



CLIMAX-SHELLY HIGH SCHOOL GRADE 7-12 STUDENT HANDBOOK

“Preparing Students Today for Success in a Challenging Tomorrow”

Updated 8.15.2022

WELCOME

Welcome to Climax-Shelly High School. We are looking forward to a great 2022-23 school 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

INTRODUCTION

The policies and procedures contained in this handbook are the results of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school, and to become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within our school which will prepare you to live a better life and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts

SPECIAL NOTE TO PARENTS

If a problem arises concerning the school, the Board of Education requests that you take the following actions:

1. First, personally contact the person directly involved.
2. If you are unable to resolve the problem by contacting the person directly involved, please contact the principal.
3. If you feel the problem still has not been resolved, you should meet with the superintendent.
4. If the problem is not resolved after meeting with the superintendent, you may request a meeting with the appropriate committee of the School Board of Education.
5. In the event that you feel there is still a basis for a problem, you are invited to address your concerns to the full school Board of Education for final resolution.

EDUCATION

Students have the right to attend school and gain an education as provided by law, including the right of classroom instruction to continue and to carry on studies without interruptions, disruptions or distractions; to have their parent or guardian request a visiting teacher when the student is absent from school for an extended period of time because of illness or injury, and to apply for enrollment in special programs offered by the district.

NOTE TO 18 YEAR OLDS

MSA 120A.20 states the following:

(a) All schools supported in whole or in part by state funds are public schools. Admission to a public school is free to any person who: (1) resides within the district that operates the school; (2) is under 21 years of age or who meets the requirement. Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending a public secondary school is governed by a single set of reasonable rules and regulations promulgated by the school board. Therefore, all students enrolled in Climax-Shelly High School will be required to follow the same policies as established for those under 18 years of age.

FREE SPEECH AND EXPRESSION

Students have the right to free speech and expression as long as such expression is not libelous or obscene according to current legal definition and does not interfere with the rights of others or disrupt the atmosphere of learning in the school.

THE SCHOOL DAY

The school day begins at 8:30 A.M. Students are to report to their first hour class before 8:30 A.M. or they will be recorded on the daily attendance records as tardy.

ATTENDANCE POLICY

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 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 (Juniors and Seniors are granted two excused college day visits).
- (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.

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.

LEAVING SCHOOL

If it is necessary for a student to leave school, he/she must have written or at least verbal permission from the parent. In case of unavoidable medical appointments, the student brings the

written excuse to the office prior to 9:00 a.m. and secures a Permit to Leave (Blue Pass). Before a student leaves the school property he must sign out in the high school office

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

AUTOMOBILES

When a vehicle is driven to school by a student, it must be parked in an orderly fashion according to the parking regulations at the time. Students are not permitted to drive cars, sit in, or ride in cars during noon hour or during the school day without first obtaining permission from the Superintendent. Students are encouraged to make use of the bus transportation offered by the district. Student cars are to be parked on the southeast parking lot.

USE OF THE SCHOOL BUILDING

Students are not to be in the building prior to 8:00 A.M. or after 4:00 P.M. unless they have made prior arrangements with a staff member or are part of a scheduled practice group or class. This also includes weekends and evenings.

LOCKERS

Your locker is the property of the school and is provided for your use by the school. It should be used to house your textbooks and other school materials when they are not in use and any coats, overshoes, or other outdoor garments. Your locker is subject to periodic inspection and may be entered by the Principal to check for cleanliness, school technology devices, textbooks or at any time it might be suspected of containing alcohol, tobacco, narcotics, explosives or other items considered potentially harmful to other students or to the school building or unlawfully obtained.

