

Aitkin High School Student/Parent  
Handbook 2019-20

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# AITKIN HIGH SCHOOL

## Student/Parent Handbook

### 2019-20

Welcome to the 2018-19 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. 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. **For a complete list of adopted board policies, including those referenced in this handbook, please contact the School District Office at 218-927-7106. Policies are also available on the school website: [www.isd1.org](http://www.isd1.org).**

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 2019-20 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:	Daniel Stifter	3420
Business Manager	Earl Athman	3422
High School Principal	Paul Karelis	3403
Dean of Students (K-12)	Jason Cline	3401
Activities Director (Interim)	Gloria Curtiss	3402
Bus Garage:	Thomas Bruss	3359
Head Custodian:	Steve Snyder	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

2019-20 School Calendar

August 21-22	New Teacher In-Service
August 26-28	Teacher In-Service
August 29	Kindercamp
September 3	Classes Begin at High School
September 3-4	Rippleside Entrance Conferences
October 17-18	NO SCHOOL - Professional Meetings (MEA)
November 1	End 1 <sup>st</sup> Quarter (42 days)
November 7	NO SCHOOL – Parent/Teacher Conferences
November 8	NO SCHOOL – Teacher In-Service
November 28-29	NO SCHOOL - Thanksgiving Break
December 23 – Jan. 3	NO SCHOOL
January 6	School Resumes
January 23	End of 2nd Quarter (45 days)
January 24	End of 1st Semester (87 days)
February 14 & 17	NO SCHOOL - Teacher In-Service
	NO SCHOOL
March 13	NO SCHOOL
March 25	End of 3rd Quarter (40 days)
March 26	NO SCHOOL – Parent/Teacher Conferences
March 27	NO SCHOOL
March 27	Teacher In-Service (1/2 day)
April 10 & 13	NO SCHOOL
May 25	NO SCHOOL-Memorial Day
May 29	Graduation (7:00 p.m.)
June 2	Last Day of Classes for Students
	End of 4 <sup>th</sup> Quarter (44 days)
	End of 2 <sup>nd</sup> Semester (84 days)
June 3	Teacher In-Service (1/2 day)

# Time Schedule Grades 7-12

## REGULAR SCHEDULE

<b>Period 0</b>	<b>7:50 - 8:20</b>
<b>Period 1</b>	<b>8:20 - 9:10</b>
<b>Period 2</b>	<b>9:14 - 10:04</b>
<b>Period 3</b>	<b>10:08 - 10:58</b>
<b>Period 4</b>	<b>11:02 - 11:54</b>
<i>Lunch 4A /Study Hall</i>	<i>11:02 - 11:28</i>
<i>Lunch 4B/Study Hall</i>	<i>11:28 - 11:54</i>
<b>Period 5</b>	<b>11:58 - 12:50</b>
<i>Lunch 5A/Study Hall</i>	<i>11:58 - 12:24</i>
<i>Lunch 5B/Study Hall</i>	<i>12:24 - 12:50</i>
<b>Period 6</b>	<b>12:54 - 1:44</b>
<b>Period 7</b>	<b>1:48 - 2:38</b>
<b>Period 8 (Home Room)</b>	<b>2:42 - 3:20</b>

## 2-HOUR LATE START

<b>Report to Class</b>	<b>10:15</b>
<b>Period 2</b>	<b>10:20 - 10:56</b>
<b>Period 3</b>	<b>11:00 - 11:34</b>
<b>Period 4</b>	<b>11:38 - 12:30</b>
<i>Lunch 4A /Study Hall</i>	<i>11:38 - 12:04</i>
<i>Lunch 4B/Study Hall</i>	<i>12:04 - 12:30</i>
<b>Period 5</b>	<b>12:34 - 1:26</b>
<i>Lunch 5A/Study Hall</i>	<i>12:34 - 1:00</i>
<i>Lunch 5B/Study Hall</i>	<i>1:00 - 1:26</i>
<b>Period 6</b>	<b>1:30 - 2:04</b>
<b>Period 7</b>	<b>2:08 - 2:42</b>
<b>Period 1</b>	<b>2:46 - 3:20</b>

# 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 handbook, 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*              | The American Economy*            |
| College American Literature I/II* | College Human Biology*           |
| American Government & Politics*   | Cultural Geography*              |
| College Calculus I/II*            | College International Relations* |
| College Pre-Calculus*             | College Physics*                 |
| Fundamentals of Chemistry*        | College Psychology*              |
| College Concert Choir*            | Intro to Sociology*              |
| College Concert Band*             | Fundamentals of Public Speaking* |
| College Composition*              | 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 (12) 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/College in the Schools (CIS) course at Aitkin High School will receive the same grade points.
5. The senior high counselor will identify grade point averages and class ranking for senior students at the end of 1<sup>st</sup> semester for scholarship eligibility purposes.

