



CLIMAX-SHELLY ELEMENTARY SCHOOL STUDENT HANDBOOK

“Preparing Students Today for Success in a Challenging Tomorrow”

Updated 8.15.2022

WELCOME

Welcome to Climax-Shelly School. We are looking forward to a great 2022-23 year. We hope you have had a great summer and are ready to have a tremendous school year, both academically and with your extra-curricular activities. This handbook contains important guidelines and it is your responsibility to familiarize yourself with them. Climax-Shelly School has much to offer each one of you with curriculum, activities and staff. Please make sure you take full advantage of all that is available to you and if you have any questions or concerns, do not hesitate to stop in and ask. Together, let’s make this a successful school year with many memorable moments!

*Thank you,
Dave Rufsvold, Principal*

STUDENT ATTENDANCE:

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

- C. Minnesota State Law requires that all persons under **seventeen** years of age attend school. Students seventeen and older may drop out of school after having met with a school official and their parent/guardian. After the meeting, the student can drop out of school by issuing a written notice signed by the students and the parent/guardian stating that both parties agree that the student can drop out.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing

attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

- b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, 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 from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

1. Have parent or guardian phone the school and inform the office of your absence before 9:00 a.m. of the day of absence (or the school will call parents at home or work) and have the parent or guardian write an excuse giving your name, date, days of absence, reason for absence and his/her signature.
2. Present your excuse to the principal's office.
3. Ask all teachers for make-up assignments. Assignments that are not made up will be reflected in your grade. (Each student is responsible for seeing that make-up work is completed.)
4. If absence is due to any reason, other than unexpected illness or emergency, parents or guardians should notify the school prior to the absences. For excused absences, students are granted two days to make up work for every day missed. Special extensions may be granted with administrator approval. For unexcused absences, work is due the day you return.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

- b. The following reasons shall be sufficient to constitute excused absences:
- (1) Illness.
 - (2) Serious illness in the student's immediate family.
 - (3) A death or funeral in the student's immediate family or of a close friend or relative.
 - (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
 - (5) Family vacation (with 2 week notice).
 - (6) Court appearances occasioned by family or personal action.
 - (7) Religious instruction not to exceed three hours in any week.
 - (8) Physical emergency conditions such as fire, flood, storm, etc.
 - (9) Official school field trip or other school-sponsored outing.
 - (10) Removal of a student pursuant to a suspension.
Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
 - (11) Family emergencies.
 - (12) Active duty in any military branch of the United States.
 - (13) A student's condition that requires ongoing treatment for a mental health diagnosis.

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within 2 days from the date of the student's return to school. Any

work not completed within this period shall result in “no credit” for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district’s attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Family vacation (without 2 weeks notice).
- (6) Personal trips to schools or colleges.
- (7) Absences resulting from cumulated unexcused tardies (3 tardies equal one unexcused absence).
- (8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student’s total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota

statutes.

- (4) Students with unexcused absences shall be subject to discipline in the following manner:
 - (a) For each unexcused absence, the student will be allowed to make up work and turn in the day the student returns.
 - (b) After the 3 cumulated unexcused absences in a year, a student's parent or guardian will be notified by mail.
 - (c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
 - (d) After 5 cumulative unexcused absences in a quarter the teacher may reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-). However, prior to reducing the student's grade, an administrative conference must be held among the principal, student, and parent.
 - (e) After 15 cumulated unexcused absences in a semester the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.
 - (f) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness. Students are considered tardy if they arrive to class after the 2nd bell and if they are not more than ten minutes late to class. Students who arrive to class more than

ten minutes late will be considered an unexcused absence.

2. Procedures for Reporting Tardiness

- a. Students tardy at the start of school must report to the school office for an admission slip.
- b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness may include detention after 3 unexcused tardies per quarter. In addition 3 unexcused tardies are equivalent to one unexcused absence.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

- 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.

2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

IV. REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the

child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;

4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

Parent/Teacher Conferences

Parent-Teacher Conferences are scheduled twice a year, once in the fall at the end of the quarter and once in the spring midway through the quarter. The faculty will arrange scheduling of times for the elementary.

Visitors:

All visitors must first report to the Front Office to sign in to visit within the school. During the school day, only the front north door to the school will be opened upon the buzzing in of the visitor. All classroom visitors must sign in at the front office.