DISCIPLINE

Our Climax Shelly School Pride consists of “Be Ready, Be Responsible, Be Respectful! Be your BEST! Our positive expectations cover all areas of the school, including the classroom and gym, hallway, lunchroom, bathrooms, outside, bus and 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.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;

3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

C. Procedures for Removal of a Student From a Class.

1. Instruct the student to go to the principal's office. Unless prevented by the immediate circumstances, the teacher shall send a note with the student stating the reason for the student's removal and call the principal's office.
2. Obtain coverage for the class and escort the student to the principal's office. The teacher shall inform the building principal or designee of the reason for the student's removal from class.
3. Seek assistance from the main school office or other available staff. When assistance arrives, the teacher or other staff member should accompany the student to the principal's office. The principal or designee shall be informed of the reason for the student's removal.

D. Responsibility for and Custody of a Student Removed From Class.

1. The principal or designee will supervise the student in the principal's office.

E. Procedures for Return of a Student to a Class From Which the Student Was

Removed.

1. In most cases, a student shall remain in the principal's office for the duration of the class from which he or she was removed. Prior to allowing the student to resume his or her normal schedule, the principal or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the principal or designee may consider a different placement option.

F. Procedures for Notification.

1. Teachers should post notes in Synergy when a student is removed from their classroom. Teachers should contact the parent/guardian by phone call or email and specify why the student was removed from class.
2. If the student's removal from class is also subject to disciplinary action for the particular classroom misconduct, the student's parent/guardian shall also be notified of the disciplinary action.

G. Disabled Students; Special Provisions.

1. Students with disabilities are expected to adhere to all discipline procedures. For a student with a disability who has a chronic discipline problem, the case would be referred to the student's IEP team for review. Student suspension or removal from class more than ten days is "a significant change of placement" under 504 or special education regulations. The school is required to conduct an evaluation and review of the student's placement prior to any significant change of placement.

IX. 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.

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, Principal and/or Dean of Students.

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 as described on page 5.
- 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.

DETENTION

After-school detention will be held on Thursday, from 3:18-4:00 p.m. Assignment to detention takes priority over other school activities. Detention will not be postponed for reasons such as outside jobs. Unexcused absence from detention is a rules violation and subject to disciplinary action. Students are to bring schoolwork with them to detention. Detention will be supervised by the principal or an assigned staff member. Parents will need to arrange transportation for their child at the conclusion of the after school detention.

THE DISTRICT IS RESPONSIBLE FOR:

Providing an appropriate education opportunity for each student; Safeguarding the health and safety of each student; Making reasonable rules and regulations governing student behavior and conduct; and Maintaining proper control and discipline.

To carry out this responsibility, district employees are expected to deal with students fairly and honestly, and to treat all students with courtesy and respect.

In establishing the proper learning environment, with proper control and discipline, the general maturation of the students involved must be considered. Within this context, district officials must protect the health and well-being of all students while safeguarding individual rights.

SEARCH AND SEIZURE

Students have the right to be secure in their persons, papers and effects; however, they must refrain from bringing on to school property or to school-sponsored events any material or item that would cause a disruptive activity or endanger the health and safety of students or other persons. When reasonable cause exists for a principal to believe such items are present, general or individual searches may be conducted under the authorization of the principal or his/her designee. Students should be aware that, although lockers are provided for student use, those lockers remain the property of the school district and as such are subject to inspection by authorized school personnel.

REASONABLE FORCE STANDARD

A teacher, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student in order to prevent bodily harm or death to another. A school employee, school bus driver, or other agent of a district, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student in order to prevent bodily harm or death to another.

VANDALISM AND PROPERTY DAMAGE

Our school buildings and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you happen to damage something by accident, you should report it to a teacher or the office immediately.

DRESS AND GROOMING

Dress Code:

Appropriate student clothing includes, but is not limited to:

1. Clothing appropriate for the weather
2. Clothing that does not create a health or safety hazard
3. Clothing appropriate for the activity (i.e. physical ed or classroom), with athletic and extra-curricular participants conforming to the Minnesota State High School rules.