**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 below during grades 9-12 in Aitkin High School to be eligible for valedictorian or salutatorian.

**C. Honor Roll and Weighted Grades:**

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.

## **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. The chart below outlines credit 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>2020 and beyond</b>
<b>English:</b> Grades 9,10,11,12	8 semester credits
<b>Social</b> Social 9, Am. History, World Cultures, Civics, Economics	8 Semester credits
<b>Science</b> Physical Science 9, Biology 10, Chemistry (or Physics)	6 semester credits
<b>Math</b> Algebra I, Algebra II, Geometry, Statistics	7 semester credits
<b>Physical Education:</b> Physical Education 9/10	2 semester credits
<b>Health:</b> Health 9	1 semester credit
<b>Fine Arts</b> One year Equivalent (2 Semester credits)	2 semester credits
<b>Electives</b> Semester credits	11 semesters credits
<b>Total</b>	<b>45 semester credits</b>

☆ 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 completed at the end of the first semester 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.

### **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 "I" (incomplete grade) 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 **MUST** 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). Students who fill out a pre-approval form for an absence should complete work prior to leaving. 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 home room (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 make a request to administration to 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 within the first 3 days of the start of the quarter or semester.
- ✓ Students will be expected to maintain standards established by the teacher in order to earn a 'satisfactory' (passing) 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.

## **STUDENT PARTICIPATION IN STATEWIDE ASSESSMENTS**

Minnesota Statutes, section 120B.31, subdivision 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments. It includes some basic information to help parents/guardians make informed decisions that benefit their child and their school and community. The form to meet this legislative requirement is available on the next page. This form is also available at

<https://education.mn.gov/MDE/fam/tests/>

Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three-page form on the district website and include it in district student handbooks.

## Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.

Date \_\_\_\_\_ (This form is only applicable for the 20 19 to 20 20 school year.)  
Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_  
Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_  
Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

Please initial to indicate you have received and reviewed information about statewide testing.

I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) ([education.mn.gov](http://education.mn.gov) > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

MCA/MTAS Reading       MCA/MTAS Science  
 MCA/MTAS Mathematics       ACCESS/Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."

If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.

Parent/Guardian Name (print) \_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_

To be completed by school or district staff only.

Student ID or MARSS Number \_\_\_\_\_

## **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 #0001 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/purses, but all book bags/backpacks/purses, etc. must be left in student assigned lockers.

### **BULLYING PROHIBITION**

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 purpose of the Bullying Prohibition Policy (#514) 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.

### **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.

### **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 2019-20 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 13, 2019.

## **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 and 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/coach.** 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 cafeteria.

## **MEDIA CENTER INFORMATION**

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

**Passes:** Students coming to the Media Center before or after school do not need a pass. During the school day, a pass from a classroom teacher is required.

**Food and Beverages:** Food and beverages are NOT allowed in the Media Center.

**Printing:** The Media Center printer is for printing school assignments only.

**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.

**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 if a hold has not been placed on the title. Students are able to place a hold for themselves by logging in to the online H.S. library catalog or by requesting a media center staff member to place a hold for them.

**Overdue, Lost and Damaged Materials:** Weekly e-mail notices will be sent to students with overdue library materials. If a book is overdue for more than one week, it must be returned or renewed before an additional book can be checked out. Books must be brought to the Media Center to be renewed. Materials 30 days or more overdue are considered “lost” and students will be assessed a fine for the replacement cost. Checkout privileges will be suspended until fines have been paid or materials returned. It is preferred that lost materials be returned rather than paid for. Outstanding fines for lost or damaged items 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.

## **LUNCH PERIODS**

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 and are available on the school website. Hot lunch or the salad bar can only be purchased by using your 4 digit lunch account (student) number. In order to do this money must first be deposited into the family lunch account. Students

may bring money for their lunch account to the cafeteria before school the school day starts. 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 student accounts will be charged the full lunch price. Ala 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 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, (including 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.**

### **USE OF FILMS FOR INSTRUCTION**

Students learn in a variety of ways and from a variety of material including films and movies. Teachers will carefully evaluate the appropriateness of film media to be used and not use it as purely entertainment in a classroom. In the case of "rated" films, because of the age of our students, "NC" or "R" rated films are not to be used in our classrooms. If an instructor chooses to use a "non-documentary" film (one produced for entertainment) regardless of the rating, parent permission slips will be required.