Classroom Visitations:

You are encouraged to visit your child's classroom. We consider your visits to be an indication of your interest in your child and his/her school. Arrangements for the visit will be made with the teacher or principal beforehand. Making arrangements prior to your visit will give the teacher an opportunity to make it worthwhile. Although parents are encouraged to visit the classroom, we ask that no preschool children be brought along. We have found that their presence disrupts the classroom and serves no real educational purpose. We would, therefore, appreciate parents making their visits unaccompanied.

Church and Family Night:

In cooperation with the churches and other organizations in the community, Wednesday evening has been designated as "Church and Family Night" at the school. No activities should be scheduled for that evening, unless it is cleared with the area churches. This gives students the opportunity of participation in church and family activities.

Withdrawals from School:

If you are moving out of town, the principal or teacher should be notified at least 3-5 days in advance so that proper transfer records can be prepared, and the child's supplies and records collected for transfer. Release forms for transfer of records must be signed by the parents if transferring to another state.

Breakfast:

A light breakfast will be offered each morning during the school year for those who wish to participate.

Milk Break:

All students in grades 1 & 2 are provided with an afternoon milk break. There will be a charge of \$.25 for milk, which must be paid in advance. Kindergarten students also have an afternoon milk break that is free of charge.

Noon Lunch Program:

Hot lunches and sack lunches are served daily at school for those who wish to participate. A healthy cold lunch may also be brought from home. Children are expected to use proper table manners and follow school regulations.

Change of Address:

Notify the school if you have a local change of address, phone number or additional family contact information.

Drug Free and Weapon Free:

The areas in and around the Climax-Shelly School are drug-free and weapon free zones. Anyone caught possessing drugs, using, or recklessly handling a dangerous weapon will be subject to maximum penalties as defined in State and Federal law.

Care of the Building:

It is part of the school's philosophy to help children develop proper habits when using public facilities and public buildings. Parents are encouraged to instruct their children to respect their school as they would their home.

Dress Code:

Parents should use their own discretion in regard to proper dress. Bare midriffs and halter-tops are not allowed. If undesirable dress is noted, the Principal will confer with the parent. Children should have tennis shoes for gym time.

Electronics:

The following items are not allowed in the classroom (unless required for instructional purposes), locker rooms, assemblies, trips sponsored by an organization or field trips. Items include but are not limited to the following: cell phones, radios, CD players, MP3 players (ipods), handheld computers or video games, pagers and other electronic items. These items must be stored in the student's locker or in the classroom holders. Students who violate this policy may have his/her electronic device confiscated and returned at a later time. The school will not be held responsible for the loss/theft of electronic devices. Students will be assigned detention if they are caught using their phone during class.

Fire Drills:

The state law requires a definite number of fire drills to be held during the school year. All children are instructed to leave the building in an orderly manner according to instructions given to them by their teacher.

Health Services:

The Registered Nurse along with an assistant who has been trained provides:

- First aid for students who become ill or injured during the school day until they can return to class or are asked to be placed under parent or emergency contact's care.
- Health screenings: Vision & Hearing recommended by MN Department of Health.

School Health Records:

Minnesota State Law requires schools to maintain a permanent health record for every child registered in the district showing immunizations and health conditions. Health information pertinent to the student's safety and ability to learn in school is requested upon school entrance and will be updated annually. Guardians/parents are encouraged to notify school of health problems, updated vaccines, or new diagnosis. Emergency contact information is also requested annually.

School Accidents

In the event your child is involved in an accident at school, the teacher, school nurse, or office personnel will administer first aid. If accident appears serious in nature, parents and/or emergency medical assistance will be called.

Health Care Plans

If your child has a chronic or life-threatening health condition (asthma, severe allergy, bee sting allergy, diabetes, seizures) please request a health form from your school's office to ensure that appropriate measures are developed and implemented for your student.

Administration of Medication/Treatment

Children who depend upon medication must have a written physician order giving specific directions for taking medication. Medication to be administered must be brought to school in a labeled container by pharmacy/physician.

The school has a designated locked storage space to store medication. The school will ensure that there is a copy of the physician's written order and parent's signature on "Administration Form" in the student's medical record.

The school can not administer medication to children that do not have approval by physician's order and parent's signature.

Immunization

Minnesota Statutes Chapter 121A requires that all children who are enrolled in a Minnesota school be immunized before starting school. These requirements can be waived only for medical

reasons or if opposed to immunization. For further information - Minnesota Immunization Hotline: 612-676-5100 or the MDH website: www.health.state.mn.us/immunize

Illnesses

This information is intended to help with decision making when concerned when children should stay home or attend school:

- If child has a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal without medications;
- If child has vomited or had diarrhea, he/she should stay home until 24 hours after the last episode;
- If child has any rash that may be disease-related or the cause is unknown, check with child's healthcare provider before sending him/her to school;
- If child has open/draining skin sores, or inflamed/draining eyes or ears the student should stay home until seen by a healthcare provider.

