

***Aitkin Independent School  
District No. 1***

**GOBBLER PRIDE**



**CATCH THE  
WAVE**

***Aitkin High School  
Rippleside Elementary***

**Student & Parent Handbook  
2015-16**

# **AITKIN PUBLIC SCHOOLS**

## **Student/Parent Handbook**

### **2015-16**

Welcome to the 2015-2016 school year at Aitkin Public Schools. Aitkin Public Schools strive to meet the needs of all students and has an outstanding reputation for quality and excellence. Aitkin Public Schools offer 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 of the many extracurricular activities and sports that are offered to all students at Aitkin Schools.

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 Public Schools. This handbook is meant to serve as a guide – not every circumstance or event can be anticipated; and therefore students are subject to all district rules, regulations, and policies, as well as the interpretation by school officials. For a complete list of adopted board policies, please contact the School District Office at 218-927-7101. The School Board and School Administration reserve the right to make changes to school policy and the handbook when needed or required by state or local statute. Changes to the handbook will be posted in the offices of the respective buildings.

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 2015-2016 school year at Aitkin Public Schools. Have a great year!

# Mission Statement

Our MISSION is to empower students to be life-long learners and citizens by maximizing community, parent, and staff involvement while developing high expectations and achievements in a safe 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:        | Bernie Novak   | 3420                |
| Business Manager       | Tiffany Gustin | 3422                |
| High School Principal  | Paul Karelis   | 3403                |
| HS Assistant Principal | Chad Pederson  | 3401                |
| Activities Director:   | Jason Cline    | 3402                |
| Bus Garage:            | Gary Ladehoff  | 3359                |
| Head Custodian:        | James Bright   | 3133                |

**Rippleside Elementary School**  
**225 2<sup>nd</sup> Avenue SW**  
**Aitkin, MN 56431**  
**218-927-4838**

|   |                |      |
|---|----------------|------|
| Elementary Principal:                         | Jesse Peterson | 2106 |
| Community Education\<br>Elem Asst. Principal: | Krista Olson   | 2101 |

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INDEPENDENT SCHOOL DISTRICT NO.1  
AITKIN, MINNESOTA 56431

2015-2016 School Calendar

|   |   |
|---|---|
| September 2<br>September 3                                      | 7 <sup>th</sup> Grade Orientation<br>Kindercamp   |
| September 7<br>September 8<br>September 8 & 9                   | Labor Day – No School<br>School Begins<br>Entrance Conferences  |
| October 7<br>October 15 & 16                                    | High School Conferences, 4:30 p.m. - 8:20 p.m.<br>Professional Meetings – No School   |
| November 6<br>November 13<br>November 12 & 19<br>November 26-27 | End of 1st Quarter (Elem. 40 days) (H.S. 42 days)<br>No School (Teachers' In-Service)<br>Elementary Conferences, 4:00 p.m. - 7:50 p.m.<br>Thanksgiving Break – No School      |
| December 9<br>December 23 – Jan. 3                              | High School Conferences, 4:30 p.m. - 8:20 p.m.<br>Christmas Break – No School   |
| January 4<br>January 22<br><br>January 25                       | School Resumes<br>End of 2nd Quarter (44 days)<br>End of 1st Semester (86 days)<br>No School (1/2 day Teachers' In-Service)   |
| February 12<br>February 15<br>February 23<br>February 18 & 25   | No School<br>Presidents' Day – No School<br>High School Conferences, 4:30 p.m. - 8:20 p.m.<br>Elementary Conferences, 4:00 p.m. - 7:50 p.m.                                   |
| March 11<br>March 24-28   | No School<br>Easter Break – No School   |
| April 1<br>April 22   | End of 3rd Quarter (43 days)<br>No School (Teachers' In-Service)  |
| May 4<br>May 30   | High School Conferences, 4:30 p.m. - 8:20 p.m.<br>Memorial Day – No School  |
| June 2<br><br>June 3  | Last Day of Classes for Students<br>End of 4 <sup>th</sup> Quarter (42 days)<br>End of 2 <sup>nd</sup> Semester (85 days)<br>1/2 Day – Teachers' Workshop, A.M.<br>Graduation |

# CODE OF CONDUCT / STUDENT DISCIPLINE

## REMEMBER – SCHOOL IS A PUBLIC PLACE

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

The following are examples of unacceptable behavior subject to disciplinary action by the School District. 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, school property, school-sponsored activities and trips including extracurricular events, school bus stops, and school buses/vehicles.

|                                     |   |
|-------------------------------------|---|
| Improper attire                     | Gambling                                |
| Vandalism                           | Littering                               |
| Record tampering                    | Inappropriate language/behavior         |
| Cheating                            | Bullying                                |
| Verbal or physical assault          | Criminal activity                       |
| Use or possession of weapons        | Racial, religious, or sexual harassment |
| Improper displays of affection      | Disruption of the educational process   |
| Possession or sale of illegal drugs | Violence/threats to others              |
| Hazing                              | Gang activity                           |
| Theft                               |   |

Students may be disciplined for off campus behavior which 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.

Students will be expected to:

- 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.
- Follow all rules, directions, instructions, and requests by school personnel.
- 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.
- Attend school.

### PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the

maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with the internal discipline based on mutual understanding of rights and responsibilities.

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

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

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

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

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

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

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

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

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

All students have the responsibility:

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



## VI. CODE OF STUDENT CONDUCT

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;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco or tobacco paraphernalia;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. 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;
19. Violation of any local, state, or federal law as appropriate;

20. 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;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;
30. 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;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. 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;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful language toward teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. 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;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. 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;

43. Violation of the school district's Distribution of Non-School-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
45. 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.

## **VII. DISCIPLINARY ACTION OPTIONS**

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

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

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

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

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

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
- C. Procedure for removal of a student from class
1. Teacher will contact office personnel and explain the situation.
  2. Office personnel will notify building principal, assistant principal or designated person(s) to escort student to office.
  3. Conference will be held with student.
  4. Disciplinary action will occur.
  5. Parents will be notified if deemed necessary by building principal.
- D. Responsibility for and custody of a student removed from class
1. Student will remain in office until next class period or TBD by principal or assistant principal.
  2. Student may be placed with the case manager, behavior intervention room, or other, i.e., counselor.
- E. Procedures for return of a student to a class from which the student was removed
1. Building principal will hold a conference with student giving expectations of return to class.
  2. May return with or without a parent conference.

3. If conference occurs: Review the behavior, Review class expectations, and Assign consequences including extra-curricular activities.
- F. Procedures for notification
1. Building principal, assistant principal, or student may contact parents of violations of the rules of conduct and disciplinary action to follow.
- G. Disabled students; special provisions
1. Case managers of disabled students will be involved/notified of any situation where disciplinary consequences could result.
  2. Students will be identified through the building referring process to determine further assessments or considerations of whether there is a need for a review of the current (IEP) of a disabled student who is removed from class.
  3. The problem solving team will identify students, the TAT, Behavioral Support Team, and Child Study Team will be notified.
- H. Procedures for detecting and addressing chemical abuse problems of students while on school premises
1. If staff have concerns or suspicions or reason to believe that a student is under the influence of chemical they will inform the principal/assistant principal immediately.
  2. Student will be escorted by principal/assistant principal to office. The school nurse will be informed and local law enforcement and/or emergency personnel will be notified depending upon the situation.
  3. A representative or student will notify parent(s).
- I. Procedures for immediate and appropriate interventions tied to violations of the Code of Student Conduct
1. PBIS Referral Process (Building specific)
- J. Any procedures determined appropriate for encouraging early involvement of parents or guardians in attempts to improve a student's behavior
1. Depending on violations the following could occur:
    - a. Minor Referral
    - b. Major Referral
    - c. Tennessen Warning Given
    - d. Disciplinary Consequences
- K. Any procedures determined appropriate for encouraging early detection of behavioral problems.
1. Building problem solving teams will meet in order to detect behavioral problems.
  2. Students will be identified.
  3. Students will be moved to the TAT or BST for support services.

## IX. DISMISSAL

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

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

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

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

### C. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school

administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6<sup>th</sup>) consecutive day of suspension or the tenth (10<sup>th</sup>) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
  - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
  - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
  - c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference.
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.

10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

**D. Expulsion and Exclusion Procedures**

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.