Inappropriate student clothing includes, but is not limited to:

1. Caps, jackets, sunglasses, blankets, bandannas or any other item that is deemed inappropriate by the principal may not be worn in the building. No clothing promoting weapons, violence, profanity, sexual messages, alcohol, tobacco or illegal activity permitted. Any symbol that local law enforcement has attributed to gangs is not permitted. No short-shorts, midriff-baring tops, bare shoulders, bare backs, spaghetti straps, or clothing that is not keeping with school standards are allowed. Shirts must hang past or meet the tops of pants/shorts. Hat and hoods may not be worn during the school day.
2. Objectionable emblems, badges, chains, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals.
3. Any apparel or footwear that would damage school property.
4. Hats/Caps/Hoodies are not allowed during school hours, except with the approval of the Administration.

Procedures followed for inappropriate dress:

When, in the judgment of the school administration, a student's appearance, grooming, or mode of dress interferes with or distracts from the educational process or school activities; or poses a threat to the health or safety of the student or others, the student will be directed to the

Principal's office to make modifications. If the student refuses to make the necessary modifications, he/she will be sent home for the day and parents/guardians will be notified.

BUS REGULATIONS

Students who come to school on the bus should return home on the bus unless they have a note from their parents. Riding the school bus is a privilege. Improper conduct on the buses will result in that privilege being denied.

Bus Riding Rules:

1. Be at your bus stop at least 3 minutes early
2. Enter and exit the bus in an orderly fashion
3. Stay seated while the bus is moving
4. Keep your body and belongs to yourself
5. Keep aisle clear
6. Report problems to adults
7. Listen to driver
8. Follow directions
9. Use appropriate language
10. Keep bus clean

EMERGENCY DRILLS

Fire, tornado, lockdown and evacuation drills are held at irregular intervals throughout the school year. Remember these basic rules:

1. Follow the emergency exit map located in each classroom instructing how to leave the building in case of fire or where to go in case of a tornado.
2. Walk calmly to the designated area.

SCHOOL ACTIVITIES

- No school organization, club or class may hold a class or organizational meeting without the advisor in attendance at all times.
- All school activities to be scheduled within the building or sponsored by the school must get permission or authorization from the principal's office at least two weeks before the activity is scheduled. School and class parties are not to be held for the purpose of making money but rather for social and recreational purposes only.
- For special events such as homecoming, prom, or other dances, a guest list must be turned into the principal's office prior to the event.

- Students at volleyball/ basketball games are requested to be in the gymnasium and not in the corridor during the game. Students will behave in an appropriate manner at home and away games. Inability to comply will result in a removal from the game or activity.
- School organizations that are recognized by the school are: Class Organizations: 7th through 12th grades, FFA, Envirothon, Student Council, Knowledge Bowl, Yearbook Staff, Honor Society, River Watch and drama. Money needed for the class must be raised by means other than class dues. Special class activities can happen only when considered necessary by the advisor and school administration.
- All activities and functions, when possible, conclude by 10:00 P.M. on weeknights. This includes practice for athletics and drama.
- The faculty advisor shall be with any student or group of students using the building any time after or before the regular school day.
- Students have the right to participate in student government as long as they are voted in and academically eligible.
- Wednesday evenings are reserved for church meetings and youth activities. All school events and practices must be completed by 6:00 P.M. Exceptions may apply.
- No school activities may be scheduled on Sunday without prior permission from the Administration.

FUNDRAISERS

The raising of money for any cause without approval or consent of the Principal is prohibited. Fundraising will be kept to a minimum. Organizations that wish to sponsor a fundraiser, should fill out the appropriate paperwork early in the fall. School board must approve fundraisers.

LUNCH PROGRAM

- Climax-Shelly High School will maintain a closed Lunch Period for all grades except those with senior privileges. Students in grades 7-11 will not be allowed to leave the school grounds for any reason during the lunch period without securing the permission of the Principal.
- Students eating Hot Lunch at school must pay for the meals in advance. This is to be done in the front office or online through the Climax-Shelly school website at isd592.org. Students, who bring lunch from home, must eat their lunch in the cafeteria. Food will not be allowed outside the cafeteria.

