

# 2024-2025 MEMORIAL MIDDLE SCHOOL HANDBOOK



**MEMORIAL MIDDLE SCHOOL**  
**1 Rocket Road**  
**Minot AFB, ND 58704**  
**phone: 701-727-3300**

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## Welcome to Minot Public School District Middle Schools

*“Empower all learners to succeed in a changing world.”*

### Message From The Principal

Welcome to middle school! Whether new to our school or returning, I hope you find Minot Public Schools to be a place where you feel supported and are encouraged to reach your potential. Middle school is a time to try out new ideas and activities, and to begin preparation for your life as a young adult and beyond. Toward that end, we strive to help you achieve and develop habits of mind necessary for leadership and lifelong learning through academic and extracurricular opportunities.

To provide a safe and productive learning environment, it is necessary to have clearly defined expectations and regulations to ensure each individual has the opportunity to benefit from our programs. While it is impossible to make this handbook a comprehensive list of student discipline, we hope that you will view this handbook as a general reference guide throughout the school year. In addition, our website is a resource for students, parents, and guardians, providing details on curriculum, after school activities and schedules, as well as other relevant information.

Thank you for taking the time to become familiar with the important information in this handbook. If you have any questions, please contact your school office.

Best wishes for an enjoyable and successful school year!

*Dr. Steve Young, Principal*  
Memorial Middle School

### **PBIS**

Positive Behavior Intervention and Supports (PBIS) serves as an approach to school-wide discipline. With PBIS, students are explicitly taught the school-wide expectations and procedures. Through explicit instruction, the students learn what kind of behavior is and is not appropriate within the school setting. PBIS strives on being a positive support system, where the adults within the building are recognizing positive behavior and good decision-making. PBIS is enforced school-wide by every member of our faculty and staff, which includes the administration, teachers, paraprofessionals, and other support staff throughout the building.

### **Sources of Strength**

Sources of Strength is a strength-based comprehensive wellness program that focuses on suicide prevention but impacts other issues such as substance abuse and violence. The program is based on a relational connections model that uses teams of peer leaders mentored by adult advisors to change peer social norms about help seeking and encourages students to individually assess and develop strengths in their lives.

Students and adults are working together in spreading messages of hope, help and strength. Let's face it, life has its ups and downs, but together, we're stronger. Let's help each other overcome the challenges we face!



# Minot Public Schools Calendar:



## 2024-2025 MPS Calendar

Board Approved - March 4, 2024  
Board Approved - April 11, 2024

	Vacation Days-not contracted day
	Holidays
	Parent/Teacher Comp Days
	PD Days-contracted day
	Early Release - 1:15pm
*	Weather Make-up Day

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 14 & 15  
August 19 & 20  
August 21  
September 02  
September 03  
September 11  
October 09  
October 17 & 18  
November 11  
November 20  
November 28  
November 29  
December 23 - January 1

January 02  
January 20  
January 20  
February 17  
March 05  
March 06  
March 07  
April 02  
April 18  
April 21  
May 07  
May 22  
May 23  
May 25  
May 26

End of 1<sup>st</sup> Nine Weeks -  
End of 2<sup>nd</sup> Nine Weeks -  
End of 3<sup>rd</sup> Nine Weeks -  
End of 4<sup>th</sup> Nine Weeks -

Workshop - All New Teachers  
Workshop - Total Staff  
First Day of School  
Labor Day - No School  
Prof Devel Day - No School for Students  
Early Release Day  
Early Release Day  
Administrator Convention Days - No School  
Veteran's Day - No School  
Early Release Day  
Thanksgiving Day - No School  
Vacation - No School  
Vacation - No School

Classes Resume  
Prof Devel Day - No School for Students  
Martin Luther King, Jr. Day  
P/T Comp Day - No School  
P/T Comp Day - No School  
Spring Break  
Spring Break  
Early Release Day  
Good Friday - No School  
Vacation - No School  
Early Release Day  
Last Day for Students if make-up days are not needed  
\*Make-up day if necessary  
Graduation @ MSU Dome  
Memorial Day

