, and any apparel, jewelry, accessories, or matter of grooming which by virtue of its color, arrangement, trademark, or any other attribute (as primary purpose) denotes membership in an organized gang.
16. Criminal activity; and/or
17. Violation of other school rules, policies, or procedures.

RESPONDING TO NEGATIVE STUDENT BEHAVIOR

Negative student behavior falls under three levels: Level 1, Level 2 and Level 3. Level 1 behaviors are small infractions that may require a verbal redirect, “Take A Break” in the classroom, or other non-administrative intervention. Level One behaviors will not involve Administrative intervention. Examples of Level 1 Code of Conduct violations:

- Blurting out answers;
- Talking over another student;
- Skipping in line;
- Running in the building;
- Unsafe playground activity;
- Forgetting classroom materials;
- Failure to turn in assignments or complete work in a timely manner
- One time Dress Code violation

Level 2 behavior issues are more significant and may involve administrative intervention. Level 2 behaviors may be documented in a student’s record. Follow through with any consequences is the responsibility of the intervening staff member. ***AFSA staff members are expected to communicate to students’ families for Level 2 behaviors using telephone calls or email within 24 hours of the event.***

Examples of Level 2 Code of Conduct violations:

- Disrespect/defiance to staff members
- Disrespect to other students that is purposeful, unkind or mean spirited
- Bullying, taunting, teasing or encouraging others to bully, taunt or tease others
- Foul language
- Cheating/dishonesty
- Rough housing/play fighting
- Significant tardiness
- Consistent failure to complete and turn in assignments

Possible Consequences for Level 2 behaviors:

- Problem solving conference with a staff member or administrator
- Parent conference
- Behavior contract

- Fix It Plan/Community Service
- Loss of privilege

Level 3 behavior issues are the most significant Code of Conduct violations. The Director or designee will administer consequences for Level 3 Code of Conduct violations. Staff members, through consultation with the Principal, may escalate a level 2 behavior issue if it is persistent.

Types of Level 3 Code of Conduct violations:

- Fighting
- Stealing
- Persistent disrespect to staff members
- Persistent disrespect to other students
- Refusal and defiance
- Bullying
- Vandalism
- Technology violation

Possible Consequences for Level 3 Code of Conduct Violations:

- Problem solving meeting with AFSA Administration
- Parent conference
- Detention: Recess/After School
- Behavior contract
- Fix It Plan/Community Service
- Suspension
- Expulsion

Positive Supports and Progressive Discipline

AFSA Middle School will follow a Progressive Discipline approach beginning with a focus on acknowledging and supporting positive behavior. Students want to do well. To that end, proactive approaches are at the core of how we support positive student-behavior.

- *Collaborative Rules Development*
- *Clearly defined classroom process and expectations that are modeled and practiced and the beginning of the year and revisited and practiced throughout the school year*
- *Well-developed and implemented lesson plans including differentiated learning opportunities for students needing additional support, or acceleration*

When a student persistently fails to meet behavior expectations (Level 2 and 3), they may receive a consequence. Staff will follow a progressive discipline process for persistent rule breaking:

1. Problem Solving Social Conference with the student
2. Parent Communication
3. Loss of Privilege
4. Behavior Contract
5. Suspension
6. Recommendation for Expulsion

Parent Communication

Parents deserve to know when their child is persistently having problems with their behavior at school. AFSA staff members are expected to communicate directly and in a timely manner (within 24 hours) when a child is demonstrating Level 2 behaviors.

Behavior Contract

When a student continues to have problems after a Social Conference, Parent Communication, and/or other disciplinary measures, a Behavior Contract may be developed to hold the student accountable for positive behavior at AFSA. The AFSA Administrator or designee will create the contract. The contract will be presented at a parent conference and signed by the student, a parent and the Administrator.

Suspension

Severe Code of Conduct violations may result in a suspension for one day in or out of school, at the discretion of AFSA Administration. All efforts will be made to avoid out of school suspensions.

