

ACGC Falcons  
Grades 5-12  
*Daily Operations*



2023-2024

## **Table of Contents**

<a href="#">Table of Contents</a>	<a href="#">2</a>
<a href="#">Channels of Communication</a>	<a href="#">4</a>
<a href="#">School Day</a>	<a href="#">4</a>
<a href="#">Bells</a>	<a href="#">4</a>
<a href="#">Assemblies/Theater</a>	<a href="#">5</a>
<a href="#">Attendance in School</a>	<a href="#">5</a>
<a href="#">Band Lettering Criteria</a>	<a href="#">7</a>
<a href="#">Calculators</a>	<a href="#">7</a>
<a href="#">Chaperones</a>	<a href="#">7</a>
<a href="#">Choir Lettering Eligibility</a>	<a href="#">7</a>
<a href="#">Class Dues</a>	<a href="#">7</a>
<a href="#">Closed Campus Regulations</a>	<a href="#">7</a>
<a href="#">Credit Recovery</a>	<a href="#">7</a>
<a href="#">School Issued Devices/Internet Rules</a>	<a href="#">7</a>
<a href="#">Student Discipline</a>	<a href="#">9</a>
<a href="#">Eligibility</a>	<a href="#">10</a>
<a href="#">Extra Activities:</a>	<a href="#">11</a>
<a href="#">Grading</a>	<a href="#">11</a>
<a href="#">Graduation Ceremony Participation</a>	<a href="#">11</a>
<a href="#">Graduation Requirements</a>	<a href="#">11</a>
<a href="#">Homeless</a>	<a href="#">12</a>
<a href="#">Honor Cord - Seniors</a>	<a href="#">12</a>
<a href="#">Honor Passes</a>	<a href="#">12</a>
<a href="#">Honor Roll</a>	<a href="#">12</a>
<a href="#">ITV</a>	<a href="#">12</a>
<a href="#">National Honor Society</a>	<a href="#">12</a>
<a href="#">Online Education</a>	<a href="#">13</a>
<a href="#">Online Payments</a>	<a href="#">13</a>
<a href="#">Passes (In school)</a>	<a href="#">13</a>
<a href="#">Permits to Leave</a>	<a href="#">13</a>
<a href="#">Post-Secondary Enrollment Options Act</a>	<a href="#">13</a>
<a href="#">Prom</a>	<a href="#">13</a>
<a href="#">Recess Policy</a>	<a href="#">14</a>
<a href="#">Report Cards / Mid-Term Reports</a>	<a href="#">14</a>
<a href="#">Schedule Changes and Withdrawals</a>	<a href="#">14</a>
<a href="#">Scholarships</a>	<a href="#">14</a>
<a href="#">Special Education</a>	<a href="#">15</a>
<a href="#">STARRS Online Academy</a>	<a href="#">15</a>
<a href="#">Student Activities</a>	<a href="#">15</a>
<a href="#">Student Council</a>	<a href="#">15</a>
<a href="#">Study Hall Guidelines</a>	<a href="#">15</a>
<a href="#">Transcripts</a>	<a href="#">16</a>

## **Channels of Communication**

Every organization has and needs an orderly process to use when challenges arise. In addition, the facilitation of student self-advocacy and communication techniques is an essential skill that ACGC endorses. To facilitate effective and clear communication processes, the channels of communication at ACGC are:

1. Student verbally communicates with the staff member.
2. Parent/guardian verbally communicates with the staff member.
3. Parent/guardian verbally communicates with the school administration.
4. Parent/guardian, student, teacher, and administration meet in person.
5. Parent/guardian contacts the Superintendent of Schools.

## **School Day**

Students are asked to arrive at the school building no earlier than 7:30 am, unless they have a scheduled morning practice or rehearsal with an adult supervisor.

The school day begins when students board the bus. Students are to come immediately into the building when getting off the bus in the morning. The first class of the day for grades 5-12 begins promptly at 7:45 am, students are expected to be in the classroom on time.

Students not involved in after-school activities are asked to leave the building by 3:35 pm. No student should be unsupervised in the building.

Staff are available from 7:15 am - 3:45 pm.

## **Bells**

The class bells ring exactly at dismissal time. Three minutes later another bell signals the beginning of the next period.