October 25, 2024  
January 10, 2025  
March 21, 2025  
May 22, 2025

### Parent Teacher Conference Times

**Elementary School Parent-Teacher Conferences**  
November 4-8, 2024 4:00 pm - 7:00 pm  
February 24-28, 2025 4:00 pm - 7:00 pm  
**Erik Ramstad, Jim Hill & Central Middle Schools Parent-Teacher Conferences**  
October 7 & 8, 2024 4:00 pm - 7:00 pm  
February 3 & 4, 2025 4:00 pm - 7:00 pm  
**Memorial Middle School Parent-Teacher Conferences**  
October 7 & 8, 2024 3:00 pm - 6:00 pm  
February 3 & 4, 2025 3:00 pm - 6:00 pm  
**Magik City Campus Parent-Teacher Conferences**  
October 14, 2024 4:00 pm - 7:00 pm  
October 21, 2024 4:00 pm - 7:00 pm  
March 17, 2024 4:00 pm - 7:00 pm  
March 24, 2024 4:00 pm - 7:00 pm  
**Minot North Parent-Teacher Conferences**  
October 8, 2024 4:00 pm - 7:00 pm  
October 10, 2024 4:00 pm - 7:00 pm  
March 18, 2025 4:00 pm - 7:00 pm  
March 25, 2025 4:00 pm - 7:00 pm  
**Souris River High School Parent-Teacher Conferences**  
October 10, 2024 3:30 pm - 6:30 pm  
November 21, 2024 3:30 pm - 6:30 pm  
February 13, 2025 3:30 pm - 6:30 pm  
March 27, 2025 3:30 pm - 6:30 pm

January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## [Middle School Sports Link \(Here\)](#)

- Game and Building schedules
- 2024-2025 Season Start Dates

- 2024-2025 Sports Physical Information
- Athlete Registration

## Memorial Middle School Daily Schedules

### Regular Daily Schedule

7:10	Teachers on duty
7:40 – 8:27	Period One
8:30 - 9:17	Period Two
9:20 - 10:10	Period Three
10:13 - 11:03	Period Four
11:06 - 12:27	Period Five / Lunch
	11:06 - 11:31 1st lunch group
	11:34 - 11:59 2nd lunch group
	12:02 - 12:27 3rd lunch group
12:30 - 1:20	Period Six
1:23 - 2:13	Period Seven
2:16 - 2:45	Homeroom
2:45	Dismissal

### Early Dismissal Schedule

7:10	Teachers on duty
7:40 – 8:27	Period One
8:30 - 9:17	Period Two
9:20 - 10:10	Period Three
10:13 - 11:03	Period Four
11:06 - 12:27	Period Five / Lunch
	11:06 - 11:31 1st lunch group
	11:34 - 11:59 2nd lunch group
	12:02 - 12:27 3rd lunch group
12:30 - 12:47	Period Six
12:50 - 1:07	Period Seven
1:10 - 1:15	Homeroom
1:15	Dismissal

### Late Start Schedule

10:00 - 10:30	Period One
10:33 - 11:03	Period Two
11:06 - 12:27	Period Five* / Lunch
	11:06 - 11:31 1st lunch group
	11:34- 11:59 2nd lunch group
	12:02 - 12:27 3rd lunch group
12:30 - 1:00	Period Four
1:03 - 1:33	Period Three*
1:36 - 2:06	Period Six
2:09 - 2:39	Period Seven
2:42 - 2:45	Homeroom
2:45	Dismissal

\*periods three and five switch time slots.

*We are pleased to present you with this handbook, which contains important and useful information about our school, as a general reference guide. It is impossible to make this handbook a comprehensive listing, or report, of all school district policies and procedures. If you have any questions about current policies and procedures, please contact the school office at 701-727-3300.*

## **Attendance Guidelines and Procedures**

It is required that the parent or guardian of an absent student contact the school office (701-727-3300) before 8:40am on the morning of the absence to report the student's absence and provide a reason for it. If the school does not receive communication from the parent or guardian prior to 8:40am on the day of the absence, the absence will be classified as unverified.

Students are not allowed to participate in extracurricular activities on a day that they have been absent from school unless approval has been granted by the principal. Coaches may not grant approval. Students who participate without principal approval may be subject to disciplinary action.

If a student is going to arrive late for school, parents must call or provide a written excuse. Students who arrive late must report to the office for a pass that will admit them to class. Tardiness to individual classes will be monitored and recorded by the classroom teacher. Students who are tardy to class may be subject to disciplinary action.

