

2017-18

# *Southwest*



# *Tiger Pride*

*This planner belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper 

**Planners** are received at the beginning of the year at orientation. All students use the same printed planner. It is the students' responsibility to carry the planner with them at all times. Students must keep this planner for the duration of the school year.

## ALLERGIES

Because of severe allergies of students and staff, please refrain from using perfumes or colognes when visiting. Students are also not allowed to have body sprays or perfumes in the building. No deliveries of flowers, plants or balloons will be accepted. No foods containing nuts, peanuts, or peanut butter are allowed. Students are not to bring food items to share with others in the cafeteria or in the classroom.

## ATTENDANCE POLICY - SOUTHWEST

**Parent/Guardian Responsibility** The attendance line number is 379-5312.

**If the student is ill, and will miss school, a call should be made to the attendance line by 8:30 a.m.** State your student's first and last name, identification number, reason for the absence, the date you are calling, your name and association to the student (example: Mary Jones mother of Sam Jones), and a phone number where you can be reached.

**To avoid delays for the parent, if a student needs to be excused during the school day for any reason, they need to bring a note to the attendance office before school starts that morning.** The student will then be issued a pass to be excused at the appropriate time. For last minute appointments, without a note, the parent/guardian will need to physically come into the office to get the student. Teachers will not release students from class without a pass issued by the office.

**If your student will be absent due to a family vacation, please report to the attendance office to pick up an absence pre-approval form.** This form must be signed by a parent and returned to the attendance office 3 days prior to the first day of vacation. Family vacations include such activities as church sponsored trips, dance/skating competitions, fishing/hunting activities, non-school related sports tournaments, etc. A maximum of five cumulative vacation days will be allowed in a school year. All other family leave will be unexcused. If a phone call is not received by 8:30 a.m., or the absence has not been pre-approved, the parent/guardian will be contacted by telephone. Any unexcused absence must be resolved by the parent/guardian the day following the absence, or it will remain unexcused. A note may be brought into the attendance office if contact by telephone is not possible.

**Tardies:** A tardy is defined as a student not in the classroom when the class period bell rings

**Habitual Truant:** A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for one or more class periods on seven school days if the child is in middle school, junior high, or high school.

## BUS RULES

Riding a School Bus is a Privilege – not a right. The policies and guidelines for transporting students are reviewed with all students at the start of the school year. Questions concerning bus transportation should be addressed to:

Albert Lea Bus Company 373-1467 or Steve Anderson, Director of Facilities and Transportation 379-4808

## CAFETERIA

A breakfast cart is available to students before school by the media link. Lunch Periods – Students are assigned to one of four lunch periods. Each lunch period is 25 minutes. Lunches are sold on a prepaid basis. Milk is available for those bringing a sack lunch. All cafeteria purchases must be prepaid.

A drop-box for payments is in the school cafeteria. Students are issued a computer number for their account and all purchases are charged against the account balance. Students are not to bring food items to share with others in the cafeteria or classroom. We have a closed campus for lunch. Visitors may request permission from the principal three days in advance to come to school for lunch, but because of the short lunch period, going out for lunch is not feasible. Restaurant or fast-food may not be brought into the school for lunch. Correct change must be used to purchase the lunch. Change cannot be made in the line.

Free and reduced price lunches are available for those students who qualify. Forms are available in the school office at any time. You will be notified of your approval for free or reduced meals by the Food Service Director. Breakfast at Southwest is \$1.35 for students and \$1.95 for adults. Lunch is \$2.70 for students and \$3.75 for adults.

## DRESS CODE

Student dress should comply with reasonable standards of cleanliness, safety, and should not be disruptive to the operation of the school or inappropriate for students.

