

WELCOME

Each of the Annandale Middle School staff members wishes you a warm and friendly welcome! Our middle school's program is designed especially for students in grades 6-8. Our goal is to meet the varied intellectual, emotional and social needs of each of our students. We will do our best to challenge our students to their fullest in the safe and secure environment of the middle school. We hope that this year will be a special time for us to grow and learn together. The purpose of this handbook is to clearly communicate important information about our school to students, parents and staff. We have high expectations for our students and enjoy watching them meet and exceed these expectations!

Annandale Middle School

125 Cherry Ave. N., Annandale, MN 55302 - 320-274-8226 Fax: 320-274-5978
Web Site - <http://www.annandale.k12.mn.us>



ANNANDALE MIDDLE SCHOOL MISSION STATEMENT

"The mission of AMS staff and students is to use our unique talents and abilities to their fullest to benefit ourselves and others."

MIDDLE SCHOOL ORGANIZATION

The Annandale Middle School educates students in grades 6-8. Students are grouped by teams within their grade level for instruction. 6th grade students are divided into teams with one, two or three teachers per team. 7th and 8th grade students move throughout the day rotating between classes.

CONTACTING YOUR CHILD'S TEACHER

The Agenda is a tool to promote communication between home and school. Each student at AMS will carry an assignment (Agenda) book to each of his/her class's everyday. Parents may be asked to sign the Agenda periodically indicating they are aware of the activities their child participated in during the day. **Feel free to write notes or questions to school staff in the student agenda as students are expected to bring this to each of their classes.** Parents are also encouraged to utilize staff phone extensions and voicemail by calling 274-8226. Email to a teacher is also an excellent way to receive timely answers to questions you may have. Our staff email directory is located on the school's website. Of course the most effective communication may be an in-person meeting with our staff. Feel free to set up an appointment with AMS staff if possible. We encourage families to contact the school whenever you have a question or concern-we are happy to help!

SCHOOL DAY

Classes start each day at 8:10 a.m. Since supervision of students is not available until after 7:50 a.m. students are requested to arrive no earlier than that time. Students arriving prior to 7:50 a.m. are required to wait in the A gym lobby or the East Wing lobby. Classes will dismiss at 3:00 p.m. **Students are required to leave the building and school grounds by 3:20 p.m. unless they are in a school-sponsored activity or responsible to a staff member.**

SCHOOL ANNOUNCEMENTS/MESSAGES/WEB SITE

Middle School daily announcements will be posted on the AMS website. **The school web site is <http://www.annandale.k12.mn.us>.** The District's website contains a variety of links that are helpful to parents, students and community. AMS staff have developed sites that include a class description and in some cases weekly assignments. Voicemail may be used to leave a message for any school staff. Call 274-8226, and then follow the instructions. We encourage you to use this site, email and voicemail as communications tools between home and school.

GRADING AND REPORTING SYSTEM

The Annandale Middle School operates on quarters - four marking periods of nine weeks each. Students are graded on an A, B, C, D and F basis in most courses with report cards issued at the end of each quarter. Progress reports will be distributed periodically for students whose effort and/or performance do not meet expectations. The student activity policy requires students receiving more than one failing or incomplete grade on their report card or at mid-quarter will be ineligible to participate in after-school activities. This ineligibility will remain in effect on a weekly basis until the grade is brought up to passing. Progress reports will be used to document academic improvement. Students may participate in practices, but not games, during the time of ineligibility. Students at the varsity or junior varsity level will be covered by high school eligibility rules. Parents may access their student's grades at any time through the parent portal. The portal can be set up and accessed through the Middle School's website.

HOMEWORK

"We Care about Student Success!"

At AMS we feel homework serves three primary purposes:

1. To reinforce skills taught during the day or to explore something new.
2. To provide practice in developing responsibility by completing and returning assignments.
3. To create home to school connections.

*ICU is offered throughout the week from 7:30am - 8:10am, during lunch times (both in Tech Apps Lab) and from 3:00pm - 4:00pm in the Media Center. This is an opportunity for students to get extra help and complete work with staff assistance.