To be excused from physical education class, a student must have a written note from a parent indicating the reason for non-participation. If a student does not participate in physical education, the student is ineligible that day for after-school athletics. If non-participation is five days or longer, a physician's note is required.

No student may leave school without permission. If it is necessary for a student to leave the school during the school day, the student must report to the office. If the reason is valid, permission may be granted by the student's parents and school officials. The student is responsible for checking in/out with the school secretary if the student arrives late or leaves the building during the school day for any reason.

Students who will miss school for any planned absence must complete a pre-arranged absence form, which may be obtained from the office.

*All children between the ages of 7 and 16 are required by North Dakota Century Code to be in attendance every day that school is in session. Illness and certain other physical or mental incapacities are exceptions. Regular attendance habits require maximum cooperation of parents, students, and school. Parental responsibility is clearly noted in the North Dakota Century Code.*

## **Backpacks**

Students may carry a backpack with necessary materials to their classrooms.

## **Bicycles, Skateboards, and Rollerblades**

Students may ride bicycles to school. Students must park bicycles in the bike rack. The student is responsible for parking the bicycle in the available bike racks and securing it with a lock. The school assumes no responsibility for lost, damaged, or stolen bicycles.

The riding of skateboards, rollerblades, and similar devices on school property is prohibited.

## **Bullying**

\*Please refer to handbook page 17 for the Minot Public School District Policy on Bullying.

Minot Public School District middle schools will not tolerate bullying of any kind. School should be a safe place for all students to attend for educational purposes. All students and employees are entitled to a safe, equitable, and harassment-free school experience. Once a parent or student is aware of a child being bullied, please report it immediately by doing the following:

- Report the concern to the school counselor or principal; or
- Complete the [Student Bullying Report](#) or use the anonymous reporting website.

The situation will be investigated by the counselors and/or administrators and appropriate action taken. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action.

## **Cell Phones and Other Electronic Devices**

Electronic devices (cell phones, iPods, earbuds/headphones, MP3 players, digital cameras, video recorders, e-readers, flip cameras, etc.) can be disruptive to the school environment and are frequently subject to theft or loss.

- Electronic devices must be stowed away at all times, turned off, and not visible to others.
- Photographing, videotaping, or otherwise recording individuals without their permission is strictly prohibited. At no time are cell phones to be used in private areas such as locker rooms, restrooms, or dressing areas. Such use may also be in violation of the criminal code.
- Laser pointers are potentially very dangerous and disruptive. Students may not possess laser pointers at school.
- Failure to comply with these guidelines may result in the item(s) being confiscated and given to the principal. Further disciplinary action may result..

Exceptions to this policy may be granted by the principal for purposes relating to student safety, student health issues, or classroom activities.

Students violating the electronic device policy will be issued consequences based on the following tiered system:

### **Tier I**

Violation consequences will range from detention to timeout. Tier I consequences will be issued for students who violate the electronic policies but do not do so in a bullying, harassing, unethical, vengeful, immoral, hurtful, malicious, or insubordinate manner.

### **Tier II**

Violation consequences will range from timeout, out of school suspension, expulsion or transfer to an alternative educational placement. Tier II consequences will be issued for students who violate the electronic device policy using a device in a manner that includes bullying, harassing, unethical, vengeful, hurtful, malicious and insubordinate manner or by demonstrating a continued pattern of violations as found in Tier I.

***Students should understand that they bring electronic devices to school at their own risk. Minot Public Schools and Memorial Middle School assume no liability for the loss, theft, or damage of any personally owned electronic device at school.***

## **Change of Address/Telephone Numbers**

Changes of address and/or telephone numbers should be reported to the office as soon as possible. Please bring proof of residence to the school office or MPS board office. Acceptable forms include: home mortgage statement, home purchase agreement, homeowner's insurance policy, Ward County Property Tax Statement, rental/lease agreement, or current utility bill.

## **Checking Out During The School Day**

To ensure the safety of all students, once a student arrives on campus, he or she may not leave without receiving proper authorization (checking out) from the office. Students are only allowed to check out with individuals listed on the student's registration card. A photo ID may be requested to verify the identity. The procedure for checking a student out during the school day is as follows:

- A parent may call ahead or send a note requesting an early dismissal. The student will be dismissed from class and will wait at the office.
- When students return to school, they return to the office to check in. Parents are not required to accompany the student.
- Students will not be released to anyone during the school day who is not indicated in office records unless written permission by parent/guardian is received in the office.