11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

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

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences

to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

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

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

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

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

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

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

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

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

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

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

## **STUDENT ATTENDANCE PHILOSOPHY**

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

### **I. PURPOSE**

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

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

#### A. Responsibilities

##### 1. Student's Responsibility

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

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

- To ensure the student regularly attends school and participates in class activities and instruction.
- To inform the school in the event of a student absence.
- To work cooperatively with the school and the student to solve attendance problems that may arise.

**To CALL THE HIGH SCHOOL OFFICE between 7:30 a.m. and 8:00 a.m. on the day of the absence or prior to the absence and provide a reason why the student will be absent.**

**Parents/Guardians should call 218-927-2115, Extension 3500, or email [jfallgren@isd1.org](mailto:jfallgren@isd1.org) to report absences. Failure to report absences in this timely manner will result in consequences. The absence will be considered unexcused which may result in students being turned in for Truancy, (ISS) In-School Suspension, grade reduction and or loss of privileges for the student.**

3. Teacher's Responsibility

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

4. Administrator's Responsibility

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

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

5. **Removal of Students from Class**

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

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

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

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

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

1. If a student is removed from class, the school district shall notify the parent or guardian of the student's removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
2. Removal from class is a serious consequence for a rule violation. It should not be taken lightly by any of the parties involved. Teachers are encouraged to use the following strategies as a response to behavior before it requires removal from class: 1) warn the student, 2) telephone parent, 3) check with student's cumulative folder, 4) consult with the principal or guidance counselor, 5) consult with special education personnel, 6) detain student after school, 7) send further written reports to student's home, 8) suspend from extracurricular activities.
3. The principal will provide custodial care of students that are removed from the classroom and will see that the policies and provisions of this section are observed.
4. In any referral, if the principal feels that violation is serious enough, a student may be suspended from all classes under the provision of the Pupil Fair Dismissal Act.
5. A student may be removed from a class (or an activity period, or receive an in-school suspension) AFTER the teacher consults with and receives approval from the principal or his or her designee.
6. Initial consultation with the principal typically involves teachers calling the office before sending the student to the office. The principal (or the designee) should agree on the manner in which the student will be sent to the office before the student is released from the classroom.
7. The teacher shall provide the principal with the following information when making the initial notification of a removal: 1) specific grounds for removal, 2) length of the period of removal, 3) any request for immediate administrative support.
8. Students will be sent to the principal's office or another area clearly designated by the principal.
9. Extended removal can take place with administrative approval and an informal conference involving the teacher, administrator, and student. The length of time beyond the initial removal shall be the decision of the administrator after consulting

with the teacher. A reasonable attempt to contact the student's parent or guardian shall be made before the informal conference occurs.

B. Attendance Procedures

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

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

When students are absent from school, a note stating the reason for the absence from the parent or legal guardian excusing the student's absence must be presented to the high school office within two days of the absence or the absence will automatically be recorded as an unexcused absence. Emails will not be accepted. The school administration reserves the right to refuse or accept any note excusing a student's absence depending on the circumstances of the absence.

**Excused Absences**

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

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

**Exempt Absences**

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

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

### **Excessive Absenteeism**

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

**<sup>2</sup> Pre-Arranged Absences-** Parents/advisors must notify the office of the request to pre-arrange an absence **3 days prior** to the departure. At that time the student will obtain a **pre-arranged absence form** from the office and have teachers and/or a parent complete the appropriate information for family vacations, college visits, or field trips. **Make-up time for pre-arranged absences will be one day for each day absent. Administration reserves the right to use discretion in the pre-arrangement criteria. Students will also pre-arrange school field trips to ensure their eligibility is appropriate. Students that have excessive absences will not be allowed to participate in field trips/school sponsored activities that require time out of class without a principal's permission.**

### **College Visits**

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

### **Unexcused Absences**

Examples include but are not limited to:

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

### **Consequences for Unexcused Absences**

- **Office Intervention-**Initially, 2 hours of before or after school detention and/or loss of privileges for each unexcused absence per class. Consequences will escalate for repeat offenders to possibly include ISS, community/school service or OSS.

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

### **Tardies**

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

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

### **Consequences for Unexcused Tardies**

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

### **Attendance and Activities**

#### **Attendance for Participation in Extracurricular Activity/Events**

1. A student must be in school a minimum of three full periods immediately prior to departure from AHS to participate in events/activities.
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/removed from any class, 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 or a statement from the student's parent or guardian 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.



### III. DISSEMINATION OF POLICY

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

### IV. REQUIRED REPORTING

#### A. Continuing Truant

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

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

#### B. Reporting Responsibility

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

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. The 5 day letter will be sent to parents, students, and Aitkin County Health and Human Services.
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 offices of the respective buildings.

D. **Withdrawal from School**

Any student who is 17 years old who seeks to withdraw from school, and the parent's parent or guardian must:

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.

**TOBACCO**

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

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

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

- I. Everyone at District #0001 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.
- II. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:

- a. Name calling, jokes or rumors;
  - b. Pulling on clothing;
  - c. Graffiti;
  - d. Notes or cartoons;
  - e. Unwelcome touching of a person or clothing;
  - f. Offensive or graphic posters or book covers; or
  - g. Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad
- III. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officers, Mr. Peterson or Mr. Karelis.
- IV. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
- V. Your right to privacy will be respected as much as possible.
- VI. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
- VII. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have made a report of harassment.
- VIII. This is a summary of the School District policy against religious, racial and sexual harassment and violence. Complete policies are available in the District Office upon request.

**NOTICE TO ALL STAFF/STUDENTS**

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 Persons:

|  |              |
|--|--------------|
| <u>Elementary Principal, Jesse Peterson:</u> | 218-927-7720 |
| <u>High School Principal, Paul Karelis:</u>  | 218-927-2115 |

**POLICY PROHIBITING HAZING**

**I. PURPOSE:**

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

**II. GENERAL STATEMENT OF POLICY**

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours where students and staff of I.S.D. No. 1 are engaged.

- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

### **III. DEFINITIONS**

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

### **IV. REPORTING PROCEDURES**

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

## V. SCHOOL DISTRICT ACTION

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

## VI. REPRISAL

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

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

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school

transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyber bullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

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

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

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

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

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

### III. DEFINITIONS

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

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

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

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

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

#### IV. REPORTING PROCEDURE

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

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

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.



- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

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

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

#### VI. **RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying

or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

## **VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  - 4. The incidence and nature of cyber bullying;
  - 5. Internet safety and cyber bullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

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

## **VII. SCHOOL WEAPONS POLICY**

### **I. PURPOSE**

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

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

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

### **III. DEFINITIONS**

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

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives;

fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
  3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
- B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

#### **IV. EXCEPTIONS**

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
1. Active licensed peace officers;
  2. Military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
  3. Persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  4. Persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;
    - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
    - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.
  5. Firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
  6. Possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
  7. A gun or knife show held on school property;

8. Possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
9. Persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. **Policy Application to Instructional Equipment/Tools** While the school district takes a firm “Zero Tolerance” position on the possession, use or distribution of weapons by students, and a similar position with regard to nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

**D. Firearms in School Parking Lots and Parking Facilities**

E. A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minn. Stat. § 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

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

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

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

**A. Employees**

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

**B. Other Nonstudents**

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

**TRANSPORTATION/BUS CONDUCT**

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

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

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

**I. Bus Behavior**

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

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

**B. Nuisance, distractive behavior, which includes:**

1. Profanity/abusive language.
2. Distractive behavior (#9 - Rules of Bus Conduct).

3. Refusal to obey the driver.
4. Littering the bus.
5. Standing when supposed to be seated; this includes moving while in route.
6. Tripping other students and other infractions as defined in "Rules of Bus Conduct."

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

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

## III. **Conduct at Bus Stops**

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

### A. Rules at the Bus Stop:

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

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

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

#### IV. **Corrective Actions**

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

1. **1st offense:** Written and verbal notification to the parents that the student will be suspended from the bus from 1-5 days.
2. **2nd offense:** Written and verbal notification to the parents that the student will be suspended from the bus for two weeks. A conference will be held between the student, parent, driver, and principal before the student is readmitted to the bus.
3. **3rd offense:** Written and verbal notification that the student is suspended from the bus for the remainder of the school year.

##### B. **Corrective Action** - Type B Infraction- Nuisance or Distractive Behaviors:

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

#### **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.

#### **INSURANCE**

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

#### **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.

### **DIRECTORY INFORMATION**

Aitkin Public Schools will release and make public certain information during the 2015-16 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 14, 2015.

