



**St. Louis Park Middle School
An International Baccalaureate
World School**

STUDENT HANDBOOK
2020-2021

Les Bork
Principal

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Assistant Principal

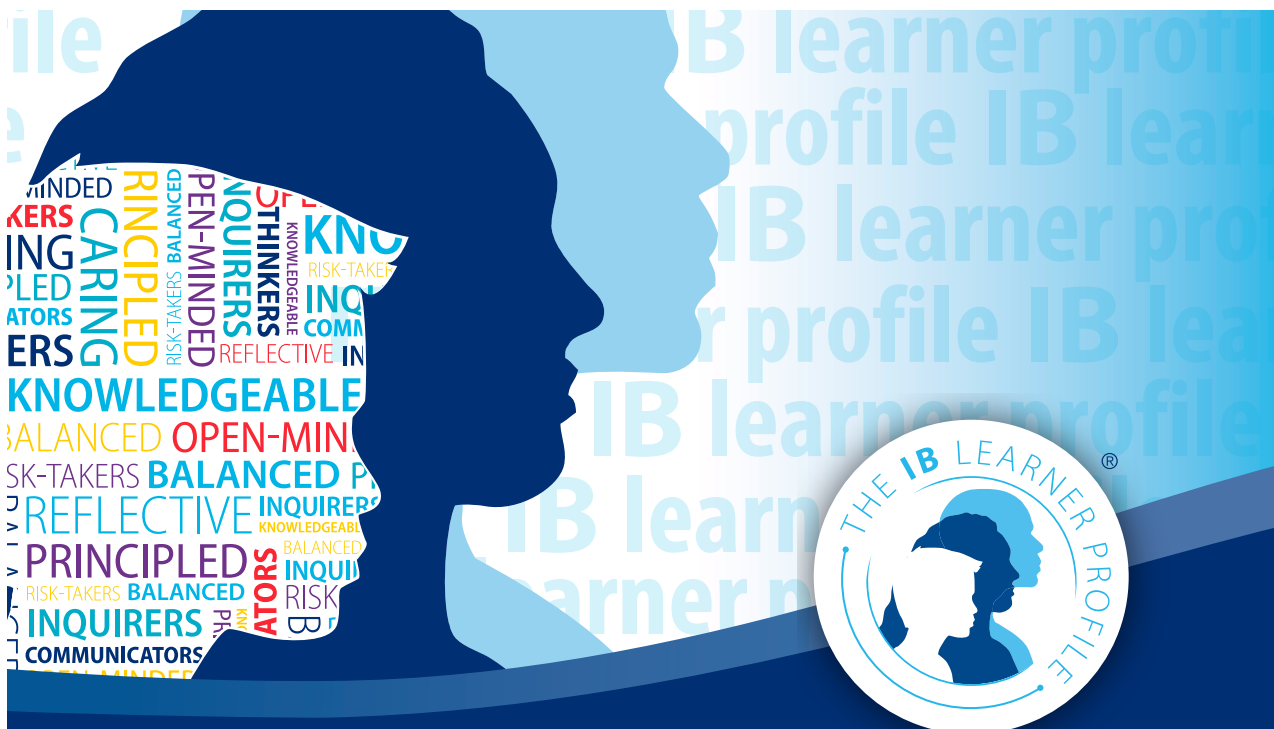
2025 Texas Avenue South
St. Louis Park, MN 55426

School Information: 952-928-6300

24 Hour Attendance Hotline: 952-928-6394 or msattendance@slpschools.org
www.slpschools.org/ms

Student Name_____

Advisory Teacher & Room #_____



IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.



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Create a peaceful, caring learning community that promotes intercultural respect

Engage students in rigorous academics, relevant inquiry and meaningful action

Ignite individual growth and lifelong learning

St. Louis Park Middle School Handbook

The staff at SLPMS welcomes you to the 2020-2021 school year. The purpose of this student planner/handbook is to inform students and parents/guardians of school policies and procedures, to assist students in organizing their work, and to improve communication between home and school. The student handbook is continually being reviewed for changes and updates throughout the school year. Please review the website for any updates. Shortly after the start of the school year, all students will review the policies contained in this student handbook. In addition, it is important that students discuss these policies with their parents/guardians so that everyone understands them clearly. The staff encourages parents/guardians to set up a schedule for reviewing the agenda with their student on a regular basis. This will help to ensure the everyday use of the agenda and foster communication between home and school.