When your child is ill, please call the school daily to report the illness. If the school calls because child becomes ill, please make arrangements for your child to be picked up.

Lockdown Drills:

The state law requires a definite number of Lock-down drills to be held during the school year. All children will be instructed to the proper procedures for each type of lockdown by their teacher.

Recess

Recess will be provided daily, and all students are expected to participate. It is a necessity for children to have appropriate outdoor wear associated with the season. For example, in winter weather students need a warm jacket, stocking hat, gloves/mittens, boots, and snow pants. Outdoor recess will take place prior to lunch unless the windchill is sub zero at which point they will have indoor recess.

Storm Policy:

If in the event weather conditions are such that school cannot be in session, parents are asked to listen to the local radio or TV stations for announcements. The announcements will be made over KROX radio~Crookston, KNOX radio~Grand Forks; KRJB radio~ Ada, WDAZ Channels 6 or 8, and KVLV Channels 4 and 11.

Calls will also go out over our automated school announcement from School Messenger. If you are not getting those calls, please contact the school to make sure your contact information is correct.

Parents or guardians may always use their judgment in keeping students home or picking them up early in storm conditions.

School Telephone:

A school secretary is on duty in the office from 7:30 AM to 4:00 PM each day to receive calls. Our office phone number at Climax is 857-2385. Students are to use the phone only with their teacher's permission and only for very important business. Any time your student is involved in "after school play" with a school team or at a friend's house, it should be arranged with you before school that day.

Tardiness, Absence, and Excuses:

School doors open at 8:00 AM and classes begin at 8:30 AM. Bus students are allowed into the building when they arrive while city students are encouraged to be on the school grounds no earlier than 8:00 AM. Please call your child's teacher or the front office when your child has been absent.

Illness During School:

If a child becomes ill during school, the parents will be notified and requested to come pick up the child. Please keep your emergency card accurate by notifying the office of any changes. **Always remember to follow the 24 hour rule, so students should be temp, diarrhea and vomiting free for 24 hours before coming back to school.**

Doctor and Dental Appointments:

Please notify the front office 24 hours before a scheduled appointment. By means of this parental consent, children will be excused for these appointments. Once again, please make every effort to make these appointments at times when they conflict the LEAST with classes.

Homework:

Homework will be assigned at the discretion of the teacher.

Band Program:

Beginning lessons on band instruments are offered to fifth and sixth graders. Band practice or lessons are available during the school day.

Testing:

Students in grades 3-6 are given the Minnesota State Tests. The results will be sent home when the school receives them.

Age Requirement for Admission:

Under existing school policy a child entering first grade must be six years of age before September 1st of the current school year, or have been promoted from an acceptable kindergarten.

BELL SCHEDULE

REGULAR DAY	2 HOUR LATE START	2 HOUR EARLY OUT
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8:30-9:21	1st Hour	10:30-11:03	1st Hour	8:30-9:02	1st Hour
9:25-10:16	2nd Hour	11:07-11:40	2nd Hour	9:06-9:38	2nd Hour
10:20-11:11	3rd Hour	11:44-12:17	3rd Hour	9:42-10:14	3rd Hour
11:15-12:06	4th Hour	12:17-12:42	Lunch	10:18-10:50	4th Hour
12:37-1:28	5th Hour	12:46-1:25	4th Hour	10:54-11:26	5th Hour
1:32-2:23	6th Hour	1:29-2:03	5th Hour	11:30-12:02	6th Hour
2:27-3:18	7th Hour	2:07-2:40	6th Hour	12:02-12:26	Lunch
		2:44-3:18	7th Hour	12:28-1:00	7th Hour

LUNCH SCHEDULE

Regular	2 Hour Late Start	2 Hour Early Out
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#1 PK-2	11:05-11:25	#1 PK-2	11:20-11:40	#1 PK-2	11:10-11:30
#2 3-6	11:35-11:55	#2 3-6	11:45-12:05	#2 3-6	11:35-11:55
#3 Jr/Sr. High	12:06-12:33	#3 Jr. High	12:17-12:42	#3 Jr/Sr High	12:02-12:27

School Discipline:

The school provides each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by his actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with this thought in mind. School rules apply on school grounds, going to and from school and at any event where our elementary school is represented regardless of location. Most students know what good conduct is and how to attain it. It simply means behaving as a young lady or gentleman at all times. Students who are able to keep a few simple rules that are established will be the ones who will enjoy school and be considered good school citizens.

