MINNEWAUKAN PUBLIC SCHOOL

GRADES 7-12 STUDENT HANDBOOK

2018-2019

This handbook is designed to acquaint you with some of the many important aspects of our school atmosphere and should be used as a guide throughout the school year.

The main subject headings are those that are the most important for you to understand immediately. They should be read carefully, and any questions should be brought to the attention of your advisor or any of the faculty members.

# FACULTY & STAFF

| Position | Name |
| --- | --- |
| Superintendent | Jean Callahan |
| High School Principal | Ron Carlson |
| Elementary Principal and  Reading Curriculum Specialist | MacKenzie Moen |
| Business Manager | Tracie Volk |
| Secretary | Ami Archer |
| Interventionists | Brittany Decouteau  Natasha Baumtrog |
| Pre-K | Amy Ertelt |
| Kindergarten | Jessica Tuhy  Jaci Homan |
| 1st Grade | Alyssa Walter |
| 2nd Grade | Kara Kohler |
| 3rd Grade | Kari Jo Taylor |
| 4th Grade, Language Arts 4-6 | Tara Hoffner |
| 5th Grade, Science & Social Studies 4-6 | Mike Every |
| 6th Grade, Math 4-6 | Ashton Rode |
| School Counselor | Rebecca Johnson |
| Physical Education | Lindsey Illerbrunn |
| 7th & 8th Grade | Brian Baumtrog  Wanda Bullinger |
| Elementary Music, Vocal Music | Shelby Brandvold |
| Elementary Music, Band | Gary Fusselbakke |
| Para-Professionals | Hannah Anderson  Jackie Duty  Robyn Thompson  Judy Buckmier  Lucas Callahan  Renae Parvey  Traci Hansen  Jessica Gross  Darlene Longie  Sierra Doornbos  Cherilyn Cloud |
| Special Education Teacher | Joy Markestad  Jordan Lunde  Jason Svir |
| 8-12 History | Colt Mavity |
| 9-12 English & Athletic Director | Eric Weisser |
| 8-12 Math | Tammy Widmer |
| Library | Valerie Luhman |
| 8-12 Science | Dan Tuhy |
| School Social Worker | Lisa Hawley  Beth Nichols |
| Speech | Rachel Jordaan |
| High School Counselor | Susie Strating |
| Technology Coordinator | Dustin Dauphinais |
| Technology Instructor/ Assistant | Jay Howard |
| Food Service Director | Donna Smith |
| Assistant Food Service Director/Bus Driver | Brooke Hakanson |
| Kitchen Assistant | Cequoia Santos  Leann Ostlie |
| Custodian | Cathy Nord  Andrew Stensby |
| Director Buildings & Grounds/ Bus Driver | Kevin Thompson |
| Assistant Building & Grounds Director/Bus Driver | R.J. Hanson |
| Bus Driver | Neil Westby  David Salisbury  Greg Maddock |
| Day Care Staff | Kristi Hakanson  Elizabeth Hanson  Rose Azure |
| Maintenance /Bus Driver | Roger Odden |

# CLASSIFICATION AND GRADUATION REQUIREMENTS

## Classification

(N.D. STATE LAW) Students with less than six credits are classified as freshman; with less than twelve as sophomores; and with less than eighteen as juniors; and with eighteen or more as seniors. A student must meet all graduation requirements of the Minnewaukan Public School to participate in graduation ceremonies. Exceptions will be made for any identified and served special education student who will receive a certificate.

Required Units:

This section requires each high school to make available certain subjects, including those required for the North Dakota academic and career and technology scholarships.

High School Graduation - Diploma Requirements:

Current law requires 22units for high school graduation beginning with the 2009-2010 school year. To graduate, a student has to complete the following:

1. Four units of English language arts from a sequence that includes literature, composition, and speech;
2. Three units of mathematics;
3. Three units of science, including
   1. One unit of physical science;
   2. One unit of biology; and
   3. One unit of any other science, or two one-half units of any other science;
4. Three units of social studies, including
   1. One unit of United States history;
   2. One-half unit of United States government and one-half unit of economics; or
      1. One unit of problems of democracy; and
      2. One unit or two one-half units of any other social studies
5. One unit of physical education or;
   1. One-half unit of physical education; and
   2. One-half unit of health
6. Three units of
   1. Foreign languages;
   2. Native American languages;
   3. Fine arts; or
   4. Career and technical education courses
7. Any five additional units.

## Optional High School Curriculum - Requirements

This section allows a student to opt-out of the standard high school graduation requirements if, after completing at least two years of high school, the student has failed a number of courses or has a grade point average (GPA) at or below the 25th percentile. Opting out requires a meeting between the student, the student’s parent, and school personnel. To receive an optional high school diploma, a student must still complete:

1. Four units of English language arts from a sequence that includes literature, composition, and speech;
2. Two units of mathematics;
3. Two units of science;
4. Three units of social studies
5. One unit of physical education or one-half unit of physical education and one-half unit of health;
6. Two units of
   1. Foreign languages;
   2. Native American languages;
   3. Fine arts; or
   4. Career and technical education courses
7. Any seven additional units

# NORTH DAKOTA ACADEMIC SCHOLARSHIP

Beginning with the 2010-11 school year, a resident student is eligible to receive an academic scholarship if the student completes subsections 1 through 5 and 7 of the requirements for high school graduation and:

1. Completes one unit of Algebra II in fulfillment of the mathematics requirement;
2. Completes one additional unit of mathematics for which Algebra II is a prerequisite;
3. Completes two units of either
   1. the same foreign language; or
   2. the same Native American language; or
   3. American sign language

OR

Completes two units of career and technical education

1. Completes one unit of fine arts or career and technical education; and
   1. One unit of a foreign language; or
   2. One unit of Native American language; or
   3. One unit of fine arts; or
   4. One unit of career and technical education;
2. Earn no grade lower than a “C” on any unit required for the scholarship.
3. Obtains a cumulative GPA of at least “B”
4. Receive at least a 24 on the ACT;
5. Completes one unit of an advanced placement course and examination or a dual-credit course.