TELEPHONE CALLS

Students will not be called out of a classroom to take a telephone call, except in an emergency. A message will be taken for the student. Students should advise their friends of this policy. Students will not be excused from class to make telephone calls. Students will not be allowed to make personal telephone calls in the office, unless they are ill, or it is an emergency.

CHEMICAL ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES (MSHSL BYLAWS)

GENERAL STATEMENT: It is the expressed feeling of the local Board of Education Independent School District #592, its teachers, and its administrators, that students in membership with Climax-Shelly High School, to include summer months, shall not use, have in possession, buy or sell, or be directly involved with a party or group, by choice, that is using beverages that contain alcohol, using tobacco and/or mood altering drugs, unless prescribed by the student's physician.

Student violations of this policy shall be subjected to the following penalties:

CATEGORY I. Penalties for all students participating in MSHSL activities that have a regular schedule of contests during the year.

First Violation:

The student shall lose eligibility for the next two consecutive interscholastic contests, or for two weeks, 14 calendar days, whichever is greater, of a season in which the student is a participant.

Second Violation:

The student shall lose eligibility for the next six interscholastic contests or three weeks, 21 calendar days, whichever is greater, in which the student is a participant.

Third Violation:

1. The student shall lose eligibility for the next 12 consecutive interscholastic contests or four weeks, 28 calendar days, whichever is greater, in which the student is a participant.
2. A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:
 - The student is assessed as chemically dependent
 - Enters treatment voluntarily, and
 - The director of the treatment center certifies that the student has successfully completed the treatment program.
 - The treatment option cannot be used for the first or second violation

Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.

1. When determining the eligibility of students that fall into Category I, the following rules shall apply:
 - Penalties shall be accumulative beginning with and through the student's participation on a Varsity, Junior Varsity, "B" Squad, Freshman or Sophomore Team.
 - When determining eligibility for a student after a violation, only one event may be counted during a day regardless of the number of events the student would normally participate in on a given day
 - Only MSHSL sponsored events in which the student is a participant are to be counted when determining eligibility.
 - Scrimmages are considered practice sessions and do not count as an event when determining eligibility
 - A student violating this policy should not be barred from practice sessions; rather, the student should be encouraged to continue practicing.

CATEGORY II. Events are defined as those activities **WHICH HAVE NO LOCAL SEASON OF CONTESTS** prior to the League sponsored tournament.

CATEGORY II INCLUDES:

Band-Chorus Contests, FFA State Convention, FFA District/Regional Contests, FFA Ag Activities Day, School Play, School Musical, One Act Play Contest, Science Fair (Participation required at the local level but no advancement), Knowledge Bowl, River Watch, Envirothon, Homecoming, Prom or School Dances and any activities determined by administration.

Category II. Penalties

First Violation

A student is ineligible for two weeks from participating in the locally determined Category II activities

Second Violation

A student is ineligible for six weeks from participating in the locally determined Category II activities

Third Violation

A student is ineligible for 12 weeks from participating in the locally determined Category II activities

Penalties are accumulative beginning with the time a student is eligible to participate in the event until the student graduates. If a student is participating in an athletic activity at the time of the violation, both Category I and Category II penalties shall be enforced immediately.

If a student is not participating in an athletic activity at the time of the violation, we must enforce the Category II penalty immediately and enforce the Category I penalty if or when a student does begin an athletic activity at a later date.

Student Code of Responsibilities: The member schools of the Minnesota State High School League believe that participation in interscholastic activities is a privilege which is accompanied by responsibility. As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the rights and property of others.
- I will respect and obey the rules of my school and the laws of my community, state and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.
- Assault on any person will not be condoned by the League and will be dealt with by the school administration and the local authorities. NOTE: Any allegation of sexual, racial, religious harassment violence and/or hazing may also constitute a violation of the Student Code of Responsibilities.

Penalty: A student who is dismissed or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal, acting on the authority of the local board of education. The League specifically recognizes by this policy that certain conduct requires penalties that may exceed those penalties typically imposed for first violations.