Homework will have positive outcomes when it meets the above purpose statements. Students benefit from homework by learning more, developing habits they can apply to their adult lives and experiencing self-accomplishment by attaining a good grade or earning On A Roll! The amount of homework will depend entirely upon the activities a teacher has developed. At a minimum we would encourage all parents to see that their children are doing some reading outside of school. All of our grade levels encourage reading outside of school and some require it.

CLASS CHANGE POLICY

Changes in student's schedules can create major problems in class size, courses offered, and teacher assignments. All course changes must be approved by the principal after the student has approval from their parent(s), the current teacher and the new teacher.

ATTENDANCE POLICY

Each student should be in school every day. Minnesota State Law requires that all middle school aged children attend school every day that school is in session. The administration and faculty of AMS believes that regular attendance is related to success in academic work. Good attendance benefits youth academically as well as socially. Families should consider that missing direct instruction has an impact upon their child's education.

Students should be in school unless excused for one of the following reasons: Illness or medical, dental or counseling appointments that must be made during the school day, family emergencies or death in the family, observance of religious activities, which must be made during the school day, and vacation requests which are received in advance. Absences or tardies not listed shall be considered unexcused. This includes missing the bus or oversleeping.

**Upon return, it is the student's responsibility to contact teachers to get a status report on assignments and make arrangements to complete missing work by attending one or more of the ICU sessions offered.

When a student is going to be absent from school, **it is important that the parent call the school office** at 274-8226 ext. 2601 by 9:00 a.m. to explain the reason for the absence. It is the parent and student's responsibility to make sure all absences are verified with the office within seven days. Parent verification not received within seven days after the absence will not be valid and will result in an unexcused absence.

Vacations: Prior to the absence, parents are asked to **contact the middle school office** to alert staff of an upcoming absence due to a vacation. Students will receive a "Pre-excused Absence Form" to take to each of their teachers notifying them of the impending absence and assignments may be provided. Work should be made up before the vacation when possible.

Attendance policy procedures are as follows:

- 15 or more absences (excused or unexcused) will result in a letter from the principal.
- 20 or more absences (excused or unexcused) will result in a letter from the principal requiring a note from a physician requesting that the child stay home.

LEAVING SCHOOL DURING THE SCHOOL DAY

Once students arrive at school, they are expected to remain on school grounds. **NO STUDENT MAY LEAVE SCHOOL WITHOUT FIRST OBTAINING A PASS FROM THE OFFICE TO LEAVE THE BUILDING.** Students who leave school without a pass will be marked as truant. In the event that a student must leave school during the school day, the following procedures must be followed:

1. The middle school office personnel **must** be notified by note, phone or in person that the student will need to leave school. Included in the communication **will** be the reason for the student's release and the time to be excused.
2. The student will be given a permit to leave the school grounds. **Parents are encouraged to report to the office to pick up their child.**
3. When returning to school, the student **must** check back into the middle school office.

TRUANCY/TARDY POLICY

Tardiness: Students must be in class by 8:10 a.m. Students arriving after 8:10 a.m. will report to the office to check in. Students are expected to move from class to class in a timely manner. Two unexcused tardies to any class in one quarter may result in BPR (Behavior Planning Room) time. Three unexcused tardies may result in detention.

Truancy: Students with unexcused absences or marked truant will be referred to Wright county officials in compliance with attendance laws.

- **Continuing truant.** "Continuing truant" means a child who is subject to the compulsory instruction requirements and is absent from instruction in a school, without valid excuse within a single school year for three or more class periods on three days if the child is in middle school, junior high.
- **Habitual truant.** "Habitual truant" means a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school.

Truancy Policy procedures are as follows:

- 2 unexcused absences will result in a letter from the principal and may require parents to attend an attendance review meeting with school officials.
- 3 unexcused absences will result in a 3-day truancy referral to the county.
- 5 unexcused absences will result in a 5-day truancy referral to the county.

STUDENT VISITORS

Students are not allowed to have friends or relatives visit during a regularly scheduled school day. Student safety & academic progress need to be maintained. However, a friend or relative may visit during the lunch period if accompanied by an adult & if approved by the principal. A student's parents are welcome to attend any school day as long as the visit is approved by the student's teacher(s) and/or principal.

