

## DEAR STUDENTS AND PARENTS,

Every day when you enter the doors of Buffalo Community Middle School, you become a welcomed partner of a unique community. As a member of this community you will be expected to take responsibility for your decisions and actions, to treat others with respect, and have a positive attitude. You have the basic right to a safe, respectful environment in which to grow and learn successfully. Buffalo Community Middle School further believes that our success will be enhanced by the active involvement of home and community.

Sincerely,

Julie Swaggert, Principal  
Buffalo Community Middle School

### DAILY SCHEDULE

1 <sup>st</sup> hour:	7:45	-	8:38
2 <sup>nd</sup> hour:	8:43	-	9:36
3 <sup>rd</sup> hour:	9:41	-	10:34
4 <sup>th</sup> hour:	10:39	-	12:02
8 <sup>th</sup> Grade Lunch	10:39	-	11:04
7 <sup>th</sup> Grade Lunch	11:09	-	11:34
6 <sup>th</sup> Grade Lunch	11:37	-	12:02
Prime Time	12:07	-	12:24
5 <sup>th</sup> hour:	12:29	-	1:22
6 <sup>th</sup> hour:	1:27	-	2:20

8 <sup>th</sup> grade	lunch is from 10:39 – 11:04 4 <sup>th</sup> hour at 11:09 – 12:02
7 <sup>th</sup> grade	4 <sup>th</sup> hour starts at 10:39 – 11:074 lunch from 11:09 – 11:34 4 <sup>th</sup> hour continues from 11:37 – 12:25
6 <sup>th</sup> grade	4 <sup>th</sup> hour starts at 10:39 – 11:34 lunch 11:37 – 12:02

### TWO HOUR LATE START

*Prime Time does not meet on late start days*

1 <sup>st</sup> hour:	9:45	-	10:15
2 <sup>nd</sup> hour:	10:20	-	10:50
4 <sup>th</sup> hour:	10:55	-	12:20
8 <sup>th</sup> Grade Lunch	10:55	-	11:20
7 <sup>th</sup> Grade Lunch	11:25	-	11:50
6 <sup>th</sup> Grade Lunch	11:55	-	12:20
3 <sup>rd</sup> hour:	12:55	-	1:05
5 <sup>th</sup> hour:	1:10	-	1:40
6 <sup>th</sup> hour:	1:45	-	2:20

“An annual review of the school’s discipline policy was conducted as a part of the process of assembling this year’s handbook.”

# GENERAL STUDENT INFORMATION

## • SUPPORT SERVICES

**Counseling and Social Work Services** – You may make an appointment with the school counselor or social worker by going to the support services hallway. They are available to talk over problems you might be having with your school work, fellow students, teachers, family, etc. Our counselors are Penny Thalacker (682-8217) for 6<sup>th</sup> grade and 8<sup>th</sup> grade last names (L-Z) and Lori Tenny (682-8219) for 7<sup>th</sup> Grade and 8<sup>th</sup> grade last names (A-K).

**Health & Nursing Services** - The health office is directed by a Licensed School Nurse and staffed by a health aide. Students who become ill during the school day are to report to the health office. The health aide will assist students in determining what they should do. Students who need to take medications during the school day are to bring medications to the health office. Parental permission is required to use any medication at school and a physician's order is necessary for any prescription medications. The health office will hold over the counter medications (such as Tylenol or ibuprofen) as it may not be kept in your locker. Forms for medication use during school may be picked up from the health office.

If students have special health needs such as diabetes, seizures, asthma or ADD, please feel free to contact the school nurse with questions or concerns. Mary Piekarski, the health aide's number is 763-682-8208 and Stephanie Gleason, the school nurse's number is 763-682-8211.

**Special Education** - Trained staff are available to provide students who have learning and physical handicaps with help and support.

**Police Resource Officer** - Josh Erickson, our School Resource Officer at Buffalo Community Middle School, is available to students, staff, and parents. He can be reached at 763-682-8220.

## • STUDENT HOURS

If you arrive before 7:20 am, you should wait in the mall area until you hear the bell. If you are here after 2:35 pm, you must be in a supervised activity.

## • ACADEMIC TEAMS

Every sixth and seventh grade student is a member of a team. Each team is a smaller community within the larger school. Most team classes are in a common area, and your schedule is flexible depending on the plans made by the team teachers.

