

# Bloomington Middle School Student Handbook

*The policies included in this document are taken from the Bloomington Public School Board's Policies & Regulations.  
For a detailed description of the policies referenced in  
this document and for other board policies  
please visit the [district website](#)*

Megan Willrett - Principal  
Valley View Middle School

Brian Ingemann - Principal  
Oak Grove Middle School

Tim Ciavarri - Principal  
Olson Middle School

## SCHOOL HOURS: 7:30 - 2:37

7:30 a.m. - students will be allowed in the building  
2:45 p.m. - students need to be picked up or go to Galaxy  
Students are not allowed to be after school unsupervised.

### **CORE ETHICAL VALUES**

The Bloomington Public Schools continually strive to create a learning environment to meet the needs of all learners. In doing so the District has adopted the following core ethical values for every school: Respect, Responsibility, Integrity, Citizenship, Honesty, and Teamwork

### **VISITORS**

All visitors must report to the office to check in with the receptionist and pick up a visitor's badge, which must be worn in a visible location while in the building. For scheduling reasons and availability, we do ask that appointments be made with the teacher(s) or other personnel you wish to see. Student visitors at school are not allowed. Phone calls will not be made to the classroom during instructional time.

### **STUDENT MEDICAL PROCEDURES**

**Health Services:** A Health Associate will staff the school's health office during school hours. Students are required to bring a pass from a staff member to be seen in the health office, except in the event of an emergency. Other than emergencies, parents are expected to provide transportation for further medical assessment or treatment. Each student is required to have a current, completed green emergency form on file that includes information about whom to contact in the event of an illness or emergency.

**Medications:** Medications will be administered at school only when other arrangements cannot be made. Medications (both prescription and nonprescription) need to be brought to the health office in the original, labeled containers. The administration of medications, medical treatments or procedures at school requires a completed signed medical authorization form from the student's parent/guardian and the licensed health care provider.

**Allergies:** If you have any allergies, it is important to report this information to the Health Associate. Due to a number of students having an allergy to latex, schools do not allow latex balloons, latex gloves, or koosh balls.

## Medical Treatments:

Requires a completed signed medical authorization form from the student's parent/guardian and the licensed health care provider.

## **STUDENT DISCIPLINE & BEHAVIOR EXPECTATIONS**

School and classroom standards will be clearly defined and consistently applied. We have three general standards. Students are expected to:

1. Be respectful to self, peers, and adults.
2. Show respect for the property of the school community.
3. Follow directions.

In accordance with the Pupil Fair Dismissal Act of 1974 and the 1983 Removal from Class Statute, a student may be removed from class, suspended, excluded, or expelled from school for:

1. Willful conduct which materially and substantially disrupts the rights of other students to an education.
2. Willful conduct which endangers the student or other students, or the property of the school.
3. Willful violation of any reasonable School Board policy and/or supplemental school building rules.

*This list is not intended to be all-inclusive, and other forms or misconduct not included will be addressed as necessary by the staff. The building administration has the discretion to modify disciplinary actions based on the circumstances of the situation.*

*Please refer to the Guide for Student Conduct Policies and Regulations booklet that was handed to every student for further details. The behavior designee for each school is the Dean of Students.*

Disciplinary action or consequences for these offenses may include but are not limited to the following:

1. Student conference
2. Parent contact
3. Parent conference
4. Suspension from extracurricular activities
5. Detention
6. In-school monitoring
7. Removal from class
8. Referral to in-school support services
9. Referral to community service or outside agency services
10. Assignment to alternative program
11. Suspension from school
12. Referral to police or other law enforcement agencies; Referral to county juvenile authorities for delinquency adjudication
13. Transfer to another school building
14. Expulsion or exclusion from school

These actions are not listed in any particular order and other appropriate actions may be taken as determined by building administrators.

## **RESTORATIVE ROOM, DEAN'S OFFICE or QUIET ROOM**

Students will be sent to the identified space at each school to be used as a means to redirect student behaviors. Students are expected to reflect on their behavior, complete assignments, and make a

commitment to improving their behavior. Students that do not follow procedures in these spaces may be dismissed from school.

