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# AITKIN HIGH SCHOOL

## Student/Parent Handbook

### 2017-18

Welcome to the 2017-18 school year at Aitkin High School. Aitkin High School strives to meet the needs of all students and has an outstanding reputation for quality and excellence. Aitkin High School offers a wide variety of courses to provide students with an opportunity to learn, develop, and pursue their academic interests for their success. Our faculty is highly trained and deeply committed to student learning and their academic success. We hope that the coming school year proves to be successful and productive for you and your student(s) and would encourage you to have your student(s) become involved in one or more of the many extracurricular activities and sports that are offered to all students at Aitkin High School.

The purpose of this handbook is to acquaint students, parents, and guardians with our regulations and school rules that govern the school. Both the students and parents/guardians should become familiar with the policies, procedures, rules, and guidelines associated with Aitkin High School. This handbook is meant to serve as a guide – not every circumstance or event can be anticipated; and therefore students are subject to all district rules, regulations, and policies, as well as the interpretation by school officials. For a complete list of adopted board policies, please contact the School District Office at 218-927-7101. The School Board and School Administration reserve the right to make changes to school policy and the handbook when needed or required by state or local statute. Changes to the handbook will be posted in the high school office.

The rules and state regulations that govern the school's day-to-day operations included in this handbook are extensions of the School Board policy. Failure to read and become familiar with this handbook does not excuse students from the rules and regulations described within. Personal factors or contradictory advice from any other source are not acceptable grounds for seeking exemptions from these rules and regulations.

Our goal for each student is to help maximize each one's potential in a welcoming and safe environment. We will do everything we can to help you make the most of the 2017-18 school year at Aitkin High School. Have a great year!

# Mission Statement

Our MISSION is to empower students to be lifelong learners and productive citizens through the use of a comprehensive curriculum with high expectations in a safe 21<sup>st</sup> Century learning environment.

WE VALUE.....

**The Whole Student:** Academic, emotional, social

**Fostering Independence:** Knowledge, skills, productivity, technology

**Collaboration:** Partnership with colleagues, parents and community

**Safe and Caring Environment:** Positive climate for staff and students with clear expectations

**Continuous Improvement:** Purposeful, focused professional development

**High Standards/Expectations:** Data to measure practices and achievement

## Aitkin Public Schools Supervisor Contact Information

**Aitkin High School**  
**306 2<sup>nd</sup> St. NW**  
**Aitkin, MN 56431**  
**218-927-2115**

		Telephone Extension
Superintendent:	Brad Kelvington	3420
Business Manager	Tiffany Gustin	3422
High School Principal	Paul Karelis	3403
HS Assistant Principal	Chad Pederson	3401
Activities Director:	Jason Cline	3402
Bus Garage:	Thomas Bruss	3359
Head Custodian:	James Bright	3133

Aitkin I.S.D. #0001 strives to provide a safe and appropriate education for its students. The District also works to maintain a safe non-threatening environment for students and staff. The School District assigns as Contact Person:

High School Principal, Paul Karelis: 218-927-7113

INDEPENDENT SCHOOL DISTRICT NO.0001  
AITKIN, MINNESOTA 56431

2017-2018 School Calendar

August 21	Bus Drivers' In-Service
August 28-30	Teacher Workshops – All Staff
August 30	H.S. Parent Night Activity
August 31	Kindercamp
September 4	Labor Day – No School
September 5	School Begins
September 5 & 6	Entrance Conferences
October 12	High School Conferences 4:30 p.m. – 8:20 p.m.
October 19 & 20	Professional Meetings – No School
November 3	End 1 <sup>st</sup> Quarter (42 days)
November 9	No School (Elem. Conf. all day and eve.) (H.S. Teachers In-Service)
November 10	No School
November 23-24	Thanksgiving Break – No School
December 14	H.S. Conferences, 4:30 p.m. – 8:20 p.m.
December 25 – Jan. 1	Christmas Break – No School
January 2	School Resumes
January 19	End of 2 <sup>nd</sup> Quarter (45 days)
	End of 1 <sup>st</sup> Semester (87 days)
January 22	No School Teacher In-Service
February 16	No School
February 19	No School Presidents' Day
March 1	H.S. Conferences, 4:30 p.m. - 8:20 p.m.
March 8	No School (Elem. Conf. all day and eve.) (H.S. Teachers In-Service)
March 9	No School
March 28	End of 3 <sup>rd</sup> Quarter (43 days)
March 29-30	Easter Break-No School
April 2	Easter Break – No School
April 27	No School Staff In-Service
May 28	No School-Memorial Day
May 31	Last Day of Classes for Students
	Elementary Schools - Final Marking Period (41 days)
	End of 2 <sup>nd</sup> Semester (84 days)
June 1	1/2 Day-Teachers' Workshop, a.m.
	Graduation

## 2017-18 Regular Time Schedule (Grades 7-12)

Period 1 & Announcements	8:20 - 9:10
Period 2	9:14 - 10:04
Period 3	10:08 - 10:58
Period 4	11:02 - 11:54
<i>Lunch 4A</i>	11:02 - 11:28
<i>Study Hall</i>	
<i>Lunch 4B</i>	11:28 - 11:54
<i>Study Hall</i>	
Period 5	11:58 - 12:50
<i>Lunch 5A</i>	11:58 - 12:24
<i>Study Hall</i>	
<i>Lunch 5B</i>	12:24 - 12:50
<i>Study Hall</i>	
Period 6	12:54 - 1:44
Period 7	1:48 - 2:38
Period 8 (I.S.)	2:42 - 3:20

# AITKIN HIGH SCHOOL – Rules, Procedures and Practices

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

## **STUDENT CODE OF RESPONSIBILITY & EXPECTATIONS**

### **All students have the responsibility:**

- Show proper respect for the authority of all school staff, parents, and adults, and in general shall demonstrate good citizenship at school or school-sponsored events home and away.
- To be aware of and obey all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- Use proper names to address school personnel.
- Not engage in any behavior that interrupts the learning process
- Refrain from intentionally damaging, attempting to steal, or stealing school or private property.
- To attend school daily, except when excused, and to be on time to all classes and other school functions;
- Help keep the building clean from graffiti and/or other types of vandalism.
- Please recognize that some types of physical interaction between males and females are inappropriate in the school setting.
- Appropriate dress and respect is important to a positive learning environment.
- Please refrain from swearing, teasing, rude gestures, put-downs, and inappropriate clothing.
- To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- To make necessary arrangements for making up work when absent from school;
- To assist the school staff in maintaining a safe school for all students;
- To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- To be aware of and comply with federal, state, and local laws;
- To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- To recognize and respect the rights of others.

### **PERSONAL DISPLAYS OF AFFECTION**

Students are expected to behave in a manner that is appropriate for the school; personal displays of affection between students are not allowed.

## STUDENT/PARENT CONCERNS

At Aitkin High School, we encourage and appreciate parental input and feedback. When discussing your ideas and/or concerns, we ask that you consider talking to your child's teacher or coach first. Although we encourage contact with the classroom teacher first, we recognize that there are times when alternative contacts are necessary. In those cases, please use the following guideline (note that if the concern is about a person in the line of process, please move to the next level):

1. Teacher contact
2. Building Principal contact
3. Superintendent contact
4. School Board Member contact

(Athletics)

1. Coach
2. Athletic Director
3. Principal
4. Superintendent
5. School Board Member

### CLASSROOM EXPECTATIONS

Students should be in their seat with all appropriate materials for class. Students checking out of class should sign out from the class. Only one student at a time may leave class on a pass. Students are expected to be on task the entire class period. Study time allowed during class time should be used wisely. Mutual respect between teachers and students, and students to students is encouraged in order to promote a positive learning environment.

- Respect yourself—Show self-respect by demonstrating the qualities of good character that you value in others and that will allow you to feel personal pride. Pay attention to your appearance, promptness, cooperation, preparedness and language. Work to your potential.
- Respect others – Be polite and courteous to others and accept their individuality. Value the opinion of others and their right to have different views.
- Respect property – Treat school property and the property of others better than if it were your own. Return borrowed items in the same condition, as they were when you received them. Replace anything that you damage or lose. Never mistreat or vandalize others property.

## ACADEMICS

### AITKIN HIGH SCHOOL WEIGHTING SYSTEM

The following system will be used for weighting of grades in classes and determining the class rank, for scholarship purposes, honor roll, and any academic honors:

#### **Weighted Courses:**

College Algebra III\*

College American Literature\*

College American Government\*

College Athletic Training\*

College Calculus I/II\*

College Pre-Calculus\*

College Chemistry\*

College Choir\*

College Composition\*

College Economics\*

College Human Biology\*

College Human Geography\*

College International Relations\*

College Personal Fitness\*

College Physics\*

College Psychology\*

College Public Speaking\*

College Recreational Life Skills\*

Spanish III\*

Pre-Calculus\*

**Point (Grading Scales)**

**Weighted Courses:**

A+	4.5	C+	2.7
A	4.5	C	2.5
A-	4.3	C-	2.3
B+	3.7	D+	1.7
B	3.5	D	1.5
B-	3.3	D-	1.3
		F	0

**All Other Courses:**

A+	4.0	C+	2.2
A	4.0	C	2.0
A-	3.8	C-	1.8
B+	3.2	D+	1.2
B	3.0	D	1.0
B-	2.8	D-	.8
		F	0

Other Provisions:

**A. Class Rank:**

Courses in grades 9-12 will be used to determine senior high class rank. Students must earn the minimum number of credits (24) per year to be included on the class rank. Credits toward class rank will be accepted as follows:

1. Letter grades and credits will be accepted from other public schools.
2. Credits will be accepted from accredited private schools or state approved nontraditional schools.
3. Nontraditional schools will include home schools, alternative schools, treatment programs, and juvenile detention centers.
4. PSEO students who take a course that is a concurrent enrollment course at Aitkin High School will receive the same grade points.
5. Final grade point average for seniors will be calculated after 1<sup>st</sup> semester.

**B. Valedictorian/Salutatorian:**

The Aitkin valedictorian and salutatorian must complete/meet all graduation requirements as defined by the State of Minnesota. They must also pass all Basic Skills Tests, MCA, or State required tests as defined by the State of Minnesota for their graduating class.

Students must obtain the required number of credits based off the Credit Conversion Chart (page 10) during grades 9-12 in Aitkin High School to be eligible for valedictorian or salutatorian:



1. The weighting system will be in effect for determining the honor roll for all classes, 9-12. The honor roll will be calculated for all classes on the 4.0-point system.
2. To be placed on the "A" Honor Roll, a student's grades must average 3.8 points. To be placed on the "B" Honor Roll, a student's grades must average 3.0 points.
3. All senior high subjects will be used to compute the Honor Roll. Classes which meet less than a full period or less than 5 times per week will be counted as ½ credit.
4. Departments may make recommendations for other courses to be added to the weighted course list if courses of study show the courses to be of similar difficulty.
5. Asterisk (\*) will be used after the course name on the student's transcript and report card to indicate that it is a weighted class. # will be used after the course name on the student's transcript and report card to indicate that the curriculum used for the class has been modified. Modified courses will be included in determining the honor roll, but will not be included for determining class rank.
6. A student must have been in attendance full time at Aitkin High School all three grades (10, 11 and 12) to be eligible for the Sweetman Scholarship.
7. The senior high counselor will identify the students with the top ten grade point averages and class ranking.
8. On, or approximately, April 15 of each year the valedictorian and salutatorian of the graduating class will be determined.

### **GRADUATION REQUIREMENTS**

1. The administration shall have the responsibility to certify students for graduation to the Board of Education.
2. A student shall be certified for graduation and a diploma granted only when all requirements for graduation have been met and only those students receiving diplomas shall be allowed to participate in commencement activities.
3. A student who has not completed all of the requirements for graduation will be considered a member of that graduation class only if all requirements for graduation have been satisfactorily completed by the end of the subsequent fall quarter of that year.
4. Starting in 2014-2015, Aitkin High School switched from a trimester based system to a semester based system. The chart below outlines the credits requirements that need to be met for graduation.

Conversion factor:

Quarter class = .5 credit

1 semester class = 1 credit

Yearlong class = 2 credits

Trimester class = 1 credit

<b>Required credits for class of</b>	<b>2019 and beyond</b>	<b>2018</b>
English 9,10,11,12	8 semester credits	8 semester credits
Social Social 9, Am. Hist, World Cultures, Civics, Economics	8 Semester credits	7 Semester credits
Science Phy.Science 9, Biology 10, Chemistry, or Physics	6 semester credits	6 semester credits
Math Algebra I, Algebra II, Geometry, Statistics,	7 semester credits	7 semester credits
PE Phy Ed. 9/10 or 1 credit from JV or Varsity Sports.	2 semester credits	2 semester credits
Health Health 9	1 semester credit	1 semester credit
Fine Arts One year Equivalent 2 Sem.credit or 3 Sem. Credits or a combination of both.	2 semester credits	2 semester credits
Electives Trimester or Sem. Credits.	11 semesters credits	12 semesters credits
Total	45 semester	45 semester

☆ In addition to the credit requirements, listed above, all students must meet State Testing requirements in order to receive an Aitkin High School Diploma.

## **GRADUATION**

Only students that have successfully completed all Aitkin High School graduation requirements and have passing scores on the Minnesota Comprehensive Assessments exams and are in good standing are eligible to participate in Aitkin High School graduation ceremonies. Students are encouraged to see the high school counselor to monitor their academic progress.

Students participating in graduation ceremonies must adhere to rules and policies for the graduation ceremony set by school administration, including dress and conduct.

### **Graduation with Honors/Highest Honors and Honors Diploma Requirements**

Students graduating with honors or highest honors must be enrolled at AHS their entire senior year in order to receive "Honors" or "Highest Honors" status.

The GPA calculation for graduation with highest honors and honors will be tentatively completed at the end of the third quarter of the senior year. Students who "retire" from academic endeavors and achievement during fourth quarter may forfeit Honors or Highest Honors status. The school reserves the right to monitor grades and progress through fourth quarter. The final class rank will be determined after all fourth quarter grades are processed.

#### **Graduation with Highest Honors**

Seniors earning a GPA of 3.75000 - 4.00000 for grades 9-12 will be recognized as those graduating with highest academic honors and will wear gold honor cords. The GPA calculation does not extend beyond 5 decimal places and there will be no rounding off of the GPA. These students will be awarded an "Honors Diploma".

#### **Graduation with Honors**

Students earning a 3.50000 - 3.74999 cumulative GPA grades 9-12 will be recognized as those graduating with honors and will wear white honor cords. The GPA calculation does not extend beyond 5 decimal places and there will be no rounding off of the GPA. These students will be awarded an "Honors Diploma".

Students who have demonstrated unacceptable/inappropriate citizenship in the school or community during the last three years of high school may forfeit their opportunity to graduate with Highest Honors or Honors. Examples of unacceptable citizenship include: acts of violence, acts of damage to school or community buildings, offenses including drugs and alcohol and other instances of significantly unacceptable misconduct. The high school administration will have the discretion in making the final decision.

## **INCOMPLETE GRADES**

A student may be given an incomplete if they have fallen behind due to medical/health reasons or some kind of family catastrophic event that has prohibited them from completing all required work. Incompletes should be approved by the principal and completed within two weeks from the end of the grading period unless prior arrangements are made with the instructor and administration.

