

## TABLE OF CONTENTS

Advisors	19	Instrument Rent	11
Academic Information	5	Lettering	11
Academic Eligibility	8	Lock Down	19
Accidents	19	Lockers	16
Activities Information	14	Lost & Found	15
Athletic/Activity Eligibility	12	Media Center	10
Athletics Information	11	MN High School League Policies	13
Athletic Transportation	12	National Honor Society	9
Attendance	6	Non-Teaching Staff	2
Automobiles & Bikes	17	Noon Hour	14
Board of Education	2	Office Personnel	2
Book Deposits	10	Paraprofessionals	2
Bulletin	14	Parent Concern	17
Bullying	21	Participation Fees	12
Bus Conduct Rules	17	Pep Rallies	12
Calendar	3	Pest Control	20
Cell Phones	14	Prom	14
Class Trips	18	School Dances	14
Closing/Delays	19	School Rules of Conduct	29
Closed Noon Hour	14	Search & Seizure	16
Computer/Internet Use	9	Senior Privileges	18
Curriculum	4	Shop Policies	11
Data Privacy	27	Spectator Buses	12
Discipline Policy	28	Sports Deposit	12
Displays of Affection	15	Student Information	14
Dress Code	15	Student Errands	17
Evacuation	20	Study Halls	17
Expectations	5	Tardiness	7
Faculty	2	Telephone Usage	16
Failing Grades	8	Theft/Vandalism	27
Field Trips	18	Title IX	13
Fire/Tornado Drills	19	Trespassing	27
Fund Raising	18	Visitors	17
Graduation Requirements	4	Weather Emergencies	19
Harassment	20	Weapons Policy	29
Hazing	21	Wellness Guidelines	17
Honor Roll	9	<b>THIS STUDENT HANDBOOK IS</b>	
Honor Students	9	<b>NOT ALL INCLUSIVE. OTHER</b>	
Homecoming	19	<b>RULES AND PENALTIES MAY</b>	
Hot Lunch	15	<b>BE USED BY THE DISCRETION</b>	
Independent Team Play	11	<b>OF THE ADMINISTRATION.</b>	
Incomplete/Failing Grades	8		

### Welcome to Grygla Public School

The school board has approved the policies and procedures cited in this handbook. Copies of the full policy governing each section are available through the school office. All policies and procedures in this handbook are subject to change.

### Mission Statement

“ All Students Will Learn, Achieve and Succeed.”

# 2023-24 Calendar

July		July 20-School Board Meeting 7:00
August	Student- 0 Days Teacher-4.5 Day	Aug. 17-School Board Meeting 7:00 Aug. 28-31-Staff In-Service Wednesday, Aug. 30-Teacher In-Service 8:00-8:00 Morning VB/FB Practice 6:00-8:00 a.m. Open House 4:00-8:00 p.m. 5:00 6th Grade Orientation 5:30 9th Grade Orientation 6:00 Social Media Speaker 6:30 12th Grade Orientation
September	Student- 19 Days Teacher-19 Days	Monday, Sept. 4-Labor Day Tuesday, Sept. 5-First Day of Class Wednesday, Sept. 27-Eligibility Check #1 Thursday, Sept 21-School Board Meeting 7:00
October	Student- 20 Days Teacher-20 Days	Wednesday, Oct. 18-Eligibility Check #2 Wednesday, October 18-School Board Meeting 7:00 Thursday, Friday, Oct. 19-20-MEA Fall Conference-NO SCHOOL
November	Student- 15 Days Teacher-18 Days	Friday, November 3-End of 1st Quarter Monday, Nov. 6-Teacher In-Service-NO SCHOOL Thursday, Nov. 9-PT Conference 4:00-8:00 p.m. Friday, Nov. 10-NO SCHOOL Tuesday, Nov.14-PT Conference 4:00-8:00 Thursday, Nov. 16-School Board Meeting 7:00 Wednesday, Nov. 22-Eligibility Check #1 Thursday, Friday, Nov. 23-24-Thanksgiving-NO SCHOOL
December	Student- 16 Days Teacher-16 Days	Wednesday, Dec.13-Eligibility Check #2 Thursday, Dec. 21-School Board Meeting 7:00 Dec. 23-31-NO SCHOOL
January	Student- 21 Days Teacher-22 Days	Monday, January 1-NO SCHOOL Tuesday, January 2- School Resumes Monday January 15-MLK Day-Teacher In-Service Thursday, January 18-School Board Meeting 7:00 Friday, Jan. 19-End of 2nd Quarter
February	Student- 19 Days Teacher-19 Days	Wednesday, Feb. 7-Eligibility Check #1 Thursday, Feb. 15-School Board Meeting 7:00 Friday, Feb. 16-NO SCHOOL Monday, Feb. 19-NO SCHOOL-Presidents Day Wednesday, Feb. 28-Eligibility Check #2
March	Student- 20 Days Teacher-20.5 Days	Thursday, March 21-School Board Meeting 7:00 Friday, March 22- End of 3rd Quarter Tuesday, March 26-PT Conferences 4:00-8:00 Friday, March 29-NO SCHOOL
April	Student- 21 Days Teacher-21.5 Days	Monday, April 1-NO SCHOOL Tuesday, April 2- PT Conferences 4:00-8:00 Wednesday, April 12-Eligibility Check #1 Thursday, April 18-School Board Meeting 7:00
May	Student- 19 Days Teacher-20.5 Days	Wednesday, May 1-Eligibility Check #2 Thursday, May 16-School Board Meeting 7:00 Saturday, May 18-Graduation 3:00 p.m. Tuesday, May 21-Evening In-Service 4:00-8:00 Thursday, May 23-Last Student Day-End of 4th Quarter Friday, May 24-Teacher In-Service Monday, May 27-Memorial Day
June		Thursday, June 20-School Board Meeting 7:00

Student Days: 170      Teacher Days: 180

\*\*\*Grygla School Will utilize up to 5 e-learning days in place of Storm Days

## List of Grygla Public School Staff

### Administration

Jamie Lunsetter	Superintendent of Schools
Derek Gieseke	Principal K-12

### Board of Education

Jeremy Rychlock	Chairman	Gretchen Smeby	Treasurer
Jim Verbout	Vice Chair	Luke Nordvick	Director
Tera Nordby	Clerk	Andy Oslund	Director

### High School Faculty

Gene Lunsetter	Vocal/Instrumental/Music
Christina Kucera	Science/Biology/Chemistry/Physics/Media Productions
Brooke Olson	Media Specialist
Brenna Dallager	Technology/Computer/Business/Media Productions
Brady Olson	Health/ Phy. Ed.
Andrew Sundberg	Math
Jason Grandstrand	Social Studies
Tina Taus	Jr. & Sr. High English
Tausha Severts	Art
Robin Johnson	Sp. Ed./Title I
Gabriel Rath	Construction/Ind. Technology/Machine Shop & Metals

### Elementary Staff

Travis Smith	Kindergarten	Jana Nelson	Fifth Grade
Jean Schulz	First Grade	Greg Monson	Second Grade
Gene Lunsetter	Elementary Music		
Kerry Carlson	Third Grade	Tausha Severts	Sixth Grade/Title I
Abby Sundberg	Fourth Grade		

### Office Staff

Elaine Rychlock	Bookkeeper/Superintendent Secretary
Shaunna Olson	Student Services/Principal Secretary

### School Lunch Staff

Jean Foss     Darlyne Roen

### Custodial Staff

Chris Jelen     Jake Sundberg     Devin Ruud

### Paraprofessionals

Jaclyn Lunsetter     Brooke Olson     Jacki Lunsetter     Allison Isaak

### Bus Drivers

Bruce Kiesow     Colette Brobst     Shannon Ostby     Jake Sundberg     Ellie Landsrud

### General Information

#### Campus Regulations

Grygla Public School operates under the concept of a “closed campus.” This means that once students arrive at school for the beginning of the school day, they will remain on the school campus throughout the school day. At no time are students to be loitering in the parking lot.

## GRYGLA HIGH SCHOOL CURRICULUM

### GRADE 7

English  
Social Studies  
Mathematics  
Life Science  
Computer  
Industrial Tech.  
Physical Education  
Band/Choir

### GRADE 8

English  
Geography  
Mathematics  
Earth Science  
Art  
Health/Industrial Tech./Art  
Physical Education  
Band/Choir

### GRADES 9-12

All students are required to take at least 7 subjects.

#### GRADE 9 must take:

Civics  
English  
Math  
Physical Science  
Physical Ed.- ½ credit  
Computers – ½ credit

#### GRADE 10 must take:

English  
Math  
Biology  
American History  
Physical Education & Health

#### GRADE 11 must take:

English  
Math  
Wld. Hist.  
Science

#### GRADE 12 must take:

English  
Sr. Economics  
World Geography

\*Careers will be taken in two week units in Social Studies classes in grades 7-12.

#### ELECTIVES FOR GRADES 9-12 ARE:

Industrial Tech- manufacturing	Advanced Computers
Chemistry and Physics alt. yrs.	Welding
Machine Trades	Music Theory
Building Trades	Band/Chorus
Woodworking	Art I, II & III
Business 101	FACS/Personal Finance
Anatomy & Physiology/Intro. to Chem. alt. yrs.	Media Productions
Work Seminar/Work Experience	

#### ELECTIVES FOR GRADES 10-12 ALSO INCLUDE:

Online College in the High School, with a GPA requirement.

### GRADUATION REQUIREMENTS

1. Satisfactory completion of Junior high school (grades 7-8)
  - A. 1 credit in Algebra I by 8<sup>th</sup> grade
2. A student must have passed 25 credits in Senior High School, and all High School Standards.
  - A. These credits must include:
    1. 1½ credits in Health/Phy. Ed.
    2. 4 credits in English
    3. 3 ½ credits in Social-History
    4. 3 credits in Science (Physical Science, Biology & Chemistry or Physics)
    5. 3 credits Math (Algebra II, beginning class of 2015)
    6. 1 credit Arts (Music, visual, woodworking or media arts)
    7. 8½ credits in electives

Students will not participate in graduation ceremonies if all credit requirements and unexcused absences are not completed.