HEALTH SERVICES

Health Office personnel are on duty during the school day. In case of illness or injury, contact with the nurse can be made by reporting to the office. The student should not go to the health office between classes until the next period teacher is informed & issues a pass. Any student requiring medication during the school day must fill out an authorization form to be signed by a physician & parent/guardian. In addition, the medication must be in the original prescription or over the counter container before school personnel can administer it. All medications to be consumed at school must be submitted to the health office.

LUNCH PROGRAM

All students have a lunch period. We also offer a breakfast program from 7:50-8:05 a.m. each day. Lunch money may be deposited in the office during school hours or through Parent Portal.

PUBLIC INFORMATION

Public information shall include names & pictures of students in or attending extra-curricular activities, school events & High School League activities or events.

LOST AND FOUND

A lost and found table is kept in the cafeteria. Any student who finds an item should bring it to the middle school office for placement on the table. Unclaimed items will be either discarded or donated.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance will be recited the first day of every week. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

LOST OR DAMAGED SCHOOL PROPERTY

Students will be charged an appropriate fee for any lost, damaged or destroyed school property. Examples include textbooks, workbooks, library materials, and general school property.

SCHOOL CLOSING

In the event inclement weather forces the closing of school, the announcement will be made over local and state radio, television or with the Infinite Campus Messenger communications system.

FIRE DRILLS AND EMERGENCY DRILLS

Fire drills are held at irregular and unannounced intervals so students will be able to leave the building in a quick, safe and orderly manner in an emergency. Evacuation plans are posted in each room and students will be given additional instructions by each of their teachers. Students caught tampering with any fire emergency equipment will be subject to school discipline policies.

CRISIS PLANNING

Annandale Middle School has a crisis plan in place, which is practiced by students and staff annually.

SALES

Various organizations use sales promotions as fundraisers - these must be approved by the principal prior to initiation. Items will not be sold during the school day.

CURRICULUM CONTENT REVIEW

Individuals with questions or concerns regarding the curriculum content in any classroom should contact the principal's office at the Middle School to obtain a copy of the Curriculum Content Review/Selection Policy.

PARENT-STAFF ADVISORY

The AMS Parent-Staff Advisory is a group of parents, students and staff members that meet periodically during the year to provide input to the school's administration. Any interested parents are welcome to attend any of our meetings. Please contact the middle school office if you are interested in being part of this group.

STUDENTS STEPPING UP

Students Stepping Up is a student leadership group for any student in grades 6-8. The purpose of this group is to provide leadership opportunities for students, who want to promote school pride, plan fun activities for students, create a positive environment among all students and help the school in a variety of ways. Representatives will commit their time and talents throughout the year and work hard to make Annandale Middle School a great place for all people involved.

PROPER SCHOOL ATTIRE

Students' dress is recognized as largely a matter of personal taste. However, certain dress guidelines are required. If student clothing is deemed, by staff, as disruptive to the learning environment, students will be referred to administration for corrective action. No clothing will bear the names or pictures of illegal drugs, alcohol or tobacco products nor slogans or pictures that are inappropriate. Footwear must be worn at all times. Students will not wear coats or hats during the school day unless approved by AMS staff. **Parents are asked to be observant of what their children wear to school and to assist their children in selecting appropriate clothing. Students wearing improper attire will be required to correct it at school if possible or will be required to call home for a change of clothes.**

USE OF CELL PHONES

The use of cell phones by students is becoming more prevalent. To have a cell phone in case of emergency or to have available to call for rides home after school or an activity are good reasons for a student to have a cell phone. However, cell phone use during the school day is prohibited. We expect no cell phone use by students **without staff permission** during school hours (8:05 a.m.-3:00 p.m.). Cell phones will not be allowed in any locker room or bathroom at any time. Unauthorized activation or use of electronic devices may result in a search of the electronic device, as such action is a direct violation of school policy. The extent of the confiscation and/or search of the device is dependent on the circumstances present at the time and within the discretion of school authorities. Any use of cell phones during the hours listed above will result in: First Offense – student can pick up phone from office at the end of the school day. Second Offense – Parents will be contacted and phone can be picked up the following day by student or parent can pick phone up from school. Any further offenses will result in a meeting with parents, student, and school administrations to determine appropriate action.