## **MAKEUP WORK**

Students will be allowed 2 days for each day of excused absence to complete work missed and submit it to the teacher(s). Makeup work submitted after the allowed time will be graded and recorded in the grade book under the discretion of the teacher. Teachers will have the right to determine if students will be allowed to make up work in each class for unexcused absences.

## **PROCEDURE FOR STUDENTS TO DROP OR ADD COURSES**

All schedule changes should take place before the first day of each quarter/semester, including independent studies, job shadows and IS (8<sup>th</sup> hour) changes. However, the following procedure will be followed in situations where students request to drop or add a class *after* the quarter/semester starts:

1. A student may make a request to the principal and/or counselors to drop a class. This request must be made within the first 3 class sessions of the start of the quarter.

### **Reasons to drop or add a course:**

- a. Scheduling/selection error (course previously taken, failed to pass a prerequisite, need a required class, etc).
  - b. Student is misplaced in the scheduled class (level of rigor does not match the student's capabilities).
  - c. Student has decided to change his/her career pathway and new request reflects that change.
2. Students must have a parent's signature **and** an instructor's signature to drop a course.
  3. Courses dropped after the 3rd day will be recorded as an "F". The principal may make exceptions to this policy if there are extenuating circumstances.

## **PASS/FAIL CLASS OFFERINGS**

Aitkin High School offers a pass/fail grade option. The following restrictions apply for this grading options:

- ✓ Pass/Fail will be an option for use in electives only.
- ✓ Students may take a Pass/Fail for one class each quarter/semester
- ✓ Administration will determine which courses are available as Pass/Fail.
- ✓ The option to take a class as a Pass/Fail class must be determined at the start of the quarter.
- ✓ Students will be expected to maintain standards established by the teacher in order to earn a 'satisfactory' grade.

## **REPEATING COURSES**

A student may repeat a course to improve a grade or for better understanding of the content area. Only one of the classes may count toward the required credits.

## **INDEPENDENT STUDY CLASSES**

In order to take an Independent Study class, 5 other classes must be taken for a letter grade. Independent study arrangements must have written permission of the (I.S.) Independent Study teacher, the Counselor and High School Principal. Independent Study Classes are limited to the senior year of high school. A student may not accumulate more than 1.0 credit in independent study, unless otherwise authorized by the High School Principal.

## **MINNESOTA STATE UNIVERSITIES- RECOMMENDED HIGH SCHOOL PREPARATION**

- 4 years of English
- 3 years of Mathematics (2 years of Algebra and one year of Geometry)
- 3 years of Science (including at least one year of each: Biological and a Physical Science)
- 3.5 years of Social Studies (including one year of each of U. S. History and one year of Geography)
- 2 years of single world language
- 1 year of world cultures or the arts

### **POST SECONDARY ENROLLMENT OPTION (PSEO)**

High school students wishing to exercise their rights to enroll in courses at post-secondary institutions are to follow the procedures outlined below:

- a. Student participating in the PSEO programs at CLC in Brainerd, a senior must have a minimum GPA of 2.5, a junior must have a minimum GPA of 3.0, and a sophomore must have a score of “meets or exceeds” proficiency on their 8<sup>th</sup> grade reading MCA test.
- b. If a student wishes to take classes at AHS in addition to classes at CLC, the student will provide his/her counselor with information regarding what high school courses he/she wishes to enroll in a minimum of 2 weeks prior to the start of the new semester at the high school.
- c. Students earning an “F” in any post-secondary course are no longer eligible for the program and must take classes at the high school.
- d. Students attending PSEO classes are required to inform the AHS counseling office of their progress at mid-semester and final grade as soon as they are available.
- e. In order to be considered a full time post-secondary student, a senior or junior must take 12 college credits each semester (6.0 AHS credits each semester). Students taking less than 12 credits must also take classes at the high school to fulfill the credit requirements.
- f. Students enrolled in this program must take courses that have a numeric designation of 1000 or higher and these courses must meet during the regular school term.
- g. Student must understand that they will not be allowed to leave early or arrive late to high school classes in order to accommodate their post-secondary schedule.
- h. Students must make prior arrangements with college professors in the case of scheduling conflicts between the High School and College schedules.

**NOTE:** All college classes taken to meet a high school graduation requirement must be pre-approved by a counselor or principal. Students are then expected to provide their PSEO schedule to the counselor two weeks prior to the start of the college semester.

### **COLLEGE IN THE SCHOOL (CITS)**

Aitkin High School offers a variety of concurrent college courses through UMD and Central Lake Colleges (CLC). If a student meets the criteria for taking a college course, they can register for the classes listed as college classes in the handbook. Please keep in mind, however, that they are college courses, and students will need to put in extra effort and time to complete these courses successfully. If a student is unsure of the curriculum, it would be best to meet with the teacher prior to taking the course to know what is expected of them. To qualify for CITS courses:

- Juniors must have a cumulative GPA of 3.0
- Seniors must have a cumulative GPA of 2.5
- Students must take the Accuplacer test and earn a qualifying score to participate in or receive college credit for CITS courses.

## **Building Management/ Procedures**

**Aitkin High School is under constant electronic surveillance. Video surveillance evidence of students who are involved in inappropriate activity or violations of school policies may be used in administrative investigations or referred to law enforcement for criminal charges. District 1 reserves the right to use video monitoring devices within all buildings, grounds and on school buses.**

### **Age of Majority**

In accordance with recent legislation, the following policy shall govern students over 18 years of age:

1. Any student, regardless of age, who resides with his/her parents, must have parental verification on all absences and other requests for dismissal from school.
2. No student, regardless of age, may serve as a chaperone for another student.
3. The Minnesota High School League training rules, District 1 policies and rules are still considered in effect whether the student is over the age of 18 or not.
4. The conduct of all students under 22 years of age attending a public secondary school shall be governed by a single set of reasonable rules and regulations as adopted by the local board of education.

### **BOOK BAGS/BACKPACKS**

Students may bring materials to school in book bags/backpacks, but book bags/backpacks and purses, etc. must be left in student assigned lockers.

### **BULLYING PROHIBITION (See Appendix for District Bullying Policy)**

### **FOOD IN THE CLASSROOM**

It is at the discretion of the classroom instructor whether or not food is allowed in the classroom. Food items that may be brought into the classroom must be contained in a wrapper and of an individual serving size, clear beverages in appropriate containers are allowable. No food is to be brought out of the cafeteria into the classrooms.

### **CANINE INSPECTIONS**

Detection canines for prohibited substances and items are routinely used at the AHS campus and adjoining areas in order to provide a safer learning environment. These searches may include all lockers and/or vehicles on school property. (Aitkin High School or District 1 is not responsible for any damages incurred to vehicles or personal property during canine searches).

### **DIRECTORY INFORMATION**

Aitkin Public Schools will release and make public certain information during the 2017-18 school year. Public information may include the names, pictures, height, weight, and class designation of students' participating/attending in extracurricular activities, school events and High School League activities or receiving awards or honors. Parents may request in writing that their directory information not be released by making a written request to the Superintendent's Office by September 15, 2017.

### **GENERAL HALL INFORMATION**

Students are asked to be quiet and respectful in the halls and classrooms. Students are permitted to be in the locker areas, cafeteria or working with a staff member during the time before 1<sup>st</sup> period. Running in the halls is not acceptable. It is important that you learn to move rapidly through the building, but running makes it unsafe for others. Start to go to your next class as soon as you can and keep moving. You will find that you can easily make it without running. **The building is closed to students after 4:00 p.m. each day unless supervised by a teacher.** There are many activities in the building after this time, but only participants are allowed to stay. Students that are waiting for an activity to begin or for a ride are required to wait in the commons area by the 8<sup>th</sup> grade lockers.

## **MEDIA CENTER INFORMATION**

Students will not be allowed to go to the Media Center unless they present a pass from a classroom teacher or a pass from media center staff. Students should have an individual pass when coming to and from the library. These passes are to be properly stamped and time recorded when they leave the Media Center.

**Media Center Hours:** The high school media center is open from 7:30 a.m. – 4:00 p.m. on school days.

**Printing:** The Media Center printer is for printing school assignments only; no personal use is allowed.

**Charging Towers:** Students using the charging towers are required to keep their locker door locked at all times. Students will be held financially responsible for items that are lost or stolen from an unlocked locker.

Unsecured items are NOT covered by the school insurance policy. Repeated failure to secure locker doors will result in a behavior referral.

Food and beverages are NOT allowed in the Media Center.

**Lending Policy and Borrower Responsibilities:** Students may check out a total of two books at a time. The loan period for books is 14 days. In order to keep frequently requested books available to other patrons, books may be renewed one time. If a book is overdue for more than one week, it must be returned before an additional book can be checked out.

**Overdue, Lost and Damaged Materials:** A weekly notice will be sent to students with overdue library books. Overdue books are included in the total number of items that a student may check out. Materials 30 days or more overdue are considered “lost” and are assessed a fine for replacement. Students will be held financially responsible for the replacement cost of lost or damaged materials. Checkout privileges will be suspended until fines have been paid. At the end of the school year, outstanding fines from lost or damaged books will be billed through Infinite Campus and a bill will be mailed home.

## **FEES AND FINES**

Textbooks, workbooks and other materials are furnished free to students and they are held responsible for their condition. The school will charge an appropriate replacement fee for textbooks, workbooks or other materials that are lost or destroyed.

## **NOON PERIODS/LUNCH**

Lunch will be served during Periods 4 and 5. Each period will be split into A and B lunch periods.

All grades will have a closed lunch period. During the lunch period students are not allowed in the halls of the building or classrooms unless they are meeting with a teacher for help or going to the resource center to work on assigned projects. Seniors may be in the locker area during this time. Students will be permitted to go into the halls in time to get to their next classes. All others must have passes.

The price of hot lunch or the salad bar will be determined by the Board of Education. Hot lunch or the salad bar can only be purchased by using your lunch account number. In order to do this the students must first put money into their family lunch account. Money should be deposited into your lunch account before school in the cafeteria. The first lunch that a student purchases on their account on any given day reflects Federal reimbursement. Additional lunches purchased on the same day do not receive Federal reimbursement, therefore students will be charged the full lunch. A la carte items can also be purchased during lunch from the school vending area. Students must have cash in order to purchase these items. Applications for free or reduced lunch can be picked up in the District Office, or in the Principal's office in either of the schools.

Students are not to use any other students' lunch account numbers under any circumstances. Students that receive free or reduced meals and allow other students to use their lunch account numbers are in direct

violation of Federal Law. On the 1st violation the student will receive a warning. On the 2nd violation the student will be referred to the Assistant Principal or Principal.

### **CAMERAS/RECORDING DEVICES**

**Use of any photographic device, film camera, digital camera, cell phone camera, video camera, any and all devices that are capable of capturing images, this includes audio recording and recording image video with and without sound, etc. ... that infringes upon the rights of others is strictly prohibited. Misuse of any such device in a school locker room, bathroom or elsewhere in a way that violates the personal privacy of the individual may result in school discipline or referral to law enforcement.**

### **POSTERS AND NOTICES**

Only approved notices and posters may be displayed on bulletin boards or walls. Please contact the Principal's office for permission to post a notice. Administration must sign all posted materials before they are displayed.

### **LOCKERS – DO NOT LEAVE VALUABLES IN YOUR LOCKER!**

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct inspection of the interior of the lockers at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable, after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

### **LOCKERS**

An individual locker is provided for each student. The student is responsible for providing his/her own combination or key lock. A key and/or combination must be provided to the school. Do not share your combination with anyone else. The school has no responsibility for lost or stolen items.

**Plan your day so you will need to visit your locker only at these times:** There is just not enough time to go to your locker at other times, such as between classes

1. Before school in the morning
2. At lunch
3. At the end of the day

### **VANDALISM OR DAMAGE TO SCHOOL PROPERTY**

Students that intentionally damage school property or are involved in an incident that could have been avoided by demonstrating better judgment will be required to pay for damages, (e.g. broken back boards, windows, etc.). The only exception where a student will not have to pay for a broken backboard is if the incident occurs during a scheduled athletic contest.

### **INTERNET USE POLICY**

The use of the district's network must be in support of education and research and consistent with the educational objectives of the Aitkin Public Schools.

The use of technology and the Internet is a privilege, not a right, and inappropriate or unauthorized use will result in disciplinary action, including the termination of those privileges.



Students are expected to use the Internet in an ethical and educational manner. Students caught downloading or using the Internet inappropriately will be subject to disciplinary consequences up to and including suspension and expulsion.

**MACBOOK AIR 1:1 (SEE APPENDIX FOR MACBOOK AIR ACCEPTABLE USE POLICY)**

**DUE PROCESS**

Actions that may result in suspension, exclusion or expulsion of a student from school shall be subject to the "Pupil Fair Dismissal Act of 1974". The constitutional rights of individuals assure the protection of due process of law.

**TOBACCO**

Aitkin Public Schools prohibits the use/possession of tobacco or any product containing, made or derived from tobacco, intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product including electronic cigarettes on school grounds or at school events. This policy includes all school district property and all off-campus events sponsored by the school district. Persons in violation of this policy are subject to disciplinary action as deemed by school district administration.

**HARASSMENT POLICY: RACIAL, RELIGIOUS, SEXUAL AND VIOLENCE:**

Everyone at Aitkin Public School District has the right to feel respected and safe. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, with regard to public assistance, sexual orientation, or disability.

- I. Everyone at District #0001 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.
- II. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:
  - a. Name calling, jokes or rumors;
  - b. Pulling on clothing;
  - c. Graffiti;
  - d. Notes or cartoons;
  - e. Unwelcome touching of a person or clothing;
  - f. Offensive or graphic posters or book covers; or
  - g. Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad
- III. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officers, Mr. Pederson or Mr. Karelis.
- IV. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
- V. Your right to privacy will be respected as much as possible.
- VI. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.

VII. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have made a report of harassment.

This is a summary of the School District policy against religious, racial and sexual harassment and violence. Complete policies are available in the District Office upon request.

### **INSURANCE**

Insurance coverage for injuries that happen in school are not covered by the District.

### **FIRE DRILLS**

There will be five fire drills a year. At fire drills, all persons are to leave the school building as quickly as possible by the exit designated by the classroom you are in when the alarm sounds. If you are in the hallway or if the designated exit is blocked for some reason, take the nearest available exit. Move quickly and quietly to leave the building, as this is safest in the event of a real need to leave. Don't stop at lockers. When you get out of the building, move as far away from the building as you can without endangering yourself. Regulations say that all students move at least 100 feet from the building. Avoid crossing Highway 210 because crossing the highway may be more dangerous than the fire. Stay away from all hydrants in the area since firemen may need to find these quickly in the event of a fire. If you are standing around them, they are not clearly visible.

### **LOCKDOWN DRILLS**

There will be five lockdown drills during the school year. An announcement will be made over the intercom to begin the lockdown **DRILL**. Staff should lock their doors and turn off the lights, and place a sheet of paper in the hall in front of their door. Students who are in the hallway during the start of the drill should report to the nearest classroom. No one should be admitted into the rooms after the drill begins.

### **SEVERE WEATHER (Tornado) DRILL**

Aitkin High School will perform one Tornado drill in correspondence with the State of Minnesota's severe weather drill in April.