### **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.

An individual locker is provided for each student. The student is responsible for providing his/her own combination or key lock. It is recommended that an extra key and/or combination be provided to the high school principal's office. The school is not responsible for locks that need to be cut off of lockers due to a student forgetting their key/combination or in case of a locker search where the office does not have access to a key or combination. 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. Refer to Policy #524, available on the school district website or in the District Office upon request.

### **MACBOOK AIR 1:1**

Refer to Policy 524.1 available on the school district website or in the District Office on request.

Aitkin Public Schools works diligently to improve the quality and access to technology tools and resources. The high school is expanding educational opportunities for teachers and students that will help ensure equitable access to the instructional tools and resources in school and at home. Students will develop 21<sup>st</sup> century skills through the use of MacBook Air computers, content-focused curriculum and collaborative technology tools. The lessons learned and the insights gained through this technology initiative will provide an effective and feasible blueprint for future implementations throughout the district. At the beginning of each school year, all students in grades 7-12 will be issued a MacBook Air computer after the appropriate forms are signed and returned to the office. A Parent Permission and Acknowledgement form needs to be filled out for each student. A voluntary insurance policy is available through the school. One insurance form per family must be signed and returned whether or not the parents choose to purchase the optional insurance. -Forms are available on the district website or in the high school office.

### **ALCOHOL, TOBACCO, DRUGS**

Aitkin Public Schools prohibits the use/possession/distribution of alcohol, drugs, 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 and vaping devices (regardless of what is in them), on any school property or at any off-campus events sponsored by the school district.

Students shall not:

1. Use, consume, have in possession, buy sell or distribute a beverage containing alcohol
2. Use, consume, have in possession, buy sell or distribute tobacco, e-cigarettes, vaping devices or vaping liquids (regardless if it contains nicotine or not)
3. Use, consume, have in possession, buy, sell or distribute any other controlled substances including prescription drugs.

Students will be subject to disciplinary action including possible suspension or expulsion by the school district for any of the above infractions. A student suspected of violating the alcohol consumption rule, may request of the administration a “breathalyzer” test to establish innocence.

**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.

A harasser may be a student or an adult. Harassment may include, but is not limited to, 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

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, dean of students, principal, the Human Rights Officer or the school police liaison officer. You may also make a written report. It should be given to a teacher, counselor, dean of students, principal, the Human Rights Officer or the school police liaison officer. Your right to privacy will be respected as much as possible.

We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report. 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 Policy #413 – “Harassment & Violence”.

**INSURANCE**

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

**FIRE DRILLS**

There will be five fire drills per 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**. Students who are in the hallway during the start of the drill should report to

the nearest open classroom. If you are in a bathroom, stay in one of the stalls in the bathroom. 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**

Refer to Policy #503 ,available on the school district website or in the District Office upon request.

### **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 (at least 3 days in advance) 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 the high school office at 218-927-2115, extension 3500 or email [ahs-attendance@isd1.org](mailto:ahs-attendance@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, 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/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 issues).
- 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.

### B. Attendance Procedures

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. 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. (Limit of 10 parent excused absences per year. See "Excessive Absenteeism" below.)

1. Illness
2. Pre-arranged family vacation (**limit of 10 days per year**)
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 family vacations up to 10 days per year. (Must be approved by administration 3 days in advance in order to be considered an exempt absence)
7. Pre-arranged college visits (limit of 1 day in 11th grade and 2 days in 12<sup>th</sup> grade)
8. Physical emergency conditions such as fire, flood and or storm damage, etc.
9. 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 absences (excused or unexcused) in a year, a parent/guardian conference will be required to review circumstances surrounding the absenteeism.** Exempt absences as listed above are not included in the 10 days. Administration will schedule a conference with the parent/guardian. 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.

### **<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. The pre-arranged absence form must be returned to the office and approved by administration before the student leaves. **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 Pre-approval for College Visitation form to the attendance office **three days prior** to the college visit. Two college visits for seniors and one college visit for juniors will be exempt 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, missed the bus, etc.
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 and/or without 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 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.

### **Unexcused Tardiness**

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 reports to class without a pass and is late by more than 15 minutes will be considered absent unexcused.**

### **Consequences for Unexcused Tardiness**

- Office Intervention: One hour of detention will be assigned for the first 4 tardies in a semester and an additional hour of detention will be assigned for every tardy after the fourth.
- Home Intervention -Parent contact or meeting.

## **III. DISSEMINATION OF POLICY**

Copies of Policy #503 (Student Attendance) shall be available to all students and parents on the district website or from the District Office upon request. 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.