# INTERIM ASSESMENT

This section requires each school district to administer annually the Measures of Academic Progress test or any other interim assessment to students in grade 9 or 10.

# CAREER INTEREST INVENTORY

This section requires each school district to administer a career interest inventory to students one time in grade 7 or 8 and one time in grade 9 or 10.

# SUMMATIVE ASSESSMENT – GENERAL EDUCATIONAL DEVELOPMENT DIPLOMA – SELECTION – COST

This section allows students who are pursuing their general education development (GED) diploma to also take the ACT or three Work Keys assessments, provided the students are under 21.

# CONCEPTS OF PERSONAL FINANCE – INCLUSION IN CURRICULUM

This section requires that school districts, beginning with the 2010-11 school year, expose students to concepts of personal finance in their economics curriculum or in a course entitled problems of democracy. This section allows school districts to incorporate the concepts in an alternative course, with the permission of the Superintendent of Public Instruction.

# NORTH DAKOTA CAREER AND TECHNICAL EDUCATION SCHOLARSHIP

Beginning with the 2010-11 school year, a resident student is eligible to receive a career and technical education scholarship if the student completes subsections 1 through 5 and 7 of the requirements for high school graduation and;

1. Completes one unit of Algebra II in fulfillment of the high school mathematics requirement;
2. Completes two units of a coordinated plan of study recommended by the Department of Career and Technical Education and approved by the Superintendent of Public Instruction; and
3. Completes three additional units, two of which must be in the area of career and technical education
4. Obtains a grade of at least “C” in each unit or one-half unit required for the diploma;
5. Obtains a cumulative GPA of at least “B”;
6. Receives at least 24 on the ACT;
7. Completes one unit of an advanced placement course and examination or a dual-credit course.

NORTH DAKOTA SCHOLARSHIP-AMOUNT-APPLICABILITY

This section provides that the North Dakota scholarship is $750.00 per semester. A student must maintain a cumulative 2.75 GPA. The maximum amount payable per student is $6,000.00 and may not extend beyond six academic years.

# North Dakota Scholarship Opportunities - 2009-10 High School Graduates

This section provides that a resident student who graduates from high school during the 2009-10 school year is eligible for either a North Dakota academic scholarship or a North Dakota technical scholarship upon meeting certain qualifications.

# SUMMATIVE ASSESSMENT - SELECTION - COST – EXEMPTIONS

This section requires each public and nonpublic school student to select and take in grade 11 the ACT or three WorkKeys assessments. The student’s career advisor or guidance counselor must meet with the student to review the results. The assessment is not required for certain students on individualized education programs (IEPs) or if the superintendent determines that other special circumstances exist.

# READING OF HISTORICAL DOCUMENTS

This section requires students to have read the Declaration of Independence, the United States Constitution, and the Bill of Rights in either their United States government course or in the course entitled problems of democracy.

# ND TWO-YEAR CAMPUS ADMISSION REQUIREMENTS

. \*High school graduation or successful completion of the GED(no specific course requirements for general admission)

. \*An ACT OR SAT score for applicants under the age of 25

. Specific programs and major fields may have additional requirements for admission (courses, test scores, etc.)

\* Also a requirement at ND University Systems’ 4-year schools

# Current North Dakota University System HS Course Requirements

(ND 4-YEAR COLLEGES AND UNIVERSITIES, 08-09)

. English - four units, including the development of written and oral communications skills

. Mathematics - three units, algebra I and above

. Laboratory science - three units (including at least one unit in two or more of the following courses: biology, chemistry, physics or physical science)

. Social studies - three units (not including consumer education, cooperative marketing, orientation to social science and marriage/family)

# SCHOOL ADMISSION ENROLLMENT POLICY

The Minnewaukan Board recognizes the right of all their students to be entitled to a fair and safe environment. Therefore, the Minnewaukan school will not accept any students from other school districts or any students that move into the Minnewaukan School District that are under suspension or expulsion from any other school. The student may be accepted at that time when the suspension or expulsion has expired and when formal acceptance after proper records are received.

# MID-TERM REPORTS

Parents or guardians will be notified if a student is doing failing work at midpoint in the nine weeks period. The report comes from the teachers, who will indicate the reasons for poor work. This report is valuable in that it gives students and parents or guardians the opportunity to correct the poor work. If a student works to correct the deficiency at midpoint, it is possible to pass the nine-week period. Teachers may also be sending out reports to parents of students who are working hard and/or doing a good job.

**GRADING-REPORT CARD**

The marking system used in the Minnewaukan School is on a letter basis as requested by the county and state offices of education and the Minnewaukan Board of Education.

| Letter Grade | Numerical Grade |
| --- | --- |
| A | 100-95 |
| A- | 94-90 |
| B | 89-85 |
| B- | 84-80 |
| C | 79-75 |
| C- | 74-70 |
| D | 60-65 |
| D- | 64-60 |
| F | Below 69 |
|  |  |
|  |  |
|  |  |

Report cards are issued at the end of each nine weeks period. They are the type that are not returned to the school. Duplicates are maintained on file in the Office. Parents will receive the reports after each nine-week session when they come in for parent-teacher conferences or will be mailed.

