

**HIDDEN OAKS & TWIN OAKS
MIDDLE SCHOOL STUDENT AND
PARENT HANDBOOK
2022-2023**



Hidden Oaks Middle School

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Twin Oaks Middle School

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Important District Policies

Please read the following document that contains important district policy information: [Click here.](#)”

PLSAS Middle School Handbook:

Middle School Contact Information

Hidden Oaks

Main Office	952-226-0700
Attendance	952-226-0701
Student Services	952-226-0702
Health Office	952-226-0706

Twin Oaks

Main Office	952-226-0500
Attendance	952-226-0501
Guidance Office	952-226-0502
Health Office	952-226-0506

Middle School Organization

The Principal is in charge of the overall operation of the middle school. The principal supervises the teachers, dean/counselors, and all other staff in the building. **The Assistant Principal** assists the principal in the overall operation of the building. Some of the specific responsibilities include overseeing registration of courses, disciplinary actions, and special education services. Each of the middle schools has a principal and an assistant principal. The student services team is made up of a dean, counselors, social workers, a chemical health coordinator, and a police liaison.

Attendance Procedure

Regular school attendance is directly related to success in academic work and benefits students socially. The school board recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators.

In accordance with the Minnesota Compulsory Instruction Law, the students of the school district are **REQUIRED** to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board. Parents are asked to call, or email, the school attendance line if a child will be absent from school for any reason.

Middle School Student Attendance Policy

Expectation: With the exception of verified school-authorized absences, middle school students are expected to attend each class every day.

Parent/guardians are required to call, or email, the school attendance line by 8:00 A.M. on days their child will be absent. Absences/tardies will only be excused if a parent/guardian has telephoned school or the student presents a written excuse signed by the parent/guardian; noting the duration of absence and the reason. The school reserves the right to determine if the absence is excused or unexcused.

Absences that are considered excused include, but are not limited to the following:

School-sponsored curricular and co-curricular activities;

Official religious holidays;

Death of an immediate family member (parent, step-parent, guardian, sibling, grandparent);

Unique or emergency circumstances which are authorized by a school administrator;

Illness, injury, or hospitalization of the student. A doctor's note must be provided if your child is gone from school more than 10 total days over the school year, or 5 days in a row.

Authorized appointments with school personnel.

Unexcused - Unexcused absences are inappropriate and insubordinate and will result in disciplinary consequences for misbehavior outlined in district policy. Unexcused absences occur when a student chooses to be absent from school without the approval of the school. Such absences include, but are not limited to, truancy, oversleeping and planned absences which were not pre-approved by the school. Consequences will be assigned to students who have unexcused absences following current guidelines. Tardies are defined as being late to class without a pass. Consequences may be assigned to students with excessive tardies.

Parents are asked to send a note to the main office in advance of an absence for an appointment or vacation. The student will be given a pre-signed note to show to teachers whose classes will be missed, and to get class assignments prior to leaving school. When leaving school during the day, the student must be signed out by a parent/guardian in the main office. Homework and any work given in advance to the student are due immediately when the student returns to school.

Academics

Academic Programs

Both Hidden Oaks and Twin Oaks have advanced courses in all three grade levels. In sixth grade, students have the opportunity to enroll in Advanced English, Math, Geography, and Science. In seventh grade, Advanced English, Math, History, and Science. In eighth grade, Advanced English, Math, Global Studies, and Science.

Spectrum is made up of industrial technology, family and consumer science, music, media, arts, business education, physical education, health and world language.

Advisory: The school day includes an advisory period that is made up of a group of students and a teacher from their teaching team or grade level. The purpose of advisory is to provide a group setting for discussion of topics appropriate for the grade level, establish academic goals, monitor student progress, give out announcements, and build community. One day each week will be set aside for reading and the students will be required to bring a book or other materials to read quietly. Students should always bring work to do during Advisory. This is a great time for students to visit other teachers to collect and/or complete missing work.

ACADEMIC COMMUNICATION TOOLS

The student-directed conferences, the goal setting process and the student planner are used as tools to assist student(s), parents, and teachers in monitoring assignments and academic progress. All students are encouraged to write assignments in the planner on a daily basis as a step toward becoming more responsible for their learning. Parent/guardians should monitor the planner daily and write comments to teachers as needed.