### **Aitkin Independent School District #1 – Walking Policy**

Walking is among one of the best ways to promote student well-being, helping children to integrate more physical activity into a daily routine. The District supports walking as transportation as long as students live within walking distance and where there are adequate facilities to do so safely (e.g. complete sidewalks and safe crosswalks.) Walking provides physical activity, decreases congestion and pollution, and provides pedestrian skills and a healthy habit that will last a lifetime.

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

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

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

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

1. If there is a crosswalk, use it. Use sidewalks and do not walk in the street.
2. Before crossing. Look left, right, and left again to make sure that the road is clear.  
Continue looking while you cross and listen for traffic.
3. Do not cross the street from between parked cars.

4. If you are walking at dawn, dusk, or after dark, wear light-colored or reflective clothing.

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

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

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

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

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

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

1. Ride on the right with traffic; obey all traffic signs & signals; bicyclists have all rights/duties of any other vehicle driver.
2. Legal lights and reflectors required at night.
3. Continuous arm signal required during last 100 feet prior to turn or change lane (unless arm needed to control bike) and while stopped waiting to turn.
4. On roadways may ride two abreast but don't impede normal & reasonable movement of traffic. Ride in single lane.
5. Ride as close as practicable to right hand curb or edge of roadway except:
  - a) When overtaking a vehicle.
  - b) When preparing for a left turn.
  - c) When necessary to avoid conditions that make it unsafe, e.g. fixed or moving objects, surface hazards, or narrow-width lanes.
6. Yield to pedestrians on sidewalks and crosswalks; give audible signal when necessary before overtaking. No riding on sidewalks within business districts unless permitted.
7. No hitching rides on other vehicles.
8. Only one person on a bike unless equipped for more, or legal baby seat is used.

9. Don't carry anything that prevents keeping one hand on the handlebars or proper operation of brakes.
10. Brakes must allow skidding on dry, level, clean pavement.
11. Handlebars must not be above shoulder level.
12. Bicycle size must allow safe operation.
13. On sidewalk, parking that does not impede normal & reasonable movement of pedestrian or other traffic is allowed unless is locally restricted.
14. Legal parking on a roadway, that does not obstruct legally parked motor vehicles, is allowable.
15. Safe bicycle events approved by local authorities, which do not seriously inconvenience other highway users, are not unlawful. Traffic laws can be waived.
16. When passing a bicycle or pedestrian, motor vehicles shall leave at least 3 feet clearance until safely past the bicycle or pedestrian.

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

1. Bicycle riders must exercise caution around motor vehicles and pedestrian students.
2. Walking bicycles on school sidewalks is further recommended.
3. Bicycles must be parked in the racks provided.
4. Students must bring and use bicycle locks.
5. Helmets must be stored in a locker, backpack or attached to bicycle.
6. Students are not to interfere with any bikes, helmets or other equipment (steal, unlock quick releases, bounce helmets, etc.).

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

**Aitkin School Routing Plan Walking and Bicycling**

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

**Rippleside Elementary**

Students traveling on foot to Rippleside Elementary should use sidewalks (as they are constructed) on 1<sup>st</sup> St. SW, 2<sup>nd</sup> St. SW, 3<sup>rd</sup> St. SE and 2<sup>nd</sup> Ave. SE running directly in front of the school.

Students crossing Minnesota Avenue (Hwy 169) should cross only at marked, designated pedestrian crosswalks. A main crosswalk is located at 2<sup>nd</sup> St. SW and is the preferred crossing for all students. Aitkin Police control this intersection for bus traffic during the morning and afternoon hours and help to ensure student safety while crossing. Additional crossing guards are provided in the afternoon by the school to assist students while crossing.

**Aitkin High School**

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

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

# AITKIN HIGH SCHOOL – Building Policies and Procedures

Welcome to the 2014-2015 school year. The faculty and staff hope that this school year will be a successful, enjoyable, and productive one for you. As in the past this handbook is to help you, the students and parents/guardians, become familiar with the procedures and regulations that govern the high school. It is important that you take time to familiarize yourself with the policies and procedures at Aitkin High School. If you have any questions about the information in this handbook, please feel free to talk with a school administrator or a teacher. This handbook is meant to serve as a guide, not every circumstance or event can be anticipated; therefore students are subject to all district rules, regulations, and policies, as well as the interpretation by school officials.

Our goal for each student is to help maximize each one's potential and make the most out of the opportunities that will be provided during the school year. We encourage you to become involved in the opportunities that are provided.

Aitkin High School has adopted and implemented a PBIS (Positive Behavior Interventions and Supports) Program. The PBIS Program was adopted to help create and maintain a positive, productive and safe environment for all school community members (students, parents/guardians, faculty/staff, and visitors) by clearly stating expectations in a behavior matrix. Aitkin High School PBIS program is based on four core values: **Responsibility, Respect, Character and Pride**. These four core values serve as the foundation for our behavioral matrix which clearly defines our expectations throughout the school settings for students. In addition, students receive positive reinforcements for meeting expectations. Behavioral errors both major and minor are recorded and consequences are assigned appropriately. We highly encourage you to get involved and make it a great year!!!

Gobbler Pride  
 Responsibility  
 Respect  
 Character



|   | Classroom  | I. S.  | Bathroom/Locker room  | Library / Computer Labs  |
|---|--|--|---|--|
| <b>Responsibility</b><br>* Use time wisely  | * Be Prepared<br>* Arrive on time<br>* Use supplies, equipment, and technology as instructed                     | * Get a pass ahead of time<br>* Be productive & Academically engaged | * Enter/Exit thru gym<br>* Use closest restroom<br>* NO cell phone use<br>* practice good hygiene | * Work on appropriate sites/materials<br>* Return books on time & in good condition  |
| <b>Respect</b><br>* Leave no Trace<br>* Use Appropriate Language                            | * Listen Attentively while others are talking<br>* Take turns speaking<br>* Accept classroom policy & procedures | * Be mindful of others work environment                              | * Value the privacy / property of others<br>* Conserve Water                                      | * Be Mindful of Volume:<br>- Voice/music<br>- Printing<br><br>* NO food / drink<br><br>* Mind your personal space<br>* Maintain settings |
| <b>Character</b><br>* Be Drug Free<br>* Use Integrity                                       | * Academic honesty<br>* Put forth best effort<br>* Cooperate   | * Get to your destination on time                                    | * Eliminate bullying<br>- Stick up for others   | * Stay focused<br>BE Productive  |
| <b>Pride</b><br>* Support & Participate in School Activities<br>* Keep PDA to holding hands | * Be inclusive<br>* Appreciate other's Differences   | * Stay current in all classes<br>* Seek help when necessary          | * Keep it Clean...  | * Report Equipment Problems immediately  |

Gobbler Pride  
Responsibility  
Respect  
Character



|   | Extra - Curricular  | Commons / Cafeteria   | Hallway   | School Grounds   |
|---|---|---|---|--|
| <p><b><u>Responsible</u></b></p> <p>*Use time wisely</p>  | <p>*Follow event etiquette</p>  | <p>*Wait patiently for your turn in the lunch line</p> <p>*Eat what you take</p>                                      | <p>*Move with purpose, walk safely, keep to the right</p> <p>*Keep areas passable</p>   | <p>*Use area as intended</p> <p>*Always be careful; keep everyone safe</p> <p>*obey signs &amp; traffic laws</p> |
| <p><b><u>Respectful</u></b></p> <p>*Leave no Trace</p> <p>*Use Appropriate Language</p>                             | <p>*Attend the event- no loitering</p> <p>*Be courteous to opposing fans</p> <p>*Give attention to the speakers</p> | <p>*Use Appropriate table Manners</p> <p>*Value Property &amp; Personal space of others</p>                           | <p>*Use appropriate language</p> <p>*Be courteous, value yourself, your classmates, the staff and others personal space &amp; property.</p> | <p>*Use appropriate language/voice/decibel levels</p> <p>*Utilize sidewalks and crosswalks</p>                   |
| <p><b><u>Character</u></b></p> <p>*Be Drug Free</p> <p>* Use Integrity</p>  | <p>*Be positive role models</p> <p>*Be humble- celebrate the accomplishments of others</p>                          | <p>*Be polite – say please and thank you</p> <p>*Be welcoming and accepting of others</p> <p>*Stick up for others</p> | <p>*Everyone matters</p> <p>Acknowledge people – smile and say hello</p>  | <p>*Value property and personal space of others</p>  |
| <p><b><u>Pride</u></b></p> <p>*Support &amp; Participate in School Activities</p> <p>*Keep PDA to holding hands</p> | <p>*positive cheers</p> <p>*Wear school colors</p> <p>*Be an Ambassador</p>   | <p>* Keep it clean</p>  | <p>*Report any damage to property</p>   | <p>* Keep it clean</p>   |