## STUDENT EXPECTATIONS

1. Recognize that positive consequences are the result of positive choices.
2. Recognize that the rights of others are as important as your own.
3. Take responsibility for your own learning.
4. Make up assignments missed when absent.
5. Arrive in class punctually, fully prepared to work and have all assignments completed.
6. Use proper behavior and language at all times.
7. Dress appropriately and remove hats during the academic day.
8. Move through school in a safe manner.
9. Offer positive solutions to problems that may arise.
10. Practice good sportsmanship and courtesy at all school activities.
11. Take responsibility for keeping all school property clean and in good repair.
12. Avoid tolerating or participating in vandalism anywhere on school property.
13. Avoid bringing food, and beverages, onto carpeted areas at lunch and into classrooms.
14. Be permitted in the halls during class only with a hall pass.
15. Have adult supervision at all times when staying after school.
16. Abide by national, state and local laws as well as the rules of the school.
17. Act courteously to adults and fellow students.

## ACADEMIC INFORMATION

### I. ATTENDANCE REGULATIONS

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.

### 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. If you are late to school, it is your responsibility to have your name removed from the absent list by reporting to the office.

##### 2. Parents 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 at the beginning of each class period and to maintain accurate attendance records in each assigned class and study hall. Roll call slips will be turned into the office by 8:45 and also at 12:00 noon. 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. **Parents will be notified by mail, each quarter, with the student's report card when a student has reached 10 days of absence (excused or unexcused).**

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

The school board approves attendance procedures as follows:

##### 1. General Procedures:

- a. Any time a student in the high school leaves or returns to the school building during the school day they are to sign in or sign out in the main office. Students must have a note to sign out or in.
- b. A signed note from the parent or guardian is necessary in order to confirm an excused absence. Absence may also be confirmed by a phone call to or from the parents or guardian. Parents are asked to call the school between 7:00- 8:30 am. Students are responsible for acquiring any missed assignments from their teachers. In case the note is forgotten, a student will have 24 hours after their re-admittance to school to provide a signed note or phone call from the parent/guardian verifying their absence. If not provided, the absence will be noted as an unexcused absence.
- c. All work missed or assigned because of absence must be completed. If the work is not completed, no grade or credit can be given for the course. Incompletes carried beyond the end of the school year will be changed to failure for that semester or course except in those cases where the absence was excused by virtue of illness or an advance excuse during the last two weeks of school, in which case individual arrangements for completion of work may be made through the Principal.
- d. Students are not allowed to leave school without parent permission nor with another student.
- e. Students must be in regular attendance for the full day on the day following an event.

## 2. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian must verify, in writing or by phone call, the reason for the student's absence from school.
  - (1) The student will also be required to fill out a Excused Absence Request Form for absences, family vacations, work, and other non-medical excused absences.
- 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 in the student's immediate family or of a close friend or relative.
  - (4) Medical, dental or orthodontic treatment, or counseling appointment- verification must be provided to excuse the absence, if no slip from the appointment is turned in it will be considered unexcused.
  - (5) Court appearances occasioned by family or personal action.
  - (6) Religious instruction not to exceed three hours in any week.
  - (7) Physical emergency conditions such as fire, flood, storm, etc.
  - (8) Official school field trip or other school-sponsored outing.
  - (9) 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.
  - (10) Family emergencies- needed at home due to extenuating circumstances.
  - (11) Active duty in any military branch of the United States.
  - (12) Senior college visits-two days absence will be excused for senior college visits in the following criteria are met:
    - a. Pre Approval for absence. Parent permission must be received one school day in advance of the visit.
    - b. Complete assignments in advance.
    - c. When returning after the visit, verification from the college is necessary for the absence to remain excused.

## 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) **Student/s will receive the number of days they were absent plus 1 day to make up work. (ex. absent 1 day=2, absent 2 days=3).** 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.
- (3) Students who are absent 15 or more days, or have 3 unexcused absences will not have the privilege of participating in school sponsored activities such as: athletics, speech, drama, class trips, and school sponsored functions during the day.

**Parents/guardians will be notified when their child has 15 days of absence. In the event that a child exceeds 15 days of absence an administrative team will review the reasons for absences before the child becomes ineligible. The student and parent may appeal the 15 days of absences, if they can provide documentation for the absences. Verification of medical related appointments must be provided to excuse the absence. If a student is hospitalized or is recommended by a doctor to not attend school, this will not count toward the 15-day rule.**

## 3. 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 a business, except under a school-sponsored work release program.
  - (4) Vacations with family that are not pre-approved.
  - (5) Babysitting
  - (6) Needing Sleep
  - (7) Missed the bus
  - (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 accumulated 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 and the Marshall County Truancy Policy.
  - (4) Students with unexcused absences shall be subject to discipline in the following manner:
    - (a) The student is required to make up work missed due to such absence.
    - (b) After three (3) cumulated unexcused absences in a year, a student's parent or guardian will be notified.**
    - (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 three (3) cumulative unexcused absences in a semester the teacher will 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 to develop a plan of study.
    - (e) After five (5) cumulated unexcused absences or 10 total (excused or unexcused) 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.
  - (5) Consequences of skipping a class during the school day will be to make up the amount of time skipped in the form of after school detention.

### C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times, and prepared for class. Failure to do so constitutes an unexcused tardy.
2. Procedures for Reporting Tardiness:
  - a. Students tardy at the beginning of school must report to the school office to sign in.
  - b. Tardiness between periods will be entered into the computer system by the teacher
3. Consequences of Tardiness:
  - i. Students will be assigned "Tidiness for Tardiness" until all tardies are satisfied. This means a student will assist in various duties assigned by the Principal.
  - b. If at any point, a student receives 5 tardies in a semester, a student, parent and administrative conference will be set up.
    - i. 5 tardies can result in 1 unexcused absence and suspension from extra-curricular activities.
    - ii. Administration has the discretion to levy additional consequences.

### 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 out of school suspended from any class, he or she may not participate in any activity or program that day(s).

5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian 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.
6. **A student must be in school for one-half day (4 full class periods) in order to participate in a school activity.** Coaches may use discretion in special cases, such as medical or dental appointments.

#### **E. DISSEMINATION OF POLICY**

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

#### **F. REQUIRED REPORTING**

##### **G. Continuing Truant and Habitual Truant- See policy #503**

## **II. ACADEMIC ELIGIBILITY POLICY**

Grygla High School is a member of the Minnesota State High School League. Participation in interscholastic high school athletics, arts, and activities is a privilege available to our student body. Students who are good school citizens, scholars and trained participants are allowed to participate in these sponsored events or activities as long as training, conditioning, and academic progress are satisfactory. The privilege of participation carries with it the responsibility of representing Grygla High School in the most respectful of attitudes. In order to promote the importance of academics the following procedures will apply to be eligible to participate in extracurricular athletics, activities or events:

### **A. Academic Policy for extracurricular participation**

#### **1. Eligibility: Mid-quarter**

**Student/s with failing grade/s or incomplete/s will be notified every three weeks.** If student/s course work is not complete or passing at this time the student/s will be ineligible to participate (but may practice) for five days/one event, whichever is longer. If all course work is complete and passing after this period of time, the student/s will be eligible to participate immediately. If all course work is not complete and passing at this time, student/s will remain ineligible (but may practice) for another five days/one event, whichever is longer. Procedure is repeated on a one week/one event basis until the end of the quarter.

#### **2. Eligibility: End of Quarter/Semester**

If student/s course work is not complete or passing at the end of the quarter/semester the student/s will be ineligible to participate (but may practice) for two weeks/two events whichever is longer. If all course work is complete and passing after this period of time, the student/s will be eligible to participate immediately. If all course work is not complete and passing at this time, student/s will remain ineligible (but may practice) for another two weeks/two events, whichever is longer. Procedure is repeated on a two week/two event basis until the end of the quarter. Any ineligibility occurring at the end of the school year will carry over to the next school year. Events included but not limited to all sports, Homecoming, Spring Fling, plays, St. Council events, Knowledge bowl, MN Honor Society, Robotics and any and all other group and school organized events.

3. Once the student and parent are notified that the student is incomplete or failing the teacher will notify administration. This is the teacher's discretion and can happen at any time during the quarter/semester. The student will be ineligible until course work is completed to a passing status. The administration must have a signed document from the teacher stating the student is at passing status.

**B. INCOMPLETE "I" OR FAILING "F" GRADES-** An Incomplete (I) will only be used when coursework has not been completed due to circumstances beyond the control of the student (e.g.: prolonged illness, family trip, family emergency, etc.). An Incomplete is NOT TO BE USED as a grading mechanism simply because students fail to complete required course assignments or make up tests not taken during the marking period. Incomplete work in any course should be graded accordingly and should reflect on the student's course grade.

**1. INCOMPLETE GRADES:** If issued an incomplete "I" grade, on their report card, a student will have two (2) weeks from the time report cards are issued to complete their coursework. Any time within those two weeks a grade can be issued and reported to the high school office for transcript corrections. If a student has been issued an incomplete grade their GPA will not be calculated and they will not be placed on the honor roll if their GPA falls within those guidelines. If the incomplete "I" grade is not completed to a passing grade within the two weeks the "I" will become an "F". If a student receives an incomplete grade they will be ineligible for games, activities, or events until the coursework is completed. They may still practice.

**2. FAILING GRADES:** A student who receives a failing grade will not be able to participate in any extracurricular games, activities or events until:

- a. Course work has been improved to a passing grade.
- b. Remedial education or summer school has been attended and the grade has improved to passing.
- c. One week (the first week of school) in the next school year has been completed. (The student will be allowed to practice but cannot participate in jamborees, games, activities or events.)
- d. One week (the first week of second semester) if the class is dropped.

### **III. Minnesota Honor Society Students**

The Minnesota Honor Society's major function is to promote high academic standards and to recognize and honor students who have achieved its goals.

The requirements for application:

- A. The student applying for membership must be in 10-12 grades.
- B. The student applying must have attended Grygla High School at least one semester.
- C. The student applying must have a cumulative grade point average of 3.5 or better beginning with his/her freshman year and beyond. After the application is filled out, a faculty council will review the application and on the basis of the student's academic ability, co-curricular involvement, leadership qualities, community involvement, recognition received, and self expression, will decide who the inductees for membership into the National Honor Society will be.
- D. If a student is dismissed from Minnesota Honor Society due to a violation they can't reapply for admission to MHS.