“All teachers have the right to teach and all students have the right to learn.”

Your school exists to help you learn. At St. Louis Park Middle School, you will develop many new talents, and learn to use those talents to make life more enjoyable and valuable. Maintaining a positive learning environment is essential, and appropriate behavior will be expected of all students. In order to make progress toward this goal it is necessary to establish rules for a safe and orderly school. The school will help all students develop and maintain a high standard of behavior, a strong sense of responsibility, and high degree of self-discipline. If a student fails to display these characteristics, disciplinary action and supportive measures will be taken to help the student achieve these goals. It is the duty of every member of our school community to know and live within these rules.

Attendance

Consistent attendance is critical for school success. Students are expected to be in school every day, on time, unless there is a legitimate reason to be absent. Students are excused for absences related to illness, family emergencies and religious holidays. Students are not excused for missing the bus or oversleeping. **The school reserves the right to determine if an absence is excused.**

**Attendance Reporting Line:
952-928-6394**

or email msattendance@slpschools.org

Absences must be reported to the 24-hour attendance line or email before 11 a.m. If parents/guardians do not report an absence, students are expected to bring a note the following day indicating the reason for the absence. Please use the attendance line only for daily absences, vacation or late arrival. Students who need to leave early due to illness must check out through Health Services. Students leaving for an appointment or any other reason should check out in the Main Office. Parents/Guardians should not use the attendance line for a student leaving early. A note should be sent with the student and brought to the office prior to the start of school.

A pass then will be given to the student to leave class at the designated time. Parents/Guardians

must come into school and sign-out their student.

Students are not allowed to leave the building without being excused through the office.

It is the student's responsibility to communicate with their teachers and to gather make-up work promptly upon return to school after an absence.

Truancy

Students who are absent from school for unexcused reasons or whose parents/guardians expect them to be in school and they choose not to attend are considered truant. Contact will be made with parents/guardians of students who are truant. Appropriate support services and /or consequences will be assigned for truancy. Repeated violations of this law will result in a referral to the Hennepin County Truancy System.

Tardiness

Every minute counts with learning. Students are expected to arrive to school and to each class on time, prepared and ready to learn. Tardiness is disruptive and reduces learning time. Students who are excessively tardy may be subject to disciplinary action. A student who is late to school must sign-in at Student Services before going to class. A parent/guardian note or phone call is required to excuse a late arrival.

Student Services

Student Services: 952-928-6307 or 952-928-6310.

The primary focus of Student Services is to assist students, faculty and parents/guardians in facilitating learning. A grade-level dean and a school counselor are available to assist students in a variety of areas including general counseling, academic advising, schedule changes, attendance issues, discipline and mediation.

Grade 6 Dean: Gina Magnuson, 952-928-6306
Grade 7 Dean: Randy Zutz, 952-928-6305
Grade 8 Dean: Delana Brinkman, 952-928-6303
School Social Worker:

Kara Fahey, 952-928-6389
School Counselor:
Theresa Weber-Sexton, 952-928-6295

Assessments

The middle school assesses student progress at various times during the school year. The measures that are used are Measures of Academic Progress (MAP) in the fall and the Minnesota Comprehensive Assessment (MCA) in the spring.

Teachers also assess student learning using formative and summative assessments.

Formative: learning that leads up to the summative. Often consists of homework and classwork. These tasks count as 20% of the student's grade.

Summative: culmination of learning. These tasks count as 80% of the student's grade.

Incomplete: work that has not been turned in or completed. This scoring mark computes as 50% and can be changed once work has been turned in or completed.

Re-Takes: students are allowed a re-take on a summative assessment. The process (quantity, format, etc.) is at the discretion of the teacher.

Universal Grading Scale/IB Conversion Chart

8	A+
7	A
6	B+
5	B
4	C+
3	C
2	D+

1	D
0	F
	INC

Student Learning Resources

Grade Reporting

PowerSchool is our online reporting system. Grades, attendance and report cards can be accessed at slpschools.powerschool.com. Please contact Student Services for user and password information at 952-928-6301. Due to online access, paper report cards are not sent home unless specifically requested to be sent home through Student Services at 952-928-6301.