# HONORS STANDING FOR GRADUATION

All valedictorian and salutatorian candidates must carry a four-year grade point average of 3.25 to be considered for valedictorian or salutatorian honors. All honor students must carry a 3.00 average to be considered as a graduating honor student. This policy will go into effect for the 2001-2002 school year. A student must also be within two hundredths of a point to be considered as a co-winner of any valedictorian or salutatorian award. If student X has a 3.90 average, student Y must carry at least a 3.88 to be considered as a co-winner of either award.

# HONOR ROLL

To be on the honor roll a student must have the following:

A HONOR ROLL --- GPA of 3.5

B HONOR ROLL --- GPA of 3.0

# MID-TERM REPORTS

Parents or guardians will be notified if a student is doing failing work at midpoint in the nine weeks period. The report comes from the teachers, who will indicate the reasons for poor work. This report is valuable in that it gives students and parents or guardians the opportunity to correct the poor work. If a student works to correct the deficiency at midpoint, it is possible to pass the nine-week period. Teachers may also be sending out reports to parents of students who are working hard and/or doing a good job.

# MAKE UP WORK

Only those students that have qualified for an "excused absence” will be given two school days to make up work missed for every day absent. For extending illnesses, special arrangements will be made by the principal. Failure to make up the work in the given time will result in a 60% for that work. Tests and assignments that are known in advance of the missing days must be taken at the regularly scheduled time except for cases of illness.

# EXEMPTIONS FOR FINAL TESTS

1. Any student in grades 7-12 who has perfect attendance for the year will be exempt from final tests.
2. Any student in grades 7-12 who has missed more than 10 days must take final tests.
3. Any students in grades 7-12 who has missed anywhere from 1-10 days may be exempt from final tests if they have maintained an A or A- average for the school year. It is the teacher’s decision whether to exempt these students.
4. Any student with more than 4 tardy days must take final tests

# PROMOTION

Any student in grades 7 and 8 who fails 3 of their 5 subjects will be retained in that grade for the following year. Any students in grades 9-12 who fails a required course will be required to make that course up to graduate. Any student who fails a class will not receive credit for that class.

# ABSENCES

A student who finds it necessary to be absent from school must bring a written excuse from his or her parent or guardian when returning to school. This excuse should state the specific reasons for absence, the date and duration of absence, and should be signed by the parent or guardian. A parent my also call into the office.

If a student must leave school during the day for:

1. a dentist or doctor appointment
2. to work for their parent or guardian
3. a funeral
4. a trip with their parent or guardian

The office must have a written excuse or telephone call from the parent or guardian before you will be excused. If a student becomes sick or must leave school during the day, you must let the office know before you go home. All other reasons for leaving or missing school are un-excused, unless the parent or guardian telephones the office to explain the urgency of the absence. Any un-excused absence from school will result in a grade of 60% for that absence.

The philosophy of the Minnewaukan School is that regular attendance in school is directly related to success in the classroom. Even though the prime responsibility for regular attendance rests with the student and the home, Minnewaukan School also has an obligation to prepare their students for the responsibilities they will have after they leave school. The Minnewaukan School Board therefore has adopted the following policy:

Students must not be absent from school more than 20 days in the school year if they are to receive credit for that class or that grade level. Students and parents or guardians will be notified in writing when the student reaches 5 absences. After 10 days a meeting with the student, parent or guardian, and principal will be held, at which time the student’s attendance problems will be discussed and corrected. Appropriate Social Service agencies will be contacted, along with court officials if necessary. At 15 days, another meeting will be held between the student, parent or guardian and principal and appropriate agencies will be contacted a second time. After 20 days the parents or guardians and student will be notified that the student will not receive credit and dropped from the roll of the Minnewaukan Public School. Missing school 6 to 7 periods a day will be considered a full day’s absence.

Exceptions to this policy may be made under the following circumstances:

The parent or guardian presents the School Administration with evidence of the following:

1. Extended illness documented by an attending physician.
2. Extended family emergency documented by the immediate family.
3. Extended family plans documented by the immediate family in advance of the absence.
4. Extended economic needs of the family as documented by the family

The parents or guardians have the right to appeal the loss of the credit to the Minnewaukan School Board at a regular School Board meeting.

Children receiving instruction at home or in a hospital under an approved instructor are considered to be in attendance.

Students with less than five (5) days absence and less than five (5) times tardy will receive an incentive at the end of year. Students with perfect attendance will be eligible for a larger incentive.

# TARDINESS

Any student who is late for any period class must report to the office for noon detention. All tardiness will be made up under the supervision of the principal. If a student is late for class in periods two through seven and does not have a pass from the previous teacher, it is an automatic ½ hour of noon detention. Teachers should inform the principal of any student making up time

# PASSES AND LOCKERS

Any student who must go to the lavatory between classes shall report to the teacher of the next period class for a general pass before proceeding to the lavatory. This will give you a few extra minutes. All hall lockers should be shut at all times. If you want a lock for a hall locker, check in the office. All lockers are the property of the Minnewaukan School District and are subject to be searched on a regular basis. Any student suspected of having anything illegal, dangerous, or against school rules will also be subject to search by school personal or law enforcement.

# STUDENTS DRIVING MOTOR VEHICLES

No student is permitted to drive a car or motor bike during the school day. This includes the noon hour and final test days. The parents will be notified immediately if this rule is broken. All Vo-Tech students must ride the bus to the Vo-Tech center each day and back again. The only exception is because of an appointment. A note from the doctor must be brought back to the school. A student who is bringing equipment over to a class may drive that day, but only if they have prior approval from the principal or superintendent.

