



FOLEY PUBLIC SCHOOLS

I.S.D. #51, Foley Public Schools
Foley, MN 56329
Pete Wittmer, Principal

2026-2027 FOLEY INTERMEDIATE SCHOOL WELCOME TO FIS!

The FIS staff, faculty, and administration wish you a productive and successful school year. The purpose of this handbook is to give you a better understanding of the rules, special programs, policies, and procedures that are a part of everyday life at Foley Intermediate School. It will also help to explain our instructional program, school activities, and student expectations. Take time to share this handbook with your parents so they can become aware of the many opportunities, educational offerings, and challenging experiences you will encounter this school year. Foley Intermediate School is committed to striving for excellence by providing an educational environment that promotes learning for all students. We are dedicated to making FIS an outstanding school. We all need to work together this year to accomplish this goal. Because FIS supports Wednesday night as family night, homework assignments will be limited in nature, allowing families to be together on Wednesday evenings. FIS publishes information on the school website at www.foley.k12.mn.us and corresponds with families by email to promote communication and cooperation with home and provide a better understanding of our school.

FIS Mission:

FIS strives to provide quality learning opportunities for all students in a safe, positive environment.

FIS Vision:

To provide safe, quality experiences for our students, FIS parents and staff believe appropriately sized classes are crucial. With that basic framework in place, regular opportunities can be provided in a calm, orderly environment for one-on-one and small group instruction, for student-centered learning projects, and for meeting the needs of a variety of learning styles. FIS parents and staff believe every student at FIS must have access to highly qualified teachers trained in current research-based teaching and learning strategies. Both teachers and students need ongoing access to up-to-date technology and curriculum materials. Students must be exposed to a variety of appropriately challenging middle-level curricula in core academic areas and others, such as technology, information media, fine arts, health, PE, and living skills. The characteristics of early adolescents require special attention to the social, emotional, physical, and mental health needs of FIS students. Personnel specifically trained to address these needs must be readily available to students, providing individual or small group sessions in problem solving, conflict resolution, social skill development, family change issues, and behavior management. For FIS to meet the needs of students in the 21st century, it must be a place where students and staff come together in a safe, orderly educational environment. Students deserve to experience the richness of an engaging and challenging curriculum. To maximize that benefit, students need to be surrounded by stimulating resources and caring personnel trained to design and implement developmentally appropriate and meaningful learning opportunities.

FIS Philosophy:

At FIS, we value everyone. We acknowledge our differences and work together for the better individual and community growth. We encourage staff and students to go beyond what they expect from others. Our purpose is to help students grow to be contributing citizens and lifelong learners.

In the case of discrepancies between this Handbook and other district or school communication, priority for accuracy is:

- 1) State and federal law,
- 2) District policy,

3) Student Handbook

*This handbook is intended to serve as a guide for Foley students and their families. It is not an all-inclusive list of rules, but rather an outline of expectations and procedures that contribute to the operation of the school. Students are responsible for knowing the information contained within.

We Believe In: RESPECT for Oneself, for Others, and for Property

ORGANIZATIONAL STRUCTURE

Core Classes: Those classes that concentrate on the most fundamental of educational skills. The following classes are considered to be the core classes:

- Language Arts/Reading
- Science
- Social Studies
- Mathematics

Specialist Classes: The following classes are equally as important as the core classes, although they will not necessarily meet every day throughout the year or be offered each year at every grade level.

- | | | |
|----------------------|-------------------------|--------------|
| · General Music | · Technology Education | — Literature |
| · Band | · Art | |
| · Choir | · Computer/Study Skills | |
| · Physical Education | · Health | |

THE SCHOOL DAY/YEAR

The school day starts at 8:00 and ends at 2:50. It is divided into seven class periods, and Advisory/WIN is embedded within the school day. Three minutes of passing time is provided between classes. Students are given ~~30-minute lunch/recess break~~ a 40-minute lunch/recess break. Dismissal time is 2:50 each school day. **For the safety of students, after 3:05, all students on school grounds need to be under the direct supervision of a teacher, coach, advisor, or staff member. If not under direct supervision, students need to leave school grounds.** Students waiting for a ride after school are to wait by Door 1 near the FIS Office.

ACADEMIC AWARDS

8th Grade Presidential Academic Award

Foley Intermediate School recognizes superior academic achievement. Foley Intermediate School students receiving this award have made a strong commitment to setting high educational standards for themselves and maintaining honor roll status, and have exceeded MCA scores in both math and reading in 7th grade, will receive a Presidential Academic Award Certificate.

STUDENT OF THE MONTH

Every month, teams, departments, and grade levels name two “Students of the Month”. Students receive a certificate from their teacher(s) describing positive contributions they have made to our school. Once a month, students and parents are invited to a lunch and recognition ceremony.

