

## 2023-24 Middle School Student Handbook Changes

### *Cell phones/electronic devices p. 8*

Student phones are to be silenced and kept in their lockers from 7:55 until 3:00. Students will not be allowed to possess their phone in the classroom unless directed to do so by the teacher. Students are not to possess their phone during the lunch period. During the 4-minute passing time students may check their phone and respond to parent messages. If a student needs to contact their parent/guardian during the school day they can request a pass from a teacher to use their device or the office phone. If parents /guardians need to communicate with their child prior to 3:00, they may contact the Middle School office.

The first and second violation of this rule will result in the student being directed to return their phone to their locker and the parent will be emailed. The third violation will result in after school detention. The fourth violation will result in a day of ISP (Individual Student Plan) and the 5<sup>th</sup> violation will be ATS (Alternative to Suspension). Violations will reset each semester.

**In order to possess these devices at school the student and their parent/guardian must have signed the Internet Use Agreement. Students bring these devices “at their own risk”. The School will not be responsible for lost, stolen or damaged devices. No student shall use a cell phone or camera to take photographs or video of students or staff without their prior consent while in school or on the school grounds, including the school bus. The use of any electronic device in restrooms and locker rooms is strictly prohibited.**

Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and gang activity. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district’s discipline policy. In addition, a student’s cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

### *Discipline p 8.*

#### Individual Student Plan (ISP)

Individual Student Plan supports students who may need more intensive help by developing and meeting each student’s unique needs, while supporting school success. It also identifies services the student will need to be successful.

Students will be in an alternative setting away from their peers. They will have access to instructional materials and teachers as needed to complete their work. Students will have an alternative daily schedule, and learning experiences as they work one-on-one with behavioral interventionist or school counselor to minimize or prevent the target behavior. Restorative practices will be used to foster healthy relationships with peers and school staff.

## Alternative To Suspension (ATS)

One of the top priorities of Howard Lake Waverly and Winsted Middle School is to establish a research-based alternative to Out-of-School Suspension program designed to address the academic, social, emotional, and behavioral needs of our students.

As a result, HLWW Middle School has created an Alternative to Suspension (ATS) Program. The ATS program is a multi-disciplinary approach that provides behavioral support while students maintain their current academic progress. Our goal is to provide students with social, emotional, and behavioral strategies within a positive and proactive learning environment. The ATS Program is intended to make consequences more restorative with learning opportunities to help students grow. The program also allows students to stay in school as opposed to being sent home for out-of-school suspension.

The structure of the Alternative to Suspension program consists of three components: 1) Academic, 2) Social, Emotional and Behavioral and 3) Restorative Practices.

The ATS Program is a 2-day program in which students will: work 1:1 with staff and our behavioral interventionist & school counselor. Students in ATS will receive academic time/support to stay current on classwork and receive lessons such as healthy relationships, impulse control and empathy. Students will reflect on their behavior and understand the impact of choices on others. Students will make amends and/or share what has been learned in ATS to grow from the experience & reduce the likelihood of recurrence. Students will also have the opportunity to perform service work within the school. If the required work is not completed for ATS an additional day may be required.

### Family and Parental Involvement

Most effective discipline models call for family and parental involvement. Parents will be notified of discipline infractions and the ATS program. Upon completion of the Alternative to Suspension Program, we will meet briefly with the parent or guardian in which the student will share their presentation created during ATS prior to resuming their scheduled classes.

**Students in ISP, ATS, and OSS are not eligible to practice or participate in activities or athletics on the days served.**

Student discipline will be educational and progressive in nature. For less serious violations the following progression of discipline will take place:

- 3 Lunch detentions
- 2 After school detentions
- 1 ISP (Individual Student Plan)
- 1 ATS (Alternative to Suspension)
- OSS (Out of School Suspension)

Serious violations will be ISP, ATS or OSS

## *Dress and Appearance p. 13*

Add ripped or cut off shirts

## *Health Services p. 16*

### **Health Services**

*“Students need to be healthy to be educated and educated to be healthy” - unknown*

Health services information can be found on the school website: [www.hlww.k12.mn.us](http://www.hlww.k12.mn.us) under Departments>Health Services. You can download forms and get information on a variety of student health concerns and resources.

### **Visiting the Health Office**

Students may visit the health office at any time during the school day to visit health office staff. The health office assistant is trained and supervised under the district Licensed School Nurse. The health office assistant will care for minor health concerns, allow the student to rest, advise the student to return to class, or call the parent, if appropriate. The health office assistant will contact the district nurse if further assessment and intervention is necessary. If the student is not feeling well enough to remain in school, the health office assistant will contact the student’s parent/guardian. Students who become ill or are injured during the school day are not to leave the building without permission from the parent or guardian through the school health office. Parents are expected to have a plan in place to pick up their student(s) in a reasonable amount of time. In the event of an emergency, health office staff will contact emergency medical services first, followed by the student’s parent/guardian.

### **Keeping Your Student Home From School**

Please consider these Minnesota Department of Health guidelines when deciding if your child is healthy enough to attend school.

