INTRODUCTION

Central Middle School is proud of its purpose. The mission states, "Central Middle School believes in the uniqueness of each individual and is committed to fostering a healthy learning environment supportive of the social, intellectual, physical, and emotional needs of the adolescent." The concept of a middle school also contains the components of advisor/advisee groups, teaming, interdisciplinary teaching, flexible schedules, and exploration. The staff is committed to developing all of these components.

The guidelines and policies found in this handbook have been developed so all students and staff may effectively work together in the school community to continue their growth and development. Parents should be familiar with the contents so you may support your child and staff. Together, as parents and teachers, we are able to cooperatively work towards the fulfillment of children's growth and development.

DISTRICT 108 MISSION & VISION STATEMENT

EDUCATION IS CENTRAL

Enter District 108 and you will discover an energized, enthusiastic and caring learning environment.

This will be a place where lifelong learners are actively engaged in understanding, exploring and creating the world of knowledge.

We will expand beyond the doors of our buildings into the community and world around us and be connected through resources, relationships, technology, and innovation. High standards and quality will be the norm and success will be a reality for all.

Listen to the voices of our community and you will hear a sense of pride, affirmation, encouragement and support. There will be a strong spirit of collaboration and togetherness.

District 108 will be a community that is alive with the excitement of learning. People will be united in the memory of a rich history, the pride of present celebrations, and the hopes and dreams of the future.
2019 - 2020 SCHOOL CALENDAR

Sept. 3  First day of school for students
Sept. 30  Homecoming Coronation
Oct. 15  M.S. Picture Re-take Date
Oct. 17 & 18  No School - Ed MN
Nov. 1  End of First Quarter
Nov. 4  No School – Teacher Workshop
Nov. 21  Student Led Conferences - Middle School & High School Conferences
Nov. 25  Student Led Conferences - Middle School & High School Conferences
Nov. 27-28  No School - Thanksgiving Holiday
Dec. 9  Grades 6-12 Choir Concert
Dec. 16  Grades 6-12 Band Concert
Dec. 23-Jan. 1  No School - Winter Break
Jan. 2  School resumes
Jan. 17  End of Second Quarter
Jan. 20  No School – Teacher Workshop
Feb. 17  No School - President's Day Holiday
Feb. 20  Student Led Conferences – Middle School & High School Conferences
Feb. 27  Student Led Conferences – Middle School & High School Conferences
Mar. 19  End of Third Quarter
Mar. 20  No School, Teacher Workshop
Mar. 23-27  No School, Spring Break
April 10  No School
May 6  Grades 5-12 Band Concert
May 13  Grades 6-12 Choir Concert
May 25  No School - Memorial Day
May 29  Graduation
June 2  Last day of school
June 3  Teacher Workshop
# MIDDLE SCHOOL STAFF

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<th>Middle School Principal</th>
<th>Social Studies</th>
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<tr>
<td>Ron Erpenbach</td>
<td>Dylan O’Brien</td>
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<td>Deb Dettmann, Secretary</td>
<td>Joe Kley</td>
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<td>Sarah Hammers</td>
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<td>Jonica Marshall</td>
<td>Dan Johnston</td>
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<td>Taylor Gort</td>
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<th>Community Issues</th>
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<td>Amber Kester</td>
<td>Caitlin Featherman</td>
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<td>Brittany Schmidt</td>
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<td>Kathy Heckman, Secretary</td>
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<th>Industrial Technology</th>
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<td>Jim Mesik</td>
<td>Kelly Street</td>
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<td>Patric Pehrson</td>
<td>Brenda Messner</td>
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<td>Jodi Curson</td>
<td>Leah Hjelseth</td>
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<td>Tom Doyscher</td>
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<th>Music (choir and band)</th>
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<tr>
<td>Kyle Lippert</td>
<td>Meaghan Bixby</td>
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<td>Adam Halpaus</td>
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<td>Jay Bollum</td>
<td>Kelli Sawyer</td>
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<td>Carrie Saxon</td>
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<td>Monica Shanahan</td>
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<td>Jon Wroge</td>
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<td>Hunter Thompson</td>
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<td>Keith Artmann – Facility manager</td>
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<td>Rich Neubarth – district wide engineer</td>
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<tr>
<td>Herman Haag – night custodian</td>
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DISTRIBUT 108 STAFF

Superintendent
Tim Schochenmeier
Andrea Franck, Secretary

High School Principal
Thomas Erickson
Linnae Paumen, Secretary

Elementary Principal
Michael Daugs
Kelli Perlich, Secretary

Bookkeeper/Accountant
Joan Carlson
Lynn Peterson

Community Education Director
Julie Kuenzel

Technology Director
Steve Anderson

Athletic Director
Ron Erpenbach (7-12)
Dona Herrmann, Secretary

Custodians
Keith Artmann, Facility Mgr.
Richard Neubarth
Herman Hagg
John Schlagel
Oudom Thammavongsa
Wayne Eyrich
Dave Rouch
Lorena Sosa Cortez
Phavanh Thammavongsa
Sue Calvin

School Lunch Program
Gina Elliott
Taher

Transportation Director
Jon Rumrill
4.0 School Service

CENTRAL PUBLIC SCHOOLS #108
BOARD OF DIRECTORS
2019 - 2020

Elroy Latzig - Chairperson
780 Barnes Lake Drive
NYA, MN  55397

Dean Lind - Vice Chairperson
517 Casper Circle
NYA, MN  55368

Nicole Evenski -
2016 Cobblestone Dr.
Cologne, MN 55322

Scott Knight - Treasurer
410 E. Benton St
Cologne, MN 55322

Sara Eischens
14850 154th St.
Hamburg, MN  55339

Rich Schug – Clerk
305 Lincoln Street
NYA, MN  55397

Craig Pexa -
10810 134th St.
Cologne, MN  55322
GENERAL INFORMATION

DAILY SCHEDULE

First Tone 7:55 -
Central Time 8:00 - 8:20
Period 1 8:20 - 9:10
Period 2 9:14 - 10:04
Period 3 10:08 - 10:58
Period 4a 11:02 - 11:24 & 11:48 - 12:18
6th/7th lunch 11:24 - 11:48
8th/9th lunch 10:58 - 11:24
Period 4b 11:28 - 12:18
Period 5 12:22 - 1:12
Period 6 1:16 - 2:06
Period 7 2:10 - 3:00

SCHOOL PHONE NUMBERS:
(952) 467-7200 – Direct line to Middle School Office
(952) 467-7204 – Middle School Attendance Line
(952) 467-7110 – School Nurse
(952) 467-7203 – Fax line to Middle School Office
(952) 467-7201 – Direct line to Principal Office
(952) 467-7147 -Taher Food Service
(952) 467-7009 – Transportation

**Staff voicemail and email addresses located on last page.

BACKGROUND CHECKS

Pursuant to Minnesota Statute, Central Schools administers a background check on all new employees. In addition, all volunteer coaches and advisors are subject to a background check.

TELEPHONE MESSAGES  467-7200- Middle School direct call number

Students are encouraged to stop in the Middle School Office if they know they might be receiving a message. Students are required to obtain teacher permission to use phones during the school day. Permission will be given only in cases of emergencies. Cell phones are not allowed during school. If a student must bring their phone to school, it must be turned off and left in their locker. The first time a student is found with possession of a cell phone in class, it will be given to the principal and the student will be allowed to pick it up after school. The second time a student is found with possession of a cell phone in class it will be given to the principal and the student’s parent/guardian will be contacted to retrieve the phone from the principal’s office.

ATTENDANCE POLICY

The Board of Education, Administration, and Faculty believe all students should benefit from the educational opportunities, programs and activities that are available at school. Minnesota State Law and Educational Department regulations require daily attendance. There is a close relationship between attendance and school success. Each student, parent or guardian, and the school share an obligation to encourage and insure the student's continuous attendance.

Students of Central Middle School will be expected to be diligent and punctual in attendance. All students will be held accountable for missed days of school.

The principal will review student attendance records monthly or at a teacher's request.
1. Upon a student's absence of 3 consecutive days, the school nurse will contact the parent/guardian to review the reason for the absence.
2. When a student's absenteeism reaches 5 days in a month or 10 total days in a semester, the principal/social worker will contact the parent/guardian to seek reasons for the absences.
3. If there are concerns that remain, the principal will refer the student and family to the Student Assistance Team or to Carver County Social Services for truancy referral.
NOTIFICATION OF ABSENCE

If a student must be absent from school, the student's parent or guardian must call the Middle School Office attendance line (467-7204) on the day of the absence, prior to 9:00 a.m. to verify the absence. This line is available 24 hours a day for your convenience. The office is open at 7:30 a.m. (school prefers early calls). NOTES ARE NOT REQUIRED. Contact the office if there are extenuating circumstances. If calls are not made, the Middle School Office will contact parents at home or work. Reason for absence must be given to determine if absence is excused.

CLASSIFICATION OF ABSENCE

The Middle School Principal will determine whether or not the absence is to be excused or unexcused.

EXCUSED ABSENCES

SCHOOL AUTHORIZED/APPROVED ABSENCES

UNEXCUSED ABSENCES: all homework, assignments, and tests that were missed will be zeroes.

TARDY: A student will be counted tardy if they arrive to school between 7:55-8:20 (Central Time). Students arriving after that time will be considered tardy or absent from each consecutive hour. The tardiness or absence will be deemed either excused or unexcused.

MAKE UP SLIPS

When absent from class, students must present a make-up slip to the teacher the day he/she returns to class. Whenever it is known in advance that a student is going to be absent due to family vacation, surgery, etc., an advanced make-up slip should be obtained. Make-up slips are given out in the Middle School Office before first period begins.

HOW PARENTS CAN HELP STUDENTS STAY IN SCHOOL

The following is a partial list of ways parents can help students stay in school. The key to regular school attendance is parent involvement. When parents are concerned about the educational experience and take an active interest in the educational process, their children are less likely to have attendance problems and are more likely to graduate.