## • MEDIA CENTER

You are always welcome in the Media Center – before classes begin, with your class, or with a pass from your teacher. The Media Center is a place to look for materials, read, or work quietly. Please follow instructions given by Ms. Bauernschmitt. You may check out books for 3 weeks and magazines for 1 week. A charge will be assessed for books lost or not returned.

## • FOOD SELECTIONS

The school cafeteria is a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered for \$2.30. A breakfast program will be available from 7:00 am until 7:40 am at a cost of \$1.50. Money needs to be deposited in the lunch ticket box before 9:30 am to be available that day. Free and reduced lunches are available after filling out a qualifying application. Parents can call our food service at 763-682-8233 for lunch account information or sign up for PAMS ([www.paypams.com](http://www.paypams.com)), a web based system to keep track of all lunch accounts. Please remember to keep our lunchroom clean by picking up your garbage and returning all trays and utensils to the dishwashing carts neatly stacked.

## • LOCKERS

Please use the locker assigned to you. Do not give your locker combination to another student. Hall lockers and physical education lockers are “on loan” to students for the school year and remain the property of the District 877. School locks can be purchased in the front office for \$4.00. The school reserves the right to inspect lockers when building administrators deem such action

necessary to insure the safety and welfare of students and staff. It is the individual student's responsibility to keep his/her locker clean and neat inside and out. Students are advised not to keep money or other valuables in their lockers. The school will not be responsible for lost or stolen property. Students are expected to keep hallway and physical education lockers locked at all times. If the administration has *reasonable suspicion* that a student may be in possession of something dangerous or illegal, the school reserves the right to search lockers or a student's personal property.

### • STUDENT RECORDS

District 877 shall permit the parents of a student or an eligible student who is or has been in attendance in District 877 to inspect and review the educational records of the student except those records which are made confidential by state or federal law. District 877 shall comply with a request immediately, if possible, or within five days of the date of request, excluding Saturdays, Sundays and legal holidays. If District 877 cannot comply with the request within that time, the responsible authority shall so inform the requestor and may have five additional days within which to comply, excluding Saturdays, Sundays and legal holidays.

### • VISITORS

Any visitors who come to the school during the school day must sign in and wear an identification badge. We ask that all visitors follow these procedures so that we can ensure the safety of our students. **Students are not to bring other student guests during the school day.** Requests for visitations due to extenuating circumstances must be cleared by an administrator at least one day in advance.

### • BUS POLICIES

Each Fall, the school sends out a transportation policy which explains the bus rules. Riding the bus is a privilege, not a right and failure to follow the rules will mean loss of bus riding privileges. Due to budget restrictions, there will be no after school activity buses this year. It is also the expectation that all students will ride his or her own bus to and from school. **It is district policy that students may not ride to school or home on another student's bus, unless approval by a principal for an emergency situation.**

## ACADEMIC INFORMATION

### • ACADEMIC INTEGRITY

All BCMS students are expected to adhere to the fundamental values of academic integrity which include honesty, trust, fairness, respect and responsibility. Scholastic dishonesty is defined as cheating on assignments or tests, plagiarizing, altering, fabricating, forging, or acting alone or in cooperation with another to falsify records or to obtain dishonestly homework, tests or grades.

### • PRIME TIME

Following fourth hour each day, all BCMS students meet in their Prime Time groups. These groups include sixth, seventh, and eighth graders together with an advisor, who will remain with the group all three years. This time will be spent learning about our school and one another, developing relationships, promoting reading, and having an adult who is there to answer any questions for you.

### • STUDENT GRADE REPORTS

Parents and students will have access to mid-term progress reports and term report cards through the Infinite Campus portal. Parents must request a paper copy of report cards if they so desire.

### • INCOMPLETE GRADES

Students must complete all course work and graduation standards before the end of the term. In the event that an extenuating situation exists which may require additional time for completing

course work, a student must request from a principal the form for incomplete grades. All incompletes will change to an F by mid-term of the following quarter if they are not completed.