Conferences

Parents/Guardians are encouraged to attend parent/teacher conferences in the fall and spring. Students who are experiencing difficulty in any class are encouraged to seek assistance from the teacher. Additional conferences can be arranged by contacting the teacher or assigned dean.

Lockers

Each student will receive a locker for use during the year. Lockers are not to be used for storage of illegal or dangerous items. For safety purposes, valuable items should not be stored in lockers. ***Each student is to use his/her own locker, and students are not to share combinations with classmates.*** The school provides these lockers for students, and it reserves the right to inspect student lockers. Random locker clean outs and locker checks will occur during the school year. If a locker is not working properly, it should be reported to Student Services.

Health Services 952-928-6311

Illness or Injury

Students who become ill or injured during the school day are to get a pass from their teacher and report to the health office. Staff will notify parents/guardians if students need medical care or need to be taken home because of illness or injury. If a child needs to leave due to illness, please check your child out through the health office.

All students are to return a Health History/Emergency Contact form completely filled out by the parent/guardian so that the school is able to contact the necessary person in the event of an emergency. Parents/Guardians are to notify the health office when any health or contact information changes. Please note that

the school does not carry insurance covering student accidents or injuries.

Prescription Medications

Medications prescribed by the doctor must be brought to the health office in the original prescription bottle along with written doctor's orders and a note signed by the parent/guardian requesting that the medication be given at school. Medications brought in plastic bags or envelopes cannot be accepted.

Students may carry an asthma inhaler during the school day if the health office has received:

1. a written doctor's order
2. a note from the parent/guardian
3. and if the inhaler is marked with a prescription label

In addition, *an extra inhaler* should be kept in the health office to use in an emergency since health service personnel do not have access to students' lockers.

Non-Prescription Medications

The health office does not stock over-the-counter medication for student use, thus all medication must be supplied from home. Medication must come in the original container with a written note from a parent/guardian stating when and how much the student is to take. Medication in plastic bags or envelopes cannot be accepted. Medication may NOT be kept in students' lockers or on their person. Please call the health office if you have any questions regarding medications.

Library Media Center (LMC)

Library Media Center: 952-928-6341

A green Library Media Center pass is required for individual student LMC access. Students may obtain a green pass from classroom teachers. Before and after school use of the LMC is considered an extension of the school day, thus all school rules apply.

The LMC collection includes a wide variety of print resources in addition to information-rich online databases. The library catalog is accessible from home or other remote locations without a password. Online databases may be accessed from home or other remote locations using the following login/usernames and passwords.

BrainPop

User: slpmiddleschool
Password: slpms

Culture Grams

User: slpms
Password: lmc

Discovery Education Streaming

User: msstudent283
Password: orioles

EBSCO (ELM) collections

User: slpschools
Password: slpjhs

Encyclopedia Britannica Online

User: slpsd
Password: mnaccess

Gale (ELM) collections

Password: elm4you

ProQuest (ELM) newspapers

Account name: slpschools
Password: WELCOME

PowerSchool Student

Login:

Password:

Schoology

To access Schoology accounts from home, students log into their SLP Google Apps account, then open a new tab and click on the Schoology (for Students and Staff) link down the right "Find it Fast" menu on the Middle School website homepage.

Contact Greg Holmbeck for account set-up at holmbeck.gregory@slpschools.org or 952-928-6338.

Additional Information

Oriole Times

Oriole Times is an electronic tool designed for school staff to communicate to parents/guardians information regarding schedules, events, and news. This newsletter is emailed to the address provided to the school district. All submissions to the Oriole Times are made through the office.

Volunteers

SLPMS staff and Site Council welcome the assistance of volunteers. Anyone wishing to help students and staff may contact the office at 952-928-6300.

"Good Standing" Requirements for Participation

SLPMS provides educational activities (including fieldtrips) and extra-curricular opportunities for students designed to enhance the learning

experience. Students must be in “good-standing” both academically and behaviorally to participate in these activities. Teachers may set criteria for participation in field trips. Specific behavior requirements must be met in order to participate in school parties and events. These criteria and requirements are communicated in advance of the events.