# NOON HOUR

Pre-K through 11th grade students have a closed campus. This means that students are not to leave during the school day without permission from the office. 12th graders may only leave second semester if they have earned senior privileges.

# CARE OF THE SCHOOL

A student’s pride in the school combines with the efforts of the custodians to keep the building and equipment in excellent condition. A few simple rules established for the care of the building and equipment serve as an adequate guide for student behavior.

1. Walls, furniture, and other property are to be kept free from writings, markings, and destruction.
2. Vandalism will be dealt with very strong corrective measures and restitution will be made by that student.
3. Students are to leave the building only when supervised by a teacher.

To maintain locker rooms that are sanitary and easy for the custodian to clean, it is important that all travel bags and articles of clothing be kept on shelves. The locker rooms will be checked daily and all items NOT on the shelves will be taken to the coaches’ room. Those who continue to leave clothes in the locker room will be dealt with on an individual basis.

# STUDENT CONDUCT

Improper conduct in or out of a class by a pupil on the high school level may result in dismissal from the class or suspension from school by an administrative decision.

Disorderly conduct, insubordination, non-cooperation, or vandalism may result in suspension from school for a period up to one week. In school suspension may be used for students in these cases and at any other time it is needed. This rule applies to any school activity. Parents or guardians of suspended students will be notified and it will be necessary that they make a personal request for reinstatement in the office of the superintendent. A continuation of practices that lead to suspension may result in permanent expulsion by action of the school board.

Any student who threatens, uses profane or abusive language towards a staff member or another student will be suspended for 5 to 10 days for the 1st offense and any future offenses may lead to expulsion by action of the School Board. Any PHYSICAL FORCE against a staff member will lead to immediate suspension and/or expulsion. Any physical fighting will result in 3 to 5 days of suspension. Physical bullying will result in 5 to 10 days of suspension or possible expulsion.

# PRINCIPAL'S RESPONSIBILITY TO MAINTAIN ORDER

Principals are charged with the responsibility of general school conduct and behavior regulations. Such discipline may include suspension up to 5 school days or expulsion from school. The principal shall notify the parent prior to sending the student home during the school day. If the parent cannot be contacted, the student shall be kept at school until the end of the school day. A letter explaining the suspension will be sent home with the student at the end of the school day. A letter shall also be sent to the parent or guardian by mail.

# SUSPENSION & EXPULSION

See attached policy.

# EXTRA-CURRICULAR PARTICIPATION IN EVENT OF SCHOOL ABSENCE

Students will not be allowed to participate in extra-curricular activities after school if they have missed school during that day. The only exceptions will be for appointments such as doctor, chiropractor, dentist, etc. and permission was granted prior to the absence. Any student that has been sick at any time during the day will not be allowed to participate in practices or games that day. This includes all extra-curricular activities.

# ELIGIBILITY FOR ACTIVITIES

1. A student shall have been in attendance as many school days as he has missed from the opening of the semester.
2. A student must have earned credits in at least four subjects the preceding semester and must maintain a passing average in at least four subjects of like value during the present semester.
3. A student shall have submitted a physical examination card to the school, filled in and signed by the parent, that he or she has been examined and found physically fit for athletic competition.
4. A student shall meet all local requirements as to conduct, personal habits and training set forth by the coach and or administration.

# COUNSELING

The Minnewaukan counselors will provide counseling services to all students as needed to ensure their academic, personal, social, and college/career planning success. This involves individual and group contacts with students as well as scheduled classroom lessons. Examples of when students will meet individually or in a group counseling include:

* When a student requests counseling
* When parents or family members refer the student
* When teachers, administrators and other school staff members refer the student
* The counselor initiates contact due to adverse behavior or events

If a parent or guardian wishes not to have their student participate in counseling services, you must contact the school administration or counselor and explain your specific wishes for your student. Counseling is provided to maintain a productive and safe learning environment. It is used to prevent bullying, misbehavior, and help students to learn healthy coping skills. Parents are welcome to call the school at any time if they have concerns about their student.

# POLICY REGARDING STUDENT USE AND/OR POSSESSION OF ALCOHOL, TOBACCO OR CONTROLLED SUBSTANCES

## ACTIVITY GUIDELINES AND NDHSAA RULES

This is to inform you of the rules governing the use and abuse of tobacco, alcohol, or any controlled substance by North Dakota Law. The rule states:

"The use or possession of tobacco, alcohol or any illegal controlled substance as defined by North Dakota law is prohibited. Any co-curricular participant who is in violation of the foregoing shall be suspended from participation in interscholastic contests or activities for a minimum period of six consecutive school weeks for the first offense and a period of eighteen consecutive school weeks for any subsequent offense. The period of suspension begins the day of formal notification to a school administrator. A second offense that occurs during the first suspension will be added on to the first suspension. The 6 or 18 week suspension will not end when the school year ends and will carry over to the next school term. Penalties for infractions that occur during the summer will begin when the fall season starts or when school starts, whichever comes first in the fall school session.”

The use or possession of alcohol, tobacco, or other illegal controlled substances as defined by North Dakota law, during school hours, on school property, or while participating or attending a school sponsored activity either in Minnewaukan or at any other site will result in suspension from school for up to 5 days.