1. Make education a family priority.
2. Build the child's self-confidence as a student by recognizing when he/she does well in school.
3. Help the child develop good study and work habits.
4. Develop a system of praise and rewards for good study habits, good grades and other good school related behaviors.
5. Schedule a daily period of home study time.
6. Help with homework when needed.
7. Meet the child's teachers and other school personnel. They can provide important insights into the child's school performance and suggest ways for improvement.
8. Get to know the child's friends and classmates. They can influence the child's school performance. Lack of friends or problems with classmates can also affect school performance.
9. Find ways to discuss issues, subjects and course materials being covered in school.
10. Help the child develop an interest in extra-curricular school activities such as sports, band, clubs, etc.
11. Help the child develop and achieve academic goals.
12. Emphasize the important role education plays throughout life.
13. Explain how dropouts have more trouble getting and keeping jobs and make less money than graduates.

SCHOOL ATTENDANCE FOR EXTRA-CURRICULAR ACTIVITIES

A student must be in school from periods 1 – 7 to be eligible for that day's event or practice. A student must receive prior approval from the principal for all absences. However, in case of unusual circumstances, a special ruling may be allowed by the principal.
**TARDINESS**

Tardiness is defined as being late for class or unprepared. Promptness to class is very important. Students are to be in their seats and ready to work when the class begins. The teacher will confer with the student after class or after school concerning tardiness. Excessive tardies may reduce a student's grade because of loss of class participation.

**LEAVING SCHOOL DURING THE DAY**

If there is a special reason why a student must leave school during the school day, it is the student's responsibility to provide a written excuse prior to the beginning of the first hour or to have a parent call before 9:00 a.m. stating the reason. The student should obtain a permit to leave before signing out on the registration book in the office. If returning the same day, the student should sign in on the registration book in the office and get a pass to return to class. Once a student has arrived at school, they are not permitted to leave without permission.

If a student becomes ill during the school day, he/she must report to the Middle School office. The school secretary will refer the child to the nurse's office. If the nurse is out of the building, the school secretary will assess the seriousness of illness/injury and consult with school nurse if necessary. Further action will be determined at that time. If the illness or injury is serious enough, parents or some other appropriate adult will be contacted in order to assure responsibility before the student is allowed to leave the building.

**STUDENT PLANNERS**

All teachers require students to use their student planner. They are required to carry these to each class to record their assignments and any other special notes. Student planners may be purchased from the office for $4.00. Central Time advisors will check for parent/guardian signatures on Monday mornings during Central Time. Staff will also post assignments on the website, “Infinite Campus”.

**PASSES**

All students must have a signed pass when out of class during any instructional time. The supervising teacher will fill out the pass and keep a record of all students out of class at any time.

**STUDY HALLS**

Every student is to have sufficient materials and textbooks to study for the hour. Permission to leave study hall to go to the library or to another classroom will be by pass only. These passes must be secured IN ADVANCE from the classroom teacher and be of an educational need.

Students are to:
- Use study hall for study purposes.
- Study or sit quietly as not to disturb others.
- Plan ahead. Bring study materials and pre-signed passes with you.

Rules:
- Attendance will be taken before passes are accepted.
- Students will have assigned seats.
- Students must sign out/in and have passes when moving around the building.
- Media Center, restroom, and locker passes will be granted at teacher discretion.
- Pop, food, sleeping, radios, and recreational games are not allowed.

Consequences for not following the rules are:
- One week restriction to study hall.
- Restriction to study hall for remainder of quarter.
- Teacher assigned detention.
FOOD AND BEVERAGES IN SCHOOL

Food and beverages are to be consumed in the lunchroom area. Students are discouraged from bringing food and/or beverages to school, storing them in lockers, and eating/drinking in hallways. Students seen doing so can have items confiscated and turned into the principal's office.

LUNCH POLICY

Central Middle School has a closed lunch hour for students. Lunch is served at school or students may bring their own lunch. We will be utilizing a computerized lunch program. Each student will have a 4 digit pin number. Students will turn in money to be credited to their account in an envelope to their Central Time advisor during Central Time. The amount of the check will be deposited into your child's family account. Prices for school lunch are as follows:

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<td>Regular</td>
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<td>Free</td>
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<td>Breakfast</td>
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Accounts may not be used by other students. Charges will NOT be accepted.

If you feel your child would qualify for free or reduced lunch, you must fill out the appropriate forms which can be found in the district newsletter or obtained from the district office. The completed form is to be returned to the Superintendent's Office. Notification will be sent to families regarding qualification.

- 8th and 9th grade students will eat lunch from 10:58 - 11:23 a.m.
- 6th and 7th grade students will eat lunch from 11:23 - 11:48 a.m.

SCHOOL CLOSING

School will be in session except for holidays indicated on the school calendar. School might be closed during extreme weather conditions as decided by the Superintendent. When school is to be closed or called off, the official announcement will be made over radio station WCCO (830). The Infinite Campus, automated phone system will also be activated to inform families of school delays and cancellations.

SCHOOL EXTRACURRICULAR ACTIVITIES FEES

Admission to all regular home athletic events during the 2019-2020 school year will be:

- students - $4.00/ game
- pre-school students - free with adult
- adults - $6.00/game
- golden age pass – free to all persons 65+ years

Athletic Activity pass (this fee does not include admissions to any home tournament & is non-transferable)

- students (elem., middle school & secondary) - $40.00
- single adult - $60.00
- couple (husband & wife) - $100.00
- family - $150.00

HALLS

Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Students in the halls during class time must have passes. Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting in the halls is not permitted. Students are not allowed in the teacher's lounge and work areas. All students should be out of the building by 3:15 p.m. unless they are participating in extra-curricular activities.
BUILDING USE GUIDELINES

1. Students will not be allowed in the building before 7:30 a.m. Any student in the building after 3:15 p.m. must be in a supervised activity. Parents should arrange for transportation home when their child has detention or is in an activity.
2. The Physical Education locker rooms are off limits to students during the school day. This includes the lunch hour.
3. Students cannot work out without supervision. Morning and after school work-out sessions require supervision. This includes gyms, wrestling room, and weight room.
4. Use of the following areas in the building require supervision by staff or coaches. This includes before, during, and after school.
   1. Media Center
   2. Computer Labs
   3. Gymnasium
   4. Wrestling Room
   5. Weight Room
   6. Classrooms

CHURCH NIGHT:

Wednesday night is designated as church night. No school related activities will be scheduled after 6:00 p.m.

STUDENT DRESS AND APPEARANCE

I. PURPOSE

The purpose of this policy is to enhance the school environment, the education of students, and create a positive image of our school. This policy is intended to establish expectations of dress and grooming to be followed by the students and staff that are related to educational goals and community standards.

II. GENERAL STATEMENT OF POLICY

A. It is the policy of this school district to encourage students to dress appropriately for school activities and in keeping with community standards.

B. Appropriate clothing includes, but is not limited to, the following:
   1. Clothing appropriate for the weather conditions.
   2. Clothing that does not create a health or safety hazard.
   3. Clothing appropriate for the activity (i.e., Physical Education or the classroom).
   4. Clothing that has been purchased with district approval (i.e. T-shirts displaying a team slogan or logo).

C. Inappropriate clothing includes, but is not limited to, the following:
   1. Unreasonable low cut pants, short shorts, tank tops, shirts with spaghetti straps, shirts with only one strap, tops that expose midriff and unreasonable amount of cleavage, or other clothing that is not in keeping with educational goals or community standards.
   2. Clothing which bears a message that is lewd, vulgar, or obscene.
   3. Apparel promoting products or activities that are illegal for use by minors.
   4. Clothing that bears objectionable emblems, signs, words, objects, or pictures intended to communicate a message that is racist, sexist, or otherwise derogatory.
   5. Any apparel that connotes gang membership.
   6. Any apparel or footwear that would damage school or student property.
   7. Clothing Examples include but are not limited to the following: Joe Camel, Red Dog, Big Johnson, and Co-Ed Naked.
   8. Dog collars with spikes, wrist bands/bracelets with spikes and heavy thick chains worn either around the neck or attached to belts or pants.

D. Hats are not to be worn in the building during school hours except with the approval of the building principal (i.e., student undergoing chemotherapy, medical situations, and dress up days).
E. Expectations:
   1. Students are expected **not** to wear pants that expose “boxer shorts”, bikini underwear, or other types of undergarments.
   2. Female students are expected **not** to wear clothing that exposes bra straps.

It is not the intention of this policy to abridge the rights of student to express political, religious, philosophical, or similar opinions by wearing apparel on which messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane and do not advocate violence or harassment of others.

**III. PROCEDURES**

A. When in the judgment of staff and/or administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process, school activities, poses a threat to the health or safety of student or others, or violates the stated student dress and appearance guidelines, the student will be directed to the office so that administration can make an appropriate decision.

B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students, staff, and parents/guardians.

C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

D. These standards for student dress and appearance will be periodically reviewed and updated to reflect current trends and standards.

**Legal References:**

U. S. Constitution, First Amendment.

- Stephenson v. Davenport Community School District, 110 F.3d 1303 (8th Cir. 1997).

**Cross References:** MSBA Model Policy 506 (Student Discipline)

**MONEY, VALUABLES, AND LOCKERS**

As in every school, we occasionally have problems develop where students lose money or other valuables. Students should carry only the sum of money they will actually need. Large amounts of money in school are seldom necessary. It is strongly recommended that if a large amount of money is brought to school, it be left in the principal's office for safekeeping. Never give your locker combination to another student. YOUR LOCKER SECURITY DEPENDS ON YOU!!! Your locker is subject to periodic inspection for cleanliness and may be entered by the principal at any time. Phy. Ed. lockers are only for Phy. Ed. clothes. During P.E. class or scheduled activities students should check in valuables with instructor or coach.

**STUDENTS PERSONAL PROPERTY AT SCHOOL**

Students are discouraged from bringing valuable or excessive personal property from home. These items may be disruptive both on the bus and in the building and there is no provision to insure the safety of them.

