



STUDENT | PARENT | GUARDIAN HANDBOOK
SARTELL MIDDLE SCHOOL

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Sartell Middle School – Mission Statement

“Develop well-rounded citizens capable of becoming successful and contributing members of society by providing outstanding instruction in a welcoming environment where every student is given the support needed to excel according to their unique abilities, interests, and aspirations.”

2026-2027

Welcome

Dear Students and Parents/Guardians:

On behalf of the entire faculty and staff, we welcome you to Sartell Middle School. We know that the years you spend with us will be productive and pleasant in every way. We are proud of our facility and staff, and the commitment the district residents have made to improve educational opportunities.

This handbook has been developed for the purpose of familiarizing our students and parents/guardians with our school's beliefs, policies, procedures, and activities associated with Sartell Middle School. We encourage you to review the information included in the handbook together as a family. It explains most of the policies and operations of our school. Please read it carefully and become familiar with its contents as students and families are responsible for knowing Sartell Middle School expectations, guidelines, and ISD 748 policies. Handbooks can never answer all questions or address every situation that may come up during the course of the school year. For clarification on information in the handbook or other school issues, please contact any staff member.

In the middle years the application of skills takes on much more importance as it relates to school, home, and community. Students are finding out about their strengths and needs, and their interest in learning takes on new dimensions. Encouragement from you at home and from staff at school will go a long way toward stimulating, developing, and maintaining that interest.

At Sartell Middle School we value our students and families. We want the school experience to be positive and to offer a variety of opportunities for exploration and learning. In an effort to set the stage for success for all learners, students are asked to give their personal best, make learning a priority, exhibit positive behavior, treat others with respect and kindness, and care for school property.

Parents and guardians, we want your student to be happy and successful at school. We believe that you play an important role in helping your student(s) succeed in school and achieve their personal best. Please share with your student's teachers any helpful information about your student. This information can help your student's teacher deal with any special needs your student might have. We believe that communication between parents/guardians, students, and teachers is critical in developing a solid partnership.

We believe that the major role of parents and guardians in school is to continually show interest in and support for their student(s) at school. Problems in school can be greatly reduced if a student knows that their parents are actively interested, involved, and supportive of the school program.

At Sartell Middle School, we also believe in a fair and consistent code of discipline and good classroom management. This handbook serves as a guide for students and parents/guardians. Not every individual circumstance or event can be anticipated; therefore students are subject to all district rules, regulations, and policies. Every incident will be individually investigated thoroughly and violations of rules will be the result of the school's evidence and interpretation of the events.

Our goal is to provide an environment where courtesy and kindness prevail and where there is respect for differences of other people, customs, and cultures. If problems arise, we will hold students accountable, and we will work in a positive manner to help students learn from their mistakes. We believe each student has the final responsibility for the consequences of their own behavior.

Have a successful year!



Nick Peterson
Principal



Megan Siemieniak
Assistant Principal

Table of Contents

I. General Information	4
Middle School Hours	4
Attendance Policy	4
Chronic Absenteeism	4
Attire and Student Dress	6
Backpacks	6
Conference Information and Procedures	7
Demographic Information	7
Equity Statement	7
Hate Symbols & Speech	7
Health Services	7
Illness During School	7
Lockers	8
Lost and Found	8
Messages and Deliveries	8
Personal Communication/Technology Devices (PCTDs) (Other than school-issued iPads)	8
Pictures	9
Pledge of Allegiance	9
Safe Entry	9
School Lunch Program	9
School Office	9
School Resource Officer (SRO)	9
Student Disability Nondiscrimination	10
Student Gender Nondiscrimination	10
Student Personal Rights	10
Student Privacy Information	10
Transportation Safety Policy / Bus Expectations	11
Parent and Guardian Involvement	11
Visitors	12
Weather-Related School Closing Information	12
II. Academics	13
Alternative Instruction	13
Full Access	13
Homebound Instruction	13
Incomplete Policy	13
Media Center	14
Internet Acceptable Use and Safety Policy	14
Positive Behavior Interventions and Supports (PBIS)	14
Progress Reports and Grading	14
Social Emotional Learning (SEL)	14
Statewide Assessments	14

Student Advisory Program	14
Textbooks	15
III. Athletics/Activities	15
Activity Nights/School Sponsored Events	15
Activities: Extra-Curricular/Co-Curricular	15
Sportsmanship Creed for Central Lakes Conference	15
IV. Rules & Discipline	16
Bully Prohibition Policy	16
Chemical Health Policy	16
Discipline Guidelines	16
Harassment (Religious, Racial, Sexual) and Violence Policy	17
Harassment Policy	17
Harmful and Disruptive Items	18
Hazing Policy	18
Malicious and Sadistic Conduct Policy	19
Reasonable Force Notice	19
Tobacco Free School District	19
Weapons Policy	19
V. Health & Safety	20
Absence Due to Illness, Injury, Surgery	20
Accident Insurance	20
Air Quality	20
Emergency Drills: Fire / ALICE / Severe Weather	20
Food from Home	20
Immunizations	21
Latex Safe Environment	21
Pets	21
Procedures for Administration of Medication	21
Safe Entry	22
Suicide Prevention Information	22
Appendix A	23
Statewide Assessments Parent /Guardian Refusal Information	25

I. General Information

Middle School Hours

7:45 A.M. Doors open to students, parents, and guardians

8:35 A.M. First Bell-Students can go to their lockers

8:40 A.M. Student Advisory

9:05 A.M. First class begins

3:25 P.M. Classes end for the day – Buses depart

*All students are expected to leave school grounds at 3:25 P.M. unless under the direct supervision of a teacher or coach. Students waiting for transportation after 3:40 P.M should be in the Main Entry vestibule.

Attendance Policy

[District Policy 503](#)

Student success in school is in direct relationship to regular attendance and the establishment of good work habits. Research shows that school attendance is a key factor in student success. It is important that students attend school regularly and are on time. Under the Federal Every Student Succeeds Act (ESSA), students attending 90% or less of required school days are considered chronically absent. School districts are required to report overall student body attendance to the Minnesota Department of Education. Additionally, Minnesota law states that if a student under the age of 12 has attendance problems, educational neglect charges could be filed through Child Protection and the local county of residence.

Procedures

Any day that a student is absent, the parent/guardian ***must*** call the Middle School to report the student's absence, giving the name of the student and the reason for the absence. To report an absence, please call 320-656-3710 (If the parent does not call the school, a representative of the school will call home to verify the absence.)

Chronic Absenteeism

In accordance with state guidelines, attendance contracts and physicians notes may be implemented as a result of excessive absences (excused/unexcused) in order to promote attendance and academic achievement for student success. According to the Every Student Succeeds Act (ESSA), students must be in attendance more than 90% of the academic year. At Sartell Middle School, this equates to a maximum of 20 school days missed within one academic school year. Students who have exceeded (or are on track to meet or exceed) this limit throughout the school year may be required to: provide physicians notes, enter into an attendance contract and/or make up educational time they missed due to their chronic absenteeism. The above interventions are in addition to the Stearns County Truancy process, outlined below.

Arrival to School

Doors will be secured before school and during the school day. The main door will open at 7:45 A.M. for students, parents, guardians, and guests.

Late Arrival

If a student is late arriving to school, the student must present an excuse signed by the parent/guardian stating the date and reason for the late arrival. This must be presented at the school office and the student will be asked to sign in.

Tardiness

- Students who arrive after 8:40am must check into the main office. Tardy students will scan their school issued ID into the tardy kiosk and receive a pass to class.
- A student who is less than 15 minutes late will receive a tardy. A student who is more than 15 minutes late to class will receive an unexcused absence.
- If a student accrues more than five (5) tardies to the same class in the same trimester, they will be assigned lunch detention.
- Students will be notified of their time owed and may serve detention after school
- Any student who will be late to school must have a note or a phone call to the office upon arrival to school.
- Students must obtain any/all slips from the office and take their morning medication prior to the start of the school day.