### **Hourly Schedule: Grades 9-12**

1st Hour	7:45 AM - 8:39 AM
Breakfast	8:40 AM - 8:52 AM
2nd Hour	8:55 AM - 9:49 AM
3rd Hour	9:52 AM - 10:46 AM
Homeroom	10:49 AM - 11:16 AM
4th Hour	11:19 AM - 12:13 PM
Lunch	12:14 PM - 12:39 PM
5th Hour	12:42 PM - 1:36 PM
6th Hour	1:39 PM - 2:33 PM
7th Hour	2:36 PM - 3:30 PM

### **Hourly Schedule: Grades 5-8**

Breakfast	7:45 AM - 7:57 AM
1st Hour	7:58 AM - 8:52 AM
2nd Hour	8:55 AM - 9:49 AM
3rd Hour	9:52 AM - 10:46 AM
Homeroom	10:49 AM - 11:16 AM
Lunch	11:17 AM - 11:42 AM
4th Hour	11:45 AM - 12:39 PM
5th Hour	12:42 PM - 1:36 PM
6th Hour	1:39 PM - 2:33 PM
7th Hour	2:36 PM - 3:30 PM

## **Assemblies/Theater**

Students attending assemblies or concerts will conduct themselves in a way that will show respect for those speaking or performing and reflect well on themselves and ACGC Jr/Sr High School.

1. Respect the work of the people on stage. These people have worked hard to bring the presentation to you.
  - a. Clap and cheer at appropriate times.
  - b. Enter and exit at scene breaks or between songs.
  - c. Silence your cell phone.
2. Respect the rest of the audience. They are in the theater to watch the performance – not you.
  - a. Keep your feet on the floor.
  - b. Remove hats/caps.
  - c. Be silent during a performance.
3. Respect the theater. Our theater is one of the best in the area. Keep it looking like it is new.
  - a. Keep food and beverages out of the theater.
  - b. Keep your feet on the floor, not on the seats.
  - c. Use the aisles to move from seat to seat. Stay off the seat backs and cushions.
  - d. Throw paper products into garbage and do not leave them on the theater floor.

## **Attendance in School**

Our goal is to ensure that every student attends school.

Showing up for school has a huge impact on a student's academic success starting in kindergarten and continuing through high school. As children grow older and more independent, families play a key role in making sure students get to school safely every day.

We realize some absences are unavoidable due to health problems or other circumstances. But we also know that when students miss too much school – regardless of the reason – it can cause them to fall behind academically. Students are less likely to succeed if he or she is chronically absent.

If a student will be absent, parents are asked to call the office at 320-244-4730 OR the attendance line at 320-244-4680 on the morning of the day, indicating the reason for the absence. Upon returning to school bring a note signed by a parent/guardian, doctor or an appointment card verifying your absence to the 5-12 office.

## **Excused absences**

1. Illness (5 days per semester). A note from a physician is required for each additional absence. If a student becomes ill while at school, get a pass to the office.
  - a. *Long term/chronic illness/injury* –documentation from a medical professional must be obtained. The days missed because of these types of situations that are verified with a medical excuse will not be counted in the five (5) day maximum absence rule.
2. Verified medical, dental/orthodontic, counseling, driver's license exam and other appointments at the discretion of school administration which cannot be scheduled outside of school hours. Examples which are NOT considered to be excused include: haircuts, hunting, fishing, nail appointments, pictures/portraits, car repairs, general errands, etc. Your written excuse for a medical appointment must be accompanied by an appointment card bearing the doctor's name, and the time and date of the appointment. This must be submitted to the office within three days of the appointment.
3. Conditions beyond the student's control, such as fire, flood, storm, etc. This would include inclement weather conditions, but not the following: missing the bus, not catching their ride to school, oversleeping, traffic conditions, or car problems without verification.
4. Family outings or trips taken with a parent if the principal or designee has approved the trip in advance. A maximum of five (5) days in one semester, not to exceed ten (10) days per school year, will be excused. Approval must be obtained from the principal at least five (5) school days prior to the absence.
5. Farming, communicated by a parent to ACGC. A maximum of five (5) days in one semester will be excused.
6. Compliance with any provision of a disabled student's Individualized Education Plan (IEP) or Section 504 Accommodation Plan.
7. Active duty in any military branch of the United States.
8. Mandatory court appearances.
9. Other excused absences *may be* granted when mutually agreed upon between the parents and the administration, prior approval must be granted by the high school office.

## **Exempt Absence**

The following list of items constitutes an exempt absence:

1. Participation in a school-sponsored event. This would include attending state tournaments in which ACGC is a participant provided verification of attendance is provided upon return.
2. Suspensions

3. College visitation arranged through the counselor's office in advance– one visit per semester with College/University Form completed and turned in at the office.

### Unexcused absences

Any absence which does not fall under any of the excused or exempt categories will be considered unexcused. Sleeping in or oversleeping are not considered excused absences. Additionally, an absence will be considered unexcused unless a written note by the parent or parental phone call stating a valid reason is provided to the building administration within one (1) school day of returning to school. An example of this would be if a student misses on Tuesday and returns to school on Wednesday, the student would have until 7:45 am on Thursday to have this absence addressed or it would stand as unexcused, and a consequence will be assigned.