- Fever of 100 degrees fahrenheit or greater. Students must be fever free for 24 hours without the use of fever reducing medications before returning to school. Please do not give your child acetaminophen or ibuprofen to reduce a fever and then send them to school.
- Vomiting/Diarrhea. Please keep your child at home for 24 hours following the last episode of vomiting or diarrhea.
- Undiagnosed rash. If your child’s healthcare provider determines that the rash is not contagious, they may return to school immediately. If contagious, please follow your healthcare provider’s instructions.

### **Health Conditions**

Students attending school with a chronic health concern will have an individualized health plan (IHP) on file. The IHP outlines a description of the health concern, interventions and expected outcomes for the child to remain in school. The plan is updated annually by the licensed school nurse. The district licensed school nurse will meet with parents/guardians in person or by phone to discuss a plan of care. The parent/guardian will provide updated doctor’s orders for the school year, or will provide written consent for health office staff to request pertinent information from the prescribing provider(s). Updated doctor’s orders should be submitted to the health office in August. Orders must be updated annually and as needed if changes are made. Submitting updated orders before the school year allows time for the licensed school nurse, health office assistants and other applicable school faculty to receive training and or make plans for your student.

Students with health concerns, such as severe allergies, seizures, diabetes or asthma, will have an emergency action plan (EAP) on file. The EAP will outline doctor’s orders in the event of an emergency, prescribed emergency medications, parent/guardian contact information and the prescribing provider’s contact information.

Emergency action plans will be shared with the appropriate designated school faculty in the event an emergency occurs in the classroom or on an off-campus field trip.

### **Medication Administration in School**

We promote safe medication handling and administration. Please review Policy # 516 on our website: [hlww.k12.mn.us](http://hlww.k12.mn.us) under “District” for all details related to medication administration and management in our schools. Parents/guardians must transport all controlled substances and prescription medications, not including epinephrine pens or rescue inhalers.

Health office staff may administer prescription medication to your child during the school day. A parent/guardian must complete and return a prescription medication permission form before health office staff will initiate medication administration. This must be completed annually for recurring medications. All medications must be non-expired, labeled with your child’s name and stored in the original packaging. Parents and guardians are asked to pick up any unused or expired medications at the end of the school year. Medications will be disposed of per Policy 516 if they are not collected at the end of the school year.

Only high school and middle school students may carry prescribed rescue inhalers and epinephrine auto-injectors if the parent/guardian signs the prescription medication permission form and provides an emergency action plan signed by the prescribing physician. The licensed school nurse will complete an assessment with the student required by Minnesota state statute 121A.221. The school nurse will determine the student’s ability to appropriately recognize the need for the inhaler, proper administration of the inhaler and education regarding the maintenance of asthma.

If you choose to have medications such as acetaminophen, ibuprofen or moisturizing lotions available at school for your child, parents/guardians must complete the over the counter medication permission form and return it to the health office. This must be completed annually for recurring medications. The dosage may not be more than the manufacturer’s label states. A physician signature is required if the dosage is higher than the “as directed” amount. Middle school students are not permitted to self-carry over the counter pain relief medication. Supplements not approved for children by the Food and Drug Administration are not allowed in school or on trips facilitated by the district.

### **Health Screenings**

Health office staff, under supervision of the Licensed School Nurse, will conduct health screenings for your child. Frequency of annual screenings is based on grade level as well as student needs & Minnesota Department of Health recommendations. Screenings may include:

- Hearing
- Vision

The licensed school nurse will contact parents/guardians to discuss abnormal results and provide referral for additional medical follow-up.

### **Student Health Records**

The health office will maintain an ongoing health record for each student enrolled. Health records will be maintained electronically in the district’s student administration system. Paper copies of health records, such as shared immunization records, doctor’s notes, hearing and vision screening, etc. will be maintained in a confidential file. Only authorized staff will have access to student health records. Health office staff may share individual health plans or emergency action plans with the applicable designated school faculty to promote student safety.

### **Immunizations**

Minnesota law requires children enrolled in school to be immunized against certain diseases or file a legal exemption. Non-medical exemptions must be notarized. Medical exemptions require a signature from your child’s healthcare provider. Please be sure your child’s immunization information is up-to-date **prior to the start of the school year**. An immunization record or record of exemption must be on file prior to the start of the school year. For more information, please visit [www.health.state.mn.us/people/immunize](http://www.health.state.mn.us/people/immunize).

Immunization requirements to enter 7th Grade

- 3 Hepatitis B
- 5 DTaP, DT, Td (Diphtheria, tetanus, and pertussis)
- 4 Polio
- 2 MMR (Measles, mumps, rubella)
- 2 Varicella (Chickenpox)

\*The above vaccines are traditionally administered by the time your child starts Kindergarten.

- 1 Tdap at age 11-12 (Booster shot)
- 1 Meningococcal

If you have any questions pertaining to your student's health, please call your child's school health office or contact the district nurse at 763-290-3889 or [morgan.johnson@hlww.k12.mn.us](mailto:morgan.johnson@hlww.k12.mn.us)

Align Handbook to the MSBA Model 2023 Revised student handbook.