## **STUDENT ATTENDANCE**

### **PHILOSOPHY**

The complex process of education is maximized with continuity of instruction, classroom participation and interaction, experiences and observations gained during classroom learning activities, and the interaction and communications with instructors. This established principle of education underlies and gives purpose to the requirement of compulsory attendance in Minnesota and every other state in the nation. A pattern of regular attendance established in school will benefit the learner now, and will transfer to future schooling and into the workplace.

#### **I. PURPOSE**

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between

teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

## II. GENERAL STATEMENT OF POLICY

### A. Responsibilities

#### 1. Student's Responsibility

- To attend and participate in all classes.
- When a student absence occurs, students are responsible to obtain and complete all makeup work.
- To obtain an admit slip to classes he/she missed. The admit slip should be picked up in the high school office before school begins upon returning to school from an absence.
- To complete a pre-arranged field trip form for family vacations, retreats or college visits with the office and teachers.

#### 2. Parent's or Guardian's Responsibility

- To ensure the student regularly attends school and participates in class activities and instruction.
- To inform the school in the event of a student absence.
- To work cooperatively with the school and the student to solve attendance problems that may arise.
- **To CALL THE HIGH SCHOOL OFFICE between 7:30 a.m. and 8:00 a.m. on the day of the absence or prior to the absence and provide a reason why the student will be absent. Parents/Guardians should call 218-927-2115, Extension 3500, or email [jfallgren@isd1.org](mailto:jfallgren@isd1.org) to report absences. Failure to report absences in this timely manner will result in consequences. The absence will be considered unexcused which may result in students being turned in for Truancy, (ISS) In-School Suspension, grade reduction and or loss of privileges for the student.**

#### 3. Teacher's Responsibility

- To take daily attendance and maintain accurate attendance records in each assigned class and study halls.
- To be familiar with all procedures governing attendance and to apply procedures uniformly.
- To provide all students that have been absent with assignments, and or assessments upon request.
- To work cooperatively with the student, parents and/or guardians to resolve any attendance problems that may arise.

#### 4. **Administrator's Responsibility**

- To enforce uniformly all district and state attendance policies to all students.
- To maintain accurate records on student attendance and be able to prepare a list of the previous day's absences stating the status of each.
- To inform parents or guardians of a student with poor attendance (Send a 3 & 5-day letter indicating student's attendance problems).
- To work cooperatively with parents/guardians and students to solve attendance problems.

→ In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. # 120A22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, for completion of state and school district's required standards for graduation unless the student's attendance has been excused by the school board, the student has withdrawn, or has a valid excuse for being absent.

#### 5. **Removal of Students from Class**

Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents.

When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy.

"Removal from class" and "removal" mean any actions taken by a teacher, administrator, or other school district employee to prohibit a student from attending a class or activity for a period of time not to exceed five (5) days, pursuant to this discipline policy.

#### B. **Attendance Procedures**

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

Learning is enhanced by regular attendance. The education process requires a continuity of instruction, classroom participation, guided practice along with support and encouragement from the parents/guardians in order for students to obtain their maximum educational benefit. Regular attendance in well-planned instructional activities taught by competent instructors is vital to the learning process. A good pattern of attendance established in school will benefit the learner now, and will help ensure future successes in postsecondary education/training and in the workplace. Student absences will be recorded as either excused or unexcused.

When students are absent from school, a note stating the reason for the absence from the parent or legal guardian excusing the student's absence must be presented to the high school

office within two days of the absence or the absence will automatically be recorded as an unexcused absence. Emails will not be accepted. The school administration reserves the right to refuse or accept any note excusing a student's absence depending on the circumstances of the absence.

### **Excused Absences**

To be considered an excused absence, the student's parent or legal guardian must verify, in writing, the reason for the student's absence from school, in advance or within two (2) school days after the absence.

1. Illness
2. Pre-arranged family vacation (**limit of 5 consecutive days per semester**)
3. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.

### **Exempt Absences**

(Requires proper documentation to be officially coded as exempt) (doctor's notes, documentation from licensed health care professionals, court subpoenas and other official documentation not generated by parents or guardians).

1. Court ordered appearances
2. Funeral
3. Serious illness in the immediate family or family emergency – parent, siblings, grandparents
4. Medical / dental appointments (may require note from physician's office)
5. Pre-arranged school sponsored activity / field trip (if pre-arranged by teacher/advisor or student)
6. Pre-arranged college visits (limit of 2 days per year for 11-12 grade students)
7. Physical emergency conditions such as fire, flood and or storm damage, etc.
8. Active duty in any military branch of the United States.

### **Excessive Absenteeism**

All absences, even if excused, negatively impact a student's education. **If students exceed 10 total absences (excused or unexcused) in a year, a parent/guardian conference will be required to review circumstances surrounding the absenteeism.** Based on the findings of the conference, a doctor's note to verify condition or other official verification may be required prior to excusing subsequent absences. Excessive absenteeism will limit opportunities to pre-arrange an absence to attend school-sponsored activities. It is the responsibility of the parent and student to arrange for an attendance conference.

### **<sup>2</sup> Pre-Arranged Absences**

Parents/advisors must notify the office of the request to pre-arrange an absence **3 days prior** to the departure. At that time, the student will obtain a **pre-arranged absence form** from the office and have teachers and/or a parent complete the appropriate information for family vacations, college visits, or field trips. **Make-up time for pre-arranged absences will be one day for each day absent.** Administration reserves the right to use discretion in the pre-arrangement criteria. Students will also pre-arrange school field trips to ensure their eligibility is appropriate. Students that have excessive absences will not be allowed to participate in field trips/school sponsored activities that require time out of class without a principal's permission.

## College Visits

Authorized only when a student has pre-approval. Pre-approval requires filling out and returning the Post High School Visitation Form into the attendance office **three days prior** to the college visit. Two college visits will be excused if pre-arranged.

## Unexcused Absences

Examples include but are not limited to:

1. Skipping
2. Walking out of class, left class early without permission, arriving more than 15 minutes late to class
3. Oversleeping, alarm didn't work, parent didn't wake me
4. Hair appointments, picture appointments, shopping, outdoor activities
5. Transportation problems, car trouble, ride was late
6. Work (at a non-school sponsored program) or other work related activities, babysitting or watching family members
7. Leaving the building for any reason without permission or signing out in the office
8. Other absences not defined as school authorized or excused including no reason given for an absence
9. A student who misses more than 15 minutes of class will be considered absent unexcused.

## Consequences for Unexcused Absences

- **Office Intervention**-Initially, 2 hours of before or after school detention and/or loss of privileges for each unexcused absence per class. Consequences will escalate for repeat offenders to possibly include ISS, community/school service or OSS.
- Students assigned detention, ISS or OSS for unexcused absences or attendance issues will be ineligible to participate in any co-curricular club or extracurricular activity until all detention has been served.
- With administration discretion, an attendance contract may be written to extend the possibility of receiving credit.
- A letter will be sent informing the parent/guardian when a student has 3 and 5 unexcused absences. **Home Intervention**-Parent contact or meeting. Home intervention is at the discretion of the parent.
- **County Intervention - Habitual truants** will be referred to County Social Services and Court Services. **Habitual truants** are students that have an unexcused absence from one or more classes for 7 or more days in a school year.

## Tardies

Any student that arrives to class after the beginning bell has sounded will be marked tardy unless otherwise indicated by the teacher.

- A student who arrives after class begins without a pass is considered tardy.
- **A student who arrives more than five minutes after class begins is considered excessively tardy and should be sent to the office for an admit slip. (4 excessive tardies will equal 1 hour of unexcused absence, which will result in 2 hours of detention)**
- **A student who reports to class without a pass and is late by more than 15 minutes will be considered absent unexcused.**

### **Consequences for Unexcused Tardies**

- **Office Intervention- One hour of detention will be assigned for 4 tardies in each class per quarter. Students will also receive an additional hour of detention for every tardy after their fourth.**
- **Home Intervention -Parent contact or meeting.**

### **III. DISSEMINATION OF POLICY**

Copies of this policy shall be available to all students and parents in the Student-Parent Handbook and on the district website. This policy shall also be available upon request in each principal's office.

### **IV. REQUIRED REPORTING**

#### **A. Continuing Truant**

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

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

#### **B. Reporting Responsibility**

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

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. The 5-day letter will be sent to parents, students, Aitkin County Health and Human Services, and the County Attorney.
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260C;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

**C. Habitual Truant**

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under Minn. Stat. sec 120A.22, subdivision 8.
2. A school district attendance officer or other designated school official shall refer a habitual truant child and the child’s parent or legal guardian to the appropriate services, authorities, and procedures, under Minn. Stat. Ch. 260A and Ch. 260C.

The School Board and School Administration reserve the right to make changes to this handbook when needed. Changes to the handbook will be posted in the high school office.

**D. Withdrawal from School**

Any student who is 17 years old who seeks to withdraw from school, must have the parent/guardian:

1. attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities; and
2. sign a written election to withdraw from school.

**EXCLUSIONS TO THE ABSENTEE POLICY:**

Any and all school-sponsored activities, which includes (but is not limited to): field trips, team events, and competitions. Verification of participation by sponsor, advisor, or coach is required.

**LOSS OF CREDIT/DAY LIMITATION FOR UNEXCUSED ABSENCES:**

Students at the Aitkin Middle School and the Aitkin High School must achieve a passing grade, complete all course work and tests, and not exceed acceptable attendance guidelines to receive credit. In the event a student does exceed the above stated attendance requirement the student may be placed on academic probation and/or credit denied.

**FORGED NOTE**

Students who forge the name of any other person will be subject to disciplinary consequences. This includes signing a parent/guardian’s name or staff member’s name. Even if the parent or guardian is aware of the note, it will be considered forged.

**LOST AND FOUND**

Students who find lost articles are asked to take them to the office. The owner can then claim these items at the high school office.

**STUDENT DRIVING**

Students are encouraged to ride the bus rather than drive if they live in the country. However, if you do drive, student parking lots are furnished for you on the north and east side of the school. Students are not to drive or ride in cars or any other motor vehicle during school hours including noon hour, unless they have written permission from their parents and a school administrator. Students may be allowed to drive with



permission from a school administrator in emergency situations. Students that choose to drive without permission will be assigned after school detention. Parking lots are school property and students using school parking lots are subject to having their vehicles searched by school officials with reasonable suspicion that a violation is occurring.

### **RELEASE OF ILL STUDENTS/STUDENT VEHICLES**

The Aitkin School District recognizes its responsibility for the health and safety of all students during school hours. **Because of the obvious safety considerations, students who are too ill to continue in school cannot be given responsibility to drive themselves home from school.** Parents or guardians will be notified when a child is ill to the extent that the child is unable to return to class. An ill student can be released from school to a parent, guardian or other adult authorized with verbal or by written authorization by the parent/guardian.

### **HAZING PROHIBITION (SEE APPENDIX FOR DISTRICT POLICY # 526 )**

### **TENNESSEN WARNING**

The principal/principal's designee is responsible for investigating discipline situations in the school. Students with information pertinent to a situation are required to cooperate with the investigation. Noncooperation may subject the student to disciplinary action. Other than school officials, no one else will receive the information shared by a student (exceptions may be MSHSL infractions and suspected criminal activity).

### **FUNDRAISING**

All fundraising activities must be school-sponsored and approved by the advisor of the club/organization and the School Board.

### **PERSONAL ELECTRONIC DEVICES**

Aitkin High School believes that the use of Personal Electronic Devices (cell phones, iPods, I Pads, MP3 players, etc.) is a privilege and can be an acceptable form of communication and an educational tool that requires responsible use by all students. Students are allowed the responsible use of PEDs before and after school, in the halls between classes, and during their lunch period in the commons area only. PEDs are allowed in instructional areas with the explicit permission of the teacher or other supervising adult. Use of PEDs in other areas such as bathrooms or other non-specified areas is not allowed and may result in disciplinary referrals including confiscation of PED, loss of PED privileges, suspension from school or school-sponsored events. PEDs may be searched by school administration or their designee if there is a reasonable suspicion that a school rule or regulation violation linked to PED use has occurred. This policy also applies to students riding Aitkin Public School buses.

**First offense** – Loss of the device for the day. It may be picked up in the school office at the end of the school day.

**Second offense** – Loss of the device. The device will be returned to the parent/guardian at the end of the school day.

**Third or any further offense** – Loss of PED for two weeks – picked up by parents after two weeks.

### **VISITORS**

Visitors must receive permission from the office before visiting classes or being in the building. Parents are encouraged to visit. Teachers will be able to identify a visitor by the visitor pass that must be worn on the chest the entire day. NO student visitors will be allowed during class time at the middle school and high

school. Students attending AHS may bring a guest to dances by following the procedure in the school dance/prom policy. Persons violating the visitor policy will be referred to law enforcement.

### **SCHOOL DANCES/PROM**

For the purpose of clarification, grades 7 - 8 may attend middle level dances and 9 - 12 may attend senior high dances.

General Dance Regulations include:

- a. The outside doors will be locked and no one will be admitted 1 hour after the beginning time of the dance.
- b. Any students that leave before the dance is over will not be allowed to re-enter.
- c. All out of school guests must be registered in the principal's office by 3:00 p.m. the day of the dance and must have a guest pass.
- d. All guests from other schools attending an Aitkin High School dance must not have any discipline referrals from their school.
- e. Age limit of guests should not be older than 20 the day of the dance.

**Prom--** Prom is intended only for juniors and seniors in attendance at Aitkin High School or enrolled at Aitkin High School and attending a post-secondary institution. All prom guests must be at least in the 10th grade to attend the prom. Age limit of guests should not be older than 20 the day of the dance.

### **HOMECOMING/SNO DAZE CORONATION**

Homecoming and Sno Daze are meant to be a very important part of the school culture. Hopefully, the activities associated with these two events are fun and add interest and pride to our school. Students selected by their peers to be part of the coronation and royalty must be in attendance periods 1-4 in order to participate in the coronation activity. Extenuating circumstances over which the student/parent has no control may be allowed if approved in advance by the high school principal.

### **PLEDGE OF ALLEGIANCE**

Aitkin I.S.D. #0001, in its schools, will lead students in the recitation of the Pledge of Allegiance at least once per week. Any student or teacher may decline participation. "Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice."

### **PASSES**

Passes are necessary if a student leaves a room that he/she is assigned. They may be obtained either from the teacher requesting the student or from the teacher excusing the student. The teacher excusing the student always has the right to turn down a pass. Locker and lavatory passes will be issued at the discretion of the teacher.

Special passes, such as those out of the building, are obtained by presenting a note from your parent/guardian to the Assistant Principal or his designated secretary. Prior to leaving, the student is required to sign out of the building and upon return sign back into the building. It is expected that students will take the shortest route to their destination and back. Students that do not follow this procedure will be counted as unexcused.

## **EXTRACURRICULAR ACTIVITIES**

### **ATHLETIC FEES**

The Board of Education has determined that the school district will support extracurricular offerings at \$500 per participant per sport maximum. At this point in time the only activity affected appears to be boys' and girls' hockey. Participants in grades 9-12 that are in activities other than hockey will be required to pay \$100.00 per sport per season. Students in grades 7-8 will be required to pay \$55.00 per sport per season. There is a family cap of \$400.00 for all sports and activities. All sports fees must be paid before participation begins in each sport. Fees are paid to the Principal's Office. All sports are included in this policy.