### Truancy

It is the student/parent's responsibility to stay informed of the number of absences accumulated during each semester.

- JMC Parent / Student Access
- Contacting the school office at 320-244-4730

Notices will be sent to parents informing when

- A student has reached the 5-day per semester limit on days absent due to illness.
- A student has three unexcused absences for a single school year.
  - o A truancy officer will become involved
- A student has seven unexcused absences for a single school year.

### Loss of Credit Due to Absences

Students in grades 9-12 who reach 12 unexcused absences per semester will be removed from class and will not be given credit for the class.

- Students may file an appeal with the principal to remain in class.
  - o The Attendance Review Board made up of teachers and the principal will act on the appeal.

### Tardiness

Tardy is defined as not being in the classroom at the beginning of each period throughout the school day. Whenever possible, a parent should use the same procedure for reporting an absence (see above) if the student will be tardy. The reason for the tardy may or may not be excused, depending on the reason, and may be subject to review and approval by administration.

Students who are detained by an instructor and, as a result, late to their next class must obtain a building pass from that teacher before reporting to the next class.

Detention may be assigned if a student reaches 4 unexcused tardies per hour per semester.

### Make-up Work

Students must contact each of their teachers about making arrangements for missed work. This makes it necessary for each student to accept responsibility in the area of makeup work and assignments. All missing work/assignments and tests must be completed in the allotted time (a maximum of two days for each excused day absent), unless special arrangements have been made with the student's instructor. In the event of a long-term assignment (i.e. book report, term paper, project, etc.), the due date assigned by the teacher will apply unless the teacher is contacted prior to the due date and approves an alternative due date/or assignment.

### Unexcused Absences

Students who miss class work (including class assignments/ assessments, labs, and exams) as a result of an unexcused absence will not receive a score of more than 70% on any assignment(s)/assessment (s) or alternative assignments from the day and class in which the unexcused absence occurred.

### Suspensions

Students who miss class work (including class assignments/assessments, labs, and exams) as a result of a suspension will be allowed to receive credit for the work they missed while suspended provided that, the student hands in all assignment(s)/assessment(s) which were assigned while suspended upon the first day of returning to school. Failure to hand in all such assignment(s)/assessment(s) will result in the student receiving no credit for such assignment(s)/assessment(s)

### Truancy/Skipping Class

All students shall attend each of their assigned classes daily. Teachers are required to keep an accurate record of class attendance and report all unverified absences to the office. In cases where students are found to be skipping the class, the following measures may be taken:

1. On the first offense, the student will be assigned detention for each hour skipped.

2. The second and other offenses may result in detention, suspension, and/or additional consequences.

Truancy is defined as any absence from class without a valid excuse.

#### **Continuing Truancy**

Per MN Statute, students who miss three periods or more on three (3) or more days unexcused will be considered a continuing truant. Any student that is a continuing truant will be subject to school discipline, county/state ordinances and state statutes.

#### **Habitual Truancy**

Per MN Statute, students who miss one or more unexcused periods on seven (7) or more days are considered habitual truants. Upon habitual truancy, the school will notify the parent and the Meeker County Attorney's Office. At this time, additional action may be taken by the County Attorney. If the student continues to be truant, both the parent and the student may be subject to juvenile court proceedings.

#### **Statute 126C.05 Subd. 8. Average Daily Membership**

A pupil, regardless of age, who has been absent from school for 15 consecutive school days during the regular school year without receiving instruction in the home or hospital shall be dropped from the roll and classified as withdrawn.

#### **Band Lettering Criteria**

A letter is currently awarded after ONE score of Excellent or Superior in a solo or small ensemble. Subsequent scores of Excellent or Superior receive a pin.

#### **Calculators**

ACGC will provide students in grades 9-12 with a Texas Instrument TI-84 Plus graphing calculator. This calculator can be checked out from ACGC or students can choose to purchase their own TI-84 Plus Graphing calculator. These devices are school property and should be treated as such. Any damage that happens to school supplied devices may result in disciplinary action, as well as fees for repair or replacement.

Students will be responsible for the care of the calculator and any loss or damage it may incur.

- The estimated replacement cost is \$100.00.
- Costs may be higher or lower based on actual cost of repair.
- You are not allowed to repair/replace on your own.

#### **Chaperones**

There are times when chaperones are needed for field trips. Chaperones must have a yearly background check on file at the school. The cost is \$20.00. The link for applying is:

<https://acgcfalcons.org/volunteer>

#### **Choir Lettering Eligibility**

Students in 9th-12th grade are eligible for lettering, as long as the following is complied with:

- Students must participate in both semesters of choir.
- Students must participate in solo and ensemble contests and achieve a score of "Excellent" or above in at least two vocal related performances.