8TH GRADE WALL OF FAME

Students for the Wall of Fame are chosen based on their grades, leadership, service, activity involvement, and character. To be eligible, a student must have received either a 3 or a 4 on ~~85% of~~ all standards in both 7th and 8th grade.

ACADEMIC INTEGRITY

All FIS students are expected to adhere to the fundamental values of academic integrity, which include honesty, trust, fairness, respect, and responsibility. Scholastic dishonesty is defined as cheating on assignments or tests, plagiarizing, altering, fabricating, forging, or acting alone or in cooperation with another to falsify records or to dishonestly obtain homework, tests, or grades. Students who are in violation of this policy will be subject to consequences. The consequence will depend on the severity of the academic dishonesty. Teacher and administrator discretion will be utilized when pairing a consequence with an academic honesty infraction.

ACADEMIC ELIGIBILITY

Our number one priority is to see kids succeed in the classroom. Students who have a 1 in more than one class will be placed on the Deficiency List and will be ineligible to compete in any athletic or fine arts events. This includes, but is not limited to, athletics, academic activities, drama, and co-curriculars. An ineligible student may attend an event but may not be in uniform. The student may still practice. Any student on the Deficiency List will be unable to attend events that require an early release from school. It will be the student's responsibility to prove eligibility.

Deficiency List Timeline and Procedure:

- Academic Deficiency Lists will be determined on—9/25/26, 12/4/26, 1/29/27, 4/30/27
- Students will be informed the day after the list is run of their deficiency. Each student will be given a form that must be signed by each of his/her teachers once sufficient academic progress has been made to earn a passing grade.
- Students are responsible for acquiring each teacher's signature and returning the form to the Administrative Secretary in the FIS Office, and coaches/advisors will be notified of the reinstated eligibility.
- If, two days after being informed of their deficiency, sufficient academic progress has not been made by the student or the student has not returned the paperwork, the student will be ineligible to compete in any contest/event until both have been completed.
- Any 7th- or 8th-grade student who is on a Varsity Athletic or Fine Arts roster must adhere to the Foley High School Academic Eligibility Policy.

ARRIVAL AT SCHOOL and PICK UP/DROP OFF

Students should arrive at school after 7:45 am. Students should go to the cafeteria where supervision is provided **or their classroom pod**. Students will need a pass to leave the lunchroom before dismissal time. Students should enter the building by way of Door 21 when dropped off by the bus. ~~Students dropped off or picked up by a parent should be dropped off or picked up in the designated zone in the staff parking lot and use the sidewalk in front of the FIS Office, and proceed to door I-1.~~ We know that students occasionally need to leave school during the day for appointments such as orthodontist visits, doctor appointments, or other local commitments. To support both **student safety** and a **smooth school day**, we want to clarify our procedures for dropping off and picking up students across grade levels.

During the school day:

- Parents/Guardians or a designated person from the parent or guardian will **enter the building**
- A **valid form of identification** may be requested
- Parents/Guardians/Designated person must **sign students in and out** using the appropriate sign-in/sign-out sheets
- Students will need to be released to a parent/guardian or designated person for all appointments or commitments

ATTENDANCE

School attendance is essential to the educational success of students at FIS. Daily attendance is required by Minnesota State Law for all school-age students. The basic responsibility for the regular attendance of the student lies with the student, the parent/guardian, and the school. Students are expected to attend and arrive on time to all classes. For attendance purposes, “day” includes absence from one or more class periods during the school day. The authority to decide whether an absence is excused or unexcused rests with the administration. An excused absence indicates an absence from school with the parent/guardian's and school's permission. Schools may permit absences in addition to the list below at their discretion.

The following absences are considered excused:

- Illness of the student.
- Serious illness or death in the family.
- Family emergency or special circumstances.
- Medical/dental/chemical health/psychological appointments that cannot be arranged at another time: The student must present an appointment note from the facility visited to be considered an excused absence.
- Parent requested and approved absences, i.e., family vacations, needed at home, hunting/fishing trips, state tournaments, etc. The following procedure must be followed for a parent-requested absence to be excused.

When an absence is necessary, the parent/guardian should call the office at (320) 968-6251, email the office administrative secretary, or provide a written note stating the reason for the absence. A written excuse or phone call from a parent does not automatically mean the absence will be recorded as excused. Students are required to make up all work due to absence. The school reserves the right to refuse to excuse an absence when requests become excessive. Once a student has 10 absences, all future absences will be considered unexcused unless medical documentation signed by a health care provider is presented to the school with a start and end date for the absence(s) in question, not open-ended. If a doctor's note is unattainable, our health office can evaluate your child and determine if they are healthy enough to be at school. An unexcused absence indicates that the student is absent from school for reasons other than those listed and does not have the approval of the parent/guardian and/or school. After the 3rd unexcused absence is recorded, contact will be made with the student and his/her parents to review attendance records and requirements. The school has the legal responsibility to refer students who have 7 or more unexcused absences to County Social Services and/or the County Attorney's office.