## **Chromebooks**

### ***Student Expectations and Responsibility***

We hope you enjoy your device and use it to its fullest potential as an educational tool. Please review all expectations regarding school-issued Chromebooks.

1. Students will abide by all school rules outlined in the Student Handbook and the Minot Public Schools Acceptable Use Policy, or Responsible Use Policy.
2. Students will be expected to bring their fully charged device to school on a daily basis. It is the student's responsibility to ensure that the device is charged and ready for use prior to the start of each school day.
3. Students acknowledge that Minot Public Schools' staff may access school-issued Chromebooks at any time.

### ***Use of the Chromebook***

Any school-issued Chromebook is and remains the property of Minot Public Schools.

The Chromebook is intended for academic use. Classroom teachers have the authority to manage use during class time and may choose to have students put Chromebooks away if it is a distraction or students exhibit off-task behavior. It is the responsibility of the student to bring the Chromebook to all classes, unless specifically instructed not to do so by the classroom teacher.

There may be NO personalization to the device, including the placement of stickers or decals to the exterior of the device.

By using a school-issued Chromebook, students and parents are accepting the terms of the Acceptable Use Policy, or Responsible Use Policy, as well as other applicable rules set for the use of Chromebooks.

### ***School Internet Access***

Wireless network access is available throughout the school. MPS makes no guarantee that network access will be up and running 100% of the time. The district will not be responsible for lost or missing data.

### ***Assessment Use***

During the school year, there will be specific days and times to use the Chromebook for assessment purposes. During these specified times, it is the responsibility of the student to bring the school-issued device, charged and in working condition, to the location where the assessment will be administered.



## ***Inappropriate Use***

Misuse or willful destruction of the device may result in disciplinary action. Inappropriate use includes but is not limited to the following:

- Intentionally damaging the device
- Visiting inappropriate websites
- Sending, forwarding, or sharing inappropriate content
- Possessing, taking, or sending inappropriate pictures and/or media
- Cheating
- Attempting to break, hack, or circumvent device or network filtering or security

## **Closing of School**

School cancellations due to bad weather or other emergencies will be announced on local radio and television stations. A message may also be sent from an automated service, informing parents of any closure or time changes.

If serious storm conditions develop during the day when children are already in school, the principal may *not* allow students to leave the building unless requested by the student's parent or guardian.

Parents may elect to keep their children home if they determine the weather is too severe to send their child to school.

## **Damaged Books, Lost Books, and Lost Locks**

Students will be expected to pay for lost or damaged textbooks. The following fees will be assessed at the end of the school year:

- |    |  |                  |
|----|--|------------------|
| a. | Loss of lock   | \$3.00           |
| b. | Unreasonable damage or loss of textbook (determined by the age of the textbook): |                  |
|    | One year old   | replacement cost |
|    | Two years old  | \$30.00          |
|    | Three years old  | \$25.00          |

*Students who lose or damage library books, resource materials, supplementary materials, or other school property will be charged the full replacement cost.* Students should not loan items issued to them by the school to others. The student to whom the item was issued by the school remains responsible for the item.

## **Detention**

Detention is a time penalty assigned by the administration or by a teacher for a student's failure to adhere to a school rule. Lunch detention, also known as noon detention, is served in the office during lunchtime and is only assigned by the principal. Teachers or the principal may assign after-school detention. After-school detention is served from 2:45pm - 3:10pm in a designated classroom. All detentions are supervised either by office personnel or individual teachers.

## **Discipline Guidelines**

Students or parents having questions regarding discipline guidelines should contact the school principal. Unacceptable behaviors include but are not limited to: disruptive behaviors; threats of violence; engaging in violence; bringing a weapon to school; harassing other students, staff, or parents; and any type of criminal action.

## **Disorderly Conduct**

Students may be referred to law enforcement officials for a citation for disorderly conduct under North Dakota Century Code 12.1-31 which states:

It is a class B misdemeanor for any person to:

1. Engage in fighting, or in violent, tumultuous, or threatening behavior
2. Make unreasonable noise
3. Use abusive or obscene language, knowingly expose themselves, or make an obscene gesture
4. Obstruct vehicular or pedestrian traffic or the use of a public facility
5. Create a hazardous, physically offensive, or seriously alarming condition by any act that serves no legitimate purpose
6. Engage in harassing conduct by means of intrusive or unwanted acts, words, or gestures that are intended to adversely affect the safety, security, or privacy of another person

## **Eligibility - All Activities**

### **Minot Public Middle Schools - Proof of Academic Eligibility**

Students are required to maintain acceptable academic status in all their academic classes when participating in extracurricular and co-curricular activities according to the following schedule.