Grades: Students and parents are asked to set grade goals for each quarter and re-evaluate them during student-directed conferences. In addition, D/F reports and access to the Family Access program are available throughout the grading periods. The following marking system is used: A, B, C, D, F, I - Incomplete, S-Satisfactory, U-Unsatisfactory. A Pass/Fail grade may be given if the teacher, parent and administrator agree to do so.

Infinite Campus Student Information System

Infinite Campus is a web-based tool for parents/guardians to access student information. Parents are assigned an activation key to set up an Infinite Campus account. Infinite Campus houses information such as bus stops, teacher assignments, official grades, school calendar, contact information and health information. Parents also have the capability of entering or changing their email addresses and phone numbers online. This is extremely important for those parents who would like to receive email communications from their school. Please notify the transportation office at 952-226-0050 if your family does not have computer access for your bussing information.

Schedule Changes: Schedule changes require counselor or administrator permission. Changes will be made for the following reasons: computer error, medical/physical restrictions, inappropriate placement, and administrator's discretion.

Schoology Learning Management System

Schoology allows teachers to make resources available to students and parents in a format that acts like a digital extension of the classroom. Everything about it serves an academic purpose that is delivered in a safe and secure manner. Parents and students access Schoology using their own unique username and password. Parent accounts will be automatically linked to each of their students. Some of the information you will find in Schoology includes: classroom updates, assignments, calendar, study guides, quizzes/tests and interactive discussions.

Recognition

AWARDS AND HONORS

Honor Roll: Students who are performing at the A and B levels will be placed on the honor rolls.

Presidential Awards: 8th grade students who have met the U.S. Presidents' criteria will be honored at the end of the year.

LAKER PRIDE Tickets: A positive recognition tool for our staff to recognize desired behaviors.

Make-up Work

Parent/guardian homework requests are communicated directly to the teacher via email, Schoology or phone.

Homework Requests for Illness:

Homework requests: communicate directly with teacher via email or phone.

- A student will have 2 days for every day they are absent from school to turn in class work.
- If a student is provided a homework assignment prior to becoming ill, the student is expected to have it completed upon return.

Homework Requests for Family Vacations and Extended Leaves:

- The expectation is that homework is completed before the absence from school or due the day the student returns. Other arrangements may be made between the teacher and student.

Homework Requests for Alternate Learning Placement (ALP) and Out-of-School (OSS)

Suspension:

- ALP students will have their missed class work/ homework collected from the teachers. These and any assignments given the previous day are due as if the student were in school. There is no extra time allotted to turn these assignments in late.
- Students given OSS will have their assignments requested through the guidance office. Parent/guardian will be notified of pick up time and date. Students will have two days following OSS to complete homework.

Summer School Policy

Semester One: All 6th -8th grade students who fail English, science, social studies or math for one quarter do not need to attend summer school, but may choose to enroll anyway. All 6th -8th grade students who fail English, science, social studies or math both quarters will be required to attend session I of summer school.

Semester Two: All 6th -8th grade students who fail English, science, social studies or math for one quarter do not need to attend summer school, but may choose to enroll anyway. All 6th -8th grade students who fail English, science, social studies or math both quarters will be required to attend session II of summer school.

Transportation is NOT provided. Students may only be absent from summer school for emergencies or illness. Students may not miss any day of summer school due to vacation or other activities. If you believe that summer school may be a possibility for your child, Please plan accordingly. Contact your school guidance office with questions.

Grade Level Retention

Students will be considered for retention and repeat the entire grade level sequence if they fail to complete 8 “credits” in the required courses. A “credit” will be the equivalent of receiving a passing grade, (D- or higher), for the final quarter grade. These required courses in a grade level sequence include math, English, science, and social studies. A student must pass 8 out of the 12 credits in the four required courses to advance to the next grade level. In addition to the grade level retention policies, individual course retention and summer school guidelines will apply.

School Wide Behavior Guidelines

LUNCHROOM BEHAVIOR

Students need to bus their trays and silverware, wipe their tables with a soapy cloth, place refuse in garbage containers and recycle appropriate food and plastics. Students will be dismissed from the lunchroom by tables after an inspection of their eating area has taken place. Students who refuse to comply with the rules may be assigned to a special supervised lunch area, lunchroom clean up, detention or have their lunch privileges removed. Pop is not allowed in the lunchroom.