### **IV. Honor Students** - The Honor Students for graduation will be:

- A. The Senior members of the National Honor Society or
- B. A Senior student who has maintained a 3.5 G.P.A. and taken at least five credits in higher-level math, science, or foreign language (Including OCHS classes).

### **V. Honor Roll**

Honor roll students will be determined by the following standards:

A = 4.0	B+ = 3.33	C- = 1.6	D+ = 1.33
A- = 3.67	B = 3.00	C+ = 2.33	D = 1.00
B = 2.67	C = 2.00	D- = .67	F = 0
			I = 0

A letter grade considered for the 9 weeks honor roll must represent 5 class periods per week of 40 minutes per day for that nine-week period.

- A. Students Can be recognized on the "4.0" Honor Roll by receiving the highest marks in all of their classes.
- B. "A" Honor Roll-"A" Honor Roll students will have an average grade point of 3.67.
- C. "B" Honor Roll-"B" Honor Roll students will have an average grade point of 3.0 and above.
- D. Any student with an Incomplete or Failure cannot make the honor roll.
- E. Students need to be enrolled in four or more courses that count towards grade point average (g.p.a) to be eligible for the honor roll.

Community Service is graded with a pass or fail and counts for graduation credit but not for g.p.a

### **VI. Grading Scale**

A = 4.00 = 94-100%	B+ = 3.33 = 87-89.99%	C+ = 2.33 = 77-79.99%	D+ = 1.33 = 67-69.99%
A- = 3.67 = 90-93.9%	B = 3.00 = 83-86.99%	C = 2.00 = 73-76.99%	D = 1.00 = 63-66.99%
	B- = 2.67 = 80 -82.99%	C- = 1.67 = 70-72.99%	D- = .67 = 60-62.99%

### **VII. INTERNET ACCEPTABLE USE AND SAFETY POLICY**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications (e-mail).

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and

instruction to students in their use. See Policy #524 for complete description

**The use of the school district system and access to use of the Internet is a privilege, not a right.**

Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

**A. UNACCEPTABLE USES**

1. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

- a. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
  - (1). pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
  - (2). obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - (3). materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - (4). information or materials that could cause damage or danger of disruption to the educational process;
  - (5). materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- b. Consequences of Unacceptable Uses:  
First Violation: Loss of internet and/or computer privileges for one week.  
Second Violation: Loss of internet and/or computer privileges for 30 days.  
Third Violation: Loss of internet and/or computer privileges for 60 days.  
Fourth Violation: Loss of internet and/or computer privileges for the rest of the school year.  
Depending on the severity of the violation, additional actions may result

**Depending on the severity of the violation, additional actions may result**

c. The Internet Use Agreement form for students must be read and signed by the user and the parent or guardian. The form must then be filed at the school media center. The form will be sent home in fall family packs.

**B. MEDIA CENTER POLICY**

1. No unauthorized student shall come behind the circulation desk.
2. Students will place chairs under tables and clean up their work area when leaving.
3. Loud talking and excessive fooling around will not be permitted in the resource area.
4. Sound materials such as movies, tapes, filmstrips, and videotapes should be used with headphones in the resource area unless other arrangements have been made.
5. Students will not bring candy, water or food into the computer or library area.
6. Chat rooms and web logs (blogs) that are not specific to a course are not allowed.
7. Students will be able to use A.V. equipment either in the resource area or some other area in the school. The student should check these materials out through the librarian.

**C. LIBRARY FINES**

If material (books, magazines etc.) is not returned it will be assumed to be lost and will be paid for by that person.

**VIII. BOOK DEPOSITS**

District #447 requires that students pay a book deposit of \$40.00. No books will be issued to a student in Grades 7-12 unless this fee has been paid to the office. This deposit will remain on deposit with the school until the student graduates or leaves school. In the event that a deduction is made from the deposit, the student will need to bring the deposit balance to \$40.00. A student's liability for lost or damaged books will not be limited to \$40.00. This deposit will be returned when the student leaves school.

**A. Teachers will:**

1. Record the number of textbooks issued to the student.
2. Check and record the condition of the textbook issued.
3. Check the condition of books, assess fines if warranted and notify students and the office.

**B. Other Fees:**

1. Project in a vocational class, art, FACS, industrial arts or some other course that is in excess of the material requirements of the minimum course outline provided that the student elects to do such a project with the approval of the instructor, parent and administration. A project estimate must be done, and any project over \$100.00 will require a 20% down payment, prior to purchasing of materials. The student may elect to take such projects home, and costs of such projects must be paid in

- full prior to any projects being removed from school grounds. Students may provide their own material for such projects, again with approval of the instructor.
2. Deposit for laboratory or shop breakage--such deposit to be returned at the end of the school year in the unused amount. This deposit is applicable only if a student is enrolled in a course involving lab or shop work.
  3. Costs of field trips, which are made available from time to time, but are not required as a part of a course, should the student elect to participate in the field trip!
  4. Costs of graduation cap, gown and stole.(If graduating close chose not to cover the cost)
  5. Costs of the school paper, yearbook, graduation announcement, or class rings should the student elect to order any of these items.
  6. Cost of school equipment or material destroyed or broken or unduly damaged through carelessness or failure to follow instructions in the amount necessary to restore the item involved to service.

#### **IX. INSTRUMENT RENTAL & DAMAGE DEPOSIT POLICY**

Any student who rents a band instrument from the school will be responsible for the care of the instrument. Proper care will keep rental costs affordable now and in the future.

All instrument rental fees will be the same. Percussionists will also be required to pay rental fees. Percussionists play a wide variety of instruments that require upkeep and frequent replacement.

##### **Rental Fee: \$35.00 per year**

Students who rent from the school are required to pay a \$35.00 damage deposit when they start band. The school will retain the deposit until the student graduates or leaves the district. The deposit will then be refunded. If a student decides to quit band and return later, the student will be refunded when he/she leaves and the student will pay another deposit when he/she returns. Refunds are available provided there is no damage to the instrument. If the cost of repair to a damaged instrument exceeds the deposit amount, the student will forfeit the instrument deposit and be charged the difference between the deposit and the cost of repair.

Students in need of supplies (reeds, sticks, valve oil, etc.) will be able to purchase these items from the band teacher. **NO CHARGING** will be allowed.

#### **X. BUILDING & MACHINE TRADES SHOP POLICIES**

1. The shop is not open to students before the beginning of instruction each day.
2. Approval of the shop teacher is needed before any student can work in that area.
3. Student will be removed from classes by the instructor for any of the following reasons:
  - A. Leaving the class without permission or being in another class or shop area without permission.
  - B. Excessive swearing.
  - C. Horseplay.
  - D. Refusal to work.
  - E. Interfering with the teacher when he is correcting the actions of another student.
  - F. Any cause resulting in an unsafe act, intentional destruction of school property, inappropriate dress, refusal to follow safety procedures and instruction.
  - G. Safety glasses are to be worn at all times while in eye safety areas.
4. If removed from the shop or classroom, the following rules will apply:
  - A. First offense - the student receives an F for the day and will be readmitted the following day.
  - B. Second offense - the student receives no credit for class until his parents or guardian make arrangements for reinstatement back into class.
  - C. The third offense - the student may not be admitted back into the class which will result in loss of credit toward graduation.

### **ATHLETIC INFORMATION**

#### **I. ACADEMIC ELIGIBILITY POLICY- See page 8**

Grygla High School is a member of the Minnesota State High School League. Participation in interscholastic high school athletics and cheerleading is a privilege available to the student body. Physical skill and natural ability are primary factors in determining team membership, but each school must also be represented by students who are good school citizens, satisfactory scholars, and are trained and conditioned participants willing to abide by prescribed training and conditioning rules and standards. This privilege carries with it great responsibilities to the school, faculty, and the student body, which the student represents.

#### **II. INDEPENDENT TEAM PLAY**

After a student has participated in an interscholastic game or meet with the A, B, Junior Varsity, or Sophomore squad of his or her school team in any sport, he or she shall not participate on an independent team in an organized game, meet, or tournament in that same sport during that sports season of play. Independent teams include any student group or student who receives coaching,

uniforms, or equipment and who competes in games, meets, or leagues, and is sponsored by the member school.

The penalty for any student who violates the independent team rule shall forfeit eligibility in that sport for one calendar year from the date of the last violation. In the case of a senior, this student will forfeit remaining eligibility in all athletic activities for his/her senior year.

If you have any questions on eligibility, you should see the school's Athletic Director.

### **III. LETTERING FOR ACTIVITIES**

The following are guidelines for development of activity rules for lettering: The varsity "G-G" will only be awarded to those students who complete or represent the district in extracurricular and co-curricular activities on a varsity level at the coach's or advisor's discretion.

Upon recommendation for a student to letter, a student would receive the following: 6-inch varsity letter, a clasp pin for that sport or activity (basketball, megaphone, etc.) and a bar for the first year participation. Each following year a lettered student would receive a bar to place under the clasp pin indicating another year of lettered participation in that activity.

No student will letter that has been deemed ineligible by violating the school or High School League policy during the year.

Additional awards (ex. Most Valuable) would be controlled by the administration and advisor or coach and be within the total program budget. Additional awards made through district/regional/state competitions would not be included in this.

All participants in grades 5-8 in any activity would receive a certificate of participation (with exception of those students who meet lettering criteria).

### **IV. SPORTS EQUIPMENT AND UNIFORM DEPOSIT**

District #447 requires that students pay an equipment deposit of \$35.00. No sports equipment or uniforms will be issued to a student in grades 7-12 unless this fee has been paid to the office (in the case of combined sports, students will pay the deposit to their respective district). This deposit will cover all sports. This deposit will remain on deposit with the school until the student graduates or leaves school. In the event that a deduction is made from the deposit the student will need to bring the deposit balance to \$35.00. Coaches will maintain a record of all equipment or uniforms issued to a student.