ADDITIONAL ELIGIBILITY REQUIREMENTS

- A. A student suspended from school is ineligible to participate in extracurricular events during the term of the suspension.
- B. A student must attend school a minimum of 4 class periods, which means being in school by noon on the day of an event in order to be eligible to participate unless cleared by administration.

ACADEMIC ELIGIBILITY POLICY FOR EXTRA-CURRICULAR ACTIVITIES GRADES 7-12

ELIGIBILITY POLICY:

Student academic eligibility will be assessed and monitored on a mid-term basis. Teachers will determine grades at the end of the 4.5 week period to produce a progress report. This report will be used to identify students who are failing. The report is due in the high school office by 3:30 PM on Wednesdays to ensure that the reports are mailed the following Thursday to the parent or guardian. Student ineligibility will begin with the mailing of the report. Students with a failing grade at the end of each academic reporting period (midterm and end of quarter) will be ineligible for one week for each failing mark from their extracurricular activity.

KEY CHECKPOINTS FOR FACULTY:

Mid-term and end of quarter.

INELIGIBILITY RULES:

1. Failing grade or grades- A student may attend practice with Staff approval.
2. Music Eligibility- Students in band or chorus will be eligible to perform in concerts or Pep Band as it is a part of their class grade. They will not be eligible to compete in MSHSL contests, solo contests, ensembles or the musical, as these are considered extracurricular in nature.

Other Activities- Students will be ineligible to participate in the following: FFA: District, Regional, State Contests, Convention, Ag Activities Day, School Play, Science Fair beyond the local level. Any other activities determined by the Administration.

BEHAVIORAL EXPECTATIONS

STUDENT CELLULAR PHONES AND PERSONAL DEVICES

The following items are not allowed in the classroom, locker rooms, assemblies, trips sponsored by an organization or field trips. Items include but are not limited to the following: cell phones, headphones or earbuds, handheld computers, video games, and other electronic items. These items must be stored in the student's locker, in the classroom holders, or left in their vehicle. Students are allowed to use their cell phones at lunch time and between classes. 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 any devices. Students will be assigned detention if they are caught using their devices during class without teacher approval.

PASSES

If a student needs to go from one room to another at any time during the day, they must use a classroom pass and return in a timely manner. Your phone must stay in the classroom when you leave.

TEXTBOOKS

Each teacher will record the number of your assigned book and its condition. You are responsible for keeping your textbooks in the best possible condition. At the end of the school year, you will be asked to pay for any damage beyond normal wear of the book. Should you lose a book; the fine will be equal to replacement cost as per company price lists.

SEMESTER TEST POLICY

1. Semester tests will be given the last 1 ½ days of each semester.
2. The first will be a half day consisting of (2) 60 minute periods and the second day will be (5) 60 minute periods.

Day 1

1:00-2:00 Period 4

2:18-3:18 Period 5

Day 2

8:30-9:30 Period 1

9:50-10:50 Period 2

11:10-12:10 Period 3

12:10-12:40 Lunch

12:50-1:50 Period 6

2:10-3:10 Period 7

3. The test grade will count 20% of the semester grade
4. The test will cover material for the entire semester.
5. Review for the semester test cannot take more than two (2) class periods.
6. The student must be on time for the test or risk taking a 0% on the test.

EXEMPTIONS: A student will be exempt from taking a semester test according to the following schedule.

- A average in class and has four (4) or less absences.
- B average in class and has three (3) or less absences.
- C average in class and has two (2) or less absences.

The only absences that would allow a student to be exempt from a semester test are: 1) school related activities, 2) medical treatment resulting from participation in a school activity, 3)

Dr./Dental/Chiropractic appointments in which a written note from the doctor is given to Mr. Rufsvold, all others will count.

This is not punishment but an incentive to attend class every day. NO EXCEPTIONS.

Note: Family emergency or crisis would be reviewed on an individual basis.