7-8 <sup>th</sup> Grades	\$55.00
9-12 <sup>th</sup> Grades	\$100.00

### **NONSPORT ACTIVITY FEE**

Non-sports/Fine Arts activity fee is \$55.00 per activity and a family cap of \$400.00.

### **HOCKEY PARTICIPANTS**

Students in grades 9-12 participating in boy's or girl's hockey are required to provide a deposit or partial payment of \$300.00 prior to participation. Those dollars will be held (cash unspent, checks uncashed) until the season ends and final bills come out. Booster clubs can make a total deposit for all participants in one check if they wish. At the season's end and when total costs are known, the district's \$500 plus the \$300 deposits will be credited, with the balance billed to each family or a booster group depending on the instructions of the participants. If we've collected too much, we'll refund the balance or, if a student does not make the varsity, all the dollars will be refunded. These students will also have to pay sports fee that the association requires for the year for participation in hockey.

### **SPORTSMANSHIP POLICY**

#### **Spectators**

1. All cheering should be directed to the support of each team rather than against the opposition or game officials.
2. Accept the decisions of the officials.
3. Mechanical noisemakers, (bells, buzzers, horns, megaphones, whistles and confetti) are not to be used.
4. Practices such as stomping on the bleachers and use of musical instruments indiscriminately should be discouraged

### **MINNESOTA STATE HIGH SCHOOL LEAGUE VIOLATIONS**

As a member school of the Minnesota State High School League, Aitkin High School will enforce the league rules and consequences as determined by the league. Students who choose to use mood-altering chemicals or to participate in sexual harassment/violence will lose eligibility as determined by MSHSL. As determined by Board policy, violations accumulate from grades 7-12. Each school year a MSHSL Parent Permit and Health Questionnaire will be distributed to each student prior to participation in league activities. This form also includes a detailed explanation of league rules and penalties. It is the responsibility of the student, parent and/or guardian to read and sign MSHSL Eligibility information sheets prior to student participation in league activities. Specific questions regarding league rules should be addressed to the principal or activities director. In the event MSHSL policy changes, MSHSL policy will supersede district policy in order for Independent School District #0001 to be in compliance with league rules.

## **ALCOHOL, TOBACCO, DRUGS**

During the calendar year (Jan 1<sup>st</sup> – Dec. 31<sup>st</sup>), regardless of the quantity, a student shall not: (1) use or consume, have in possession a beverage containing alcohol; (2) use or consume or have in possession tobacco; or (3) use or consume, have in possession, buy, sell or distribute any other controlled substances including prescription drugs.

A student suspected of violating the alcohol consumption rule, may request of the administration a “breathalyzer” test to establish innocence.

Students who lost eligibility due to a violation of the alcohol, tobacco, drug, or general eligibility rules, will need to satisfy that condition in a sport they have previously participated in during grades 7-12.

## **ATHLETICS, CHEERLEADING, SPEECH, DEBATE, CLUBS**

1<sup>ST</sup> VIOLATION: Penalty: After confirmation of the 1<sup>st</sup> violation the student shall lose eligibility for the next TWO (2) CONSECUTIVE INTERSCHOLASTIC EVENTS OR two (2) weeks of the season in which the student is a participant, whichever is greater. No exceptions will be granted for students who become a participant in a treatment program. Two weeks means 14 days.

2<sup>nd</sup> VIOLATION: Penalty: After confirmation of the 2<sup>nd</sup> violation the student shall lose eligibility for three weeks or the next six (6) CONSECUTIVE INTERSCHOLASTIC EVENTS in which the student is a participant, whichever is greater. No exceptions will be granted for students who become a participant in a treatment program. Three weeks means 21 days.

3<sup>rd</sup> VIOLATION: Penalty: After confirmation of the 3<sup>rd</sup> violation the student shall lose eligibility for four (4) weeks or the next twelve (12) CONSECUTIVE INTERSCHOLASTIC EVENTS in which the student is a participant. No exceptions will be granted for students who become a participant in a treatment programs. 4 weeks means 28 days.

Accumulative Penalties: Penalties shall be accumulative, beginning with the student’s participation in Varsity, Junior Varsity, B-Squad or sophomore activities.

## **SCHOLASTIC ELIGIBILITY AND ATTENDANCE REQUIREMENTS FOR PARTICIPATION IN THE AITKIN HIGH SCHOOL EXTRACURRICULAR PROGRAM**

### PURPOSE

The Board of Education recognizes the importance of student participation in the extracurricular activities offered at Aitkin High School. In order to continue participation in the extracurricular program, however, every student must be making satisfactory academic progress toward the school’s graduation requirements. The following policy is established to define satisfactory progress as it relates to scholastic eligibility for participation in Aitkin High School extracurricular activities:

### ELIGIBILITY GUIDELINES

1. Academic eligibility will be checked every two weeks by the Activities Director. Students who have a failing grade will be placed on academic probation for two weeks. Students are eligible to participate and compete in extracurricular events while on academic probation.
2. If at the end of the two-week academic probation period students have a failing grade in any subject, they will then become ineligible until they are passing in all classes. Note that students are able to participate in practice while they are academically ineligible.
3. Students will remain academically ineligible until they have passing grades in all subjects
4. If students receive a failing grade at the end of a quarter/semester, they will be ineligible for the first two weeks or first two competitive events (whichever is longer) of the next

quarter/semester. If after that time, they have passing grades in all subjects, they become academically eligible.

Ineligibility will carry over from spring quarter/semester to the following fall. If students receive a failing grade at the end of spring quarter/semester, they will be ineligible for the first two weeks or first two competitive events (whichever is longer) of the fall season. After that time, they will be placed on academic probation until the first grade check of the school year is completed. If the student has a failing grade in any subject, they will then become ineligible until they are passing in all classes.

5. Determination of eligibility will be made on Monday or the first day school is in session following the biweekly grade reports. It is the instructor's responsibility to ensure that Infinite Campus is up-to-date every two weeks so that the Activities Director can run biweekly grade checks to determine eligibility.

#### ATTENDANCE FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITY/EVENTS

##### **To practice or compete in any extracurricular activity the following apply:**

1. A student must be in school a minimum of three full periods immediately prior to departure from AHS to participate in events/activities or practices. (NOT INCLUDING LUNCH)
2. If a student has an unexcused absence during the day of an extracurricular activity, detention will be assigned, and he/she will not be able to practice or represent the school in any activities that day or night.
3. If a student is suspended, he or she may not participate in any school-sponsored activity that day.
4. If a student is absent from school due to medical reasons, he or she must present a healthcare provider's note clearing the student for participation that day. The note must be presented to the activities director before the activity program.
5. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school sponsored on-the-job training programs.

#### GENERAL ELIGIBILITY

**1. GOOD STANDING** – In order to be eligible for regular season and MSHSL tournament competition a student must be a fully enrolled, as defined by the Minnesota Department of Children Families and Learning, undergraduate member of his or her school in good standing as defined in the board policy.

If a student transfers from one school to another, and at the time of transfer was not fully eligible in his or her previous school, then that student shall be ineligible in the new school as well. A student who transfers from one school to another and is not in good standing shall be ineligible until the penalty has been satisfied. A student may not transfer from one school to another and gain eligibility.

#### **2. STUDENT CODE OF RESPONSIBILITIES**

The member schools of the Minnesota State High School League believe that participation in interscholastic activities is a privilege which is accompanied by responsibility.

As a student participating in Aitkin High School's interscholastic activities, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and respect.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the rights and property of the school and others.

- I will respect and obey the rules of my school and the laws of my community, state and country.
- I will show respect to those who are responsible for enforcing the rules and my school and the laws of my community, state and country.
- Assault on any person will not be condemned by the League and will be dealt with by the school administration and the local authorities.

**NOTE:** Any allegation of sexual, racial, religious harassment violence or/hazing may also constitute a violation of the Student Code of Responsibilities.

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

### **TRAVEL TO AND FROM SCHOOL ACTIVITIES**

AHS students who are representing AHS in school athletics and activities must ride the district provided means of transportation to and from the events. Only when absolutely necessary, a parent/grandparent may make prior arrangements to pick up a student after an event. The parent/grandparent must make arrangements through the high school administration and personally meet the coach or advisor to pick up and sign out the student.

### **HOME SCHOOL PARTICIPANTS**

Home school participants may be asked to verify attendance and scholastic eligibility equal to what is expected of a public-school attendee. The teacher of record would provide that information.

## **CODE OF CONDUCT / STUDENT DISCIPLINE**

### **REMEMBER – SCHOOL IS A PUBLIC PLACE**

Good school citizenship is expected from every student. Respect for the feelings, property, and welfare of others is important in maintaining a positive school climate for all.

The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson,

- breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
  3. Gambling, including, but not limited to, playing a game of chance for stakes;
  4. Violation of the school district's Hazing Prohibition Policy (See Appendix for Hazing Policy # 526)
  5. Violation of the school district's Student Attendance Policy. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
  6. Opposition to authority using physical force or violence;
  7. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of tobacco, alcohol, narcotics, drugs, or other controlled substances, or look-alike substances, including one student sharing prescription medication with another student, except as prescribed by a physician.
  8. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug and tobacco paraphernalia;
  9. Violation of the school district's Weapons Policy (See Appendix for District's Weapons Policy #501).
  10. Violation of the school district's Harassment and Violence Prevention Policy (See Appendix for District's Harassment and Violence Prevention Policy # 525).
  11. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
  12. Violation of any local, state, or federal law as appropriate;
  13. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
  14. Violation of the school district's Internet Acceptable Use and Safety Policy (See Appendix for District's Internet Policy #524).
  15. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
  16. Driving on school property in such a manner as to endanger persons or property;
  17. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
  18. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
  19. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
  20. Possession or distribution of slanderous, libelous, or pornographic materials;
  21. Violation of the school district' Bullying Prohibition Policy;
  22. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
  23. Criminal activity;
  24. Falsification of or tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;

25. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
26. Impertinent or disrespectful language toward teachers or other school district personnel;
27. Actions, including fighting or any other assaultive behavior, verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people; which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel.
28. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
29. Violation of the school district's Distribution of Non-School-Sponsored Materials on School Premises by Students and Employees Policy;
30. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
31. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstructs the mission or operations of the school district or the safety or welfare of students or employees.

Students may be disciplined for off campus behavior that disrupts or interferes negatively with the school environment, activities, or operation of the school.

Minnesota Statute allows the use of reasonable force by a teacher, school employee, bus driver, or other agent of a school district when it is necessary under a set of circumstances to restrain a student or prevent bodily harm or death to another. This does not authorize corporal punishment, which is prohibited by law.

### **DRESS CODE**

Students are encouraged to take pride in their attire and good judgment should be used in choosing clothing to be worn to school. Students should dress in a manner that takes into account the school environment, safety, health and welfare of others. Students should avoid attention - seeking outfits that are offensive or violate the comfort level of others. Please remember that the question of acceptability is left up to the high school staff and school administration. The following articles of clothing are not appropriate in school and students may be asked to remove/change and/or be subject to disciplinary action:

1. Hats, bandanas, caps, hoods up, tube tops, spaghetti straps, low slung pants, halter-tops, shirts with one sleeve, muscle shirts, low cut shirts, exposed midriffs, and visible undergarments are all examples of dress that are unacceptable in an educational setting.
2. Holes in pants, short shorts, or miniskirts that go above the mid-thigh will not be allowed. Pants and shirts should be worn to cover all undergarments, including underwear and bra straps. Stretch pants or yoga pants are not acceptable unless they are worn with a garment that covers down to the mid-thigh.
3. Any attire that exposes too much skin deemed inappropriate by staff and/or administration will not be allowed in the school. Any student wearing inappropriate clothing will be required to change into appropriate dress attire.



4. Clothing or jewelry that promotes alcohol or tobacco products, or their use will not be accepted. Clothing with obscenities or sexual connotations will be forbidden.

Students are prohibited from wearing caps, hats, hoods up or cloth coverings (i.e. bandanas, hoods) during the academic school day (8:20 a.m. – 3:20 p.m.). Students wearing hats to school should place them in their locker before reporting to first hour and should be kept in their lockers until after school is released.

Acceptable headwear includes, hair clips, barrettes, ponytails and bandanas rolled into the form of a headband. Footwear must be worn in the building at all times due to state health mandates. Chains can be a danger and a distraction to learning. Choke chains, bike chains, logging chains, spiked collars, etc. may not be worn in school. Chains that are attached to wallets and a belt or belt loop are allowed if the chain is not more than 12 inches in length. Chains longer than 12” will be confiscated and parents must pick them up in the Principal’s Office.

### **FIGHTING/ASSAULTS/THREATS**

Fighting, assault, verbal or nonverbal threats, or any forms of intimidation and/or bullying are strictly prohibited. Students engaging in any form of these behaviors will be subject to disciplinary action by the school administration and a report may be made to law enforcement if the situation warrants.

### **SUSPENSION**

Students may be suspended from school and school-sponsored events for any willful violation of any school board rule or regulation, violations or other behaviors that significantly disrupt the educational process or other willful conduct that endangers the pupil or other pupils, or surrounding persons, or the property of the school. Suspension means an action taken by the school administration, under the rules promulgated by the School Board, prohibiting a pupil from attending school for a period of no more than 10 school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. When out-of-school suspension occurs, the school will make a reasonable effort to quickly notify the parents by telephone. The school will likewise notify the parent, in writing, the reason for the suspension. A student that has been suspended is not allowed in school or on school property for any reason until the suspension has been served. In the event the student refuses to leave, law enforcement will be called and the student will be considered to be trespassing.

### **DISCIPLINE**

As students, it is your responsibility to maintain regular attendance, make a conscientious effort in the classroom, practice self-discipline and adhere to school regulations and rules. The following student expectations, classroom expectations and study hall guidelines are necessary so that everyone may have an equal opportunity to explore and take advantage of the opportunities made available through our education program. Students who do not follow rules will face consequences in the District Discipline Policy, Student Handbook and teachers' classroom policies.

The Aitkin Middle School and High School discipline policy is a progressive policy in practice. The frequency and severity of any school rule violation will always be taken into account when assigning any school consequences. However, the principal/assistant principal reserves the authority to assign any consequences in this handbook including suspension, expulsion and exclusion and revoke any student privilege if there are extenuating circumstances regarding the violation.