Expulsion

The Academy will only expel a student under extraordinary circumstances. AFSA will follow Minnesota state statute if a student is recommended to the AFSA Board of Directors for expulsion.

DISCIPLINARY ACTION

The building director (or the director's designee) shall determine the appropriate disciplinary action. When determining such action the director will consider the level of disruption to the learning environment and/or the safety concerns for individuals and groups that occurred because of the offense. School administration and teachers may use reasonable force to restrain or correct a student.

Referrals

If a student is disruptive in any manner during the school day, the supervising staff member may elect to refer the student to the office. Referrals will be entered into the computer system and tracked by the office. After three referrals, the director will meet with the student to determine appropriate consequences.

Detention

Detentions are assigned to students for minor infractions of the student rules of conduct. Typically dress code violations, use of nuisance items, defiance, insubordination, disrespect and tardies result in detentions. Students may receive suspensions for repeated offenses. Detentions will be assigned for students who are tardy three or more times to class per trimester. Suspensions will also be assigned after a student receives five detentions in a two-month period. Detentions will be served with the teacher assigning the detention on a date set by the teacher. Students who fail to serve detentions may be given an in school suspension. Students receiving detentions should report to the office at 3:00 on the day they are to serve detention. Parents/guardians are responsible for transportation of students serving detentions. Students will be notified of the detention, communicate the detention to the parent/guardian and serve their detention within one week of notification. Failure to serve an assigned detention within one week will result in an in-school suspension for one day. Repeated failure to serve detentions may result in additional disciplinary action.

Detention procedures:

1. Student is assigned a detention by staff person due to violation of student rules of conduct.
2. Staff person assigning the detention reports detention to office and communicates detention to parents/guardians
(via email, phone call or letter)
3. Student reports to office on assigned detention date.

In-school suspension

In-school suspension is the short-term modification of a student's program, not to exceed five days per infraction. During in-school suspension, the student will be responsible to gather homework and complete assignments. Staff will ensure the student stays on task.

In-school suspension procedures:

1. Student is assigned an in-school suspension due to violation of student rules of conduct.
2. Office communicates in-school suspension to parents/guardians
3. Student reports to office on assigned in-school suspension date. Students should bring homework, or a book to read and may be required to do community service during the in-school suspension.

Suspension from school

When a student has shown an open disregard for school rules, or when the student's presence presents a threat of disrupting the academic process, or presents a danger or threat of harm to self, others, or school property the student will be suspended from school. Normally, prior to a suspension, the student will meet with the director to discuss the reason(s) for the suspension, the length of the suspension and the plan for re-admission. The student will have an opportunity to be heard, to hear all charges, and have an opportunity to refute the charges. If a suspension does result, the high school administration will alert your parents/guardians of the situation if at all possible.

The most common school rule violations for which a student **may be suspended** are: skipping detentions, repeated dress code violations, defiance, disrespect, truancy/absence from class; profanity, or the repeated use of nuisance items.

The most common school rule violations for which a student will receive a **mandatory suspension** are: use, possession or distribution of tobacco; use, possession or distribution of alcoholic beverages; use, possession or distribution of a controlled substance; fighting; vandalism, hazing, harassment, weapons violation or any other act of delinquency; or threat of an action that would disrupt the academic process.

Length of the actual suspension may vary from one to fifteen days, depending on the act itself, prior suspensions, and/or the threat to the academic process or danger to self, others, or school property posed by a student's presence in school. Suspensions shall be utilized in accord with the Pupil Fair Dismissal Act and School Board Policy.

Students who have been suspended must provide parent/guardian contact information, leave school as directed, and may not attend any school functions during the suspension period. Permission may be given for the student to visit school for the purpose of gathering teacher instructions or assignments. A re-entry conference must be set with the director.

Expulsions

Expulsions will be recommended for students who repeatedly violate school policies or who violate weapons, alcohol, or drug policies or for other serious infractions. Every effort will be made to improve the student's pattern of disruptive behavior before recommending expulsion. Expulsions shall be utilized in accord with the Pupil Fair Dismissal Act and School Board Policy.