Tardy to Student Advisory/Class

- 3rd Tardy to the same class within the same trimester: Teacher communication with student and parent/guardian
- 5th Tardy to the same class within the same trimester: Lunch detention
- Every 3 Tardies to the same class thereafter: After school detention

Truancy

A pupil is considered a habitual truant if absent on three or more class periods on three days without a valid excuse in a single school year. The school will notify parents/guardians; if unexcused absences continue, the school will follow required procedures of referring truancies to Stearns County Attorney's Office.

Truancy and Unauthorized Absences

- a. As required by current statutes, regulation of the State Department of Education, and the school board of District #748, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the building principal. Students returning to school following an absence will be expected to complete all missed assignments within a reasonable period of time.
- b. Truancy, the absenting of oneself from school or class without the knowledge and approval of the school or parent, is not condoned. Any truancy is considered an unexcused absence and will be cause for disciplinary action. In addition, if a student develops a pattern of excessive tardiness to school or class, disciplinary action will be taken. Any departure from the building by a student without prior approval shall be considered an unauthorized departure from the building and shall be subject to disciplinary action.

Excused Absence

An excused absence indicates an acceptable absence from school or class with parental/guardian and school permission. A written/verbal excuse from a parent does not automatically excuse an absence. An explanation of the absence is necessary to ensure that it will be excused. When absences (excused or unexcused) become excessive, a doctor's note will be necessary to excuse the student. Full credit is given for all makeup work if completed within two days. Students need to check with teachers the day of their return to develop a plan to make up any missed work. Teachers are available before school to assist the student with makeup work.

The following are examples of excused absences:

- Sickness of the student - a written doctor's note is required after three (3) consecutive days or five (5) total days per trimester. After 15 days of illness without a doctor's note in a school year, the student will be required to provide medical documentation for any absence moving forward for it to be considered an excused absence.
- Being sent home by school nurse due to illness
- Dental, medical or counseling appointments (Requires verification from health practitioner after three appointments per trimester: Medical notes can be appointment verification or digital/written medical communication with your practitioner.)
- Death or serious illness or funeral of an immediate family member
- Impassable roads/inclement weather/late buses
- Family Emergencies
- Religious holiday observance
- Required court appearance
- Trips taken with the family. Extended trips, over 5 school days, should be cleared with the Assistant Principal's Office by a parent/guardian before the absence occurs.
- Excuses other than those listed above must be cleared with the Assistant Principal's Office by a parent/guardian before the absence occurs.

Unexcused Absence

An unexcused absence occurs if a student is absent for one or more periods for a reason other than those listed above. Unexcused absences will require the time and work to be made up. Parents will be notified of unexcused absences on Skyward in the parent portal. Excessive unexcused absences will require a parent/guardian/student meeting with SMS administration and/or counselors.

- Unexcused Absences are defined as any absence that has been excused by parents/guardians but is not approved by the school (i.e. Hair appointments, nail appointments, going out for lunch, etc.) or missing class for over fifteen minutes.

Leaving the Building

Once a student arrives at school, they are not permitted to leave unless approved by the Principal or Assistant Principal. Parents/guardians who expect their student to leave during the school day must send a signed statement or call the office stating the date, reason and the time of dismissal. The student can then be picked up in the school office. The student must sign out in the office before leaving the building and sign in upon returning.

Consequences of Abuse of Attendance Policy

If a student accumulates an excessive amount of absences, the following steps may be taken to help the student's attendance improve:

- Phone call to parents regarding student attendance
- Student and their family receive a notification letter of the attendance concern
- Student, teacher and/or administrator meet to address attendance
- Parents/Guardians attend meeting with student, staff, and administrator to develop a plan to improve attendance

If a student accumulates 17 absences, an attendance plan will be implemented. Additional absences will only be excused with medical documentation from a physician or school nurse.

Make-up Work

Students who have been absent are permitted and expected to make up the missed work. Arrangements for make-up work are the responsibility of the student and must be made with each teacher immediately upon returning to school. A reasonable amount of time is given to make up the work that is missed. A period of two days for each day missed is the general rule unless other arrangements have been made with the teacher.

Attire and Student Dress

District Policy 504

This policy establishes an expectation of dress and grooming consistent with Sartell Middle School's SABRE mission of Safe, Accountable, Brave, Respectful, and Engaged. The dress code creates an environment conducive to learning and reflects attire appropriate for an educational setting.

- Sartell Middle School reserves the right to address any behaviors or dress that are not appropriate or causing a disruption to the school environment.
- Student clothing must allow identification of the student (no costume masks, sunglasses, face paint or other disguises).
- Hats, hoods and other headwear may be worn during the school day.
- Due to safety concerns and possible damage to furniture, visible chains and spiked jewelry will not be allowed. Additionally, a student may be asked to remove certain items that may be deemed a safety hazard.
- Clothing, headwear or accessories with words, graphics or innuendo that are obscene, vulgar, abusive or discriminatory, may not be worn or brought to school. Examples include, but are not limited to: ethnic, racist, sexual, sexist remarks/images, such as swastikas, confederate flags, etc.
- Clothing or accessories that promote or advertise alcohol, chemicals, tobacco, or any products that are illegal for use by minors may not be worn or brought to school. Examples include, but are not limited to: alcohol and tobacco logos, "Look alike" logos.

If a student wears non-school appropriate clothing to school they will be asked to do one of the following: cover it up, turn it inside out or change clothes. If none of those requests can be carried out, the student may be sent home.

Backpacks

District Policy 502 allows school officials the right to search personal possessions of students including backpacks, bookbags, packages, purses and clothing when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Backpacks and bags are prohibited in the classroom and must be kept in student lockers so as to not inhibit the ability for individuals to move about the room. If a backpack is left unattended in a hallway, cafeteria or other common space it may be searched to ensure the safety of all students.

Conference Information and Procedures

Student-led conferences are scheduled twice a year. Conferences are meant to bring students, advisors and parents/guardians together. This conference brings parents/guardians closer to the school and provides an important communication link with school.

Cell Phones and Personal Technology Devices

Please consider keeping all cell phones and other personal technology devices at home. If students choose to bring these devices to school, they must store them, powered off, in their lockers for the entire school day, 8:40a - 3:25p. Students will not be allowed to use cell phones or personal technology devices during school hours. This means no phones during lunch, recess, or during passing times. If there is an urgent need to contact your student during the school day, please call the school office, and we will ensure your message is delivered promptly.

Demographic Information

Student demographic information is available for parents/guardians to view in Skyward Family Access. Basic changes (phone numbers, email addresses, emergency contact information) can be updated in Skyward Family Access. Parents/Guardians are encouraged to check this information at the beginning of the school year and update the information when changes occur.

When a student has a change of address, the middle school office needs to be contacted by calling 320-656-3710. Depending on the situation, transportation may also need to be notified.

We need to have current court documentation when non-custodial parents are denied access to student information. All records are considered confidential and are not available to the public. All requests for such information will be handled according to Data Privacy Laws.

Equity Statement

District Policy 102

The Sartell-St. Stephen School District is committed to preparing all students to become well-rounded citizens capable of becoming successful and contributing members of society. To ensure that every student excels throughout their educational journey, District 748 is dedicated to providing equitable opportunities for all students. Educational equity ensures that every student receives what they need to develop to their full academic and social potential. Programs and services will be in place to ensure that there is no predictability of success or failure that correlates with any social or cultural factor such as race, ethnicity, gender, sexual orientation, economic class, linguistic background, physical and cognitive ability, or any other socio-political identity marker. Educational equity means that every student is seen for who they truly are and their interests and uniqueness is celebrated throughout their educational experiences. The Sartell-St. Stephen School District strives to provide an inviting culture where students want to learn and everyone feels respected and valued.