Conflicts beyond student control may be discussed with the choir director.

#### **Class Dues**

Class dues are to be used toward class events, prom, and graduation.

- Fees are to be paid by mid-term.
- 7<sup>th</sup> - 12th grade: \$20/year.

#### **Closed Campus Regulations**

ACGC Junior/Senior High School operates under the system of a closed campus. Upon arriving at school each day, all students are to remain in the school building or on school grounds until the school day ends. Students may not be in personal cars or the parking area during the school day without prior approval from the office.

#### **Credit Recovery**

Credit Recovery for students in grades 9-12 is an on-line course supervised by an ACGC teacher for students to make-up or "recover" from a failed semester course. ACGC uses STARRS Online Academy.

#### **School Issued Devices/Internet Rules**

ACGC Schools provide students with access to an internet connectable device for use to further the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. On school premises, students will be able to use their device to access the

internet provided through our network. At home, students will require a network connection to connect to class materials unless loaded for offline access.

#### Internet Access:

ACGC Schools believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed any disadvantages. But, ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. At the same time, the unregulated availability of information and communication on the internet requires that schools establish reasonable controls for lawful, efficient, and appropriate use of the technology.

Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility. Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that students will comply with district standards.

Access to the Internet will enable students to explore thousands of libraries and databases. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While reasonable precautions will be taken to supervise student use of the internet, ACGC Schools cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communications with persons outside of the school in violation of school policies/procedures and rules. The school is not responsible for the accuracy or quality of information that is obtained through the internet.

Students are responsible for good behavior on school networks just as they are in a classroom or a school hallway. General school rules for behavior and communications apply.

In accordance with School Board Policy, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility with information sources such as television, telephones, movies, radio, and other potentially offensive media.

#### Online Accounts:

ACGC Schools provide students with accounts for use with the Google Education Suite of products, with included email and document storage. These data storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that emails, chats, or files stored will always be private.

#### Electronic Devices:

ACGC Schools provide students with access to a device to be used for schoolwork. Kindergarten through 8th grade students will have access to a device that will be left at school unless a need arises to send the device home. 9th grade - 12th grade students will be assigned a device that will be kept with them throughout the school year, they will be allowed to take the device home.

These devices are school property and should be treated as such. Any damage that happens to school supplied devices may result in disciplinary action, as well as fees for repair or replacement. Students should not draw on or apply stickers to school devices.

#### Monitoring:

While students have their devices at home, parents and guardians should monitor and manage usage by the student. ACGC Schools will be monitoring device usage and school accounts both on site and while the student has their device at home.

GoGuardian is a Chrome app that allows ACGC to monitor chrome instances logged in to with a school Google Education account. This would apply to any Chromebook or Google Chrome Browser instance logged in using a school Google Education account. Chromebooks usage is monitored/filtered at school and as well as at home through GoGuardian. Parents/Guardians have the option to sign up for the parent app, which allows them to monitor student activity as well. If you would like to sign up for parent access please email [ACGC-GoGuardian@acgcfalcons.org](mailto:ACGC-GoGuardian@acgcfalcons.org) with your students name(s) and grade(s). Attempting to disable or bypass GoGuardian will result in disciplinary action.

To keep ACGC students safe while using their device, they may not:

- Create, send, or display offensive messages or pictures.
- Use obscene language.
- Harass, insult, or attack others.
- Damage computers, computer systems or computer networks.
- Violate copyright laws.

- Using another's password.
- Trespass in another's folders, work, or files.
- Intentionally waste resources, i.e., paper and ink.
- Use the network or school device for commercial purposes.
- Any use of the network to infringe on the rights of others.
- Attempt to circumvent firewalls, filters, or access controls.

Violations may result in a loss of take-home privileges as well as other disciplinary or legal action.

#### Repair/Replace:

Students will be responsible for the care of their chromebook, power supply, and case, and any loss or damage it may incur.

#### Estimated Replacement Costs:

- Device: \$435.00
- Power Cord: \$35.00
- Screen: \$100.00
- Case: \$40.00
- Missing Keys: \$10
- Keyboard: \$60
- Camera: \$10

These are estimated costs, costs may be higher or lower based on actual cost of repair. You are not allowed to repair/replace items on your own.

#### Student Discipline

The purpose of the Student Discipline 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 the Student Discipline Policy. 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.

#### State Law on Student Discipline

Minnesota Law 120A.20 states that school districts may impose the same rules and regulations on students 18-21 years of age as those imposed on students under 18. All ACGC students are expected to adhere to the same set of policies and guidelines.