- At the middle school level, all students are required to be passing all their academic courses to maintain their academic eligibility.
- Eligibility will be computed approximately every three weeks, according to the established schedule.
- Grades are computed from the beginning of each semester..
- Students failing any classes on the days of these eligibility reports will be considered ineligible for the dates listed on the established schedule.
- The period of ineligibility begins the following Monday and lasts for a minimum of one week.
- Following the week of ineligibility, ineligible students may present proof of eligibility according to the established schedule.
- Students may obtain Proof of Academic Eligibility forms from the main office.
- The student must be passing **ALL** classes at the time they are proving eligibility.
- Eligibility can only be proven on the days listed according to the established schedule.

### **Article XIII-Section XII from the North Dakota High School Activities Association Constitution and**

**By-Laws:** Use or possession of tobacco, alcohol, or any controlled substance as defined by North Dakota Law is prohibited. Any extra-curricular participant who is in violation of the foregoing shall be suspended from participation in interscholastic contests or activities for a minimum period of six consecutive school weeks for the first offense and a period of eighteen consecutive school weeks for any subsequent offense. All activities and clubs are subject to these rules.

**Coaches' Guidelines:** At the beginning of every sports season, the coaches will establish training rules and requirements with written communication to participants and parents. Students involved in athletics must pass a physical examination before practicing or participating. Student dress and behavior while on out-of-town trips or while representing the school are established by the coaching staff. The students will be expected to represent their school, family, and themselves in an appropriate manner at all times. Coaches will also check student school attendance and behavior in determining who will participate.

Coaches cannot allow any student to participate who has been prohibited from participation by the school administration for any reason.

## **Emergency Drills**

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the designated route as quickly as possible. The teacher in each classroom will give the students instructions.

The area in North Dakota in which we live is subject to turbulent weather. Because of the possibility of a tornado occurring during the school hours, we have developed plans and will be conducting drills. Tornado drills require different actions than fire drills. No alarm will be sounded in the school. The command to take cover will be given

verbally from the office. When the verbal command is given, students and staff will follow the command accordingly.

Lockdowns are practiced and conducted in accordance with the policies and procedures of the Minot Public School District.

**Fees and Charges**

<i>Yearbook.....</i>	The purchase of a yearbook is not mandatory. A charge is assessed for students who order a yearbook.
<i>Athletic Participation Fee...</i>	Students participating in athletics must pay \$25.00 per sport with a \$62.50 maximum fee.
<i>Music Rental Fee.....</i>	A rental fee of \$75.00 will be charged for school-owned instruments.

**Gang Policy**

The building principal will conference with students who exhibit gang-related dress or behaviors, in order to establish a clear expectation relating to such activities. The policy consequences of suspension and expulsion will be shared with those students and their parents.

School property and events will be considered off-limits to all gang-related activities. Attire and actions that appear to indicate or represent gang membership are not allowed, including but not limited to gang colors, signs, symbols, graffiti, bandanas, and other indications of gang membership. Violations are subject to disciplinary action, including suspension and/or expulsion.

**Grades and PowerSchool**

PowerSchool is the student information system that Minot Public Schools utilizes to manage information such as grades, attendance, and student schedules.

Grades are available online at any time using PowerSchool. Individual security credentials are used to access PowerSchool. Teachers update grades weekly.

**Grade and Curriculum Modification**

Modifications for special-needs students should be identified in the IEP or 504 plan as developed by the current team(s) involved in each individual case. An asterisk (\*) may be used on the report card and/or transcript to indicate that a modified grading scale or modified curriculum is used.

**Hall Permission**

Students must have permission from their teacher to leave the classroom for any reason. Any student who has permission to leave the classroom while classes are in session must have a pass and carry the pass with them. **Eloping, or leaving the classroom without permission, disrupts the learning environment and compromises safety. Our school is committed to providing a secure and conducive space for academic growth and personal development.**

**Harmful Drugs**

By law, schools must be free of the presence of illegal drugs. Students shall not manufacture, distribute, dispense, possess or use alcohol, tobacco or other illicit drugs while in school, on school property, or while attending a school activity. No student shall be on school grounds or attend a school activity while under the influence of alcohol or other illicit drugs. Violation of this policy will result in appropriate disciplinary action, including suspension or expulsion, and referral to law enforcement authorities.