GENERAL CONDUCT

Everyone at the Annandale Middle School is expected to do his or her best at all times. Staff and students will work together to help all students maximize their talents and abilities. Behaviors and actions that help students grow and mature will be encouraged, and behaviors and actions that interfere with another person's growth or the student's own growth will be addressed. The focus of the middle school will be to encourage all students to reach their full potential. In this regard, good behavior will be recognized and rewarded. **AMS staff will do all they can to build positive relationships with students.**

DISCIPLINE BELIEFS

Belief Statement

AMS students and staff are working together to provide a positive & safe learning environment by respecting others & demonstrating self-respect. Our plan is based on William Glasser's "Choice Theory" as well as the use of restorative justice. The key components of the discipline plan include:

- Building self-esteem.
- Promoting self-discipline.
- Focusing on internal motivation.
- Eliminating fear and coercion by providing a safe environment.
- Creating conditions for a need-satisfying environment.
- Viewing discipline procedures as a part of our school's educational process & not a strictly punitive process.
- Using consequences that are respectful, related and reasonable.

We believe we all make mistakes, and students, staff and parents can take responsibility for them by choosing effective behaviors and creating positive solutions. We focus on assisting everyone to be the kind of person he/she wants to be and correcting the mistake rather than focusing on negative consequences and punishments.

Although detention, suspension and expulsion will still be a part of the discipline plan, students will first have an opportunity to correct their behavior. We expect students to...

1. Respect everyone and their property.
2. Maintain high standards of behavior and academic performance for themselves and others.
3. Respect the investment their parents/guardians have made in this school by helping maintain the facilities.

REWARDS

A large majority of students do meet our high expectations. These students can look forward to rewards such as: increased performance in class, Caught in the Middle of Achievement awards, On-A-Roll programs, Student of the Month awards, & field trips.

"ABOVE THE LINE" FOCUS

We have values at AMS that we want to uphold. Those values will be the focal point of how we conduct ourselves. Students then pledge to model these values on a daily basis. When a student makes a poor choice the student needs to take responsibility for their actions, process the incident and fix the behavior.

BELOW THE LINE AND **BOTTOM LINE** BEHAVIORS

At AMS we expect students to behave "Above the Line." Below the line and bottom line behaviors violate our AMS values. They infringe on the ability of students to gain the maximum benefit from their middle school experience. The list is not intended to be comprehensive. Students engaging in "Below the Line" and "Bottom Line" behaviors will be subject to disciplinary actions. Some "Bottom Line" behaviors are:

1. The possession or use of tobacco, alcohol, e-cigarettes, unauthorized drugs or narcotics on school property, within the vicinity, or while engaged in a school activity may result in out of school suspension and a report to law enforcement. (may result in court appearance and fines)
2. Disrespect, defiance or insubordination: Students are expected to honor all reasonable requests made of them by staff.
3. Profanity or improper language and gestures (if directed toward staff could result in one or more days of OSS).
4. Rowdy or aggressive behavior: running, pushing, shoving, yelling or fighting.
5. Leaving the classroom or school without permission.
6. Class tardiness or truancy.
7. Vandalizing, damaging, or stealing school or private property (May require full recovery of costs to the school).
8. Taking another student's material or possessions.
9. Throwing food or other objects.
10. Using squirt guns, other water devices, laser pointers or other items that distract from the learning environment.
11. Use of electronic devices, cell phones, iPods, etc. unless directed by a teacher.
12. Possession of weapons, explosives or lighters.
13. Wearing clothing with obscene or disrespectful language or graphics.
14. Outward displays of affection (kissing, embracing, etc.).
15. Any commission of a crime - Students whose actions in school are against the law will be referred to the appropriate out-of-school authorities (example: physical assault, theft, etc.).
16. Forgery or plagiarism.

Note: Students participating in school-sponsored activities outside of the school day or off-campus will be subject to school discipline policies.