Truancy

According to Minnesota Law/Statute 260A.02 Subd. 3, a pupil is considered a continuing truant if absent on three (3) or more class periods on three (3) or more days without a valid excuse. According to Minnesota Law/Statute 260C.007 Subd. 19, a pupil is considered a habitual truant if absent on seven (7) or more class periods on seven (7) or more days without a valid excuse. The school must notify the county and will notify parents.

Tardiness

Students are expected to arrive at school and report to each class on time. Three minutes are provided for passing between classes. If a teacher asks a student to remain after class, the student is responsible for obtaining a pass before reporting to their next class.

When a student arrives late to class without an approved pass, the teacher will record the tardy in Infinite Campus.

Tardies accumulate throughout each trimester.

Total Tardies Consequence

- 1-2 Teacher reminder and review of expectations
- 3 Parent/guardian notification
- 4-6 Restricted lunch, meeting with administration
- 7-9 Parent/guardian contact, improvement plan with administration and restricted lunch
- 10 Parent/guardian meeting

Procedures

Tardies reset at the beginning of each trimester.

Excused tardies (office-issued pass, nurse, counselor, or teacher-directed) do not count toward consequences.

Teachers are responsible only for accurately recording tardies in Infinite Campus.

Administration will monitor cumulative tardies, communicate with families, and assign consequences.

Tardiness

~~Students are expected to arrive at school and at all classes on time. Three minutes of passing time are allowed between classes. If a teacher needs to work with a student, it is the responsibility of the student to secure a admit slip pass from that teacher. If a student is late reporting to a class, the teacher will record the tardiness on their computer, and it will be recorded through the office.~~

1st- Warning	4th- 30-minute restricted lunch (teacher assigned)
2nd- Warning	5th- Meeting with administration, phone call to parent/guardian, and 30-minute restricted lunch
3rd- Teacher phone call to parent/guardian	6th- Parent meeting, and two 30-minute restricted lunches

- ~~● Students start with a clean slate each trimester~~
- ~~● Teachers keep track of tardies within their own classes and assign restricted lunch on the 4th tardy~~
- ~~● Teachers make the administration aware when the 5th and 6th tardies occur~~

**The school principal or other designated administrator may impose other logical consequences or recommend longer suspensions, expulsion, or any other discipline as deemed appropriate on a case-by-case basis.*

ATTENDANCE AND ABSENCES (for hybrid instruction)

~~Students should expect to be online during the time of their scheduled class. If unable to attend online, students must follow the instructions set by the teacher in order to indicate attendance for the class period. Attendance will be taken in all classes during hybrid or distance learning. All attendance reasons and expectations outlined in the previous section apply to hybrid or distance learning.~~

BACKPACKS

For health and safety reasons, the size of backpacks needs to be limited. Backpacks must fit in lockers and are not to be left in hallways. Classroom teachers will establish procedures for backpacks during class time. Backpacks may be searched by school staff.

BEHAVIOR EXPECTATIONS

Foley Intermediate School uses a school-wide discipline procedure. Students are expected to conduct themselves in a manner that shows Support, Offers Kindness, Achievement, and Respect.



The following behavior expectations are in effect on school grounds, during school hours, and at all school-sponsored events.

- General school behavior expectations include:
- Students are expected to follow the directions of the staff.
- Students are expected to report to class on time and be prepared.
- Students are expected to respect the rights and property of others.
- Students will not use disrespectful, harassing language, gestures, or swearing.
- Students will walk in the halls.
- Students are expected to be orderly and work quietly in school.
- Students are allowed to eat and drink only in the cafeteria, locker room, or when permission is given by the classroom teacher.
- Students will not show inappropriate displays of affection.
- Students are expected to abstain from the use or possession of tobacco, Vape devices, alcohol, or other chemicals.
- Other behaviors that are inappropriate or disruptive to a student's education

Consequences will be assigned for violations of the Behavior Expectations. Any of the following consequences or a combination of consequences deemed appropriate will be assigned depending on the severity and frequency of the behavior.

- Problem-solving session with identified participants.
- Planning Room
- Referral to the Principal or Dean of Students, discipline report written
- Loss of privileges such as attendance at social events, etc.
- Parents contacted.
- Referral to appropriate resource people, such as the Chemical Health Educator, the School Social Worker, the Activities Coordinator, the Human Rights Officer, etc.
- Detention - A consequence requiring a student to make up time before or after school.
- Restitution: The student will be required to repair harm directly caused by their actions.
- In-school suspension (ISS) - The student will be required to be in school but will not attend classes. Daily assignments must be completed. The student will be assigned to an area designated by the administration for the school day.