## **2015-16 Regular Time Schedule (Grades 7-12)**

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

### **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.

### **FOOD IN THE CLASSROOM**

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



## GENERAL HALL INFORMATION

Students are asked to be quiet and respectful in the halls and classrooms. Students are permitted to be in the locker areas, cafeteria or working with a staff member during the time before 1<sup>st</sup> period. Running in the halls is not acceptable. It is important that you learn to move rapidly through the building, but running makes it unsafe for others. Start to go to your next class as soon as you can and keep moving. You will find that you can easily make it without running. **The building is closed to students after 4:00 p.m. each day unless supervised by a teacher.** There are many activities in the building after this time, but only participants are allowed to stay. Students that are waiting for an activity to begin or for a ride are required to wait in a designated area by the 9<sup>th</sup> grade locker area.

## NOON PERIODS/LUNCH

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

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

The price of hot lunch or the salad bar will be determined by the Board of Education. Hot lunch or the salad bar can only be purchased by using your lunch account number. In order to do this the students must first put money into their family lunch account. Money should be deposited into your lunch account before school in the cafeteria. The first lunch that a student purchases on their account on any given day reflects Federal reimbursement. Additional lunches purchased on the same day do not receive Federal reimbursement, therefore students will be charged the full lunch. A la carte items can also be purchased during noon 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 1<sup>st</sup> violation the student will receive a warning. On the 2<sup>nd</sup> violation the student will be referred to the Assistant Principal or Principal.

## CAMERAS/RECORDING DEVICES

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

## ATTENDANCE PROCEDURES

When students are absent from school, a note stating the reason for the absence from the parent or legal guardian excusing the student's absence must be presented to the high school office **within two days of the absence or the absence will automatically be recorded as an unexcused absence.** Emails will not be accepted. The school administration reserves the right to refuse or accept any note excusing a student's absence depending on the circumstances of the absence.

### **Withdrawal from School**

Any student who is 17 years old who seeks to withdraw from school, their parent or guardian must:

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

### **EXCLUSIONS TO THE ABSENTEE POLICY:**

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

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

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

### **APPEAL PROCEDURE FOR LOSS OF CREDIT DUE TO UNEXCUSED ABSENCES:**

A student may be allowed to make up partial credit for a class in which credit was denied due to unexcused absences. The student and parent(s)/legal guardians(s) may submit a written appeal request to the Assistant Principal within two days after he/she has reached his/her 3<sup>rd</sup> unexcused absence for the quarter/semester. The request will be reviewed by the standing committee which consists of the principal, assistant principal, one counselor, and two teachers. If the student stays within the criteria of the attendance policy, the student's grades and credits for the previous quarter/semester will be reinstated provided that the original grade was not a failing grade.

### **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.

### **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 pupil, 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.

### **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, tube tops, shirts with one sleeve, spaghetti straps, muscle shirts, low cut shirts, exposed midriffs, and visible undergarments are all examples of dress that are unacceptable in an educational setting.
2. Holes in pants, short shorts, or miniskirts that go above the mid-thigh will not be allowed. Pants and shirts should be worn to cover all undergarments, including underwear and bra straps. Stretch pants or yoga pants are not acceptable unless they are worn with a garment that covers down to the mid-thigh.
3. Any attire that exposes too much skin deemed inappropriate by staff and/or administration will not be allowed in the school. Any student wearing inappropriate clothing will be required to change into appropriate dress attire.
4. Clothing or jewelry that promotes alcohol or tobacco products, or their use will not be accepted. Clothing with obscenities or sexual connotations will be forbidden.

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

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

### **LOCKERS**

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

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

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

## **STUDENT DRIVING**

Students are encouraged to ride the bus rather than drive if they live in the country. However, if you do drive, a student parking lot is furnished for you on the north side of the school. Students are not to drive or ride in cars or any other motor vehicle during school hours including noon hour, unless they have written permission from their parents and a school administrator. Students may be allowed to drive with permission from a school administrator in emergency situations. Students that choose to drive without permission will be assigned after school detention. Parking lots are school property and students using school parking lots are subject to having their vehicles searched by school officials with reasonable suspicion that a violation is occurring.

## **FEES AND FINES**

Textbooks, workbooks and other materials are furnished free to students and they are held responsible for their condition. If you lose or damage a book, the school will charge an appropriate replacement fee for textbooks, workbooks or library books lost or destroyed.

## **ATHLETIC FEES**

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

## **HOCKEY PARTICIPANTS**

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

## **MEDICATIONS**

Whenever possible, prescribed medication should be given at home and every effort should be made to avoid taking medications during school hours. In the event that prescribed medications need to be taken during the school day, an authorization form must be signed by the parent/guardian and should be on file in the nurse's office. The school nurse or other designated personnel will administer medications in the nurse's office.

## **TENNESSEN WARNING**

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

## **FUNDRAISING**

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

## **PERSONAL ELECTRONIC DEVICES**

Aitkin High School believes that the use of Personal Electronic Devices (cell phones, iPods, 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.

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

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

## **MEDIA CENTER**

Students will not be allowed to go to the Media Center unless they present the homeroom teacher with a pass from a classroom teacher or a pass from media center staff. Students are always to have individual passes when coming to and from the library. These passes are to be properly stamped and time recorded when they leave the Media Center. Students who receive unsatisfactory midterms will be restricted to homeroom. They will not be allowed to go up town, to the Media Center or other places unless it is for the purpose of correcting the midterms.

## **VISITORS**

Visitors must receive permission from the office before visiting classes or being in the building. Parents are encouraged to visit. Teachers will be able to identify a visitor by the visitor pass that must be worn on the chest the entire day. NO student visitors will be allowed during class time at the middle school and high school. Students attending AHS may bring a guest to dances by following the procedure in the school dance/prom policy. Persons violating the visitor policy will be referred to law enforcement.

## **SCHOOL DANCES/PROM**

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

General Dance Regulations include:

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

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

## **HOMECOMING/SNO DAZE CORONATION**

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

## **FIRE DRILLS**

There will be five fire drills a year. At fire drills, all persons are to leave the school building as quickly as possible by the exit designated by the classroom you are in when the alarm sounds. If you are in the hallway or if the designated exit is blocked for some reason, take the nearest available exit. Move quickly and quietly to leave the building as this is safest in the event of a real need to leave. Don't stop at lockers. When you get out of the building, move as far away from the building as you can without endangering yourself.

Regulations say that all students move at least 100 feet from the building. Avoid crossing Highway 210 because crossing the highway may be more dangerous than the fire - High School only. Stay away from all hydrants in the area since firemen may need to find these quickly in the event of a fire. If you are standing around them, they are not clearly visible.

## **LOCKDOWN DRILLS**

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

## **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."

## **AITKIN HIGH SCHOOL WEIGHTING SYSTEM**

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

### **Weighted Courses:**

College Algebra III\*  
College American Literature\*  
College American Government\*  
College Athletic Training\*  
College Calculus I/II\*  
College Pre-Calculus\*  
College Chemistry\*  
College Choir\*  
College Composition\*  
College Economics\*  
College Human Biology\*  
College Human Geography\*  
College International Relations\*  
College Personal Fitness\*  
College Physics\*  
College Psychology\*  
College Public Speaking\*  
College Recreational Life Skills\*  
Spanish III\*  
Spanish IV\*  
Pre-Calculus\*

### **Point System**

#### **Weighted Courses:**

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

#### **All Other Courses:**

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

Other Provisions:

A. Class Rank:

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

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

B. Valedictorian/Salutatorian:

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

Students must obtain the required number of credits based off the Credit Conversion Chart (page 54) during grades 9-12 in Aitkin High School to be eligible for valedictorian or salutatorian:

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



## GRADUATION REQUIREMENTS

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

Conversion factor:

Quarter class = .5 credit

1 semester class = 1 credit

Yearlong class = 2 credits

Trimester class = 1 credit

| Required credits for class of | 2018 and beyond      | 2017   | 2016   |  |
|-------------------------------|----------------------|--|--|--|
| English                       | 8 semester credits   | 3 trimester credits and 6 semester credits         | 6 Trimester credits and 4 semester credits         |  |
| Social                        | 8 Semester credits   | 3 trimester credits and 6 semester credits         | 6 Trimester credits and 2 semester credits         |  |
| Science                       | 6 semester credits   | 3 trimester credits and 4 semester credits         | 6 Trimester credits and 2 semester credits         |  |
| Math                          | 7 semester credits   | 3 trimester credits and 4 semester credits + Stats | 6 Trimester credits and 2 semester credits + stats |  |
| PE                            | 2 semester credits   | 1 trimester credits and 1 semester credit          | 2 trimester credits or 2 semester credits          |  |
| Health                        | 1 semester credit    | 1 trimester or 1 semester credit                   | 1 trimester or 1 semester credit                   |  |
| Fine Arts                     | 2 semester credits   | 1 year equivalent trimester or semester            | 1 year equivalent trimester or semester            |  |
| Electives                     | 11 semesters credits | 13-14  | 15-16  |  |
| Total                         | 45 semester          | 51 combination                                     | 57 combination                                     |  |

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

5. Students graduating and meeting the criteria below will be issued an honors diploma and identified upon graduation:
  - Must meet credit requirements listed above for their class.
  - Must complete 4 years of Math, 4 years of Science, 2 years of Fine Arts or Foreign Language or a combination of Fine Arts and Foreign Language
  - Must have a 3.5 grade point average at the end of 1st Semester of their senior year.
6. Transfer students shall present their credits for graduation to the principal for approval.
7. In no event may a student graduate with less than the state and school district requirements.
8. Students who successfully complete credits and the time requirements of the Aitkin Area Learning Center (ALC) can receive a diploma and may participate in Aitkin High School graduation exercises.
9. The administration may recommend for graduation students who have attended state approved and accredited programs in other schools even though these students may not otherwise qualify under this policy.

**Students who enter Aitkin High School from nontraditional programs that are unable to transfer high school credits from other public high schools or accredited private schools will need to earn a minimum of 12 semester credits at Aitkin High School to be considered for 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.

### **HONOR ROLL**

The weighting system will be in effect for determining the honor roll for all classes, 7-12. The honor roll will be calculated for all classes on the 4.333 system. 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 points.

### **INCOMPLETE GRADES**

A student will not be allowed to take an "F" in lieu of unfinished work. Rather, an "I" (incomplete) will be given and this will be carried over to the final grade if the student refused to complete the work. An "I" as a final grade reverts to an "F" if not completed within two weeks from the end of the grading period unless prior arrangements are made with the instructor.

## **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 homeroom 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 to drop a class. This request must be made within the first 3 class sessions of the quarter.
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.

## **PASSES**

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

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

## **DISCIPLINE**

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

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

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

| Behavioral Error       | First Intervention                                       | Second Intervention                                      | Third or More Interventions                              |
|------------------------|--|--|--|
| Tobacco use/possession | 3 day out school suspension: referral to law enforcement | 3 day out school suspension: referral to law enforcement | 5 day out school suspension: referral to law enforcement |

|  |  |  |  |
|--|--|--|--|
| Alcohol/drug use/possession ( including possession of paraphernalia)                     | 5 Day out school suspension; referral to law enforcement   | 5-10 day out school suspension; referral to law enforcement  | 5-10 day out school suspension. Possible expulsion; change in education setting; referral to law enforcement |
| Alcohol/drug selling or any Sexual assault or physical assault                           | 5- 10 day out 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 day out school suspension; possible law enforcement notification   | 3 -10 day out school suspension; possible law enforcement notification                                   | 5-10 day out 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, | Possible: detention, suspension, 1-5 day out of school suspension; possible referral to law enforcement        | Possible: detention, suspension, 1-10 day out of school suspension; possible referral to law enforcement | Possible expulsion; change in education setting, referral to law enforcement                                 |

|  |   |  |  |
|--|---|--|--|
| Cyber bullying                                       |   |  |  |
| Inappropriate behavior (this includes bus behavior)  | Possible: detention, suspension                 | Possible: detention, suspension                | Possible: detention, suspension                              |
| Profanity  | Warning; possible detention                     | 2 hours of after school detention              | 1-3 day out of school suspension                             |
| Truancy  | See attendance policy                           |  |  |
| Tardies  | 1 hour after school detention                   | 2 hours after school detention                 | 2 hours of after school detention                            |
| Fake note  | Detention and parent contact                    | Detention and parent contact                   | Detention and parent contact                                 |
| Electronic Device Violation                          | Device taken; picked up after school by student | Device taken; picked up after school by parent | Device taken for two weeks, picked up after school by parent |
| Bus Violation<br>Depends on type A or type B offense | See bus policy listed on pages 34-36            | See bus policy listed on pages 34-36           | See bus policy listed on pages 34-36                         |

### **CHEATING**

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

### **STUDENT EXPECTATIONS**

- Please walk from place to place.
- Help keep the building clean from graffiti and/or other types of vandalism. If you are aware of individuals responsible for this type of behavior, please notify an adult or a student council member.
- Please keep chewing gum to a minimum and dispose of it properly.
- 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.

### **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.

### **DETENTION**

The principal/assistant principal may choose to assign after school detention. A detention form will be sent home when a student is assigned detention. It is the student's responsibility to contact and inform his/her

parents/guardians and make the necessary arrangements to serve detention. Detention takes precedence over other after-school activities such as extracurricular practices or games and must be served before participating in the events. A student is expected to study or stay busy during the detention time. Students serving detention are required to report to the designated detention room by 3:30 p.m. unless other arrangements have been made with the principal or assistant principal. Students that fail to serve detention will be referred to the assistant principal or principal.

### **EXCLUSION AND EXPULSION**

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

### **SPORTSMANSHIP POLICY**

#### **Spectators**

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

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

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

### **NONSPORT ACTIVITY FEE**

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

### **SCHOLASTIC ELIGIBILITY AND ATTENDANCE REQUIREMENTS**

#### **\*\*THIS POLICY IS SUBJECT TO CHANGE DURING THE 2015-16 SCHOOL YEAR\*\***

#### **A. Scholastic Eligibility**

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 of Aitkin High School extracurricular activities.

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.

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.

Students will remain academically ineligible until they have passing grades in all subjects.

If students receive a failing grade at the end of a quarter/semester, they will be ineligible for the first two weeks of the next quarter/semester. If after two weeks they have passing grades in all subjects, they become academically eligible.

It is the instructors' responsibility to inform the Activities Director of failing grades on Friday or the last day of the week school is in session by 3:30. Determination of eligibility will be made on Monday or the first day school is in session the following week.

#### B. Attendance

To practice or compete in any extracurricular activity held on a school day, students must be in attendance for the last half of the day. Extenuating circumstances over which the student/parent has no control may be allowed if approved in advance by the high school principal. (The last half of the day is interpreted as 12:00 noon.)

C. 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.

## **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+ | 4.333 | 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 |    |       |

### **INCOMPLETE GRADES**

A student will not be allowed to take an "F" in lieu of unfinished work. Rather, an "I" (incomplete) will be given and this will be carried over to the final grade if the student refused to complete the work. An "I" as a final grade reverts to an "F" if not complete within two weeks from the end of the grading period unless prior arrangements are made with the instructor.