Gangs or supposed organization and association of gangs will not be tolerated at Southwest. Any manifestation of gang apparel or display of gang symbols will not be allowed. No gang-related insignia colors, paraphernalia material, or attire may be worn or carried on campus or at school activities. This includes but is not limited to: gloves, bandannas, wristbands, chains and spiked jewelry. No gang-related drawings allowed in books, binders, notebooks, notes, etc. Any team attire used for intimidation or fear will not be allowed. Additional dress code requirements are:

- No hats or caps.
- Winter jackets must be left in locked lockers.
- Skirts/shorts must be fingertip length when arms are at the student's side. Holes in pants should be small and below the fingertips.
- Clothing with spaghetti straps, halter tops and tube tops are not allowed.
- Undergarments including but not limited to bra straps and underwear cannot be showing.
- No cleavage exposed (suggested that garments not be cut below the collar bone)
- Midriffs must be covered front and back.
- Clothing with ads/pictures for alcohol, bars, drugs, tobacco, or clothing of a sexually suggestive nature may not to be worn.
- Pajamas and bedroom slippers are not allowed.
- Bags, purses, backpacks and cellphones are to be locked in your locker.
- Pants should be worn at the waist.
- No writing on the face or body.
- **The administration (or appointed designee) will be the final arbiter of what is appropriate dress.**

## ELECTRONIC EQUIPMENT AND CELL PHONES

Cell phones and electronic devices may be used before school (before 8:00) and after school (after the last bell to end the day) or with permission from a teacher or staff member. Any electronic devices brought to school must be turned off and kept in your locked locker during the school day. Devices used or seen during the school day without staff permission will be confiscated. Students who have their device taken can pick it up in the office at the end of the school day (on first offense). Each offense after the first, a parent or guardian will need to make an appointment with the principal to pick up the device after school hours. Texting and internet social sites are not allowed during the school day. Students may check messages at the end of the day. Taking photos on any device during the school day is prohibited, unless staff permission is given. **Neither the school nor the school's representatives are liable for electronic equipment that is lost or stolen or confiscated.**

## GRADING SYSTEM

4.0 grade system will be used. Pluses and minuses DO count in assessment of grade average. The letter grades have the following values for the honor roll:

A	3.50 – 4.00	A Honor Roll
B	3.00 – 3.499	B Honor Roll

Assessments (tests, performances, presentations, etc.) represent 90 % of the student grade. Retakes are permitted and encouraged. Practice (homework) will represent 10% of the grade. Extra credit is not offered.

## HALL PASSES

Students must have a pass or signed agenda to be in the hall during the school day.

## LEAVING SCHOOL DURING THE DAY

It is school policy that students should not leave the school grounds during the school day without permission from the attendance office. Bring your permission notes to the office before classes start for the day. If you are ill, go to the nurse's office. If you need to call home because you are ill – this call must be made at the nurse's office.

## LOCKERS

Each student will be assigned a locker to provide safekeeping for school materials and personal articles. Locker combinations should be kept confidential since the responsibility for safeguarding personal property lies with the student. Lockers are to be kept locked and should not be shared. Damage to lockers will be considered vandalism. Students are given a school approved padlock to use for the year. If the lock is lost, a school replacement will cost \$10.00.

## LOST OR DAMAGED BOOKS and CHROMEBOOKS

A fee will be assessed for lost or damaged text books and library books and Chromebooks.

## MESSAGES AND GIFTS FOR STUDENTS

In an emergency, parents may call the school office to leave a message for a student. Classes will not be interrupted for messages. Students are encouraged to discuss appointment plans, after school plans and meeting times and places at home before they leave for school. We cannot guarantee that messages received within the last half hour of the day will be delivered. No deliveries of flowers, plants or balloons will be accepted nor shared snacks. Students who are expecting forgotten items from home must check for them in the office. The office does not interrupt classes for deliveries. *Messages cannot be delivered on early – out days or special event days.*

## SAFETY

Skateboards are not allowed on the bus or on school grounds. Shoes with wheels are not allowed on the school grounds. Parents dropping students off for school in the morning should use the Student Drop Off at the end of the sidewalk. **Do not drop students by the flagpole unless they have a medical condition.** No vehicles are allowed in the bussing area after school. Parents should arrange for picking up students on the north side of the building (Front Street) or on the south side of the building (by the Tennis Courts).