Hate Symbols & Speech

Students at Sartell Middle School have the right to a learning environment that is free from discrimination, harassment and violence. Any form of religious, racial or sexual harassment or discrimination that deprives individual students or staff members of their human dignity is prohibited. Emblems, badges, symbols, pictures, words, objects, or pictures on clothing or jewelry that are hateful, sexual, deemed as inappropriate or offensive by others are not permitted on or near school grounds at any time. This may include, but are not limited to confederate flags, swastikas, specific gang symbols and sexualized or sexually accentuated pictures, symbols or actions. The administration reserves the right to confiscate any items and contact families. Incidents may be cause for disciplinary action by the administration and possible involvement by the police.

Health Services

A school nurse is available and provides services and consultations to students in the areas of immunizations, injury, diet, and other health related needs.

Illness During School

If a student becomes ill during school hours, the office secretary or the school nurse will inform the parents/guardians and arrangements will be made for the student to go home. Students are not to call parents to get themselves out of school. Students will be required to see the health office staff, and the office staff will call parents/guardians to discuss

a plan of action. Students who do not connect with the health office staff, will not be marked excused from school by the health office.

Guidelines for Parents: *When do I send my student back to school after an illness?*

1. If the student has had a fever of 100 or more, the student should stay home for 24 hours after the temperature returns to normal.
2. If the student experienced vomiting or had diarrhea, the student should stay home until 24 hours after the last episode.
3. If the student has any rash that may be disease-related or the cause is unknown, check with the student's healthcare provider BEFORE sending the student to school.
4. If the student is ill, please call the school daily to report the illness.
5. If the student has been started on antibiotics, please keep them home until they have had a full 24 hour course of antibiotics.

Lockers

District Policy 502

1. As lockers are school property, school authorities have access to lockers and will periodically open and inspect lockers. Personal possessions of a student within a locker may be searched only when school officials have a reasonable suspicion or probable cause that the search will uncover evidence of a violation of law or school rules. As soon as practical, after the search of a student's personal possessions in a locker, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school authorities.
2. Do not leave money or other valuables in lockers. These items may be checked in at the office for safekeeping.
3. Close doors gently and quietly. Excessive slamming of the doors and abuse to lockers may result in damage. Lockers should be kept neat and clean. Stickers or other items are usually permanent and are damaging to lockers. Students may be fined for damage caused to their lockers.
4. Any student entering another student's locker may be subject to disciplinary action.
5. The lockers that are equipped with locks should be locked at all times. The school will not be responsible for items in a locker that has been adjusted by the student for easier access. Any damage to the lock because of such an adjustment will be billed to the student/parent.

Lost and Found

A lost and found is maintained by the main gym. Lost and found items will be kept for approximately one month before being donated. If a student has lost an item, a request to the office secretary to check the lost and found can be made and the item claimed by proper identification. Any student who finds an item should bring it to the office for placement in the lost and found. If a school-issued iPad is found, it should immediately be turned into the technology department or an ITS.

Messages and Deliveries

When a student forgets their homework, project, lunch, etc., it is to be brought to the main office. Parent(s)/guardian(s) should not deliver items to the classroom. To minimize classroom interruptions, students will be notified during their lunch time. Items such as balloons, flowers, stuffed animals etc. for birthdays or special occasions are not delivered to students. Please do not bring these items to school. If a parent needs to be in contact with their student, they are asked to call the main office as cell phones and other personal devices during the school day are prohibited from being in classrooms.

Personal Communication/Technology Devices (PCTDs) (*Other than school-issued iPads*)

1. Sartell Middle School holds high expectations for responsible use of technology devices. Many devices are capable of creating and transmitting email, pictures, videos and text messages. These capabilities shall be used with the greatest respect for the educational environment and the rights and privacy for all individuals within the school community.
2. All PCTDs and school-issued iPads are prohibited in locker rooms and restrooms.
3. PCTDs may be used prior to 8:40 A.M.
4. By 8:40 A.M. PCTDs must be turned off and safely stored in student lockers.
5. After 3:25 P.M., use of PCTDs is at the discretion of the supervising teacher/coach.
6. When PCTDs are used inappropriately, the following actions will occur:

First Offense: *Policy review with student and staff member. The student can pick up their device in the office at the end of the day.*

Second Offense: *Policy review with student and administration. Parent/guardian will need to pick up the device from school.*

Third Offense: *Policy review with student and administration. Parent/guardian will need to pick up the device from school.*

Fourth Offense: *a plan will be made in partnership between the school and the family to either store the cell phone in the office each day or to leave it at home.*

Failure to give phone to staff members when requested is considered insubordination and may result in detention, one day of in school suspension, restrictions on PCTDs being brought into the school environment or a combination of these.

7. Inappropriate use of PCTD may include, but not limited to, use or visible PCTD during school day without staff permission, taking an individual's photo without consent, recording an individual's voice or image without consent, or storing and/or accessing personal and/or academic data without consent.
8. During the school day, parents are encouraged to call the main office to relay messages to students.
9. For safety and student accountability reasons all health related calls must go through the health office. If a student becomes ill during the school day, they are required to see the school nurse who will assess the situation and phone the parent/guardian if the student needs to leave.

Pictures

The Sartell-St. Stephen School District employs the services of a professional photographer to take school related pictures. Individual pictures and pictures for a school year book are taken. Information as to cost and other ordering information will be sent home with the students.

Pledge of Allegiance

District Policy 531

Students at Sartell Middle School shall recite the Pledge of Allegiance at least once a week at the beginning of Student Advisory.

Exceptions

Any student or teacher may decline to participate in recitation of the Pledge of Allegiance. Students must respect the choice to not recite the pledge.

Safe Entry

As our school district continues to increase safety and security procedures and protocols in school buildings throughout the district, we will use a visitor management system upon entry into all buildings. All visitors (parents, volunteers, professional personnel, etc.) will report to the main office. When checking in, visitors will need to provide a driver's license or other picture identification which will be used to create a personalized photo badge tailored to the nature of the visit.

School Lunch Program

The Sartell-St. Stephen Schools offer a nutritious hot lunch each day that school is in session. Students are invited to participate in the hot lunch program. Each student will be offered one breakfast and one lunch each day school is in session at no cost. Seconds/extras and AlaCarte are billed separately. The Sartell-St. Stephen Schools also participates in the government sponsored free and reduced priced meals "meal benefits". A separate information pamphlet is available [online](#) or in the school office for anyone interested in applying. Meal benefits impact costs passed on to families associated with activities/athletics and the non-refundable technology deposit.

School Office

The school office is for the purpose of operating the business of the school. If a student or parent has a question, a request of the secretary, or must see a principal, please call beforehand or come to the desk counter in the office. School office hours are from 7:30 A.M. to 4:00 P.M. when school is in session.

School Resource Officer (SRO)

The Sartell Police Department offers the school district the services of a school resource officer. Responsibilities will include, but are not limited to the following: working with staff and students on law enforcement issues, assisting

administrators and counselors in providing help and support for the students, as well as building/grounds supervision and security.

Student Disability Nondiscrimination

District Policy 521

It is the policy of District #748 not to discriminate on the basis of handicap in admission or access to, or treatment or employment in its programs and activities. Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a handicap in any program receiving federal financial assistance. The Act defines a person with a handicap as anyone who:

1. Has a mental or physical impairment that substantially limits one or more major life activity (major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working).
2. Has a record of such impairment or is regarded as having such impairment.

Student Gender Nondiscrimination

District Policy 522

Students are protected from discrimination on the basis of gender pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of gender.

The School District provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of gender. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the School District on the basis of gender.

- It is the responsibility of every School District employee to comply with this policy.
- The School Board hereby designates the Director of Human Resources, 212 3rd Avenue North, Sartell, MN 56377, 320-656-3748, as its Title IX Coordinator. This employee coordinates the School District's efforts to comply with and carry out its responsibilities under Title IX.
- Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX Coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the Superintendent acting as the School District human rights officer.