- Out-of-school suspension (OSS)* An action taken by the school administration prohibiting a student from attending school for not more than ten school days at a time. Daily assignments must be completed. A re-entry meeting will be held prior to the student returning to school with the Student, Parent, and Principal or Dean of Students.
- Law enforcement is contacted, and/or a description of the incident, student(s) involved, and witnesses present is provided by the school administration to local law enforcement. Law enforcement determines whether to send a report to the County Attorney's Office, where the decision may be made to file charges.
- Expulsion* - A school board action to prohibit an enrolled student from further attendance for up to 12 months from the date the pupil is expelled.
- Exclusion* - an action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.

**Minnesota Statute 121A.41, Subd. 4, and 5 of the Pupil Fair Dismissal Act*

Student Discipline Policy*

For each misbehavior described in the discipline matrix, there are specific consequences for first, second, third, and fourth violations. Those consequences are shown as *, **, suspension for a specified number of days, or expulsion. Consequences that cannot be affected during the current year may be affected in the following year.

Non-exclusionary disciplinary policies and practices mean policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Non-exclusionary disciplinary policies and practices include, but are not limited to, the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).

* For secondary schools, defined as consequences for violations to include student conference and parent notification, and may include, but are not limited to, parent conference, restitution, detention, and up to one day suspension (in school or out of school).

** Disciplinary action up to and including expulsion.

*** Chronic violations of school policy and procedures may result in more significant disciplinary action up to and including expulsion.

The disciplinary matrix is intended to be used as a guideline for consequences. Administration may, at its discretion, deviate from the consequences outlined. Significant disruptive behaviors that interfere with the general operation of the school may result in suspension, expulsion, or exclusion.

MISBEHAVIOR	1ST OFFENS E	2ND OFFENS E	3RD OFFENS E	4TH OFFENS E
Consequences are applied on an annual basis except as noted below.				
Students are expected not to engage in the following				

activities. The consequences apply regardless of whether the misbehavior took place in school, on district property, in a district vehicle, or at a school or district activity. Illegal activities will be reported to the proper authorities				
1. Abuse, Verbal - Arousing alarm in others through the use of language that is discriminatory, abusive, obscene, or threatening.				
Toward student	*	1-3 day susp.	4-10 day susp.	**
Toward staff	1-3 day susp.	4-7 day susp.	7-10 day susp.	**
2. Alcohol or Chemicals, Possession or Use - Possessing or using any narcotic or controlled substance where possession or use is prohibited by Minnesota or federal law. (Any prescription medication a student is required to take, except prescribed inhalers, must be left with and administered by the school nurse, per district administrative regulation) [Policy 473]	1-5 day susp	5-10 day susp	**	
3. Alcohol or Chemicals, Possession with Intent to Distribute or Sell - Selling or distributing, or intending to sell or distribute, alcohol, any narcotic or controlled substance where sale or distribution is prohibited by Minnesota or federal law.	**	**	**	**
4. Ammunition, Possession - Possession of bullets or other projectiles designed to be used in a weapon	1-5 day susp.	5-10 susp.	**	**
5. Arson - Intentional destruction or damage to school or district buildings or property by means of fire.	**	**	**	**
6. Assault - Acting with intent to cause fear in another person or immediate bodily harm, or intentionally inflicting or attempting to inflict bodily harm upon another person.				
Upon a student	1-5 day susp	5-10 day susp	**	**
Upon a staff member	**	**	**	**
7. Bodily Harm, Inflicting – committing an accidental act which, although a result of poor judgment, inflicts harm upon another person	1-3 day susp.	4-7 day susp	7-10 day susp	**
8. Bomb Threat – Intentionally giving a false alarm of a bomb.	**	**	**	**
9. Bullying - Aggressive behavior that involves unwanted,	1-3 day	4-7 day	7-10 day	**

