

DISTRICT 281 SCHOOL BOARD Mission and Vision

Mission

The mission of Robbinsdale Area Schools is to inspire and educate all learners to discover their potential and positively contribute to their community.

Vision

Every student, staff member, parent and community member takes pride in Robbinsdale Area Schools.

PLYMOUTH MIDDLE SCHOOL VISION & BELIEF STATEMENTS

Vision Statement

We are a learning community dedicated to maintaining a healthy educational environment where all students are supported to meet rigorous academic goals.

Belief Statements

Climate – We believe:

- that differences contribute to the richness of the school;
- in the importance of mutual respect and a sense of unity among students, families, and staff;
- that school should be relevant and meaningful to students' present and future needs;
- that students, families, and staff will listen, share, and interact to help make important decisions about each student's educational experiences.

Program – We believe:

- that students are most successful in an active learning environment with a wide range of materials and media;
- that curriculum should be flexible, adaptable, and take the needs of the learner into account;
- in providing personalized and varied performance expectations, and in recognizing our students and staff for their accomplishments;
- in encouraging students to be enthusiastic about learning and feel pride in themselves and in their school.

PLYMOUTH MIDDLE SCHOOL ADMINISTRATIVE TEAM

- Bruce K. Beidelman, Principal
- Erick D. Norby, Assistant Principal, 8th Grade Administrator
- Krista Range, Assistant Principal, 6th Grade Administrator
- Jackie Reiter, TOSA, 7th Grade Administrator
- Jill Barthel, Building Secretary

PLYMOUTH MIDDLE SCHOOL 2013-14 HOURS

School Hours

8:10 AM – 2:55 PM

Office Hours

7:30 AM - 4:00 PM

Plymouth Middle School Calendar

**2013-14 School Year
Holidays, Holy Days & Other Important Dates**

**2013-14 School Year
Holidays, Holy Days & Other Important Dates**

WHAT IS A MIDDLE SCHOOL?

- It's belonging to a team
- It's stressing organizational and academic skills
- It's focusing on the student and his/her development
- It's flexible scheduling to meet students' needs
- It's teachers skilled in teaching at this level
- It's learning how to learn
- It's learning to be self-directed, accepting responsibility and independence
- It's an opportunity to experience success
- It's interdisciplinary teaching where appropriate
- It's a school designed especially for the needs of students between the ages of 11-14
- It's for students changing from childhood to adolescence.

What is a Team?

A team consists of five core teachers (math, English, social studies, reading 7 & 8, global language 6 & 8 and science) who meet to plan curriculum and discuss student and program concerns. Allied arts teachers and support staff also attend meetings of the team to which they are assigned. Core teams are organized in the following manner:

Members of each team will share the same students, thereby gaining a greater rapport between teacher and student team members. All students will have a group with which to identify. Special programs such Pre-AP, special education, ELL, and/or accelerated courses may cause a student to be cross-teamed. Parents and/or students may be asked to meet with their core team of teachers to address academic or behavior concerns. Parents should feel free to request such a meeting.

Schedule Changes

Schedule changes will be considered for the following reasons:

- The student is misplaced in the class (determined by teacher).
- Change in the students' program of study.
- Error in scheduling on the school's part.
- Student has an irresolvable course conflict.

Allied Classes

Plymouth Middle School has a variety of allied arts classes that students will take over the course of their time at Plymouth. Counselors take great care to assure that students get the opportunity to experience as many of the allied classes as possible. The allied classes students are scheduled for is based on the individual student's academic need, student's previous course experiences and the number of students in the grade level.

Allied Arts Course Offerings:

Family and Consumer Science 6-8	Technology Ed. 6-8	Music 6-8
Art 6-8	Health 7-8	Physical Education 6-8
Extended Math 6-8 (assigned by need)		AVID 7-8 (application required)

STUDENT SUPPORT SERVICES AT PLYMOUTH MIDDLE SCHOOL

Who We Are...

Grade 6:	Guidance Counselors: Shelly Hughes	763-504-7123
	Administrator: Krista Range	763-504-7125
Grade 7:	Guidance Counselors: Mary Ann Fest	763-504-7121
	Administrator: Jackie Reiter	763-504-7127
Grade 8:	Guidance Counselors: Deb Dragseth	763-504-7122
	Administrator: Erick Norby	763-504-7102

As members of the educational team, we support students, teachers, and families to enhance academic success. We are here for *all* students. There is one counselor assigned to each grade level. We work with students individually and in groups on a wide variety of issues, including academic planning, goal-setting, and problem-solving. (Students who are in need of greater levels of support are referred to outside organizations). In addition to working directly with students, counselors are responsible for grade reviews to identify students who need more assistance, student registration, program placement, and coordination of standardized testing. Counselors also work closely with the grade level teams to begin interventions for special education or other support programs. We work closely with parents to facilitate communication (i.e. student/parent, teacher/parent).

Social Worker – Cindy Pearson-Cater **763-504-7120**
Julie Dahl **763-504-7184**

The School Social Worker is involved in Special Education referral, assessment and support services. She is available to all students, families, and staff for general support related to school, family, and personal problems and to provide referrals to community resources. She is also responsible for monitoring attendance and following up on truancy.