## SCHOOL DAY

The School Day begins at 8:10 and ends at 3:05. Students should not need to be in the building prior to 7:35 a.m. Unless students are involved in a supervised, after school activity, they should be out of the building and off school grounds by 3:15 p.m. Each **Wednesday**, classes will not start until 8:25 due to staff Professional Learning Community work. Students should be in their first period class by 8:25 on Wednesdays.

## SECURITY

Please be aware that many areas of the building are electronically monitored for your safety. Parents and other visitors to our building will need to be let in through our front door security system. Students or others are not to open doors for visitors.

## STUDENT ID

Student picture IDs are provided at the beginning of the year. The ID is required for Southwest events and high school sporting events. If lost, application for a replacement ID can be made at the office. Replacements must be requested at least three days in advance of event. There is no guarantee the ID will be received in three days. The cost of a replacement ID is \$5.00.

## VISITORS

The bringing of visitors to school will **only** be allowed during the student's lunch with the permission of the principal three days prior to visit. Student visitors must be our middle school age and grade. Due to confidentiality regulations, parent/guardian visitors will only be allowed to lunch with pre-approval by the principal. No visitors the last week of school.

## WEATHER CONCERNS

Please plan ahead for bad weather or emergency days. It is difficult to get messages to students on days when school closes early. We cannot guarantee that messages received within the last half hour of the school day will be delivered. If there is a late start or early closing, an instant message is sent to the home phone or cell. ***Listen to the message. Do not call the school. Add this SCHOOL MESSENGER number to your accepted calls list under Albert Lea Area Schools 877-343-5536.*** . You can also check the website at [www.alschools.org](http://www.alschools.org) or listen to KATE/KCPI (Albert Lea), Power 96 (Albert Lea) WCCO (Minneapolis), KROC (Rochester); KAUS, KAAL TV (Austin), KTTC TV (Rochester) , KIMT TV (Mason City) or the **hot line 379-4868**. Do not call the school. Messages cannot be delivered on early out days.

## TIGER TROT FUNDRAISER

The Tiger Trot 5k run/walk is the only fundraiser authorized by Southwest Middle School. Save the date—April 14, 2018. If you were unable to participate in our last Tiger Trot and would like to make a donation, please send it to the school office. Checks should be written to DISTRICT 241 (Southwest).

## 6<sup>th</sup> and 7<sup>th</sup> GRADE MIDDLE SCHOOL SPORTS

It is the student's responsibility to know practice time, game information, and how to contact their coach. Any other questions may be directed to the middle school activities director.

### ACADEMIC ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES:

Albert Lea student participants must be making satisfactory progress in their courses to maintain their eligibility. **Students in 7<sup>th</sup> grade participating in Middle School and High School programs must earn passing grades in all classes and maintain a semester GPA of 1.65 or higher.** Those students failing to meet these requirements will be put on **academic probation**. Final grades from 6<sup>th</sup> grade will be used to determine eligibility for Fall eligibility in 7<sup>th</sup> grade.

### ACADEMIC PROBATION:

To remain eligible during this probationary period, students must be passing all coursework at academic grade checks (fifth week of the semester, mid-semester, fourteenth week of the semester, and end of the semester). The duration of the academic probation for 7<sup>th</sup> grade will be eight weeks. Students on academic probation who receive a failing grade will not be eligible to compete until all current classes are at a passing level – minimum of one week between grade checks.

*(i.e., a 7<sup>th</sup> grader receiving a failing grade at the end of the 6<sup>th</sup> grade would need to complete grade checks as above).*

### BEHAVIORAL REQUIREMENTS:

Southwest Middle School requires all student participants be in good standing behaviorally to participate in activities. Students with an out-of-school suspension are not allowed to participate in, or attend, practice and contests. Repeated disciplinary issues could impact participation in after school activities. These decisions will be made by the school Principals, Activities Director and the Coach.

### TRANSFER STUDENTS:

Transfer students' academic eligibility will be determined by their previous schools assessment until one full marking period (1/2 semester) has been completed in Albert Lea. Prior to participation in High School Programs, transfer students must complete the appropriate paperwork with the Activities office.

If you have questions about after school activities, call the middle school activities director.