negative actions; involves a pattern of behavior repeated over time; involves an imbalance of power or strength.	susp	susp	susp	
10. Dress and Grooming – Clothing may not include words or visuals which are obscene, abusive, or discriminatory, or which advertise narcotics or drugs, alcohol/chemicals or gang symbols.	*	*	*	**
11. Driving, Careless or Reckless – Driving on school property in such a manner as to endanger persons or property.	*, may include revocation of parking permit	1-5 day susp; includes revocation of parking permit	**	**
12. Explosives, Possession and/or Use – Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat.	**	**	**	**
13. Fighting - in which one or the other party(ies) or both contributed to the situation by verbal and/or physical action.	1-3 day susp	3-5 susp	5-10 susp	**
14. Fire Alarm, False – Intentionally giving a false alarm of a fire, or tampering with any fire alarm.	**	**	**	**
15. Fire Extinguisher, Unauthorized Use – Unauthorized handling of a fire extinguisher.	1-3 day susp	4-7 day susp	**	**
16. Firearm or Look-alike Firearm, Possession – Possessing any firearm, whether loaded or unloaded, or any device intended to look like a firearm.	**	**	**	**
17. Fireworks, Possession – Possessing or offering for sale any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation.	1-3 day susp	4-7 day susp	**	**
18. Fireworks, Use – Using any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration, or detonation.	**	**	**	**
19. Gambling – Playing a game of chance for stakes.	*	*	*	**
20. Harassment, Including Sexual – Participating in or conspiring with others to engage in acts that injure, degrade, intimidate, or disgrace other individuals, including indecent exposure, and words or actions that negatively impact an individual or group based on their race, cultural or religious background, their sex, or any disabilities they may have. (For more information about sexual harassment, refer to the	1-5 day susp.	5-10 day susp.	**	**

district administrative regulation (Policy 538).				
21. Insubordination – Willful refusal to follow an appropriate direction or order given by a staff member.	1-3 day susp	4-7 day susp	7-10 susp	**
22. Interference, Disruption, or Obstruction – Any willful action that prevents a staff member or student from exercising his or her assigned duties.	1-3 day sus.	4-7 day susp	7-10 day susp	**
23. Nuisance Devices, Possession – Objects that cause distractions.	*	*	*	**
24. Photography - Posting, possession or distributing video, whether digital or analog, or photographs, whether digital or otherwise, of students and staff at Foley Intermediate School without their written permission or that is not part of an official school production is prohibited. Sharing of inappropriate content is prohibited.	1-3 day susp	4-7 day susp	7-10 day susp	**
25. Pornography, Possession or Distribution -- Possessing or distributing any pornographic material	1-5 day susp	5-10 day susp	**	**
26. Records or Identification Falsification – Falsifying signatures or data, or refusing to give proper identification, or giving false information to a staff member. This includes falsifying absence notes or calls.	1-3 day susp	4-7 day susp	7-10 day susp	**
27. Robbery or Extortion – Obtaining property from another person where his or her consent was induced by use of force, threat of force, or under false pretenses.	3-5 day susp	**	**	
28. Symbolic Expressions of intolerance, including but not limited to the Confederate flag, swastika, and/or any gang representations (bandanas, colors, etc.), are not allowed and will be confiscated. These items may or may not be returned.	1-5 day susp	5-10 day susp	**	**
29. Terroristic Threat – Threatening, directly or indirectly, to commit any crime of violence with the intent of terrorizing another person.	3-5 day susp	5-10 day susp	**	**
30. Theft, or Knowingly Possessing Stolen Property – Unauthorized taking of the property of another person, or receiving or possessing such property.	1-3 day susp	4-7 day susp	7-10 day susp	**
31. Tobacco/Tobacco Products – Possessing or using	1-3 day	4-7 day	7-10 day	**

DISCIPLINARY CONSEQUENCES: For each misbehavior described in the above matrix, there are specific consequences for first, second, third, and fourth violations. Those consequences are shown as *, **, suspension for a specified number of days, or expulsion. Consequences which cannot be effected during the current year may be effected in the following year.

* For secondary schools, consequences for violations are defined to include student conference and parent notification, and may include, but are not limited to, parent conference, restitution, detention, and up to one day suspension (in school or out of school).

** Disciplinary action up to and including expulsion.

*** Multiple, chronic violations of school policy and procedures may result in more significant disciplinary action up to and including expulsion.

This discipline matrix is intended to be used as a guideline for consequences. Administration may, at its discretion, deviate from the consequences outlined. Significant disruptive behaviors that interfere with the general operation of the school may result in suspension, expulsion, or exclusion.

~~Two major suspensions in one calendar year (5-10 days) will warrant consideration for expulsion.~~ (stated below)

~~Disruption to the school environment (of significance), including but not limited to food fights, streaking, and water balloon fights.~~

Two or more significant suspensions of 5 days or more in the student's Intermediate School career will place the student's status under review.

COMPUTER AND INTERNET BEHAVIOR

All students at FIS will have computer instruction. Students are offered the privilege of using the computer when they are available. School work and school programs are to be used only on the computers. All computers have access to the internet. District policy 524 regarding Internet use and the use of school-issued PDL (Personal Learning Device) and bringing your own PDL may be viewed in full on the district website.

- Parents will be notified of any suspensions or confiscations.
- Gross, criminally irresponsible use calls for immediate suspension for the school year by the principal.
- E-mail threats to anyone may constitute a year-long suspension from internet use, apart from other penalties.
- All behavioral expectations apply to computer and internet usage

AGENDAS

Agendas are designed to help students be better organized and more responsible by providing a system of recording class assignments. Parents are encouraged to check the agenda for homework entries regularly. Classroom teachers will periodically check on the use of the agenda. Agendas may be purchased from the office.