#### Instructor's Authority Over Students

The instructor has authority over all students, at all times, in all areas of the school premises, any time students may be on school premises, regardless of whether school is in session or not. Students are under the jurisdiction not only of their classroom instructor, but all instructors. Students not under the supervision of a teacher or advisor after school hours are expected to leave the building.

#### General Behavior

The following incomplete list of inappropriate behavior will result in detention or suspension contingent upon the judgment of an administrator: forging of notes or passes, insubordination, vandalism, fighting, theft, extreme harassment, abusive language, throwing food, inappropriate showing of affection, threats.

#### Detention

Detention is a disciplinary procedure to be applied to those students with undesirable patterns of attendance, tardiness, and conduct. The following rules apply to detention:

1. The time for detention will be assigned in the high school office.  
**Wednesday Detention 3:30 pm-5:30 pm or Monday Detention 9 am - 11 am**  
 Tardies (4 tardies per hour/semester = detention)  
 Minor offenses/bullying
2. Skipping detention will result in additional detention or suspension.
3. No extracurricular activity, athletics, or jobs will serve as an excuse to miss detention.
4. Students assigned to detention will remain in a supervised study room for the duration of the assigned time.



5. Students will be required to complete all assigned course work presented to them and honor the rules of the detention room.

### Disciplinary Action

REMOVAL FROM CLASS "Office Referral" (Pursuant to MS 1982, 127.27 to 127.42)

A teacher may remove a student from class on these grounds:

- a. Willful conduct that materially & substantially disrupts the rights of others to an education.
- b. Willful conduct which endangers school district employees, the pupil or pupils, or the property of the school.
- c. Willful violation of any general rules & regulations specified in the ACGC Student Handbook and the Discipline Policy adopted by the ACGC School Board.

### Office Referral Procedure:

1. A student will report to the office when removed from a class.
2. Staff will notify the office or Dean of Students that a student is on his/her way to the office.
3. Students will fill out the referral form.
4. Instructors will contact parents (email, phone call, etc.) after office referrals.
5. Students will meet with administration.
6. If students do not come to the office when you are removed from class, they may be assigned detention.

### In-School Suspension

Students serving in-school suspension will not be allowed personal electronic devices and will be provided a chromebook by the school.

### Suspension from School

Suspension is the short-term exclusion of the student from school. Suspension, exclusion, and expulsion shall be utilized in accord with The Pupil Fair Dismissal Act of 2005 as amended.

The school administration may suspend students from school for one to ten days. Whether the suspension is in school or out-of-school shall be at the discretion of the administration.

If a student receives ISS or OSS he/she may not participate in practice or contest on those days.

The administration may impose or recommend longer suspensions, expulsions, or any other discipline as appropriate on a case-by-case basis.

### Suspension - Expulsion

In the event it becomes necessary to suspend, exclude or expel a student, the procedures will be governed by MSA 127.26-127.40 (Minnesota Pupil Fair Dismissal Act). Under the provisions of this law, students may be suspended or expelled from school for any of the following:

- Willful violation of any reasonable school board regulations.
- Willful conduct, which materially and substantially disrupts the rights of others to an education.
- Willful conduct, which endangers the student, other students, or school property.

Students may be suspended from school for one to ten days by the administration when warranted. Whether suspension shall be served in school or out of school shall be at the discretion of the administration.

The school board upon recommendation by the principal may impose expulsions. Expulsions may be for the remainder of the school year or less and may occur after the ACGC School Board has held a hearing in accordance with the law. In all cases involving suspension for more than one day, parents or guardians will be notified in accordance with the Minnesota Fair Pupil Dismissal Act of 1974.

If suspension occurs during the last few days of school, it shall carry into the next school year for sophomores and juniors. For seniors, the duration of the suspension shall be completed before a diploma is issued. If there are any school activities during the suspension period, including commencement, the student will not be permitted to participate.

The principal may impose or recommend longer suspension, expulsion, or any other discipline as appropriate on a case-by-case basis.

### Eligibility

Academic Eligibility for Activities: Athletics, Speech, One Act, Small/Large Group Band/Choir sanctioned by MSHSL as determined by most recent failure/incomplete list.

- Athletics - 2 weeks at semester and mid-semester ineligible until passing.
- Fine Arts - 1 event.

- FFA – Students need to be passing at the time of the event as determined by the most recent failure/incomplete list.

If the school has been notified by law enforcement agencies that a student has had a legal violation the student involved will be ineligible for one year from the date of the incident to represent the school in Homecoming as king or queen candidate, emcee, class attendant, or as class speaker for commencement.