LOCKERS

Academic Lockers are assigned to all students. Locker number and lock combination will be listed in Infinite Campus. At the end of each school year, students are to remove the contents of their locker and leave the lock as a new locker and lock will be assigned each year.

Physical education locks and lockers will be assigned to students during the first week of school. The student will receive a card that contains the locker number and the lock combination. This lock has been purchased through the student fees and will allow the student to use the same lock with the same combination until he/she graduates from high school. Students are not to share a lock or locker. Students are expected to change into P.E. clothes and appropriate shoes every day.

Pursuant to MN State statute, school lockers are the property of the school district and may be searched at any time, without notice, without student consent, and without a search warrant.

FOOD AND BEVERAGE USE

Vending machines are available to students after school. Food and beverages for special events brought in by parents, students or staff must be store purchased due to health codes.

CHEATING/PLAGIARISM

Students who plagiarize (i.e. accepting the work of others as your own), cheat or aid in cheating on tests, quizzes, homework and other class assignments will work with school staff and administration to follow the Academic Integrity procedures. Depending on the severity and frequency of the violation, further and more severe consequences may occur.

SCHOOL TELEPHONE USAGE

Students will not be allowed to leave class to take a phone call except in an emergency. Arrangements to pick up students for detention or after school activities should be made in advance. Office and classroom telephones are to be used only by staff members for such things as parent communications or school related business. A student phone is located in the main office for student use.

SALES

Students may not sell food, candy, services, or anything else to the student body and faculty without permission from the administration. All sales will be required to be related to a school activity.

SKATEBOARDS, ROLLER BLADES AND “ROLLER SHOES”

Use on school property is not allowed. Students who use these items in school or on school property will have these items confiscated. Parent/guardian may be called to pick up confiscated items. These items may be on school property only if kept in students' lockers.

USE OF SCHOOL PROPERTY

Students are not permitted access to teachers' or other school personnel's property including desks, keys, cabinets, grade books, computers or personal belongings. Unauthorized student use of these objects will be considered a very serious offense.

Middle School Activities

MIDDLE SCHOOL CO-CURRICULAR ACTIVITIES

A middle school activities brochure is available in your school's main and guidance offices. Further questions should be directed to our 6-12 Activities Director, Beth Fuller at 952-226-8960.

Eligibility guidelines:

Students' first responsibility is the completion of their homework, involvement in co-curricular activities must be secondary. If students are having behavioral or academic challenges while participating in sports/clubs, their involvement in these activities may be limited. Students who are assigned Alternative Learning Placement (ALP) or out-of-school suspension (OSS) are not allowed to participate in co-curricular activities that day; this includes athletic competitions. Coaches and advisors may have other rules related to participation for students who are assigned after school or lunchroom detention. It is expected that students will be receiving passing grades, or working with their teachers on grade improvement before participating in any co-curricular activities.

Attendance:

A student has to be in school at least ½ day or longer in order to be eligible for that day's practice or contest.

If a student receives a full day of ALP, OSS, or after school detention, the student will be ineligible for that day's practice or contest.

Students need to be off school grounds within ½ hour of the activity (co-curricular/tutoring/etc) ending time. Rides should be scheduled in advance. Students cannot loiter in or around school grounds.

Alcohol-tobacco-drugs-sexual harassment:

Same as Minnesota State High School League Suspension Policy.

Medical exclusions:

When an athlete is unable to participate safely due to a medical issue such as illness or injury, the athlete may be excused with a note from a parent/guardian for a maximum of two days.

Any medical exclusion longer than two days must be approved with a note from a physician. Also, reinstatement to practice after being out more than two days must be accompanied by a note from a physician.

If a student is too sick or injured to participate in physical education class, the student is ineligible to practice or play in a contest that day.

Standardized Testing

At various points throughout the school year, students will be taking standardized tests. Minnesota Comprehensive Assessments (MCA's) are typically held in April and May, communication will be sent out with specific dates closer to the scheduled time.

More information can be found on the district website, under the Learning, Achievement & Innovation (LAI) section. www.priorlake-savage.K12.mn.us

Based on Minnesota Statute, section 120B.31, subdivision 4a, families may choose to opt students out of standardized testing. Parents/guardians must complete the form found on the school websites if they refuse to have their student participate in state-required standardized assessments. This form is valid for one school year and may be turned in to the school secretary.