**When you miss school, you miss out**
A student who reaches seven unexcused absences (either full or partial days) is in violation of the Minnesota Compulsory Attendance Law (Minnesota Statute 120A). Students in violation of this law will be referred to Washington County. See the full attendance policy at [stillwaterschools.org/policies](http://stillwaterschools.org/policies).

**Get Involved!**
Students who are involved in clubs, sports and activities actually perform better in school. Activities are also a great way to make friends and get connected with people who have similar interests. See the activities booklet, or check out the school website or [GoPonies.org](http://GoPonies.org) for more information about athletics and co-curricular clubs and activities.

**Safe and Caring Learning Environment**
Our school has adopted the following expectations for its community to promote a safe and caring environment.
- Be compassionate to others. Listen and learn from teachers, staff and students.
- Have a positive attitude towards learning and school in general.
- Stay on task; use your time wisely.
- Respect school property.
- Respect the personal rights of others.

We consider teachers, staff and students to be a community of learners. “Concern for the individual and the education of the total student body” are focal points of the middle school philosophy. A critical part of this philosophy is the idea that students must assume responsibility for their actions and accept consequences for behavior that inhibits their learning or that of others.

Teachers have primary responsibility for defining and handling classroom behavior problems that disrupt the learning process. Teachers are the first and usually the most effective disciplinarians in the school. They will handle minor disciplinary problems in the classroom. Administrative staff becomes involved in correcting disruptive behavior when it is an ongoing problem or causes a serious impact on the learning environment.

Maintaining an orderly school environment for learning and participation in all school activities is essential. The student discipline policies reflect the rights and responsibilities of students, parents and school personnel in achieving this goal.

The policies will ensure:
1. The welfare and safety of students and staff.
2. The orderly conduct of the education.
3. The fulfillment of the legal responsibilities and liabilities of the Stillwater School District.

Our school will maintain a learning and working environment that is free from hazing, bullying, intimidation or violence of any type, including without limitation, religious, racial or sexual harassment, bullying, intimidation or violence. Procedures and policies are consistent with Minnesota Statutes 121A.03, 121A.0695 and 363.01 to 363.15 to ensure this environment.

The district’s full student discipline and code of conduct can be found by clicking the following link: [stillwaterschools.org/handbook](http://stillwaterschools.org/handbook).
Emergency Contact Information
At the beginning of the school year parents/guardians will be asked to update their child’s emergency information in Skyward. It is necessary that we have your phone numbers as well as phone numbers for two additional family members or friends who can be contacted in case your child has a medical emergency or needs to be picked up from school. You’ll also be asked to share any information about special health conditions or medications that emergency care providers would need to be aware of in the event of an emergency.

Please notify the school immediately of any changes to your child’s emergency information during the school year.

Exclusion from Activities
Students may be excluded from assemblies, field trips, social events/dances, and year-end activities, if they have had a number of referrals or at the discretion of the principal. Criteria for exclusion from activities may include:

• Three or more referrals.
• Suspended two or more times.
• Excessive missing assignments.
• Failing courses.

Administrators determine if such restriction is needed.

Appropriate Student Dress
In an attempt to address student dress, reference is made to the Student Attire Policy which reads: lack of attire, or personal grooming which creates a danger to health or safety or a disruption to the educational process, including, but not limited to, bearing a lewd, vulgar, or obscene message, promoting products or activities that are illegal for use by minors, or displaying objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership. Consequences: Student conference; parent notification.

Backpacks and Electronic Devices
Students are allowed to bring backpacks to and from school to transport books and supplies. However, students are not allowed to use backpacks during the course of the school day. If there is a special need to carry a backpack to classes, a parent should explain the circumstance in writing and present it to the student’s counselor or special education case manager.

Cell phones, earbuds, and personal devices can be used before or after school. Cell phones must be left in lockers from 7:50 a.m. to 2:20 p.m. Such items may be confiscated by any adult staff member and returned at the end of the day or requested that a parent pick the item up from the main office.

IMPORTANT: Students who bring any type of electronic device/accessories to school do so at their own risk and should always secure unsupervised items in their main locker. The school will not be responsible for lost or stolen items.

Leaving School Early
Our school has adopted a proactive procedure regarding student releases. The purpose of our sign-out procedure is to enhance the safety and welfare of students leaving school early.

If a student is to be excused before the end of the school day, they should bring a written request signed by a parent/guardian to school. Students will use the parent note as their pass to the attendance office at the appropriate time and the parent/guardian may then sign them out. If a student returns to school that day, he/she needs to check in at the attendance office. Student safety is our foremost concern.

Other Absences – If students know in advance they are going to be absent, a note from home or a phone call from parents should be made at least one day in advance to make arrangements. If your family is planning a vacation or you know you will be out for an extended period of time, you will need to obtain an Extended Absence Form from the attendance office.

Fair Treatment Code
The staff and administration adhere to the following guidelines when enforcing expectations.

1. Each student will be treated fairly and will be protected from arbitrary and unreasonable decisions.
2. All decisions affecting the student shall be based on a careful investigation of the facts with the fair application of consequences.
3. All students will be informed of the school expectations, guidelines, and the processes by which discipline is administered. We recognize the need for a collaborative relationship between the student, parent/guardian and school.

Hallways
Students are required to have a time-signed pass from their teacher or office staff in order to be out during class time. Running in the halls, pushing and shoving, even with friends, can cause injury. Appropriate behavior is expected. No food or beverages are allowed in the hallways or classrooms.