## • GRADING SYSTEM

Buffalo Community Middle School's grading system is based on the following 12-point system:

(A+) = 12	(B) = 8	(C-) = 4
(A) = 11	(B-) = 7	(D+) = 3
(A-) = 10	(C+) = 6	(D) = 2
(B+) = 9	(C) = 5	(D-) = 1
		(F) = 0

Students will be recognized for scholastic achievement by a published honor roll. To be included on the "A" honor roll, students must achieve a grade point average of 10.00 or above. To be included on the "B" honor roll students must achieve a grade point average (GPA) from 7.000 to 9.999. All 8<sup>th</sup> grade students successfully completing Earth Science will receive ½ credit toward High School graduation. Students in the top 8<sup>th</sup> grade math class will receive one high school credit upon successful completion of the course.

## • ACADEMIC AWARDS

Buffalo Community Middle School recognizes superior academic achievement. Students with a cumulative 10.5 grade point average for the first three quarters will receive a *Presidential Academic Award Certificate*.

## • STUDENT OF THE WEEK

Teams and departments name weekly recipients of "Student of the Week" awards. Students receive a certificate from their teacher(s) describing positive contributions the student has made to Buffalo Community Middle School. Once a month, students and parents are invited to a morning breakfast and recognition ceremony.

# ATTENDANCE PROCEDURES

## • STATEMENT OF PURPOSE

The administration and faculty of Buffalo Community Middle School believe that regular school attendance is a significant and valuable component of a student's education. Regular attendance is directly correlated to successful academic achievement. Moreover, consistent school attendance is one means by which a student develops responsibility and self-discipline. For these reasons, student absence from school should be limited to those instances in which it is unavoidable. Each student, his or her parent or guardian, and the school share an obligation to encourage and insure the student's continuous school attendance. The school may request medical verification for excessive absences. This philosophy is reflected and implemented in the Attendance Policy of Buffalo Community Middle School.

## • ABSENCE FROM SCHOOL 763-682-8242 – ATTENDANCE HOTLINE

If a student is gone from school for any reason, parents or guardians need to call the absence in to the attendance hotline listed above, or send a note to school with their son or daughter as to why they missed. A student will be considered absent when the student is missing from school for any day or part of the day. When absences from school become habitual, a letter requesting medical verification will be sent home. From that point on, all additional absences will require medical verification to be considered excused.

### Reporting Procedure

Before or on the morning of a student's absence, the student's parents or guardian is requested to call the attendance clerk's voice mail at 682-8242. This number may be accessed 24 hours a day.

**STUDENTS AND PARENTS SHOULD BE AWARE THAT IF THE SCHOOL DOES NOT RECEIVE VERIFICATION TO EXCUSE THE ABSENCE WITHIN TWO DAYS OF THE ABSENCE, THE ABSENCE MAY BECOME A TRUANCY.**

### **Excused Absences**

The school reserves the right to excuse a student from school. Valid excuses for absence/tardies may include: illness, medical or dental appointments, death of a family member or close relative, religious reasons, official school field trips, co-curricular events, suspension, up to two (2) days for significant family event, and other absences/tardies at the discretion of the building administration.

### **Unexcused Absences/Tardies**

Those absences/tardies which are not listed under Excused Absences/Tardies and are not excused by an administrator shall be considered unexcused, i.e., missed the bus, overslept or personal reasons. A student cannot have perfect attendance if he or she misses any class period of the day without a valid excuse.

- **ADVANCED MAKE-UP**

Students who are absent because of activities, vacations, and other scheduled or prearranged activities must notify the office with an advanced notification **before** their absence or the absence may be considered unexcused/truant. Advance notification forms are available in the office. Homework must be completed in advance of the absence or other arrangements must be made with your teachers.

- **MAKE-UP WORK**

When a student returns to class from an unanticipated absence, the teacher will provide make-up work and a clearly defined due date for that make-up work.

- **TARDINESS**

We believe that being on time is a very important life skill. Students are expected to be in class when the class begins. Students who are tardy at the start of the school day should report to the front desk and sign in. Students should be aware that tardiness may result in loss of credit for coursework missed.

- **TRUANCY**

#### **Definition:**

When a student is absent from any class without parental request and administrative approval, the absence is considered a truancy. Absences that are not excused within two days are truantries. Remember the attendance telephone line is accessible 24 hours a day. It is the student's responsibility to make sure his or her absences are verified. Minnesota law defines a student as "continuing truant" after only three class periods without a valid excuse on three different days. A child becomes a "habitual truant" in the eyes of the law when he or she is absent without a valid excuse for one or more class periods of seven school days. At this point a truancy petition will be filed with the county, and parents will be required to provide a doctor's excuse for any future absences. A doctor's note may also be required for excessive excused absences.