POTENTIAL CONSEQUENCES (CHOICE THEORY OPTIONS AT AMS)

Disciplinary action may include but is not limited to the following:

1. **RESTITUTION:** In most cases when a student violates a school rule, someone else is negatively affected by the behavior. Restitution is an attempt to right a wrong. It can involve writing apologies, community service work, cleaning projects, spending time helping someone, paying for damages, etc. Restitution is usually closely related to the offense.
2. **BEHAVIOR PLANNING ROOM (BPR):** Students are required to spend their lunchtime in a supervised quiet area. An educational activity related to the offending behavior will be required during the BPR. The student will receive credit for BPR only after he or she satisfactorily completes the educational project.
3. **EDUCATION:** Most of the behaviors beyond the first warning will have an educational component as part of the consequence. This will include, but not be limited to:
 1. Completing a *processing* Sheet
 2. Viewing videos about how to prevent harassment, vandalism, drug abuse, etc.
 3. Completing personal goal forms.
 4. Writing reports or completing projects related to the infraction
 5. Reading and taking tests concerning our school rules.
4. **LOSS OF PRIVILEGES**
5. **MEDIATION:** Students need to be aware of the advantages of working together rather than against one another to resolve conflicts. In a mediation session, two or more students in a dispute are given an opportunity to resolve a dispute with impartial peer or adult mediators.
6. **PARENT CONFERENCE:** This can be conducted by phone or in person.
7. **PRINCIPAL / STUDENT CONFERENCE**
8. **CONTRACT:** This will be an agreement between the student and the school, which documents the expected behaviors and consequences.
9. **DETENTION:** The detention period will be supervised under a stringent set of rules. An educational activity related to the offending behavior may be required during detention. **Students assigned to detention will not be allowed to participate in that day's after school activities until after the detention has been served.** It is up to the activity leader/coach discretion concerning the participation of the student in the activity.
10. **REMOVAL FROM CLASS:** Staff will contact parents when a student is prohibited from attending a class session. A parent/teacher meeting may be requested before the student is readmitted to class.
11. **SUSPENSION:** Students assigned to in-school suspension (ISS) will remain in a supervised study room for the school day and may not be permitted to attend after school activities. Students assigned out-of-school suspension (OSS) will be prohibited from attending school and after school activities during the prescribed suspension days. Students assigned OSS will only be readmitted to school following a meeting with the student, parent and a school administrator.

Students may be dismissed on any of the following grounds: (a) willful violation of any reasonable school board regulation; (b) willful conduct that significantly disrupts the rights of others to an education; (c) willful conduct that endangers the pupil or other pupils or surrounding persons, or the property of the school.

12. School staff has the right to assign any of the previously mentioned practices or assign another practice of his/her choice as best determined using Choice Theory & Restorative Justice practices.

*Safety note: To ensure the safety of our students and staff, school personnel have the right to restrain if needed.

LOCKERS

Safeguarding student clothing, books, supplies and other valuables is a necessity. Each student will be provided with a locker for storing these important items. Switching or sharing of lockers is not allowed. Locks may also be purchased in order to provide for the safety of these items. Locker combinations should not be shared with others.

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities, for any reason, may conduct inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

In an effort to promote a healthy and clean learning environment, all food in lockers must be sealed and beverages must have twist-on cap.

Do not leave valuables or money in your locker. The school cannot guarantee the security of lockers. Please do not share your locker or locker combination with others. Materials posted inside lockers must be consistent with school policies.

BULLYING

The definition of bullying includes:

- a. Bullying is intimidating, threatening, abusive or hurtful conduct
- b. It is objectively offensive **and**
- c. The conduct involves an imbalance of power and is repeated **or**
- d. The conduct materially and substantially interferes with a student's education or ability to participate in school activities.

Bullying

Students in District 876 have a right to attend school in a bully free environment. Any act of bullying by either an individual student or group of students is expressly prohibited on school property or at school-related functions. This policy applies to students who directly engage in an act of bullying and students who indirectly condone or support another student's act of bullying. This policy applies to any student whose conduct at any time or place constitutes bullying that interferes with students' ability to learn, teachers' ability to educate students or obstructs the mission or operation of the school district. Bullying may include, but is not limited to:

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|---|--|
| a. threatening another individual | b. intimidation |
| c. any written or verbal expression causing distress/fear | d. physical harm/contact |
| e. unwanted control of or damage to a student's property | f. "cyber" or electronic bullying/harassment |
| g. jeering/taunting/mockery | h. teasing |

* Please see the district website for the complete District 876 Bullying Policy(514)

RELIGIOUS, RACIAL AND SEXUAL, HARASSMENT, DISCRIMINATION, AND VIOLENCE (Board Policy 413)

1. Everyone at District 876 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment, discrimination and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:
 - a. Name calling, jokes or rumors
 - b. Pulling on clothing
 - c. Graffiti, notes or cartoons
 - d. Unwelcome touching of a person or clothing
 - e. Any words or actions that may make you feel fearful, uncomfortable, embarrass you, or hurt your feelings.
 - f. The transmitting of threats, taunts or defaming comments through e-mail, instant messages, text messages, web site or blog posts.