Psychologist – Dave Peterson **763-504-7076**

The school psychologist collaborates with parents and staff to facilitate student achievement. Psychologist duties include: assisting staff in developing classroom interventions, performing academic and/or behavioral assessments for eligibility in special education, and communicates/interprets findings to parents and staff. The psychologist facilitates an understanding for staff and parents about how the special education process works and works with students with more severe behavioral and emotional issues to help them be more successful in school.

Student Advocate/Home-School Liaison **763-504-7081**

This individual acts as a liaison between home and school, facilitating communication and building relationships. As a consultant to teachers and staff on issues of culture, heritage, and background, the Home-School Liaison/Student Advocate ensures that students and families are treated equitably. This person works with students individually and in classroom settings to teach them to be more successful in school.

School Resource Officer – Dallas Gjesvold **763-504-7117**

Officer Gjesvold is in the building full time. He assists in classrooms by presenting information to students and teachers. Officer Gjesvold acts as resource for students and parents.

PBIS Tier 2 Specialist **763-504-7100**

The cultural liaison/behavior interventionist works with staff, students and parents to develop and monitor academic and behavioral interventions for students.

Nurse – Sharon Cassidy

763-504-7109 or 7108

The Health Office services students needing first aid, medication, and/or other treatments. The school nurse coordinates vision, hearing, and scoliosis screenings.

It is important for students to attend class and may see the health office staff only if they are vomiting, bleeding, possible fever, needing medication, or injured. The health office does not provide any medication or treatments. These must be provided by the parent/guardian with written doctor orders, and written parent permission. **The medication must be in the pharmacy bottle or store bottle (over the counter medication) for the health office to accept it. Parents are responsible for obtaining this information.**

Any student who will not participate in physical education class will need a written doctor’s note for it to be and excused absence.

All students’ immunization (shot) records must be compliant with Minnesota state law throughout the entire school year. Written notification will be sent to the student’s parent/guardian if the records are not compliant throughout the school year. Exclusion from school will occur if records are not compliant.

All phone numbers for parents/guardians must be kept current so the school health office may reach family or an emergency contact in case of illness or injury.

The SAT Team (Student Assistance Team)

The entire support staff, including administration and representatives from the Special Education Department, meets weekly to discuss individual student and programming needs. Teachers are welcome to join the meeting when they have insight regarding a student concern. The SAT meeting is where we coordinate student services and initiate interventions, assessments, and referrals. The SAT team is one link in the referral process to: Special Education and other support services and programs. Teachers will decide as a team to present a student/issue to the SAT team after they have done and documented their own interventions.

Other Support Services

Please contact the District Office for the contact person for each specific support service at 763-504-8000.

- **Native American Advocate** **763-504-7078**
- **Liberian Advocate** **763-504-7746**
- **Spanish Bilingual Home School Liaison** **763-504-7981**
- **African Home School Liaison** **763-504-7100**
- **TreeHouse** **763-533-9667**
- **Community Mediation Services** **763-561-0033**
- **Youth Connections Referral Source for Families** **612-490-0726**
- **Boulder Options** **612-338-8800**

Any of the Plymouth Middle School support staff can be reached by calling
Guidance Office **763-504-7119**

IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

Daily Announcements

There are several ways a student and parents can find out about upcoming activities and changes in daily routines:

- Daily announcements, will be given during periods 4 and 5 depending on the students grade level in the classroom each day.
- Announcements, including sports cancellations, will be posted on the website.
- Plymouth Middle School Website: <http://pms.rdale.org/>.

Field Trips

Some field trips are a part of the curriculum or enhance the curriculum at Plymouth Middle School. All students who participate in scheduled field trips are expected to follow team procedures regarding permission notes and behavior standards. Students who have questions relating to field trips should contact their teacher. Funding for these trips may be provided on an as-needed basis for those students receiving free and reduced lunch.

Visitors

Parents are always welcome to visit our school. All visitors must first check-in at the front office, sign-in and display a visitor badge while in the building.

Guests

Only currently enrolled Plymouth Middle School students are allowed in the school building or at school sponsored events. Student visitors must make an appointment with the guidance department and have the approval of a principal. This includes all school-sponsored activities.

Hall Lockers

Each student at PMS is assigned a locker, which **may not be shared with anyone**. Lockers should be used to store only those items related to the educational program. **The school is not responsible for lost or stolen items; therefore... LOCKER COMBINATIONS SHOULD NOT BE SHARED WITH ANYONE, INCLUDING BEST FRIENDS!**

Locker clean-outs are scheduled each quarter. A teacher will check lockers at these times to be sure only items needed for learning are kept in them.

Although lockers are assigned for student use, lockers are school property. They may be opened by the school administration should an inspection be warranted. Any items found that could disrupt the educational program at Plymouth Middle School may be confiscated.

Telephone

Students may **NOT** use their cell phones during the school day for phone calls or texting. Students are allowed to use classroom phones to call parents in an emergency situation with teacher permission. **Please make every effort to arrange after school activities and rides before school to keep classroom disruption to a minimum.** The phone for student use **AFTER SCHOOL** is in the front office.

Activity Nights

Each Grade level will have two activity nights during the course of the school year, students enrolled at Plymouth may attend. Students will buy tickets at the door to participate in the evenings events. Activity nights feature music, dancing, pizza, games and prizes. Parents must provide transportation for students to and from the event.