### **V. PARTICIPATION FEES**

Public education in Minnesota is free to all students who are residents. However, fees may be charged to you under the following circumstances:

#### **YEARLY**

1. Student Passes for Grades K-12 will be \$25.00 (Optional). Individual event passes for students will be \$3.00 per event. Students who participate in sports or play in band at the event will be admitted free to activities. Adult passes will be \$5.00 for individual events.
2. Participation fees for students in grades 7-12 will be as follows:
  - A. Volleyball, Girls and Boys Basketball - \$50.00
  - B. Football - \$60
  - C. Track -\$50.00No family will be charged more than \$200.00 for participation fees. This is above and beyond the \$40.00 equipment deposit.
3. Deposit for Sports Equipment and Uniforms: \$40.00 -this deposit will be returned when the student leaves school.
4. Admission fees for concerts, plays, athletic events, and other programs or activities, which students may attend at their option.

### **VI. PEP RALLIES**

A pep rally is held on the day of an athletic event. Several pep rallies will be held throughout the school year. A pep rally will last 15 minutes (except on special occasions). The cheerleaders and their advisor are in charge of conducting the pep rally. A copy of the program must be submitted to the Principal in advance.

### **VII. ATHLETE TRANSPORTATION**

A student athlete must have a parent or guardian sign them out before leaving an away athletic event (even Goodridge site). If a student athlete will be riding home with another parent a note must be brought to the office and approved. It will then be given to the coach in order for the student athlete to leave with that parent. There will be no approval for a student to ride home with any one other than a parent, adult parent designee, or a family member (family member must be 18 years or older.) Special consideration on riding with other athletes will be given to athletes in paired sports if parental permission is approved in both schools.

A student athlete must have a preapproved note from a parent or guardian (1 day prior) to be able to drive to practice. This will only be for special circumstances and must be approved by the building principal. Students that are preapproved to drive to practice cannot transport other students to or from the practice site.

#### **VIII. SPECTATOR BUSES**

Arrangements are made to provide bus transportation for students who wish to attend certain out of town athletic events. Students will receive notice as to when sign-up for such bus rides will take place. The charge for riding the bus will be determined by distance and fuel costs. All students who ride a bus to an away game must come back on the same bus. Students may ride home with parents if prior arrangements have been made between the principal and the parents. All buses will leave immediately after the contest is over.

Students are not to sign up unless they are certain they are going to ride the bus. If a student signs up and fails to ride the bus, which in effect might eliminate someone else from riding the bus, they may forfeit the right to ride the fan bus again during the school year and they will also forfeit their fee.

Fan bus conduct is under the jurisdiction of the chaperone and the driver of the bus. Adults may ride if there is room.

#### **IX. EMPLOYMENT BACKGROUND CHECKS**

The Grygla School will maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

#### **IX. TITLE IX**

It is the policy to Grygla High School not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Grievance procedures are outlined in school policy # 522.

#### **X. MINNESOTA HIGH SCHOOL LEAGUE & GRYGLA SCHOOL TOBACCO, ALCOHOL AND DRUGS POLICY FOR ATHLETICS, CHEERLEADERS, SPEECH, DRAMA (TAD Policy)**

A letter of agreement is in effect with local law enforcement agencies, which will inform the school district of student violations of law pertaining to the use of mood altering chemicals. Conduct for students involved in Minnesota State High School League activities:

**A. Bylaw: During the calendar year, regardless of the quantity, a student shall not: (1) use or possess a beverage containing alcohol; (2) use or possess tobacco or e-cigarettes; or (3) use or consume, have in possession, buy, sell, or give away any other controlled substance.**

1. The bylaw applies to the 12-month calendar year.
2. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor.

**B. Penalty:**

1. First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
2. Second Violation: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
3. Third and Subsequent Violations: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on her/his own violation becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. The director or a counselor of a chemical dependency treatment center must issue such certification.

4. Accumulative Penalties: Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.
5. Denial Disqualification: A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation. A student who is in violation of MSHSL rules cannot join an activity if the season is in progress. An event defined as any interscholastic activity.

**Category I activities are:** Football, Boys and Girls Basketball, Volleyball, Track, Music Contests, Speech and Cheerleading.

**Category II activities are:** Knowledge Bowl, Drama, and Envirothon

In the event a student is involved in only Category II events and violates MSHSL rules, they will serve their suspension in Category II events. If at some time in the future they should decide to participate in Category I activities, they would need to serve suspension time again in order to meet MSHSL requirements.

The violations will carry over to the next event or school year if they happen at the end of the event or school year, and cannot be served that year or event.

Under due process you have the right to have a violation decision appealed to an appeals committee if you disagree. The appeal committee will consist of the superintendent, principal, athletic director and one school board member.

All rules apply to the highest level of competition. So if a student plays both JV and Varsity the rule is in effect for the number of varsity games.

## ACTIVITIES INFORMATION (OTHER THAN ATHLETIC)

### I. MUSIC LETTERING POLICY

A letter will be awarded to a music student who completes the following criteria:

- A. Participation in band/choir for 3 years.
- B. Earning a star rating at the district contests (large group, ensemble, solo).
- C. No unexcused absences from concerts, pep band, or rehearsals.

A letter may also be awarded to a student who participates in solos or ensembles for two years. In certain rare circumstances a Jr. high student may be asked to participate in an ensemble or large group. This student would receive a letter as long as they have had no unexcused absences.

### II. ART LETTERING POLICY (MSHSL)

In order to earn a letter in visual arts, the student must complete one of the following:

- A. Earn an excellent or superior rating at contests.
- B. Participate at the section level for two years.

### III. SCHOOL DANCES- EVENING ACTIVITIES

Students from other schools must be registered in the school office prior to the dance in order for them to participate. The student's conduct, whether home or away, will be handled the same as it would during school hours. Students must be in attendance (at least 1/2 day) at school the day of the dance to attend the dance in the evening. Students cannot be on the deficiency list and attend a school dance. Breathalyzers may be used to check for alcohol consumption prior to the student or guest being admitted to any dance or prom. Anyone leaving before the official end of the dance will not be readmitted.

### IV. JR. -SR. PROM AND BANQUET

The Junior-Senior Prom and Banquet must be held prior to May 14th each year. The Prom and Banquet will be for Grygla High School Seniors, Juniors, Sophomore servers, and their guests, and faculty. Freshmen will be allowed to attend prom if they are a date of a Sophomore, Junior or Senior. Students must sign up their guests in the office prior to the prom day.

## STUDENT INFORMATION

### I. BULLETINS

A daily bulletin will be issued each morning from the office. Information for the daily bulletin should be in the office prior to 3:45 the day before the bulletins are printed. The student bulletin is posted on the school website.

### II. CLOSED NOON HOUR

Parents have entrusted their children to the school for an education. The school is responsible for the students' general welfare. If students are permitted to go uptown at noon hour, we do not have the personnel and time to insure their safety. Therefore, students will be expected to eat at school unless the student provides the school with a parent's request that he eat at home or purchase

lunch at a local business on a limited basis. Noon hours will be approximately 20 minutes in length. At no time will a student use a vehicle to go uptown without permission from the principal. **This also includes not going up town in the morning after the buses arrive. Students are to remain at school after arriving unless administrative permission has been granted.**

### **III. CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES**

Students are not allowed to wear headphones or use electronic devices in class unless they have teacher approval. Students are permitted to use electronic devices during lunch period and in the hall during passing time. Cameras, cell phones or similar imaging devices are NOT allowed in locker rooms. If a student refuses to give the cell phone to the teacher, the student will be referred to the office and consequences for insubordination will occur. Cell phones are NOT allowed in elementary classrooms at all. If a student has their phone out the teacher will take it and bring it to the office for the remainder of the day and parents will be notified. If an elementary student has a phone it needs to be kept in their back pack during the day on silent.

The following are the consequences for cell phones taken from students during classroom time:  
1st Offense: If cell phones are found during class time, teachers will remove the phone and bring it to the office and parents will be notified. Repeated offenses will result in consequences determined by the Principal.

**\*\*A student is not allowed to take unwanted pictures or record a another student, or staff member. Consequences will be determined by administration.**

### **IV. DISPLAYS OF AFFECTION**

Students demonstrating affection between each other are personal and not meant for public display. Displays of affection include, but are not limited to, touching, petting, or any other contact that may be considered sexual in nature. Such behavior will be charted. When a student has reached three warnings in school suspension will be applied. If subsequent behavior occurs, a student will not be able to pass at the bells between classes.

### **V. SCHOOL CLEANLINESS**

A clean, attractive building makes a more positive learning atmosphere. Students are asked to help keep our classrooms clean by picking up waste, paper, and books at the end of each class period. Students can help keep the halls orderly by using the waste baskets that are located throughout the building. A clean school is a school you and our community can be proud of.

### **VI. ELEMENTARY BUILDING**

No High School students should be in the elementary section of the building at any time unless instructed to be there.

### **VII. HOT LUNCH PROGRAM**

Hot lunches are served each day that school is in full session. All lunches are to be eaten in the cafeteria area. Meal tickets may be purchased in the office. See information printed below for prices. If you qualify for reduced or free lunches, please apply in the office.

A. The following lunchroom rules should be observed:

1. When in line, move along quietly without loud talking, hitting or pushing.
2. When dismissed from class to eat, you will be expected to walk to the serving line.
3. Do not handle another person's food.
5. Maintain proper behavior at all times during the noon period.
6. Throw all paper and particles of food into the wastebasket.

Grygla School participates in the National School Lunch and School Breakfast Programs. Nutritious meals are served every school day. Children from households that meet the federal government guidelines are eligible for free or reduced price meals in grades K-12

Parents may pay for the entire year at a savings. This information is sent out to families before school starts or you may come into the office to inquire before school starts.

In order to take advantage of the yearly savings you must pay the yearly amount on or before September 3, 2013. In the event that a parent desires to purchase the yearly lunch package, no reimbursements will be made if the child chooses not to eat.

### **VIII. LOST AND FOUND**

All items turned into the office will be taken care of by the principal. Students are urged to be careful about leaving money and valuables around the school. Money and valuables should be locked in your Phy. Ed. or Athletic lockers during practices or Phy. Ed. classes.

### **IX. PASSES**

Students will not leave the school or the assigned area without a proper pass, which must be secured from the Principal's office. They must also use the sign out sheet located in the school office. Student planners are to be used as a pass from the classroom to another supervised area.