## **EXPECTED BEHAVIORS AND REQUIREMENTS**

- **BUILDING A POSITIVE SCHOOL COMMUNITY**

All BCMS students are expected to respect the others in our school community. Our motto about bullying in our school is, "No Way, Not Here, Not in My School!" Students not in compliance will be asked to attend a class on building respect during lunch with the counseling office staff.

- **EXPECTED BEHAVIOR**

Students are expected to demonstrate appropriate behavior in the school, in the classroom, and at

all school activities. Good behavior is necessary to provide a successful educational environment. The following guidelines will help insure that the educational program can function to the best advantage for all students and staff.

1. Be present in classes daily.
2. Be in class on time.
3. Be prepared for class.
4. Bring all required materials to class, i.e., books, paper, pencils, physical education clothes, etc.
5. Be attentive to classroom activities.
6. Make an effort to be successful.
7. Participate in classroom activities.
8. Show respect for teachers, other students, and school property by not engaging in activities, which disturb the class or school environment.
9. Do not use vulgar or offensive language to staff members or other students. (Includes writing on lockers, walls, etc.) This includes any written, verbal or implied threats.
10. Skateboards, roller blades, and roller shoes are not allowed in the building.
11. Follow the directions of teachers and supervisors. Insubordination or the refusal to follow the directions of a teacher or supervisor is considered serious.
12. Help keep classrooms and our school neat and clean.
13. Take care of school property.
14. Do not bring valuables to school. Keep personal property in your possession or in a LOCKED locker.
15. Students will have opportunities to recite the Pledge of Allegiance. Any person may elect not to and students must respect another person's right to make that choice.
16. Ethical use of electronic equipment & technology is expected.
17. Backpacks are not allowed in all areas of the building. Students will place them in their lockers when they arrive, and leave them in their lockers until time to leave. Students are encouraged to work on organization and plan locker stops so that carrying a backpack is not necessary.
18. Pictures and video taken by non-school personnel on school grounds or during school sponsored activities is not allowed without written consent.
19. All bikes must be locked on bike racks, which are located near the pool doors and in the upper parking lot. For safety reasons, bikes and skateboards are not to be used in the bus loading area.

### • **BEHAVIOR INTERVENTIONS**

Various intervention strategies will be used when infractions of school rules occur including consequences such as detentions, suspension, or in severe cases expulsion. Parent conferences are necessary for re-admittance following a student suspension. Our school resource officer may talk to students about any school rule infraction.

### • **PHONES IN SCHOOL**

Cellular phones are not allowed in the classroom setting. If you choose to bring a cell phone to school, the school is not responsible for loss or theft. Students using electronic equipment during the day without teacher permission will lose possession of the item and parents may be asked to pick them up in the front office. If students wish to contact a parent or guardian during the school day, phones are available for you in the front office.

### • **INAPPROPRIATE CLOTHING/ACCESSORIES**

Clothing is generally acceptable for school wear as long as it does not jeopardize anyone's health or safety, does not disrupt the teaching/learning process, does not create school disorder, and is not immodest in any respect. You may not wear hats, bandanas, or other headwear in the build-

ing. No chains may be visible. Students may not wear clothing or accessories which display words or images advertising directly or indirectly, alcohol, tobacco, drugs or related products or which promote the use of these products or which are profane, obscene, or sexually suggestive.

### • **STUDENT TOBACCO USE POLICY**

Buffalo Community Middle School is a tobacco free school. Student use and/or possession of tobacco in any form will not be permitted on or adjacent to or within sight of any district property, on district property, on district school buses or loading or unloading areas or at any school event, home or away. Minnesota State Law prohibits anyone under 18 to possess/use tobacco. In addition to receiving school consequences, violators will be referred to the School Resource Officer.

### • **DRUGS AND ALCOHOL**

The possession or use of drugs or alcohol is a serious violation of state laws and punishable by fines and/or imprisonment. Violators will be reported to the proper authorities and/or social agencies. Students who are under the influence of chemicals while at school, or who consume, sell, give away or have possession of drugs, paraphernalia, or alcohol on school property or at school sponsored activities may be suspended or expelled from school. Illegal substances and related items will be confiscated. Before the student can be readmitted to school, a conference consisting of parents, student and the principal will be arranged to determine the best course of action for the student and the school. If exclusion or expulsion is recommended, it will follow state law. In addition, principals may send a student home if the principal suspects (via smell, action, and/or appearance) that a student has used drugs/alcohol. Our goal is to handle the situation in a manner that is in the best interest of the student, the student body and staff.