Items not allowed at school
The following items are disruptive and are not allowed at school:

• Matches, Lighters
• Knives of any kind
• Pepper Spray
• Electronic Games
• Laser lights/pointers
• Chain Wallet
• Roller Shoes
• Pornography
• Gang affiliation of any kind
• Hairspray, Cologne, Perfume
• Slime
• Nuisance Devices
• Cameras–unless assigned as a class project. This includes phone cameras
• Electronic devices which are disruptive to the learning environment
Lunchroom
Expected behaviors in the lunchroom are as follows:

• Be respectful of other students and all adults working in the lunchroom.
• Be responsible for cleaning up after yourself, and assist with picking up items when requested to do so by a supervisor.
• Remain at the place you chose to sit throughout the lunch period until dismissed, other than to throw trash away or to go outside, weather permitting.
• Throwing anything or playing with food will not be tolerated.

Lunchroom infractions will result in consequences ranging from a warning to out-of-school suspension.

Lockers
Students will be assigned a hall locker and all locker combinations will be given to the students. You should NOT give your combination to anyone! We do not issue new combinations. In administrative-approved situations, a new locker will be issued. Other tips for keeping a secure locker:

• Keep your locker locked.
• Do not leave valuables in your locker.
• Use your assigned locker only. You may not share a locker with another student.
• Report locker problems to the office immediately.
• Do not tamper with lockers to prevent from locking.
• You may lose your locker privileges if you share your locker with other students or fail to ensure that your locker is locked.

Lockers are considered school property. School administration may check hall and PE lockers at any time deemed necessary.

Tardy Policy
School starts at 7:50 a.m. Arriving for all classes on time is important for success. Students checking in to school after 8:10 am, without a valid excuse, will be marked unexcused for first hour. Tardies in excess of 10 minutes in other classes may result in an unexcused absence rather than a tardy.

Tardies will be tabulated per quarter (9 weeks)

• 4 tardies – It is understandable that students may be late a few times for various reasons. Students get 4 “free” tardies for the quarter.
• 5th tardy - counselor or designee meets with student: Discussion regarding the reasons for tardies and the importance of being in class. Letter sent home to parent/guardian at this point as well.
• 6-15 tardies – Meet with Assistant Principal. Each tardy will result in a detention to be served at lunch, before or after school.
• 16th tardy – Parent, student, and Assistant Principal will meet to discuss the issue, in person or by phone.

Further tardies will result in detention, being placed on the “No Pass” list, ISS, suspension or others recommended in the district disciplinary policy.

Immunizations
Minnesota Statute 121A.15 requires every student enrolled in school to be immunized against certain diseases or file a legal medical or non-medical exemption. Students will not be able to attend school if they are not in compliance. For more information, visit our immunization webpage.

Recognition and Award Programs

<table>
<thead>
<tr>
<th>Oak-Land Middle School</th>
<th>Stillwater Middle School</th>
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<tbody>
<tr>
<td><strong>Student of the Month</strong></td>
<td>Pony Awards recognize the top students chosen by each teacher. Grades are only a small part of the selection process; students are honored for superior character qualities such as involvement in class and leadership.</td>
</tr>
<tr>
<td>From November through April, students are recognized each month for their accomplishments in a given curricula area. Their names are also sent to the Stillwater Gazette. Students and parents are invited to a breakfast that is held each month. This event is sponsored by our Student Ambassadors program.</td>
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<tr>
<td><strong>Lottery Prizes</strong></td>
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<td>Staff members give “Oak-Land Way” certificates to students for showing one of the High 5’s (Respect, Responsibility, Integrity, Compassion, and Commitment). Students are entered into a lottery and prizes are given to students whose names are drawn each week.</td>
<td>We believe these students</td>
</tr>
<tr>
<td>1. Keep going long after others give up.</td>
<td>1. Approach challenges with determination and a positive attitude.</td>
</tr>
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<td>3. Are heroes. They do what has to be done when it needs to be done, regardless of inconveniences.</td>
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<td>5. Find the strength to help others</td>
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</table>
Stillwater Area Public Schools cares about its kids. Here is a list of resources provided courtesy of our school counseling staff. This is not an endorsement for any of the agencies listed.

IF YOU ARE IN CRISIS, please call one of the numbers below or 9-1-1.

• Canvas Health Crisis Connection: .................................................................612.379.6363 or crisis.org
• Washington County Crisis Line: ..............................................................651.777.4455
• National Suicide Prevention Lifeline: 1.800.273.TALK
• Bridge for Youth (for runaway and homeless youth): 612.377.8800

The following organizations provide counseling, treatment programs or other services for youth:

• Canvas Health .................................................651.777.5222
  canvashealth.org

• Family Means ........................................651.439.4840
  familymeans.org

• Family Means Center for Grief, Loss & Transition ................................651.641.0177
  familymeans.org

• Youth Service Bureau ........................................651.439.8800
  ysb.net

• Children’s Hospital of Minnesota (Behavioral Health Program) ........651.220.6000
  childrensmn.org/services/behavioral-health

• Fairview Hospital Behavioral Services .................................................612.273.8383
  fairview.org/Services_BehavioralHealth

• Prairie Care A University of Minnesota Medical School Affiliate ..............763.383.5800
  prairie-care.com

• Aris Clinic (Outpatient programs) .................................................651.259.9750
  aris-clinic.com

• Avanti Care for Adolescent Girls ......763.230.7470
  voamnwi.org/avanti

• The Emily Program (eating disorders) .................................................888.364.5977
  emilyprogram.com

• Options Residential ........................................952.564.3030
  optionsres.com