#### **X. STUDENT DRESS and GROOMING- DRESS CODE**

Students shall not wear clothing or hairstyles that are contrary to the recommended restrictions listed below:

1. Create or may create a disruption of the learning process within the school.
2. Create or may create a health or safety hazard to any person or persons, including the offender.
3. Can be hazardous in various school activities such as shop, laboratories, athletics, physical education, and art.

Students whose dress and grooming do not conform to these standards will be referred to the principal. The student will be warned by the principal and advised as to what adjustments must be made. If the student fails to remedy the problem, the parents will be contacted. If the problem remains uncorrected, the student will be removed from the class or activity involved until the student corrects the situation. Students will not be permitted to wear hats, caps, coats, bandanas, sunglasses or headgear in the school building during normal school hours. Any articles of clothing (including shirts, hats, etc.) that advertise tobacco, alcohol or other prohibited drug products or conveys a derogatory or sexual connotation will not be worn in school. Students will not wear halter-tops, backless, tank tops with less than three inch straps, spaghetti strap tops, strapless, off the shoulder blouses, low cut blouses, or blouses that expose the midriff. All shorts, dress skirts, and dresses must be of appropriate length (no shorter than mid-thigh). Baggy clothing that may expose student undergarments should not be worn. Clothing articles that cause undue school maintenance problems, such as heavy boots which cause excessive floor marking, chains, or trousers with metal rivets that scratch furniture must be avoided. Dress code violations will be enforced by the classroom teachers and may be referred to the principal by the teacher. Students who violate dress codes will be called to the office for a conference and arrangements for correction.

\*Head apparel (hats, caps, bandanas, skullcaps, etc.) (enforced 8:25 a.m.-3:10 p.m.)

- o Hats can be worn on special dress up days
- o Hats can be worn on Fridays if a student donates \$1.00 to Student Council
- o Wearing hats is a privilege. Students who choose to wear hats should wear them in such a fashion that their face is easily visible. Hats should not cover a student's eyes or ears. Hats are subject to the same guidelines as all other clothing. If a staff member requests the removal of a hat, students must comply. Staff members may restrict the wearing of hats in their courses or classrooms. A hat may also be confiscated if it is a distraction to the class or school environment. It is customary and respectful to remove all hats during the Pledge of Allegiance and the National Anthem.

**1st offense: Warning**

**2nd offense: Parent Conference**

**3rd offense: ½ day ISS**

#### **XI. TELEPHONE CALLS**

Telephone calls to the school for students should be made only when necessary. Students will not be called to the telephone except in an emergency. A phone is in the main entrance doorway for student use. However, it is not to be used for visiting purposes.

#### **XII. LOCKERS**

Each year students are provided lockers with a combination lock. Students are reminded not to let anyone know their combination. Backpacks are not allowed in the classrooms. They must be stored in student lockers. **Students are NOT allowed to use personal padlocks on their school lockers or physical education lockers. Locks for the Phy. Ed lockers are available in the school office for \$6. Locks may be returned for a full refund if not damaged. Do not leave money or valuables in your locker! Lockers must be cleaned out by the last day of school. No personal items should be left in any locker over the summer.**

##### **A. Locker Search Policy**

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school authorities

must provide notice of the search to students whose lockers were searched unless disclosure would impede on an ongoing investigation by police or school officials.

#### **XII. Trained Dogs**

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs, alcohol, or prescription medications. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, locker, or vehicle to which a trained dog alerts may be searched by school officials.

#### **XIII. STUDY HALLS**

Study halls will be available during the homeroom period. The following rules will apply to all study halls:

1. Roll will be taken.
2. Passes are necessary to leave study hall.
3. If a student is to work for another teacher in order to do so, get a pass to get out of study hall.
4. If a student is deficient or has incomplete work he/she will be restricted to study hall.

#### **XIV. STUDENT ERRANDS**

Students who are sent on errands by school personnel or for personal reasons must present a note from parents or school staff to the office and sign out before leaving on an errand. When the student returns he/she must sign in.

#### **XV. STUDENT USE OF AUTOMOBILES & CYCLES**

When students must drive their cars or motorcycles to school, the following rules are to be observed:

1. Upon arriving in the morning, you are to park your vehicle.
2. There will be no driving of powered vehicles during the noon hours or after arrival at school in the morning.
3. Sensible driving should be observed at all times, and particularly when driving near the school grounds.

#### **XVI. WELLNESS GUIDELINES**

No pop will be allowed for reward days in the classrooms. No reward programs at school will use pop as incentives. No beverages other than water in water bottles will be allowed in the classroom without teacher permission. **The wellness committee recommends no use of candy for fundraisers. Sale of candy will need prior approval from the administration.**

#### **XVII. SCHOOL VISITATION**

Prior to visiting our school, a parent or a student from another district must stop by the office. While visiting this school facility, visitors are asked to conduct themselves in an orderly fashion, and are not allowed to disrupt classrooms, students who are visiting our school will be asked to remain in the commons or the media area. In the event a visitor is being disruptive they will be asked to leave.

Preschool children are not to visit school unless an adult accompanies them. District patrons are encouraged to visit school, but they are to contact the principal before they visit the classrooms. All visitors must report to the office before talking to the students, school employees, and/or visiting classes.

#### **XVIII. PLEDGE OF ALLEGIANCE – Policy # 531**

Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

#### **IXX. SCHOOL BOARD MEETINGS**

The Grygla School Board will hold their regular meeting the 3rd Thursday of each month.

#### **XX. SCHOOL BUS CONDUCT**

The law clearly establishes that riding a school bus is a privilege and not a right. A student's riding privilege may be revoked for failing to obey the school district's bus discipline policy or for failing to demonstrate knowledge of school bus safety principles after receiving safety training. Districts are not required to follow laws governing suspension and expulsion and are not required to provide transportation for a student whose riding privileges have been revoked. The following standards are expectations of students riding school transportation:

- |  |  |
|--|--|
| •Follow the driver's direction at all times          | •No alcohol, tobacco or drugs              |
| •Enter and leave the bus in an orderly manner        | •Observe all school rules                  |
| •Remain seated while the vehicle is moving           | •Keep feet, books, etc out of the aisle    |
| •Not deface the bus or its equipment                 | •Talk quietly and use appropriate language |
| •Keep all body parts inside the bus                  | •Sit in your seat facing forward           |
| •No fighting, harassment, intimidation, or horseplay | •Do not throw any objects                  |

- Do not bring any weapons or dangerous objects on the school bus

**Students not enrolled at the Grygla School are not allowed to ride the school bus.**

#### **XXI. STUDENT/PARENT CONCERNS – Policy #103**

Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level, when appropriate, utilizing the school district's chain of command.

### **CLASS INFORMATION**

#### **I. FUND RAISING PROJECTS**

No class or organization may sell any fundraising items for profit without obtaining permission from either the Superintendent or Principal. The advisor of the group or organization should request permission. **The wellness committee recommends no use of candy for fundraisers. Sale of candy will need prior approval from the administration.**

#### **II. SENIOR PRIVILEGES**

The senior class president must request senior privileges prior to May 1 of each school year. Senior privileges will be mutually agreed upon by the senior class, staff and administration and will be granted after all parties have signed the agreement. Seniors must not be on the incomplete or deficiency lists or have unexcused time to make up to participate. Seniors may also have privileges suspended or revoked for infractions or violations of classroom rules or school district policies.

#### **III. CLASS TRIPS**

Grade six and Senior Class Trips are at the option of the Board of Education. Class trip proposals from the Senior class must be given to the administration prior to February 1st and from Grade Six by March 1st. Student and Parent Statements of Understanding will be reviewed at the beginning of the 6<sup>th</sup> & 12<sup>th</sup> grade years. (Following is the senior statement of understanding)

##### **Student and Parent Statement of Understanding-Grygla Public School**

*"We have agreed to abide by certain rules and restrictions in regards to the trip. We, as students, know and understand the following rules that are required. Parents and guardians also recognize their responsibilities and recognize the following rules."*

1. Students have been involved in fundraising this past year. All seniors will receive a fair and equitable amount if they have achieved their fundraising responsibility.
2. Any Senior missing more than 15 days of school or has 3 or more days of unexcused absences will not be able to attend the trip. A letter of appeal for missing more than 15 days is necessary. Appeals will be considered for illness, hospitalization or for a death of an immediate family member.
3. Parents are responsible in case of injuries while their child is on this trip. A Medical Permission form must also be completed.
4. Respect and maintenance of the bus and hotel property are required.
5. Any student who has obtained 3 or more referrals or has had in-school suspension during their senior year will not participate in the trip. All "Unexcused" time (Late for Lunch, etc) or Out of School Suspension time must be made up prior to the class trip.
6. Students must be maintaining academic good standing in order to be allowed to go on the class trip. Any student on the incomplete and/or deficiency list at any time after the beginning of 4th quarter will forfeit their right to attend the class trip.
7. While on the trip, any individual having been found to consume or possess alcohol, drugs or tobacco will cause an immediate return to the school (parents expense) and will be punished according to rules in the student handbook.
  - A. Parents will be called to make arrangements for transportation back to the Grygla School.
  - B. The student(s) (Seniors) involved will also lose their privilege of participating in the Prom and Graduation ceremonies.
8. Any Senior who participates in an unauthorized skip day before the end of the school year will not have the privilege of participating in Prom or Graduation activities.
9. All Students attending this trip will be in attendance at school at the regular times on the preceding Friday and following Monday. Any senior who does not attend school on these days will not have the privilege of participating in Prom or Graduation activities. Appeals may be requested from administration.
10. All Seniors will represent their school, community and themselves in the highest regard while on the trip. Appropriate attire is expected.
11. Attendance is mandatory at all planned events of the trip.

#### IV. FIELD TRIP

A curricular field trip is a privilege. In order to participate a student must not be on the incomplete or deficiency list in any classes or have any unexcused absences to make up.

#### V. ARRANGEMENTS AND DECORATIONS

Freshmen decorate for Graduation, Sophomores decorate for Homecoming, and Juniors decorate for Prom.

#### VI. HOMECOMING ACTIVITIES

The Student Council is in charge of hiring a band, setting up a program and the coronation.