**BEHAVIORAL GUIDELINES: Note: This table is intended to be used as a reference guide and is not all-inclusive. School administrators have discretion regarding matters of student discipline.**

<b>Behavioral Error</b>	<b>First Intervention</b>	<b>Second Intervention</b>	<b>Third or More Interventions</b>
Tobacco use/possession	3 days out of school suspension; referral to law enforcement	3 days out of school suspension; referral to law enforcement	5 days out of school suspension; referral to law enforcement
Alcohol/drug use/possession (including possession of paraphernalia)	5 days out of school suspension; referral to law enforcement	5-10 days out of school suspension; referral to law enforcement	5-10 days out of school suspension. Possible expulsion; change in education setting; referral to law enforcement
Alcohol/drug selling or any sexual assault or physical assault	5- 10 days out of school suspension. Possible expulsion/change in educational setting; referral to law enforcement	Possible long term suspension expulsion/change in educational setting; referral to law enforcement	Possible long term suspension expulsion/change in educational setting; referral to law enforcement
Theft	Possible: detention, suspension and restitution, referral to law enforcement	Possible: detention, suspension and restitution, referral to law enforcement	Possible: detention, suspension and restitution, referral to law enforcement
Vandalism	Possible: detention, suspension, restitution, referral to law enforcement	Possible: detention, suspension, restitution, referral to law enforcement	Possible: detention, suspension, restitution, referral to law enforcement
Fighting (physical assault)	3 -10 days out of school suspension; possible law enforcement notification	3 -10 days out of school suspension; possible law enforcement notification	5-10 days out of school suspension; possible law enforcement notification

Insubordination and/or Non-compliance	Possible: detention, suspension	Possible: detention, suspension	Possible: detention, suspension
Weapon/terroristic threat, Verbal assault, Harassment/Hazing, Skipping School, Bullying, Cyber bullying	Possible: detention, suspension, 1-5 days out of school suspension; possible referral to law enforcement	Possible: detention, suspension, 1-10 days out of school suspension; possible referral to law enforcement	Possible expulsion; change in education setting, referral to law enforcement
Inappropriate behavior (this includes bus behavior)	Possible: detention, suspension	Possible: detention, suspension	Possible: detention, suspension
Profanity	Warning; possible detention	2 hours of after school detention	1-3 days out of school suspension
Truancy	See attendance policy		
Tardies	1 hour of after school detention	2 hours of after school detention	2 hours of after school detention
Fake note	Detention and parent contact	Detention and parent contact	Detention and parent contact
Electronic Device Violation	Device taken; picked up after school by student	Device taken; picked up after school by parent	Device taken for two weeks, picked up after school by parent
Bus Violation Depends on type A or type B offense	See bus policy listed on pages 35-37	See bus policy listed on pages 35-37	See bus policy listed on pages 35-37

### **CHEATING**

Any student caught cheating on a test will receive zero credit on the test, project or assignment. At the discretion of the instructor, students may be assigned disciplinary consequences for any form of cheating.

### **DETENTION**

The principal/assistant principal may choose to assign after school detention. A detention form will be sent home when a student is assigned detention. It is the student's responsibility to contact and inform his/her parents/guardians and make the necessary arrangements to serve detention. Detention takes precedence over other after-school activities such as extracurricular practices or games and must be served before participating in the events. A student is expected to study or stay busy during the detention time. Students serving detention are required to report to the designated detention room by 3:30 p.m. unless other arrangements have been made with the principal or assistant principal. Students that fail to serve detention will be referred to the assistant principal or principal.

## **EXCLUSION AND EXPULSION**

The Board is the only authority that may exclude or expel a pupil on the recommendation of the administration. The specific steps will be in accordance with the Pupil's Fair Dismissal Act of 1974. As amended in 1997: Free or low cost legal assistance may be available to parents and pupils facing an expulsion.

## **TRANSPORTATION/BUS CONDUCT**

Bus transportation is a privilege, not a right. School buses are extensions of the school and all school rules apply to anyone being transported by Aitkin Public Schools including activity buses. Students being transported by Aitkin Public Schools are expected to conduct themselves in a manner that is respectful to others and ensures the safety of riders and the driver. The school district is not responsible for personal items/possessions left on the bus.

During regular to/from transportation, the district will strive to provide the closest and most convenient location for students to board. The board will take into consideration road conditions, turnaround opportunities, student age and safety. It is the board policy not to travel on private roads. Students may be expected to walk a distance in order to facilitate a safe, convenient boarding area. The board establishes a distance of ½ mile for K-6 grade students and one mile for 7-12 grade students as reasonable distances where students can be expected to walk to meet a bus.

The Transportation Supervisor may call a meeting with parents, students, and school administration to address transportation or bus conduct issues or concerns, however the district may revoke a student's bus riding privileges under district discipline policies, which is not subject to laws governing suspension and expulsion. As with all types of student behavior, the seriousness of one's misbehavior is often a matter of judgment by the bus driver/transportation supervisor. However, as misbehavior pertains to bus disruption, we are defining two levels of infractions, which are:

### **I. Bus Behavior**

#### **A. Serious, disruptive behavior, which includes:**

1. Fighting on the bus (physical confrontation).
2. Damage to school property (vandalism).
3. Throwing objects that may endanger the health and safety of other riders
4. Any incident that endangers the safety of others or themselves.

#### **B. Nuisance, distracting behavior, which includes:**

1. Profanity/abusive language.
2. Distracting behavior (#9 - Rules of Bus Conduct).
3. Refusal to obey the driver.
4. Littering the bus.
5. Standing when supposed to be seated; this includes moving while in route.
6. Tripping other students and other infractions as defined in "Rules of Bus Conduct."

### **II. Rules of Bus Conduct**

1. Students shall sit in the seat assigned by the bus driver.
2. Students shall remain seated always when the bus is in motion.
3. Students shall not throw any objects either in or out of the bus.
4. Students shall not take or damage other students' clothing or personal possessions.

5. Student shall not do bodily harm to other students or cause them to be emotionally distressed through threats, intimidation or embarrassments, bullying, or other prohibited conduct.
6. Students shall not abuse or destroy any part of the bus. Parents shall be held financially responsible for any damage to school property.
7. Students shall not use profane or abusive language on the bus.
8. Students shall not make improper or inappropriate gestures/touching or remarks to each other or to those outside the bus.
9. Students shall not distract other drivers.
10. Students shall not leave paper or other debris on the bus.
11. Students shall not be so loud in their conversations, etc., to distract the bus driver.
12. Students shall do as directed by the bus driver offering no resistance either physically or verbally.
13. Students shall behave in a manner that is most conducive to the safety and well-being of themselves and others on the bus.
14. At the discretion of the bus driver students may have food/drink on the bus.
15. At the discretion of the bus driver students may use electronic devices.

### III. Conduct at Bus Stops

Children's safety and behavior are a concern to all those who work with and parent children. The following statements represent the policy of I.S.D. #1: Students should be at the assigned bus stop before the expected arrival of the bus.

#### A. Rules at the Bus Stop:

1. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus.
6. Wait until the bus stops before approaching the bus.
7. After getting off the bus, move away from the bus.
8. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
9. No fighting, harassment, intimidation or horseplay.
10. No use of alcohol, tobacco, or drugs.

- B. Students who must cross a traffic lane to board should not cross without the bus stop arm extended and with the assistance of the bus driver.

**Note:** Student conduct at the bus stop area before and after school transportation is the responsibility of the parents/guardians.

### IV. Corrective Actions

#### A. Corrective Action - Type A Infraction – Serious Disruptive Behaviors:

1. **1st offense:** Written and verbal notification to the parents that the student will be suspended from the bus from 1-5 days.

2. **2nd offense:** Written and verbal notification to the parents that the student will be suspended from the bus for two weeks. A conference will be held between the student, parent, driver, and principal before the student is readmitted to the bus.
  3. **3rd offense:** Written and verbal notification that the student is suspended from the bus for the remainder of the school year.
- B. **Corrective Action** - Type B Infraction- Nuisance or Distractive Behaviors:
1. **1st offense:** Written notification to the parents of the infraction and the driver will assign a seat.
  2. **2nd offense:** Written and verbal notification to the parents of the infraction. The student is suspended from the bus from 1-5 days. The driver may assign a seat near the driver for the remainder of the school year.
  3. **3rd offense:** Written and verbal notification to the parents of the infraction. The student will be suspended from the bus for 5-10 days and readmitted after a conference is held between the student, parent, driver, and the principal. Continued offenses will result in using the corrective action for Type A Infractions, which include bus suspension, and/or removal from the bus for the remainder of the year.

## HEALTH SERVICES

**HEALTH SCREENINGS** – periodically your child may be screened to determine if there is a problem with their hearing or vision. Referrals for hearing and vision screening may come from the parent, teacher, or other educational staff. If you would like your child’s hearing or vision examined, please contact the health office.

**ILLNESS** – Student who becomes ill while at school will be sent home according to the student health office dismissal protocol. Parents/guardians will be called in the event that their child becomes ill during the school day, and if it is determined that he/she needs to go home. The parent/guardian (or other person as approved by the administration) must come to the high school to pick up their child. Students who are too ill to stay in school are not permitted to drive themselves home.

**IMMUNIZATIONS** – To enroll in school in Minnesota, children must show they’ve had the following immunizations or file a legal exemption in the office. Parents may file a medical exemption signed by a health care provider or a conscientious objection signed by a parent/guardian and notarized.

- 1 Tdap
- 3 Polio
- MMR
- Hepatitis B
- 2 Varicella vaccinations or year of chicken pox disease (Documentation must be signed by a physician)
- 1 Meningococcal

Please note that if your child does not receive the required immunization, it will be reported to the State of Minnesota that they are not in compliance with the Minnesota School Immunization requirements, and they will not be able to attend school until their immunization(s) are updated. For more information on immunization you can go to [www.health.state.mn.us/immunize](http://www.health.state.mn.us/immunize)

**MEDICATION AT SCHOOL** – We encourage medication hours to be arranged outside of the school hours if at all possible. However, we understand that there are cases when it is necessary for the child’s health that medication or/and treatments be administered in school. Students are not to carry their own medication while

in school unless there is a medical necessity; you have contacted the school nurse and have completed the district's medication permission form. Two key factors must be present before medications will be administered.

- Written permission authorizing school personnel to administer medications. Parents' consent is needed for all medication; physician consent is needed for all prescription medications. Medication permission forms are available on the district website. [www.lsd1.org](http://www.lsd1.org)

Medications given in school must be brought in an unopened original or pharmacy labeled container (labeled bottle identifying the child's name, dosage of medication, route, and physicians name for prescription medicine; sealed original labeled bottle for over-the-counter medications).

Medications brought in in plastic bags or other containers will not be accepted. Medication administered by school personnel will be kept in the health office under lock and key. Special storage requests must be discussed in advance with the school nurse. The health office will destroy unused medication not picked up by the end of the school year. School health personnel do not routinely accompany students on field trips. A teacher or designated school employee may be responsible for medication administration during field trips. Please inform the school in writing if you do not want your child to receive medication in this manner. We will do anything that we can to accommodate your child.

## **MANAGING PEANUT ALLERGIES**

In Aitkin Public Schools, we are "peanut-aware", not peanut free. We follow best practice recommendations from the Food Allergy & Anaphylaxis Network's (FAAN) School Food Allergy Program. Aitkin Public Schools is a peanut-aware facility. We are unable to control everything that is brought into our multi-use classrooms and facilities.

During lunch periods, our cafeteria is "peanut/nut aware". We no longer offer peanut butter or other foods containing nuts as a lunch option. We highly encourage that food or snack items brought from home not contain nuts. For our students with peanut/nut allergies, there is a "peanut/nut" free table available at each lunch period. Their friends may join them at this table only if their lunches do not contain any food with peanut/nuts. Our recess/cafeteria staff will closely monitor this table to make sure that it remains a peanut/nut free area.

Due to the close proximity of students to each other in the classroom, we maintain a guideline of no food containing peanuts/nuts in our classrooms for snacks or parties with those students who have been recognized as allergic to peanut/nut. This is for the protection of our students with food allergies. Healthy food options (fruits and vegetables) and prepackaged foods that list the ingredients are strongly encouraged.

### **Guidelines**

#### **School Staff**

- Ensure annual training to school staff about allergies, anaphylaxis reactions, and EpiPen® administration. (Required by MN Statute 121A.22 and 121A.2205)
- Work with the parent/guardian and Health Care Provider (HCP) to develop a plan to accommodate the student's needs.

- Teach the student who to go to if having an allergic reaction.

**Licensed School Nurse (LSN):**

- Gather information and develop an Emergency Care Plan (ECP) and Individual Health Plan (IHP).
- Work with school staff (teacher, administrator, Nutrition Services, custodian) to identify any necessary accommodations.
- Work with the building Section 504 Coordinator to develop Section 504 plan as appropriate.
- Follow district policy/procedure for medication authorization and student Self-Carry, Self-Administer procedures.
- Provide or arrange for annual staff training.

**Parent/Guardian:**

- Work with LSN and staff to develop a plan to accommodate your child’s needs.
- Provide the school with information from your Health Care Provider and authorization for emergency medication administration if needed.
- Provide properly labeled medications and replace medications when expired.
- Teach your child about their specific food allergies and their Individual Health Plan.
- Determine and/or provide “safe” food for the child to eat. Teachers, school staff, or other parents/guardians should not be put into the position of deciding if a “food is safe” such as label reading for ingredients.

## **Middle School Specific**

In addition to the previous listed policies, the following handbook section applies to our Middle School students:

**HONOR ROLL**

To be placed on the “A” Honor Roll, a student’s grades must average 3.8 points. To be placed on the “B” Honor Roll, a student’s grades must average 3.000.

The value of each grade is:

A+	4.000	C	2.000
A	4.000	C-	1.667
A-	3.667	D+	1.333
B+	3.333	D	1.000
B	3.000	D-	0.667
B-	2.667	F	0.000
C+	2.333		



### **MIDDLE SCHOOL IMPROVEMENT HONOR ROLL**

A student must show an improvement of .3 in their grade point average from the previous quarter/semester to qualify for the Improvement Honor Roll. This will be calculated. Each student will receive a certificate at the recognition program held in the spring and his/her achievement will be recognized in the display case.

\*\*Those who qualify after spring semester will receive a certificate in the mail.

### **MIDDLE SCHOOL HONORS**

For a student to qualify for Middle School Honors he/she must maintain a 3.5 or above grade point average for the first semester of the school year. Each student will receive a certificate at the recognition program held in the spring during the school day and his/her achievement will also be recognized in the display case. Students who qualify after spring semester receive their certificate in the mail.

### **THE LOG SYSTEM**

The middle school staff may implement a log system that would work in conjunction with the PBIS matrix, minor referrals, and major referrals for behavioral expectations. If the system is to be used in any given school year, the guidelines will be in each student's agenda. Students are required to have their agendas at all times.

## **APPENDICES**

### **STUDENT DISCIPLINE POLICY - #506**

#### **I. PURPOSE**

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

#### **II. GENERAL STATEMENT OF POLICY**

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

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment that provides options and stresses student self-direction, decision-making, and responsibility. Schools can

function effectively only with the internal discipline based on mutual understanding of rights and responsibilities.

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

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

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

### III. **AREAS OF RESPONSIBILITY**

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is

necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

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

#### **IV. STUDENT RIGHTS**

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

#### **V. STUDENT RESPONSIBILITIES**

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

#### **VI. STUDENT /PARENT CONCERNS**

At Aitkin High School, we encourage and appreciate parental input and feedback. When discussing your ideas and / or concerns, we ask that you consider talking to your child’s teacher or coach first. Although we encourage contact with the classroom teacher first, we recognize that there are times when alternative contacts are necessary. In those cases, please use the following guideline (note that if the concern is about a person in the line of process, please move to the next level):

- |                                |                        |
|--------------------------------|------------------------|
|                                | (Athletics)            |
| 1. Teacher contact             | 1. Coach               |
| 2. Building Principal contact  | 2. Athletic Director   |
| 3. Superintendent contact      | 3. Principal           |
| 4. School Board Member contact | 4. Superintendent      |
|                                | 5. School Board Member |

**VII. DISCIPLINARY ACTION OPTIONS**

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

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

## **VIII. REMOVAL OF STUDENTS FROM CLASS**

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

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

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
  2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
  3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
  4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.
- B. Procedure for removal of a student from class
1. Teacher will contact office personnel and explain the situation.
  2. Office personnel will notify building principal, assistant principal or designated person(s) to escort student to office.
  3. Conference will be held with student.
  4. Disciplinary action will occur.
  5. Parents will be notified if deemed necessary by building principal.
- C. Responsibility for and custody of a student removed from class
1. Student will remain in office until next class period or TBD by principal or assistant principal.
  2. Student may be placed with the case manager, behavior intervention room, or other, i.e., counselor.
- D. Procedures for return of a student to a class from which the student was removed
3. Building principal will hold a conference with student giving expectations of return to class.
  4. May return with or without a parent conference.
  5. If conference occurs: Review the behavior, review class expectations, and assign consequences including extra-curricular activities and enforce a Code of Conduct Violation through the MSHSL.
- E. Procedures for notification
1. Building principal, assistant principal, or student will contact parents of violations of the rules of conduct and disciplinary action to follow.