Student Personal Rights

At Sartell Middle School, the administration and staff will do everything possible to recognize, respect and preserve student rights as individuals within the framework of our rules, regulations and policies. If a student is experiencing problems in school, they have the right to a fair hearing with a teacher or administrator to discuss the problem. No disciplinary action can be taken against the student, detention or suspension, without an opportunity for the student's voice to be heard. This is not to say that every area of conflict that the student may encounter will necessarily work out exactly the way the student desires, but the student has the right to know why something is the way it is even if they do not agree with the rule or the action taken. This also extends to parent/guardian relationships. Our goal is to try to do what is best for students and promote communication between parents and the school.

To effectively address the concerns of vaping, weapons possession, or other items not allowed on school grounds, the school may employ the use of handheld detection wands when there is reasonable suspicion of these activities. The purpose of this practice is to ensure a safe and secure learning environment for all students, staff, and visitors by detecting items not allowed on school grounds. During an investigation, if deemed necessary, school administration can search a students' personal items (car, locker, backpack, etc.) and person on school grounds. The use of wands will be carried out with utmost respect for individual privacy and in adherence to all applicable laws and regulations.

Student Privacy Information

Sartell-St. Stephen Public Schools is committed to providing a safe and positive digital learning experience for students and staff. Sartell-St. Stephen Public Schools uses online electronic resources (i.e. apps, services, and websites) to support a variety of instructional goals. These resources provide tools to transform and personalize the learning environment for all students. These online electronic resources have limited access to student information which allows for the generation of and access to student accounts. In compliance with federal educational guidelines and to assure that student data is not sold or compromised, all online electronic resources accessing student data must be approved for content quality and student data

privacy guidelines. Sartell-St. Stephen Public Schools strives to hold these online electronic resources to federal guidelines and uses common criteria and resources to vet each online electronic resource. Common criteria, such as not collecting unnecessary information and not selling student data, can be found at The Student Privacy Pledge, a national clearinghouse for data privacy endorsed by National PTA, National School Board. Criteria is available at: <https://studentprivacypledge.org/privacy-pledge/>

Additional Resources:

- **COPPA** The *Children's Online Privacy & Protection Act* governs the collection, use, and disclosure of personal information collected from children under age 13.
- **FERPA** The *Family Educational Rights and Privacy Act* protects the privacy of student education records.
- **Description of FERPA** <https://youtu.be/nhlDkS8hvMU>
- **Teacher Training Privacy Video** https://youtu.be/deo2F19DK_o
- **Education Privacy Resource Center** <https://ferpasherpa.org/>

The Security review process is one component of the larger Online Instructional Resources Approval Process. Please see the document linked [HERE](#) for a detailed description of the Online Instructional Resources Approval Process. ISD 748 reviews the data privacy and security policies for all approved online instructional resources. The process is informed by Federal student data privacy regulations.

Transportation Safety Policy / Bus Expectations

[District Policy 709](#)

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop. The Building Principal or the Principal's designee will impose consequences for school bus/bus stop misconduct. In addition, all school bus/bus stop misconduct will be reported to the District's Transportation Safety Director. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.

Transportation Communication

If a concern regarding transportation arises, please contact the main office (320-656-3710). Your question will be directed through the appropriate channels to address your concern.

Parent and Guardian Involvement

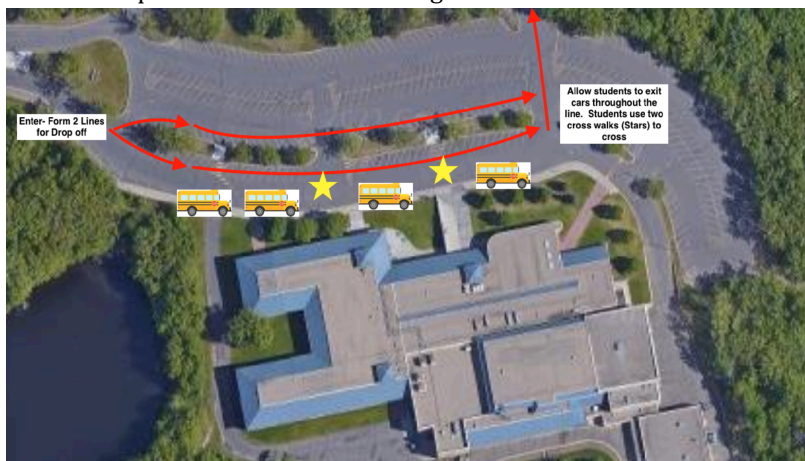
It is important for the parent/guardian to become familiar with District rules and policies, regulations and principles of school bus safety. They also need to assist students in understanding these rules and encourage them to abide by them. In addition they should recognize their responsibilities for the actions of the students and support safe riding practices and reasonable discipline efforts. When appropriate, parents/guardians should assist students in safely crossing local streets before boarding and after leaving the bus. Parents and guardians should support procedures for emergency evacuation and procedures in emergencies as set up by the School District. Please respect the rights of others and communicate safety concerns to school administrators. Whenever possible, monitor bus stops.

Pick up and Drop off Procedure

Students who do not ride a school bus are to arrive at school no earlier than 7:45 A.M. Once students have arrived, they may not leave school grounds for any reason unless they have a pass from the office. Students are not allowed in the woods/walking trails adjacent to the school during the school day unless they are supervised. To provide a safe drop off and pick up zone in front of the school, the direction of traffic is one-way. As you enter and exit, drive slowly with caution, as students walking to and from school may cross traffic lanes. Please remind your student to look when getting out of the vehicle. Various times of the year will bring an increase in the number of vehicles transporting students. Everyone must exercise patience. Drivers are expected to obey all laws and demonstrate courtesy which includes yielding to students in crosswalks and using extreme caution when students are present. Please keep these important safety issues in mind, and please share this information with others who may be transporting your student.

AM Drop Off:

- Please pull all the way forward when arriving at school. Allow students to exit the cars, even if you are not in the front of the line. Students can exit and walk to the nearest crosswalk to get to the building. This will help keep the flow of traffic moving.



Pick Up-PM

- There are two additional locations where you can pick up your student. One location will be in the lower lot by the tennis courts that will allow parents/guardians to follow the bus chute to Pine Meadow Primary School and exit on 5th St. Students will follow the sidewalk and can meet their parent/guardian in the lower lot to be picked up. The other location will be along 7th St N. Students will follow the sidewalk down to 7th street to meet their ride. Please communicate with your students your pick up plans.

Visitors

District Policy 903

Sartell Middle School requires all visitors to report to the office to sign in and out. While parents/guardians are always welcome, visits to classrooms or with teachers need to be scheduled in advance. All student visitors must have prior approval of the principal; this practice is discouraged, as it is a disruptive factor.

Weather-Related School Closing Information

Weather-related decisions to close, close early, start late, or have an [eLearning day](#) are District administrative decisions and are not made at individual schools. The school is not able to tell individuals if the school may or may not close in advance of the announcement.

Notifications will be sent directly to all families through the District's Skylert system (families should update their notification preferences in Skyward Family Access), posted on the District's website at www.isd748.org, sent to media outlets (listed below), and posted to District social media (@isd748 on Twitter and @ISD748 on Facebook):

Radio - AM

- WCCO 830AM
- WJON 1240 AM
- WVAL 660 AM
- KNSI 1450 AM

Radio – FM

- WWJO 98 FM
- WHMH 101.7 FM
- KCLD 104.7 FM
- KKSJ 96.1 FM
- KCFB 91.5 FM

Television

- KARE 11
- WCCO 4
- KSTP

Late Start: Buses will run two (2) hours later than normally scheduled.