### **Extra Activities:**

A student must be in school a minimum of ½ day (4 hours) in order to participate in extracurricular activities. Any student who develops a pattern of tardiness or absenteeism following or preceding extra-curricular activities will be warned once followed by a one-week event suspension for the second violation and a season suspension for the 3rd violation. Senior high (9-12) activity fee is \$100 per activity. Junior high (7 and 8) activity fee is \$60 per activity. There is a Family cap of \$300. Students must pay their activity fee prior to the first scrimmage or contest in any given sport or activity. One time per year Fine Arts Activity fee covers: Fall Play, Speech, One Act.

- Activities requiring a fee to participate: FFA, One-Act Play, School Play (stage appearance only), Wrestling, Basketball, Volleyball, Football, Softball, Track, Golf, Baseball, Dance, Cheerleading, Speech
- Activities requiring no fee to participate: Student Council, Math League, Knowledge Bowl, and National Honor Society.

All school activities governed by MSHSL shall abide by the same eligibility policy.

All activity trips will travel to and from events using the shortest or most efficient route. All students riding the bus home from an event will be required to return to the place the trip originated. If the bus travels through Atwater, Cosmos or Grove City on the way to the event, prior arrangements must be made with the coach to let the student off on the way back. No extra miles will be traveled to return a student to their hometown.

### **Grading**

Challenges to a grade may be made up to two (2) weeks past the posting of a grade. Students should contact their teacher.

### **Grading Scale**

<b>Grade</b>	<b>Range</b>
<b>A+</b>	97-100
<b>A</b>	93-96
<b>A-</b>	90-92
<b>B+</b>	87-89
<b>B</b>	83-86
<b>B-</b>	80-82
<b>C+</b>	77-79
<b>C</b>	73-76
<b>C-</b>	70-72
<b>D+</b>	67-69
<b>D</b>	63-66
<b>D-</b>	60-62
<b>F</b>	0-59

### **Graduation Ceremony Participation**

To participate in the ACGC graduation ceremony, a senior must have completed forty-eight (48) semester credits from grades 9-12 to participate. A certified letter from our guidance counselor will be sent to parents ten (10) days prior to graduation to notify them of their child's nonparticipation in the graduation ceremony due to lack of credits. In the event a senior fails because of their final exams, the parents will be notified by telephone. All projects and assignments are due from seniors according to the due dates given by the teacher and extensions will not be allowed.

### **Graduation Requirements**

Total credits needed for graduation is 48. Each semester of class counts as one semester of credit. Seniors also need to complete standards in ten areas of learning, which are embedded into the coursework.

Required:

8 semesters of English	8 semesters of Social Studies
6 semesters of Math	6 semesters of Science
1 semester of Phy Ed	1 semester of Health
2 semesters of Fine Arts	1 semester of Careers/Personal Finance
15 semesters of electives	

## **Homeless**

The McKinney-Vento Homeless Assistance Act (as reauthorized by Title X, Part C of the No Child Left Behind Act) defines homeless as follows:

The term "homeless children and youths"

- a. Means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and (B) includes—
  - i. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
  - ii. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a) (2) (C).
  - iii. Children and youths who are living in cars, parks, and public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
  - iv. Migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Parents/Guardians and/or students may meet confidentially with our liaison, Misty Langseth.

## **Honor Cord - Seniors**

Single honor cord status will be determined by a cumulative 3.5 – 3.99 GPA at completion of 1<sup>st</sup> semester of senior year. Double honor cord (1 purple, 1 gold) is determined by a cumulative 4.0 GPA or above.

## **Honor Passes**

Seniors may apply for an honor pass. Honor passes are awarded at the beginning of each semester. To receive an honor pass, students must have good attendance, punctuality, a clean discipline record, be a good citizen of the school and have good academic standing. In addition, in order to qualify, seniors must achieve a minimum cumulative GPA of 3.0. Students with an incomplete will not be considered for an honor pass until the incomplete is changed to a grade.

In addition, any student with an honor pass who has a G.P.A that falls below a 3.0 as a senior will have their honor pass revoked the next semester. Any senior who receives a failing grade from the previous semester will have their honor pass revoked. Seniors may have their honor pass reinstated by applying with administration and meeting the criteria mentioned above.

Students with honor passes are exempt from a study hall and may report to the commons area, media center, hallway or a supervising teacher's classroom.

Applications will be available from the Dean of Students.

## **Honor Roll**

Straight A – GPA of 4.0                      A – GPA 3.99 - 3.667                      B – GPA of 3.666 - 3.0  
Students enrolled with 50% or greater of Pass/Fail courses do not qualify for honor roll.

## **ITV**

Students:

- Must have a good attendance record.
- Be on track to graduate with class.
- Be a self-starter – independent learner.