It is the policy of this school district that students shall be responsible for their own personal property. Neither the school district nor its employees shall be responsible to insure the security of students' personal property.
VANDALISM

Our school building and equipment cost the taxpayers to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you should happen to damage something by accident, you should report it to a teacher or the office immediately.

PARENT ACCESS TO STUDENT GRADES

Parents may access their child’s grades, homework, attendance and receive teacher emails via Infinite Campus’s Parent Portal. Parents may request access online at: www.raiders.central.k12.mn.us and complete the short 4 step enrollment process. You will be notified when your enrollment has been accepted. Staff update this information on a weekly basis.

GRADING, REPORT CARDS, AND CONFERENCES

Report cards are available four times a year via the parent portal in Infinite Campus or by parent request to be mailed. In addition, teachers send home progress reports at the midpoint in each quarter to students with a grade of D and below. Mid term reports are also available to view on the parent portal in Infinite Campus. Parents may request a progress report at any time by contacting the teacher. Incompletes may be given to students who have been absent an extended period of time. Within two weeks after the quarter ends, all work should be completed so a grade can be given for that class. Any extended time beyond the two weeks must be approved by the teacher provided there are extenuating circumstances. If not the grade then becomes a failing grade for that marking period.

The following grading scale will be used in A-F classes in the middle school.

| 93 – 100 % | A     | 73 - 76 % | C |
| 90 - 92 %  | A-    | 70 - 72 % | C-|
| 87 - 89 %  | B+    | 67 - 69 % | D+|
| 83 - 86 %  | B     | 63 - 66 % | D |
| 80 - 82 %  | B-    | 60 - 62 % | D-|
| 77 - 79 %  | C+    | 59 & below | F |

PROMOTION AND RETENTION POLICY

Students who fail two or more quarters may be required to attend summer school or retake the course prior to being promoted to the next grade level.

PLAGIARISM/CHEATING POLICY

DEFINITIONS AND PENALTIES

Cheating is any form of intellectual dishonesty or misrepresentation of one’s knowledge. Plagiarism, a form of cheating, consists of representing someone else’s work as one’s own. Ignorance of what constitutes plagiarism shall not be considered a valid defense. If students are uncertain as to what constitutes plagiarism for a particular assignment, they should consult their teacher for clarification.

A faculty member may impose penalties for plagiarism and cheating ranging from a grade reduction to a zero on the assignment or exam.

LATE WORK POLICY
Central Middle School staff does not accept late work unless the student has an excused absence. Staff may give students late work passes once a quarter, but that will be the only way that late work will be handled. Students must recognize that it is their responsibility to complete their work on time.

Students will receive letter grades in all academic areas as well as their advisor/advisee Central Time groups.

Student Led Conferences will be held in teachers' classrooms in November and February. Each student is responsible to present their progress to parents during this time. Progress reports will be available on Infinite Campus at mid-quarter.

**CURRICULUM**

Curriculum will consist of the following classes for each grade.

<table>
<thead>
<tr>
<th>6th Grade</th>
<th>7th grade</th>
<th>8th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>reading</td>
<td>communications</td>
<td>communications</td>
</tr>
<tr>
<td>math</td>
<td>math</td>
<td>math</td>
</tr>
<tr>
<td>science</td>
<td>science</td>
<td>science</td>
</tr>
<tr>
<td>social studies</td>
<td>social studies</td>
<td>social studies</td>
</tr>
<tr>
<td>phy. ed.</td>
<td>phy. ed.</td>
<td>phy. ed.</td>
</tr>
<tr>
<td>band/choir</td>
<td>band/choir</td>
<td>band/choir</td>
</tr>
<tr>
<td>computer keyboarding</td>
<td>computer keyboarding</td>
<td>computer keyboarding</td>
</tr>
<tr>
<td>applications</td>
<td>applications</td>
<td>applications</td>
</tr>
<tr>
<td>art</td>
<td>art</td>
<td>art</td>
</tr>
<tr>
<td>spelling</td>
<td>health</td>
<td>industrial technology</td>
</tr>
<tr>
<td>writing</td>
<td>community issues -7</td>
<td>language arts</td>
</tr>
</tbody>
</table>

**MUSIC OFFERINGS**

CMS students have the opportunity to take a music class. Students may choose band or choir. If a student is enrolled in both band and choir, they may drop either band or choir at any time and continue in the remaining class. Any other music changes will only be allowed at the end of the semester.

All band students are provided with an individual band lesson. The lesson time will be held for ten minutes each week. It is the student’s responsibility to attend their lesson each week. Students will be excused from their class at the assigned time, but it is the student’s responsibility to make up any missed assignments. If a student has a test or other pertinent class assignment during their lesson time, it is the student’s responsibility to notify their lesson instructor for an excused absence from that lesson. Students receive a band grade on their report card.

Band and choir students are expected to participate in both the winter and spring concerts.

**HIGH POTENTIAL PROGRAM**

Students are identified to be eligible in the high potential program by test scores, teacher recommendation, or parent request to participate in the high potential program. The purpose of the program is to give students time to develop their academic strengths and provide them with encouragement and support.

**GRADING AND HONOR ROLL**

Students who achieve a quarterly GPA of 3.0 will be included on the "B" Honor Roll. Students who achieve a quarterly GPA of 3.67 will be included on the "A" Honor Roll.

In an effort to inform students and parents how to calculate GPA, we offer the following examples. Keep in mind, that grades are based on a 4.0 scale.

\[
\begin{align*}
A & = 4.00 \\
A- & = 3.67 \\
B+ & = 3.33 \\
B & = 3.00 \\
B- & = 2.67 \\
C+ & = 2.33 \\
C & = 2.00 \\
C- & = 1.67 \\
D+ & = 1.33 \\
D & = 1.00 \\
D- & = 0.67 \\
F & = 0.00
\end{align*}
\]
8TH Grader Quarter 4 GPA Calculation

<table>
<thead>
<tr>
<th>#</th>
<th>Course</th>
<th>Weight</th>
<th>Gr.</th>
<th>Value</th>
<th>Eff Wgt.</th>
<th>Grade Pts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>115</td>
<td>CENTRAL TIME</td>
<td>0.00</td>
<td>B</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
</tr>
<tr>
<td>84</td>
<td>PHY ED</td>
<td>0.50</td>
<td>A</td>
<td>4.000</td>
<td>0.125</td>
<td>0.500</td>
</tr>
<tr>
<td>94</td>
<td>READ</td>
<td>0.50</td>
<td>B+</td>
<td>3.330</td>
<td>0.125</td>
<td>0.416</td>
</tr>
<tr>
<td>77</td>
<td>MATH</td>
<td>1.00</td>
<td>A</td>
<td>4.000</td>
<td>0.250</td>
<td>1.000</td>
</tr>
<tr>
<td>85</td>
<td>ART</td>
<td>0.25</td>
<td>C</td>
<td>2.000</td>
<td>0.250</td>
<td>0.500</td>
</tr>
<tr>
<td>79</td>
<td>SCIENCE</td>
<td>1.00</td>
<td>A</td>
<td>4.000</td>
<td>0.250</td>
<td>1.000</td>
</tr>
<tr>
<td>78</td>
<td>ENGLISH</td>
<td>1.00</td>
<td>A</td>
<td>4.000</td>
<td>0.250</td>
<td>1.000</td>
</tr>
<tr>
<td>80</td>
<td>SOCIAL ST.</td>
<td>1.00</td>
<td>C+</td>
<td>2.330</td>
<td>0.250</td>
<td>0.582</td>
</tr>
<tr>
<td>150</td>
<td>BAND</td>
<td>0.500</td>
<td>A-</td>
<td>3.670</td>
<td>0.125</td>
<td>0.459</td>
</tr>
<tr>
<td>274</td>
<td>STUDY HALL</td>
<td>0.00</td>
<td>A</td>
<td>0.000</td>
<td>0.000</td>
<td>0.000</td>
</tr>
<tr>
<td></td>
<td>Totals</td>
<td></td>
<td></td>
<td>1.625</td>
<td></td>
<td>5.457</td>
</tr>
</tbody>
</table>

Q4 GPA = 5.457 / 1.625 = 3.358

“B” Honor Roll

HOMEBOUND INSTRUCTION

When a physician certifies that a student cannot be in attendance for ten or more consecutive days due to a physical or emotional condition, that student will be eligible for homebound instruction. Parents should contact the principal's office for additional information concerning homebound instruction.

BUS TRANSPORTATION

Middle school students will have buses available for rural routes. Bussing will also be available at select sites for middle school students in Norwood Young America in the morning only. Afternoon stops are available to Norwood. Consult the District newsletter for times and locations. Bus transportation is a privilege. Inappropriate conduct will result in the loss of this privilege. Busing policy is found on page 35.

ASSEMBLIES

At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled-for-clapping, boisterousness, and talking during a program.

Prior to a general assembly, students are to report to their advisor. Textbooks and other materials are to be left in the homerooms. Purses and billfolds are to be taken into the gym.

STUDENT RECORDS

The school may disseminate to the public factual non-technical data which is routinely collected for all students. For detailed information, please refer to #515, Protection and Privacy of Pupil Records available for reference at the district office.
STUDENT SUPPORT SERVICES

SCHOOL NURSE

HEALTH RECORDS

All students are required to have an individual health record on file in the Health Office. It contains a cumulative health history, screening results, and immunization history. Parents are expected to keep Health Services informed of medications, even if they aren't administered at school, and current or chronic medical problems that could affect the student's comfort and ability to learn. A yearly complete physical exam is recommended, but not required prior to school entrance.

IMMUNIZATIONS

Minnesota State law requires parents of all students to present proof that all immunizations are up to date at the time of school entrance. Schools are mandates to keep accurate records for each student enrolled. Students not meeting the minimum requirements will be excluded from school. Conscientious objectors to the State Immunization Law must complete a notarized student immunization form.

EMERGENCY CARE

Emergency care is provided to students who experience illness or injury at school.

1. Emergency Forms - At the beginning of each school year, parents are expected to complete the Students Emergency Card, which provides up-to-date emergency phone numbers and medical information. It is the parent/guardian responsibility to notify the school of any change of address, telephone number, or emergency numbers.