“Be Ready, Be Responsible, Be Respectful! Be your BEST! We will follow these expectations in all areas, including the classroom and gym, hallway, lunchroom, bathroom, outside, bus and at assemblies.

STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district’s expectations for student conduct. Such compliance will enhance the school district’s ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child’s dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student’s educational experience. This

discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies

appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority,

a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;

- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;

13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or 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;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks,

- Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
 28. Possession or distribution of slanderous, libelous, or pornographic materials;
 29. Violation of the school district' Bullying Prohibition Policy;
 30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing 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;
 31. Criminal activity;
 32. Falsification of any records, documents, notes, or signatures;
 33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
 34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
 35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
 36. Violation of the school district's Harassment and Violence Policy;
 37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
 38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;

39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;

- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

DETENTION

Detention will be served during noon lunch. After school detention may be assigned for specific behavior violations. After school detention will be held on Thursday from 3:18 to 4:00. Parents will need to arrange transportation for their child at the conclusion of the after school detention

REMOVAL FROM CLASS

Removal from class is the short-term exclusion of a student from a class or classes during which the school retains custody of the student. The principal and teacher will agree on the length of removal - not to exceed three class periods. Students removed from class shall be the responsibility of the principal or designee. Students shall be returned to class upon completion of the terms of removal.

DISMISSAL

- A. “Dismissal” means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
 - 1. Willful violation of any reasonable school board regulation, including those found in this policy;
 - 2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or

3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the student’s need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the student to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and

- c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or

guardian.

5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the

power to issue subpoenas and administer oaths.

12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting

system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

XII. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII. DISABLED STUDENTS

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and

to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

STUDENT EXPECTATIONS

Lunch Room:

In the lunchroom each student is expected to practice the general rules of good manners one should find in the home. Simple rules of courteous behavior that would make the lunch period pleasant and relaxed are:

- 1. Wait in line for your turn**
- 2. Walk in and out of cafeteria**
- 3. Handle food properly**
- 4. Stay at designated table**
- 5. Clean up after yourself**
- 6. Follow adult directions**
- 7. Use your inside voice**
- 8. Use appropriate language**
- 9. Use good table manners**
- 10. Keep hands and feet to yourself**

Playground:

Children are not allowed to throw snowballs at each other, fight or play such games involving severe bodily contact such as King-On-The-Hill, Smear, Tackle Ball, etc. **THERE WILL BE ABSOLUTELY NO THROWING OR KICKING OF GRAVEL.**

The playground is supervised during noon break and students will follow BEST guidelines for behaviors:

- 1. Be alert**
- 2. Be visible**
- 3. Wear appropriate clothing**
- 4. Stay in boundaries**
- 5. Use equipment for intended purposes**

6. **Line up quickly and carefully**
7. **Obey all safety rules**
8. **Follow adult direction**
9. **Keep hands and feet to yourself**
10. **Use appropriate language**
11. **Keep school grounds clean**

Classroom:

1. **Be on time**
2. **Bring materials**
3. **Sit in your desk**
4. **Be prepared to learn**
5. **Have a positive attitude**
6. **Actively participate**
7. **Stay on task**
8. **Do your best work**
9. **Use inside voice**
10. **Use equipment for intended purpose**
11. **Clean up after yourself**
12. **Listen**
13. **Follow directions**
14. **Raise your hand**
15. **Use appropriate language and tone**
16. **Keep hands and feet to yourself**

Detention

Detention will be served during noon lunch. After school detention may be assigned for specific behavior violations. After school detention will be held on Thursday from 3:18 to 4:00. Parents will need to arrange transportation for their child at the conclusion of the after school detention.

DISCIPLINARY GUIDELINES

All disciplinary action is subject to the discretion of the principal. Following are the general guidelines that provide a range of penalties, which may vary depending on the situation. Every attempt will be made to maintain consistency in the consequences administered to students for unacceptable behavior on school property and at school sponsored events. Severe offenses in

each level may be subject to the strictest disciplinary action in each level. At the discretion of the principal

Any student that is suspended out-of-school, must have a readmission meeting before the student will be allowed back in school. The meeting must include the following people: The Student, Parent, and Principal .