Consent for Release of Student Information

Certain information is considered “public” under state and federal laws. Unless parents/guardians give specific instructions to the contrary, the following student information may be published in building newsletters, district publications, community newspapers, etc. Schools must also give out this information to anyone who requests it. This public information includes name, address and phone number, date and place of birth, date of attendance, and pictures of school approved publications, newspapers, and videotapes. If you do not wish this information to be given out about your child for the 2020-2021 school year, please contact the office at 952-928-6395. Remember, if you choose not to have this information given out, your child will not appear in the yearbook.

Lost and Found Articles

Students who have lost items may inquire at the office. Unclaimed items are periodically donated to charitable organizations. If students find lost items, they are expected to turn them in to the office.

Substitute Teachers

Substitute teachers provide a valuable service to our school. Students are expected to be respectful, cooperative, complete work and follow all school policies.

Emergency/Drill Procedures

During an emergency or a drill, students must stay with their assigned staff person and proceed in an orderly fashion to the designated area. Students should be aware of the posted instructions in each room and listen carefully to directions from staff.

Cafeteria

Breakfast is served daily until 9:02 a.m. Students who arrive on a late bus and wish to eat breakfast should get a pass from the staff in the foyer. Students are not permitted to leave the school building during the lunch period. Students should go directly to the cafeteria and remain in the cafeteria during the entire lunch period.

Food lines and snack bar items are available for purchase using a student account. Students are expected to clean up their area after eating, including bussing their trays and throwing away garbage.

School Equipment

Certain academic classes will issue equipment and supplies to students to enhance their learning. Students are responsible for properly maintaining this equipment and must pay for lost or damaged property.

Other: St. Louis Park Middle School offers many clubs, activities, and athletics throughout the school year. For further information, see contact below:

Clubs – facilitated by Community Education
slpcommunityed.com or at 952-928-6399 or 952-928-6290.

Activities – facilitated by St. Louis Park Middle School staff and communicated via internal announcements and Oriole Times newsletter.
slpschools.org/ms or at 952-928-6300.

Athletics – facilitated by athletic office. Registration takes place prior to each season. Students must have a current physical on file to participate. slpschools.org/ms or at 952-928-6345.

Buses

Transportation to and from school by bus is provided for students based on the distance they live from the school. Drivers have been charged with the responsibility of operating the bus according to safety rules. Students are urged to cooperate with this effort to furnish transportation that is both safe and efficient. The bus ride to and from school is a part of the school day, and school expectations and rules apply.

Bus Infraction Guidelines:

- 1) Parent/guardian notification, dean consultation to review safety guidelines and bus rules
- 2) Parent /guardian notification - assigned seating
- 3) Parent /guardian notification - bus suspension; 1 day - 2 weeks
- 4) Bus suspension: 1 - 3 weeks; parent/guardian notification
- 5) Individual bus plan; parent/guardian notification

Flagrant/dangerous behavior could result in immediate suspension.

Student is responsible for any monetary damages to property.

Hallway Courtesy

A student must have a staff-signed agenda or pass when in the hallway during class and after school. Students are expected to maintain a safe and courteous hallway environment. To this end, students are required to refrain from:

- Blocking the flow of traffic
- Running, pushing, and other “horseplay”
- Using profanity or making excessive noise
- Any other dangerous or discourteous conduct
- Eating and drinking

Behavior Policy

The District 283 School Board has adopted a district-wide behavior rights and responsibility policy. This policy specifically outlines consequences for inappropriate behavior during school. It is the intent of this policy to provide a fair and equitable school discipline process, which will enhance the safety and quality of students’ educational experiences at the middle school. This policy is included in this student handbook. Students are expected to comply with the provisions; failure to comply will result in disciplinary action. For an additional copy or more detailed explanation of the district-wide behavior policy, call the school office. *Please note: A violation of school policy may also violate state/city law. School officials and the police may conduct dual investigations.*

School Board Policies

The policies displayed in this student planner/handbook were current at the time of printing and may be revised by the School Board at their discretion. For the most current version of each School Board Policy refer to School Board Policies at www.slpschools.org.