CELL PHONES AND PERSONAL ELECTRONIC DEVICES (PEDs)

In our learning environment, students must stay focused on their learning. Personal electronic devices may be appropriately used before school until 8:00 am. By 8:00 am, all devices, smartwatches, and headphones must be properly stowed away in lockers until the end of the school day (2:50 pm). All students now have the use of their Chromebooks to be used during school hours for academic purposes. Should your student need to carry their cell phone for after-school communication, it is to be off and out of sight, stored in a locker during the school day. Should you need to contact your student during school hours, please call the main office. Items that interrupt the learning process or violate District Policy will be confiscated by staff. Repeat offenses will result in administrative consequences, including parent pick-up of confiscated items.

Foley Intermediate School is not responsible for lost or stolen items, including all electronic devices. We advise leaving all electronic devices and valuables at home. If students choose to bring a phone to school, the school is not responsible for loss, damage, or theft. If technology misuse is an issue, the student's parent may be required to pick the item up at school, and the student may lose the privilege of bringing their device to school. Operation of all electronic devices is prohibited in bathroom and locker room areas.

Students are prohibited from photographing, recording, or making any electronic record of other students, staff, or visitors without the express consent of the individual who is the subject of the recording, photograph, or electronic record **pre-approved by the building principal**. This policy applies to students during the school day, instructional and non-instructional time, or while participating in school events.

1st Incident: The teacher turns the phone into the office for the remainder of the school day, and the student picks up the device after 2:50 pm

2nd Incident: Phone/smart device confiscated and placed in the office for parent/guardian pick up; school consequence assigned.

3rd Incident: Phone/smart device confiscated and placed in the office for parent/guardian pick up; school consequence assigned; student may lose the privilege of having a phone/smart device on campus.

CONDUCT AT EXTRACURRICULAR EVENTS

The purposes of extracurricular events are entertainment, social interaction, and the development of school pride. Students who attend extra-curricular activities are expected to be respectful and follow the school rules of conduct for extra-curricular activities. Violators will be subject to removal from the activity and the school and will face disciplinary action in accordance with established school system policies and procedures.

DRESS AND APPEARANCE

Proper student dress and grooming are the responsibility of the student and his/her parent. A student's dress and grooming must be in the best interest of the school with respect to the health, welfare, and safety of the individual and the student body. Slogans and pictures that are profane, vulgar, or contain inappropriate connotations are not permitted (alcohol, tobacco, drug, gender). Objectionable emblems, badges, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or is a historical symbol of intolerance or have, including but not limited to the Confederate Flag, Swastikas, nooses, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and or violence against other individuals. Clothing should cover the midriff and the top of the thigh. Spaghetti straps, low-cut tops, and "muscle" shirts are not acceptable unless an over-top is worn. Underwear should not be showing. Head coverings (hats, caps, bandannas, hoods, etc.) are not allowed in the school except on designated "dress-up" days or under special circumstances. Coats and jackets are to be stored in lockers during the school day. Except for unusual situations, outerwear should not be worn in classrooms. Students should bring a sweater/sweatshirt to leave in their locker for days when the building feels cold. Decorative or functional chains should not hang from clothing lower than fingertips held straight down at the student's side. Classroom teachers may choose not to allow chains hanging from clothing in their classrooms. Clothing should not detract from the learning environment. Students who don't follow the appropriate dress code will be advised as to what adjustments must be made. If the student fails to remedy the problem, appropriate consequences will be assigned.

EXPLORATION DAYS

Exploration Days will be held throughout the school year. The first goal of Exploration Days is to provide opportunities for students of Foley Intermediate School to explore social and recreational activities with multi-aged groups of 6th-through 8th-grade students in a supervised environment. A second goal of the Exploration Days is to promote positive behavior and social development. ~~Students who adhere to specific behavior expectations are allowed to participate in Exploration Days.~~ Students are responsible for turning in any forms to the correct person/office on or before the due date to be guaranteed a spot in an off-campus activity.

GRADING GUIDELINES

Purpose/Definition of Grading: The purpose of grading is to show what students know and can do in relation to state and course standards. Grading: a) reflects academic achievement, b) contains meaningful feedback, c) aligns with Foley Intermediate School Curriculum, and d) reflects consistency among classes, grade levels, and/or departments. Foley Intermediate School will be implementing a Standards-Based Reporting system. Students will be assessed on the course standards and content. Student grades will be reported using the following:

4 = Exceeds the Standard

3 = Secure understanding of the Standard

2 = Developing understanding of the Standard

1 = Beginning understanding of the Standard

FORMATIVE (PRACTICE) and SUMMATIVE (ACHIEVEMENT):

Formative Assessments are given while a student is learning the material. This is designed to provide direction for both students and teachers.