2. Injury - In the case of injury or medical emergency, the school will attempt to notify parents first, when possible. In a medical emergency the local emergency system will be used, and the student will be transported to Waconia Ridgeview Hospital or the nearest emergency facility via ambulance, at parent expense.

3. Illness - In the case of illness, the school will contact the parent at home or at work. The parent will be expected to pick up the child or make arrangements for someone else to do so promptly. If the school is unable to contact the parent, the emergency alternate identified on the Emergency Card will be contacted.

EXCLUSION FOR ILLNESS

Children will be excluded from school when they demonstrate any of the following symptoms:

- Oral temperature over 100 F. Vomiting Breathing difficulties
- Diarrhea Undiagnosed rash

Health Services should be notified of any communicable diseases and treatment, to assure control in other students. Readmission to school for the following communicable diseases shall be:

1. Chickenpox - All lesions are dry and crusted (5-7 days).
2. Impetigo - At least 24 hours after the start of medication. If there is no improvement in 48 hours, the child should be reassessed by a physician.
3. Conjunctivitis - (pink eye) At least 24 hours after start of medication.
4. Lice and Scabies - Following medical treatment with an insecticide shampoo or lotion.
5. Hepatitis - Physician statement required for re-admittance.
6. Strep Throat - At least 24 hours after start of medication.
7. Ringworm of Scalp and Skin - Following treatment with fungicide.

MEDICATIONS

1. In accordance with MN Department of Health recommendations, District 108 will only provide an over the counter medication such as Tylenol, Ibuprofen, or Bacitracin with parental permission. In addition a signed form must be received within 48 hours in the health office after administering the medication.

2. To administer over the counter medications at school, the Health Office must have:
   a. Signed parent permission and doctor's permission
   b. Medication in the original container
   c. Instructions regarding route and dosage of administration.
   d. Reason medication is needed.

3. Prescription medications will be administered under these circumstances:
   a. Signed parent permission and doctor's permission. Must have a doctor permission sheet signed for all controlled medications (i.e. ADD & ADHD medications)
b. Current prescription bottle - properly labeled with the child's name, date, name of physician, name of medication, dosage, and frequency of administration. The pharmacy should divide home and school doses into two bottles with proper labels to avoid the need to transport medication daily.

4. Parents are encouraged to bring medication, especially controlled substances such as ADD or ADHD medication, to the school nurse or principal's office for the health and safety of your child and the other students. Students are not allowed to have medications in their possession.

**HEALTH SCREENING PROGRAMS**

Health services is available to conduct hearing and vision screenings for individual students via parent/guardian request. If you have a concern about your child’s hearing and or vision please contact the school nurse at 952-467-7110.

**DISTRICT 108 DISCIPLINE PHILOSOPHY**

**DISCIPLINE POLICY**

I. **PURPOSE**

The purpose of this policy is to ensure that students are aware of and comply with the school district’s expectations for student conduct. Such compliance will enhance the school district’s ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. **GENERAL STATEMENT OF POLICY**

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturing of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child’s dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

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

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school district that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 through 121A.56

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

The complete policy can be requested from the school office.

**ASSERTIVE DISCIPLINE PLAN:**

Classroom management is the responsibility of the teacher in charge and the students present. To maintain a pleasant educational environment, both parties must work hard to assure that individual rights and opportunities are respected.
To facilitate good classroom operation, each teacher will have an assertive discipline plan in place. Copies of the plan will be given to students through classroom notes or through handouts. Teachers may post their assertive discipline plans in their rooms. These plans will include 3 to 5 behaviors they expect from all their students. Additionally, these policies will list consequences for student failure to follow rules. Before sending a student to the office for assistance, each classroom teacher will attempt to solve the problem at the classroom level. First offenses will be handled with a reprimand/warning, second offenses will involve a discussion with the student outside the classroom, while third offenses will require that the teacher contact the parent of the student involved. The student may be sent to the Principal's office upon the third offense, and the teacher will call the office to advise the Principal of the violation that has occurred. Behaviors which are threatening or harmful in nature will result in immediate removal from class.

**DISCIPLINE PROCEDURES**

School responses to violations of the rules of conduct may include but are not limited to the following:

- Conference with the teacher, counselor, And/or principal
- Parent conference with staff
- Parental contact
- Restitution
- Loss of school privileges
- Modified school programs
- Detention
- Removal from class
- Removal from school bus
- Referral to police, juvenile authorities or community agency
- Out of school suspension
- Grade reduction

**TENNESSEE WARNING**

This is your warning. The purpose of my questioning is to find out what happened here and impose proper discipline. Our school discipline policy requires that you cooperate. Non-cooperation will subject you to discipline. Other than school officials, no one else (unless MSHSL involved, parents or guardians) will be receiving this information.

Suspected criminal information will be submitted to the police.

**NOTIFICATION OF VIOLATION(S)**

Teachers should issue a disciplinary notice on a student for violation of school rules. A disciplinary notice will be handled by the teacher and principal, and a copy mailed to the student's parents or guardians.

Students shall be notified of violations of the rules of conduct and resulting disciplinary actions verbally except as provided otherwise by the Pupil Fair Dismissal Act of 1974. Parents may be notified orally or in writing of disciplinary actions as provided by the Pupil Fair Dismissal Act of 1974.

**DETENTION**

Detention is a possible consequence for behavioral infractions. The staff member who assigns the detention is the supervising person. A student serves their detention with the teacher. The teacher will notify parents of detention and the student is expected to serve their time as agreed between parent and teacher. Staff may arrange for detention before or after school. Skipping detention will result in the doubling of time. If a student has four (4) or more detentions and does not attend without an approved excuse, it will result in a day of out-of-school suspension.
**SUSPENSIONS**

Students who are truant or suspended (out of school) must make up the work missed. Students who are truant or on suspension (out of school) shall not participate in or attend school activities that day or evening.

**SUSPENSION-EXPULSION**

In the event it becomes necessary to suspend, exclude or expel a student, these procedures will be governed by MSA 127.26 - 127.40 (MN Pupil Fair Dismissal Act). Under the provisions of this law, students may be suspended or expelled. The consequences for misbehavior described on the following pages are designed to be fair, firm and consistent for all students. They apply to students in any school or other district building, on district property, in district vehicles, and at school or district events. (District vehicles are defined as school buses and vans owned or leased by the school district, and cars and other vehicles owned by district staff and authorized by the district for transporting students).

Because it is not possible to list every misbehavior that occurs, misbehaviors not specified will be responded to as necessary by staff. Minor misbehaviors are dealt with by bus drivers, chaperones, classroom teachers, counselors, administrators and other appropriate district staff.

**Consequences** - For each misbehavior described, there are specific consequences for first, second, third and fourth violations. Those consequences are shown as "*", suspension for a specified number of days or expulsion.

"*" is defined as: Consequences for violation will include student conference and parent notification, and may include, but are not limited to parent conference, restitution, service, detention and up to one-day out-of-school suspension.

In the chart on the following pages, suspension is defined as out-of-school suspension-action taken by the school administration to prohibit a student from attending school for no more than 10 school days. If suspension is longer than five days, the suspending administrator must provide the Superintendent with a reason for the longer suspension. (A one-day suspension is for a consecutive period of time equivalent to one school day. For example, if a student is suspended at noon, he or she may be suspended until noon on the following school day).

Expulsion is action taken by the school board to prohibit a student from further school attendance for up to one school year from the date the student is expelled.

Exclusion is an action taken by the school board to prevent a student from enrolling or re-enrolling for a period of time that shall not extend beyond the school year.

In addition to the consequences detailed on the following pages, a specific school or the District Transportation Department may respond to student misbehavior in a variety of ways which include, but are not limited to, parent conferences, mediation, restitution, reports to probation services, criminal reports, community service, fines, loss of driving and parking privileges and chemical evaluation.

Administrators will involve the police and other law enforcement authorities as necessary. If a student violates a district rule which is also a violation of a law, the student will be referred to the police in addition to being dealt with as described in this regulation.

Consequences for a specific offense may be more severe than indicated if staff believe it is appropriate.

The following list of rules is not intended to place undue restrictions on the student body, but rather to encourage all students to behave in such a manner that they will be a credit to the school. It is encouraging to note that the great majority of students regard rules as necessary and put themselves wholeheartedly into helping the school perform its functions and are not affected by disciplinary procedures.