### • **SUSPENSION**

Occasionally it becomes necessary to suspend a student from school. In this event, the Minnesota State Law (MSA 127.26-127.40) will govern all procedures: Students may be suspended from school for any of the following:

1. Willful violation of any school regulation.
2. Willful conduct which materially and substantially disrupts the right of others to an education (this includes test cheating, harassment, threats of physical or mental harm, and/or offensive language).
3. Willful conduct which endangers persons or property (fighting, vandalism, stealing).
4. Other violations included in the District School Discipline Policy.

### • **EXPULSION**

Expulsion is defined by Minnesota State Law (MSA 127.26 - 127.40) as: "Expulsion" means an action taken by a school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond one calendar year. Students will be recommended to the Board of Education of Independent School District #877 for expulsion from school for severe or persistent violation of school policy.

### • **SCHOOL SAFETY**

All doors are to remain locked during normal school hours with the exception of the south side of the building by the office. Students are asked to help us by not opening any back doors for any reason during the day. All district employees have identification badges to wear during student contact hours. Any visitor, parent, or worker should register in the office and wear a visitor's badge. If you see anyone without a badge, please tell the nearest adult. If you hear any information that could result in harm to any person or property, report that information to the nearest adult. Video cameras are used throughout the hallways to ensure student safety. We have regularly scheduled fire drills, severe weather drills, and lockdown drills each year. Please participate and cooperate as if they are real so we can be prepared these situations if they occur.

## • DANGEROUS WEAPONS POLICY

It is the policy of the Independent School District 877 to maintain a learning and working environment that is free from threats or harmful influence of any person(s) or group(s) that exhibit and promote violence and disruptive behaviors. The Board of Education is committed to promoting healthy human relationships, working and learning environments that are physically and psychologically safe. It shall be a violation of this policy for any pupil or staff member to possess a firearm or a dangerous weapon when in the school building, or school grounds, on the school bus or on any school-related activity. District personnel or students shall not bring or store a "dangerous weapon" on school property. This policy does not apply to firearm safety, color guard or marksmanship courses or approved activities that may be conducted on school property.

## • COMPUTER/INTERNET USAGE

During the first weeks of school all students will receive copies of the Buffalo High School computer and Internet usage policy. Students will sign a sheet saying that they know, understand and will abide by these policies. Computers at Buffalo Senior High are to be used for schoolwork and all printing must be related to school projects.

## • RACIAL/RELIGIOUS/SEXUAL HARASSMENT & HAZING

It is the policy of Independent School District 877 to maintain a learning and working environment that is free of Racial/Religious/Sexual Harassment & Violence.

It shall be a violation of this policy for any student or employee of School District 877 to harass a student or employee through conduct or communication of a racial/religious sexual nature or hazing nature.

The school district will act to investigate all complaints, either formal or informal—verbal or written. The school district will discipline any student or employee who violates this policy.

Students are requested to complete a "Student Concern Report Form" to provide documentation of any Racial/Religious/Sexual Harassment & Hazing. These forms are available from a principal or the front office.

## • RELEASE OF STUDENT DIRECTORY INFORMATION

In accordance with the Minnesota Data Practices Act, Buffalo-Hanover-Montrose Schools may release the following information without permission unless the district has been notified that it should not be released.

- Student's name, address and telephone number
- Student's gender and date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance and grade levels completed
- Degrees and awards received
- Most recent previous educational agency or institution attended
- Photographs for school district publications and local newspaper \*

Parents or students ages 18 or older who do not want this information released must notify the district in writing by October 1, 2007.

\*Throughout the year, photographs are taken in classrooms and at school activities. Some of these may be published in district publications or submitted to local newspapers. Parents may request that their children's photographs and identifying names not be published. This request must be made in writing to the District Communications Coordinator.

## • STUDENT RECORDS POLICY

District 877 shall permit the parents of a student to inspect and review the educational records of the student, except those which are made confidential by state or federal law. District 877 will

comply with the request as soon as possible or within five days of the date of the request, excluding Saturday, Sunday, and legal holidays. If we can't comply within five days, the parent will be notified and an additional five days will be permitted.