Formative assessments include activities such as teacher observations, quizzes, homework, rough drafts, peer editing, and notebook checks etc.

Summative Assessments are given after completing a sequence of instruction and practice. Students are ready to be responsible for the material. Summative assessments include: final drafts, tests, exams, projects, essays, performances, etc.

GUIDANCE and COUNSELING

The FIS School Social Worker is available to all students. The purpose of the program is to help each individual student achieve his/her highest growth mentally, emotionally, and socially by providing classroom instruction, small group discussion, and individual conferences whenever a student, teacher, parent, or counselor deems it necessary. Regular meetings with the School Social Worker are usually set up during the last part of a class ~~or during study hall time~~. Students who have an immediate need should request a pass from their classroom teacher in order to go to the counselor.

HEALTH SERVICES

Services offered by health services include: vision, hearing, and scoliosis screening, health education programs, health assessment and counseling, and health record review. **It is the parents' responsibility to have current emergency information on file in the nurse's office.** Students who become ill in school should request a pass from their teacher and report to the nurse. The health of the student will be assessed, and parents will be contacted if necessary. Students should not go home ill without first seeing the nurse.

HONOR ROLL (Grades 7 – 8)

FIS maintains an Honor Roll for seventh and eighth graders to provide students recognition for high academic performance at the end of each trimester. Students having proficiency scores of 85% or above at Exceeds ~~or Secure~~ would qualify for the Honor Roll.

INAPPROPRIATE POSTINGS

Taking, posting, sending, and/or receiving sexually explicit photos that are retrievable within a school facility or on school grounds is strictly prohibited, and there is a possibility of severe consequences; this may be deemed as sexual harassment. In addition, anyone who photographs, records (including but not limited to video and audio taping), is in possession of, and/or transmits information on another student or staff member will be subject to discipline, as this is unacceptable and is in violation of student conduct expectations. Consequences include, but are not limited to, loss of privilege, parent contact, suspension or expulsion, and/or notifying law enforcement officials. Exceptions to these expectations need prior approval through the administration.

LUNCH PROCEDURES

FIS has a closed lunch period, which means students eat at school and are expected to report to the cafeteria and remain until dismissed. Students may bring a bag lunch or purchase a lunch from the school.

LUNCHROOM RULES

- Appropriate table etiquette should be followed.
- Students may leave only with permission from a staff member.
- Food may be given to another student but not taken from another student.
- Food and beverages must stay in the lunchroom.
- Pop or energy drinks will not be allowed in the cafeteria during lunch
- Messes must be cleaned up before leaving the cafeteria.
- Students must stay at the table chosen first.
- All other FIS behavior expectations pertain to the lunchroom and playground.

MEDIA CENTER PROCEDURES

The media center is a place for ~~reference work~~, checking out books, and reading. Students are asked to maintain a quiet, working atmosphere. All books taken from the library are checked out for two weeks, with the privilege of a one-week renewal if the book is not in demand. The media center is open to students from 8:00 to 3:00. Students must secure a pass to visit the library during class time. ~~We encourage the use of the library for leisure reading but not for non-purposeful activity.~~

OVERTIME

Overtime, a Guided Study Extended Day Program, is available to any student who wishes extra help on their schoolwork, and it is highly recommended for students failing, not completing work, or needing more instruction to understand. The program is held on Monday and Wednesday from 3:00 to 5:00 pm. If a student chooses to attend Overtime, attendance is expected for the entire period. Parents are asked to communicate with the office in advance of any change to a student's attendance routine.

PHYSICAL EDUCATION CLASS

Students are expected to actively participate in physical education. Fifth through eighth graders are required to dress in physical education clothes: T-shirt and shorts, tennis shoes that tie, socks, sweatpants, and a sweatshirt. ~~(ALL STUDENTS)~~ If a student is not able to participate due to a minor injury or illness, a written excuse signed by a parent must be presented to the office and to the student's PE teacher. A doctor's note may be required to be excused from a class for more than two days in succession. Students who are excused from participation in physical education class will not be allowed to participate in other physical activity throughout the day. Fourth graders are expected to actively participate in physical education. They will not change clothes for PE class, but should have tennis shoes that tie and socks.

PLEDGE OF ALLEGIANCE

Students will recite the Pledge of Allegiance to the Flag each morning. Any person who does not wish to participate in reciting the Pledge of Allegiance may elect not to do so. Students must respect another person's right to make that choice.

PUBLIC DISPLAYS OF AFFECTION

The school is not an appropriate place to openly display affection. Students need to use good judgment regarding this and are asked to refrain from such inappropriate displays inside our building or on school property. If such behavior occurs, the following may take place: a warning, parent contact, and/or further disciplinary action.