II. Academics

Alternative Instruction

In compliance with [Minnesota State Statute 120B.20](#) the Sartell-St. Stephen District adopted a procedure for review of curriculum instructional materials and reasonable arrangements for alternative instruction when parents/guardians or adult students object to the content of instruction. This procedure relates only to content of instructional materials, not by whom, when, where or how it is provided. The steps to follow when registering a complaint are:

1. Meet with the teacher regarding the objection to the instructional material in question. If issues are not resolved at this level, then:
2. Take your concern to the building administrator, after which:
 - a. A meeting will be held with the teacher, the building administrator to hear and discuss the complainant's objections with the goal of resolving the matter.
 - b. If the complainant's objections are not resolved at this level, then an "Alternative Instructional Contract" will be developed (Note: District 748 is not required to pay for the cost of alternative instruction or materials.) The intent of this procedure is to provide parents/guardians and adult students the opportunity to review instructional materials, address concerns and propose alternative instruction for the individual students. The procedure WILL NOT interfere with the rights of others to receive instruction, nor does it relieve the individual student for whom the complaint is being made from meeting state and district outcomes and graduation requirements. Outside resources such as speakers or special programs and spontaneous classroom discussion are not considered to be a part of planned curriculum and are therefore exempt.

Full Access

The Sartell-St. Stephen School District prepares our students for career and college readiness while maintaining a future minded, student focused approach. It is essential that the district moves forward with providing full, 24-7 access, to provide our students with the 21st Century skills that they need. We believe that using technology as a tool, along with effective teaching and learning will help the district to take the 'next step' in elevating our student learning. To accomplish this vision, ISD 748 will be providing devices for all students in grades 5-12.

Please click the [Full Access Agreement](#) for the implementation requirements and guidelines.

Homebound Instruction

Continued education is provided for those students who are confined to home or hospital for long periods of time due to illness or injury. Parents/Guardians must submit an application to the school principal/school counselor for this service.

Incomplete Policy

Purpose

The purpose of the Sartell Middle School incomplete policy is to promote learner responsibility and accountability. It is essential for students to demonstrate understanding of content and skills; therefore the incomplete process holds students accountable for their learning. Incompletes serve as a formal way to inform the student/parent/guardian that the student has not learned essential outcomes and provide additional time to meet outcomes.

Student Responsibilities

1. Students are expected to take the initiative to complete missed assignments.
2. Students are expected to contact teachers for assistance.

Teacher Responsibilities

1. Teachers will provide opportunities for students to address incompletes within a reasonable time frame.
2. Teachers will involve supportive services for/with those students who are not addressing incompletes (parent/guardian contact, additional instruction, etc.).

Action Plan

1. The student is notified.
2. Parents/Guardians and the advisor are notified by the team/teacher regarding incomplete work.
3. Time during lunch and before/after school will be allotted for completing incomplete work.

4. Students with incompletes are ineligible for extracurricular activities. Students may resume activities upon completion of the work.
5. Teachers will notify parents/guardians, administration, and advisor when the student is complete.

Media Center

A fully stocked media center is available for use by students and teachers. Students are encouraged to use the media center individually; some teachers will schedule time for the library each week.

1. Guidelines for use and behavior are set by the media center.
2. Conduct for the media center is the same as the classroom.

Internet Acceptable Use and Safety Policy

[District Policy 524](#)

Positive Behavior Interventions and Supports (PBIS)

Sartell Middle School is a PBIS (Positive Behavioral Interventions & Supports) school. PBIS refers to a school-wide data driven system. We make it a point to teach behavioral expectations in the same manner as we would academic content. We do not expect that students automatically know how to behave in certain situations or environments therefore, systems are put into place to encourage positive behavior and reteach expected behaviors to struggling students. At Sartell Middle School, we believe that discipline is a process, not a product. Our goal is to foster and promote an inclusive, collaborative and positive school environment that enhances student learning through teaching and recognizing positive behavior(s). We do this by teaching students to be SABRE Strong (Safe, Accountable, Brave, Respectful and Engaged).

Progress Reports and Grading

Sartell Middle School operates on a trimester system with grades being posted to Skyward Family Access at the end of each trimester. Conferences are held twice a year. Parent conferences are held to afford parents/guardians and teachers the opportunity to discuss student progress. If a student is having particular issues in school, a conference initiated by the teacher or parent/guardian may be arranged at times other than at conferences.

Social Emotional Learning (SEL)

At Sartell Middle School, we understand social and emotional learning is directly related to academic achievement. By educating the whole student, we are able to promote active citizenship, create 21st century learning opportunities and provide a welcoming environment for all. There are five competencies that fall under SEL: self-awareness, self-management, responsible decision-making, relationship skills and social awareness. Through Student Advisory and the implementation of Character Strong, a research based curriculum, we are able to provide all students social-emotional instruction and character development.

Statewide Assessments

The statewide assessments are the method used by the state to measure that curriculum and daily instruction in our schools are being aligned to the academic standards, ensuring all students are being provided an equitable education. Statewide assessments results are a tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens. We encourage all students to participate in statewide testing. Parents do however have the right to not have their student participate in state-required standardized assessments. Click on the link below, see the Appendix or ask for a complete copy of the form at Sartell Middle School.

[Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing Form](#)

Student Advisory Program

Philosophy: Our Student Advisory (SA) program is an important part of our Middle School effort to meet the educational and emotional needs of our students. Each member of our professional staff is an advisor to approximately 20 middle school students proportionately cross-graded and assigned at random upon entering grade 6. Our student/advisor program is based on SUPPORT. All advisors attempt to establish a caring, supportive relationship with students while assisting each in developing and/or maintaining a positive self-image, which creates an environment conducive to learning.

Our student/advisor groups provide us with an important channel of communication. It is a means of disseminating information, organizing various school activities, and enhancing communication. Effective communication is essential for the success of the student/advisor system. Student/advisor goals are that each advisor:

1. Gathers information through their established resources, develops a personal relationship with each student, and assists students in the decision-making process.

2. Assists each student through transitional years by being aware of the difficulties and concerns and by offering support and assistance.
3. Establishes contact with the parents/guardians of each student and acts as a contact person for parent/guardian and student.
4. Participates in conferences two times a year. Advisors are responsible for preliminary conferencing plans.

Textbooks

Sartell Middle School furnishes all required textbooks. Textbooks will be issued and assigned to the student; it is the responsibility of the student to care for and retain the text until it is collected at the conclusion of the year. Lost or damaged textbooks will result in a fine and will be assessed to the student who loses or damages any books.

III. Athletics/Activities

Activity Nights/School Sponsored Events

Social functions are a vital part of developing a sense of belonging to our school. Such events are encouraged by the administration and coordinated by various organizations within the school. If a student displays behavior that is disruptive, unsafe or against school policy, they may be ineligible to participate in school sponsored events. These decisions will be up to the discretion of school administration. The following rules guide such events:

1. All school rules apply.
2. Only Sartell Middle School students, in the invited grades, are allowed to participate.
 - a. Students in the invited grades who attend St. Francis Xavier School are also eligible to participate.
3. All students will be required to sign in when arriving at a school sponsored event for identification purposes.
4. Students must remain in the building during the entire event. Students may leave during the event ONLY when direct parent/guardian approval has been obtained by a supervisor.
5. Once a student leaves the event, they are not allowed to return.
6. Students may NOT bring food or beverages to the event.
7. Students need to get picked up immediately after the event.
8. Students must be in attendance at least a half-day (or have administrative approval)

Activities: Extra-Curricular/Co-Curricular

District Policy 510

Academic eligibility refers to academic standards students must meet to be eligible to participate in extracurricular activities which include, fine arts, athletics and academic extensions. The Minnesota State High School League rules state students must be a student in good standing at SMS. This includes but is not limited to making satisfactory progress toward graduation to be eligible to participate in MSHSL sponsored activities. "Satisfactory progress" is interpreted to mean that a student must be able to graduate with his/her class by taking enough credits during the normal school day.

The Sartell-St. Stephen Schools also participates in the government sponsored free and reduced priced meals "meal benefits". A separate information pamphlet is available [online](#) or in the school office for anyone interested in applying. Meal benefits impact costs passed on to families associated with activities/athletics and the non-refundable technology deposit.