### **CELL PHONES, MUSIC PLAYERS, CAMERAS, & POTENTIALLY DISRUPTING DEVICES**

The middle school administration recognizes that many families rely on student cell phones for communication purposes. In an attempt to reduce distractions at school, students will not be allowed to use cell phones during the school day (i.e calling, texting, internet, social networking, etc.) In addition, music players, electronic games, laser pens, or other electronic devices are not permitted to be used during the school day.

Cell phones must be turned off, stored in students' lockers, or not visible to staff during school hours. Any such device that is visible will be collected and stored in the office of the principal, assistant principal, or designee. Bloomington Public Schools is not responsible for lost or stolen electronic devices. Students may make emergency phone calls on a school phone with permission from a staff member during the day.

### **PICTURES OR VIDEOS**

At no time are students allowed to take pictures with personal cameras, cell phones, or any other recording devices due to student data privacy issues. The recording, posting, and sharing of videos, or pictures, promoting negative behavior will result in disciplinary actions.

### **STUDENT DRESS CODE**

The Bloomington Middle Schools want all students to be treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style. We encourage students to take pride in their attire as it relates to the school setting and dress appropriately to limit their distraction from learning and others. Students should dress in a manner that, in addition to the following guidelines, takes into consideration the educational environment, safety, and health of self and others.

#### Basic Principle: Certain body parts must be covered for *all* students

Clothes must be worn in a way such that genitalia, buttocks, and chest are covered with opaque material. All items listed in the "must wear" categories below must meet this basic principle.

#### Students Must Wear

- Shirt.
- Bottom: pants/sweatpants/shorts/skirt/dress/leggings
- Shoes; activity-specific shoe requirements are permitted (for example for physical education class)

Examples of Items Students Cannot Wear: This list is not all-inclusive. Final decisions on dress code will be made by the staff & building administration.

- Hoods
- Violent language or images.
- Images or language depicting drugs, alcohol, or sexual content.
- Costumes, capes, or props.
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class.

- Visible underwear. Visible waistbands or straps on undergarments worn under other clothing are not a violation.
- Bathing suits.
- Going barefoot, wearing slippers, or wearing pajamas is not allowed.
- Helmets, sun glasses, or headgear that obscures the face (except as a religious observance).

## **BLANKETS**

Blankets are not allowed in the classroom during the school day. They are to be stored in a locker, and not brought to class or left in the hallway.

## **HARASSMENT/VIOLENCE**

The district believes that all adults and students have the right to be in a school and workplace environment that is free of any form of emotional or physical abuse, violence, and harassment.

The district will investigate all complaints or allegations, either formal or informal, within the school environment.

The school district will discipline any pupil or employee of the district who retaliates against a person who reports alleged harassment, abuse, or violence.

Types of Harassment may include, but are not limited to: Racial, Sexual, Religious, Gender, Sexual orientation, Emotional, Physical, Threatening, or Intimidating.

## **BULLYING**

*“Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:*

- 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or*
- 2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.*

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

Students (victims and bystanders) should report instances of bullying immediately to a staff member. Reports will be investigated by the administration and consequences will be implemented subject to the district’s discipline policy.

## **HAZING**

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.” Hazing activities of any type are inconsistent with the educational goals of the Bloomington Public Schools and are prohibited at all times.

## **SCHOOL SPONSORED EVENTS OR PARTIES**

Students attending events or parties **MUST** be enrolled at the school. Students must be present at school the day of the event to attend. Guests are not allowed. Appropriate behavior and dress are expected.

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<http://bloomington.k12.mn.us/>*

## **REPEATED REFUSAL TO COOPERATE**

In spite of prior interventions, students that repeatedly refuse to cooperate and interfere with the learning of other students will be removed from the classroom and may be considered for dismissal, suspension, or expulsion.

## **WEAPON FREE SCHOOL**

No person shall possess, use or distribute a weapon when in a school location. The District will act to enforce this policy and to discipline or take appropriate action against any person who violates this policy. The District takes a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include: 1. immediate out-of-school suspension; 2. confiscation of the weapon; 3. immediate notification of police; 4. parent or guardian notification; and 5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury.

## **STUDENT CHEMICAL POSSESSION, USE ABUSE, AND DEPENDENCY**

Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

A student who violates the terms of this Policy shall be subject to discipline in accordance with the District's Discipline Policy. Such discipline may include suspension or expulsion from school.

The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

## **TRANSPORTATION**

Riding the bus is a privilege, not a right. (M.S. 121A.59) Student behavior must be respectful, safe and appropriate both on the bus and at the bus stop in order to have bus privileges. Students violating bus rules may have riding privileges suspended or revoked at the discretion of the school administration. When a student is suspended from the school bus, it is the responsibility of the parent/guardian to provide transportation.

### Regulations:

1. Students must not distract the driver. Obey all instructions respectfully and quietly.
2. Students must sit properly. Face forward with feet on the floor and out of the aisle at all times.
3. No eating/drinking on the bus.
4. Fighting on the bus is not allowed. This includes arguing, yelling, pushing, shoving, spitting, throwing objects, etc.
5. Harassment on the bus is not allowed. This includes verbal, physical, emotional, and sexual harassment.
6. Bus driver may assign seats as necessary.
7. Items not allowed on the bus include oversized band instruments/school projects, glass items of any kind, large athletic equipment, and animals.

### Consequences:

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Students may lose riding privileges after review for any offense depending on severity. Permission to ride a different bus must be requested by parent/guardian in writing.

## **ATTENDANCE**

School Hours 7:55 a.m.-2:37 p.m.

If a student will not be attending school or will be arriving late, call the attendance line before 7:30 a.m. Students arriving late must sign in at the attendance office. Students not called in within 24 hours of the first day of absence may be subject to truancy procedures. If your child will be absent for more than one day, please contact the school to get homework. Please allow 24 hours for homework to be organized and collected.

If a student has to leave during the day, a note signed by parent/guardian must be given to the school attendance office before the beginning of the school day or an in-person verification by parent/guardian at the attendance office is required. For your child's safety, phone calls cannot be accepted.

## **TRUANCY/TARDINESS**

Students are required to attend all classes on time. Each school has a truancy process that students who are unexcused from class will follow. Consequences for truancy range from detention to a referral to court.

Students who are tardy for class may be assigned consequences, including detention and/or in-school suspension. Parents/guardians will be contacted when students have an unexcused absence for part or all of a class.

If a student arrives at school after 7:55 AM: That student must report to the Main Office to receive an attendance pass. The student must have this pass to verify the time that he or she entered the building, even if the tardy is for an excused reason.

## **EXCUSED ABSENCE**

[Minnesota Statute 120A.22, subd. 1 and subd. 5\(a\)](#) and [Minnesota Statute 120A.35](#).

- It is the primary responsibility of parents or guardians to assure that their children acquire knowledge and skills that are essential for effective citizenship.
- Children between seven and 17 must attend school every day and be on time unless they have a lawful reason for being absent. Lawful reasons include:
  - Religious holidays
  - Illness: A parent or guardian must verify the student's illness. School personnel may require the family to provide medical verification or to see the school nurse. Medical appointments that cannot be scheduled outside school hours may also be lawfully excused.
  - Family emergency
  - Funeral of a family member

## **UNEXCUSED ABSENCE**

An absence is considered unexcused when the parent/guardian and/or the school do not authorize the absence. Unexcused absences include but are not limited to:

1. Class "cuts" or "skips", including staying home from school when not ill.

2. Leaving school premises without authorization from the nurse, the attendance office or the principal's office.

When parental excused absences become excessive, a doctor's note may be required for these absences to be excused.

### **INTERNET USE:**

Acceptable Use: Access to the Internet is a privilege, not a right, and students are expected to use it responsibly. Avoid sites that contain inappropriate language, pictures, or social networking sites of any kind. You may not download the software or use chat rooms. Your folder will be treated like your locker—it should only contain appropriate items and schoolwork. It can be searched if there is reason to believe it contains inappropriate material. Violations of these Internet guidelines will result in disciplinary action and possible loss of computer privileges.

### **CYBER BULLYING:**

Inappropriate use of technology such as, but not limited to, personal websites or web pages where other students and/or school staff members are verbally abused, verbally assaulted, bullied, defamed, threatened, harassed or terrorized and the conduct impacts the ability of the school to maintain order and discipline will not be tolerated. Discipline may result whether the conduct takes place from a personal or school computer or during or after school hours.

### **LUNCHROOM:**

Students must report to the lunchroom or they will be counted as truant. Students may bring a bag lunch from home if they choose not to eat the school lunch. The lunch must be placed in the student's locker upon arriving at school and may not be removed until the scheduled lunchtime. No pop is allowed during school hours.

#### *Lunchroom Rules:*

1. Treat others with respect.
2. Stay seated except to return your tray.
3. Be responsible for cleaning up after oneself, and assisting with picking up items when requested to do so by a supervisor in the lunchroom.
4. Throwing any food or objects will not be tolerated.
5. Students are not permitted to borrow money from other students for any reason.
6. No food or drink may be taken out of the lunchroom.

Failure to follow lunchroom rules may result in removal from the lunchroom or other consequences as determined by the administration.

### **FOOD AND WATER BOTTLES**

Students are not allowed to have food in the classrooms or hallways. All food shall be consumed in the lunchroom during lunch or breakfast. Teachers may sometimes allow food in class for a specific period. Students are only allowed to use a water bottle throughout the day to drink water.

Pops, juices, flavored water mixes, coffee, etc.... are not allowed for students during the school day.

## **CHEATING**

Scholastic dishonesty, which includes but is not limited to, cheating on a school assignment, plagiarism or collusion is not acceptable. At all times students are expected to complete their own work as assigned or directed by the teacher. Failure to do so may result in a loss of points on the assignment/test, or a student will be required to redo the assigned work as determined by the teacher.

## **DAMAGE TO PROPERTY**

Willful or deliberately defacing or destroying of any property belonging to the school district, staff, or others will result in restitution and/or referral to the Bloomington Police Department.

## **LOCKERS**

Every student is assigned an individual locker. It is each student's responsibility to keep the combination private so that problems do not occur. Students are not permitted to share lockers. Students are not allowed to decorate lockers with paper, contact paper, or any other permanent materials. Use of tape of any kind is not allowed. If you wish to hang a mirror or a schedule, you may use magnets.

At the end of each school year, school personnel will inspect all lockers. Students will be assessed fines for damages, scratches, other markings, decals/stickers, and general clean out if needed.

Subdivision 1. Policy. It is the policy of the state of Minnesota that: "School lockers are the property of the school district."

At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct an inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules." (M.S. 127.47 School locker policy.)

## **SEARCH PROCEDURES**

School officials may inspect personal possessions and/or a student's person may be inspected based on a reasonable suspicion that the search will uncover a violation of law or school rules. Lockers and desk areas may be searched for any reason without consent or a search warrant.

## **SOLICITING**

The sale or distribution of items not officially authorized through school-sponsored activities is not allowed. Items may be confiscated.

## **TRESPASSING**

Unauthorized presence at school buildings and grounds is considered trespassing. Students in the building after school hours must be under supervision of a staff member. Students are expected to leave school grounds when their supervised activity ends. Students on suspension or dismissal from school may not enter or occupy any school district property or facility.



## MIDDLE SCHOOL DEVICE GUIDELINES

### DIGITAL DEVICE AGREEMENT

Each middle school student is provided with a Chromebook for school and other educational uses.

The following site provides detailed chromebook information and downloadable pdf's of the [Student Device Agreement](#) in English, Spanish, Somali and Vietnamese.

<https://docs.google.com/document/d/1PoAsI5MugAlcKFB7RR3BUZWOaV6DoiCrvIM1qoqgAao/edit>

### PARENT/GUARDIAN REFUSAL FOR STUDENT PARTICIPATION IN STATEWIDE ASSESSMENTS

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. While we encourage all students to do their best and complete the tests, parents/guardians have the right to refuse testing. Return this form to your school's testing coordinator.

[Parent/Guardian Guide to Statewide Testing and Refusal to Test Form.](#)