Included in this student handbook/agenda are the following policies:

Section 413 Harassment and Violence

Section 501 Weapons

Section 502 Search of Student Lockers, Desks, Personal Possessions and Student’s Person

Section 506 Student Discipline

Section 514 Bullying Prohibition Policy

Section 524 Internet and Technology Responsible Use-Students

Section 526 Hazing Prohibition

Section 529 Staff Notification of Violent Behavior by Students

Section 531 The Pledge of Allegiance

Illegal Chemicals/Drugs

Use or possession of tobacco, alcohol or other non-prescribed drugs and/or drug paraphernalia is unlawful. This law applies to school buildings and grounds, the streets and properties adjacent to the school building, bus stops and school-sponsored activities. Students who violate this law should expect disciplinary action and police notification. The school district encourages a chemical health assessment for students using illegal drugs.

Personal Electronic Devices

Students will not be allowed to use or have their cell phones visible during class time. Cell phone use will only be permitted during passing time and in the cafeteria.

Any student who has their cell phone out during class will be required to give it to their teacher until the end of the school day. If a student has their phone out in class after lunch, that student will be required to turn their phone in to that teacher at the beginning of the next school day and will lose their phone for all of that following day. During class, if a student needs to go to the bathroom or get a drink, they will be asked to leave their cell phone with their teacher.

Appropriate Dress

Students are responsible for dressing in ways that are appropriate for school. Students should avoid attire that is disruptive, a health/safety hazard, obscene, sexually explicit, discriminatory or associated with threat/hate groups including gangs. Clothing which displays references to alcohol, chemicals, tobacco or other products which are illegal for use by minors is not permitted. All students must wear shoes.

Physical Restraint/Redirection

In certain situations, especially when student or staff safety is concerned, it may become necessary for staff to physically redirect or restrain a student. These measures can be used with or without student consent when used by a staff member to exercise lawful authority to restrain or correct individual behavior. (For

further information refer to the district's Student Rights and Responsibilities Policy.)

Academic Honesty Policy

The full Academic Honesty Policy for St. Louis Park Middle School can be found on the school website by clicking on Our School, followed by IB-Middle Years Programme, followed by School Policies.

Academic honesty is integrity in education. Showing academic honesty is a vital part of being an International Baccalaureate (IB) student as described by the learner profile attributes.

Academic misconduct involves any activity that provides a student with an unfair advantage in assessment including these briefly defined forms of cheating:

- **Plagiarism** - using work produced by someone else and submitting it as your own without giving credit where credit is due.
- **Duplication** - submitting the same piece of work for assessment in two or more different courses, without the consent of the teachers involved.
- **Copying** - using the work of another student, with or without their knowledge, and submitting it as your own.
- **Collusion** - helping another student(s) to engage in academic misconduct or knowledge of this happening with other students.

All consequences for academic malpractice infractions will be dealt with on a case-by-case basis by either teachers or office staff or a combination of the two parties.

Visitor Policy

Parents/Guardians are always welcome and encouraged to visit and/or volunteer at St. Louis Park Middle School. A **visitor's pass** will be issued upon check-in at the office. Please note the following procedures used to make sure the school provides for a safe environment. Student guests are not allowed. Check the St. Louis Park Middle School website to arrange a visit for prospective students.

Procedures

1. All visitors must enter through the main entrance .

2. Once at the office, visitors will be asked the purpose of their visit and be required to provide identification.
3. Visitors will then sign in, and if remaining in the building, they will be given a visitor identification badge. The visitor badge must be worn in a visible location on the front upper portion of person.
4. Any visitor wanting to meet with a teacher is required to make arrangements in advance as to not disturb the learning environment.
5. Visitors to the building may be required to have an escort during the duration of their visit.
6. In an effort to ensure the safety of the school, any visitor may be asked to leave school grounds at any time and, if necessary, police may be called for assistance.
7. All substitute and temporary employees will be required to wear, on their person, a temporary identification and or visitor badge.
8. Visitors are prohibited from meeting with students in the building prior to checking in at the office, even if to just drop off an item to the student.
9. Visitors are encouraged to report any suspicious behavior they notice while on campus.
10. Students are prohibited from opening any exterior door for visitors.
11. Staff who open the front door for visitors must ensure that the visitor is escorted to the office to sign in and follow visitor procedures.
12. Parent/Guardian requests to "shadow" students are permitted with the permission of the principal and advance notice of the request.
13. Visitors must adhere to all school rules to include no backpacks or jackets worn while at the school.