When a student is recommended for expulsion, it shall be the intent of the Board of Education that the expulsion shall last for the remainder of the school year. If a student commits an expellable offense near the end of the school year it is the intent of the Board of Education, with advice from legal counsel, to extend the expulsion for one semester into the following year.

DISCIPLINARY POLICIES

Specific policies for some infractions are outlined below. This is not an all-inclusive list. Additional policies and actions may be incorporated into the rules of conduct as approved by the School Board in accordance with state law.

Defiance/Persistent Lack of Cooperation

Students may be suspended for defiance, persistent lack of cooperation, or failure to comply with a request or direction from an adult.

Verbal Abuse and Disrespect of School Staff and Students

Students may be suspended for refusing to comply with reasonable request from school authorities, directing profanity and verbal abuse towards adults and/or students, displaying behavior which is intended to be demeaning, derogatory or confrontational. Some examples include name-calling, vulgar gestures, racial epithets, refusing to identify oneself, gang signals, profanity and the like.

Public Displays of Affection

Students may be suspended for repeated inappropriate displays of affection. Examples of behaviors that are not appropriate at school include kissing, extended hugs, and sitting on laps. Hand holding and quick hugs may be appropriate at certain times, but are not appropriate during instruction and study time.

Fighting/Assault Policy

It is the policy of Independent School District 4074 to maintain a learning environment that is safe and free from fear and violence. The School district prohibits any form of violence including fighting and/or assaults.

On the first offense of fighting or assault, each student involved will be suspended for up to five days. Each student may be recommended for expulsion depending on the severity of the actions. On the second offense during a student's middle school career, the student will be suspended and will be recommended for expulsion. Student may be referred to police.

Alcohol Policy

Minnesota law prohibits the introduction, possession, use, and/or distribution of any alcoholic beverage, liquor, intoxicating beverage, or any controlled substance; or the unauthorized possession, use, sale or distribution of alcoholic beverages in any form on school property or at sites where school activities are held. Alcohol violations will result in suspension of the student and possible expulsion. Student may be referred to police.

Tobacco Policy

It is unlawful in Minnesota to use, or carry, tobacco in any form on school property or at sites where school activities are held. Any student violating this law will be suspended and a project on smoking and lung cancer may be assigned.

Controlled Substance Policy

Minnesota law prohibits the introduction, possession, use, and/or distribution of any narcotic drug, hallucinogenic drug, inhalant, intoxicating beverage, or any controlled substance; or the unauthorized possession, use, sale or distribution of prescription drugs; in any form on school property or at sites where school activities are held. Controlled substance violations will result in suspension of the student and possible expulsion. Student will be referred to police.

Vandalism/Theft Policy

Minnesota law prohibits violations against property including tampering with, unauthorized use of, damage to, or destruction of school property or the property of school personnel and/or others; vandalism, trespassing; arson; theft or robbery. Vandalism/Theft policy violations will result in suspension of the student and possible expulsion. Student will be referred to police and be held responsible for restitution.

Terrorist Threats

Any terrorist type threat made against students, staff or the Academy will be taken seriously and thoroughly investigated.

Information on threats will be reported to police. Students involved may be suspended or recommended for expulsion.

Weapons Policy

Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntarily possess, store in an area subject to one's control, handle, transmit, or use any instrument that is considered a weapon or a "look-alike" weapon in school, on school grounds, at school activities, at bus stops, on school buses or school vehicles, or entering upon or departing from school premises, property or events. Weapons violations will result in suspension of the student and possible expulsion. Student will be referred to police.