The following is a partial list of activities that students **ARE NOT** eligible for during an alcohol, tobacco, drug, or discipline violation;

1. All homecoming activities including being a part of royalty, the dance, bonfire, etc.
2. Extra-curricular activities and participation in **NDHSAA** sponsored contests
3. Senior privileges
4. Prom
5. Any school sponsored parties or dances
6. Any other school sponsored activities that are after school hours and that are not a part of a class requirement for grading purposes

The following is a partial list of activities that students **ARE** eligible for during an alcohol, tobacco, drug, or discipline violation:

1. Graduation
2. Attending school sponsored events as a spectator only
3. Band and choir concerts if it is part of a class requirement
4. Science fairs or Olympiads if part of a class requirement
5. Athletic practices
6. Classes and class activities

A student **WILL NOT** be able to attend any activities of Minnewaukan School, including all activities in the listings above, if the student is under school suspension or expulsion by Administration or School Board action. Any student who is ineligible in their own school for Prom or Homecoming will not be eligible to come to Minnewaukan High School dances.

## DEFINITION OF POSSESSION BY THE MINNEWAUKAN SCHOOL BOARD AND THE NDHSAA

While it is clear the use of tobacco, alcohol or any controlled substance is prohibited, it is also true that the possession of tobacco, alcohol or any controlled substance is also prohibited. The meaning of possession is the student was aware of the presence and character of the substance and was intentionally and consciously in possession of it.

Since it is the responsibility of the school district to define possession, the Minnewaukan Public School’s definition is that the student:

1. Was willingly at a place where alcohol/drugs were being consumed
2. Had prior knowledge of the presence of alcohol/drugs
3. Had these substance(s) within view or reach.

The penalty for possession within this definition is a six-calendar week suspension.

To clarify, if the student is in a setting where there are alcohol/drugs, and it is shown that even though the student did not consume, but willingly and consciously stayed with knowledge of the presence of the substance(s), there will be a six-calendar week suspension.

## TOBACCO

Tobacco includes smoking tobacco (cigarettes, cigars, etc.), smokeless tobacco (chew), and e-cigarettes.

## GOVERNING PERIOD

The period between the beginning of the fall activities (opening practice date) to the end of the school term or date of the last NDHSAA sponsored event, whichever occurs latest, shall be considered the "governing period." NDHSAA does not address the summer months.

## PROCEDURES

Should attention be called concerning a possible violation, the school administration shall immediately investigate any alleged violation. If the administration finds probable cause to believe that this rule has been violated, they shall give the student and parent/guardian verbal notice followed by formal, written notice. The student shall have the right to a hearing within three school days after such notification. During the period between notification and hearing, the suspension may be deferred if good cause can be demonstrated.

## However, if suspension is not initially imposed and the student is subsequently found to be in violation of the alcohol, tobacco or controlled substance rule, any interscholastic contests or activities participated in by that student after the initial hearing will be forfeited and suspension will start from the date that guilt was established.

## DUE PROCESS

1. The student has the right to verbal notification that an investigation is pending.
2. A maximum of two school administrators shall investigate the allegation. The school counselor or his/her designate will be present to represent the student.
3. The student has the right to a due process hearing after notification of the charges against him/her.
4. The individual or individuals accusing the student must be willing to testify to the fact of infraction.
5. If the student is found to be in violation of local or district guidelines, the student is given the date(s) of suspension. This is then communicated in writing to the student and parent(s), with the right to appeal.

## APPEALS

1. Should the student choose to appeal, a hearing will be held which may include the school administrators, the student's advisor/coach, the parents or guardians of the student, legal counsel for both parties, and the superintendent.
2. Should a decision be reached, the student may accept the decision or ask for a formal board hearing where members of the school board shall hear the appeal.

## ALCOHOL/DRUG USE BY STUDENTS

Being aware of the community problems of alcohol and drug abuse, the school board recognizes that the use of alcohol, narcotic drugs, depressants, stimulants, and other controlled substances illegally and/or inappropriately constitutes a hazard to the positive development of students. Accordingly, the following measures shall be taken:

1. Establishment of programs to bring about student awareness and understanding of the dangers inherent in the use of alcohol and controlled substances;
2. The provision in each school of counseling services so that students may seek and get counseling on such matters at any time without fear of reprisal and with assurance of the confidentiality of the counseling;
3. Emergency health and safety care which may be necessary for those students under the active influence of drugs at school or in connection with any school activity;
4. Close cooperation by school officials with parents or guardians of students suspected to be illegally involved with controlled drugs. Parents or guardians shall be notified and a conference with them shall be arranged when suspicion of drug abuse in any form (use, possession, or distribution) appears sufficiently founded. This should be a time when school officials may work with parents or guardians without involving law enforcement agencies and without taking disciplinary action;
5. A student, after confirmation of a second violation of using a mood-altering chemical, may be referred to a chemical dependency program or a treatment program.
6. The prohibition of the use, possession, or distribution of alcohol and illegal drugs on school property or in connection with any school activity. Violation of this prohibition shall result in a parental conference. When violations involve controlled substances, the police will be notified. The student will be suspended from school and may be recommended for expulsion.

# SCHOOL BOARD SPORTSMANSHIP POLICY

The Minnewaukan Board of Education and the Minnewaukan Public School District recognizes the importance and value of co-curricular activities provided by the district.

Along with the privilege of taking part in these activities, all coaches, players, and fans must recognize the importance of good sportsmanship during these activities. Coach and adult supervisors are responsible for modeling appropriate behavior and establishing appropriate standards and guidelines for participants. Failure by coaches, advisors, and students to meet these standards could result in possible loss of the privilege to participate in district sponsored activities.

Fans and spectators are also expected to exhibit good sportsmanship at activities. Demonstration of self-control and dignity is highly desirable for those who wish to be considered supporters of the Minnewaukan School athletic program.