## **Honor Roll**

The honor roll list, based on scholarship, is compiled and published at the end of each semester. All subjects which receive a grade of "A" through "F" will count when determining the honor roll. Students with a grade of incomplete ("I") in any class are not eligible for the honor roll.

*Highest Honors-3.75 / High Honors-3.50 / Honors-3.00*

## **Insubordination**

Any student who fails to comply with appropriate staff, administration, or faculty directions will be subject to disciplinary action. Disciplinary action may include a conference with the student, parent conference, and/or suspension or expulsion.

## **Lockers**

Students are assigned lockers. Students may only access their lockers before the first period class, at lunch, and after dismissal.

School lockers are assigned as a convenience only. The Minot Public School District accepts no responsibility for articles lost or stolen from lockers. Expensive items should not be kept in lockers. Students are responsible for any damage to the assigned locker. Students may use only the locker assigned to them, and they are not free to switch lockers or utilize other lockers without explicit permission from office staff. Students should not share their locker combinations with others.

No locker is free from inspection if the school administration considers a search necessary to maintain the integrity of the school environment or to protect other students.

Each student is responsible for the upkeep and appearance of his/her individual locker. Ownership and control of all lockers is retained by Minot Public Schools. All school property, including student lockers, desks, and storage areas, is subject to search by school officials, with or without the use of drug-sniffing dogs, and without prior notice to the student.

## **Loitering / Out of Area**

Students are expected to move promptly and directly from one location to another as determined by the student's schedule or as directed by staff. Students may not loiter at lockers, in hallways, or other locations.

The gymnasium is centrally located in the middle of the building. It is used solely for classes and other organized activities. Students may not use the gym as a shortcut, or "cut through," from one location to another.

Students who have been determined by staff to be in any portion of the building for no legitimate and approved purpose may be subject to disciplinary action.

## **Lunch**

We want our lunchroom, or cafeteria, to be a place where students can have an enjoyable experience. The lunchroom is also a place where good human relations can be developed. Each student is expected to conduct themselves in an appropriate and civil manner. Students are expected to be seated, visit quietly, and clean up trash.

Lunchroom supervisors have complete authority in the cafeteria. A lack of respect toward lunchroom staff, the regulations governing the lunchroom, or a disregard for the rights of others, may cause the loss of lunchroom privileges. If a student is disruptive in the lunchroom, he/she will eat in an alternate setting (or another room designated by the principal).

Students may be assigned seating in the lunchroom as determined by school staff. If seats are assigned, students are expected to sit only in the assigned seat.

The lunchroom is for the use of our staff and students. Outside guests are not permitted..

Additionally, food from outside restaurants and soda will not be allowed.

## **Medication**

The giving of prescribed and over-the-counter medications including aspirin and Tylenol at school is not approved without prior written consent of a parent or legal guardian. Consent forms must be reauthorized annually or when there is a change of medication. Only upon written consent of the parent or legal guardian may a member of the school staff assist in or supervise the administration of any medication.

All medications including aspirin and Tylenol must be brought from home and kept in the school office and administered by school staff. All medications, including over-the-counter medications, must be in the original container. MPS middle schools do not provide aspirin or Tylenol for students.

## **Personal Appearance and Dress Code**

MPS recognizes the value of allowing individual student expression, protecting student health and safety, and maintaining an atmosphere conducive to education. Students are to dress appropriately for school and class.

While no dress code can itemize every article of dress that is unacceptable for school, following are some guidelines for student dress in middle school:

- Clothing styles that are excessively revealing, show a student's undergarments and/or bare midriff may not be worn in school.
- No hoods, bandanas, hats, or other headgear can be worn.
- No clothing that contains advertising, logos, or slogans related to alcohol, drugs, tobacco, or sex.
- No clothing containing obscene, discriminatory, profane language or pictures, or promoting gang affiliation.
- No clothing that distracts from the educational program of the school (such as costumes, tails, leashes, ears, etc.).
- Classes may require clothing, safety glasses, and shoe attire that conforms to OSHA safety rules.