No Tolerance

The District takes a position of "No Tolerance" on the following objects:

1. All firearms (whether loaded or not) or ammunition
2. Other guns of all types including pellet or B-B
3. Lead pipes
4. Cross bows, bow and arrows (except authorized instructional)
5. Knives with a blade of three (3) or more inches
6. Switch blades or automatically opening knives with blades of any length
7. Black jacks, clubs, numchucks, throwing stars, daggers or like objects.
8. Metal knuckles
9. Explosives
10. Stun guns or tasers
11. Mace or pepper spray

No tolerance will also be the position of the District when any object (whether real or "look-alike") is used to injure, strike terror or threaten personal injury on school grounds. Weapons violations by students will result in suspension of the student and possible expulsion. Weapons violations by other youth and adults (including Academy staff) will result in immediate police involvement.

Possession of Objects that May or May Not be Considered Weapons

While this policy represents a firm "no tolerance" position on weapons and/or look-alike weapons there are several objects which are questionable regarding whether they are considered weapons and whether the presence of these objects requires activation and enforcement of this policy. The administrator may use his/her discretion when interpreting use and intent with such objects. Such objects may include but are not limited to:

1. Pocket knives and edged weapons or other knives with blades of less than 3"
2. Fireworks, fire crackers and smoke bombs.
3. Throwing darts
4. Nuisance items and unauthorized tools

Possession of above object by students on school grounds will result in suspension of the student and possible expulsion. Student may be referred to police.

Inadvertent Possession/ Administrative Discretion

While this policy represents a firm "no tolerance" position on weapons possession on school property and is intended to prohibit all weapons for any reason, there could be a very rare occasion when a weapon is inadvertently brought onto school property. If such an occasion is clearly the case, the building director, after a thorough investigation, may use discretion in determining the appropriateness of applying consequences for a violation. A student who finds a weapon on the way to school or in the school building and immediately turns it in to school staff shall not be considered in possession of a weapon.

Authorized Instructional and Work Related Equipment & Tools

While this policy represents a firm, "no tolerance" on weapons and/or look alike weapons it is not meant to interfere with instruction or use of appropriate equipment and tools by employees and students. Such equipment when properly used and stored shall not be considered a weapon for purposes of this policy. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner the guidelines and consequences of this policy will take effect.

Eligibility for Student Activities

All students are eligible to participate in any AFSA approved student activity including (but not limited to) FFA events and workshops, clubs and organizations, athletics, recreational events and competitive activities if they are in Good Standing at AFSA.

Good Standing is defined as:

- Following the behavioral policies
- Making adequate progress towards graduation (no F's in current classes)
 - o For grade determination periods, Mid-Term and End of Trimester are used.
- Adhering to the attendance policy
- Upholding a positive role model image

A student who violates behavioral policies as outlined in the student handbook or is not making academic progress towards graduation may be considered to be ineligible (Not in Good Standing) for student activities. The school administrator will determine the period of time a student is ineligible for student activities.

A student who is absent from school, will follow the attendance policy in regards to their participation in an event scheduled for the day they are absent. A student who does not uphold the student responsibilities and student rules of conduct found in the student handbook shall be deemed ineligible.

A student who wishes to become eligible again after being declared ineligible will develop a plan to return to Good Standing with the appropriate school official as designated by the school administrator.

Students who are Not in Good Standing, may participate in practices for teams/competition based on the advisor/coaches discretion, but MUST be making progress towards being classified as a student in Good Standing.

Reinstatement Process for Good Standing Classification:

The reinstatement process may include the following:

1. A conference with the appropriate school official to develop a reinstatement plan. This written plan will include all activities required for reinstatement and a timeline for completion of these activities.
2. The student will bring all current grades to a passing level.
3. The student will provide a written letter of apology to the effected parties for the actions which caused them to lose Good Standing.
4. The student will serve a **minimum of 10 hours** of community service, to be monitored by the appropriate school official. An appropriate school official will determine the number of supervised community service hours to be served.
5. Additional components that may be a part of the reinstatement plan depending upon the initial offense:
 - a. Random drug testing
 - b. Attendance contract
 - c. Counseling or referral to outside services
 - d. Tutoring sessions
 - e. Other actions deemed appropriate by school administration

The school administration will update the list of students who are NOT in Good Standing at the end of every 6 week period (Mid-Trimester, and End of Trimester.)