## **National Honor Society**

Students do not apply for membership in the NHS; instead, they provide information to be used by a Faculty Council selection committee (selected by the principal) to support their candidacy for membership. While a GPA of 3.5 or higher is necessary to have and maintain membership, NHS is more than just an honor roll. Members are selected based on qualities of scholarship, leadership, character, and service.

Upon completion of the first semester, any students in grades 10-12 who desire to be recognized publicly for their accomplishments and privately for their commitment to continued excellence should consider membership in NHS. Those interested should complete the student activity information form that can be found on the ACGC website on the "activities tab". The form should be completed, printed, signed, and turned in to the NHS Advisor by the specified deadline.

### **Online Education**

ACGC supports online education as a viable methodology for the delivery of direct instruction. Online education should provide an opportunity for students to accelerate curriculum, to complete curriculum, and to provide learning opportunities in areas not available to the student due to scheduling or uniqueness of offering.

Considerations for online education may include:

1. The course is not offered at the high school.
2. Although the course is offered at the high school, the student will not be able to take it due to an unavoidable scheduling conflict.
3. The course will serve as a supplement to extend instruction to those students who would be unable to attend classroom instruction.
4. The student has been expelled from the regular school setting, but educational services are to be continued.
5. In unique situations where there is consensus among student, teacher, and administrative staff that, due to the specific needs of the student, whether it is to accelerate and reinforce learning or for advanced learning opportunities, the student would require an additional service.
6. Students taking such courses must be enrolled in the district and take the courses during the regular school day at the school site.

Recommendations for taking online courses may come from the student, the teacher, or the parent. The school principal, in consultation with staff, shall make the final determination as to the acceptability of the course and, upon approval, shall fund the course from the school budget. Consideration by the principal and school staff should include the educational workload of the student, the eligibility of the student to take such a course, equitable access, and prerequisites.

### **Online Payments**

On-line payments can be made through JMC Parent Access under the category of tuition and fees.

Parents/guardians may pay for school-related fees and products online, either by echeck or credit card. The following items may be paid for online at this time: lunch accounts, sports/activity fees, class dues, class fees, driver's education, school age childcare, school readiness/preschool tuition, and donations to the school.

For more information contact the district office at 320-244-4700.

### **Passes (In school)**

In-school passes are required whenever a student leaves the classroom or study hall to which he/she is assigned to go to another part of the building. The teacher or supervisor in charge of the room the student is leaving issues the passes.

### **Permits to Leave**

If a student must leave school during the school day, the following procedures must be followed:

1. Students may not leave the building to go to their car during the day without permission from staff.
2. The student's parents must contact the school office personnel with the time and reason for the student to be released from school, the student must sign out in the office.
3. Upon the arrival of such a request, the student will be issued a pass stating the time to be excused. This is to be presented to the teacher in the class period affected. ALL STUDENTS MUST HAVE a permit to leave the building prior to leaving the school grounds. If a student leaves the building without a pass, absent unexcused will be recorded. Students who leave school without the appropriate notification will be considered truant/absent unexcused.
4. When the student returns to school, the student must sign in at the school office.

### **Post-Secondary Enrollment Options Act**

All public school 10th, 11th and 12th grade students are eligible to participate in this program. The purpose of the program is to promote programs, rigorous educational pursuits, and provide a wider variety of options to high school students by enabling 11th and 12th graders to enroll full time or part time, without cost to them, in a non-sectarian course or program in eligible Minnesota post-secondary institutions. Please call the high school if you have any questions about these options. PSEO students may use an ACGC Chromebook.

### **Prom**

The following are the policies set for Prom:

- Minimum age of guests: 10th grade. Maximum age of guest: 20 years old. ID is required for verification of age.
- To attend Prom students must be in attendance in school the Friday immediately preceding Prom.

- Students must ride to and from prom with transportation provided by the Prom Committee.
- Students/parents need to submit addresses and phone numbers of where parents can be reached during prom, in case of an emergency.
- Students must be in "good standing" to attend Prom. The term "good standing" shall mean that the student is eligible under the conditions and requirements of ACGC. A student not in good standing will be determined by the principal/superintendent acting on the authority of the local board of education.
- All participants must follow ACGC rules and policies.

### **Recess Policy**

Students in grade 5 are expected to participate in recess each day. The following guidelines are used during cold weather (wind chill temperatures):

- -10 or below the students stay inside
- -9 and above students outside for full recess

Students should dress appropriately for the weather during the winter months. Students are encouraged to wear hats, mittens, boots, and snow pants.

### **Report Cards / Mid-Term Reports**

Report cards are generated by semester for grades 5-12.

Mid-term report cards are generated at mid-semester with the purpose of notifying the parent/guardian of failing or borderline grades prior to the end of the grading period.