**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 lunch period, unless they have written permission from their parents and a school administrator and have signed out in the office. 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. Refer to Policy #527, "Student Vehicle Use, Parking and Searches.

### **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 by verbal or by written authorization from the parent/guardian.

### **HAZING PROHIBITION**

Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. Refer to 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 (PEDs)**

Aitkin High School believes that the use of Personal Electronic Devices (cell phones, iPods, iPads, 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 (including Prom) 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 student that leaves 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. Guests who are older than 20 the day of the dance will not be allowed to attend.

**Prom--** Prom is intended only for juniors and seniors enrolled at Aitkin High School. All prom guests must be at least in the 10th grade to attend the prom.

### **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 with a Minnesota State High School League violation in grades 9-12 will not be allowed to be a candidate on the final ballot for either Homecoming or Sno Daze Royalty. Students selected by their peers to be part of the coronation and royalty must be in attendance periods 1-4 on the day of coronation in order to participate in the 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 one of the secretaries in the principal's office. Passes for leaving the building early for appointments, etc., must be picked up BEFORE school on the day of the appointment/early out. 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 per school year. All sports fees must be paid before participation begins in each sport. Fees are paid in 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 with 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 the sports fee that the association requires for the year for participation in hockey.

**DETENTION and AFTER SCHOOL ACTIVITIES**

Students who are scheduled for detention will be allowed to participate in extracurricular activities/practices until the scheduled day of detention. If the student does not attend detention on the scheduled date and does not re-schedule the detention with the Dean of Students or Principal, they will not be eligible to participate in extracurricular activities or practices until the detention time has been completed.

**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 (MSHSL) 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.

### **\*MOOD-ALTERING CHEMICALS**

Reference Bylaw 205

Twelve (12) months of the year, a student shall not at any time, regardless of the quantity: (1) use or consume, have in possession a beverage containing alcohol; (2) use or consume, have in possession tobacco; (3) use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia, (4) use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals. "Tobacco products" means: any product containing, made, or derived from tobacco that is 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, (5) use or consume, have in possession, buy, sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substance or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal law.

1. The bylaw applies continuously from the first signing of the student Eligibility Brochure.
2. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor.

Students who lost eligibility due to a violation of the mood-altering chemicals, 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**

Refer to Policy #510.4.

#### **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 instructional periods immediately prior to departure from AHS to participate in events/activities or practices. (NOT INCLUDING LUNCH, STUDY HALL OR HOMEROOM)
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 condoned by the League and will be dealt with by the school administration and the local authorities.

**NOTE:** Any allegation of sexual, racial, religious harassment violence 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**

All Policies referred to in this section are available on the school district website or in the District Office upon request.

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 (#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 and/or without signing out in the principal's office;
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, tobacco and vaping paraphernalia;
  9. Violation of the school district's Weapons Policy (#501).
  10. Violation of the school district's Harassment and Violence Prevention Policy (#413)
  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 (#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 (#502);
  19. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy (#527);
  20. Possession or distribution of slanderous, libelous, or pornographic materials;
  21. Violation of the school district' Bullying Prohibition Policy (#514);
  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 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 (#505);
  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.

### **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.

### **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.
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 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 keep them 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. Students who do not follow rules will face consequences according to the District Student Discipline Policy (#506), 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/dean of students 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: The table below 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 or vaping devices/liquids	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, 1-10 days out of school suspension; possible referral to law enforcement, possible expulsion	Possible: detention, suspension, 1-10 days out of school suspension; possible referral to law enforcement, possible expulsion	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, removal from bus
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 for the first 4 tardies	1 hour after school detention for each tardy after the 4th per semester	1 hour after school detention for each tardy after the 4th (ISS may be assigned)
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 37-39	See bus policy listed on pages 37-39	See bus policy listed on pages 37-39

## **. 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, requesting that detention be assigned 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 Policy #506-Student Discipline.

"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.

## **CHEATING**

Any student caught cheating 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/dean of students 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. Students may participate in after school activities/extracurricular practices or games up until the scheduled detention date. Students who do not complete detention on the scheduled date will be unable to practice/participate until the detention time has been served. 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 dean of students. Students that fail to serve detention will be referred to the principal or dean of students.

## **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. A "Transportation Request" form must be filled out in August every year for each student in order for a bus stop to be scheduled. Forms are available on the district website. 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, distractive behavior, which includes:

1. Profanity/abusive language.
2. Distracting the driver
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** – A 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 authorized by administration or by the parent/guardian, whether verbally or in writing) 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. Refer to “Release of Ill Students/Student Vehicles” on Page 25 of this handbook.

**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 immunizations, 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/or 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 physician’s 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.

### **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.

### **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.

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