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

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

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

### **MIDDLE SCHOOL HONORS**

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

### **THE LOG SYSTEM**

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



# Rippleside Elementary School Supplies

## Kindergarten (Please label)

- Plastic Rest Mat. (Remember they have to fold it and put it away in a small cupboard by themselves.) We expect these items to be left in school.
- A sturdy and **EXTRA-large** backpack for carrying papers, books, snow pants, shoes, etc. Please help us establish the habit of bringing it to school daily
- 3-4 folders to carry papers back and forth (getting a few extras is always a really good idea)
- Notebook
- 1" three ring binder to keep at school
- Head Phones
- Tennis Shoes for PE **For classroom use (please don't label):**  
Pack of Crayola Twistable

### Crayons

1 box of Kleenex  
1 pump bottle of hand sanitizer  
1 container of disinfecting wipes  
Optional classroom supplies: Crayola Twistable colored pencils, colored computer paper, colored cardstock paper

## 1st Grade

pencils (2 packs) 2-3  
Large erasers  
Scissors  
6 glue sticks  
Small covered pencil sharpener  
Pencil box (approx 5x8)  
Crayons  
2 yellow highlighters  
2-3 pocket folders  
2-3 plastic folders  
2 wide rule notebooks  
Backpack (without wheels)  
8 oz. or more hand sanitizer  
Large box Kleenex  
Head Phones  
Tennis Shoes for PE Optional:  
Colored pencils  
Markers  
Cap Erasers  
Clorox Wipes

## 2nd Grade – (Please label)

Pencils (2-3 packs pre-sharpened)  
Large Erasers  
Scissors

## Glue Sticks (6)

Crayons  
5 Pocket Folders – Blue, Red & Green & 2 fun  
2 Wide-lined Notebooks  
Covered Pencil Sharpener  
Pencil Box  
Backpack  
Tennis Shoes for PE  
Lg. box of Kleenex  
Optional  
Colored Pencils  
Markers  
Hand Sanitizer  
Clorox Wipes  
Head phones

## 3rd Grade

Pkg Pencils (traditional gold)  
2 Erasers  
Crayons or Colored Pencils  
1 box Kleenex  
4 Wide-ruled Notebooks  
Water Bottle  
Pack of Glue Sticks  
Pencil Container  
5 Folders  
1 box Dry Erase Marker (4 pack)  
Old Sock for Dry Eraser  
Scissors  
Clorox Wipes  
Hand Sanitizer  
Pencil Sharpener  
Highlighter  
Headphones 1" 3 Ring  
Binder Tennis Shoes for PE  
Optional:  
Ruler  
Markers

## 4th Grade

2 (24 pack) Pencils, traditional gold  
Red correcting pen  
Wide rule journal /composition notebook (no spiral or tear out)  
Highlighters  
Dry erase markers  
Eraser/sock  
2 sturdy solid orange colored folders  
4 other folders  
2 notebooks  
Glue sticks  
Colored pencils  
Pencil box  
Covered pencil sharpener  
Tennis Shoes for PE  
Scissors  
Ruler  
Box (or two) of Kleenex Protractor

## Head Phones

Disinfectant wipes  
Optional: crayons, markers, water bottle, loose leaf paper,

## 5th Grade

All supplies will need to be replenished throughout the year.  
Expo Markers- 1 pack  
Pencils Erasers  
3 Folders  
3 Notebooks  
Markers  
Crayons or Colored Pencils  
Glue Sticks/bottles  
Hand Pencil Sharpener  
Kleenex Scissors  
Tennis Shoes for PE  
Back Pack  
Small pencil bag  
Disinfecting Wipes  
Head Phones  
*Asmus/Robinson Classes have Community Supplies*

## 6th Grade

1" or 2" 3-ring binder (no Trapper Keepers)  
4-5 notebooks  
3-4 pocket folders  
Clorox Wipes  
1 pack index cards  
1 highlighter colored pencils  
backpack gym shoes  
2 boxes of Kleenex pencils  
dry erase marker  
Head Phones  
Tennis Shoes for PE  
Optional: markers hand sanitizer

## We are a Latex Free School

Head phones for all grade levels

# RIPPLESIDE - Building Policies and Procedures

## Daily Schedule:

|            |   |
|------------|---|
| 8:00-8:15  | Students enter building                               |
| 8:05       | Students may enter classrooms                         |
| 8:00-8:22  | Breakfast is served                                   |
| 8:25       | Classes Begins - Pledge of Allegiance & Announcements |
| 11:10-1:10 | Lunch /Recess   |
| 3:02       | Grades K-3 bus students dismissed                     |
| 3:04       | Grades 4-6 bus students dismissed                     |
| 3:10       | Walkers and Parental pickup                           |

## Daily Dismissal

Primary students are dismissed at 3:02 p.m. Intermediate students are dismissed at 3:04 p.m. Children riding buses are dismissed directly to their buses.

Walkers are dismissed to the gym by the office and dismissed from there by the School Patrol.

To alleviate congestion and for the students' safety, parents picking up their children are encouraged to do so after the buses have left at 3:10 p.m. at the Main Entrance. In order to maintain the safest environment possible parents are required to wait in the lobby area by the office, until all students riding the bus have been dismissed.

## A.M. Drop-Off

For the safety of all students, parents are asked to travel down 2<sup>nd</sup> Street SW turn south on 2<sup>nd</sup> Avenue SW and stop along the sidewalk in front of Rippleside Elementary to drop-off children. Please pull ahead as far as possible. This street is marked by yellow. This is a drop-off zone ONLY. If you must enter Rippleside, you must find alternate parking (2<sup>nd</sup> Street SW or 3<sup>rd</sup> Street SW).

## School Patrol

Any student, who does not leave Rippleside on a school bus or with an adult after school, must wait to be dismissed by the school patrol from the designated school patrol area. Students walking with patrol must have a permission slip from a parent or guardian. This is to be given to the school patrol advisor, and it must state where your child will be going. One note will suffice for the year if the student is going to be a regular walker. If a student uses the school patrol occasionally a note must be turned in each time.

Students who use the school patrol cross three intersections. The Aitkin City Police assist at the crossing of Highway 169. Each walker must listen and follow the directions of the school patrol members, who are volunteer students from the 5th and 6th grade. If there are any problems, the Principal will be informed and the appropriate actions will then be taken. This is to be a safe and problem-free experience. If you have any questions, please contact the school.

**Safe School Routes – Bike or Walk** (See District Policy - pages 39-41)

**Student Transportation Changes and Not Picked Up**

A student who has transportation changes from their regular plan will need to provide a written note/phone call to the school office prior to 2:00 p.m.

If a child is not picked up at the appropriate time during school hours, the school will attempt to call the home. If no contact is made, a call will be placed to the Aitkin City Police or Aitkin County Sheriff. These agencies will pick up the student and contact the parents/guardians.

**Lunch Break**

During lunch, students are required to sit and eat quietly at a table as determined by the lunchroom supervisor. Students are likewise required to remain seated until excused by the lunchroom supervisor.

**Lunch/Breakfast (Computerized)**

Each Rippleside student will be issued a 4-digit student ID. Each time the student goes through the Breakfast/Lunch line for a meal, milk, or an extra a la carte item, the child will punch in their 4-digit code and the cost will automatically be deducted from the students account.

**Current Lunch Prices:**

|             | <u>Elementary</u> | <u>H.S.</u> | <u>Adult</u> |
|-------------|-------------------|-------------|--------------|
| ½ Pint Milk | .35               | .35         | .35          |
| Breakfast   | 1.25              | 1.35        | 2.30         |
| Lunch       | 2.00              | 2.25        | 3.60         |

Each additional student breakfast is \$1.80

Each additional student lunch is \$3.00

**Guide to Healthy Snacks at School**

Aitkin Independent School District’s Wellness Policy states that “the school district will encourage the use of foods or beverages that meet nutritional guidelines for academic performance or good behavior. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages.”

Parents and teachers can support lifelong healthy eating habits by ensuring that healthy snacks—rather than high-sugar, high-fat snacks—are available for growing children during regular snack times. Healthy eating improves memory and concentration, classroom behavior, test scores, health and attendance, builds strong bones, promotes healthy growth, prevents dental cavities, and helps maintain a healthy weight. School snacks should be safe and easy to serve. Check with your classroom teacher to determine if any snack options need to be avoided due to allergies of other students in the classroom.

Healthy snacks will be provided to Kindergartners and 1<sup>st</sup> grade two times a week. Three times a week students will bring a healthy snack from home with the emphasis being on portion control.

**Birthday Treats are not encouraged.** When choosing snacks that contain healthy grains, try to keep the added sugars to less than 35% by weight and the saturated and trans fat low, meaning no more than 35% of its total calories derived from fat and less than 10% of total calories derived from *saturated* fat.