- F. Disabled students; special provisions
  - 1. Case managers of disabled students will be involved/notified of any situation where disciplinary consequences could result.
  - 2. Students will be identified through the building referring process to determine further assessments or considerations of whether there is a need for a review of the current (IEP) of a disabled student who is removed from class.
  - 3. The administration, case manager and child study team will evaluate any special provisions put in place for students that have IEPs.
  
- G. Procedures for detecting and addressing chemical abuse problems of students while on school premises
  - 1. If staff have concerns or suspicions or reason to believe that a student is under the influence of chemical they will inform the principal/assistant principal immediately.
  - 2. Student will be escorted by principal/assistant principal to office. The school nurse will be informed and local law enforcement and/or emergency personnel will be notified depending upon the situation.
  - 3. Parents will be notified of any concerns or suspicions of student chemical uses.
  
- H. Any procedures determined appropriate for encouraging early involvement of parents or guardians in attempts to improve a student's behavior
  - 1. Depending on violations the following could occur:
    - a. Minor Referral
    - b. Major Referral
    - c. Tennessean Warning Given
    - d. Disciplinary Consequences and possible MSHSL Code of Conduct Violation

## **IX. DISMISSAL**

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

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

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

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

### C. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the administration shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6<sup>th</sup>) consecutive day of suspension or the tenth (10<sup>th</sup>) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education

services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.

6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference.
8. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
9. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
10. Notwithstanding the foregoing provisions, the student may be suspended, pending completion of an investigation and/or administrative review, and the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

#### **D. Expulsion and Exclusion Procedures**

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the student and parent or guardian waives the right to a hearing in writing.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an



- attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
  7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
  8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
  9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
  10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
  11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
  12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
  13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
  14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
  15. The student cannot be compelled to testify in the dismissal proceedings.
  16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
  17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

#### **X. ADMISSION OR READMISSION PLAN**

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

#### **XI. NOTIFICATION OF POLICY VIOLATIONS**

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

#### **XII. STUDENT DISCIPLINE RECORDS**

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

#### **XIII. DISABLED STUDENTS**

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

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's

educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

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

#### **XIV. OPEN ENROLLED STUDENTS**

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

### **HAZING PROHIBITION POLICY - # 526**

#### **I. PURPOSE:**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

#### **II. GENERAL STATEMENT OF POLICY**

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours where students and staff of I.S.D. No. 1 are engaged.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

#### **III. DEFINITIONS**

- A. "Hazing" means committing an act against, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
  - 1. Any type of physical brutality such as whipping, beating, striking,
  - 2. Branding, electronic shocking or placing a harmful substance on the body.
  - 3. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 4. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 5. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  - 6. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### **IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the victim of hazing, or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to an appropriate school official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute hazing shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

#### **V. SCHOOL DISTRICT ACTION**

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

## **VI. REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## **BULLYING PROHIBITION POLICY (includes Cyber bullying) - # 514**

### **I. PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

### **II. GENERAL STATEMENT OF POLICY**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support

another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyber bullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
  - 1. The developmental ages and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy throughout the school district, and foster student, parent, and community participation.

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

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

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

### **III. DEFINITIONS**

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

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

The term, "bullying," specifically includes cyber bullying as defined in this policy.

- B. "Cyber bullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
- a. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
  - b. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  - c. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying

at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- F. "Prohibited conduct" means bullying or cyber bullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

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

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

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



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

## **V. SCHOOL DISTRICT ACTION**

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building administration and district Police Liaison officer may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies

the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

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

## **VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  - 4. The incidence and nature of cyber bullying;
  - 5. Internet safety and cyber bullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the

harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

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

## **I. PURPOSE**

The purpose of this policy is to assure a safe school environment for students, staff and the public.

## **II. GENERAL STATEMENT OF POLICY**

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

## **III. DEFINITIONS**

### **A. "Weapon"**

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

### **B. "School Location"** includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

### **C. "Possession"** means having a weapon on one's person or in an area subject to one's control in a school location.

## **IV. EXCEPTIONS**

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:

1. Active licensed peace officers;
  2. Military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
  3. Persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  4. Persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;
    - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
    - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.
  5. Firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
  6. Possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
  7. A gun or knife show held on school property;
  8. Possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
  9. Persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.
- C. **Policy Application to Instructional Equipment/Tools.** While the school district takes a firm “Zero Tolerance” position on the possession, use or distribution of weapons by students, and a similar position with regard to nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.
- D. **Firearms in School Parking Lots and Parking Facilities**
- E. A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minn. Stat. § 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

## V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION

- A. The school district takes a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
  - 1. Immediate out-of-school suspension;
  - 2. Confiscation of the weapon;
  - 3. Immediate notification of police;
  - 4. Parent or guardian notification; and
  - 5. Recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. Administrative Discretion While the school district takes a “Zero Tolerance” position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

**VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS**

**A. Employees**

- 1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
- 2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
- 3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

**B. Other Nonstudents**

- 1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
- 2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

**Walking Plan - Policy # 534**

Walking is among one of the best ways to promote student well-being, helping children to integrate more physical activity into a daily routine. The District supports walking as transportation as long as students live within walking distance and where there are adequate facilities to do so safely (e.g.

complete sidewalks and safe crosswalks.) Walking provides physical activity, decreases congestion and pollution, and provides pedestrian skills and a healthy habit that will last a lifetime.

The District regards walking to school by students as an assumption of responsibility by students and their parents – a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration towards others. The District assumes no liability for injuries occurring outside school property.

The District strongly recommends that students and their parents follow recommended walking safety guidelines and always use their common sense and good judgment. If crossing guards are available, students and parents should cross where crossing guards are located. Students should use crosswalks. A crosswalk is an extension of the road, sidewalk, curb or edge of the shoulder at an intersection. Crosswalks may be either marked or painted stripes or unmarked. School employees and parents/caregivers are role models for children, and older children should be role models for younger children. Role models have a responsibility to follow the laws and rules for safe walking, bicycling and driving to ensure the safety of all road users – pedestrians, bicyclists, and motorists.

Students should cross within painted crosswalks where present. All pedestrians should cross streets only at corners or within painted crosswalks, after looking both ways. If crossing guards are available, student and parents should cross where crossing guards are located. It is recommended that students in the third grade and below walk with adult supervision. It is recommended that students in the fourth grade and above walk in groups or with adult supervision.

The District expects parents and guardians to make students aware of the following safety tips:

1. If there is a crosswalk, use it. Use sidewalks and do not walk in the street.
2. Before crossing. Look left, right, and left again to make sure that the road is clear.  
Continue looking while you cross and listen for traffic.
3. Do not cross the street from between parked cars.
4. If you are walking at dawn, dusk, or after dark, wear light-colored or reflective clothing.

The District expects parents and guardians who allow their students to walk to school to make them aware of these rules and conditions and the safety reasons supporting them, and to realize their obligations to reinforce adherence to the rules and recommendations provided in this policy.

### **Aitkin Student Bike to School Expectations**

Bicycling is among one of the best ways to promote student well-being, helping children to integrate more physical activity into a daily routine. In addition, bicycling helps to decrease vehicle congestion and resulting pollution on school grounds and provides skill and healthy habits that will last a lifetime.

The District supports bicycling as transportation for all bicyclists (including employees and parents/caregivers) as long as the cyclist lives within a comfortable bicycling distance of the school for his/her level of skill, follows the rule of the road, and wears a properly fitted bicycle helmet. The District regards the riding of bicycles to school by students as an assumption of responsibility by students and their parents – a responsibility in the care of personal property, in the observation of traffic safety rules, and in the display of courtesy and consideration towards others. The School District/Board or its subsidiaries assumes no liability for injuries occurring outside school property, and are not liable for any equipment or property damage that may occur.

The District strives to provide bicycle education in 3<sup>rd</sup> grade to teach traffic skills and rules as well as bicycle helmet safety. The district recommends that every child take this training or a similar bicycle safety course before riding in traffic. Children in 3<sup>rd</sup> grade and below should be accompanied by an adult when bicycling to or from school, as well as complying with the other conditions below. Parents are strongly cautioned to exercise great care and supervise carefully if children of this age wish to bicycle to school. Children in 3<sup>rd</sup> grade and below are unlikely to have the developmental and judgment skills for unsupervised bicycling.

***Student riders should be aware of and follow Minnesota Bicycle Laws:***

1. Ride on the right with traffic; obey all traffic signs & signals; bicyclists have all rights/duties of any other vehicle driver.
2. Legal lights and reflectors required at night.
3. Continuous arm signal required during last 100 feet prior to turn or change lane (unless arm needed to control bike) and while stopped waiting to turn.
4. On roadways may ride two abreast but don't impede normal & reasonable movement of traffic. Ride in single lane.
5. Ride as close as practicable to right hand curb or edge of roadway except:
  - a) When overtaking a vehicle.
  - b) When preparing for a left turn.
  - c) When necessary to avoid conditions that make it unsafe, e.g. fixed or moving objects, surface hazards, or narrow-width lanes.
6. Yield to pedestrians on sidewalks and crosswalks; give audible signal when necessary before overtaking. No riding on sidewalks within business districts unless permitted.
7. No hitching rides on other vehicles.
8. Only one person on a bike unless equipped for more, or legal baby seat is used.
9. Don't carry anything that prevents keeping one hand on the handlebars or proper operation of brakes.
10. Brakes must allow skidding on dry, level, clean pavement.
11. Handlebars must not be above shoulder level.
12. Bicycle size must allow safe operation.
13. On sidewalk, parking that does not impede normal & reasonable movement of pedestrian or other traffic is allowed unless is locally restricted.
14. Legal parking on a roadway, that does not obstruct legally parked motor vehicles, is allowable.
15. Safe bicycle events approved by local authorities, which do not seriously inconvenience other highway users, are not unlawful. Traffic laws can be waived.
16. When passing a bicycle or pedestrian, motor vehicles shall leave at least 3 feet clearance until safely past the bicycle or pedestrian.

***While on school grounds with a bicycle, students must comply with these rules and safety regulations:***

1. Bicycle riders must exercise caution around motor vehicles and pedestrian students.
2. Walking bicycles on school sidewalks is further recommended.
3. Bicycles must be parked in the racks provided.
4. Students must bring and use bicycle locks.
5. Helmets must be stored in a locker, backpack or attached to bicycle.



6. Students are not to interfere with any bikes, helmets or other equipment (steal, unlock quick releases, bounce helmets, etc.).

The District expects parents and guardians who allow their students to bike to school to make them aware of these rules and conditions and the safety reasons supporting them, and to realize their obligations to reinforce adherence to the rules and recommendations provided in this policy

### **Aitkin School Routing Plan Walking and Bicycling**

Students who walk or bike to Aitkin High School are advised to use the following identified routes and recommendations below to safely cross roads and access the school. Students who walk should use all available sidewalks and pedestrian crosswalks along their route to school. Students who ride a bicycle should wear a helmet and abide by the rules of the road following these same routes. If riding on a sidewalk, the cyclist shall use caution in passing pedestrians.

Students traveling on foot to Aitkin High School should use all existing sidewalks leading to the school along Hwy. 210 in front of the school, 1<sup>st</sup> Ave. NW, 2<sup>nd</sup> Ave. NW, 3<sup>rd</sup> Ave. NW 4<sup>th</sup> Ave NW, and 3<sup>rd</sup> St. NW in back of the school.

Students crossing 2<sup>nd</sup> Street NW (Hwy 210) in front of the school and 3<sup>rd</sup> Street NW in back of the school should cross only at marked, designated pedestrian crosswalks between 2<sup>nd</sup> Ave. NW and 4<sup>th</sup> Ave. NW

## **VIOLENCE PREVENTION POLICY [APPLICABLE TO STUDENTS AND STAFF] - #525**

### **I. PURPOSE**

The purpose of this policy is to recognize that violence has increased and to identify measures that the school district will take in an attempt to maintain a learning and working environment that is free from violent and disruptive behavior. The school board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe for all members of the school

community. It further believes that students are the first priority and they should be protected from physical or emotional harm during school activities and on school grounds, buses, or field trips while under school district supervision.

### **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to strictly enforce its weapons policy (Policy 501).
- B. The policy of the school district is to act promptly in investigating all acts, or formal or informal complaints, of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.
- C. The administration will periodically review discipline policies and procedures, prepare revisions if necessary, and submit them to the school board for review and adoption.
- D. The school district will implement approved violence prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

### **III. IMPLEMENTATION OF POLICY**

- A. The school board will review and approve policies to prevent and address violence in our schools. The superintendent or designee will develop procedures to effectively implement

the school weapons and violence prevention policies. It shall be incumbent on all students and staff to observe all policies and report violations to the school administration.

**B.** The school board and administration will inform staff and students annually of policies and procedures related to violence prevention and weapons.

**C.** The school district will act promptly to investigate all acts and formal and 525-2 informal complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy.

**D.** The consequences set forth in the school weapons policy (Policy 501) will be imposed upon any student or nonstudent who possesses, uses or distributes a weapon when in a school location.

**E.** The consequences set forth in the school hazing policy (Policy 526) will be imposed upon any student or staff member who commits an act against a student or staff member; or coerces a student or staff member into committing an act, that creates a substantial risk of harm to a person in order for the student or staff member to be initiated into or affiliated with an organization, or for any other purpose.

**F.** Students with disabilities may be expelled for behavior unrelated to their disabilities, subject to the procedural safeguards required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Pupil Fair Dismissal Act.

**G.** Procedures will be developed for the referral of any person in violation of this policy or the weapons policy to the local law enforcement agency in accordance with Minn. Stat. § 121A.05.

**H.** Students who wear objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances, or provokes any form of religious, racial, or sexual harassment or violence against other individuals as defined in the harassment and violence policy (Policy 413) will be subject to the procedures set forth in the student dress and appearance policy (Policy 504). "Gang" as used in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. A "pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

**I.** This policy is not intended to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, denote gang affiliation, advocate harassment or violence against others, are likely to disrupt the education process, or cause others to react in a violent or illegal manner (Policy 504). 525-

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#### **IV. PREVENTION STRATEGIES**

The school district has adopted and will implement the following prevention strategies to promote safe and secure learning environments, to diminish violence in our schools, and to aid in the protection of children whose health or welfare may be jeopardized through acts of violence.

[Note: The school board can adopt any of the prevention strategies that it intends to

implement in its schools, including some or all of the following sample strategies.]