Anti-bullying Policy

Any 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 Web site 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.

It shall be a violation of this policy for any student or personnel of this School District to permit condone or tolerate bullying. (For the purposes of this policy school district personnel includes paid employees, school board members, agents, volunteers, contractors or other persons subject to the supervision and control of the District.)

Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.514-2

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.

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.

Hazing and Harassment Policies

Minnesota law prohibits violations against persons such as verbal and/or nonverbal intimidation/threats; stalking; obstruction; assault; fighting; extortion; racial harassment; sexual harassment/violence, other harassment; (See detailed Harassment Policy and Hazing Policy below) and/or indecent exposure (offensive, inappropriate or vulgar display of one's body). Hazing or Harassment policy violations may result in suspension of the student and possible expulsion. Student may be referred to police.

Hazing Policy

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

General Statement of Policy

- 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 complaint 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.

Definitions

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

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

“Student organization” means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

Reporting Procedures

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

School District Action

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

Reprisal

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

Policy Against Religious, Racial, and Sexual Harassment and Violence

Everyone at AFSA Middle School has a right to feel respected and safe. The following is a summary of the policy.

- To maintain a learning and work environment that is free from harassment and violence, AFSA Middle School prohibits any form of religious, racial and sexual harassment and violence.
- Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature.
- Religious and racial harassment and violence consist of physical or verbal conduct relating to an individual's religion or race.
- Any student or employee of AFSA Middle School who harasses or commits violence toward another student or employee through conduct or communication of a Religious, Racial, and Sexual nature will be subject to the consequences described in the harassment/ violence policy.
- All complaints, whether verbal or written, will be investigated and appropriate disciplinary action will be taken.
- All verbal and written complaints should be submitted to AFSA Middle School's Human Rights Officer, Director, John Gawarecki.
- Retaliation is prohibited against any individual who reports harassment or violence or participates in an investigation.
- Confidentiality of all persons involved will be respected to the fullest extent possible.

This is a summary of the AFSA Middle School policy against religious, racial, and sexual harassment and violence. A complete copy of the policy is available in the Main Office and/or from the director.

Technology/Internet Acceptable Use Agreement

Students are personally responsible for appropriate behavior using technology and on the network throughout the school, just as they are in a classroom or hallway. Access to network services is given to students who act in a considerate and responsible manner, and that access is a privilege, not a right. The school will use appropriate staff and technology to help students follow this policy and help protect students from materials considered harmful to minors. Network and computer storage systems may be reviewed by school staff to maintain system integrity and ensure responsible system use. These guidelines also apply to any student using a personal computer or similar technology within the school building. (Note: Items may be considered a nuisance item and confiscated if used inappropriately.)

Students may not:

- Search, send, display, or print offensive messages, pictures, or obscene language.

- Change or alter in any way the desktop settings (including screen savers, icons, programs, etc.)
 - Access programs not intended for a specific class without permission.
 - Damage any computer, software program, system, network, or other technology tool.
 - Violate copyright laws including loading or copying copyrighted software for personal or shared use.
 - Use or attempt to acquire another's password.
 - Trespass in another's folders, disks, work, or files.
 - Intentionally waste limited resources (i.e. disk space, paper, bandwidth, etc.)
 - Load unauthorized software on school computers (i.e. games, P2P file sharing, etc.)
 - Use the network or computer for commercial or illegal purposes.
 - Use email or instant messaging during school hours in any way unless used specifically for educational purposes.
 - Disclose, use, or disseminate personal information about oneself or any other person.
 - Use personal devices: laptops, electronic players, iPod, etc., without teacher permission for a specific purpose.
 - Disrupt another student's right to learn by interfering with another's workstation or their property.
- Engage in any action damaging to school software, hardware or other technology components or systems.

Violations may result in the loss of access, reimbursement of the cost of the damage and/or the cost of technical consultants to assist with repairs, as well as other disciplinary procedures outlined in this handbook and/or legal action.