### **Schedule Changes and Withdrawals**

Student schedules will be completed prior to the beginning of the school. Students and parents will have access to student schedules on JMC. Schedules can be changed at the beginning of the semester.

**A student cannot change their schedule 3 days** after the semester has begun.

Students must register for five (5) academic classes. Students may not have two (2) study halls.

### **Scholarships**

There are a number of scholarships students earn through achievement in academics, athletics or both, that may or may not require an application. Check with the guidance counselor for details.

(List subject to change.)

Louis A. Roberg Scholarship  
 Beack-Thompson / American Legion Scholarship  
 Norgaard Educational Trust Scholarship  
 Bruce Palm Memorial Scholarship  
 Meeker Cooperative Electric Trust Scholarship  
 Bushmills Scholarship  
 Harvest Bank (Good Student) Scholarship  
 Bruce Palm Memorial Scholarship  
 Harvest Bank (Ag) Scholarship  
 Education Fund Samsted-Jensen Legion Scholarship  
 Home State Bank (Ag) Scholarship  
 First State Bank of Grove City Scholarship  
 Home State Bank (Top Student) Scholarship  
 Grove City Alumni Scholarship  
 ACGC Alumni Scholarship  
 Grove City Lions Scholarship  
 ACGC Faculty Scholarship  
 Harold Bjur Scholarship  
 ACGC Youth Wrestling Scholarship  
 Helen & Ruth Peterson Scholarship  
 ACGC NHS Scholarship  
 Shonta Peterson Memorial Scholarship  
 Atwater Area Lions Scholarship  
 Lake Lillian Civic & Commerce Association Scholarship  
 Adams Family Scholarship  
 Marv Otto Scholarship  
 Nick Lilleberg Memorial Scholarship  
 Jennifer (Witte) Norine Memorial Scholarship  
 Zachary Junkermeier Memorial Scholarship  
 BluEarth Renewables Scholarship

The School Counselor will meet with seniors each year to help prepare for scholarships.

### **Special Education**

Independent School District #2396 provides special services for students with disabilities. The following procedure for special services referrals is followed as policy.

1. Any teacher may refer a child to special services. When making the referral, the teacher or parents will use the special forms available from the special education department.
2. The building principal and/or the Child Study Coordinator will determine the disposition of each referral.
3. A group of staff members which includes special education teacher(s), an administrator, the child's regular education teacher, and the referring teacher will meet to review each child referred for special services. The needs of each child will be reviewed, and consideration given to how those needs can best be met. (SAT team)
4. At this review, appropriate testing, staff and parent involvement, assignment of responsibilities and a timeline for follow-up activities will be discussed.

Parent permission must be obtained prior to assessment. Students who do not qualify for Special Services but have a disability, which hinders their educational process, may qualify for help under Section 504 of the Rehabilitation Act of 1973.

### **STARRS Online Academy**

Helping students achieve their potential through individualized educational opportunities.

Approved by MDE, STARRS Online Academy is a non-diploma program that expands educational opportunities for students. With the ability to remain enrolled in their home district, students can take STARRS Online Academy online courses to continue to meet their graduation requirements. These courses are taught by Minnesota licensed teachers who specialize in online teaching using interactive and engaging course experiences. This program also meets Minnesota Academic Standards and uses assessment tools to measure student progress.

Offering STARRS Online Academy gives alternatives to students who may be:

- Looking for courses not offered in their district.
- Looking for flexibility.
- Credit deficient and wanting to graduate.
- Struggling with a traditional school environment.

### **Student Activities**

ACGC JSHS offers the following student activities:

Baseball	Girls Track
Boys Basketball	Knowledge Bowl
Boys Golf	Math League
Boys Track	National Honor Society
One Act Play/Musical	Band
Dance Team	Softball
Drama	
FFA	Student Council
Football	Volleyball
Girls Basketball	Wrestling
Girls Golf	

### **Student Council**

The Student Council was organized to serve as a connecting link between the student body, the faculty, and the administration. The Student Council is a school organization designed to serve the students by planning special activities, organizing student events, and acting as an intermediary between the faculty and students.

### **Study Hall Guidelines**

As the name implies, students should be encouraged/allowed to "study" in this location.

1. Be sure to check the midterms and failure lists to ensure students listed on the lists stay in study hall to get caught up on work, reading, or study for tests.
2. No cell phone use by students that are failing or missing assignments.
3. Let's work to create the conditions in study halls that students who want/need to study are allowed to do so and those who "forget" to study and need to, are not allowed out.
4. If you have a student who is failing, communicate with the study hall teacher about work that needs to be completed.

**Transcripts**

If you need a transcript, please give advance notice to the ACGC High School office or counselor.