# CRIMINAL ACTS

Any student who is found guilty of an act, which if done by an adult would be designated a crime under the laws of the state of ND, another state, or the United States, will result in that student being suspended from participating in all extra-curricular activities for a period of six weeks for the first offense, and 18 weeks for each offense thereafter.

A minor violation of the laws governing the operation of a motor vehicle such as speeding, or going through a stop sign does not fall into the criminal acts area.

The suspension will start for any offense at the time the student is arrested, charges filed, or appeals and is found guilty in a court of law, or admits to the offense, and is notified by the administrator of the date and time the suspension will start.

# GANG ACTIVITY

Minnewaukan Public School will not tolerate gang activity. Gang activity is defined as organized individual or group behavior associated with belongings to a band of youths that promotes juvenile delinquency, and which has an adverse effect on the school and learning environment.

**No student(s) shall violate Chapter 3, Title II of the Spirit Lake Law and Order Code. This section is identified as the Gang Violence Prevention Ordinance. Tribal Resolution No. A05-17-229, dated May 16, 2017.**

## **CONSEQUENCES**

**1st Offense:** Parent/student-administrator conference will be held. Student(s) will be referred to the GRIPS gang task force for referral and follow-up.

**2nd Offense**: The student will be suspended out of school for the rest of the day and 5 days and the GRIPS task force will be notified. Normal re-entry procedures will be implemented. Administrators have the final decision.

**3rd Offense:** A recommendation for expulsion will be made to the school board.

# INSTANT ALERT SYSTEM

The Minnewaukan Public School has a system that alerts parents, guardians and students of school closings and other important announcements through telephone, e-mail and text messages. This information will also be on the school website and school app.

# GUIDANCE AND COUNSELING

Minnewaukan High School is interested in each student as an individual. To assist students with problems relating to their choice of subjects, guidance and counseling services are offered.

# TELEPHONE CALLS

The telephone will be used only for cases of extreme emergency and only after permission is granted by the office. If you call the school wishing to talk to your child/children, you will have to leave a message for the student with the secretary and the secretary will have your child/children call you back at the teacher’s earliest convenience.

# INCLEMENT WEATHER

School will be in session unless notice is given over KDLR and KZZY radio stations, WDAZ television station, the school website and the school app. On days when buses are operating, parents are to use their own discretion as to whether to send their children. In some cases, it may be necessary to send buses out ahead of schedule in order to avoid a severe incoming storm. Notice will be given over KDLR and KZZY, the school website and the school app.

# SCHOOL LUNCH PROGRAM

All children **will not be charged** for breakfast and lunches.

**EXTRA-CURRICULAR ACTIVITIES AVAILABLE**

Students in grades 7-12 have the opportunity to participate in the following activities. Fall: Volleyball, Cross Country, One-Act Play, and Football. Winter: Basketball - Boys & Girls, Wrestling, & Hockey. Spring - Track, Softball, Vocal Music, Instrumental Music, and Baseball.

# SCHOOL AWARDS

A student must participate in extracurricular contests at the varsity level to be eligible to letter. Any student who is suspended during the season or does not finish a season will not earn a letter. Others will be decided by the advisors/coaches.

# OUT OF TOWN TRIPS

Students are expected to ride the assigned bus to any school sponsored event. Students will not be allowed to ride to and from any activity with anyone other than their parents or guardians. The proper advisor of the activity must be notified in person or by telephone by the parent or guardian if the student is to ride home with their parents or guardians. Exceptions will be made if a student is riding home with another students’ parents and all parents or guardians involved have notified the advisor in person or by telephone.

# SCHOOL HOURS

All students are expected to be in their class in the morning at 8:40 a.m. Lunch count, roll call and announcements will be made before the end of the first period. Students should not plan to arrive at school before 8:00 a.m. of each school day. Any student who is not directly supervised in an extracurricular activity or involved in 21st Century, working directly with a teacher, or who have received permission to remain after school should be out of the building at 3:30 p.m.

# SCHOOL DRESS

All students must be dressed properly as to not to be disruptive or interfere with the smooth operation of classes in school.

# APPROPRIATE SCHOOL CLOTHING ATTIRE POLICY

Personal grooming and dress are primarily matters of concern between the students and their parents. When grooming and dress patterns create a disruptive influence upon the education program of the school or when the health and safety of the student body is affected, it becomes a concern of the school. Students are encouraged to use sound judgment and modesty in dress and grooming. If you are told your apparel is inappropriate for school, you must change it, cover it, or leave school.

1. Any shirt, blouse, hat, or item of clothing that refers to an alcohol, tobacco or drug item, or is vulgar or profane may not be worn at school, at school functions, or on school property.
2. Any clothing that has sexual connotations may not be worn.
3. All undergarments must be completely covered. Openings at the neck and arms shall provide adequate coverage. All midriffs must be covered. Baggy pants, which expose undergarments or skin, will not be tolerated in school or at school activities. Students are to wear their pants on their waist and the pants are not to be sagging.
4. Wear clothing that does not attract undue attention. Clothing such as short shorts or clothing that exposes a bare midriff or open back and any other clothing deemed inappropriate by the school administrators is not permitted.
5. Use good judgment to present a neat appearance and use good personal hygiene.
6. Hats may not be worn inside of the school building during school time. School time is from the time you arrive in the morning to 3:30 p.m. Participants at school activities may not wear hats or head gear during the activity or inside the building.