REPORT CARDS

Parents and students will have access to mid-term progress reports and term report cards through the Infinite Campus portal. Parents must request a paper copy of report cards if they so desire. Please contact the office with requests.

RETENTION POLICY

If a student in grades 4 through 8 receives a failing grade for the year in two of the ~~five~~ **four** core classes (i.e., Math, Science, Social Studies, Language Arts/Reading) a meeting will be held with the parents to discuss potential options, which might include retention.

STRIVE PROGRAM

The Strive Program at FIS is designed to increase the success of students at school. Strive is an extended-day program during the school year and a summer program. Instruction focuses on organization and study skills, reading and math remediation, social skill development, and homework completion. Students are identified and invited to attend based

on established criteria and individual needs. This program is held on Tuesdays and Thursdays from 3:00 to 5:00 pm. Parents are asked to communicate with the office in advance of any change to a student's attendance routine.

STUDENT COUNCIL (Grades 6-8)

Student Council is designed to provide an opportunity for students to develop leadership skills and contribute to FIS in a positive way. The FIS Student Council is advised by a teacher. A President, Vice-President, Sec./Treasurer, and one representative and alternate are elected from each core class of all grade levels. To participate in the Student Council, a student must maintain a 2.5 average. A failing grade will result in a conference with the student and grades being monitored. Failure to meet outlined behavior expectations may also be cause for dismissal from the Student Council. Duties for Student Council members include attending monthly meetings, working at Activity Nights, sponsoring school-wide activities, and representing classmates in decision-making.

STUDENT COUNCIL SPONSORED SOCIAL EVENTS (Grades 6-8)

Several social events, including activity nights, roller skating parties, and the eighth-grade party, are organized and sponsored by the Student Council throughout the school year. The purpose of these social events is to provide FIS students with an opportunity to be together in a social setting that offers a number of choices promoting positive student interaction. Attendance at Activity Nights is a privilege and is restricted to students who demonstrate inappropriate behavior at school. Only students enrolled at FIS are allowed to attend these social events. Homeschool students who live in the Foley School District will be allowed to attend. Students who are enrolled at any other public school will not be allowed to attend. Guests are **not** allowed. Once students are admitted for the evening, they must remain unless they have written permission from a parent to leave early. A parent must pick them up from school.

The following will be evidence:

- Anyone who has been suspended, either in school or out.
- ~~Anyone who is not meeting the restriction list guidelines~~
- ~~Any student who has received two or more formal complaints regarding discipline on the bus or in school. Discipline forms are mailed home and are on file in the office.~~
- ~~Other evidence presented by a teacher or other school personnel that supports the student's inability to independently and consistently control his/her behavior.~~

~~The offenses listed above will be counted from one scheduled social event to the next. Students and parents will be informed when attendance at a specific social event is not allowed.~~

STUDENT FEES

Projects in Art and Industrial Technology, or some other course that is in excess of the material requirements of the minimum course outline, may have a fee assessed. The student will then take the project home. Additional fees for field trips scheduled throughout the year may be assessed.

SUICIDE PREVENTION

If you or someone you know is contemplating or discussing suicide or self-harm. Please ask for help or get help for another person; there are resources available to you. Please reach out to a trusted adult, either at home or at school. If you need to talk with someone, you can call 988, a suicide and Crisis hotline, which is answered 24 hours a day. There is also the Central Minnesota Mental Health crisis line, which can be reached at 1-800-635-8008. They have services that can help in a time of crisis.

TEACHERS' REQUESTS AND SCHEDULE CHANGES

Our goal is to provide students with a variety of experiences through their core and fine art classes and through work with multiple staff members. Teacher requests are not accepted, and once a student is enrolled in a class, they are

expected to remain in the class until it is completed. As a general rule, we are not able to adjust student schedules. Special circumstances require administration approval.

TRANSPORTATION

Due to safety concerns of overcrowded buses, students and parents should find alternate transportation home for their child and guests when FIS students are having a party, sleepover, activity night, or other event.

VISITORS AT FIS

Any visitors who come to the school during the school day must sign in and wear an identification badge. We ask that all visitors follow these procedures so that we can ensure the safety of our students. Students are not to bring other student guests during the school day. Requests for visitations due to extenuating circumstances must be cleared by the administration at least one week in advance. Any classroom or school visit is at the final discretion of the administration.

Please call the office for permission before coming to school if you want to visit your child's classroom. Visitors will not be allowed to eat lunch with students as we have limited space. Approved visitors to the school must sign in at the office and wear a visitor's badge. Visitors are cautioned that any information that was observed about students during school visits needs to remain confidential and should not be discussed with anyone.