Spectator Behavior

Being SABRE Strong is an important part of our district. We encourage all students and families to attend SABRE activity events. All spectators represent our schools and community and are expected to comply with school rules as well as the rules of the Minnesota State High School League. All students attending will need to be accompanied by an adult. All spectators are expected to show respect towards fellow students, opponents, players, coaches and officials. Profanity, inappropriate or obscene gestures and vulgar cheers are not allowed. Consequences for inappropriate behavior may include warnings, removal from the event, suspension of attendance at future activities and/or other school consequences as deemed necessary.

Sportsmanship Creed for Central Lakes Conference

Good sportsmanship is strived for at all Central Lakes Conference events. Good sportsmanship is a responsibility of players, coaches, faculty, cheerleaders, students, adult spectators, officials, and the media. Promotion of good sportsmanship at Central Lakes Conference events should include a demonstration of respect for opponents and officials. All involved in a conference

event should understand that skill and performance should be recognized regardless of team affiliation. Good sportsmanship is the cornerstone of a quality athletic program and conference. The following rules will be adhered to:

1. No throwing of objects onto playing surfaces.
2. The home site supervisor or administrator must approve all signs and locations for signs.
3. Only signs of a positive nature will be permitted.
4. No profane or abusive cheers, gestures, spitting, or chanting by individuals or groups.
5. Fighting on a contest premise is prohibited.
6. Use of tobacco, drugs or alcohol is prohibited.
7. No noise makers allowed.
8. Band playing collectively or individually during the confines of game time is limited to time outs, intermissions, and quarter breaks. This includes all musical instrument forms such as drums, trumpets, etc.
9. Only official cheerleaders and a mascot will be allowed on the floor. Mascots must stay in the area of the cheerleaders. No other leaders of cheers will be allowed on the floor.
10. At all conference contests, where a public address system is available, the sportsmanship creed will be summarized or read as printed.

IV. Rules & Discipline

Bully Prohibition Policy

District Policy 514

Acts of bullying are not tolerated in District 748 schools. All incidents of bullying need to be immediately reported to the Sartell Middle School administrators, Nick Peterson or Megan Siemieniak.

Reporting Procedure

Students can report bullying or unsafe information to administration and School Resource Officer in person, by accessing the TipLine using the Sartell-St. Stephen Schools App on their phone or on the tipline page of the [school website](#). A [Cease and Desist document](#) can be used if the conflict between students is not resolved.

Chemical Health Policy

District Policy 417

Sartell Middle School upholds and enforces state law and school regulations regarding the use of mood altering chemicals, tobacco, e-cigarettes and any product similar to cannabis or nicotine. Students may not use, be under the influence of, or be in possession of alcoholic beverages, tobacco, e-cigarettes, any product similar to cannabis or nicotine, illegal drugs, mood altering chemicals or drug related devices in school, on school provided transportation, on school property and/or at any school sponsored function. Students found to be in violation of such school policy will face the following consequences:

1. Conference with school officials, chemical health coordinator, law enforcement officials, parents/guardians.
2. If the violation occurred at school or a school sponsored event, the student will be suspended from school for up to 15 days.
3. It may be required of a student in violation of this policy to schedule a chemical dependency evaluation.
4. The student in violation of this policy will be required to participate in an appropriate school support/insight group. Failure to comply with the consequences of this policy may result in dismissal from this school. Additionally, students in violation of this policy will face the appropriate consequences for violation of Minnesota State High School League by-laws with regard to eligibility status for participation in school activities.
5. All drugs and paraphernalia confiscated at school, on school property, or in the school zone will be given to the local police and will not be returned to the student.

Discipline Guidelines

District Policy 506

Sartell-St. Stephen Code of Conduct

In order to support our school climate initiatives, SMS uses evidence-based strategies to support positive student development as we believe that discipline is an ongoing educational process. View the [Code of Conduct](#) here.

Violations of Schoolwide Expectations, Guidelines, or Policies

Students are expected to adhere to schoolwide Sabre Strong expectations and district policies in all school settings and while attending or participating in school sponsored events. When infractions occur it is the responsibility of staff and students to report the infraction to school administration. All of the following categories of willful violations of school rules and policies will be dealt with in accordance with the procedures outlined in the Pupil Fair Dismissal Act which provides for a fair and consistent school discipline policy and consequences for violations. The overall goal of the policy is to provide for an orderly learning environment wherein the rights of all are respected and protected with rules, regulations, and policy, that are administered in a fair and consistent manner.

Logical consequences for willfully violating school rules may include but are not limited to loss or reduction of grades/credits, temporary/permanent removal from class, detention, in school suspension, out of school suspension, expulsion or exclusion, reimbursement for losses or damages incurred, referral to law enforcement, and/or referral to the high school Early Intervention Team to consider the appropriateness of the student's placement or program.

Suspension is an action taken by a school administrator, under rules promulgated by the school board, prohibiting a student from attending school for a period of no more than fifteen school days. If a suspension is longer than five days, the suspending school administrator must provide the superintendent with a reason for the longer suspension. It will be policy to notify and involve parents/guardians whenever there is an incident of student behavior, which violates school rules when it is necessary and appropriate to do so. Letters will be sent home to notify parents/guardians of each incident of suspension and more serious violations and consequences.

Participation In Activities While Serving Detention/Suspension

If the student is expelled, excluded or suspended from school they may be served with a trespass notice. The student may not be in school buildings, on school property, nor may the student participate in or attend school events during the term imposed. Detention must be served when assigned. No preferential arrangements will be made to accommodate detention time around participation in any activities or because of a job. Please discuss with the administration if there are any questions.

Discretionary Action Disclaimer

It is impossible to anticipate and address every circumstance, which may occur in the course of a school year. To ensure safety and order, students and others are subject to all school district rules, regulations and policies, and the reasonable and prudent interpretation thereof by responsible school officials regardless of whether or not they are specifically addressed in this handbook.

Discipline Complaint Procedure

Per recent legislation action by the State of Minnesota, students, parents or other guardians and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied. Access the Sartell - St. Stephen Discipline Complaint Form by clicking [here](#) or through requesting a form from a school office.

Harassment (Religious, Racial, Sexual) and Violence Policy

[District Policy 413](#)

Harassment Policy

[District Policy 413](#)

Sartell Middle School is committed to maintaining a harassment free environment. This policy covers harassment based on race, color, national origin, ethnicity, sex, disability, sexual orientation, religion and age. Behaviors which could be determined as harassing are name calling, spreading rumors, teasing, joke telling, violations of personal space, cat calls or whistling, unwanted looks or gestures, and initiation. These behaviors and other such harassing actions are prohibited in the school building, on school grounds, on school transportation and at school sponsored activities.

Students can report harassment to administration and the School Resource Officer in person, by accessing the TipLine using the Sartell-St. Stephen Schools App on their phone or on the tipline page of the [school website](#). A [Cease and Desist document](#) will be used if the conflict between students is not resolved.

Harassment Based on Protected Class

Harassment may be oral, written, graphic or physical conduct that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the district's programs or activities.

Harassment of this nature may constitute a "hate or bias crime." Such crimes are offenses against persons or property motivated by hate or bias against a victim based on race, ethnicity, national origin, religion, or sexual orientation. Examples of hate crimes include threatening phone calls, defacing or destroying property or buildings, hate mail, bomb threats of physical harm or intimidation, physical assault, arson, vandalism, cross-burning, and destruction of religious symbols. Other incidents of harassment, such as racial epithets or graffiti, that occur at school are also of interest to law enforcement agencies, as well as to school officials, because of their potential for causing dangerous confrontation, disruption of order and public safety, and violent retaliation outside of school property or school hours. School officials will contact law enforcement officials when hate crimes are committed or suspected on school property or in connection with off-site school activities.