ACCEPTABLE TECHNOLOGY USE

An appropriate Acceptable Use Agreement will be acknowledged and presented annually for all students.

The Climax-Shelly School District offers internet access and e-mail for student use. The district's on-line system has been established for educational purposes, which includes classroom activities, professional and career development and school administration. The district has the right to place restrictions on the material accessed and has installed software that is designed to prevent students from accessing inappropriate or unacceptable websites.

Proper behavior as it relates to the use of computers is no different than proper behavior in any other aspect of student life. All students are expected to use the computers and computer network in a responsible, ethical, and polite manner. Transmission of any material in violation of federal or state law is prohibited; this includes, but is not limited to: copyright laws, trade secrets, threatening or obscene materials and other criminal activity. Use of computers or the network for commercial activities, product solicitations, or political lobbying is prohibited. Downloading of applications, executables, videos and music is strictly prohibited without prior approval of the network administrator.

Student use of the computers and computer network is only allowed when supervised by a staff member. Accessing the files and/or documents of others is prohibited. Taking advantage of a student or faculty member who accidentally leaves a computer without logging off is no different than entering an unlocked room and stealing, reading a personal letter, or destroying someone's personal property. There is NO PRIVACY on the school network. System managers have access to all mail, internet use, and other documents and reserve the right to monitor the use of Climax-Shelly School Networks.

The complete Acceptable Use Policy may be found on the school website or the respective offices. Violations of this policy may result in (but is not limited to): loss of computer privileges, loss of internet access, detention or suspension.

REPORT CARDS, SEMESTER TESTS, AND GRADING

Report Cards will be issued on a nine-week basis. Two days have been set aside for Parent-Teacher Conferences.

Grades: The semester grades are averaged for a final grade. A student must attain at least a .5 average and at least 2 of the student's quarter grades must be passing in order to pass the subject.

CLIMAX-SHELLY GRADING SCALE

A	94-100	4.0
A-	90-93	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	.67
F	Below 60%	0.00

HONOR ROLL

The letter grades are based on a 4-point system, and are assigned the following point values. A = 4, A- = 3.67, B+ = 3.33, B = 3, B- = 2.67, C+ = 2.33, C = 2, C- = 1.67, D+ = 1.33, D = 1, D- = .67, F = 0.

These point values are used to determine the Honor Roll, which will be published at the end of each 9- week grading period. A student who receives a 3.74 or greater average of all grades will be listed on the "A" Honor Roll. A student who receives an average of 3.00 - 3.73 will be listed on the "B" Honor Roll. One additional requirement necessary to qualify for the Honor Roll is that no grade in the reporting period may fall below a C-. Academic dishonesty will disqualify a student from inclusion on the Honor roll for that grading period.

HONOR GRADUATES

All students graduating from Climax-Shelly High School that have a 3.500 Cum GPA in courses completed in their high school career earn the designation of high honor graduate. All students that have a 3.00 – 3.49 Cum GPA earn the designation of honor graduate. The Cum GPA is taken through the 3rd quarter of their senior year. All Honor students must be enrolled in at least four core classes.

HONOR GUARD

Junior or possible Sophomore Honor Guard for graduation will be chosen by the administration. The number will vary as needed for the graduating class.

INCOMPLETE GRADES

If work is not made up before the report card period ends. “Incomplete” is given as the grade. This work must be made up within a reasonable amount of time before a grade will be given. It is the STUDENT’S RESPONSIBILITY to confer with a teacher in regard to missing work. Students receiving incompletes shall be declared academically ineligible until they have completed their work and will be unable to participate in extracurricular activities. If special circumstances arise, the administration will determine the eligibility status.

PROMOTION POLICY

Students in grades 9, 10, 11, and 12 must pass all required courses. Students who fail electives are required to take the course over or take another course to complete the graduation requirement of 22 credits, which includes required courses plus electives. Any 7th or 8th grade student failing two or more core credits will complete summer school.