# SCHOOL PARTIES

Each class from 7-12, plus the student council, may sponsor one school party during the school year. The parties must be approved and chaperoned by your advisor, and approved by the principal at least one week in advance. The doors will be locked after everyone has arrived. Anyone leaving before the party is over will not be allowed back into the building.

# FUND RAISERS

All classes and organizations must submit a yearly plan for fund raisers and activities (such as trips, etc.) prior to October 1st. This yearly plan must be submitted to the principal responsible for the age group and be approved by the principal. Any expenses or other cost incurred from unauthorized fund raisers will be paid by the advisor in charge. All fund raisers will be planned to last no longer than four weeks. At the end of the fund raiser, a summary report must be submitted to the principal.

# THE MINNEWAUKAN SCHOOL DOES NOT DISCRIMINATE BECAUSE OF SEX, RACE OR RELIGION.

## NONDISCRIMINATION & ANTI-HARASSMENT POLICY

See attached policy.

# BULLYING POLICY

See attached policy.

# TOBACCO FREE POLICY

Smoking is hazardous to the health of both smokers and non-smokers. For smokers, it can contribute to health disease, stroke, high blood pressure, emphysema and several forms of cancer. Non-smokers are affected by breathing the toxic products that tobacco smoke adds to the air and the risks of developing several diseases are increased. Smoking is the single largest preventable cause of mortality.

Because smoking is a highly addictive habit, usually begun in adolescent and teen years, the most effective means toward achieving a smoke-free generation will be prevention of youth smoking through education, positive adult role models, and aggressive action.

The Minnewaukan Board of Education is dedicated to providing a healthy, comfortable and productive environment for staff, students and citizens.

The board believes that education has a central role in establishing patterns of behavior related to good health. The board further believes that the establishment of a smoke-free building is consistent with the educational goal of preventing student’s addition to tobacco products.

Smoking and the use of tobacco products is prohibited within all Minnewaukan school district buildings, structures, district owned vehicles and within 30 feet of any entrance to any school district building. These areas shall be tobacco free 24 hours a day, 365 days per year. This includes all days when school is not in session and all events and other activities not associated with, or sponsored by the school.

The use of tobacco is also prohibited at all school-sponsored events whether or not they are conducted on school property.

The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on school premises share in the responsibility of adhering to and enforcing this policy.

The first violation will result in a verbal warning to the staff member. If a second violation should occur, a written warning will be issued to the staff member with a copy placed in his/her district personnel file.

Further violations shall be considered insubordination and shall be dealt with accordingly.

Citizens who are observed smoking or using tobacco products in the areas listed above shall be asked to extinguish smoking materials. If the individual fails to comply with the request, his/her violation of policy may be referred to the building principal or other school district personnel responsible for the area or program during which the violation occurred. The supervisor shall decide on further action, which may include a directive to leave school property. Repeated violations may result in a recommendation to the superintendent to prohibit the individual from entering the school building for a specific period of time. For purposes of this policy, “tobacco use” includes smoking, which means carrying or having in one’s possession a lighted cigarette, cigar, pipe or other object giving off or containing any substance giving off smoke, and chewing spit tobacco, also known as smokeless tobacco, dip, chew, snuff in any form and cigarettes. The term “use” means chewing, lighting, smoking and any other usage of any tobacco product.

# COMPUTER AND NETWORK FACILITIES ACCEPTABLE USE

The Board of Education is committed to the goal of having electronic network facilities used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Minnewaukan Public School District. Users must acknowledge their understanding of the general policy as a condition of receiving an e-mail account or using computers connected to the network.

Acceptable uses of the network are activities which support teaching and learning. Network users are encouraged to develop uses which meet their individual needs and which take advantage of the computer and network functions: word processing and other software, electronic mail, accessing data bases and Internet resources.

Unacceptable uses of computers and network include, but are not limited to: visiting WWW sites deemed inappropriate by the staff and administrators of this school; violating the rights or privacy of students and employees of the District; gaining unauthorized access to computer systems or files; sending or printing inappropriate content in e-mail or other documents; using profanity, obscenity, or other language which may be offensive to another user; re-posting personal communications without the author’s prior consent; copying commercial software in violation of copyright law; using the network for financial gain or for any commercial or illegal activity; spreading computer viruses; downloading, storing, or printing graphics, files, or messages that are profane, obscene, or that use language that offends or tends to degrade others; creating or passing on chain letters; use of chat, and accessing personal pages such as Facebook.

Sponsors of students are responsible for reviewing the acceptable and unacceptable use of the computers, network, email, and Internet and stressing that if students misuse the computers or network they will lose their access privileges.

In order to be issued access privileges to the Internet, the student, their sponsoring teacher, and the parents must fill out and return the Minnewaukan Public School Acceptable Use Policy.

# CELL PHONE AND ELECTRONIC DEVICE POLICY

To minimize distractions, academic dishonesty, and theft, a cell phone and electronic device usage policy has been developed. Cell phone and electronic device use is prohibited from **8:45 a.m. to 3:30 p.m.**  Cell phones and iPod’s will be allowed during dinner hour ONLY. Use is interpreted as using any cell phone or iPod function or feature, not just the sending or receiving of calls. This includes the use in hallways, restrooms, offices, or any other places in and on school grounds. **Cell phones and iPods must be turned off and kept out of sight.** If a student needs to use their phone, they must come to the office and receive permission to use their phone.

Students who choose to use or have the cell phone or other device in sight will be referred for disciplinary action to the administration and the following disciplinary action will occur:

* First & second offense: Cell phone or device will be confiscated by staff at the time of the incident and turned into the office; students may pick up the cell phone at the end of the day. Referral will be written at the time of the incident.
* Third offense: Cell phone or iPod will be confiscated by staff and a parent will have to pick up the phone or iPod from the school office.
* Fourth & further offenses: Cell phone or iPod privileges are lost for the remainder of the year. The student will receive one day of in-school suspension.

Any inappropriate use of cell phones or electronic device, including but not limited to, inappropriate photographs, text messaging, and recording/videotaping will result in confiscation of the phone or iPod, further consequences include possible police referral.

Students bring these devices to school at their own risk. Minnewaukan Public School, its faculty and staff are NOT responsible for any damaged, missing, or stolen cell phones and devices. If a student has a cell phone or device and it is damaged or stolen, the school will not utilize administrative time to investigate the incident nor will the district take any financial responsibility for the cell phone, cell phone charges and the device.

Exceptions to this cell phone policy may be made for health or unusual reasons by the administration.

# FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Education Rights and Privacy Act (FERPA) affects public schools and school records. Hopefully, the following explanations will somewhat clarify the provisions of this federal law.

Parents, guardians, and eligible students are defined as:

Parent: either natural parent of a student, unless his or her rights under the FERPA regulations have been removed by a court order. This includes a parent who contributes 50 percent or more of the financial support of a student eighteen years of age or older.

Guardian: an individual acting as a parent in the absence of the student's natural parent.

Eligible student: a student or former student who has reached eighteen years of age or enrolls in a post-secondary institution.

## Parents, guardians and eligible students have the right to:

1. Inspect and review the student's educations records.
2. Request a copy of the student's permanent record for personal use or to be mailed to a similar school or post-secondary school. When requesting a copy of a student record, a parent or student must complete a release of information form which is available at the school the student attends. Parents and eligible students must sign the form for the release of records when applicable. A reasonable charge for copies requested may be required.
3. Seek to correct parts of the student's education record which he/she believes to be inaccurate, misleading, or in violation of the student's rights. This right includes a request for a hearing to present evidence regarding which part(s) of the record be changed if the school district decides not to alter or refuses to change said record.

Specific directory information such as student's name, address, date and place of birth, major field of study, participation in officially recognized school activities, height and weight of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous school attended may be released by school officials without permission from the parent or eligible student.

If it is felt that any part of the directory information should not be released, the parent or eligible student must request same in writing during the first two weeks of the school year. This request will not cover pictures taken by the news media related to school events. The school district will make a reasonable decision whether or not to release directory information to various agencies or organizations.

Any parent or eligible student had the right to file a complaint with the Department of Education in Washington, D.C. if they believe the school has violated federal law.

The policy of the Minnewaukan Public School District has limited the disclosure of information contained in a student education record except:

1. By the prior written consent of the parent or eligible student;
2. As directory information
3. Under certain specific circumstances as permitted by federal law.

# SECTION 504 POLICY

Section 504 is an Act which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activity (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. Has a record of such impairment; or
3. Is regarded as having such an impairment.

To fulfill its obligations under Section 504, the Minnewaukan Public school district recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer. The Family Education Rights and Privacy Act (FERPA) also specifies rights related to educational rights. This act gives the parent or guardian the right to

1. Inspect and review his/her child's educational records;
2. Make copies of these records;
3. Receive a list of all individuals having access to those records;
4. Ask for an explanation of any item in the records;
5. Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and
6. A hearing on the issue if the school refuses to make the amendment. If there are questions, please feel free to contact Ron Carlson, the 504 coordinator for the school district, at phone number 701-473-5306.

# DUAL CREDIT POLICY

The Minnewaukan School Board recognizes the benefits of students being able to obtain college credits while still in High School. With that in mind the Minnewaukan School Board adopts the following Dual Credit Policy:

A Minnewaukan High School student will be allowed to enroll for dual credit as long as they meet the following criteria:

1. They have completed 14 units of high school credit;
2. They have maintained at least a 3.0 grade point average;
3. They register for class with the high school principal using a dual credit application form before the class begins.

# LOCK DOWN DRILLS

Once a month lock down drills will be practiced. If you would like to know when lock down drills will be practiced check the calendar on google calendar. During lock down drills the teachers will be required to keep their classroom doors locked all day and tell the students we are not letting anyone into the school even if we know them.

# FIRE DRILLS: GENERAL RULES

1. Upon signal, all windows and doors are to be closed upon leaving the room. Lights should remain on if on but do not turn on any additional lights.
2. Pupils are to leave all materials in the room.
3. Time will not permit the putting on of coats.
4. Pupils should move quickly, in single file, and without shoving.
5. The first two people to reach the exit should remain and hold the doors open.
6. Teachers should always bring their grade book or attendance sheet with them for attendance outside the building and all students should be accounted for at that time. All teachers should remain in their groups, on the sidewalk, at least 100 feet from the building until an all clear signal has been given.

# **MINNEWAUKAN PUBLIC SCHOOL EXIT PROCEDURE IN CASE OF FIRE**

Each class should have a person assigned to close windows and doors when leaving the room. Lights should remain on if on but do not turn on any additional lights.

1. The first room that reached the exit doors should have two students remain to hold the doors open.
2. All students should line up and leave their rooms as a group.
3. Teachers should always bring their grade books or attendance sheet outside the building and all students should be accounted for at that time.
4. All teachers should remain in their groups, on the sidewalks, well away from the building until an all clear signal has been given.

# REVIEW OF INDIVIDUAL STUDENT’S HIGH SCHOOL EDUCATION PLAN

Each high school student can, upon request, receive a consultative review of the student’s individual high school education plan at least once during each high school grade. Upon the request of the student, the school district shall provide the consultative review.