Reporting Procedure

If students feel they have been harassed in either a physical or verbal manner, they should notify the principal immediately to file a formal report/complaint of the incident. That report/complaint will be forwarded to the superintendent of schools within 24 hours of the filing of it with the principal. An investigation to determine whether the allegations constitute harassment will take into consideration the circumstances, nature of the harassment, and the relationship between the parties involved. Any disciplinary or legal action will take place at the conclusion of the investigation. Consequences for such substantiated behavior may include but are not limited to conference and warning, detention, suspension, a recommendation to expel, and/or referral to appropriate social service or legal agencies. Harassment is also against the law. The Minnesota Human Rights Act prohibits harassment as a form of discrimination. This means that the Minnesota Human Rights Department has the authority to investigate formal complaints of harassment. In certain circumstances, victims have the right to sue the person harassing them or the institution, business, or individual enabling such behavior to continue after complaints have been brought forth.

Harmful and Disruptive Items

Because of the danger and/or annoyance caused by certain items, they are not allowed in school or on school property. We ask parents/guardians to be observant in what their student brings to school; items that may cause a disruption should be left at home. Disruptive items include, but are not limited to: laser pointers, rubber bands, whistles, noise makers, aerosol spray, snowballs, bluetooth speakers, toys and other similar devices/items which disrupt the orderly process of education. If for some reason money or other valuables are brought to school, these items should be brought to the main office for security, as valuables should not be left in desks or lockers. For safety reasons, the use of skateboards, roller blades, roller shoes, and scooters are not permitted to be used in school buildings.

Hazing Policy

District Policy 526

Hazing of any type will not be tolerated. 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 person to be initiated into or affiliated with a student organization, or for any other purpose. A school organization includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization. The term hazing includes, but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- 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.
- Any activity involving the consumption or any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental or physical health or safety of the student.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or school district policies or regulations, including the use of Social Media in accordance with the district's Internet Acceptable Use and Safety Policy.

Reporting Procedure

Any person who believes they have been the victim of hazing or has knowledge of conduct which may constitute hazing shall report the incident immediately to the principal. Students can report hazing information to administration and School Resource Officer in person, by accessing the TipLine using the Sartell-St. Stephen Schools App on their phone or on the tipline page of the school website. The principal will conduct an investigation regarding the incident. Any disciplinary or legal action will take place at the conclusion of the investigation. Consequences for such substantiated behavior may include but are not

limited to conference and warning, detention, suspension, a recommendation to expel, and/or referral to appropriate social service or legal agencies.

Malicious and Sadistic Conduct Policy

Malicious and sadistic conduct will not be tolerated. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

Reporting Procedure

Any person who believes they have been the victim of malicious and sadistic conduct or has knowledge of conduct which may constitute malicious or sadistic conduct shall report the incident immediately to the principal. Students can report malicious and sadistic conduct information to administration and School Resource Officer in person or by accessing the TipLine using the Sartell-St. Stephen Schools App on their phone. The principal will conduct an investigation regarding the incident. Any disciplinary or legal action will take place at the conclusion of the investigation. Consequences for such substantiated behavior may include but are not limited to conference and warning, detention, suspension, a recommendation to expel, and/or referral to appropriate social service or legal agencies.

Reasonable Force Notice

[District Policy 507](#)

A teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes § 121A.582 and other laws.

Tobacco Free School District

[District Policy 419](#)

The Sartell-St. Stephen School District is a tobacco free school district for all students in all buildings and vehicles. No tobacco use of any nature is permitted.

Weapons Policy

[District Policy 501](#)

Students in possession of a gun or other dangerous weapon, whether on their person, in their locker, vehicle, or school grounds, or in proximity thereto shall be:

1. Immediately suspended from school.
2. Referred to the police for legal disposition.
3. Referred to the appropriate District Placement Unit for educational disposition. If disposition does not occur within 15 school days, the student will be placed on homebound tutoring until such disposition is made. Return to a District 748 School Program, whether mainstream or alternative, will be considered by the appropriate District Placement Unit after a multidisciplinary team completes an assessment of the situation. Assessment will include but not be limited to such areas as age of the student, intent, mental state, degree of real or believed threat present, and the nature of the student's actions. The team will submit a written summary of findings and written recommendations about whether or not the student poses a threat to other students or staff and should be returned to a district program. Potential other options may include the student being returned to a mainstream school, being placed in an alternative program, being provided with homebound tutoring, or recommended to exclusion or expulsion by the board of education.

Definitions:

- **Assault** means to perform an act done with intent to cause fear in another of immediate bodily harm or death, or the intentional infliction of or attempt to inflict bodily harm upon another.
- **Bodily harm** means physical pain or injury, illness or any impairment of physical condition.
- **Dangerous Weapon** means any firearm, whether loaded or any device designed as a weapon capable of producing death or bodily harm or any flammable liquid or other device that in the manner it is used or intended to be used, is calculated or likely to produce death or bodily harm including guns, knives, metal knuckles and switchblade knives.
- **Great bodily harm** means bodily injury which creates a high probability of death, or means bodily injury which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily harm.
- **Gun** means a weapon or projectile device from which an object can be thrown by the force of an explosive, by compressed air or by springs. This definition includes anything resembling a gun in shape or operation.

- ***Intent and mental state*** means that the student either has a purpose to do a thing or cause the result specified or believes that the act performed by the student, if successful, will cause that result.
- ***Laser pointers*** Laser pointers are not allowed at school or at any sponsored school activity. Laser pointers will be confiscated.
- ***Nature of Actions*** Threaten means to express a purpose or intent to injure a person, property, or rights of another.
- ***Substantial bodily harm*** means bodily injury which involves a temporary but substantial loss or impairment of the function of any bodily member or organ or which causes a fracture of any bodily member.
- ***Use/possession of weapons*** means reckless handling or use of a weapon so as to endanger the safety of another; intentionally pointing at or toward another a gun of any kind, capable of injuring or killing a human being and whether loaded or unloaded, possession of any dangerous article of substance for the purpose of using it as a weapon against another.

V. Health & Safety

Absence Due to Illness, Injury, Surgery

As much advance notice as possible is helpful for teaching staff to prepare for a student's extended absence. If a student is absent due to illness for 3 or more consecutive days, the parent must obtain medical documentation from their healthcare provider. This documentation must include: the medical diagnosis, anticipated or actual date to return to school, restrictions necessary once the student returns to school, and the signature of the health care provider. This documentation should be sent to the attendance secretary and the District Licensed School Nurse. In some extenuating circumstances, it is at the discretion of the District Licensed School Nurse to require medical documentation as is deemed appropriate for extended absences from school by a student.

Accident Insurance

A low-cost accident insurance as a supplement to the family's regular coverage is offered by a private company. Information about the accident insurance is available on the website.

Air Quality

Due to potential allergic reactions, students may not bring pets or animals of any kind to Sartell Middle School. In addition, students may not bring to school or possess latex balloons, aerosols of any kind including aerosol perfumes, aerosol colognes, aerosol body or mouth sprays or any substance which may cause an allergic reaction or harm to others.

Emergency Drills: Fire / ALICE / Severe Weather

[District Policy 806](#)

The school district's All Hazards Plan requires Sartell Middle School to conduct a minimum of five fire drills, five lockdown drills, and one tornado drill during the school year. These drills will be held at irregular and unannounced intervals so that in an emergency the students will be able to follow procedures quickly and in a safe and orderly manner. Teachers instruct their students as to proper procedures for fire drills, ALICE drills and tornado drills along with directions being posted in every classroom.

The Sartell - St. Stephen School District has adopted the ALICE program, an active shooter/intruder response program. ALICE stands for Alert, Lockdown, Inform, Counter, Evacuate (in no specific order). Staff and students have been trained to alert others of the situation, providing as much information as possible, then lockdown by barricading doors and/or evacuating the building. Please click here to view an [overview about ALICE](#) and here to view a [video](#) with the Chief of the Sartell Police Department and Sartell-St. Stephen's School District Superintendent.