Identification Cards

All students at PMS receive an identification card (ID) at the beginning of the school year along with a lanyard – your picture is printed on your ID card. ID card guidelines:

- Student ID cards must be worn around the neck at all times.
- Students must show ID cards when asked by staff.
- Student ID must be shown to check out materials from the media center.
- ID card lanyards must be breakaway.
- Students without ID cards will be the last through the lunch line.
- Students must wear their lanyard to use passes.
- Lanyards cost \$1 to replace.
- Lanyards and ID cards together will cost \$5 to replace.
- Students must not deface their ID cards.
- ID cards must be easy to read and students' faces easily seen.
- Students may decorate the back side of their ID card.
- Keep ID cards in a safe place (backpack) at home where it will not be forgotten.

Lost and Found

In order to keep Plymouth Middle School clean and to make sure that our storage rooms are organized and comply with the Fire Marshall orders, **lost and found** items will be handled in the following manner:

- A table for displaying lost and found is located in the hallway outside the Cafeteria (glasses, keys and student I.D.'s are kept in the office through the school year).
- Monthly the custodians will bag all lost and found items from the display table and place them in the custodial area for packaging.
- The following Friday these packaged items will be donated to a nonprofit organization.

Please remind your students to regularly check the lost and found. We cannot store these items over time as the volume is too great. **If students choose to bring items of important value (i-Pods or other electronics) or large amounts of money to school, Plymouth Middle School has no way to replace lost or stolen articles.**

- **We recommend that all student property is labeled or marked in some way to aid in identification.**

Lost or Destroyed Textbooks

The school will charge an appropriate replacement fee for textbooks, workbooks, or library books lost or destroyed by students. Please be responsible with school property and return any books you have used to the appropriate teacher or the media center. Textbook fines follow you to high school and you will not be awarded a diploma until all fines are paid. Textbooks must be covered. **Students must return the same textbook that was originally assigned to them.**

Reporting of Accidents

Any accidents that take place in the school or on school grounds should be reported immediately to a staff member or the nurse's office.

Media Center

The media center is the resource center of the school, providing both print and non-print materials and equipment. These materials include books of all kinds, newspapers, magazines, pamphlets, computer disks, and videotapes. Many classroom assignments will require the use of these materials. Computers as well as listening and viewing equipment are available for student use. The media center staff encourages all students to use the resources of the media center and to ask for help whenever it is needed.

- Students may come to the media center between the hours of 7:40 a.m. and 3:00 p.m. They may come in before school, with a class, or on an individual pass from a teacher.
- **A student must have an ID card to come into the media center and check out materials from the media center.** Most materials are available for check out for 2 weeks. A student can have up to 3 materials checked out at one time.

If a student has materials that are overdue or lost, no additional materials will be checked out to that student until the materials are returned or paid for.

The media center staff encourages all students to use the resources of the media center and to ask for help whenever it is needed. It is a *privilege* to use the media center. If a student does not follow the guidelines as stated in the Student/Parent Handbook or the Acceptable Use Guidelines for Internet and Telecommunications, the media center privileges will be removed and the student will be disciplined appropriately.

NOTE: Please be assured that even if a student has lost their ID card, or has had their media center privileges revoked, that student will always be able to come into the media center with their teacher if that is where class is being held. However, they may not check out materials or sign onto a computer based on the items as described above.

Nuisance Objects

Any object that causes a disturbance or distraction from the learning process in school is considered a nuisance object. These objects may include: **balls, stuffed animals, cameras, cell phones, headphones, CD players.** Nuisance objects will be confiscated and held in the principal's office to be picked up after school by a parent. Consequences will apply as per the district discipline policy.

Physical Education Lockers

Each student at PMS will also be assigned a locker in one of the physical education locker rooms and **must bring a lock from home for his/her phy. ed. locker. Locks should be combination locks in the master lock style.** The same policies outlined for hall lockers apply to physical education lockers. They are to be used only for changes of clothing necessary for phy. ed. and sports activities. Combinations for locks should be kept confidential. Valuables or unauthorized items should **never** be left in physical education lockers. **Plymouth Middle School is not responsible for lost or stolen items.**

Note: See Lost and Found Procedure.

School Office

The Plymouth Middle School office hours are: Monday – Friday, 7:30 a.m. to 4:00 p.m.

Please call the office to get messages to students **only if it is an emergency or if you have scheduled an appointment during the school day that your student does not know about.** The office will attempt to get urgent messages to students. **Parent phone calls will not be put through to classrooms except in emergency situations.**

PROCEDURES

Compulsory Attendance Law

Minnesota State law requires that all children between eight and eighteen attend school every day that school is in session. Parents/guardians are responsible to make this happen. State law requires schools to send written notice to parents when a student has 3 or more full or partial day unexcused absences. If truancy persists after parental notification, the school administration can make a referral to the Hennepin County Attorney's Office for appropriate legal action. Good attendance is essential to learning.

The law must and will be strictly enforced.

RESPONSIBILITY FOR COMPLETING MAKE-UP WORK LIES WITH THE STUDENT.

Absences

- **Call the attendance line at 763-504-7110 each day your student is absent.** Please state the student's name, spell the last name, and give the reason for the absence, and your relationship to the student. If you do not call by 9:30 AM, Plymouth Middle School staff will contact you to confirm the absence.
- **Make-up work** is required for all days a student is absent. Students will be given a minimum of 2 days for each day absent to make up work. It is the student's responsibility to contact his/her teachers to determine what work needs to be made up. Please call 763-504-7119 to request homework after 2 days of absence. **Teachers need 24 hours to gather homework for absent students.**
- **Excused Absences:** Plymouth Middle School reserves the right to determine if an absence is excused. The following are examples of excused absences: illness, death or serious family matter, medical or dental appointment, vacation, religious holidays, necessary court appearances, emergency conditions (fire, flood, etc.), official school outing, removal of student pursuant to suspension, noncompliance with state immunization requirements, pre-approved family vacation.
- **Unexcused Absences:** Skipping class (truancy), missed the bus, tired, overslept, no transportation, or anything **not** related to illness, medical appointments, vacations, or religious holidays. Please try to make appointments before or after school hours. When this is not possible, **a signed note must be turned in to the office before** the day of the appointment. A pass will be issued for your student to report to the office at the designated time to be signed out by the parent/guardian. Students may only leave school with this pass or when on a school field trip. Students are not allowed to leave the school property from the time of their arrival until the end of the day.

- **Tardy to Class:** Tardy means the student is not in the classroom and prepared to learn when the bell rings. Students are expected to be on time to class. Students who are tardy are subject to disciplinary action. Consequences for being tardy to class include:
 - Make up time.
 - Students will be asked to make up time before or after school with the teacher
 - Lunch Duty
 - Students are assigned lunch duty by the teacher. Students with lunch duty get their lunch first and help clean the lunch room during the last 3-5mins of lunch. They will help wash tables or sweep the floor.
 - ISS Lunch Detention
 - Students who receive an ISS lunch detention will eat their lunch in the ISS room. They will eat a bag lunch and they will be asked to follow the rules in the ISS room during that time.
 - Students who continue to have chronic tardy issues will be subject to further disciplinary as determined by the team or school administrators.
- **Tardy to School:** Students arriving tardy to school must have a signed note from his/her parent or guardian. Students arriving late should sign in with the office staff. If a student arrives at school after 8:10 AM with no note or phone call from a parent or guardian, disciplinary action may be implemented. Students **MUST** sign in at the office whenever they are late to school. School support staff will address chronic tardy issues. Please contact your grade level counselor if there are circumstances that may lead to chronic tardiness.

The school will determine whether a tardy is excused or not:

- **Excused Tardy to School:** A tardy is excused for the following reasons: Dr. or dental appointment; student is ill in the morning; family or health emergency (verified by a physician).
- **Unexcused Tardy to School:** A tardy arrival to school is **NOT** excused for the following reasons: missed the bus; overslept; can't find clothes; car doesn't start; alarm didn't work; etc.; or parent calls or comes in and states that it is their fault their student is late, missed bus, etc. Chronic or frequent unexcused tardies may add up to a half or full day unexcused absence.
- **ACTIVITIES:** A student may not participate in any activity or program if he or she has an unexcused absence from any class during the school day. **If a student is suspended or removed from class, he or she may not participate in any activity or program that day.** If absent for medical reasons, a note from a parent or physician must be presented to clear the student for participation before the student participates in the activity or program.

- **Advanced Arrangement for Excused Absences:** Arrangements are to be made in the front office with the attendance secretary at least four days in advance of family vacations, attendance at athletic events, etc. Students will receive an extended absence form to be given to each of their teachers for advance assignments. While we understand that circumstances sometimes require students to miss school for special occasions, we feel it is vital to their education to be in school whenever possible to maintain a high level of learning. When students are gone from school there is always the potential for lowered classroom achievement.

Withdrawing From School

A student withdrawing from school must bring a note from a parent or guardian to a counselor stating the reason for withdrawal, date of withdrawal, and next school to be attended, if known. The guidance office will give the student a withdrawal slip to present to teachers and the media generalist, who will sign it after all books and the student's ID card have been returned. A note for withdrawal should be brought in at least a week before the date of withdrawal.

Homework/Make-up Work

Homework is an extension of the classroom. Teachers will assign homework regularly. Daily homework should be completed and turned in on time. Parents should check the student's planner daily for assignments and/or teacher comments. Parents may call the guidance secretary at 763-504-7119 to request make-up work after a student has been absent 2 days. Please allow 24 hours for a response to your request.

Arrival to School

Students are to arrive at school between 7:45-8:00 AM

There is no supervision for students who arrive before 7:45 AM

Please do not allow students to walk to school or drop them off before 7:45 AM. If there are special circumstances, call a principal to make special arrangements. Students are to be dropped off in the East lot.

After School Policy

The safety and welfare of our Plymouth Middle School students is our first and foremost concern, and we feel it is imperative that no students be in the building unsupervised at any time. Students are not allowed to wait for rides in the front of the building. Students are allowed to stay after school **only** if they are in a supervised activity.

This includes all sports – Students must be supervised by their parents if they wish to stay to watch a sporting event.

We encourage you to impress upon your student NOT TO MISS THE BUS AFTER SCHOOL. Sometimes extenuating circumstances do occur and a student might miss the bus. In these cases students must report to the office to wait for a ride or the activity bus. Students will be allowed to use the phone in this room to call for a ride if necessary. Students who are waiting after school for a ride will be supervised in the after school room.

District 281 Winter Weather School Closing Guidelines

Decisions on school cancellations, late starts, and early dismissals are always given careful consideration. When it is necessary to cancel school or have a late start, the decision is usually made by 5:30 AM.

PLEASE DO NOT CALL THE SCHOOL FOR CLOSING INFORMATION.

Information about school cancellations are announced on:

- WCCO Radio 830 AM
- WCCO TV Channel 4
- KSTP TV Channel 5
- KMSP TV Channel 9
- KARE TV Channel 11
- Cable Channel 12
- www.rdale.org

PLYMOUTH MIDDLE SCHOOL is included under the “**ROBBINSDALE AREA SCHOOLS.**”

If schools are closed because of weather conditions such as snow or ice, loss of heat or electricity in a building:

- All school-sponsored activities, field trips, performances, and athletics are cancelled.
- All community education classes and activities are cancelled.
- All preschool and ECFE classes and activities are cancelled.
- All district and school meetings are cancelled.
- All activities sponsored by non-school organizations in school facilities are cancelled.

If schools are closed because of wind chill or extreme cold:

- All daytime school activities are cancelled.
- All preschool and ECFE classes are cancelled.
- Evening activities, field trips, performances, and athletics are NOT cancelled.
- Community education classes and activities are NOT cancelled.
- District and school meetings are NOT cancelled.
- Non-school organizations make their own decisions about cancellations; check with them for closing notices.

Adventure Club families should check with their individual school for closing guidelines in all cases.

STUDENTS RIGHTS, OPPORTUNITIES AND RESPONSIBILITIES AND DISCIPLINE POLICY

This district publication was sent to all parents/students enrolled in a Robbinsdale Area School. We hope that Parents/Guardians have had an opportunity to review this with their student. During the week of September 3rd through September 6th, PMS staff will also review the publication. Parents & Students are expected to sign the grey card that corresponds with the booklet.

PMS teachers will collect all gray cards from students. If the card is not returned to PMS by Friday, September 6th, the teacher will call home and send another gray card home. On September 10th, if the gray card is not returned, the student will be sent to the proper grade level administrator. A phone call will be made to the parent. The student will be dismissed from school until both parent and student sign it.

Leaving the Building

If a student must leave the building during the school day, a note from a parent or guardian requesting the release must be brought **to the main office** before 1st hour. This request should include the reason, time, date, and a parent signature. When the student leaves, he or she must be signed out in the office by a parent or guardian and sign in upon returning. **A STUDENT MUST NOT LEAVE THE BUILDING UNLESS EXCUSED BY THE MAIN OFFICE OR THE NURSE.**

If you are picking a student up between 2:30 and 3:30 PM, you must park in the EAST lot by the tennis courts in order to avoid being trapped in the parking lot by the afternoon buses.

NOTE: A student will only be released to his or her parent or guardian. If other arrangements are necessary they must be made with the grade level principal. Adults other than parent/guardians picking up students must sign the student out with the grade level principal. **High school students may NOT pick up Plymouth students.**

Truancy/Skipping Class

Truancy is any unexcused absence from class. Students must be in class at all times. Presence in all other locations (locker, lavatory, guidance, etc.) requires a pass signed by a staff member. If a student skips a class, appropriate consequences will be assigned.

Dress and Appearance

Plymouth Middle School students are expected to be appropriately dressed for school and not cause a disruption or distraction from the learning. In order to clarify the appropriateness of student dress, the following are **prohibited**:

- Wearing clothing that includes words or pictures that are obscene, vulgar, abusive, or discriminatory; convey sexual innuendo; or which promotes or advertises alcohol, chemicals, tobacco, or any other product that is illegal for use by minors.
- Wearing clothing or other items or grooming in a manner that represents and/or promotes threat/hate groups, including gangs.
- Wearing anything on the head or a jacket/coat (including outerwear vests) during the school day.
- Wearing of clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others.
- The length of the skirt or shorts has to be appropriate even if you have tights or leggings underneath.
- If you have clothing that is too revealing, you will need to change or cover it up. No spaghetti straps are permitted unless covered by a shirt. Boys must wear a t-shirt under a tank top or sleeveless jersey.
- Students must wear shoes at all times.
- Oversized baggy pants and pants worn below the hips are prohibited.

Other provisions

- Sunglasses are not to be worn indoors during the school day.
- Gloves and bed slippers are not to be worn during the school day.
- No combs or picks are allowed to be worn in the hair during school.
- Shorts or skirts must extend below the fingertips when the arms are at the sides.

- Headphones, hats, and any other head covering must be removed upon entering the building.
- **Backpacks and purses are not allowed in the classroom or in the hallway during the school day. These items must be kept in the student's locker. Students may carry a string book bag during the school day.**



Example of string book bag

Consequences for Dress Code Violations

1. The student will be asked to change or will spend the rest of the day in ISS or sent home.
2. Chronic violators of the dress code policy will be subject to further discipline as determined by the school administrators.

Valuables

Every year some students lose valuable or sentimental items. We discourage students from bringing rings, watches, and other valuable items to school. Please, **DO NOT BRING LARGE AMOUNTS OF MONEY TO SCHOOL!**

Plymouth Middle School has no way to replace stolen or lost money or valuables.

Electronics

Items such as cell phones, CD players, tape recorders, MP3 players and cameras **may only** be used in the building, with teacher permission. If a student is found using such an item without permission, staff members will confiscate the item and turn it in to administration. Parents must come in to retrieve these items and appropriate consequences will be given. To protect the privacy of all students, we prohibit students from taking of pictures in school.

Bring your Own Device Policy

Plymouth Middle School is now providing wireless internet throughout the entire school, making it possible for students to use their personal devices in the classroom with teacher permission. Students are **not** required to bring a personal device. Students are to use their devices at school for educational purposes only. Devices need to be charged at home before bringing them to school to use. Students also are responsible for maintaining their device and understanding how to use their device properly. School staff members are not responsible for assisting students with technical problems, or to show students how to use their devices.

Students are not allowed to use their devices in the hallways, cafeteria, locker rooms or in restrooms. Students are not to use their device in restricted areas, or use their device without teacher permission. The device also shouldn't be used for any unauthorized applications. If any of these circumstances occur, the device may be confiscated, parents will be contacted and the student will be subject to discipline from school administration.

By using the ISD 281 Guest Network at school the user agrees to the terms of use as defined in the Network/Internet Acceptable Use and Safety Policy.

Plymouth Middle School is not responsible for lost, damaged, or stolen devices.

Fragrance Policy

Exposure to fragrances and scents can cause some of our staff and students to experience upper respiratory irritation, asthma, headaches and other symptoms. Sources of fragrance and scents include perfume, cologne, after-shave, hair sprays, and body lotions. Plymouth Middle School prohibits students from applying these products at school in the hallways, locker rooms or classrooms. Students applying these products will be subject to discipline as determined by school administration.

Corridor Pass

No student is to be in the hallway without a pass at any time when classes are in session. All staff members have the prerogative to stop students and ask to see that they have a properly issued pass. Students have a limited number of hallway passes, which are monitored through the student planner.

School Breakfast

Breakfast is served daily from 7:45 AM until **8:00 AM** for those who wish to participate. The cost is \$1.30. Students eating breakfast are expected to report to the cafeteria as soon as they arrive to school. Students should **not** go to their locker until they have finished eating. Please know that eating school breakfast in the cafeteria is a privilege. Students who do not follow the school cafeteria rules will lose their cafeteria breakfast privileges.

School Lunch

We recommend purchasing school lunch credits at a minimum of five lunches at one time. You may purchase as many as you like. All lunch – card purchases (regular and reduced) may be purchased in advance daily before school begins. Credits may be carried over to the next school year for students returning to Plymouth Middle School. Money may also be set aside in an account for the snack line. Refunds will be given only when a written parental request is received. Due to the large number of unpaid lunches, charging is not allowed. The cost for middle school lunch is \$2.50. Students wearing their IDs will be allowed to go through the lunch line first.

Selling/Solicitation Policy

Plymouth Middle School students may not sell any items in school. Students are expressly prohibited from selling candy, gum, etc. during the school day. This includes any and all fund-raising items.

Fundraising

Students are not required to participate in any fundraiser. The Plymouth PPA organizes fundraisers for students at our school. In the fall, students may participate in a Coupon book sale, as well a magazine sale. In the November, sixth graders will have a sale to raise additional funds for environmental camp.

Religious Holidays

The school is happy to cooperate with churches, synagogues, and mosques in observance of religious holidays and special services. A student wishing to be excused for a religious service or holiday must bring a written excuse signed by a parent or guardian. The school district recognizes a student's absence from school on religious holidays as an excused absence, without penalty on scholastic or attendance records.

Pledge of Allegiance

Each Monday morning a staff member will lead the school in reciting the Pledge of Allegiance. Students are to stand and put their hand over their hearts while they recite the Pledge. Students may choose not to recite the Pledge of Allegiance. If they choose not to participate, they must stand and cause no disruptions to the recitation of the Pledge of Allegiance by others.

Activity Buses

Activity route transportation is only available for students participating in a supervised after school activity with a coach or teacher. Students must have a pass from the activity supervisor to board the activity bus. Activity buses will depart PMS at approximately 4:15 p.m., Monday through Thursday. Students participating in after school activities who choose not to ride the activity bus must be picked up by 4:30.

Students not participating in an after school activity will not be provided activity route transportation unless previously arranged through their grade-level administrator.

HELPING YOUR CHILD SUCCEED

Helping your child learn in school is a partnership between the student, staff and parents. Our shared goal is each student's success.

If a conflict should arise, please contact the teacher or staff member who is directly involved and can assist you. If you feel that this situation needs further attention, please feel free to contact the proper grade level administrator. We feel that direct interaction with our staff usually results in a positive resolution for all people involved.

Study Skills

Developing good study skills is important for every student. Good study habits will help students improve their organizational skills, reach their full academic potential and get the most out of their educational experience. Students will have homework in most of their classes. These class assignments are recorded in the student's planner. We encourage parents to check their student's planner daily. Students are responsible for all homework that is assigned to them. The following are some study tips that may be helpful to your student:

- Choose a specific time and place to study and do homework.
- Make sure your student has the necessary materials to complete assignments, or contact the teacher for help in getting them.
- Students should ask teachers for help before or after class or school if you are uncertain about assignments.
- Students should complete every homework assignment.
- If no homework is assigned, students should read for one hour each night.

Grading

The grading system at Plymouth Middle School will be A, B, C, D, NC, and I. The numerical values assigned and the grade definitions are listed as follows:

A	=	4	Outstanding achievement
B	=	3	Above average achievement
C	=	2	Average achievement
D	=	1	Below average achievement
NC	=	0	No credit
I	=		Incomplete*

*Incomplete (I) will have no value in averaging grades.
Pluses and minuses may also be given.

Each course for which a student enrolls, and the final grade received, will be carried on the permanent transcript and will be included in the final grade point average.

Honor Roll

- All courses are counted when determining the honor roll.
- Any student who has a grade point average of at least 3.0 but less than 3.8 qualifies for the honor roll.
- Any student who has a grade point average of 3.8 or higher qualifies for the high honor roll.

Students on the high honor roll or the honor roll are recognized at quarterly recognition ceremonies. Their names are also printed on a banner located in the hallway across from the guidance office.

Any student who has been on the high honor roll will be invited to participate in a high honors ceremony at the end of the school year. Students who were on the high honor roll one quarter will receive a bronze metal, two quarters a silver metal and three quarters a gold metal. Students who were on the high honor roll will receive an invitation in the mail to attend the high honor ceremony.

Report Cards

Report cards are issued on a quarterly and mid-quarterly basis. Mid-quarter notices are sent home with students after they are printed. Quarter-End report cards will be mailed home to parents.

Quarter	Mid-quarter (Grades will be sent home with student)	Quarter End (Grades mailed to students' home)
1	09/27/13	11/01/13
2	12/06/13	01/17/14
3	02/14/14	03/21/14
4	05/02/14	06/04/14

Student Progress Reports

Progress Reports may be sent to parents whenever teachers deem it necessary. All parents will receive a report during the middle of each grading period which is sent home with their student.

Parent/Teacher Conferences

Plymouth Middle School provides arena style parent/teacher conference opportunities in both the fall and spring. Parents will have the opportunity to meet with their student's teachers to discuss student goals, test results, class studies, student attitudes and school in general. Conferences also offer an opportunity for parents to meet with administrators, counselors and other support team members.

Conference & Book Fair Schedule

<i>Fall 2012</i>			<i>Winter/Spring 2013</i>		
<i>Conferences</i>			<i>Conferences & Book Fair</i>		
Oct.	01	3:10-8:10 pm	Feb.	04	3:10-8:10 pm
Oct.	03	3:10-8:10 pm	Feb.	06	3:10-8:10 pm
Oct.	07	3:10-8:10 pm	Feb.	10	3:10-8:10 pm

Individual Conferences

You can call a teacher or counselor and request an individual conference at any time. This can be useful if you feel you need more specific feedback than what was relayed through the student's home-base teacher at parent/teacher conference night.

Team Conferences

You may request a team conference or your student's team may invite you to a team conference. This is a conference where you can meet with most of your student's teachers at one time. It can accomplish a great deal in a short period of time and give you an overall picture of your student's progress

Student Behavior Expectations-PBIS

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to handling discipline in an educational setting. Our students come from a wide variety of different backgrounds and cultures that view behavior in their own unique ways. With PBIS, student expectations for school are clearly defined and students are instructed in corresponding behaviors.

PBIS Behavior statement: Plymouth Middle School is a diverse, organized community of attentive learners, built on a foundation of respectful and responsible interactions.

Students are acknowledged when they meet expectations through a variety of reward and recognition programs. Consequences, in accordance with the district's discipline policy, are still given for inappropriate school behaviors.

ROAR-This is the tenant of expectations we have for all students. Students should remember this acronym and apply the principles to all aspects of school.

Respectful Organized Attentive Responsible

WIN-What I Need-On WIN days the students will follow an alternate schedule. Students will have a longer home base to allow students an opportunity to work with their reading or math teachers, based on need. Students not working with their math or reading teacher will further develop their overall academic skills, though recreational, academic and teacher led reading activities and lessons.

ZAP-Zero's Aren't Permitted-Students who have missing work in their classes may be signed up for a ZAP lunch. Students, who are signed up for ZAP lunch, will receive a pass to get their lunch first. They will then take their lunch to the staff supported ZAP tables to work on their homework as they are eating lunch. Students will have ZAP lunch until their homework is finished.

NEED HELP?

There are several options if your student needs extra help in school:

Team Conference – You can meet with your student’s CORE teachers and counselor at one time. This type of meeting can accomplish a great deal in a short amount of time.

Individual Conference – You can call a teacher or your student’s grade level principal and request a conference at any time. You may expect a response to your voice mail or email message within 24 hours.

Support Staff – We have several support staff members who can help answer questions about your student’s progress or behavior.

Progress Report Sheets – These are available from the guidance office at 763-504-7119. Progress reports are kept by the parent and sent to school with your student when you choose to do so. Space is included for grades and missing assignments to be written down.

Make-Up Work – If your student has been absent from school for 2 or more days, you may call the guidance secretary at 763-504-7119 to have work collected. Work will be available for pick up in the front office **the day after you call**.

Scheduled Contacts – At times, you and a teacher may arrange to communicate at a set time using e-mail, fax, phone, or student planner.

Targeted Services – This program is offered after school to help students build their math and reading skills. It is taught by Plymouth Middle School staff. Please call the guidance office 763-504-7119 for further information.

Parent Portal – You can look up class information for your student from an internet compatible computer. This information includes grades, assignments, lunch account balance, and school contact information. Go to www.rdale.org and click to get started. You will be required to contact the District 281 Education Service Center (Gretchen Cleveland 763-504-8060) to obtain a password after you have registered with Parent Portal.

**PMS DAILY ROTATION
2013-2014**

DATE	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
SEP 3 – 6	X	1	2	3	4
SEP 9 – 13	1	2	3	4	1
SEP 16 – 20	2	3	4	1	2
SEP 23 – 27	3	4	1	2	3
SEPT 30 - OCT 4	4	1	2	3	4
OCT 7 – 11	1	2	3	4	1
OCT 14 – 18	2	3			
OCT 21 – 25	4	1	2	3	4
OCT 28 – NOV 1	1	2	3	4	1
NOV 4– 8	2	3	4	1	2
NOV 11 – 15	3	4	1	2	3
NOV 18 – 22	4	1	2	3	4
NOV 25–26	1	2	X	X	X
DEC 2 – 6	3	4	1	2	3
DEC 9 – 13	4	1	2	3	4
DEC 16 – 20	1	2	3	4	1
DEC 23–DEC 27	X	X	X	X	X
DEC 30-JAN 3	X	X	X	X	X
JAN 6 – 10	2	3	4	1	2
JAN 13 – 17	3	4	1	2	3
JAN 20 – 24	X	X	4	1	2
JAN 27 – 31	3	4	1	2	3
FEB 3 – 7	4	1	2	3	4
FEB 10 – 14	1	2	3	4	1
FEB 17 – 21	X	2	3	4	1
FEB 24 – FEB 28	2	3	4	1	2
MAR 3 – 7	3	4	1	2	3
MAR 10 – 14	4	1	2	3	4
MAR 17 – 21	1	2	3	4	1
MAR 24–28	X	X	X	X	X
MAR 31 – APR 4	2	3	4	1	2
APR 7 – 11	3	4	1	2	3
APR 14 – 18					X
APR 21 – 25	X	4	1	2	3
APR 28 – MAY 2	4	1	2	3	4
MAY 5 – 9	1	2	3	4	1
MAY 12 – 16	2	3	4	1	2
MAY 19 – 24	3	4	1	2	3
MAY 26– 30	X	4	1	2	3
JUN 2 – 4	4	1	2		

Robbinsdale Area Schools 2013-14 Calendar

SEXUAL, RELIGIOUS, RACIAL HARRASSMENT, VIOLENCE & OFFENSIVE BEHAVIOR POLICY

It is the policy of Robbinsdale Area Schools that no employee or student of the district shall be subjected to offensive or degrading remarks or conduct. Such behavior includes inappropriate remarks or conduct related to an employee's or student's race, color, creed, religion, national origin, sex, affectional orientation, marital status, disability, age, status with regard to public assistance or membership or activity in a local commission dealing with discrimination. Offensive behavior prohibited by this policy also includes but is not limited to engaging in illegal, immoral or unethical conduct or retaliation for making a complaint.

One specific kind of illegal behavior is sexual harassment. Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement, or of a student's education or participation in school programs or activities;
2. Submission to or rejection of such conduct by an employee or student is used as the basis for decisions affecting that individual's employment or education;
3. Such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating, hostile or offensive work or learning environment.

Employees, students and citizens should understand that this policy applies to each and every student, employee and citizen of the school district, including all full-time, part-time and temporary employees. Each employee, student and citizen must operate with total integrity to create an environment free of discrimination and other inappropriate behaviors. Each supervisor shall be responsible for promoting understanding and acceptance of and ensuring compliance with state and federal laws and board policy and procedures governing offensive behavior and sexual harassment within his or her school or office.

DISCIPLINARY ACTION:

Offensive behavior will be cause for immediate and strict disciplinary action up to and including discharge for staff and up to and including expulsion for students.

REPORTS OF VIOLATIONS may be directed to:

School Principal or
Stephanie Crosby, Director of Human Resources, 763-504-8014
Robbinsdale Area Schools
4148 Winnetka Avenue North
New Hope, Minnesota 55427

NONDISCRIMINATION POLICY

Policy

Robbinsdale Area Schools is committed to a policy of nondiscrimination. We will not discriminate in any matters concerning staff, students, education programs and services and persons with whom the board does business.

In addition to compliance with all federal and state laws, the school district shall consider discrimination to be any overt or covert behavior that excludes participation in or denies the benefits derived from any education program or employment opportunity based on race, color, creed, religion, national origin, sex, sexual orientation, marital status, disability, status with regard to public assistance and age.

In keeping with the school district's commitment and the requirements of law, the school district will establish and maintain a program designed to identify, remediate and prevent discrimination in employment, assignment and promotion of personnel; in education programs, services and opportunities offered students and staff, in location and use of facilities; and in education materials.

Contact Information

Stephanie Crosby, Director of Human Resources, is the designated coordinator under Title IX of the Educational Amendments of 1972 (nondiscrimination on the basis of sex in education programs and activities, including employment and admission). She is responsible for coordinating district efforts to comply with Title IX, including investigation of complaints alleging noncompliance or alleging any actions prohibited by Title IX.

Ellen Voit, Director of Special Education, is the designated coordinator under Section 504 of the Rehabilitation Act of 1973 (nondiscrimination on the basis of handicap including admission, treatment or access to programs and activities, including employment in its programs or activities). She is responsible for coordinating district efforts to comply with Section 504.

Inquiries may be directed to:

Stephanie Crosby, Director of Human Resources, 763-504-8014

Ellen Voit, Director of Special Education, 763-504-7985

Robbinsdale Area Schools

4148 Winnetka Avenue North

New Hope, Minnesota 55427