LEVEL 1 OFFENSES

- Cheating-Cheating will also result in loss of credit.
- Computer Misuse-Viewing inappropriate internet sites or printing inappropriate pictures or text, and other violations of the Acceptable Technology Use Policy.
- Dress Code Violations- Violation of the dress code.
- Forgery/Falsification of Information-Forging a signature, refusing to give correct information or giving untrue information to staff.
- Gambling- Games or activities that require stakes or where money is exchanged.
- Gang Symbols- Wearing, drawing, or displaying any item symbolizing a gang or secret society. (Gang symbols will be turned over to law enforcement)
- Nuisance Devices- Toys, laser lights, headphones, MP3 players, cell phones, pagers, lighters or other devices that may disrupt the school environment. (These items will be confiscated)
- Profanity in conversation- Using profanity when in conversations in the hallways, on the bus or at any school event.
- Public Display of Affection- Kissing, hugging, hanging on each other, or other romantic displays of affection.
- Scuffling/Horseplay-Mutual poking, pushing, shoving, snowball throwing that is more playful than angry in nature.
- Skipping Class- Including being tardy to class more than five minutes.
- Tardiness to Class (excessive)-Tardiness that is not corrected after teacher intervention
- Trespassing- Being in an area of the building that is off-limits to students, including being in the building unsupervised after school.

CONSEQUENCES FOR LEVEL 1 OFFENSES

1st Offense-Detention/In School Suspension

2nd Offense-Up to three days of In or Out of School Suspension, possible referral to Law Enforcement

3rd Offense-Up to five days of In or Out of School Suspension, possible referral to Law Enforcement

Subsequent Offenses- Up to ten days of In or Out of School Suspension, referral to Law Enforcement and possible referral to the expulsion review committee to review for expulsion recommendation.

LEVEL 2 OFFENSES

Aggressive Behavior- One-sided aggression such as pushing, shouldering, slapping, etc.

Bullying- Any ongoing behavior that is intimidating, threatening, abusive (to a person or their property), or harms or causes fear of harm to another verbally, non-verbally, in writing or through electronic means.

Burglary- Entering a school building or classroom without consent with intent or to commit a crime.

Computer Misuse-Viewing or printing any type of pornography on school computers and/or accessing staff computers without permission.

Disorderly Conduct- Disruptive or out of control behavior where the student does not respond to staff intervention.

Disruptive Behavior- Classroom or hallway behavior that disturbs staff or students.

Extortion- Obtaining money, property, or services of any sort by threat.

Fighting- Mutual combat.

Inappropriate Posting - (Filming a fight or Cyber-bullying)-any behavior that is lewd, inappropriate or bullying in nature that occurs on school property or at school events and/or is posted through social media or texting.

Inappropriate Sexual Behavior-sexual activity on school grounds, departing, and other inappropriate sexual behavior.

Instigating Fight/Filming a Fight-Words or actions including filming of another student that results in a fight

Insubordination- Willful refusal to follow the directives of school personnel.

Harassment-Behavior that is intimidating or hostile and/or substantially interferes with a student's academic progress, including, but not limited to, name calling and intimidation regarding sexual orientation, race, religion or disability.

Leaving School Grounds-without a pass from the office.

Physical Assault on Student/Staff-Act which intentionally inflicts or attempts to inflict bodily harm.

Possession of Ammunition-bullets or other projectiles designed to be used as a weapon.

Possession of Drug Paraphernalia-Any device identified by school officials or law enforcement that may be or has been used to inhale/ingest any controlled substance.

Profanity-F-word or profanity directed toward another person-Use of the f-word in the school, on the bus or at a school event, or any profanity directed toward a person (not in general conversation).

Reckless Driving-on or around school property that may endanger students or staff.

Smoking/Possession of Tobacco/VAPE Products/Paraphernalia-in school or on school property.

Theft or Possession of Stolen Property-at school or on school property.

Threatening or Intimidation of Students/Staff-Verbal, non-verbal, or written (cyber or otherwise) behavior intended to cause fear.

Under the Influence of Drugs/Alcohol-on school property or at school activities.

Vandalism-of personal or school property on school premises.

Verbal Abuse-Language directed toward a student or staff member, which is discriminatory, abusive, profane, obscene or threatening.

CONSEQUENCES FOR LEVEL 2 OFFENSES

1st Offense - One to five days of In or Out of School Suspension, possible referral to Law Enforcement and possible referral to the expulsion review committee to review for expulsion recommendation.

2nd Offense – Five to ten days of In or Out of School Suspension, referral to law enforcement, restitution when appropriate, and possible referral to the expulsion review committee to review for expulsion recommendation.