**Healthy snack ideas include: (*Fruits and vegetables are always the best choice*)**

- Vegetables and low fat dips such as cottage cheese, guacamole, hummus, salsa, or salad dressing
- Fresh, frozen, or canned fruit in own juice or light syrup, unsweetened applesauce
- Dried fruits such as raisins, cranberries, and prunes, also try natural fruit leathers
- Low fat cheese (7 grams of fat or less per oz.)- use in moderation and pair with fruit, veggies, or crackers
- Low fat yogurt (no more than 30 grams of sugar in a 6 oz. cup)
- Whole grain crackers (6 grams of fat or less)
- Baked tortilla chips
- Rice Cakes- Look for rice cakes made from brown whole grain rice
- Whole grain mini bagels, whole wheat English muffins, or whole wheat pita bread
- Low-fat popcorn (6 grams of fat or less)
- Whole grain cereals with no more than 35% added sugars by weight
- Whole grain granola bars that are low in fat and sugar
- Graham Crackers
- Nuts-keep serving size small and pair with another snack such as fruit
- Trail Mix-Make your own with low fat granola, whole grain cereal, nuts, seeds, and dried fruit...No M&Ms
- Beef or Turkey Jerky
- Low fat, reduced sodium brands of turkey, ham, and roast beef slices
- 100% fruit juice with a 6 oz. serving size
- 100% low sodium vegetable juice
- Bottled Water-*This should be the main drink served at snack time*
- Low-fat or fat-free milk

### **Supervision of Children Morning and Noon**

**Morning Arrival** - Buses do not arrive at Rippleside before 8:00 a.m. There is no adult supervision with students before 8:00 a.m.; therefore, parents who bring their children to school are asked to drop their children between 8:00 and 8:15 a.m. at the drop-off zone on 2<sup>nd</sup> Avenue SW in front of Door #1. Children will be dismissed to the gym at 8:00 a.m. by a paraprofessional and supervised there until their dismissal at 8:05 to their classrooms.

**Noon** - Children are supervised on the playground, following their lunch, by paraprofessionals. During inclement weather, they will be supervised in their classrooms.

### **Pets**

Pets brought to Rippleside Elementary during the school year should be cleared with the classroom teacher. Due to increasing amount of allergies, it is necessary to make these arrangements. Pets may be viewed outside on school property, with owner present and supervising the activity.

### **Dress Code**

Good judgment should be used in choosing clothing and footwear to be worn at school. Students should avoid attention-seeking outfits, which depart from good taste and should wear clothes appropriate for school. Clothing which promotes alcohol or tobacco products or their use will not be accepted. Clothing with obscenities or sexual connotations will be forbidden. No open toe shoes are allowed outside or in the gym. (Other activities may also warrant removal.)

Students are prohibited from wearing any attire including bandannas, jewelry, chains, symbols or colors which signify or are likely to be interpreted as signifying membership in gangs, or offensive clubs to school at any school scheduled activities (i.e. dances, indoor/outdoor athletic events, field trips, etc.)

### **Fees and Fines**

Textbooks, workbooks and other materials are furnished free to students and they are held responsible for their condition. If students lose or damage a book, they will need to pay for it.

### **Selling**

No student selling during school hours of 8:05 a.m. - 3:05 p.m., unless it supports planned Rippleside programs.

### **Grading Practice**

The following percentages will be used by the Rippleside staff to determine your child's grade.

**A=93% - 100%    B=83% - 92%    C=74% - 82%    D=65% - 73%    F=64% & below**

### **Late Work**





A late assignment is one not completed by the day it is due. The consequences for late work are: A daily deduction that is at the discretion of each grade level.

### **Incompletes**

A student will not be allowed to take an "F" in lieu of unfinished work. Rather, an "I" (incomplete) will be given and this will be carried over to the final grade if the student refused to complete the work. An "I" as a final grade reverts to an "F" if not complete within two weeks from the end of the grading period unless prior arrangements are made with the instructor.

# PBIS “Catch the Wave” at Rippleside Elementary School

Positive Behavioral Interventions and Supports is an approach to teaching and supporting positive behaviors and meeting the needs of all students. This school wide approach to discipline focuses on building a safe and positive environment in which all students can learn. The foundation of PBIS at Rippleside Elementary School is Catch the Wave which has four building wide expectations:

-  **We Are Respectful**
-  **Always Responsible**
-  **Very Safe**
-  **Excellent Attitude**

In addition to our behavior expectations PBIS has five other components: 1) a behavior matrix which explains behavior expectations in each school setting; 2) direct teaching of the expectations; 3) Catch the Wave reinforcement; 4) Consequences for minor and major behavior and; 5) behavior tracking to record and address inappropriate behaviors.

## BEHAVIOR MATRIX

The school behavior matrix is a detailed description of expected behavior in each setting of the school. For example, in every setting it is respectful to use self-control with body and words. It is very safe to keep hands, feet, & body to self. The matrix will be posted in classrooms, around school, and sent home. The home behavior matrix was created to provide a detailed description of behaviors that will help children be successful at home, school and in our community. For example, it is respectful to say “please” and “thank you”. It is responsible to have a quiet place to complete homework. The home matrix will be sent home. Opportunities to learn more about home expectations will be available in Rippleside Elementary School’s monthly newsletter.

## TEACHING EXPECTATIONS

Throughout the school year, students will be taught how to behave according to the four expectations. Teachers will help students learn what the expectations look like and provide opportunities for students to practice the expectations. These lessons will be retaught and reinforced throughout the school year, and become a regular part of our instructional program.

## PBIS RECOGNITION

Acknowledging and reinforcing positive behavior is one of the best ways to change inappropriate behavior and encourage appropriate behavior. Some of the ways we reinforce positive behavior includes: Catch the Wave surf boards, the Gobbler Coop, lunch with Surfer Dude, jelly bands, surfer tags, monthly assemblies, and classroom celebrations.

## DISCOURAGING INAPPROPRIATE BEHAVIOR

Our focus is on teaching and re-teaching expected behavior but when that is not effective, classroom teachers use a variety of strategies to correct inappropriate behavior. When major behavior is demonstrated, it will result in an immediate referral to the office.

## BEHAVIOR TRACKING

Anytime a student receives recognition for positive behavior or a minor/major referral for inappropriate behavior, it is tracked. We look at this data monthly and use it to make informed decisions as to where we need to put our efforts to encourage positive behavior, reteach, and develop school-wide and individual plans.

|   |  |   |                 |
|---|--|---|-----------------|
| <p><i>We are Respectful</i></p>   | <p><i>Always Responsible</i></p>   | <p><i>Very Safe</i></p>   | <p><i>A</i></p> |
| <p>Encourage your child to say "please" and "thank you".</p>                                | <p>Provide your child with a quiet place to complete homework. Help when needed.</p> | <p>Know where your child is and with whom.</p>  | <p>t</p>        |
| <p>Expect your child to listen to and follow directions.</p>                                | <p>Make sure your child's reads or you read to them everyday.</p>                    | <p>Monitor your child's TV, video games, and Internet use.</p>                                      | <p>t</p>        |
| <p>Expect your child to treat you and others with respect.</p>                              | <p>Make sure your child gets plenty of sleep at night.</p>                           | <p>Teach your child ways to be a good friend.</p>   | <p>i</p>        |
| <p>Encourage your child to behave.</p>  | <p>Volunteer at Rippleside.</p>  | <p>Teach your child appropriate ways to express feelings.</p>                                       | <p>t</p>        |
| <p>Teach your child the difference between appropriate and inappropriate language.</p>      | <p>Ask your child questions about what they learn at school.</p>                     | <p>Teach your child healthy ways to solve problems.</p>   | <p>u</p>        |
| <p>Praise your child when they follow your rules and comply with your requests.</p>         | <p>Check your child's backpack daily.</p>  | <p>Talk to your child about their feelings, friendships, and stressors.</p>                         | <p>d</p>        |
| <p>Teach your child to resolve conflicts without using violence or putting others down.</p> | <p>Contact Rippleside with questions, concerns, and for progress updates.</p>        | <p>Teach your child to say "No" when they are pressured to do something they do not want to do.</p> | <p>e</p>        |
| <p>Encourage your child to do their personal best in school.</p>                            | <p>Make sure your child brings to school everything they need.</p>                   | <p>Provide your child with the items necessary to stay clean, warm and healthy.</p>                 | <p></p>         |