Students are expected to not engage in the following activities. The consequences apply regardless of whether the misbehavior took place in school, on district property, in a district vehicle, or at a school or district activity.
<table>
<thead>
<tr>
<th>MISBEHAVIOR</th>
<th>1ST OFFENSE</th>
<th>2ND OFFENSE</th>
<th>3RD OFFENSE</th>
<th>4TH OFFENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Abuse, Verbal</strong> - Arousing alarm in others through the use of language that is discriminatory, abusive, obscene or threatening.</td>
<td>*</td>
<td>1-day susp.</td>
<td>3-day susp.</td>
<td>5-day susp.</td>
</tr>
<tr>
<td>* Toward Student (grades 6-8)....................</td>
<td>*</td>
<td>1-day susp.</td>
<td>3-day susp.</td>
<td>5-day susp.</td>
</tr>
<tr>
<td>* Toward Staff (grades 6-8)......................</td>
<td>*</td>
<td>1-day susp.</td>
<td>3-day susp.</td>
<td>5-day susp.</td>
</tr>
<tr>
<td>2. <strong>Alcohol or Chemicals, Possession or Use</strong> - Possessing or using any narcotic or controlled substance where possession or use is prohibited by Minnesota or federal law. (Any prescription medication a student is required to take, with the exception of prescribed inhalers, must be left with and administered by the school nurse, in accordance with district administrative regulations.</td>
<td>(grades 6-8)...................</td>
<td>3-day susp.</td>
<td>5-day susp.</td>
<td>expulsion</td>
</tr>
<tr>
<td>* (grades 6-8).........................Alcohol..........................</td>
<td>*</td>
<td>3-day susp.</td>
<td>5-day susp.</td>
<td>expulsion</td>
</tr>
<tr>
<td>* (grades 6-8).........................Chemicals........................</td>
<td>*</td>
<td>5-10 day suspension</td>
<td>5-day susp.</td>
<td>expulsion</td>
</tr>
<tr>
<td>3. <strong>Alcohol, Possession With Intent to Distribute or Sell</strong> - Selling or distributing, or intending to sell or distribute, alcohol where sale or distribution is prohibited by Minnesota or federal law.</td>
<td>(grades 6-8)..........................</td>
<td>*</td>
<td>3-day susp.</td>
<td>5-day susp.</td>
</tr>
<tr>
<td>4. <strong>Ammunition, Possession</strong> - Possession of bullets or other projectiles designed to be used in a weapon.</td>
<td>(grades 6-8)..........................</td>
<td>*</td>
<td>3-day susp.</td>
<td>5-day susp.</td>
</tr>
<tr>
<td>5. <strong>Arson</strong> - Intentional destruction or damage to school or district buildings or property by means of fire.</td>
<td>(grades k-12)..........................</td>
<td>*</td>
<td>3-day susp.</td>
<td>5-day susp.</td>
</tr>
<tr>
<td>6. <strong>Assault, Physical</strong> - Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person.</td>
<td>(grades 6-8)..........................</td>
<td>*</td>
<td>3-day susp.</td>
<td>5-day susp.</td>
</tr>
<tr>
<td>* Upon a student (grades 6-8)...................</td>
<td>*</td>
<td>1-5 day susp.</td>
<td>5-10 day susp.</td>
<td>expulsion</td>
</tr>
<tr>
<td>* Upon a staff member (grades 6-8).............</td>
<td>*</td>
<td>1-5 day susp.</td>
<td>5-10 day susp.</td>
<td>expulsion</td>
</tr>
<tr>
<td>7. <strong>Assault, Verbal</strong> - Verbal confrontation with a student or staff member which is intended to cause fear of bodily harm or death.</td>
<td>(grades 6-8)..........................</td>
<td>*</td>
<td>3-day susp.</td>
<td>5-day susp.</td>
</tr>
<tr>
<td>* Upon a student (grades 6-8)...................</td>
<td>*</td>
<td>1-3 day susp.</td>
<td>5-day susp.</td>
<td>expulsion</td>
</tr>
<tr>
<td>* Upon a staff member (grades 6-8).............</td>
<td>*</td>
<td>1-5 day susp.</td>
<td>5-day susp.</td>
<td>expulsion</td>
</tr>
</tbody>
</table>
8. **Assault, Aggravated** - Committing an assault upon another person with a weapon, or an assault which inflicts great bodily harm upon another person.
   (grades k-12)................................. expulsion

9. **Bodily Harm, Inflicting** - Committing an accidental act which, although a result of poor judgment, inflicts great bodily harm upon another person.
   (grades 6-12)................................. 3-day susp. 5-day susp. expulsion

10. **Bomb Threat, False** - Intentionally giving a false alarm of a bomb.
    (grades 6-12)................................. expulsion

11. **Burglary** - Entering a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.
    (grades 6-12)................................. expulsion

12. **Chemicals, Possession With Intent to Distribute or Sell** - Selling or distributing, or intending to sell or distribute, any narcotic or controlled substance where sale or distribution is prohibited by Minnesota or federal law.
    (grades 6-12)................................. expulsion

13. **Disrespect/Defiance** - Failure to show consideration/courtesy for others, to intrude upon or molest others, to excessively challenge or resist school authority, to defy school rules and authority.
    (grades 6-12)................................. * 1-day susp. 3-day susp. 5-day susp.

14. **Dress and Grooming** (for complete details, see Policy Handbook) - Clothing may not include words or visuals which are obscene, abusive or discriminatory, or which advertise or promote tobacco, alcohol, sexual content, narcotics or dangerous drugs. Example: Co-Ed Naked, Big Johnson and Red Dog T-Shirts. Wearing of Caps/Hats, Tank Tops, Short-Shorts, or clothing that exposes midriff are not allowed.
    (grades 6-12)................................. * 1-day susp. 3-day susp. 5-day susp.
<table>
<thead>
<tr>
<th></th>
<th>MISBEHAVIOR</th>
<th>1ST OFFENSE</th>
<th>2ND OFFENSE</th>
<th>3RD OFFENSE</th>
<th>4TH OFFENSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td><strong>Explosives, Possession and/or Use</strong> - Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat.</td>
<td>expulsion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(grades k-12)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td><strong>Fighting</strong> - Mutual combat (differentiated from poking, pushing, shoving or scuffling, see #6) in which one or the other party(ies) or both contributed to the situation by verbal and/or physical action.</td>
<td>1-day susp.</td>
<td>3-day susp.</td>
<td>5-day susp.</td>
<td>expulsion</td>
</tr>
<tr>
<td></td>
<td>(grades 6-8)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td><strong>Fire Alarm, False</strong> - Intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm.</td>
<td>5-day susp.</td>
<td></td>
<td></td>
<td>expulsion</td>
</tr>
<tr>
<td></td>
<td>(grades 6-12)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td><strong>Fire Extinguisher, Unauthorized Use</strong> - Unauthorized handling of a fire extinguisher.</td>
<td>5-day susp.</td>
<td></td>
<td></td>
<td>expulsion</td>
</tr>
<tr>
<td></td>
<td>(grades 6-12)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td><strong>Fireworks, Possession</strong> - Possessing or offering for sale any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation.</td>
<td>1-day susp.</td>
<td>5-day susp.</td>
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<td>expulsion</td>
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<td>(grades 6-8)</td>
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<tr>
<td>20</td>
<td><strong>Fireworks, Use</strong> - Using any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation.</td>
<td>3-day susp.</td>
<td>5-day susp.</td>
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<td>expulsion</td>
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<td>(grades 6-8)</td>
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<td>21</td>
<td><strong>Gambling</strong> - Playing a game of chance for stakes.</td>
<td>*</td>
<td>1-day susp.</td>
<td>3-day susp.</td>
<td>5-day susp.</td>
</tr>
<tr>
<td>Misbehavior</td>
<td>1st Offense</td>
<td>2nd Offense</td>
<td>3rd Offense</td>
<td>4th Offense</td>
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<td>Harassment, Including Sexual</td>
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<td>Participating in or conspiring with others to</td>
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<td>engage in acts that injure, degrade,</td>
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<td>intimidate or disgrace other individuals,</td>
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<td>including indecent exposure, and words or</td>
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<td>actions that negatively impact an individual</td>
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<td>or group based on their racial, cultural or</td>
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<td>religious background, their sex or any</td>
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<td>disabilities they may have. (For more</td>
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<td>information about sexual harassment, refer to</td>
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<tr>
<td>district policy)</td>
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<tr>
<td>1st Offense</td>
<td>1-3 day</td>
<td>2-5 day</td>
<td>5-10 day</td>
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<tr>
<td>2nd Offense</td>
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<td>3rd Offense</td>
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<td>4th Offense</td>
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<tr>
<td>Classroom disruption or Interference</td>
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<td>Verbal or physical interference with</td>
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<td>classroom instruction, not allowing</td>
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<td>instructors to teach or students</td>
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<td>from learning)</td>
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<td>1st Offense</td>
<td>1-day susp.</td>
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<td>5-days susp.</td>
<td>Expulsion</td>
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<td>2nd Offense</td>
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<td>4th Offense</td>
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<tr>
<td>Ignition Devices</td>
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<tr>
<td>Use of an ignition device, butane, disposable</td>
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<td>lighters or matches, under circumstances</td>
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<td>where there is an obvious risk of fire, but</td>
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<td>arson not committed will be reported to law</td>
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<td>enforcement)</td>
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<td>4th Offense</td>
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<tr>
<td>Electronic Devices, Possession</td>
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<td>Possession of electronic devices or objects</td>
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<td>which cause or may cause distractions</td>
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<td>including, but not limited to lasers, pagers,</td>
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<td>radios, cell phones, ipods, and/or electronic</td>
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<td>devices that can transmit audio or visual</td>
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<td>communications)</td>
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<td>4th Offense</td>
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<td>Public Display of Affection</td>
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<td>Display of affection, other than holding hands</td>
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<td>does not have a place, at anytime, in our</td>
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<td>school)</td>
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<td>1st Offense</td>
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<td>4th Offense</td>
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<tr>
<td>Records or Identification</td>
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<tr>
<td>Falsification</td>
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<td>Falsifying signatures or data, or refusing to</td>
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<td>give proper identification or giving false</td>
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<td>information to a staff member)</td>
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<td>1st Offense</td>
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<td>4th Offense</td>
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</tbody>
</table>
28. **Robbery or Extortion** - Obtaining property from another person where his or her consent was induced by use of force, threat of force or under false pretenses.
   (grades 6-8) ................................. 3-day susp. 5-day susp. Expulsion

29. **Sexual Conduct, Criminal** - Engaging in non-consensual sexual intercourse or sexual contact with another person, including intentional touching of clothing covering a person's intimate parts, or intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent.
   (grades 6-8) ................................. 5-day susp. Expulsion

30. **Terroristic Threat** - Threatening, directly or indirectly, to commit any crime of violence with the purpose of terrorizing another person.
    (grades 6-8) ................................. 5-day susp. Expulsion

31. **Theft, or Knowingly Receiving or Possessing Stolen Property** - Unauthorized taking of the property of another person, or receiving or possessing such property.
    (grades 6-8) ................................. 1-day susp. 3-day susp. 5-day susp. Expulsion

32. **Tobacco** - Possessing or using tobacco or E-Cigs in district buildings, on district grounds, in district vehicles or at district events, in violation of district administrative regulation 406.5AR, Tobacco-Free Environment
    (grades 6-12) ................................. 2-day susp. 3-day susp. 5-day susp. 5-day susp.