Food from Home

[District Policy 533](#)

To minimize the risk of foodborne illness in the school setting and to ensure safe preparation of food, no food shall be prepared in a student's residence and brought to school with the intent of sharing this food with other students. All food brought to school by students with the intent to be shared must be in commercially wrapped containers. It is acceptable for students to bring commercially wrapped food ingredients to school with the intent of preparing the food in school under the direct supervision of school personnel. If a student brings food to school and the origin of the

food is unknown, this food shall be sent home with the student. In addition to this, any commercially prepared food with an outdated freshness date will be sent home with the student. In all situations where food is brought to school and there is a concern of its origin or freshness, the classroom teacher will have the student bring this food home. No beverages, other than water, are allowed in the hallways, classrooms, media center and PAC without prior approval from administration. Teachers may allow water bottles in the classroom. Occasionally a teacher may ask that students bring items from home for a class as a learning experience. The school cannot assume responsibility for any items brought to school without request.

Immunizations

District Policy 530

The state of Minnesota requires that all students be appropriately immunized against the following diseases: Polio, Diphtheria, Tetanus, Pertussis, Measles, Mumps, Rubella, Hepatitis B and Varicella (chicken pox). Various grade levels have different requirements for the number of doses prior to certain grades. Please check with the health office at your student's school for the particular requirements for your student's grade level.

The State of Minnesota requires all entering students to be immunized against the following communicable diseases: Polio, DTP, Measles, Mumps, Rubella. A doctor's signature form is available in the school office.

Latex Safe Environment

The Sartell Middle School is a latex safe environment. Due to health concerns of our staff and students, please don't bring latex items into our school; this includes latex balloons. For questions and/or a list of items that commonly contain latex, see the school nurse.

Pets

The Sartell-St. Stephen School District does not allow pets at school or in classrooms due to: allergies, student fears, potential injuries, district liability etc. In the rare event that a pet would be allowed at school, it must be pre-approved by the building principal in advance of the anticipated activity.

Procedures for Administration of Medication

District Policy 516

1. Only medications with authorization from a healthcare provider will be administered in school and only if there is no viable alternative. This includes both prescription and over-the-counter medications, as well as dietary supplements and essential oils. Medications may include, but are not limited to: cough syrup, Advil, Pamprin, Tylenol, antacids, etc.
2. Students requiring medications at school shall be identified by parents/guardians and physicians. Students observed self-administering unauthorized medications will be reported to their parents/guardians and possibly face disciplinary action.
3. Parents/guardians shall complete and return to the health office the "AUTHORIZATION FOR ADMINISTRATION OF MEDICATION" form prior to medication administration. Note: the prescribing physician's signature is required on this form.
4. It is the parent/guardian's responsibility to see that the medication to be administered at school is in a pharmacy-labeled container which identifies the student (patient), medication, dosage, prescribing physician, current date, time to be administered, accurate directions for administration, and telephone number of the pharmacy.
5. A parent/guardian must deliver the medication and any refills to the health office. Controlled medications must be dropped off and picked up at the health office by the parent/guardian. Students may not transfer controlled substances to/from school.
6. Parents/guardians will be contacted if the permission form or labeling is not adequate, and therefore the medication will not be administered until all is compliant with the policy.
7. Medications ordered three times a day should be given at home unless medically indicated by the physician and must be given during school hours.
8. All medications must be picked up on the last day of school. Parents/guardians will have to make arrangements to pick up the medication(s). Any medications or individual medical supplies will be destroyed one week after school is out.
9. Medication administration is often delegated to health assistants and occasionally to trained administrative assistants from the main office; however teachers and/or other trained staff may administer medications while on field trips.
10. Any exceptions to this policy shall be reviewed and subsequently approved or denied by the District Licensed School Nurse.

Safe Entry

As our school district continues to increase safety and security procedures and protocols in school buildings throughout the district, we will use a visitor management system upon entry into all buildings. All visitors (parents, volunteers, professional personnel, etc.) will report to the main office. When checking in, visitors will need to provide a driver's license or other picture identification which will be used to create a personalized photo badge tailored to the nature of the visit.

Suicide Prevention Information

Anyone can dial or text 988 24 hours a day, seven days a week, to reach crisis support or to use an online chat feature to connect with crisis support. Dial 988 if you need help or if someone else needs crisis support.

Appendix A

SARTELL MIDDLE SCHOOL COMMUNICATION GUIDE

If you have questions about:	Contact	Phone Number	Email Address
Athletic or Activity registration, events, fees, etc.	Activities Director: Bruce Thompson Activities Secretary Amie Hentges Activities Assistant Porter Siltman	320-656-3718 320-656-3717	bruce.thompson@isd748.org amie.hentges@isd748.org
Media Center fines, overdue books, internet usage agreement, etc.	Media Center Staff: Neshaw Houg	320-656-3710	neshaw.houg@isd748.org
Instructional Technology Support	ITS Staff: Katie Martin	320-656-3710	Katie.martin@isd748.org
Student schedules, academic programming or concerns, mental health support, attendance records, etc.	Student Services/ Office Staff: Shannon Zinken (student last name A-K) Kate Turner (student last name L-Z) Natalie Helgerson	320-656-3710 ext. 3206 ext. 3204 ext. 3207	shannon.zinken@isd748.org kate.turner@isd748.org natalie.helgerson@isd748.org
Health Information, medication, health records, immunization records, etc.	School Nurse Jessie Suska	320-656-3710 ext. 3200	Jessica.suska@isd748.org
General information, scheduling meetings/appointments with office staff, fee payment, volunteer opportunities, etc.	Front Office Staff Receptionist Tanya Fuchs Administrative Assistant Doreen Schmidt	320-656-3710 ext. 3201 ext. 3213	tanya.fuchs@isd748.org doreen.schmidt@isd748.org
Special Education Programming	Special Education Coordinator Montana Peters	320-656-3710 ext. 3203	montana.peters@isd748.org

School Resource Officer	Jill Lundquist	320-656-3710 ext. 3208	jill.lundquist@isd748.org
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Statewide Assessments Parent /Guardian Refusal Information



Statewide Assessments:

Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 districts and charter schools. Minnesota prioritizes high-quality education and statewide assessments give educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA)

MCA and the alternate assessments (Minnesota Test of Academic Skills (MTAS)/Alternate MCA) are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

WIDA ACCESS and WIDA Alternate ACCESS for English Learners

The WIDA ACCESS and WIDA Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English, based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments gives families a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results for:

- Postsecondary Enrollment Options (PSEO) in grade 10.
- Course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.

English learners who take the WIDA ACCESS or WIDA Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions on how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form on the following page. Contact your student's school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For WIDA ACCESS and WIDA Alternate ACCESS, the student will not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any additional consequences for not participating.

Explore the
[Statewide
Testing page](#)
for more
information.

(education.mn.gov > Students
and Families > Programs and
Initiatives > Statewide Testing)

Additional Information

- On average, students spend less than 1% of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the October 1 each school year. Refer to your district or charter school's website for more information on assessments.

Statewide Assessments: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be submitted to your student's school or district office prior to testing.

First Name: Middle Initial: Last Name:

Date of Birth: Current Grade in School: Student ID Number (if known):

School: District:

Parent/Guardian Name (print):

Parent/Guardian Signature: Date:

Reason for Refusal:

Please indicate the statewide assessment(s) you are opting your student out of this school year:

- | | |
|--|--|
| ☐ Reading MCA/Alternate MCA | ☐ Science MCA/Alternate MCA |
| ☐ Mathematics MCA/MTAS | ☐ WIDA ACCESS/WIDA Alternate ACCESS |

Contact your school or district for more information on how to opt out of local assessments.

(Note: This form is only applicable for the 20 to 20 school year.)

Updated March 2025