- A.** Adopt a district crisis management policy to address potential violent crisis situations in the district.
- B.** Provide training in recognition, prevention, and safe responses to violence and development of a positive school climate.
- C.** Coordinate a local school security review committee or task force comprised of school officials, law enforcement, parents, students, and other youth service providers to advise on policy implementation.
- D.** In-service training for personnel in aspects of reporting, visibility, and supervision as deterrents to violence.
- E.** Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- F.** Establish a curriculum committee that explores ways of teaching students violence prevention strategies, law-related education, and character/values education (universal values, e.g., honesty, personal responsibility, self-discipline, cooperation, and respect for others).
- G.** Establish clear school rules that prevent and deter violence.
- H.** Develop cross-cultural awareness programs to unify students of all cultures and backgrounds, to develop mutual respect and understanding of shared experiences and values among students, and to promote the message of inclusion.
- I.** Establish conflict resolution training, conflict management, or peer mediation programs for staff and students to teach conservative approaches to settling disputes.
- J.** Develop curriculum that teaches social skills such as maintaining self-control, building communications skills, forming friendships, resisting peer pressure, being appropriately assertive, forming positive relationships with adults, and resolving conflict in nonviolent ways.
- K.** Develop curriculum that teaches critical viewing and listening skills in analyzing mass media to recognize stereotypes, distinguish fact from fantasy, and identify 525-4 differences in behavior and values that conflict with their own.
- L.** Develop student safety forums that both inform and elicit students' ideas about particular safety problems in the building.
- M.** Develop a student photo or name identification system for quick identification of the student in case of emergency.
- N.** Develop a staff photo or name identification system using identification badges for quick identification of unauthorized people on campus.
- O.** Require all visitors to check-in the main office upon their arrival and state their business at the school. A visitor badge may be issued for easy identification that the visitor is authorized to be present in the school building.
- P.** Develop curriculum on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

## **V. STUDENT SUPPORT**

- A.** Students will have access to school-based student service professionals, when available, including counselors, nurses, social workers, and psychologists who are knowledgeable in methods to assist students with violence prevention and intervention.
- B.** Students will be apprised of school board policies designed to protect their personal safety.
- C.** Students will be provided with information as to school district and building rules regarding weapons and violence.

D. Students will be informed of resources for violence prevention and proper reporting.

## **VI. PERSONNEL**

A. School district personnel shall comply with the school weapons policy (Policy 501) and the school hazing policy (Policy 526).

B. School district personnel shall be knowledgeable of violence prevention policies and report any violation to school administration immediately. School district personnel will be informed annually as to school district and building rules regarding weapons and violence prevention.

C. School district personnel or agents of the school district shall not engage in emotionally abusive acts including malicious shouting, ridicule, and/or threats or 525-5 other forms of corporal punishment (Policy 507).

Source: Aitkin Independent School District 0001, Aitkin, MN

Legal References: Minn. Stat. § 13.43, Subd. 16 (School District or Charter School Disclosure of Violence or Inappropriate Sexual Contact)

Minn. Stat. § 120B.22 (Violence Prevention Education)

Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.05 (Policy to Refer Firearms Possessor)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)

Minn. Stat. § 121A.57 (Crisis Management Policy)

Minn. Stat. § 121A.64 (Notification)

Minn. Stat. § 121A.69 (Hazing Policy)

Minn. Stat. § 181.967, Subd. 5 (School District Disclosure of Violence or Inappropriate Sexual Contact)

18 U.S.C. § 921 (Definition of Firearm)

20 U.S.C. § 1400 et seq. (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)

Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)

McIntire v. Bethel School, 804 F.Supp. 1415, 78 Educ. L.Rep. 828 (W.D. Okla. 1992)

Olesen v. Board of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820, 44 Educ. L.Rep. 205 (N.D. Ill. 1987)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 501 (School Weapons Policy)

MSBA/MASA Model Policy 504 (Student Dress and Appearance)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 507 (Corporal Punishment)

MSBA/MASA Model Policy 526 (Hazing Prohibition)

MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

Reviewed: 9-16-2013

Approved: 8-24-1993(JHE), 10-20-1997(JHE), 9-19-2005 (JHE), 10-21-2013

## **MacBook Air Acceptable Use, Policy, and Procedures Policy - #524.1**

Aitkin Public Schools works diligently to improve the quality and access to technology tools and resources. AHS is expanding educational opportunities for teachers and students that will help ensure equitable access to instructional tools and resources in school and at home. Students will develop 21st century skills through the use of MacBook Airs, content-focused curriculum and collaborative technology tools.

The lessons learned and the insights gained through this pilot effort, will provide an effective and feasible blueprint for future implementations throughout the district. The policies, procedures and information within this document apply to all MacBook Airs used at Aitkin High School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

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## 1. RECEIVING your MacBook Air & the End-of-Year MacBook Air CHECK-IN

### 1.1 Receiving Your MacBook Air

MacBook Airs will be distributed each fall during “MacBook Air Deployment and Orientation.” Parents & students must sign and return the MacBook Air Protection Plan and Student Pledge documents before the MacBook Air can be issued. The MacBook Air Protection plan outlines three options for families to protect the MacBook Air investment for the school district. Please review the MacBook Air Protection plan included on the back pages this handbook.

### 1.2 MacBook Air Check-in

MacBook Airs will be returned during the final week of school so they can be checked for serviceability and storage. If a student transfers out of, withdraws or is expelled from Aitkin High School during the school year, the MacBook Air must be returned at the time of withdrawal.

### 1.3 Fees for missing or damaged MacBook Air

Individual school MacBook Airs and accessories must be returned to AHS IT at the end of each school year. Students who graduate early, withdraw or expelled, or terminated from enrollment at AHS for any other reason must return their individual school MacBook Air on the date of termination. If a student fails to return the MacBook Air at the end of the school year or upon termination of enrollment at AHS, they are subject to financial liability until the MacBook Air is returned or associated fees are received. The student/parent/guardian will pay the replacement cost of the MacBook Air, or, if applicable, any insurance deductible. Failure to return the MacBook Air within 5 working days after un-enrollment from AHS, will result in a theft report being filed with the Aitkin Police Department. Furthermore, the student will be responsible for any damage to the MacBook Air, unless the damage & repair protection policy has been purchased, consistent with the District’s MacBook Air Protection plan and must return the device and accessories to AHS IT in satisfactory condition. The student/parent/guardian will be charged a fee for any needed repairs, not to exceed the replacement cost of the MacBook Air.

## 2. TAKING CARE OF YOUR MacBook Air

Students are responsible for the general care of the MacBook Air they have been issued by the school. MacBook Airs that are broken or fail to work properly must be immediately taken to AHS IT for an evaluation of the equipment.

### 2.1 General Precautions

- The MacBook Air is school property and **ALL USERS** will follow this policy and the AHS acceptable use policy for Technology:  
[http://home.isd1.org/uploads/1/2/5/6/12568878/524\\_internet\\_acceptable\\_use\\_.pdf](http://home.isd1.org/uploads/1/2/5/6/12568878/524_internet_acceptable_use_.pdf)
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Cords and cables must be inserted and disconnected carefully to prevent damage the MacBook Air.
- MacBook Airs must never be left in an unlocked locker, car or any unsupervised area.
- Students are responsible for keeping their MacBook Air’s battery charged for school each day.
- If students use skins or covers to personalize their MacBook Air case they must be removed without damage to the device or case prior to returning to the school.
- Do not use any markers, make engraving, scratches or apply stickers on the MacBook Air itself or the school provided carrying case.

### 2.2 Carrying MacBook Airs

The protective cases provided with MacBook Airs have sufficient padding to protect the MacBook Air from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- MacBook Airs should always be within the protective case and secured closed when carried between classes and outside of school.
- Avoid placing too much pressure and weight on the MacBook Air.

### **2.3 Screen Care**

The MacBook Air screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not lean on the top of the MacBook Air when it is closed.
- Do not place anything near the MacBook Air that could put pressure on the device.
- Do not place anything in the carrying case that will press against the device.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the MacBook Air against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Treat the MacBook Air with care and respect. You are responsible for its care and financially responsible for any accidental damages.

## **3. Using Your MacBook Air at School**

MacBook Airs are intended for use at school each day. In addition to teacher expectations for MacBook Air use, school messages, announcements, calendars and schedules may be accessed using the MacBook Air device. Students are expected to bring their MacBook Air to all classes.

### **3.1 MacBook Airs Left at Home**

If students leave their MacBook Air at home, they are responsible for getting the course work completed as if they had their MacBook Air present. Repeat violations will result in action as detailed in section 6.7 Student Conduct and Discipline.

### **3.2 MacBook Air Undergoing Repair Loaner**

MacBook Airs may be issued to students when they leave their MacBook Airs for repair in AHS IT. There may be a delay in getting a MacBook Air should the school not have enough to loan.

### **3.3 Charging Your MacBook Air’s Battery**

- MacBook Airs must be brought to school each day in a fully charged condition. Students need to charge their MacBook Airs each evening. If a MacBook Air loses charge due to use throughout the school day, charging stations are available in the Media Center. Students should only use genuine Apple 45 watt chargers on the MacBook Airs. Never use a charger that is for a MacBook Pro – they are 85 watts and can damage your computer.

### **3.4 Screensavers/Background photos**

- Any media deemed inappropriate by Aitkin High School staff, or that violates school policy, may not be used as a screensaver or background photo.
- Violation of this rule will result in actions as detailed in section 6.7, Student Conduct and Discipline.

### **3.5 Sound, Music, Games, or Programs**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the MacBook Air and can be used at the discretion of the teacher.
- Students are encouraged to carry earphones.
- Students are permitted to download applications and games. However, any personally downloaded games and applications may be removed by AHS IT without notice.

### **3.6 Printing**

Printing is discouraged in order to preserve resources. However, printing will be available through a request to the teacher. Students can work with teachers to print in instances where printing cannot be avoided. Printing at home is permitted.

### **3.7 Home Internet Access**

Students are allowed to connect to wireless networks on their MacBook Airs. This will assist them with MacBook Air use while at home. The policies outlined in this document are applicable to home use of an AHS provided device. Any violation of the policy will result in the student's home use privilege being suspended. Students experiencing Internet issues at home should contact their Internet Service Provider (ISP) for support.

### **3.8 Hardware Repairs**

All hardware repairs will be performed by Apple Certified Technicians to avoid any warranty issues related to the MacBook Air computer.

## **4. MANAGING YOUR FILES & SAVING YOUR WORK**

### **4.1 Saving to the MacBook Air/Home Directory**

Students should save work to their Google Drive, their Apple iCloud, or the district server from their MacBook Air. Storage space will be available on the MacBook Air – BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. MacBook Air malfunctions are not an acceptable excuse for not submitting work.

### **4.2 Network Connectivity**

The Aitkin School District has a very robust network and stable internet connections, but makes no guarantee that the data network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

It is a violation of the Acceptable Use Policies to use applications (VPN, proxy or other) that bypass ISD 1 content filtering. Repeat violations will result in disciplinary action as detailed in section 6.7, Student Conduct and Discipline.

## **5. SOFTWARE ON MacBook Airs**

### **5.1 Originally Installed Software**

The software originally installed by AHS IT must remain on the MacBook Air in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from MacBook Airs at the completion of the course. Periodic checks of MacBook Airs will be made to ensure that students have not removed required software. Repeat violations will result in action as detailed in section 6.7, Student Conduct and Discipline.

### **5.2 Additional Software**

Students are allowed to download additional software on their MacBook Airs. AHS will synchronize the MacBook Airs so they contain necessary software required for academic work. In this event, student purchased/downloaded software may be removed. In the event that space is needed on MacBook Airs for academic related software, student downloaded/purchased software will be removed.



### **5.3 Inspection**

Students may be selected at random to provide their MacBook Air for inspection. If a student's device is requested for an inspection, passwords to unlock device must be provided. AHS reserves the right to confiscate the device for any reason at any time if inappropriate materials are found on the device.

### **5.4 Procedure for re-loading software**

If technical difficulties occur, illegal, or non-Aitkin High School installed software or apps are discovered, the MacBook Air will be restored to a fresh state. The school does not accept responsibility for the loss of any software or documents deleted due to re-formatting and re-imaging.

### **5.5 Software upgrades**

Upgrade versions of licensed software are available from time to time. AHS IT may push updates to the MacBook Airs without notice to students.

### **5.6 Apple ID and iTunes**

Students should use the "managed Apple ID" to be provided by AHS.

### **5.7 Find My Mac**

In addition to a variety of district security measures, "Find My Mac" will also be activated. If a device is lost or stolen, the student will work with AHS staff to identify the location of the device for recovery. This includes providing all access to accounts to assist with identifying the location of the MacBook Airs.

## **6. ACCEPTABLE USE**

The use of Aitkin Public School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the AHS School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled at Aitkin High School. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Aitkin Public School District's Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

### **6.1 Parent/Guardian Responsibilities**

- Talk to your children about values and the standards that should be followed on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- During registration, back to school night, or other scheduled time parents are expected to attend in order to receive necessary information regarding the 1:1 program and sign the Acceptable Use Policy and Permission/Acknowledgement forms.
- Should you want your student to opt out of taking a MacBook Air home, your student will be assigned a MacBook Air to be checked out and returned at the end of each school day. Your student is responsible for meeting course requirements.
- Should you want your student to opt out of having a MacBook Air, you will need to sign a form indicating this and understand that your student is still responsible for meeting the course requirements.

### **6.2 School Responsibilities**

- Provide Internet access at school.
- Provide academic email account (username@isd1.org) to its students.
- Provide Internet filtering and blocking of inappropriate materials as able while utilizing the Aitkin Public School District's Internet service.

- Provide network data storage areas. These will be treated similar to school lockers. AHS reserves the rights to review, monitor, and restrict information stored on or transmitted via AHS District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research, and academically related activities, help ensure student compliance of the acceptable use policy.

### **6.3 Student Responsibilities**

- Read, understand and follow the Aitkin Public School District's Acceptable Use Policy for technology [http://home.isd1.org/uploads/1/2/5/6/12568878/524\\_internet\\_acceptable\\_use\\_.pdf](http://home.isd1.org/uploads/1/2/5/6/12568878/524_internet_acceptable_use_.pdf)
- Use computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that applies to MacBook Air/computer use.
- Technology resources shall be used in an appropriate manner that does not result in the informational damage of school equipment. This damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via AHS District's designated Internet System is at your own risk. AHS District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Physical damage to devices should be reported immediately to school staff.
- Secure MacBook Air devices against theft or loss.
- Help AHS District protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Students should always secure their MacBook Air after they are done working to protect their work and information. Securing the MacBook Air includes storing device out of sight and in a restricted access location.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to forward a copy to a teacher and delete it from their MacBook Air.
- Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- Students will respect the rights of copyright owners.
- Return their MacBook Air to AHS IT at the end of each school year. Students who graduate early, withdraw, or are expelled, or terminate enrollment at AHS for any other reason must return their MacBook Air computer on the date of termination.

### **6.4 Student Activities Strictly Prohibited:**

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Aitkin Public School District's Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, harassing, or sexually explicit materials.
- Use of chat rooms or sites selling term papers, book reports and other forms of student work.
- Internet/Computer Games when class is in session, unless teacher directed.
- Changing of MacBook Air settings (exceptions include personal settings such as font size, brightness, etc.).
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's Internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications to mislead, harm, bully or harass another person is strictly prohibited.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.

- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Bypassing the Aitkin Public School District's web filter through a web proxy, phone tethering, or by any other means.
- Bullying as defined in Aitkin Public School District's Board Policy: [http://home.isd1.org/uploads/1/2/5/6/12568878/policy\\_514\\_bullying\\_prohibition\\_policy.pdf](http://home.isd1.org/uploads/1/2/5/6/12568878/policy_514_bullying_prohibition_policy.pdf) will not be tolerated.
- If using device on non-AHS provided Internet, use of explicit websites and information is prohibited.

### **6.5 MacBook Air Care**

- Students will be held responsible for maintaining their individual MacBook Air and keeping it in good working order.
- MacBook Air batteries must be charged and ready for school each day.
- MacBook Airs that malfunction or are damaged must be reported to a teacher or AHS IT.
- MacBook Airs that have been damaged from student misuse, neglect or are accidentally damaged will be repaired. Students are responsible for repair fees due at the time of repair. Students may be provided a temporary MacBook Air while their assigned device is being repaired.
- MacBook Airs that are stolen must be reported immediately to the Aitkin Police Department and AHS IT. Police reports should not be filed if the MacBook Air is misplaced or left unintentionally.
- MacBook Airs that are lost must be immediately reported to AHS IT for tracking and locating.

### **6.6 Legal Propriety**

- Students must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the AHS Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators are subject to discipline as referred to in the AHS Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

### **6.7 Student Conduct and Discipline**

If a student violates any part of the above policy, he/she will encounter disciplinary action as defined in the student handbook.

Senior students will also lose their senior privileges during this same period. AHS administration reserves the right to modify discipline based on the severity of the student's action. Violations of general student behavior policies will, of course, be subject to appropriate disciplinary actions.

## **7. PROTECTING & STORING YOUR MacBook Air COMPUTER**

### **7.1 MacBook Air Identification**

Apple and ISD 1 both have unique ways to identify each device. These identifiers are to remain intact and not be tampered with. (These include serial numbers, asset tags, and other ID)

### **7.2 Storing your MacBook Air**

When students are not using their MacBook Air, they should be stored in their provided computer bags. Nothing should be placed on top of the MacBook Air, when stored. Students are encouraged to take their

MacBook Airs home every day after school, regardless of whether or not they are needed. MacBook Airs should never be stored in a student's vehicle, at school or at home. If a student needs a secure place to store their MacBook Air, they may check it in for storage in the AHS Media Center.

### **7.3 MacBook Airs Left in Unsupervised Areas**

Under no circumstance should MacBook Airs be left in unsupervised areas. Unsupervised areas include the school grounds and campus, lunchroom, commons, computer lab, locker rooms, media center, unlocked classrooms, dressing rooms and hallways. Any MacBook Air left in these areas is in danger of being stolen. If a MacBook Air is found in an unsupervised area, it will be taken to AHS Media Center or the AHS office. Multiple offenses will result in disciplinary action as detailed in section 6.7 Student Discipline.

## **8. REPAIRING OR REPLACING YOUR MacBook Air**

### **8.1 Claims**

All repair/replacement claims must be reported to the AHS IT department. In the event of theft, students and parents must file a police report, using the Serial Number, and bring a copy of the report to the Principal's office immediately. This must happen before a MacBook Air can be repaired or replaced.

### **8.2 School Damage & Repair Policy**

AHS has a School Damage & Repair Policy for students and parents to cover MacBook Air repairs or replacement in the event of theft or accidental damage.

### **8.3 Family Responsibility**

Students and their families are responsible for the fees associated with any repairs or replacements necessary. Students may be issued a temporary device to use in class while their assigned device is repaired. If a device is lost or stolen and there is no verifiable proof of theft (forced entry), the student will owe current market replacement cost of the device to ISD 1 (approximately \$800.00). Students will be assigned a loaner or replacement device. The district and parents both reserves the right to keep the computer at school. If a MacBook Air is stolen on Aitkin Public School's (AHS) property or off campus, it is the responsibility of the student and their family to report the MacBook Air stolen to the Aitkin (or local) Police Department and Aitkin High School. The non-emergency line for Aitkin Police is (218) 927-2133. To file a police report you will need the MacBook Air's serial number found on the back of each MacBook Air. For all theft claims, the student/family is required to provide a copy of the police report to Aitkin Public Schools. The police report, and the specific details of the theft, will determine what coverage may be available to replace the MacBook Air.

#### **The steps to follow if your MacBook Air is stolen:**

- 1) Report the MacBook Air stolen to the Aitkin (or local) Police – report must include the serial number of the MacBook Air computer.
- 2) Report the theft to an administrator at the Aitkin Public Schools.
- 3) Provide a copy of the filed Police report to the administrator at Aitkin High School.

If the theft is covered by AHS risk Management, the student/family cost is as follows:

First covered theft - \$ 50 deductible

Second covered theft - \$ 100 deductible

Third and all additional thefts – Full replacement at current market value.

If the theft is not covered by AHS, the student/family cost is as follows:

Full replacement at current market value If a device is stolen, a police report is required and should be filed immediately. If there is verifiable proof of theft, AHS Risk Management will pay for the replacement cost of the device.

**Individual school MacBook Air computers and accessories must be returned to Aitkin High School IT at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at AHS for any other reason must return their individual school MacBook Air computer on the date of termination.**

**Source:** Aitkin Independent School District No. 01, Aitkin, MN

**Legal References:**

**Cross References:**

**Reviewed:** 6-20-2016,

**Approved:** 7-18-2016,

# Aitkin Public Schools

## MacBook Air Voluntary Insurance Policy Declaration

### **Introduction:**

Independent School District #1 is proud to offer affordable insurance to our families participating in our MacBook Air 1:1 program. Your policy protects your District-issued laptop against a variety of losses. This document explains the policy offered by the school district, including cost of insurance, what is covered /not covered, and an explanation of what to do if you have a loss. This coverage applies ONLY to loss occurring during the policy period, which ends on June 1, 2018 or when the student is no longer enrolled, whichever comes first.

### **Replacement Cost Policy:**

ISD #1 will pay the current cost of repair or replacement, up to the present value of the device. When the identical device/item is no longer manufactured or is not available, the District will pay the cost of a new device/item similar to that damaged or destroyed and which is of comparable quality and usefulness. The amount of coverage should represent the value of insurable goods.

### **Cost of Insurance for 2017-18 School Year:**

MacBook Air (replacement = \$800.00)

#### **Insurance Cost: \$40.00**

- First Incident: \$50.00 Deductible
- Second Incident: \$100.00 Deductible
- Third incident: 50% cost of repair
- Fourth incident: 100% cost of repair

### **What is Covered:**

- o Insurance is provided for the exact device by serial number assigned to a student
- o Students with insurance are also covered while using a District loaner device
- o All accidental damage, including but not limited to:
  - Spills
  - Liquid submersion
  - Drops
- o Theft: Stolen items will be covered 100% with an accompanying police report
- o Act of nature damage: Must have accompanying validation or event (Police or Insurance Reports)
  - Flood
  - Fire
  - Power Surge due to lightening
  - Natural Disasters
  - Vandalism
- o Manufacturer Defects

### **What is not Covered:**

- o Missing items: ISD # 1 will not cover loss caused by your inability to locate an item of property, unless circumstances support the theory that the property was stolen. If your property was stolen, you are required to notify the local police department immediately upon discovery. This policy does not provide coverage if you fail to notify the police.
- o Intentional damage to a device: ISD #1 will not cover a loss caused by caused by intentional damages or destruction of property covered under this policy.
- o Accidental damage caused by negligence: ISD #1 will not cover a loss caused by individual's negligent or intentional damage or destruction of property covered under this policy.
- o Corrosion or rust: ISD #1 will not cover any loss caused by corrosion or rust to the property.
- o Dishonest acts: ISD #1 will not cover any loss caused by your dishonesty, or any loss caused by another party acting for you. Nor will the District cover any loss arising from any illegal acts.

- o Power surge: ISD #1 will not cover any loss due to an electrical power surge, unless caused by lightning (Act of Nature).
- o Additional items if stolen: ISD #1 will only cover District-owned devices. Any additional device or other property damaged or lost due to theft along with the insured district device WILL NOT BE COVERED. (Example: cell phone left in a laptop case, etc.).
- o Theft from unattended device: ISD #1 will not cover any loss due to a device being placed in an unsecured location. Property in a personally owned automobile is covered, provided that the vehicle was locked at the time of the theft and there was visible evidence of forced entry into the vehicle.
- o Misidentification: ISD #1 will not cover a loss of a device if there is any removal of any serial numbers.
- o Cosmetic dents or scratches:
- o Loss and damage that is covered by another insurance plan or funding mechanism.

**What to do if you have a loss:**

**If you have a loss to property covered by this policy, you must:**

1. Notify the local police immediately upon discovery of the theft or loss.
2. Report the loss to ISD #1 as soon as possible. Report all claims to one of the following: ISD #1 Technology Department or the Aitkin High School Principal's office.
3. Do everything possible to protect your property from further loss.
4. Separate the damaged property from the undamaged property.
5. Respond in an honest and forthcoming manner to the District's questions about your claim. You must also be willing to sign a copy of your answers.
6. Be honest: This policy will not provide coverage if you mislead, attempt to defraud or lie about any matter concerning the insurance, either before or after a loss. Unintentional errors or oversights will not affect your coverage.
7. Subrogation: In the event of a loss, you may be able to recover part or all of your loss from someone other than ISD #1. Because of this, you must do all that is possible after the loss to preserve any rights you may have to such recovery. If we make a payment under the policy, your right of recovery then belongs to ISD # 1. You must help us as much as you can to enforce these rights.

## Aitkin Public Schools MacBook Air Voluntary Insurance Policy

**Fill out one (1) form per family.**

- \_\_\_ I have had the opportunity to read Policy 524.1 (MacBook Air 1:1 Acceptable Use, Policy and Procedures).
- \_\_\_ I understand that this insurance policy is optional.
- \_\_\_ I understand that this policy is not refundable. During the year, if my child(ren) are no longer enrolled, I will not receive a full or partial refund of this premium.
- \_\_\_ I understand that if the MacBook Air has to be fully replaced due to damage, loss or theft, this policy will no longer be in force. I can obtain coverage on the replacement machine by purchasing a new policy.
- \_\_\_ I understand that revisions to this policy may be made. If revisions are made, I will be notified and given a copy of any revisions.

The cost of the MacBook Air Voluntary Insurance Policy is \$40.00/student:

- \_\_\_ My child(ren) is(are) currently eligible for Free and Reduced lunch, so my cost for this insurance policy is \$20.00 per child.
- \_\_\_ I have completed an Application for Educational Benefits for consideration. Please contact me after that application is processed for information on financial assistance available to me.
- \_\_\_ I would like to request financial assistance with this insurance policy.

Student's Name (Please Print) \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name (Please Print) \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name (Please Print) \_\_\_\_\_ Grade \_\_\_\_\_

Student's Name (Please Print) \_\_\_\_\_ Grade \_\_\_\_\_

Parent/Guardian's Name (Please Print) \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City, State, and Zip Code \_\_\_\_\_

Cost / Child: # \_\_\_\_\_ @ \$40.00  
# \_\_\_\_\_ @ \$20.00 (if qualified for F/R Lunch)

= Total Due: \$ \_\_\_\_\_

Office Use Only:	
Payment Method (circle):	
Cash	
Check	
# _____	
Received _____	by: _____
Date: _____	



## Aitkin High School Student Pledge for MacBook Air Use

1. I will take care of my MacBook Air as identified in the Aitkin High School MacBook Air Acceptable Use, Policy, and Procedures.
2. I will never leave the MacBook Air unattended and understand that if found at school, I will be subject to discipline. If my MacBook Air is damaged, lost or stolen I will be required to pay the associated fees.
3. I understand the MacBook Air is my responsibility and I will not loan it to other individuals.
4. I will know where the MacBook Air is at all times.
5. I will bring a charged MacBook Air to school daily.
6. I will keep food and beverages away from my MacBook Air since they may cause damage to the device.
7. I will not disassemble any part of my MacBook Air or attempt any repairs.
8. I will protect my MacBook Air by only carrying it while in the bag/case provided.
9. I will use my MacBook Air in ways that are responsible, appropriate, meet AHS expectations and are educational.
10. I will respect any and all other MacBook Air's that are not assigned to me.
11. I understand that my MacBook Air is subject to inspection at any time, without notice and remains the property of the Aitkin School District. I will provide the MacBook Air passcode to staff, immediately upon request.
12. I will follow the policies outlined in the MacBook Air Policy, Procedures, and Information Guide while at school, as well as outside the school day.
13. I understand that inappropriate content found on the device is subject to disciplinary action.
14. I will file a police report in case of theft, vandalism, or if required by insurance policies.
15. I will be responsible for all fees due to damage or loss caused by neglect or abuse.
16. I agree to return the District MacBook Air, bag/case, power cords, and any other accessories in good working condition.

Note: Students must read and acknowledge this information by signing the "Aitkin High School 1:1 Acknowledgment Form".

# Aitkin High School 1:1 Acknowledgment Form

**Fill out one (1) form per student**

## ----- Parent Permission -----

My signature below identifies that I have read and understand the Aitkin High School MacBook Air Policy, Procedures, and Information Guide and discussed the material with my child.

**Please initial either line A or line B to acknowledge acceptance:**

\_\_\_\_\_ A. I provide permission for my child to participate in the AHS 1:1 program. I am aware that the provided device is owned/leased by the Aitkin Public School District. I am aware that the care and responsibility of the device as outlined in the MacBook Air Policy, Procedures, and Information Guide both in and out of school lies with my child.

OR

\_\_\_\_\_ B. I DO NOT provide permission for my child to participate in the AHS 1:1 program and the ability to bring home a MacBook Air. I DO want my student to have a MacBook Air available for use during the school day. I understand that my child is responsible for the completion of all assignments, which may include homework using the MacBook Air.

**Please initial EACH of the following lines to acknowledge acceptance:**

\_\_\_\_\_ I understand that 100% of repair costs will be due if my student's device requires repairs due to accidental damage or improper handling. I understand that I have received information on the MacBook Air Voluntary Insurance Policy; purchasing that voluntary insurance would reduce my costs should loss or damage occur (per the terms of the insurance policy).

\_\_\_\_\_ I understand that current market replacement cost (approximately \$800.00 of the device is due if my student's device is lost or stolen and there is no verifiable proof of theft (forced entry).

\_\_\_\_\_ I understand that I could be held financially responsible for repair costs associated to damage caused intentionally by my child on another user's MacBook Air computer.

\_\_\_\_\_ ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police report, or in the case of fire, a fire report MUST be filed by the student or parent for coverage to take place. A copy of the police/fire report must be provided to the Principal's office.

## ----- Pledge and Acknowledgement -----

I have read the "Aitkin High School Student Pledge for MacBook Air Use" and agree to the stipulations set forth in the documents including the MacBook Air Policy, Procedures, and Information; the Acceptable Use Policy; MacBook Air Protection Plan and the Student Pledge for MacBook Air Use.

Student's Name (Please Print) \_\_\_\_\_

Student Number (if known) \_\_\_\_\_ Grade \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian's Name (Please Print) \_\_\_\_\_

Parent/Guardian's Email Address: \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

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