33. **Trespassing** - Being present in any district facility or portion of a district facility when it is closed to the public, or unauthorized presence in a district vehicle.
    (grades 6-8) ................................. * 1-day susp. 3-day susp. 5-day susp.
34. **Weapon or Look-alike Weapon, Possession** - Possessing any firearm, whether loaded or unloaded, or any device intended to look like a firearm; any device or instrument designed as a weapon and capable of producing severe bodily harm, or intended to look like a device or instrument capable of producing severe bodily harm; or any other device, instrument or substance, including laser pointers, which, in the manner in which it is used or intended to be used, is calculated or likely to produce severe bodily harm or looks like it is calculated or likely to produce severe bodily harm.

   Weapon or look-alike weapon, possession
   (grades 6-12)........................................... expulsion

35. **Willful Damage of Property (Vandalism)** - Littering, defacing, cutting or otherwise damaging property that belongs to the school, to other students, to staff members or to other individuals while the student is on school property, at a school activity, in a district vehicle or under the supervision of school staff.

   Willful Damage of Property (Vandalism)
   (grades 6-12)........................................... * 5-day susp. expulsion
REMOVAL OF STUDENTS FROM CLASS

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

GROUNDS FOR REMOVAL FROM CLASS SHALL INCLUDE ANY OF THE FOLLOWING

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

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

PROCEDURES FOR REMOVAL OF A STUDENT FROM CLASS

1. A teacher may remove a student for one class or activity period. Teacher should inform the office that student has been removed and to expect student’s arrival.
2. Removal of a student for more than one class or activity period will require principal/designee approval.
3. Documentation providing reasons for removal will be given to principal by removing teacher before that class meets again. Parent notification will be done by teacher removing student. If student is to be removed for more than one class period, parent notification will be done by principal/designee.

RESPONSIBILITY FOR AND CUSTODY OF A STUDENT REMOVED FROM CLASS

1. Any student removed from class is to immediately report to the office.
2. Students sent to the office may do so unattended if there are no safety concerns. If safety issues exist, teacher must contact office and principal/designee will come to escort students to the office.
3. While in the office for class removal, student will complete assigned work. Teachers will have work available for students during this time.
4. While student is removed from class, the principal/designee will be in charge of student.

PROCEDURES FOR RETURN OF A STUDENT TO CLASS

If student has been removed for 1 or 2 days, student, teacher, and principal will meet to discuss readmission plan. If student has been removed for 3-5 days, student, parent, teacher, principal must meet to discuss a readmission plan.

PROCEDURES FOR NOTIFICATION

1. All students may request the Parent/Student Handbooks at the beginning of each school year or view online at www.raiders.central.k12.mn.us that explains the rules of conduct and associated procedures. In addition, during the course of the year, disciplinary notices, phone calls, and/or letters will be used to contact parents of violations.
2. Any violation that results in a student being removed from class will result in a parent notification by the teacher and/or principal/designee.

DISABLED STUDENTS; SPECIAL PROVISIONS

Any consideration as to whether there is a need to review procedures for assessment, current IEP’s or appropriate referral of students in need of special education services will be done by each school’s Student Assistance Team (SAT). Any parent or staff member may make referrals to the SAT for child study to determine appropriate services.
MIDDLE SCHOOL CO-CURRICULAR ACTIVITIES

<table>
<thead>
<tr>
<th>Activity</th>
<th>Advisor</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Council</td>
<td>Jodi Curson</td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>Shawn Erickson</td>
<td></td>
</tr>
<tr>
<td>M.S. Yearbook</td>
<td>Nora Kronlokken</td>
<td>None</td>
</tr>
<tr>
<td>Knowledge Bowl</td>
<td>Amber Kester</td>
<td>$30.00</td>
</tr>
<tr>
<td>Speech</td>
<td>Laura Hanson</td>
<td>$70.00</td>
</tr>
</tbody>
</table>

MIDDLE SCHOOL ATHLETICS

The Central Middle School Athletic Program will strive to provide a quality athletic experience, based on participation for all students in good standing both academically and behaviorally. The program is part of the overall education of the student. Emphasis will be placed on sportsmanship, participation, and skill development. 5th and 6th grade students will have opportunities in intramural football, volleyball, and basketball offered through District 108 Community Education. 7th and 8th grade students will have opportunities in interscholastic football, volleyball, basketball, wrestling, cross country, baseball, softball, track and soccer.

Fees must be paid to the office within five (5) days of practice. The Athletic Director will handle all middle school athletics. The maximum family cost for activity fees will not exceed $400.00 a year. Any Middle School student that participates in a high school level sport, will pay the activity fee for that High School level activity.

Sports Physicals are required for all participants in interscholastic sports, grades 7-8. The physicals are good for three years. Documentation must be in the office before student will be allowed to play the game.

INTERSCHOLASTIC SPORTS-GRADES 7-8

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>MIDDLE SCHOOL COACH/ADVISOR</th>
<th>PARTICIPATION FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td>John Hanson/Kyle Evenski</td>
<td>$70.00</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Jon Wroge/Mary Wroge</td>
<td>$70.00</td>
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<tr>
<td>Cross Country</td>
<td>Shawn Erickson</td>
<td>$70.00</td>
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<tr>
<td>Wrestling</td>
<td>Jon Michels</td>
<td>$70.00</td>
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<tr>
<td>Boys' Basketball</td>
<td>Jon Wroge/</td>
<td>$70.00</td>
</tr>
<tr>
<td>Girls' Basketball</td>
<td>John Hanson/Caitlin Featherman</td>
<td>$70.00</td>
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<tr>
<td>Baseball</td>
<td>Pat Pehrson/Dave Rauch</td>
<td>$70.00</td>
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<tr>
<td>Softball</td>
<td>Brooke Raether/</td>
<td>$70.00</td>
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<tr>
<td>Track</td>
<td>John Hanson</td>
<td>$70.00</td>
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<tr>
<td>Golf</td>
<td>TBD</td>
<td>$70.00</td>
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<tr>
<td>Dance Line</td>
<td>Pam Johnson</td>
<td>$70.00</td>
</tr>
</tbody>
</table>
PARTICIPATION IN SCHOOL ACTIVITIES

EXPECTATIONS OF COACHES, PARENTS, OFFICIALS AND PARTICIPANTS

Roles:
1. Coaches coach
2. Participants play
3. Officials officiate
4. Parents support 1, 2 and 3.

If a conflict does arise, these are the proper channels to follow to resolve the question or area of concern:
1. Player talk to coach
2. Parent talk to coach
3. Contact Mr. Erpenbach (952)467-7201
4. Parents are not to approach a coach with a complaint after an activity. If you want to speak with school personnel, call the next school day.

BEHAVIOR

ATTENDANCE

1. A student must be in school for the entire day to be eligible for that day’s event or practice unless a student receives a one-day prior approval by the principal for a medical, dental, or legal appointment. This rule includes the lunch period. **Exception:** if student notifies office on day of appointment, the student must bring back written documentation from the place of the appointment. (Example: Appointment card with time, date and signature of office personnel).
2. An unexcused absence is defined as missing 15 minutes or more of a class without a valid excuse.
3. No student athletes will be excused from school to run home and get any items needed for practice or event that same evening without permission of the principal or principal’s designee.

ACADEMIC

Academic achievement and extra-curricular activity participation go hand in hand to promote the educational growth of each student. Whenever there is a question of priority, however, we at Central Middle School believe that **academics should take precedence**. For this reason and to encourage student achievement in both curricular and extra-curricular areas, the following academic standards and eligibility guidelines have been established:

In order to be academically eligible for extra-curricular events sponsored by the Minnesota State High School League; in addition FFA, Knowledge Bowl and the Fall Play/Musical:

1. As it relates to quarter grades: a student must have no failing grades in any class at the end of each quarter grading period in order to be eligible to participate. Following confirmation of an academic violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season **in the next grading period**, for which the student is a participant, whichever is greater. Students with Individual Education Plans (IEP’s) who are meeting goals and objectives of their program will be eligible to participate in any and all activities.
   **Exceptions:**
   a. Due to shortened length of Football, Knowledge Bowl, Speech, and FFA seasons and the number of games/events, the academic violation consequence will be one week or one event whichever is greater.
   b. Wrestling triangular or tournament will serve as 2 events.
2. As it relates to mid-term grades: a student must maintain passing grades (D- or above) in all his/her courses.
   a. After mid-quarter time, a student must have no failing grades in any class.
   b. If the grades are not raised to a passing level, within one school week, students will lose eligibility in all events until grade is raised to a passing level.
3. Students must participate and be in good standings the entire season to fulfill academic and MSHSL violations.
4. Any student that has an academic or MSHSL violation is not eligible to leave early with their team.

MSHSL RULES

1. All MSHSL rules are the minimum standards of behavior to be abided by CMS students.
2. Additions to the MSHSL rules have been adopted by the I.S.D. #108 Board of Education as follows:
GUILT BY ASSOCIATION

Guilt by association means a student remains in the presence of another middle school student who is using, consuming or has possession of a beverage containing alcohol or who is using, consuming, has possession of, is buying, selling or giving away a controlled substance. The Guilt By Association Policy is in effect for all students in the Middle School during the entire calendar year.

GUILT BY ASSOCIATION POLICY

a. After confirmation of the first violation the student and parent will be contacted and receive a letter documenting the incident (warning clause).

b. After confirmation of the second violation and no violation under the MSHSL Policy, the penalty is step one under MSHSL penalties.

ATHLETIC ELIGIBILITY AND CHEMICAL USE

The following local rules have priority over MSHSL rules that cover the same area. When local rules do not exist to cover an area, the MSHSL rules apply. The consequences for rules are those of the MSHSL, except where specifically noted.

BYLAW 205.00 CHEMICAL ELIGIBILITY Cross Reference: Bylaw 304.2 (“Denial Penalty”)

1) At any time during the calendar year, a student shall not, regardless of the quantity:
   a) use or consume, have in possession a beverage containing alcohol;
   b) use or consume, have in possession tobacco; or,
   c) use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.
   d) use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals.
   e) use or consume, have in possession, buy sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law.