Any person who believes he or she has been the victim of bullying, harassment, discrimination or violence by a student or employee of the school district should report the alleged acts immediately to any of the following:

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| • Any Annandale Public School Employee | • Human Rights Officer, Supt. Steve Niklaus, 320-274-5602 |
| • Human Rights Officer, Julie Hall, Annandale Middle School Social Worker, 320-274-8226 | • Tim Prom, Annandale Middle School Principal, 320-274-8226 |

You may also make a written report. We take seriously all reports of religious, racial or sexual harassment, discrimination or violence and will take all appropriate actions based on your report. It should be given to a teacher, counselor, the principal or the Human Rights Officer. Your right to privacy will be respected as much as possible. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.

This is a summary of the School District Policy against religious, racial or sexual harassment, discrimination and violence. Complete policies are available in the school offices upon request.

HAZING (Board Policy 526)

Hazing means committing an act against a student, or coercing a student into committing an act, that creates substantial risk or harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

No student, teacher, administrator, volunteer, contractor, or other employee of the district shall plan, direct, encourage, aid or engage in hazing.

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to any school staff member or directly to the school principal.

For a complete version of the district's Hazing Policy refer to: <http://www.annandale.k12.mn.us/pdf/policies/526.pdf>

WEAPONS AND ASSAULT DISCIPLINE POLICY

WEAPONS Possession of a weapon will result in one or more of the following:

1. Suspension from school
 2. Contact with law enforcement officials
 3. Confiscation of the weapon
 4. Recommendation to the superintendent that expulsion procedures be initiated
- "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity.
 - "Weapon" means any firearms, whether loaded or unloaded, any device or instrument designed as a weapon or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are, but are not limited to: guns (including pellet guns, look-alike guns, etc.) knives, clubs, metal knuckles, numchucks, throwing stars, explosives, stunguns, and ammunition. A student who finds a weapon on the way to school or in the school building, **and** reports the weapon immediately to the principal's office, shall not be considered in possession of a weapon. **Do not pick up any gun you find.**

ASSAULT

1. A threat of bodily harm or death to another person, with physical contact, will result in a parent/guardian conference & suspension from school.
 - A. Direct attack with a weapon: Direct attack with a weapon shall be dealt with under the preceding section of this policy dealing with "weapons".
 - B. Direct attack on another person: Students will be initially suspended from school & may be recommended to the superintendent for expulsion.
2. A student who threatens bodily harm or death to another without physical contact while in possession of a weapon shall be dealt with under the preceding section of this policy dealing with "weapons".
3. Students who engage in fighting with another person will be suspended from the classroom or from the building. Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another, and differentiated from "poking, pushing, shoving, or scuffling."
4. Law enforcement may be contacted to report assault incidents.

MEDIA CENTER AND COMPUTER LABS

The media center is available for use by students and teachers. Students are encouraged to use the media center individually or as part of classroom groups. In order to make materials easily accessible to students, the media center, including the computer labs, will be open to students before school, after school and during the lunch period.

Internet use is available for students who have gone through the school's Internet licensing process and who have parental approval. Computer use and Internet access is a privilege given for students who use it appropriately.

INTERNET AND ELECTRONIC COMMUNICATION ACCEPTABLE USE POLICY

The Annandale School District maintains a variety of communication networks to support instructional activities in our schools. The largest of these networks is the Internet. In our schools and libraries, the Internet is a resource similar to books, magazines, videotapes, and computer software. Students will use the Internet to participate in distant learning activities, to consult with experts, to communicate with other students and to locate information to meet their educational needs.

The Internet significantly expands the learning resources available to our students. However, making the Internet accessible to students carries with it the potential that students might encounter information that may be controversial and of potential harm to students. The school district believes that the educational information and interaction available on the worldwide network far outweighs the possibility users may access material that is not consistent with the norms of our community.