# Rippleside PBIS Minor-Major Behavior Grid

| <b>Minor/Level 1</b><br>Addressed by classroom teacher<br>4 minors become a major referral   | <b>Major/ Level 2</b><br>Immediate office referral   |
|--|--|
| <p><b>1. Inappropriate Language</b></p> <ul style="list-style-type: none"> <li>• Swearing</li> <li>• Name calling</li> <li>• Verbal argument</li> <li>• Negative comments</li> <li>• Impolite language</li> <li>• Talking back</li> <li>• Dishonesty</li> </ul> <p><b>2. Physical Contact</b></p> <ul style="list-style-type: none"> <li>• Pushing/Shoving</li> <li>• Bumping</li> <li>• Touching someone else</li> </ul> <p><b>3. Defiance/Disrespect</b></p> <ul style="list-style-type: none"> <li>• Uncooperative behavior</li> <li>• Breaking class or school rules</li> <li>• Talking back</li> <li>• Refusal to work</li> <li>• Cheating</li> <li>• Out of assigned area</li> </ul> <p><b>4. Disruptions</b></p> <ul style="list-style-type: none"> <li>• Making noise</li> <li>• Yelling out</li> <li>• Disruption during instruction</li> <li>• Constant talking</li> <li>• Crying</li> <li>• Throwing small objects</li> </ul> <p><b>5. Property Misuse</b></p> <ul style="list-style-type: none"> <li>• Ripping books</li> <li>• Breaking pencils, crayons, or classroom toys</li> <li>• Pushing furniture</li> <li>• Writing on desk, books</li> <li>• Going into another person's desk and/or backpack</li> </ul> | <p><b>1. Inappropriate Language</b></p> <ul style="list-style-type: none"> <li>• Excessively vulgar language</li> <li>• Severe verbal threats against anyone</li> <li>• Harassment (racial, sexual, and religious)</li> <li>• Gang harassment</li> <li>• Threats/ intimidation</li> </ul> <p><b>2. Physical Contact</b></p> <ul style="list-style-type: none"> <li>• Physical intimidation</li> <li>• Sexual misconduct (private parts)</li> <li>• Fighting/physical aggression</li> </ul> <p><b>3. Defiance/Disrespect</b></p> <ul style="list-style-type: none"> <li>• Walking out of classroom</li> <li>• Leaving your class while in the hallway</li> <li>• Leaving school building and/or grounds without permission</li> <li>• Excessive arguing with refusal to redirect</li> </ul> <p><b>4. Disruptions</b></p> <ul style="list-style-type: none"> <li>• Throwing objects with intent to cause harm</li> </ul> <p><b>5. Property Misuse</b> <input type="checkbox"/> Vandalism</p> <ul style="list-style-type: none"> <li>• Major graffiti</li> <li>• Setting fires</li> <li>• Use of combustibles (fire crackers, snaps, etc.)</li> <li>• Destruction of peer, teacher or school property</li> <li>• Stealing from peers/adults</li> </ul> <p><b>6. Other</b></p> <ul style="list-style-type: none"> <li>• Possession of weapons</li> <li>• Alcohol/drug possession/ tobacco</li> </ul> |



## **Gum Chewing**

Gum chewing is **not** allowed at Rippleside Elementary School or on any buses.

Consequences:

- 1<sup>st</sup> Offense: Warning to student.
- 2<sup>nd</sup> Offense: Lunch detention will be assigned.
- 3<sup>rd</sup> Offense: Student will be referred to Principal.

Continuous Nuisance Infractions (more than 3) will result in consequences as listed or Serious Infractions.

## **Bullying**

Bullying behavior at school will not be tolerated. Bullying behavior is defined as:

- Intentional harm doing
- Repeated over time
- Occurs in a relationship in which there is an imbalance of power

Direct Bullying Behaviors:

- Physical – hitting, kicking, shoving, spitting
- Verbal – taunting, teasing, racial slurs, verbal/sexual harassment
- Nonverbal – threatening, obscene gestures

Indirect Bullying Behaviors:

- Physical – getting another person to assault someone
- Verbal – spreading rumors
- Nonverbal – exclusion from a group or activity as well as cyber bullying

Relational Bullying Behaviors:

- Combines direct and indirect bullying strategies
- Targets relationships, and social status to cause harm to peers

**All bullying incidents are taken very seriously and will be addressed by school staff.**

## **Student Absences**

Following any legitimate absence from school, a note from the child's parent stating the reason for the absence must be presented to the child's classroom teacher within 2 days of returning to school. In the event the classroom teacher is not furnished with a note, the absence will be considered unexcused.

In the event of multiple unexcused absences, absent letters from the Rippleside Elementary Office will be sent to the parents or legal guardians. Letters will be sent after 3 unexcused absences, 5 unexcused absences, and 7 unexcused absences. The 3<sup>rd</sup> letter will be filed with Aitkin County and considered for educational neglect. (See attendance policy located in handbook).

In the event of multiple excused absences, a letter may be sent requiring a note from a medical profession for the absence to be considered an excused absence. All other absences will be considered as unexcused absences.

## **Tardies**

Tardies are recorded on your child's report card.

The following are reasons for receiving a tardy:

1. If students are not in their classrooms by the time of morning announcements.
2. If students are not in their classroom five minutes after their class bell has rung after noon recess.
3. Other late times will be left up to the discretion of the classroom teachers.

## **Neglect**

The failure by the person responsible for the child's care to provide basic care when reasonably able to do so (Minnesota Statutes 626.55 subdivision 2(d) (1)-(9))

### **Educational Neglect**

- Unexcused absences on 7 days for a child in elementary school
- Unexcused absences of one or more school periods on 7 school days if the child is in middle, junior high, or high school
- Referrals for educational neglect come from schools Requirements
- All children between 7 and 18 are subject to mandatory attendance requirements.
- Children under the age of 7 who enroll in half day or full day kindergarten are subject to mandatory attendance requirements.
- Children 16 and 17 may be legally withdrawn from school after a student, parent, school meeting and a written notice of intention to withdraw is signed by the parent or guardian.
- Excessive absences could result in further action by the school.

## **Student Attendance of After School Events**

Students who stay after school to attend a school sponsored activity must be a participant or under the supervision of an adult. If a student doesn't have a note indicating parent permission, they must go home as usual. If the event is scheduled later in the afternoon, the student is required to go home or attend EXTRA, as other supervision is not provided after the completion of the school day. Likewise, parents are asked to make arrangements to pick students up when the activity is finished. Exceptions to this policy must be cleared through the Principal's Office. For the EXTRA fee schedule contact the Extra Coordinator at 927-7722.

## **Telephone**

The school telephone is for business calls only. Classes will not be interrupted to call students to the telephone for messages. Arrangements should be made prior to your child coming to school. However, if plans change and you need to get a message to your child during the

school day, please leave the message with the office personnel and they will get the message to your child before the end of the school day. Many classes are outside late in the day, so calling earlier in the day will insure that the message is delivered to your child. There is a telephone available to students after school hours in the main entrance.

If you wish to speak to a teacher, leave a message on his/her voice mail, and your call will be returned as soon as possible.

### **Cell Phones and Other Devices**

Students should leave cell phones and iPods off or in their locker. Cell phones are not to be used during the school day from 8:05 until students are dismissed by the teacher at the end of the school day. You may have permission from your classroom teacher or the principal if any emergency arrives. Students may also use devices if given permission by the classroom teacher for educational purposes.

Cell phones are not allowed in any of our school lavatories or locker room/shower facilities. Students in violation of district cell phone expectations will be required to surrender their cell phones.

**1<sup>st</sup> offense** - The cell phone will be taken away and returned to the student at the end of the day.

**2<sup>nd</sup> offense** - The cell phone will be taken away, parent/guardian will be contacted and asked to pick the phone up at school.

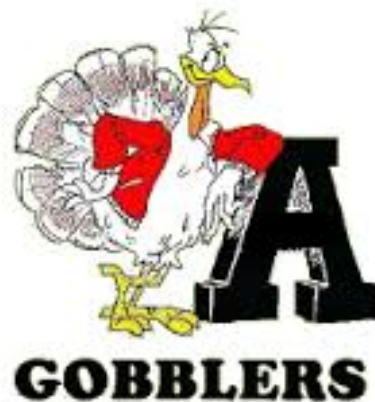
**3<sup>rd</sup> offense** - The cell phone will be taken away and returned at the end of the school year.

### **Security and Confidentiality in the Schools**

Children will only be released to parents, guardians, and members of the immediate family. Children being released from school to anyone other than their legal guardian must have a note from the parent or guardian granting permission. Please notify the school principal if there are individuals to whom the school should not release your child.

All records are kept in confidence. The school will not release records to outside agencies or individuals without written permission from the parent or guardian. Parents/guardians are permitted to review their child's records upon request.

**Principals:  
Aitkin High School  
Paul Karelis  
927-2115, Ext. 3403**



**Rippleside Elementary  
Jesse Peterson  
927-4838, Ext. 2106**