GRADUATION REQUIREMENTS

A student attending Climax-Shelly High School must earn a total of 22 credits during the 9th through the 12th grade years. All students will have to pass the MCA II’s, and earn a total of 22 credits which must include the following:

English	4 Credits	(9th, 10th, 11th, and 12th)
Math	3 Credits	1 Credit Algebra, 1 Credit Geometry, 1 Credit Algebra II
Science	3 Credits	1 Credit Physical Science, 1 Credit Biology, 1 Credit Chemistry, Physics, Anatomy, Environmental Science
Social Studies	3.5 Credit	0.5 Credit Geography 1 Credit World History 0.5 Credit Economics 1 credit U.S. History 0.5 Credit Civics (government/citizenship)
Fine Arts	1 Credit	1 Credit Music (Band and/or Choir, Music Appreciation, Art)
Personal Finance	0.5 Credit	
Physical Education	1 Credit	

All 9th through 12th graders will be required to carry 6 classes or units per day. An exception to this may occur if circumstances surrounding a particular situation would make it impossible for a student to complete this requirement. In this situation alternative arrangements will be made through the Principal's Office. A unit may be earned by serving as a teacher's aide in place of a study hall (teacher aides include: library, office, audio-visual, shop, music, and elementary).

Course Test Out Policy

Minnesota Department of Education's definition of a credit: "A credit is equivalent of successful completion of an academic year of study, (OR) student mastery of applicable subject matter. Because of the second part of the above definition, students may attempt to test out of a High School class. Teachers will provide a test that a student can take before the first day the class starts. The student will make arrangements with the Principal to take the test. A testing window will be established in August and once again in January before the start of the second semester. The test will reflect curriculum that is taught in the class. The test will be written. Students are required to take the test the semester before it is offered when the student is registering for their classes for the following school year.

The student will receive credit for the class if they score 90-100%. The student will earn a B, B+, A-, or an A for the course. Credit will be given for the course and entered on the students transcript.

The student will be allowed to take the test only once. Notification of the test score will come from the teacher involved. If for some reason the student does not agree with the outcome of the test, he/she must put it in writing listing the reasons why he/she disagrees. It must be submitted to the following people no more than 5 days after receiving the score: teacher, principal, and superintendent. A meeting will then be set up to discuss the grievance.

SCHOOL RECORDS

Students have the right to privacy of their school records.

BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within

the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;

3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial

measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

- B. “Cyberbullying” means bullying using technology or other electronic

communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, 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 grounds, 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 bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited

conduct in a timely manner may be subject to disciplinary action.

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act;

the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or

circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce

discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

NOTICE TO PARENTS AND STUDENTS

It is the policy of the Board of Education of District 592 to comply with federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under

any educational program or in employment, or recruitment, consideration, or selection; whether full-time or part-time under any education program or activity operated by the district for which it receives federal financial assistance.

HARASSMENT, HAZING AND WEAPONS POLICIES

The Climax-Shelly ISD #592 has specific policies prohibiting hazing, bringing weapons to school and harassment, whether sexual, racial, religious, or disability based.

It shall be a violation of these policies for any student or employee of Climax-Shelly ISD #592 to harass a student or an employee through conduct or communication as defined in these policies.

It is the policy of the Climax-Shelly ISD #592 to maintain a learning and working environment that is free from harassment and violence of any kind. The School District will act to investigate all complaints either formal or informal, verbal or written of any of these practices and discipline any student or employee for violations.

Any person who believes he or she has been the victim of harassment or violence by a student or an employee of the School District, or any third party with knowledge or belief of conduct which may constitute harassment or 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 or from the School District office.

The Principal is the person responsible for receiving oral or written reports of sexual harassment or sexual violence. 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 Office. 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.

SCHOOL POLICY MANUAL

Complete policies are available in the Superintendent's office.

PHONE DIRECTORY

Main Business Office

857-2385

High School Office

857-2395

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): _____

Student's Signature _____ Date: _____

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.