2) If a student/athlete finds themselves in a setting where alcohol or other controlled substances are being used he/she is expected to leave the setting in a safe and timely manner.

   a) attendance at a home gathering with parents/guardians present where alcohol is being used but the student is not using or possessing.
   b) attendance at a celebration (wedding dance, graduation, etc.) where alcohol is being used but the student is not using or possessing.
   c) attendance at an eating or recreational establishment where alcohol is served, but the student or any other minors in attendance are not using or possessing (except as a part of lawful employment)
   d) attendance at a county fair, city, county, or state celebration in which alcohol is being served, but the student is not using or possessing.
   e) public and private dances other than those that are in conjunction with b and d above are not exceptions to the rule at any time during the calendar year unless parents/guardians are present and the student is not using or possessing.

3) These rules are in effect the entire calendar year. There is no summer time off.

4) Consequences
   a) 1st offense (if in attendance but not using) warning with parental notification
      1st offense (if possessing or using or 2nd offense if in attendance) 2 weeks or 2 events, whichever is greater.
   b) 2nd offense 3 weeks or 6 events, whichever is greater
   c) 3rd and any subsequent offenses, 4 weeks or 12 events, whichever is greater and referral for assessment for possible chemical abuse or misuse.
   d) After the 3rd and subsequent offenses, the student must complete a drug/alcohol treatment program before becoming eligible to participate in any school activities.
HOMECOMING ELIGIBILITY POLICY

Any student who receives a MSHSL violation during their 8th grade year, will not be eligible to serve as a member of the Homecoming Royalty during their freshman and sophomore years, but would be eligible to participate during their junior and senior years.

CHEMICAL USE POLICY

The School Board of Independent School District No. 108 believes that the health and well being of students and staff is a major factor in the pursuit of the school district mission. A healthy mind and body is a prerequisite to learning. The school board is, therefore, committed to providing a school environment that is free from the effects of chemical use and abuse by students and employees. The following policies are, therefore, adopted:

STUDENT POLICY:

Possession or use of tobacco (in any form), alcohol, and all non-prescribed drugs by a student during the school year is prohibited. Violation of this policy shall result in reporting offense to law enforcement. A $25.00 fine will be imposed by the Carver County Sheriff’s Department:

ALCOHOL POSSESSION OR USE:

First Offense: Three day out-of-school suspension, parent conference, interview with counselor required, and law enforcement notification.

Second Offense: Five day out-of-school suspension. Chemical dependency evaluation through an outside agency or treatment prior to re-admission to school, and law enforcement notification.

Third Offense: Expulsion

Minnesota State High School League penalties shall be imposed in addition to those of this policy for those students so affected.

NON-PRESCRIBED DRUG USE OR POSSESSION:

First Offense: 5-10 days suspension out of school and parent conference interview with counselor and law enforcement notified.

Second Offense: Expulsion

SEE DISTRICT POLICY FOR COMPLETE DETAILS

REPORTING CHEMICAL USE:

Every employee is responsible to identify indicators of use of alcohol or drugs by students or school employees, and to report such situations to the appropriate individual in the school district.

HARASSMENT AND VIOLENCE POLICY

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

II. GENERAL STATEMENT OF POLICY

A. It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes school board
members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the
district).

C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to
inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or
other school personnel.

D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or
sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other
school personnel who is found to have violated this policy.

III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment; Definition

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

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

B. Racial Harassment; Definition

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

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

C. Religious Harassment; Definition

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

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

D. Sexual Violence; Definition
1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:
   a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
   b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
   c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
   d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence; Definition

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

F. Religious Violence; Definition

Religious violence is a physical act of affection or assault upon another because of, or in a manner reasonably related to, religion.

G. Assault; Definition. Assault is:

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

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged act immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.

B. In Each School Building - The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.

C. Upon receipt of a report, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

D. In the District - The school board hereby designates Brian Corlett as the school district human rights officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.

E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

F. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.

G. Use of formal reporting forms is not mandatory.
H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

V. INVESTIGATION

A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and other who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

A. Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VII. REPRISAL

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

X. DISSEMINATION OF POLICY AND TRAINING

A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
B. This policy shall appear in the student handbook.
C. The school district will develop a method of discussing this policy with students and employees.
D. This policy shall be reviewed at least annually for compliance with state and federal law.

XI. HARASSMENT AND VIOLENCE CONSEQUENCES

Norwood Young America School District #108 will impose the following consequences for violations of the Harassment and Violence Policy. These consequences may include, but are not limited to the following:

First Offense: A. Verbal and/or written warning with parent notification
B. Student/Parent/Administration Conference
C. 1-3 day out of school suspension

Second Offense: A. Student/Parent/Administration Conference
B. 2-5 day out of school suspension
C. Counseling with school personnel or outside resources
D. Will be reported to Sheriff’s Department or Social Services
E. Harassment education through School Support Services Dept.

Third Offense: A. Student/Parent/Administration Conference
B. 5-10 day out of school suspension
C. Counseling by School Support Services Personnel

Fourth Offense: A. Recommendation for Expulsion

Legal References: Minn. Stat. 127.46 (Sexual, Religious and Racial Harassment & Violence Policy)
Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
Minn. Stat. 626.556 et seq. (Reporting of Maltreatment of Minors)

Cross References: MSBA Model Policy 102 (Equal Educational Opportunity)
MSBA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
MSBA Model Policy 406 (Public and Private Personnel Data)
MSBA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
WEAPONS POLICY

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location.

III. DEFINITION

A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

2. No student shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

3. No student shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. "School Location" includes a school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, and all school-related functions.

C. "Possession" means having a weapon on one's person or in an area subject to one's immediately to the principal's office shall not be considered to possess a weapon.

IV. CONSEQUENCES FOR A WEAPON POSSESSION/USE/DISTRIBUTION

A. The school district and the school 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 not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
V. **POLICY APPLICATION TO INSTRUCTIONAL EQUIPMENT/TOOLS**

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

VI. **ADMINISTRATIVE DISCRETION**

While the school district and the school takes a "Zero Tolerance" position on the possession, use or distribution of weapons by students, the superintendent, may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

**Legal References:**
- Minn. Stat. 127.282 (expulsion for possession of firearm)
- Minn. Stat. 127.48 (referral to police)
- 18 U.S.C. 921 (definition of firearm)

**Cross References:**
- MSBA Model Policy 506 (Student Discipline)
- MSBA Service Manual, Chapter 6, District Education Program (A-11: Student Suspension, Exclusion and Expulsion)

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**BUSING POLICY**

Bus Rules are as follows:

1. The driver is in full charge of the bus and pupils.
2. No inappropriate language will be allowed on the bus at any time.
3. Students are to remain seated while the bus is in motion.
4. All objects are to remain in the bus at all times.
5. Students may not leave the bus without prior approval and the bus driver’s knowledge except at their assigned bus stop or at school.
6. Prior approval should be gotten from the bus driver if your child is bringing friends home on the bus (5 or more).
7. No eating or drinking on the bus.

Students in all grades of the Central Public Schools are expected to obey and follow the rules listed above. Violations of these rules that are reported in written form (to the principal) will be dealt with as follows:

1st offense  The first note is only a warning that the bus violation has taken place. This note must be signed and returned to the bus driver the following morning in order for the student to ride the bus.

2nd offense  The second note will bring disciplinary action resulting in a 3 day suspension of bus riding privileges. Parents must contact the student’s Principal, to see if a solution to the problem can be reached. If no contact is made, the student will not be allowed to ride the bus.

3rd offense  The third note will result in a 7-14 day suspension from riding the bus. The parents or guardian must meet with the student’s Principal if the student is to be allowed to ride the bus after the suspension period. Then, only if proper corrective measures have been worked out, will the student be allowed to ride the bus again.

4th offense  The fourth note will result in suspension of riding privileges for the remainder of the year or 90 school days, whichever is greater. The 90 days can carry into the next school year.
**BULLYING/CYBERBULLYING**

For purposes of this policy, the definitions included in this section are derived from Minnesota State Statute. For a complete copy of this policy, contact the district office.

"Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior 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.

"Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device, that causes a substantial disruption to the educational environment at Central Public Schools.

**CMS SOCIAL NETWORK SITES DISCIPLINE POLICY**

**ISD 108: CMS Students and Social Networking Sites:**

As a student at CMS, you are expected to follow student handbook guidelines, even though an event may happen off school property or after school hours. If your behavior on social networking sites causes a substantial disruption to the educational environment at CMS, you can be disciplined, suspended or expelled from school. Social network sites, other digital platforms (including cell phones) and distribution mechanisms that facilitate students communicating with other students are considered “Social Networking” platforms. Participation in such networks has both positive appeal and potentially negative consequences. It is important the CMS students be aware of these consequences and exercise appropriate caution if they choose to participate.

Students are not restricted from using any on-line social network sites and/or digital platforms. However, users must understand that any content they make public via on-line social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal, state and local laws, as well as, your Student Handbook. As a CMS student, you must be aware of your Student Handbook regulations and expectations of our said extra-curricular programs. Ignorance of these regulations does not excuse students from adhering to them.

**Guidelines for Students:**

Your guidelines are intended to provide a framework for students to conduct themselves safely and responsibly in an on-line environment. As a student at CMS you should:

1. Be careful with how much and what kind of identifying information you post on social networking sites. Virtually anyone with an email address can access your personal page. It is unwise to make available information such as full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Social Media sites provide numerous privacy settings for information contained in its pages. Use these settings to protect private information. However, once posted, remember the information becomes property of the website and public record.

2. Be aware that community members, family and potential current and future employers and college admission offices often access information you place on on-line social networking sites. You should think about any information you post on sites or similar directories that potentially portrays an image of you to a prospective employer or school. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.

3. Be careful in responding to unsolicited e-mails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in e-mails.

4. Don’t have a false sense of security about your rights to freedom of speech when using Social Media. Understand that freedom of speech in not unlimited. The on-line social network sites are NOT a place where you can say and do whatever you want without repercussions or personal accountability.

5. Remember photos once put on the social network site’s server become their property and public record. You may delete the photo from your profile but it still stays on their server. Internet search engines like “Google” or “Yahoo” may still find that
image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.

6. Whoever is the “adult” (over 18) responsible for the contracts, computers, phone lines, etc…is liable (civil and criminal) for your actions as a minor as well.

**Things students should avoid:**

1. Derogatory language or remarks about our students, teammates, school personnel and our community at-large; as well as, teachers, or coaches, student-athletes, administrators or representatives of other schools.
2. Demeaning statements about or threats to any third party- (Including support of demeaning statements and threats.) Don’t respond to these.
3. Distribution and possession of unauthorized videos and photos or statements depicting violence; hazing; sexual harassment and content; vandalism, stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
4. Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
5. Indicating knowledge of an unreported felonies, crimes, thefts, or damage to property or unethical behavior.
6. Indicating knowledge of unreported school or team violation – regardless if the violation was unintentional or intentional.

One of the biggest lessons social network users can learn is that anything you post online enters the public record. You never know who may be looking and when. Students, Parents and Guardians, let it be known that any students in violation of said conduct is subject to consequences to be determined by the Administration, Principal and/or Activities Director. The Minnesota State High School League Student Code of Responsibilities, Bylaw 206.00, is applicable and relevant in all student related issues and concerns in such matters.

*Adopted: April 26, 2004
Revised: August 25, 2014*

### 514 BULLYING PROHIBITION POLICY

**[Note: School districts are required by statute to have a policy addressing bullying.]**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. 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 or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student; or other students, or 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. This policy also applies to an act of cyberbullying
regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district’s policies and procedures, including the school district’s discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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.

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

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. “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.

B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. “Immediately” means as soon as possible but in no event longer than 24 hours.

D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. “Student” means a student enrolled in a public school or a charter school.
IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant’s or reporter’s future employment, grades, work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district’s obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.
V. SCHOOL DISTRICT ACTION

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students, or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, 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 try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. 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; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child’s individualized education program (IEP) team or Section 504 team, allow the child’s IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child’s disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

RETRALIATION OR 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 commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testsifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testsifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.
VII. TRAINING AND EDUCATION

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district staff personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students’ knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;

4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools’ primary contact person;

5. Teach students to advocate for themselves and others;

6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and

7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district’s or a school’s website.

F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References:

- Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
- Minn. Stat. § 120B.232 (Character Development Education)
POLICY REGARDING CLASSROOM MOVIES

(Movies as used in this policy shall mean full length commercial movies or made for T.V. movies, but shall not include educational films whose primary function is to inform).

Teachers utilize movies in their classrooms to support and supplement their instruction. To insure that these movies are not offensive, the staff submits a list to the building principal for approval. The movies are evaluated based on their ratings, age appropriateness, and teacher recommendation. No "R" rated films shall be approved. After approval, the principal will publish the approved list. This list will be updated at the beginning of the second semester.

1. A parent or student may request that the student be excused from viewing any movie. The students grade will not be affected in any way and the teacher shall assure that the student will not be embarrassed or discriminated against because they choose not to view the film.

2. In the event a movie is not included on the list and subsequently the teacher wishes to show it, the movie must be discussed and previewed as necessary with the principal. The teacher will send notification to parents prior to the movie being shown.

TEXTBOOK CARE AND INSPECTION

At the beginning of the school year, each teacher will record student textbook numbers. Students are to write their names in the appropriate place in the front of the textbook. A textbook inspection day will be announced toward the end of the school year. Each student must bring to class on that day the textbooks that were issued to them. On inspection day, students’ books will be checked to see that they have the books they were issued at the beginning of the year. If a student has a book with some other number than the record shows, they obviously have acquired that book from some other student. Books will be checked for damage in the following ways:

1. Writing in the books
2. Torn pages
3. Missing pages
4. Broken covers, etc.
If a student has damaged his/her textbook in one or more of the above ways, he/she must make restitution in some way or another. If the damage can be corrected by the student, that form of restitution is most desirable. If, however, the damage cannot be corrected or if the student refuses to correct the damage, fines may be imposed in accordance with the following schedule.

Mutilated or lost books cost of book depreciated.

Value of books are calculated in this manner:

<table>
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<tr>
<th>Value</th>
<th>Percentage of Cost</th>
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<tbody>
<tr>
<td>First year</td>
<td>100%</td>
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<tr>
<td>Second year</td>
<td>75%</td>
</tr>
<tr>
<td>Third year</td>
<td>50%</td>
</tr>
<tr>
<td>As long as book is usable</td>
<td>50% of cost</td>
</tr>
</tbody>
</table>

The procedure is as follows:
1. Fines will be listed on a "fine report".
2. Art, phy. ed., etc. will record any material fines on the fine report.
3. The fine reports will be turned into the office upon which the students will be notified.

**SELECTION OF LIBRARY BOOKS AND MATERIALS**

The following guidelines are established for the orderly selection of Library Books and Materials.

1. Books and other library materials shall be recommended for purchase by the professional library personnel employed by the school district.
2. Teachers, administrators, and other staff members may recommend to the professional librarian purchases of library books and materials based on their curricular objectives.
3. The professional librarians shall whenever possible refer to book reviews or other reference material prior to ordering books and materials for the library.

The following procedure is established for processing and responding to challenges of library books and materials:
1. The person requesting removal or reconsideration of a book or other material shall complete the appropriate form and return it to the principal of the school involved. Forms can be picked up in the principal's office.
2. The principal shall refer the objection to the Committee for re-evaluation of materials which shall be comprised of staff, administration, and school board.
3. The Superintendent of Schools shall serve as the chair of the committee and is responsible for setting meetings and making appropriate reports.
4. The Committee for Reevaluating of Materials shall meet within 20 days of receiving the objection, render a decision within 30 days, and make a written report to the school board and to the objector.
5. The objecting party has the right to grieve the decision of the committee to the school board.
6. A complete copy of this policy can be obtained in the school district office.

**INTERNET ACCESS POLICY**

Students are allowed access to Internet use once they have received in-service training from the Media Specialist and a signed parent consent form is on file in the school. Misuse of internet privileges by a student will result in a loss of internet access up to a full year. For complete details refer to District 108 policy #524, “Internet Acceptable Use Policy.”
HAZING PROHIBITION POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.

B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.

C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

D. This policy applies to behavior that occurs on or off school property and during and after school hours.

E. A person who engages in any act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

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

III. DEFINITIONS

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

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.

2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

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

A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.

B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.

C. Teachers, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

V. SCHOOL DISTRICT ACTION

A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students or others pending completion of an investigation of hazing.

C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

VI. REPRISAL

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

VII. DISSEMINATION OF POLICY

[NOTE: Proper reference should be made to the appropriate handbooks in each school district.]

This policy shall appear in each school's student handbook and in each school's Building and Staff handbooks.

Legal References:

Minn. Stat. & 127.465 (Hazing Policy)
Minn. Stat. & 127.26 to 127.39 (Pupil Fair Dismissal Act)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal off School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])
# CMS VOICEMAIL AND EMAIL ADDRESSES

## Administration:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Erpenbach (Principal)</td>
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</tbody>
</table>

## 6th grade staff:

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<tr>
<th>Name</th>
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<th>Email Address</th>
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## 7th grade staff:

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<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email Address</th>
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</thead>
<tbody>
<tr>
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</table>

## 8th grade staff:

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<tr>
<th>Name</th>
<th>Phone</th>
<th>Email Address</th>
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<tbody>
<tr>
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</tr>
</tbody>
</table>

## M.S. Specialists:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email Address</th>
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</thead>
<tbody>
<tr>
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<td><a href="mailto:nknlokken@central.k12.mn.us">nknlokken@central.k12.mn.us</a></td>
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<tr>
<td>Ms. Panning (STEM 8)</td>
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</tr>
<tr>
<td>Mr. Lippert (6, 7, &amp; 8 Choir)</td>
<td>467-7209</td>
<td><a href="mailto:klippert@central.k12.mn.us">klippert@central.k12.mn.us</a></td>
</tr>
<tr>
<td>Mr. Halpaus (6, 7, &amp; 8 Band &amp; Lessons)</td>
<td>467-7143</td>
<td><a href="mailto:ahalpaus@central.k12.mn.us">ahalpaus@central.k12.mn.us</a></td>
</tr>
<tr>
<td>Mrs. Shanahan (ESL)</td>
<td>467-7131</td>
<td><a href="mailto:mshanahan@central.k12.mn.us">mshanahan@central.k12.mn.us</a></td>
</tr>
</tbody>
</table>

## Special Education:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Johnston</td>
<td>467-7222</td>
<td><a href="mailto:djohnston@central.k12.mn.us">djohnston@central.k12.mn.us</a></td>
</tr>
<tr>
<td>Mrs. Sawyer</td>
<td>467-7220</td>
<td><a href="mailto:ksawyer@central.k12.mn.us">ksawyer@central.k12.mn.us</a></td>
</tr>
<tr>
<td>Ms. Gort</td>
<td>467-7136</td>
<td><a href="mailto:tgor@central.k12.mn.us">tgor@central.k12.mn.us</a></td>
</tr>
</tbody>
</table>

## Support Services:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Bixby (School Nurse)</td>
<td>467-7110</td>
<td><a href="mailto:mbixby@central.k12.mn.us">mbixby@central.k12.mn.us</a></td>
</tr>
<tr>
<td>Ms. Featherman (School Counselor)</td>
<td>467-7108</td>
<td><a href="mailto:cfeatherman@central.k12.mn.us">cfeatherman@central.k12.mn.us</a></td>
</tr>
<tr>
<td>Ms. Schmidt (Social Counselor)</td>
<td>467-7111</td>
<td><a href="mailto:bschmidt@central.k12.mn.us">bschmidt@central.k12.mn.us</a></td>
</tr>
<tr>
<td>Ms. Hjelseth (Psychologist)</td>
<td>467-7003</td>
<td><a href="mailto:lhjelseth@central.k12.mn.us">lhjelseth@central.k12.mn.us</a></td>
</tr>
</tbody>
</table>

## Attendance Line

467-7204 (Call before 9:00 in the morning)

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**1/30/2020 1:21 PM**