AFSA Discipline Policies Summarized

Category	Violation	Initial Interventions	Parent Contact	Detention	Suspension	Police Referral	Recommended for Expulsion
Dress Code	Dressed inappropriately for school	Conference with student. Required to change or return home.	Possible	Yes if repeated offenses	Possible if repeated offenses	No	No
Nuisance Items	Items in use during school day	Conference with student. Item taken from student and held in office for parent/guardian pick up	Student informs parent	Yes if repeated offenses	Possible if repeated offenses	No	No
Defiance/ Insubordination	Failure to comply with request or direction from adult.	Conference with student to discuss consequences.	Possible	Yes	Possible	No	No
Disrespect/ Verbal Abuse	Disrespect to adult or student; gestures of disobedience.	Conference with student to discuss consequences	Possible	Yes	Possible	No	No
Tardy-Unexcused	Late to school or class	Conference with student. Lose privileges to attend school activities	Yes after 3	Yes if repeated offenses	Possible if repeated offenses	No	No
Absence-Unexcused	Absent from part or all of school day.	Conference with student. Attempt to contact parent to determine student status.	Yes	Yes if repeated offenses	Possible if repeated offenses	Possible if becomes truancy	No
Internet/Technology Policy	Violate acceptable use policy	Conference with student. Possible loss of privileges.	Possible	Possible	Possible	Possible	Possible
Missed Detentions	Skipped assigned school detention	Conference with student. Attempt to contact parent to determine student status.	Yes	--	Mandatory	No	No
Tobacco	Smoking on school property, including in the parking lot	Conference with student to discuss consequences.	Yes	--	Mandatory	No	No
Category	Violation	Initial Interventions	Parent	Detention	Suspension	Police	Recommended

			Contact			Referral	for Expulsion
Hazing & Harassment	Coercion; racial, sexual, religious, cultural, disability harassment; or violence.	Conference with student to discuss consequences.	Possible, depending on severity	Yes	Possible depending on severity, mandatory on repeat offenses	Possible	Possible
Physical Aggression	Pushing, poking, shoving, biting, scuffling, unfriendly touch, spitting, etc.	Conference with student to discuss consequences.	Possible, depending on severity	Yes	Possible depending on severity, mandatory on repeat offenses	Possible	Possible
Assault or fighting	Physical or sexual	Conference with student to discuss consequences.	Yes	--	Mandatory	Possible	Possible
Alcohol or controlled substances	Includes all forms of alcohol, street drugs and unauthorized prescription medication	Conference with student to discuss consequences.	Yes	--	Mandatory	Yes	Yes
Weapons	All weapons and look-alike weapons	Conference with student to discuss consequences.	Yes	--	Mandatory	Yes	Yes
Terrorist Threats	Any threat against school staff, students or property.	Conference with student to discuss consequences.	Yes	--	Mandatory	Yes	Yes
Theft or Vandalism	Theft of property from school grounds or destruction of property.	Conference with student to discuss consequences.	Yes	--	Mandatory	Yes	Yes
Other student behavior violations	Any other offense not listed.	Conference with student to discuss consequences.	Possible	Possible	Possible	Possible	Possible

Student Name _____ Grade _____

Advisor _____

STUDENT/PARENT STATEMENT

We have read and understand the policies in AFSA Middle School Student/Parent Handbook regarding school policies and Minnesota law pertaining to attendance and participation in school activities. We have read and understand the AFSA Middle School Acceptable Internet Technology Use Agreement. We also understand that any violation of this policy may result in my loss of computer use privileges throughout the school. We understand that it would then be the student's responsibility to find other ways to complete assignments requiring computer use outside of school.

Parent/Guardian Signature_____
Date_____
Email Address (Parent/Guardian)_____
Student Signature_____
Date_____
Home Phone Number

Note: *Failure to sign and return this form will result in loss of school privileges until it is returned.*

Please complete this page and remove it from the Student Handbook. This signed page must be returned to your student's homeroom advisor no later than September 30, 2016. Please call the school at 612-260-2662 if you have questions.