Teachers will use their discretion in determining appropriate attire; however, school administration does have the authority to intervene when student dress is inappropriate. Disciplinary action may be taken, as determined by the principal.

Items approved to be worn or displayed must adhere to health and safety codes and comply with applicable law. When items on display can be reasonably forecast to either materially disrupt the educational environment or infringe upon the rights of other students to access and participate in a safe and welcoming educational environment, **they will be prohibited**. Items (worn or displayed on school grounds or at school sponsored activities) which fall under this prohibition include, but is not limited to, attire/symbols/messages depicting, implying, or reasonably perceived as promoting intolerance, hatred, and/or a hostile education environment.

## **Requirements for Promotion**

To progress normally through middle school, a student should be regular in school attendance and diligent in completing the course work successfully. If requirements are not met, it may become necessary to repeat the course work in any given grade level. Summer school attendance may be required. For those planning on entering high school, high school placement may be impacted.

## **Schedule Changes**

Schedule changes are not permitted after the end of the second week of the semester. Schedule changes may require the approval of the principal.

## **School Counseling Services**

The school counseling department provides a variety of services to students, parents, and staff to help make the total educational experience as beneficial as possible. The mission of the Minot Public Schools counseling program is to empower all students to be choice ready and reach their fullest potential by providing a comprehensive school counseling program, guided by the ASCA National Model; facilitating their academic, career, and social/emotional development; and by supporting all students with a partnership between counselors, students, teachers, parents, administration, and community members.

## **Searches**

The lockers, desks, and storage areas are the property of Minot Public Schools and are subject to random inventory or search by school officials. Each student is responsible for the upkeep and appearance of the student's assigned locker. Ownership and control of all lockers is retained by the School District. *All school property, including but not limited to student lockers, desks, and storage areas, is subject to being searched by school officials, with or without the use of drug-sniffing dogs, and without prior notice.* Access to all lockers is a legal right of school officials whose responsibility it is to protect the health, safety, and welfare of all students enrolled. Locker combinations should not be shared with others, to help avoid the loss or theft of property. Any student found illegally entering and/or removing items from another student's locker may be recommended for suspension or expulsion by the administration.

## **Security Cameras**

Memorial Middle School utilizes a surveillance camera system for the purpose of enhancing school safety and security. Our goal is to enhance the safety and security of all students, staff, and community members who visit our school.

## **Smoking/Vaping**

Under the law, it is unlawful for students to possess, to use, or gather to use tobacco, e-cigarettes, or vapes. Smoking/vaping is prohibited in the school building, on school grounds, during lunch, and at school sponsored activities. Students smoking/vaping before or after school in the area around the school will be referred to law enforcement. In order to maintain a safe environment for all, students may be subject to a search if probable suspicion is present. This may include the use of a metal detector wand.

## **Student Valuables**

Students are cautioned not to bring large amounts of money and/or other valuable items to school. In any circumstance, students are responsible for their personal property. School staff does not assume responsibility or liability for loss, theft, or damage.

## **Suspension and Expulsion Policy of Minot Public Schools**

The Minot Public School Board, through formal action, adopted a School Discipline Policy during the spring of 1995. The policy provides for a due process whereby the student and parent are given an opportunity to appear before the Board of Education. A copy of the complete policy is available for examination in the principal's office.

## **Technology, Computer, and Network Facilities Acceptable Use Policy**

The Board of Education is committed to the goal of having technology, computers and network facilities used in a responsible, efficient, ethical, educational and legal manner in accordance with the mission of the Minot Public School District.

Acceptable uses of the network are activities which support teaching and learning. Network users are encouraged to use technology, computers, and the Internet for purposes which meet their individual educational needs and take advantage of the computer and network functions.

Acceptable uses of technology, computers and the network include, but are not limited to:

- Minot Public School and Minot Public Library online catalogs;
- NWEA MAP testing
- network file storage
- word processing and other software
- electronic mail
- accessing databases such as Grolier's Online and ODIN (Online Dakota Information Network)
- accessing Internet resources such as web sites and United Streaming

Unacceptable uses of computers and the network include, but are not limited to:

- accessing Internet resources or visiting websites deemed inappropriate by the staff and administrators of this District
- violating the privacy rights of students and employees of this District
- gaining unauthorized access to computer systems or files
- copying print, software, music or video for use in violation of copyright law
- inappropriate content in e-mail, other documents, or online postings
- using profanity, obscenity, or other language which may be offensive to another user
- using the network for financial gain or for intentionally spreading computer viruses
- downloading, storing, or printing graphics, videos, files or messages that are profane, obscene, or that use language that offends or tends to degrade others
- taking and/or publishing digital images that are inappropriate, embarrassing, or harassing to other students or MPS employees
- intentionally bypassing the statewide and/or district-based Internet filters.

