



La Crescent-Hokah
Middle School
2023-2024
Student Handbook

Respectful - Responsible - Safe



Students and Parents:

Welcome to La Crescent Middle School. This handbook is provided to help you become familiar with the opportunities and expectations of our school.

Everyone at La Crescent Middle School is committed to helping students grow and learn successfully. Maintaining a safe and orderly learning atmosphere is essential to the process of maximizing each student's growth. We believe this is best accomplished by developing a shared sense of responsibility and feeling of community. The handbook is designed to assist us by clearly defining expectations, guidelines, and rules that are necessary to maintain a safe and orderly learning atmosphere.

At La Crescent Middle School, we believe in focusing our energy on developing productive and desirable behaviors that will promote learning. Behaviors are mutually selected by students and staff and are listed as our school's expectations.

Policies and procedures in this handbook may be changed during the course of the year with board approval. If a change is made, you will be notified.

La Crescent Middle School will present a variety of experiences for your child with new classes, teachers, opportunities, and challenges. We extend an invitation for you to get involved in school and its many activities. This is your school, a great place to live, learn, and grow together. Be proud of your school, and become an active participant in the educational process. Best wishes for a great year.

Sincerely,

Josh Mallicoat

Middle School Principal

MIDDLE SCHOOL MISSION STATEMENT

In partnership with families and community, we educate and prepare the whole person to be a responsible and productive learner.

MIDDLE SCHOOL VISION STATEMENT

Working to provide a positive educational community, which allows individuals to develop their unique talents and abilities.

ACADEMIC DISHONESTY

Academic dishonesty includes, but is not limited to: plagiarism, copying of, allowing students to copy assignments or tests. Plagiarism is a form of cheating in which a student appropriates the ideas or exact words of someone else without giving proper credit. Consequences for plagiarism can include but are not limited to an administrative referral or a zero on the plagiarized assignment.

ACADEMIC ELIGIBILITY for ATHLETICS (7th and 8th grades)

Academic Eligibility will start with the second week of each new semester. Students must be making satisfactory academic progress to participate in extracurricular activities. Grades are checked each Tuesday at the end of the school day. Any student with an "F" will retain eligibility to practice and compete during a two-week process of academic improvement. If, after this two-week period the student continues to have an "F" grade in ANY class, the student will be ineligible to perform until the next grade check shows no "F" grades in any subject. Students will be able to attend practices. NOTE: Students may be held from practices at the discretion of the building principal.

Students who end a semester with an F will be held from competitions/performances and travel until eligibility is checked in the second week of the semester. Students can earn back eligibility by completing a credit recovery contract/summer school.

Students in special education must be making satisfactory progress toward the student's Individual Education Plan as determined by the case manager and administrator.

ACADEMIC REPORTS

Report cards are issued after the completion of the grading period. Semester grades are determined by averaging all semester assignments. Final semester grades will be given out at conferences or mailed home. Concerns about individual student achievements will be addressed with students and parents/guardians as needed.

ATHLETICS - GRADES 7/8

The co-curricular program of La Crescent-Hokah Public Schools forms a very useful part of the school's curriculum. By participation, the student is able to develop additional skills, knowledge, and attitudes. It is the philosophy of La Crescent-Hokah Public Schools that every team serves as ambassadors for our school.

Students who participate in the athletic program must have a physical examination before reporting for practice. Students must also agree to abide by the training rules. Students participating in Minnesota High School League sponsored activities are to meet academic standards as determined by MSHSL and La Crescent-Hokah Public Schools.

Students must be in attendance or at a school-sponsored activity for at least a half-day (check into school by 10:24 a.m.) to be eligible to practice or participate in that day's activity (practice or contest).

All students participating in an athletic activity will need to sign the appropriate Minnesota State High School League forms.

Students will have to pay an activity fee before they will be allowed to practice, participate, or perform.

AUDITORIUM BEHAVIOR

Students shall be expected to behave appropriately in the auditorium at all times.

- Sitting with both feet on the floor.
- No food, gum or drinks are permitted in the auditorium.
- No talking is permitted while there is a performance going on.
- Clapping when appropriate.
- Students will sit with advisory.
- Students should walk while in the auditorium.

BELL SCHEDULE GRADES 5-6

Monday – Tuesday – Thursday – Friday	Wednesday – Early Release
1 st Bell 7:50AM	1 st Bell 7:50AM
Advisory 7:55 – 8:15 am	Advisory 7:55 – 8:18 am
LA Block (PE every 3 rd day) 8:18 – 10:06	LA Block (PE every 3 rd day) 8:22 – 9:52
Core 1 (Math, Science, SS) 10:10 – 11:10	Core 1 (Math, Science, SS) 9:56 – 10:45
5 th Lunch 11:10 – 11:35 Recess 11:35 – 12:02	5 th Lunch 10:45 – 11:15 Recess 11:15 – 11:44
6 th Recess 11:10 – 11:35 Lunch 11:39 – 12:02	6 th Recess 10:45 – 11:15 Lunch 11:19 – 11:44
Core 2 (Math, Science, SS) 12:06 – 1:06	Core 2 (Math, Science, SS) 11:48 – 12:37
Core 3 (Math, Science, SS) 1:10 – 2:10	Core 3 (Math, Science, SS) 12:41 – 1:30
Specials Rotation 2:14 – 3:00	Specials Rotation 1:34 – 2:17
Band/General Music (Day 1 – 5 th , Day 2 – 6 th)	Band/General Music (Day 1 – 5 th , Day 2 – 6 th)
WIN, Computer Ethics, Art (Day 1 – 6 th , Day 2 -5 th)	WIN, Computer Ethics, Art (Day 1 – 6 th , Day 2 -5 th)

BELL SCHEDULE GRADES 7-8

Monday – Tuesday – Thursday – Friday	Wednesday – Early Release
1 st Bell 7:50AM	1 st Bell 7:50AM
Advisory 7:55 – 8:28	Advisory 7:55 – 8:15
1 st Hour 8:33 – 9:20	1 st Hour 8:20 – 9:03
2 nd Hour 9:25 – 10:12	2 nd Hour 9:08 – 9:51
3 rd Hour 10:17 – 11:04	3 rd Hour 9:56 – 10:39
4 th Hour/Lunch 11:04 – 11:32 Class 11:37 – 12:24	4 th Hour/Lunch 10:39 – 11:04 Class 11:09 – 11:52
5 th Hour 12:29 – 1:16	5 th Hour 11:57 – 12:40
6 th Hour 1:21 – 2:08	6 th Hour 12:45 – 1:28
7 th Hour 2:13 – 3:00	7 th Hour 1:33 – 2:16

BUS BEHAVIOR

Bus service is provided by the Ready Bus Line and is available at no charge to students who qualify.

Transportation requests should be directed to the district office. Pick-up and drop-off times are mailed to parents in August of each year.

CLASSROOM VISITATION

We encourage parents/guardians to visit their child's class/es. Simply follow the guidelines below so you and your child gain the most you can from this time:

1. We request that you call your child's teacher to schedule a classroom visit at least a day ahead.

The teacher can suggest appropriate choices of times.

2. Experience tells us that an observation session of an hour or so will present a good picture to you of how your child is performing.
3. We encourage you to make your visit alone. Preschool youngsters can be quite distracting to a learning situation.
4. If you have any further questions about visitation, contact the principal.
5. Stop in the office before going to the classroom to receive a visitor badge.

DAMAGE TO SCHOOL PROPERTY

If damage is done to school property by a student they will be held responsible for the cost of the repair or replacement of the school property.

CELL PHONES

Middle School Students are not allowed to use cell phones at all during the school day. Phones that are brought to school must be kept in their locker during the school day.

DISPLAYS OF AFFECTION

Inappropriate displays of affection that are distracting to others will not be tolerated, as determined by staff.

EMERGENCY PROCEDURE

Fire, lockdown, and severe weather drills are conducted according to state law. Evacuation plans are posted in each room and the students learn and practice these routes.

HEALTH SCREENING PROGRAMS

Vision and Hearing screening will be done for students in fifth and seventh grade. Both of these screenings occur in the fall of the school year with the help of volunteers.

HEALTH OFFICE GUIDELINES

In order to provide for the health and well-being of all individuals, the health office has developed the following health guidelines which can be used to identify when a student's health may require him/her to stay home. If a child develops these symptoms they will be sent home from school. Should your child become ill at school we will contact parents first. If we are not able to reach parents, we will call the people listed under emergency contacts.

- Fever: Temperature greater than 100.4 degrees. Your child must be free of fever (without fever-reducing medication) for 24 hours before returning to school.
- Vomiting: Any episodes of vomiting- a child can return to school once they have not vomited within the previous 12 hours
- Diarrhea: Severe diarrhea, more than one episode in an hour or episodes that are not easily contained
- Contagious Diseases: Strep throat, impetigo—your child may return to school after being on antibiotic treatment for 24 hours.
- Rash: Rash that is open and draining or a rash accompanied by a fever.
- Students with special health needs may have additional guidelines listed on an Individual Health Plan.

IMMUNIZATIONS

In accordance with the 121A.15 HEALTH STANDARDS; IMMUNIZATIONS; SCHOOL CHILDREN, students may not enroll or remain enrolled in school without having provided documentation of immunizations allowing for certain legal exemptions. All students are required to be in compliance on the first day of school. A 30 day grace period may be permitted for students transferring into the school district. Minnesota laws require that we have written recorded evidence of your child's protection from the following diseases. Parents need to provide the month, day, and year of each dose.

Diphtheria-Tetanus-Pertussis (DTP)---(5) doses under the age of seven, then (3) doses are adequate.

Polio---(4) doses under the age of seven, then (3) doses are adequate

Measles-Mumps---Rubella--(2) doses

Hepatitis B---(3) doses

Varicella (chickenpox)---(2) doses

If you conscientiously object to any immunization, we need a signed and notarized form on file. If your child has a medical exemption to any immunization, we need a signed physician statement or form on file. The immunization forms are found on our website.

MEDICATIONS

All medications should be given at home whenever possible. Parents/Guardians are to notify the school if their child must take medication during the school day. The school nurse or trained designated personnel will administer medication through the health office. For prescription medication, both a physician and parent must fill out and sign a Medication/Procedure Authorization Form before any prescription medication will be given. Prescription medication must be in a current and accurately labeled prescription bottle. Over-the-counter medication/non-prescription medication requires only a parent signature on the authorization form. Over-the-counter medication must be in the original container with your child's name on it. We are only able to give the recommended dose on the authorization form to your child. For safety reasons, an adult must bring all medication to school.

Inhalers for asthma or allergy kits (EpiPen, Auvi-Q) may be carried by the student if the health office has a medication form on file, signed by a physician and parent giving the student permission. The Medication/Procedure Authorization Forms are available in the health office, area clinics and on the website.

HEALTH SCREENING PROGRAMS

Students 5th through 8th will have hearing and vision screened upon request of teacher or parent and as part of the IEP eval/re-evaluation process.

HOMEWORK POLICY

Purpose: Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the La Crescent Middle School staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply the information they have learned, complete unfinished class assignments, and develop independence.

Homework assignments include:

Practice exercises to follow classroom instruction

Preview assignments to prepare for subsequent lessons

Extension assignments to transfer new skills or concepts to new situations

Creative activities to integrate many skills toward the production of a response or product

HOMEWORK POLICY FOR LATE ASSIGNMENTS

Students are expected to turn work in on time. Students who turn in late assignments will receive any of the following based upon individual teacher discretion or grade level policy. Policies can include but are not limited to consequences such as:

- o partial credit
- o no credit
- o missed reward activity
- o communication with parents
- o full credit with a coupon
- o noon or after school detention

Responsibilities of Parents:

- Set a regular, uninterrupted study time each day.
- Establish a quiet, well-lit study area.
- Monitor student's organization and daily list of assignments.
- Help students work to find the answer, not just get it done.
- Be supportive when the student gets frustrated with difficult assignments.

- Contact the teacher to stay well informed about the student's learning process.
- Contact the teacher if your child is spending an inordinate amount of time doing homework.

Responsibilities of Students:

- Write down assignments in assignment notebook.
- Be sure all assignments are clear; don't be afraid to ask questions if necessary.
- Set aside a regular time for studying.
- Find a quiet, well-lit study area.
- Work on homework independently whenever possible, so that it reflects student ability.
- Make sure assignments are done according to the given instructions and completed on time.

INCOMPLETE GRADES

An incomplete should be made up within two weeks after the end of the grading period, or the grade will

be submitted as the earned letter grade, unless the teacher makes other arrangements with the administration. However, a student may be granted extended time to complete the work in case of prolonged illness, etc. This permission will be given by the principal in consultation with the teacher.

LOCKERS

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant.

The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. "Personal possessions" includes but is not limited to purses, backpacks, book bags, packages, and clothing. Each student is issued a locker at the beginning of the school year and cautioned against giving the combination to others. The sharing of

lockers are not allowed because friendships change. Students are responsible to keep lockers clean and free of marks. Students will be charged for any damage to lockers.

Locker inspection will be held to ensure that lockers are clean and in good repair. There is a \$5.00 Charge if a student requests a change in locker combination.

Materials or pictures deemed inappropriate by school staff are not permitted in school lockers.

Physical Education Lockers: Each student will be provided with a combination lock for their gym locker free of charge. The locks are to be returned at the end of the school year. Failure to return the lock will result in a fine. A complete version of this policy, number 502. may be found at the school district office or on the district website (www.isd300.k12.mn.us).

MOVIES

At times, the middle school will show G or PG movies related to the curriculum without notice to parents.

If a PG13 movie is planned, a note will go home with students, grades five through seven, requesting parent signature for students to be allowed to watch the PG13 movie. The note must be returned with the parent signature or the student will not watch the PG13 movie.

PERSONAL BELONGINGS

Students are responsible for their personal property and are not to bring valuables to school. Possession of items which cause distractions, including, but not limited to mp3 players, cell phones, laser lights, Ipods, CD players, etc. or large sums of money to school are not allowed or used in the school buildings.

The best way to prevent loss or damage to items is to leave them at home. Any item deemed inappropriate, distracting, or unsafe will be confiscated, and taken to the office. The first time depending on the item, the student may pick it up after school to take home and the second time the item will be returned only if a parent comes to school and reclaims it within five school days. There will be no cameras or video cameras used in the locker rooms. Students may not wear or carry jackets or backpacks to classes unless designated by an academic plan. Jackets and backpacks must be stored in lockers at all times.

PROMOTION AND RETENTION OF STUDENTS

The La Crescent-Hokah School District recognizes that there are students who, for one reason or another, do not make the necessary progress to achieve the standards expected of their particular grade level. Meeting the needs of these students is a continuing concern of parents, teachers, board members, and administrators.

It is recognized that retaining a student in the same class or grade level is a way of helping some students achieve standards of performance expected at their grade level. The decision to retain should be made after careful consideration of the individual needs and abilities of the student following appropriate promotion/retention procedure. Students will be required to pass all coursework in order to be promoted to the next grade level. If a student fails a class, credit recovery will be required to ensure that all students' needs are being addressed. Possible credit recovery opportunities could include but are not limited to:

- Afterschool Study Group
- Summer school
- Individual Learning Contract (between student and teacher)

If a student does not meet the minimum expectations for each subject during the grading period, the student and parent will be notified of the deficiency and a plan will be developed to remediate the failed credit.

SCHEDULE CHANGES/ REQUEST TO DROP CLASS

Schedule change/drop request forms are available in the middle school office.

Students may only make a schedule change request within the first two weeks of the trimester. All other requests will be considered on an individual basis.

SCHOOL DANCES AND FUN NIGHTS

1. School dances are open to La Crescent Middle School students and their approved guests. Student's guest must have approval two days prior to the dance.
2. Middle School dances are for students in grades 5-8.
3. All school rules apply to dances and fun nights (including dress code).

4. Any student causing mischief deemed unsuitable by the supervisor will be asked to phone his/her parents and have them pick him/her up.
5. A student may not return after leaving the event without permission of the supervisor.
6. There will be a minimum of seven chaperones per dance. Of those, four must be staff members.
7. There will be a minimum of twenty-five chaperones for fun night. There will be ten staff and fifteen parents.
8. The lights at a dance must be at an acceptable level. Exit lights must remain on. In addition, exits must not be blocked in any way, i.e. with tables or chairs.
9. Tickets will be sold only at the entrance.
10. There will be only one dance or fun night at any given time in the building.
11. No student will be allowed to enter a dance after 8:00 p.m. without advance permission or at the supervisor's discretion.

SPECIAL SERVICES

Children with Special Needs: Children with disabilities, determined and established by referrals and testing, receive special services on a regular basis.

School Counselor: School counselors are available to help all students with personal concerns, academic progress, and/or career and college readiness planning. School counselors provide services through classroom activities, small group discussions, and individual meetings with students; the counselors help students to better understand themselves and others, learn about opportunities in the world of work, improve their speaking, listening, and study skills; and improve their ability to make good decisions and solve problems. School counselors promote academic success by reducing social, emotional, and environmental barriers to learning.

School Social Worker: The school social worker is available to assist with a wide variety of student and family needs. The school social worker helps students with personal, family, social and/or emotional problems that interfere with involvement in school activities and/or academic success. The school social worker is also available to provide students and families with information regarding community resources. School social workers act as a link between the home, school, and community resources.

School social workers act as a link between the home, school and community in providing direct as well

as indirect services to students, families, and school personnel.

*The school offers individual and small group counseling services by qualified student services professionals to students who are experiencing social, emotional, and/or behavioral challenges that interfere with school performance. If you do not wish for your student to access these services without prior active parental consent you will need to meet with the building principal and have written documentation of your request

School Nurse: The health office is staffed by a full-time health assistant who is trained to care for students who may become ill or injured during the school day. A registered nurse divides her time between the schools. She is available for consultation and planning for students who may need health plans and procedures during the school day.

School Psychologist: School psychology services are available to all students from birth through 21 years old. The school psychologist collaborates with teachers, parents, and administrators to understand child development and how it affects learning and behavior. They promote positive mental health and a safe and effective learning environment for all. The school psychologist uses a wide variety of techniques to conduct evaluations in the areas of academic skills, learning aptitudes, personality and emotional development, and social skills. School psychologists can provide information related to behavior management, social skills, different learning styles or a variety of other topics. Direct services to children might include social skills training, small group or individual counseling, classroom presentations, or implementing positive behavior intervention plans. The school psychologist works with other support staff to help families and school staff deal with crises, such as separation and loss.

Speech Pathologist: Classroom teachers refer children with speech problems for testing and identification. These children are offered classes to correct their problems on a regularly scheduled basis by a Speech Pathologist.

STUDY TRIPS AND CO-CURRICULAR TRIPS

Study trips are an extension of the classroom experience. Students participating must ride to and from the activity in school-authorized transportation unless parents speak personally with the sponsor in charge of the activity. The same applies to students participating in co-curricular events. The school does not assume responsibility for cost of hospitalization or injury while students are participating in a

school sponsored activity. Students may not be allowed to participate on study trips if their behavior has been an issue, that will be determined on an individual basis by a team of teachers and the principal. Students may surrender the fees paid if unable to attend the field trip for any reason.

TREATS

Treats brought to school to share must be of a commercial variety. This is a state law.

VISITOR'S PASS

Due to the interruption of learning, students may not bring a guest/visitor to school. Rare instances may be approved by administration.

WHEELED APPARATUS

Bicycles, skateboards, scooters, roller blades, or any other wheeled apparatuses should be used only to and from school. Bicycles must be left in the bicycle racks and always locked during school hours and neither, bikes or skateboards should be ridden anytime during the school day.