Because information on the Internet appears, disappears and changes rapidly, it is not possible to predict or control what students may locate. The school district will provide students with the understanding and skills needed to use the Internet in an appropriate manner. Whenever possible, the school district will provide supervision of students while using the Internet and the school's computer networks. The school district will also ensure that students are aware of their responsibility to use the Internet in an ethical and educational manner. **While it is possible to select some resources, school officials cannot promise to control the Internet environment for students. Our focus is on providing individual users with the understanding and skills needed to use the Internet in appropriate ways to meet their individual educational needs. We expect students to "do the right thing" and not abuse this privilege.**

The Annandale School District will:

- Restrict access by minors to inappropriate material on the Internet and the World Wide Web;
- Provide for the safety and security of minors by educating them on the appropriate use of electronic mail, chat rooms, and other forms of direct electronic communications followed by the implementation of the acceptable use policy;
- Control unauthorized access, including so-called "hacking" and other unlawful activities by minors online. This will be enforced through the acceptable use policy, as well as hardware and software access control;
- Address unauthorized disclosure, use and dissemination of personal information regarding minors through standard security measures;
- Take measures designed to restrict minors' access to material harmful to minors through education and the acceptable use policy.

Violations of the Acceptable Use Policy will result in a loss of access to the computer network as well as possible other disciplinary or legal action including the following:

- Suspension or revocation of information network access for 30 school days or one calendar year.
- School suspension.
- School expulsion and legal action and prosecution by the authorities.

The district has the right to restrict or terminate information network access at any time for just cause. Further, the district has the right to monitor network activity in any form that it sees fit to maintain the integrity of the information network. Internet use in the district is a privilege.

Parents should also be aware that "sexting" is becoming more common. "Sexting" is sending nude or sexually suggestive pictures and accompanying text via cell phone. Although the pictures are often sent to just one person, they are often forwarded to many others. Besides severely damaging one's reputation, image and privacy, the legal consequences can be very harsh. Possession/transmission of child pornography, even between teenagers, can be considered a felony. Please have a conversation about cell phone usage and the devastating consequences "sexting" would bring. Any instances involving "sexting" will be reported to law enforcement.

BUS TRANSPORTATION

School bus transportation via M & M Bus Company is a privilege that may be withdrawn for inappropriate behavior. A student is to ride the bus to which he/she is assigned. **The bus driver is in complete charge of the bus** and passengers must comply with all reasonable requests of the driver. To minimize bus conflicts, students will be assigned seating "areas" based on their grade levels. High school students will be in the back area, middle school students in the middle area and elementary students in the front area. Parents who want an older sibling to sit with the younger child need to contact the bus driver to make that arrangement. In those cases, the older child will sit in the younger child's area. In the interest of bus safety, the following offenses will not be tolerated:

Student Harassment	Eating on the bus-prohibited by state law (safety)	Littering, vandalizing, and defacing buses
Swearing, fighting or spitting	Use of water devices	Possession of glass objects
Making excessive noise	Throwing anything	Possession of matches or lighters
Use/possession of tobacco, drugs, or alcohol	Use or display of knives or other weapons	Use of radios or cassette tape players
Not following bus driver's instructions	Possession of obscene materials	*Any activity or behavior that is a distraction to the driver
Being out of seats	Use of emergency door without permission	
	Having hands / head outside of the bus	

The following consequences may apply to students who choose to break any of the rules:

- 1st Offense: Middle school personnel will send a written warning to the student's parents. This will be the only warning for the year.
- 2nd Offense: Five days off the bus, parents notified by middle school personnel.
- 3rd Offense: Ten days off the bus, conference with parent, school personnel, student and bus company rep. if needed.
- 4th Offense: Loss of bus privileges for the remainder of the year.
- Vandalism: Immediate loss of bus privileges and the student will be required to make restitution for all damages.
- Severe Clause: In extreme cases, students may be assigned to consequences at the discretion of school & bus officials.

The school reserves the right to use this scale of consequences as it sees fit in order to ensure reasonable, effective and timely consequences are applied to ensure safe ridership for all passengers.

Students at Annandale Middle School must ride school provided transportation when participating in out-of-town activities. The only exception will be when parents personally transport their child with the knowledge of the supervisor. A signed written note must be given to the activity supervisor.