#### VII. CLASS ADVISORS

12 <sup>th</sup>	Mr. Sundberg & Ms. Dallager	9 <sup>th</sup>	Mr. Lunsetter & Ms. Johnson
11 <sup>th</sup>	Mr. Grandstrand & Mr. Rath	8 <sup>th</sup>	Mrs. Taus
10 <sup>th</sup>	Mr. Olson & Mrs. Kucera	7 <sup>th</sup>	Mrs. Taus

#### ACTIVITY ADVISORS

Annual	Audrya Nelson and Shaunna Olson
Drama	Tina Taus
Student Council	Mr. Derek Gieseke & Audrya Nelson
Minnesota Honor Society	Mr. Derek Gieseke & Mr. Sundberg
Robotics	Dustin Nelson & Audrya Nelson
Envirothon	Mrs. Kucera
High Mileage	Mr. Rath

#### VIII. ACCIDENTS

All accidents should be reported to the teacher in charge or Principal. A serious accident should be reported to the Principal immediately. The Grygla School District does not carry insurance to cover injuries to students that occur at school or while students are participating in extracurricular activities. Student insurance applications will be made available so that a family may purchase coverage for their children if they desire.

#### IX. FIRE DRILLS

Fire drills will be held periodically during the school year in accordance with regulations set forth by the state fire marshal.

When the alarm sounds, students are to leave the building as quickly as possible through the designated exit. A fire drill instruction sheet will be posted in each classroom. The teacher in charge will give any other instructions at the time of the drill or fire.

#### X. WEATHER CLOSINGS

When it is necessary to call off school due to inclement weather conditions, an announcement will be made on the School Messenger system and also over radio stations KTRF and KKAQ in Thief River Falls over KJ102 and KRWB in Roseau and over KQ92 in Warroad. Announcements will be made as early as possible in the morning.

#### XI. TORNADO DRILL

A tornado watch means that conditions are favorable for development of tornadoes or severe storms.

A tornado warning means a tornado or severe thunderstorm has been reported or is indicated by weather radar.

When the tornado warning is given the classroom teacher will move all students to their designated area. When the students reach their designated area they are to sit down and cover their faces until all is clear.

During a severe weather emergency such as a tornado warning, parents may not remove their child from the shelter unless they come and get them. School staff will not be near a telephone under these conditions.

##### Designated Areas:

P, K, 1st, 2nd, 3rd, 4th, 5th, and 6th grades - Boys Locker Room - East Stairway

7th, 8th & 9th, 10th, 11th & 12th grades - Girl's Locker Room - West Ramp

All staff that are not with students - Lower Level Adjacent to Locker Rooms - West Ramp

#### XII. LOCK DOWN

One means of securing the school is to implement lock down procedures. These procedures may be called for in the following instances:

A. **Lock down with warning** - The threat is outside of the school building.

The school may have been notified of a potential threat outside of the building.

**Lock down with warning procedures:**

1. All students should come inside the school building.
2. Clear hallways and restrooms.
3. Keep away from windows.
4. Classes will continue but all movement will be monitored.

**B. Lock down with intruder - The threat/intruder is inside the building.**

**Lock down with intruder procedures (these actions happen rapidly)**

1. Building administrator will order and announce, "Lock down with intruder."
2. Immediately move into nearest classroom or secured space. Classes that are outside of the building SHOULD NOT enter the building. Outside classes should move to the primary evacuation site.
3. Stay away from windows and doors. TURN OFF ALL LIGHTS.
4. DO NOT respond to anyone at the door until "all clear" is announced.
5. Keep out of sight.

### **XIII. EVACUATION/RELOCATION**

A Building administrator will initiate the evacuation procedures. Evacuation routes may be specified according to the type of emergency, they may also need to be changed for safety reasons. A staff member will direct your evacuation route. The type of evacuation necessary will dictate the route.

**Relocation:** Students will stay with their class en route to the relocation center and report for attendance upon arriving at the center. The primary relocation site is the Grygla Community Center and the secondary relocation centers are Grace Lutheran Church and St. Clement's Catholic Church. Student will be released to parents, guardians, or emergency contacts listed on their emergency information card.

### **XIV. PEST CONTROL**

Our district utilizes a licensed, professional pest control firm for the prevention and control of rodents, insects, and other pests in and around the district's building. Their program consists of:

1. Inspection and monitoring to determine whether pests are present, and whether any treatment is needed;
2. Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
3. Utilization of non-chemical measures such as traps, caulking, and screening; and
4. Application of EPA-registered pest control materials when needed. Pests can sting, bite, cause contamination, damage control, and spread disease. Therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

## **SCHOOL POLICIES**

**The policies described in this section are abbreviated, complete policies may be requested at the main office or are available on the school website.**

### **I. ALCOHOL, TOBACCO, AND NARCOTICS**

State law forbids possession and use of alcohol and tobacco to anyone under the age of 21 for alcohol and 18 for tobacco. Possession and use of narcotics without a prescription is illegal at any age. **State law also requires schools to hold all students to the same rules and regulations of conduct, regardless of whether the student is older than or younger than 21. Grygla Public School is a Tobacco Free School –See policy #419.**

The school board policy does not permit the use or possession of tobacco, alcohol or narcotics on school premises, at school activities or on school buses by students.

Items containing tobacco, alcohol, or narcotics are subject to confiscation by school authorities, and in the event of confiscation will be made available to the student's parent or guardian by appointment. The use of the above mentioned substances would be cause for suspension or expulsion.

- A. First offense - one-day in-school suspension
- B. Second offense - two days in-school suspension plus a parent conference

- C. Third offense - three days in-school suspension or expulsion  
If there are related problems with the above, additional action may be taken at the discretion of the building principal.

\*\*\*Any drug, alcohol or tobacco violation occurring at school will double these disciplinary action

**II. HARASSMENT AND VIOLENCE**-The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence. Refer to Policy #413

**GENERAL STATEMENT OF POLICY**

- A. It is the policy of the school district to maintain learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.
- B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.
- D. The school district will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

**514 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 students' ability to learn and teachers' 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, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline 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, and other similar disruptive 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 district property or at school-related functions. 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 that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are 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 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, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:

1. The developmental 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 positive behavioral interventions up to and including suspension and/or expulsion. 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 and/or termination of services and/or contracts.

G. The school district will act to investigate all complaints of bullying 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 any written or verbal expression, physical act, relational behavior, or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to; conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student
2. damaging a student's property;
3. placing a student in reasonable fear of harm to his or her person or property;
- or
4. creating a hostile educational environment for a student.

B. "Immediately" means as soon as possible but in no event longer than 24 hours.

C. "On school district property or at school-related functions" 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.

D. Cyber-bullying is also considered in this policy to be a form of bullying. No instance of cyber-bullying will be tolerated using school district equipment, nor will any cyber-bullying, on or off school district grounds, be permitted that has any impact on student relations or the normal operations of the school.

### **IV. REPORTING PROCEDURE**

A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.

B. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.

C. The building principal or the principal's designee or the building supervisor is the person

responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent.

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 receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.

E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or 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. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.

C. Upon completion of the investigation, 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 behavior. 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; school district policies; and regulations.

D. 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 involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

E. Consequences:

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
Grades K-2	Parent conference 1 day ISS		2 days ISS
Grades 3-6	1 day ISS	2 days ISS	3 days ISS
Grade 7-12	2 days ISS	3 days ISS	4 days ISS

## **VI. 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 retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

## **VII. TRAINING AND EDUCATION**

A. The school district annually will provide information and any applicable training to school district staff regarding this policy.

B. 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.

C. 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 victim, and to make resources or referrals to resources available to victims of bullying.

D. The school district may implement violence prevention and character development education programs to prevent and 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.

#### **VIII. NOTICE**

The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

**REPORTING PROCEDURES-** Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.

**INVESTIGATION-** By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

**SCHOOL DISTRICT ACTION-** Upon receipt of a report, 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. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

**REPRISAL-** The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

**RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES-** These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

**DISSEMINATION OF POLICY AND TRAINING** - This policy shall be conspicuously posted throughout each building in areas accessible to students.

#### **B. Directory Information**

"Directory information" includes a student's parents' name, student's name, address, telephone number, date and place of birth, sex, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade levels completed, degrees and awards received, the most recent previous educational agency or institution may be released to the public without prior parent or student consent unless the parent or eligible student has objected in writing to the release of one or more category of such information. Directory information does not include identifying data, which references religion, race, color, social position or nationality.

A parent of a student or an eligible student in the district may refuse to permit the release of any or all categories of directory information by contacting the building principal in which said Students attend and completing form Objection to Release of Directory Information. This objection must be given to the district by the 1<sup>st</sup> day of school each year.

#### **C. Inspection of Records**

Parents of a student who is 18 or older may request to inspect and review any of the student's educational records except those, which are, by state or federal law, made confidential. The school district will comply with the request immediately if possible and if not, within five days exclusive of weekends and holidays. In certain special circumstances an additional five days may be required in order to comply. Copies of records may be obtained at the actual cost of reproduction.

#### **VII. STUDENT DISCIPLINE PLAN – Policy #506**

#### **A. 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.

#### **B. 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. It is the position of the school district 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.

#### **F. CODE OF STUDENT CONDUCT**

1. 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; 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. 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.
  - a. 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;
  - b. The use of profanity or obscene language, or the possession of obscene materials;
  - c. Gambling, including, but not limited to, playing a game of chance for stakes;
  - d. Hazing;
  - e. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
  - f. Opposition to authority using physical force or violence;
  - g. Using, possessing, or distributing tobacco or tobacco paraphernalia;
  - h. Using, possessing, distributing, or being under the influence of alcohol or other intoxicating substances or look-alike substances;
  - i. Using, possessing, distributing, or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
  - j. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
  - k. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
  - l. Violation of the school district Weapons Policy;
  - m. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
  - n. 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;

- o. 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;
- p. 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;
- q. Violation of any local, state or federal law as appropriate;
- r. 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;
- s. Possession of nuisance devices or objects that cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
- t. Violation of school bus or transportation rules or the school bus safety policy;
- u. 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;
- v. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
- w. Possession or distribution of slanderous, libelous or pornographic materials;
- x. 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;
- y. Criminal activity;
- z. Falsification of any records, documents, notes or signatures;
- Aa. 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;
- Bb. 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;
- Cc. Impertinent or disrespectful language toward teachers or other school district personnel;
- Dd. Sexual and/or racial abuse and/or harassment;
- Ee. 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;
- Ff. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
- Gg. 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;
- Hh. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
- Ii. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
- Jj. 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;
- Kk. Violation of school rules, regulations, policies, or procedures;
- Ll. 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.

**TENNESSEN WARNING** When students commit an offense that will result in disciplinary action or exclusion or expulsion, students are not legally required to provide any information during the interview. The purpose of the interview is to find out the facts and impose proper discipline. Information provided is expected to be accurate. Information received during the investigation may be used to inform parents/guardians, MSHSL, police or other necessary authorities.

#### **DISCIPLINE COMPLAINT PROCEDURE**

Students, parents and other guardians, and school staff may file an appeal when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

1. A parent may file for an appeal on behalf of their child, regarding any Discipline report and subsequent discipline determination by the Principal. The Principal or his/her designee will serve as the "report taker". A phone call or an email to the Principal or designee may serve as the reporting procedure.
2. In the event of an appeal, all parties will be afforded the opportunity to provide additional information related to the appeal.
3. The Principal or designee will begin to investigate an appeal within 3 days of receipt of an appeal. All records regarding the investigation will be housed in the Principal's office and will be made available to the parent upon request.
4. The Principal or designee will issue a written determination addressing each allegation or question with findings and conclusions regarding the appeal.
5. If the investigation finds that policies were not implemented correctly, the Principal will correct the official record of the discipline report. If needed, the Principal will provide relevant staff with appropriate training, coaching or other accountability practices to ensure future compliance with policies.
6. Grygla School prohibits any reprisal or retaliation against any person who asserts, alleges or makes an appeal. In addition, GHS will use progressive discipline per policy and will apply appropriate consequences for a staff member who engages in reprisal or retaliation.
7. If the appeal involves the Principal or the designee, a parent may make or file the appeal directly with the Superintendent

#### **DISCIPLINARY REFERRALS**

Consequences for failing to follow the rules or meet expectations will first be handled in the classroom whenever it is possible. In the case of a discipline referral to the office, teachers will submit a disciplinary referral, the nature of the problem, and action taken to correct the problem. The office will make an attempt to notify the parent by phone or by mail. Appropriate behavioral intervention and consequences, if warranted, will be assigned. If a student is dismissed from class for disciplinary reasons, he/she is to report to the office.

**The following acts are unacceptable behavior subject to disciplinary action in the school district:**

#### **A. VIOLATIONS AGAINST PROPERTY**

- 1. Theft:** Theft is the act of intentionally and without claim of right taking, using, transferring, concealing, or retaining possession of property of another without consent and with intent to deprive the owner of the property, or finding of lost property and not making a reasonable effort to find the owner.

*Minimum Consequence:* confiscation of the stolen property, student conference and parent/guardian contact. Other Possible Action: referral to police or juvenile authorities.

*Maximum Consequence:* expulsion or exclusion.

- 2. Robbery/Extortion:** The obtaining of property from another where his/her consent was induced by a use of force or threat of force.

*Minimum Consequence:* suspension of up to five (5) days, restitution, parent/guardian conference and immediate notification of police.

*Maximum Consequence:* expulsion or exclusion.

- 3. Arson:** Intentionally setting fire or causing a fire or explosion to occur on school grounds, school vehicle or at school related activities.

*Minimum Consequence:* suspension of up to five (5) days, parent/guardian conference and immediate notification of police

*Maximum Consequence:* expulsion or exclusion

- 4. Willful Damage to Property:** Any students who willfully cuts, defaces, or otherwise destroys in any way property, real or personal, belonging to the school district, or any individual, including other students or employees shall be disciplined.

*Minimum Consequence:* suspension of up to five (5) days, restitution, parent/guardian conference.

*Maximum Consequence:* expulsion or exclusion and restitution, which may be monetary or service based. Other possible consequences include notification of the police or juvenile authorities - other possible legal action.

**5. Unauthorized Use of School Property:** Unauthorized/illegal use - school property.

*Minimum Consequence:* student conference and parent/guardian contact.

*Other:* notification of police or juvenile authorities, detention or suspension.

*Maximum Consequence:* expulsion or exclusion.

## **B. VIOLATIONS AGAINST PERSONS**

**1. Assault:** A threat of bodily harm or death to another person, without material physical contact.

*Minimum Consequence:* parent/guardian conference.

*Maximum Consequence:* expulsion or exclusion. In addition, the police will be contacted.

**2. Harassment:** It is a violation of School District policy to engage in any type of harassing conduct towards another individual. Inappropriate abusive, threatening or demeaning actions which may be based on many harassing comments in relation to, for example: personal, body, academic ability, family, race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation, among others. Bullying is considered a form of harassment. Bullying has been defined as: "A person is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons (Olweus, 1991) Essentially, if the aggressor knows that his or her behaviors are disturbing to the victim and continues the act, that is bullying. Bullying is addressed in various areas in the handbook. See Harassment Policy.

*Minimum Consequence:* parent/guardian contact/conference, student behavior intervention.

*Maximum Consequence:* harassment charges, hearing, expulsion or exclusion of up to one (1) year.

**3. Abusive Language and Verbal Assault:** It is a violation of School District policy to use abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student, including, but not limited to, conduct which degrades people because of their gender, race, religion, ethnic background, or physical or mental handicaps.

*Minimum Consequence:* parent/guardian contact/conference.

*Maximum Consequence:* expulsion or exclusion.

**4. Hazing:** Hazing means committing an act against a student or coercing a student to commit an act that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization. Examples of hazing include, but are not limited to, initiating or harassing a fellow student by means of horseplay, practical jokes, or other acts often in the nature of humiliating or painful ordeals such as name calling, taping, marking, etc.

*Minimum Consequence:* student conference/intervention and parent/guardian contact or conference.

*Maximum Consequence:* expulsion/exclusion.

## **C. THREATS AND DISRUPTION**

**1. Dangerous Threats:** Threats to normal school operations and school activities, including but not limited to the reporting of dangerous and hazardous situations that do not exist, sounding false fire alarms or bomb threats.

*Minimum Consequence:* parent/guardian conference.

*Maximum Consequence:* expulsion or exclusion, notification of legal authorities.

**2. School Disruptions:** Any student who disturbs or interrupts the peace and good order of the school or school-sponsored activities will be subject to disciplinary action.

## **D. DANGEROUS AND HARMFUL SUBSTANCES**

**1. Alcohol:** Students are prohibited from using, possessing, or being under the influence of alcoholic beverages at school, on school grounds, or at school sponsored activities.

*Minimum Consequence:* confiscation of the alcohol, parent/guardian conference.

*Maximum Consequence:* suspension of up to five (5) days. Other action may include but not limited to notification of legal authorities, referral for a chemical dependency assessment.

**2. Drugs:** Students are prohibited from using, possessing, distributing, or being under the influence of illegal drugs or narcotics at school, school sponsored activities, or on school grounds.

*Minimum Consequence:* suspension from the classroom, confiscation of the drugs, parent/guardian conference, notification of legal authorities.

*Maximum Consequence:* expulsion or exclusion. Other action may include referral for a chemical dependency assessment.

**3. Sale or Intended Sale of Drugs or Alcohol:**

*Minimum Consequence:* confiscation of the drugs or alcohol, suspension of not less than five (5) days, parent/guardian conference and notification of legal authorities.

*Maximum Consequence:* expulsion or exclusion. Other actions may include referrals to chemical dependency assessment.

**4. Possession of Tobacco:** The possessing, using, or distributing of tobacco or tobacco paraphernalia by students is prohibited at school, on school grounds, school vehicles and at school sponsored activities.

*Minimum Consequence:* confiscation of the tobacco, parent/guardian contact/conference.

*Maximum Consequence:* suspension of up to five (5) days. Other action may include but not limited to notification of legal authorities, referrals to chemical dependency conduct/discipline assessment.

**5. Use of Tobacco:** The Grygla School Board of Education has ruled that all buildings and grounds of District #447 will be tobacco free. Students may not use a tobacco product 1) in any building or upon any grounds which are owned and occupied by the district; or 2) in any location or facility during any school or school district sponsored educational program, activity or event regardless of the location of such an activity or event; or 3) in any vehicle owned or leased by the school district. Pursuant to Minn.R.Juv.P. 6.02 (1996 Amendments effective August 1, 1996) and Minn.R.Civ.P.4.02 subd. 5(3) the Court HEREBY ORDERS THAT: Tobacco offenses as defined in Minn. Stat, 144.4165 and 144.417 (Tobacco offenses committed on public school grounds), and Minn. Stat. 609.685 subd. 3 (tobacco offenses committed by minors).

*Minimum Consequence:* behavior intervention/tobacco, notification of parent/guardian.

*Maximum Consequence:* repeated violations may result in suspension or expulsion

## **E. WEAPONS**

This policy applies to students and non-students, adults, employees, and visitors to the District.

### **Statement of Policy**

It is a violation of the policy of Independent School District No. 447 for any individual to knowingly or voluntarily possess, store in an area subject to one's control, handle, transmit, or use any instrument that is considered a weapon and destructive device or a look-alike weapon or destructive device in school, on school grounds, at school activities, at bus stops or in school vehicles, or entering upon or departing from school premises, property or events. Weapons and destructive devices will not be tolerated.

### **Definitions**

#### **General Definition of Weapons**

1. Any and all articles commonly used or designed to inflict bodily harm and/or intimidate another person(s). Examples include, but are not limited to: firearms, whether loaded or unloaded or incapable of being used, knives; clubs; metal knuckles, nunchucks; throwing stars; explosives; 18 stun guns; ammunition; mace; pellet guns; starter guns; crossbows; bows and arrows; and other non-functioning guns and weapons that could be used to threaten others.

2. Any and all look-alike weapons, including any item, which may reasonably be believed to constitute a weapon under this policy.
3. Any and all articles designed for other purposes which are actually used to inflict bodily harm and/or intimidate. Examples include, but are not limited to: belts, combs, pen/pencils, files, scissors, compasses, laser pointer, and letter openers.
4. Objects such as fireworks, firecrackers, smoke/stink bombs, darts, and nuisance items and unauthorized tools, which have the potential to cause harm. The building administrator or designee shall use his/her discretion when interpreting the use and intent of such articles at school as outlined above.

**Destructive Device - Gun Free School Act of 1994**

1. Any explosive, incendiary, or poison gas
  - a. Bomb
  - b. Grenade
  - c. Rocket having a propellant charge of more than four ounces
  - d. Missile having an explosive or incendiary charge of more than 1/4 ounce
  - e. Mine
  - f. Device similar to any of the devices described in the preceding clauses
2. Any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and
3. Any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled.

**Weapon - Gun Free School Act**

1. Any weapon, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
2. The frame or receiver of any such weapon
3. Any firearm muffler or firearm silencer
4. Any destructive device

**Enforcement**

1. The District shall act immediately to investigate all acts and complaints of violence, and take appropriate disciplinary action against any pupil or staff member who is found to have violated this policy.
2. Minimum Consequence: Pursuant to the Gun Free School Act of 1994, all students in possession of a weapon or destructive device, as defined above in Article C, 2 and 3, may be expelled or excluded from attendance or otherwise removed from school for a period of one calendar year. The Superintendent may recommend to the School Board, in unusual circumstances, that a less severe penalty be imposed.
3. Students with or without disabilities are subject to the consequences of this policy. Students with a disability will be subject to disciplinary action, which complies with the law applicable to disabled students. This includes but is not limited to, interim alternative placement as provided by 20 U.S.C. 1415.
4. Students in possession of a weapon as defined in Article C, Section 1, which does not constitute a weapon or destructive device pursuant to the Gun Free School Act, shall be subject to disciplinary action, including possible expulsion for one calendar year, upon the recommendation of the administration. Possible consequences include:
  - a. Notification of parent/guardian
  - b. Involvement of the police with a recommendation to charge
  - c. Minimum Consequence: suspension of not less than two (2) day and up to five (5) days (or the maximum allowed by law
  - d. Maximum Consequence: expulsion/exclusion from school by the School board for up to one (1) year.
5. A student who finds a firearm on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

This policy is not meant to interfere with the instruction or use of appropriate equipment or tools by employees and students. Such equipment, when properly used and stored, shall not be considered a weapon for the purposes of this policy. However, when authorized instructional and work equipment or tools are used in a dangerous or potentially dangerous and/or threatening manner, they may be considered a weapon and their use may be subject to the contents of this policy.

**F. INTERFERENCE/OBSTRUCTION**

Any intentional action taken to attempt to prevent any school personnel from exercising their lawfully assigned duties.

*Minimum Consequence:* student conference and parent/guardian contact.

*Maximum Consequence:* expulsion or exclusion.

**G. WILLFUL DISOBEDIENCE** Refusal to follow school rules and regulations.

*Minimum Consequence:* student conference and parent/guardian contact.

*Maximum Consequence:* expulsion or exclusion.

**H. DEFIANCE OF AUTHORITY** Willful refusal to follow a legal direction/order given by school personnel.

*Minimum Consequence:* student conference and parent/guardian contact.

*Maximum Consequence:* expulsion or exclusion.

**I. RECORD AND IDENTIFICATION FALSIFICATION** Falsifying signatures or data on official record and/or refusal to give correct identification or giving false identification when requested to do so by a staff member. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or electronic means;

*Minimum Consequence:* student conference and parent/guardian contact.

*Maximum Consequence:* expulsion or exclusion.

**J. CHEATING** Plagiarism is defined as taking of ideas, writings from someone else or another source and passing them off as one's own. This is unethical and in many cases illegal. Whenever you are using the writings of someone else, you must use quotation marks to identify the material you are citing and identify the source. Copying material and representing it as your own will not be tolerated and will be a reason for credit being denied.

Scholastic dishonesty, which includes, but is not limited to, cheating on a school assignment, plagiarism or collusion;

*Minimum Consequence:* loss of credit for the test, quiz, project and/or assignment. Parent notification.

*Maximum Consequence:* expulsion or exclusion.

**K. UNAUTHORIZED DISTRIBUTION** Distribution of literature or graphics on or near school property of libelous, slanderous, plagiarized or obscene material or material which violates the School District Harassment Policy.

*Minimum Consequence:* parent/guardian contact/conference.

*Maximum Consequence:* expulsion or exclusion.

**L. TRUANCY OR LEAVING SCHOOL GROUNDS** Truancy is when a student is absent from school for all or part of a school day without a valid excuse acceptable to the building principal or designee. Leaving school grounds during the school day without permission constitutes truancy. Refer to building policy.**M. CHRONIC AND UNEXCUSED ABSENTEEISM** Truancy will be filed and parent/guardian contacted. A habitual truant is one who has unexcused absence for seven (7) school days for elementary students and one or more class periods on seven (7) school days for a junior/senior high school student. Those habitually truant will be referred by school authorities under MN Statute 260A to appropriate agencies. Under Minnesota Statute 120A.22 21 subd. 8, the parent/guardian of a 16-18 year old student who seeks to withdraw from school must attend a meeting with school administration to discuss educational opportunities available and must sign a written election to withdraw from school. If a conference is not requested, the district will file a petition of truancy with the county attorney's office.**N. FAILURE TO ATTEND DETENTION** Failure to attend detention will result in additional consequences.

*Consequence:* student conference and parent/guardian contact, extended detention or further action as determined by the administration

**O. TRESPASSING** Physically present on a school campus, school vehicle or at a school activity after being requested to leave by the principal or other person lawfully responsible for the control of school premises. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker:

*Minimum Consequence:* student conference and parent/guardian contact  
*Other Possible Consequence:* referral to police or juvenile authorities  
*Maximum Consequence:* expulsion or exclusion

**Q. GANG-RELATED BEHAVIORS** Students are prohibited from displaying currently recognizable gang-related hand signals, clothing, written or oral expressions, including graffiti, and body-posturing at school, on school grounds, or at school sponsored activities.

*Minimum Consequence:* student conference and parent/guardian contact  
*Maximum Consequence:* expulsion or exclusion

**R. DISTRICT INTERNET BEHAVIORS** Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and honor these agreements. As outlined in board policy and procedures on student rights and responsibilities, the following will not be permitted: Sending or displaying offensive messages or pictures using obscene language. Harassing, insulting or attacking others. Damaging computers, computer systems or computer networks. Violating copyright laws. Using another's password. Trespassing in another's folders, work or files. Intentionally wasting limited resources. Employing the network for commercial purposes. Any use of the network infringing on the rights of others. Computer access is provided for educational use. Students must follow the Acceptable Use Policy.

1. Email is not allowed except for schoolwork purposes. If a student needs a school email account, they may submit a request in the office.
2. Recreational games are not allowed during school hours. With teacher/staff permission, acceptable educational games may be accessed. No games that are violent, shooting, pornographic, gambling or include chat are ever considered acceptable.

*Minimum Consequence:* loss of internet access, student's conference, and parent/guardian contact  
*Maximum Consequence:* expulsion or exclusion

#### **S. TRAFFIC REGULATIONS AND BUS SAFETY**

**1. Reckless or Careless Driving:** Driving on school property in such a manner as to endanger persons or property.

*Minimum Consequence:* student conference and loss of parking privileges.

PARENT MEETING WITH LIAISON OFFICER.

*Maximum Consequence:* suspension and referral to police or juvenile authorities

**2. School Bus:** The Student Code of Conduct/Discipline Policy is in effect from the time a student boards the bus. Bus drivers are responsible for orderly conduct of pupils while they are on the school bus. Violation of any provision of the discipline policy on a school bus shall be subject to discipline. Riding on the bus is a privilege, not a right. Students will follow the same behavioral standards while riding a school bus as is expected of them on school property or at school activities. All school rules are in effect while riding the bus or at the bus stop.

*Minimum Consequence:* parent contact  
*Other Possible Action:* revocation of bus riding privileges

*Maximum Consequence:* expulsion or exclusion

#### **RULES SPECIFIC TO THE BUS:**

SIT IN YOUR SEAT FACING FORWARD

KEEP YOUR ARMS, LEGS AND BELONGINGS INSIDE THE BUS

AND OUT OF AISLES AND/OR WALKWAYS

Consequences for school bus/stop misconduct will apply to all regular and late routes. Determination of appropriate consequences will be at the sole discretion of the School District. Parents/Guardians will be notified of any suspension of bus privileges.

**T. 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 THEM 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.**

**U. ADDITIONAL CONSIDERATIONS**

1. The principal and licensed employees in a building shall review this disciplinary policy at least annually and assess whether its provisions have been enforced.
2. The principal has broad discretion to impose any penalty more severe than or in addition to the minimums set forth above. In addition, administrators have broad authority to require other types of intervention for conduct violating this policy, including referral to teach teams and other agencies or authorities for assistance and/or evaluation.
3. The listing of minimum consequences is referenced for a first offense only. In the event that a student has engaged in the same or similar behavior in the past or has engaged in persistent violation of school rules; the maximum consequences shall be increased to expulsion or exclusion for one school year.
4. Handicapped students involved in violations of these rules of conduct will be assessed through the child study process.
  - a. Students with IEPs, when suspended, must have a child study team meeting within five (5) days of the suspension.
  - b. The team must meet prior to expulsion or exclusion; the child cannot be expelled/excluded if the misconduct is related to the handicapping condition
  - c. Statutes: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) Minn. Stat. Ch. 125A (Students with Disabilities) and IDEA 1997 Minn. Stat. 121A.40 to 121A.56 (Pupil Fair dismissal Act) Minn. Stat. 121A.60 to 121.A.61 (Removal from Class) Minn. Stat.124D.03 (Enrollment Options Program) Minn. Stat. 124D.07 and 124D.08 (Enrollment in Nonresident District) Minn. Stat. Ch. 260A (Truancy) Goals 2000: Educate America Act 20 U.S.C. 5801 ET seq.29 U.S.C. 794 et seq. (Section 504 of Rehabilitation Act of 1973)