Subsequent Offenses – Ten to fifteen days of Out of School suspension, referral to law enforcement and referral to the expulsion review committee for expulsion recommendation.

LEVEL 3 OFFENSES

Alcohol/Illegal Drugs/Marijuana or Synthetics-possession, distribution or use on school property.

False Fire Alarms/Bomb Threat/Setting Fires-including lighting fireworks and other incinerating devices,

Chemical or imploding devices, and tampering with sprinkler systems or fire alarms/extinguishers.

Possession of Weapons-includes knives, guns of any kind (including bb or pellet guns), or any other object used as a weapon (including look-alikes).

Sexual Criminal Conduct-Non-consensual sexual contact, including intentional touching or removal of clothing covering intimate parts.

CONSEQUENCES FOR LEVEL 3 OFFENSES

1st Offense – Ten days of Out of School Suspension, referral to law enforcement, and possible referral to the expulsion review committee for expulsion recommendation.

Subsequent Offenses – Ten to fifteen days of out of school suspension, referral to law enforcement and referral to the expulsion review committee for expulsion recommendation

Any student who wants to re-enter school following an expulsion due to a Level 3 Offense must make an application for re-admittance to the Board of Education prior to the beginning of the school year following the incident. The Board of Education will render a decision whether re-admittance will be permitted at that time.

Sexual Harassment and Sexual Violence:

Sexual harassment is a form of sex discrimination, which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. Paragraph 200e, et seq., and Minnesota Statutes Paragraphs 363.01-14, the Minnesota Human rights Act. Sexual violence is a physical act of aggression that includes a sexual act of sexual purpose.

It is the policy of the Climax-Shelly Independent School District #592 to maintain a learning and working environment that is free from sexual harassment and sexual violence. The School District prohibits any form of sexual harassment and sexual violence. It shall be a violation of this policy for any student or employee of the Climax-Shelly School District #592 to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

It shall be a violation of this policy for any student or employee of the Climax-Shelly School District #592 to be sexually violent to a student or employee. The School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who is sexually violent to a student or employee of the School District.

Any person who believes he or she has been the victim of sexual harassment or sexual violence by a student or an employee of the School District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or sexual violence should report the alleged acts immediately to an appropriate School District official as designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office.

The building principal is the person responsible for receiving oral or written reports of sexual harassment or sexual violence at the building level. Upon receipt of a report, the principal must notify the District Human Rights Officer immediately without screening or investigating the report. A written report will be forwarded simultaneously to the Human Rights Officer. If the report was given verbally, the principal shall reduce it to written form within 24 hours and forward it to the Human Rights Officer.

Sexual Harassment Curricula:

The Sexual Harassment Prevention Curriculum is taught in grades K-6. The curriculum employs age- appropriate story telling, puppetry and other fun activities designed to provide students with factual information about personal safety planning, respecting one another, identifying sexual harassment, fostering positive gender- bases relationships and promoting the use of positive conflict resolution skills when problems occur.

Section 504 Policy Statement

It is the policy of Climax-Shelly to provide a free and appropriate public education to all handicapped students within its jurisdiction regardless of the type of handicap or its severity.

Students who are handicapped consistent with the definitions set forth in Section 504 of the Rehabilitation Act of 1973 will be identified, evaluated, and provided with appropriate instruction and educational services. Parents may ask that their child be evaluated for these services at any time during the school year. Persons who are thought to e handicapped shall have the following rights in accordance with Section 504:

- 1. Right to file a grievance with the district concerning allegations of violations of Section 504 regulations.**
- 2. Right to an evaluation drawn on different sources.**
- 3. Right to be informed of any actions pertaining to eligibility and any proposed service plan.**
- 4. Right to review any personal information in an understandable mode.**
- 5. Right to periodic evaluations.**
- 6. Right to evaluation prior to any significant change in services.**
- 7. Right to contest the district's proposed actions through an impartial hearing.**
- 8. Right to be represented by counsel in the impartial hearing.**
- 9. Right to appeal the decision from any hearing.**

Climax/Shelly Public School
Student Handbook Acknowledgement of Review and Understanding
(Please sign and return this form to the Principal's office)

The Student Handbook is available on-line at: www.isd592.org

By signing below, I acknowledge I have accessed the school handbook, and I acknowledge that my child is responsible for adhering to these policies and may face consequences for failing to comply.

Student's Name (Print): _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

_____ I do not have access to the on-line version of the handbook. I request a hardcopy.

To be filled out by the office only with a copy kept on file.

_____ Date hardcopy provided to parent/guardian.