## **Vandalism**

Students involved in any vandalism of the building or campus may be recommended for suspension and/or expulsion to the school board and/or referred to law enforcement authorities. The vandals will also be responsible for the cost of all damages incurred.

## **Visitors**

All visitors are to check in at the office for a visitor's pass. Guests in our school are subject to the same code of conduct as the students.

Parents wishing to visit the classroom to observe specific academic instruction must contact the building principal for approval. Parents must provide 24-hour notice and state the purpose of the visit (identify what you wish to accomplish by the visit). The decision is entirely up to the building principal based on the purpose of the request. This rule is for the protection of all students and the instructional program. Many children in the classroom setting receive special services (ELL, Special Education, Title, Speech, etc.) during the school day due to their individual academic needs, and this information is extremely confidential. Due to FERPA (Federal Law), requests will be closely scrutinized to ensure the safety and confidentiality of our student population, along with individual programming needs. This type of request is different from volunteering time to help with a classroom project, party, or field trip. If granted permission to visit the classroom to watch specific academic instruction, visitors must follow these rules:

- Sign in at the office to receive a visitor's badge and be directed to the classroom.
- Refrain from engaging the attention of teachers or students through conversation or other means.
- Do not record data that is considered confidential about how other children are learning or the services they are receiving based on IEP and other criteria. Recording is prohibited.

- Parent visitations are limited to only one class period (50 minutes) during the school day.

## **Weapons**

Minot Public School District places a high priority on the safety and well-being of students. Possession of a weapon by a student or adult on school property, in school buildings, parking lots, or at school-sponsored events is strictly prohibited.

“Weapon” is defined as any firearm, whether loaded or unloaded; any device or instrument designed as a weapon or through its use is capable of producing bodily harm or death. Possession of a weapon will result in:

1. Confiscation of the weapon by school officials.
2. Immediate notification to the police.
3. Suspension of the student.
4. Referral to the Superintendent for further action including expulsion if deemed appropriate.

Link to policy: [Carrying Weapons Policy](#)

## **Withdrawal From School**

Any student who withdraws from a Minot Public School District Middle School to attend another school must do the following:

1. PARENT APPROVAL: Have your parent or guardian call the secretary or write a brief note to her indicating when and where your family is moving.
2. WITHDRAWAL SLIP: Stop at the secretary's desk before going to your first hour class on the morning of your last day at school. The secretary will give you a withdrawal slip to take to each of your teachers for checkout and withdrawal grades. Return the withdrawal form to the office during the seventh hour.
3. FINAL CHECK OUT: Return the withdrawal slip to the secretary during seventh hour or before you leave the school building. At this time you will be given a copy of your subjects and grades to take to your next school. Any fee refunds due you will be returned to you. Any fees or fines that you owe must be paid before leaving.
4. EARLY WITHDRAWAL: Students who leave school within two weeks of the final day of school will be issued final grades and credit at the discretion of the principal. Students leaving school prior to the final two weeks of school will be issued grades to the date of the withdrawal only. No promotions or credits will be issued.



## Selected Policies and Links

### **Minot Public Schools' Bullying Policy:**

[Bullying Policy Link](#)

[Student Bullying Reporting Form Link](#)

### **Minot Public Schools' Drug Free Workplace:**

[Drug and Alcohol Free Policy Link](#)

### **Minot Public Schools' Suspension and Expulsion:**

[Suspension and Expulsion Policy Link](#)

### **Minot Public Schools' Discrimination and Harassment:**

Katy Dahl, Title IX Coordinator/HR Director - [katy.dahl@minot.k12.nd.us](mailto:katy.dahl@minot.k12.nd.us)

[Discrimination and Harassment Policy Link](#)

### **Minot Public Schools' Technology, Computer & Network Facilities Acceptable Use Policy:**

[Acceptable Use Policy Link](#)

#### *Access to Student Records*

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW