

Aitkin High School
Student/Parent Handbook
2022-23

TABLE OF CONTENTS

ACADEMICS

Grading Scales / Weighted Grading	7
Point (Grading Scale)	7-8
Class Rank	8
Valedictorian/Salutatorian.....	8
Honor Roll.....	8
Graduation Requirements	9
Credits, Required.....	9
Graduation	9
Honors/Highest Honors Diploma	10
Incomplete Grades	10
Makeup Work	10
Courses, Drop/Add	10
Pass/Fail Class Offerings	11
Repeating Courses.....	11
Independent Study Classes.....	11
MN State University, HS Prep Classes	11
Post-Secondary Enrollment (PSEO)	11
College in the Schools (CITS)	12
Student Participation in Statewide Assessments	12
Parent/Guardian Refusal for Participation in Assessments	13

BUILDING MANAGEMENT/PROCEDURE

Age of Majority.....	14
Book Bags/Backpacks.....	14
Bullying Prohibition.....	14
Food in the Classroom	14
Visitors.....	14
Pledge of Allegiance.....	14
Passes	15
Canine Inspection.....	15
Directory Information	15
General Hall Information.....	15
Media Center Information	15
Fees & Fines, Textbook.....	16
Lunch Periods.....	16
Cameras/Recording Devices.....	16
Use of Films for Instruction.....	17
Posters/Notices	17
Lockers	17
Vandalism.....	17
Internet Use Policy	17
Alcohol/Tobacco/Drugs	18
Hazing Prohibition	18
Rehabilitation Act, Section 504.....	18
Harassment Policy.....	22
Insurance.....	22
Student Driving.....	23
Fire Drills	23
Lockdown Drills	23
Severe Weather Drill	23

STUDENT ATTENDANCE

Philosophy	23
Responsibilities.....	24
Attendance Procedures	25
Absence, Excused	25
Absenteeism, Excessive.....	25
Absence, Pre-arranged	26
College Visits.....	26
Absence, Unexcused Absence.....	26
Tardies.....	27
Participation in Extracurricular Activities and Events.....	28
Truant, Required Reporting.....	28
Truant, Habitual	29

EXTRA CURRICULAR ACTIVITIES

Fees, Athletic.....	30
Fees, Activity	30
Hockey Participants.....	30
Fundraising	30
Dances/Prom.....	30
Homecoming	31
Sno Daze.....	31
Detention and After School Activities	31
Sportsmanship Policy.....	31
MSHSL Violations	31
Eligibility for Extracurricular Activities.....	32
Travel to & from Activities.....	34
Home School Participants	34

CODE OF CONDUCT/STUDENT DISCIPLINE

Code of Conduct	34
Due Process (Pupil Fair Dismissal Act).....	36
Dress Code	36
Forged Note	37
Lost and Found	37
Personal Electronic Devices.....	37
Tennessee Warning	38
Fighting/Assault/Threats.....	38
Suspension.....	38
Discipline	38
Behavioral Guidelines	39
Removal of Student from Class.....	39
Cheating	41
Detention	41
Exclusion/Expulsion	41
Transportation/Bus Conduct.....	41

HEALTH SERVICES

Health Screenings	44
Illness, Student	44
Immunizations	44
Medication	45
Release of Ill Students	45
Peanut Allergies	46

MacBook Air Computer

MacBook Air Handbook.....	48
Parent Permission and Parent/Student Acknowledgment Form ..	57
Student Pledge for MacBook Air Use.....	58
MacBook Air Insurance Information	59
MacBook Air Insurance Policy.....	61

MIDDLE SCHOOL SPECIFIC

Honor Roll	63
Improvement Honor Roll	63
Honors, Middle School	63
Log System	63

MISCELLANEOUS

Mission Statement.....	3
Supervisor/Administration	3
Calendar.....	4
Time Schedule	5
Student Code of Responsibility & Expectations	6
Student/Parent Concerns	6
Classroom Expectations.....	7

AITKIN HIGH SCHOOL

Student/Parent Handbook

2022-23

Welcome to the 2022-23 school year at Aitkin High School. Aitkin High School strives to meet the needs of all students and has an outstanding reputation for quality and excellence. Aitkin High School offers a wide variety of courses to provide students with an opportunity to learn, develop, and pursue their academic interests. 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 students and parents and hope that parents would encourage their students to become involved in one or more of the many extracurricular activities and sports that are offered to all students at Aitkin High School.

The purpose of this handbook is to acquaint students, parents, and guardians with the regulations and rules that govern our school. Both the students and parents/guardians should become familiar with the policies, procedures, rules, and guidelines associated with Aitkin High School. This handbook is meant to serve as a guide; not every circumstance or event can be anticipated, and therefore, students are subject to all district rules, regulations, and policies, as well as the interpretation by school officials. The school board and school administration reserve the right to make changes to school policy and the handbook when needed or required by state or local statute. Changes to the handbook will be posted on the high school web page. **For a complete list of adopted board policies, including those referenced in this handbook, please contact the Aitkin School District Office at 218-927-7106. Policies are also available on the school website: www.isd1.org.**

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

Our goal for students 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 2022-23 school year at Aitkin High School. Have a great year!

Mission Statement

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

WE VALUE.....

The Whole Student: Academic, emotional, social

Fostering Independence: Knowledge, skills, productivity, technology

Collaboration: Partnership with colleagues, parents and community

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

Continuous Improvement: Purposeful, focused professional development

High Standards/Expectations: Data to measure practices and achievement

Aitkin Public Schools Supervisor Contact Information

Aitkin High School
306 2nd St. NW
Aitkin, MN 56431
218-927-2115

		Telephone Extension
Superintendent:	Daniel Stifter	3420
Business Manager	Heather Hipp	3422
High School Principal	Lisa DeMars	3403
Dean of Students	Jim Henrickson	3402
Activities Director	Jason Cline	3401
Bus Garage:	Michelle Alcox	3359
Head Custodian:	Steve Snyder	3133

Aitkin I.S.D. #0001 strives to provide a safe and appropriate education for its students. The district also works to maintain a safe, non-threatening environment for students and staff. The school district assigns as

Contact Person:

High School Principal, Lisa DeMars: 218-927-7113

INDEPENDENT SCHOOL DISTRICT NO.0001
AITKIN, MINNESOTA 56431

2022-23 School Calendar

August 24-25	New Teacher In-Service
August 29-31	Teacher In-Service
September 1	Kindercamp
September 6	Classes Begin at Aitkin High School
September 6-8	Rippleside Entrance Conferences
September 9	Classes Begin at Rippleside
October 7	NO SCHOOL - Teacher Workshop
October 20-21	NO SCHOOL - Professional Meetings (MEA)
October 24	NO SCHOOL - Parent/Teacher Conferences
November 4	End 1 st Quarter (40 days)
November 7	Quarter 2 begins
November 10	NO SCHOOL – Parent/Teacher Conferences
November 11	NO SCHOOL – Teacher Workshop (1/2 day)
November 24-25	NO SCHOOL - Thanksgiving Break
December 23-January 2	NO SCHOOL
January 3	School Resumes
January 19	End of 2nd Quarter (44 days) End of 1st Semester (84 days)
January 20	NO SCHOOL - Teacher Workshop
January 23	Quarter 3/Semester 2 Begins
February 10	NO SCHOOL - Teacher Workshop
February 20	NO SCHOOL
March 9	NO SCHOOL - Parent/Teacher Conferences
March 10	NO SCHOOL
March 24	NO SCHOOL - Teacher Workshop
March 27	End of 3rd Quarter (40 days) Quarter 4 begins
April 6-7 & 10	NO SCHOOL
May 29	NO SCHOOL-Memorial Day
June 1	Last Day of Classes for Students End of 4 th Quarter (45 days) End of 2 nd Semester (85 days)
June 2	Teacher Workshop (1/2 day) Graduation (7:00 p.m.)

Time Schedules

REGULAR SCHEDULE Grades 9-12

Period 1	8:20 - 9:14
Period 2	9:18 - 10:12
Period 3	10:16 - 11:10
Period 4	11:14 - 12:26
<i>Lunch 4A / HR 9-10</i>	11:14 - 11:41
<i>Lunch 4B / HR 11-12</i>	11:41 - 12:08
<i>Homeroom 9-12</i>	12:08 - 12:26
Period 5	12:30 - 1:24
Period 6	1:28 - 2:22
Period 7	2:26 - 3:20

REGULAR SCHEDULE Grades 7-8

Period 1	8:20 - 9:14
Period 2	9:18 - 10:12
Period 3	10:16 - 11:10
Period 4	11:14 - 12:08
Period 5	12:08 - 1:24
<i>Lunch</i>	12:08 - 12:35
<i>Homeroom/Choir 7/8</i>	12:39 - 1:24
Period 6	1:28 - 2:22
Period 7	2:26 - 3:20

Extended 7th Hour for Activities

Period 1	8:20 - 9:10
Period 2	9:14 - 10:04
Period 3	10:08 - 10:58
Period 4	11:02 - 11:54
<i>4A Lunch (9/10)</i>	11:02 - 11:28
<i>4A Homeroom (11/12)</i>	
<i>4B Lunch (11/12)</i>	11:28 - 11:54
<i>4B Homeroom (9/10)</i>	
Period 5	11:58 - 12:50
<i>5A Lunch</i>	11:58 - 12:24
<i>5B Homeroom</i>	12:24 - 12:50
Period 6	12:54 - 1:44
Period 7	1:48 - 2:31
Activity Time	2:35 - 3:20

2-HOUR LATE START GRADES 7-12

Report to Class	10:15
Period 2	10:20 - 10:56
Period 3	11:00 - 11:34
Period 4	11:38 - 12:30
<i>Lunch 4A /</i>	11:38 - 12:04
<i>Homeroom 9/10</i>	
<i>Lunch 4B /</i>	12:04 - 12:30
<i>Homeroom 11/12</i>	
Period 5	12:34 - 1:26
<i>Lunch 5 (7-8)</i>	12:34 - 1:00
<i>Homeroom</i>	1:00 - 1:26
Period 6	1:30 - 2:04
Period 7	2:08 - 2:42
Period 1	2:46 - 3:20

AITKIN HIGH SCHOOL – Rules, Procedures and Practices

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

STUDENT CODE OF RESPONSIBILITY & EXPECTATIONS

All students have the responsibility to:

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

PERSONAL DISPLAYS OF AFFECTION

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

STUDENT/PARENT CONCERNS

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

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

(Athletics)

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

CLASSROOM EXPECTATIONS

Students should be in their seat with all appropriate materials for class. Students leaving the classroom during class time must 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 should be used wisely. Mutual respect between teachers and students, and students to students is encouraged in order to promote a positive learning environment.

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

ACADEMICS

AITKIN HIGH SCHOOL WEIGHTING SYSTEM (Refer to Policy 620)

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:

Composition I*

Fundamentals of Public Speaking*

Intro to Literature I*

Survey of American Literature*

Statistics*

College Algebra*

College Pre-Calculus*

Calculus I*

Fundamentals of Chemistry*

College Concert Choir*

College Concert Band*

The American Economy*

American Government & Politics*

Cultural Geography*

General Psychology*

Intro to Sociology*

College International Relations* (not offered 22-23)

Point (Grading Scales)

Weighted Courses:

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
C+	2.7	F	0

All Other Courses:

A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	.67
C+	2.33	F	0

Other Provisions:

A. Class Rank:

Courses in grades 9-12 will be used to determine the class rank for senior high students. Students must earn the minimum number of credits (10) per year to be included on the class rank. Credits toward class rank will be accepted as follows:

1. Letter grades and credits will be accepted from other public schools.
2. Credits will be accepted from accredited private schools or state approved nontraditional schools.
3. Nontraditional schools will include home schools, alternative schools, treatment programs, and juvenile detention centers.
4. PSEO students who take a course that is a concurrent enrollment/College in the Schools (CIS) course at Aitkin High School will receive the same grade points.
5. The senior high counselor will identify grade point averages and class ranking for senior students at the end of 1st semester for scholarship eligibility purposes.

B. Valedictorian/Salutatorian

In order for a senior to be eligible to be named the Aitkin valedictorian or salutatorian, they must complete/meet all graduation requirements as defined by the State of Minnesota and by Aitkin High School. 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 also have earned at least 24 credits on the Aitkin High School campus.

C. Honor Roll and Weighted Grades:

1. The weighting system will be in effect for determining the honor roll for all classes, 9-12. The honor roll will be calculated for all classes on the 4.0-point system.
2. To be placed on the "A" Honor Roll, a student's grades must average 3.8 points. To be placed on the "B" Honor Roll, a student's grades must average 3.0 points.
3. All senior high subjects will be used to compute the Honor Roll. Classes which meet less than a full period or less than 5 times per week will be counted as ½ credit.
4. Departments may make recommendations for other courses to be added to the weighted course list if courses of study show the courses to be of similar difficulty.
5. Asterisk (*) will be used after the course name on the student's transcript and report card to indicate that it is a weighted class. A # (hashtag) will be used after the course name on the student's transcript and report card to indicate that the curriculum used for the class has been modified. Modified courses will be included in determining the honor roll, but will not be included for determining class rank.

GRADUATION REQUIREMENTS (Refer to Policy #613)

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.

The chart below outlines credit requirements that need to be met for graduation.

Conversion factor:

Quarter class = .5 credit

1 semester class = 1 credit

Yearlong class = 2 credits

Trimester class = 1 credit

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

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

GRADUATION

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

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

Graduation with Honors/Highest Honors and Honors Diploma Requirements

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

The GPA calculation for graduation with highest honors and honors will be completed at the end of the first semester of the senior year. Students who “retire” from academic endeavors and achievement during fourth quarter may forfeit Honors or Highest Honors status. The school reserves the right to monitor grades and progress through fourth quarter.

Graduation with Highest Honors

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

Graduation with Honors

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

INCOMPLETE GRADES

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

MAKEUP WORK

Students will be allowed 2 days for each day of **excused** absence to complete work missed and submit it to the teacher(s). Students who fill out a pre-approval form for an absence should complete work prior to leaving. Makeup work submitted after the allowed time will be graded and recorded in the grade book under the discretion of the teacher. Teachers will have the right to determine if students will be allowed to make up work in each class for **unexcused** absences.

PROCEDURE FOR STUDENTS TO DROP OR ADD COURSES

All schedule changes should take place before the first day of each quarter/semester, including independent studies, job shadows and 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 and/or counselors to drop a class. This request must be made within the first 3 class sessions of the start of the quarter/semester.
Reasons to drop or add a course:
 - a. Scheduling/selection error (course previously taken, failed to pass a prerequisite, need a required class, etc.
 - b. Student is misplaced in the scheduled class (level of rigor does not match the student's capabilities).
 - c. Student has decided to change his/her career pathway and new request reflects that change.
2. Students must have a parent's signature **and** an instructor's signature to drop a course.
3. Courses dropped after the 3rd day will be recorded as an "F". The principal may make exceptions to this policy if there are extenuating circumstances.

PASS/FAIL CLASS OFFERINGS

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

- ✓ Pass/Fail will be an option for use in electives only.
- ✓ Students may make a request to administration to take a Pass/Fail for one class each quarter/semester

- ✓ Administration will determine which courses are available as Pass/Fail.
- ✓ The option to take a class as a Pass/Fail class must be determined within the first 3 days of the start of the quarter or semester.
- ✓ Students will be expected to maintain standards established by the teacher in order to earn a “satisfactory” (passing) grade.

REPEATING COURSES

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

INDEPENDENT STUDY CLASSES

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

MINNESOTA STATE UNIVERSITIES- RECOMMENDED HIGH SCHOOL PREPARATION

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

POST SECONDARY ENROLLMENT OPTION (PSEO)

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

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

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

COLLEGE IN THE SCHOOL (CITS)

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

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

STUDENT PARTICIPATION IN STATEWIDE ASSESSMENTS

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

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

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.



(education.mn.gov >
Students and Families >
Programs and Initiatives >
Statewide Testing)

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20__ to 20__ school year.)



Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: ____/____/____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

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

MCA/MTAS Reading MCA/MTAS Science

MCA/MTAS Mathematics ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

Updated April 21, 2022 - Page 2 of 2

Building Management/Procedures

Aitkin High School is under constant electronic surveillance. Video surveillance evidence of students who are involved in inappropriate activity or violations of school policies may be used in administrative investigations or referred to law enforcement for criminal charges. District #0001 reserves the right to use video monitoring devices within all buildings, grounds and on school buses.

AGE OF MAJORITY

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

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

BOOK BAGS/BACKPACKS

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

BULLYING PROHIBITION

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The purpose of the Bullying Prohibition Policy (#514) is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

FOOD IN THE CLASSROOM

It is at the discretion of the classroom instructor whether or not food is allowed in the classroom. Food items that may be brought into the classroom must be contained in a wrapper and of an individual serving size, clear beverages in appropriate containers are allowable.

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.

PLEDGE OF ALLEGIANCE

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

PASSES

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

Special passes, such as those out of the building, are obtained by presenting a note from your parent/guardian to one of the secretaries in the principal's office. Passes for leaving the building early for appointments, etc., must be picked up BEFORE school on the day of the appointment/early out. Prior to leaving, the student is required to sign out of the building and upon return sign back into the building. It is expected that students will take the shortest route to their destination and back. Students that do not follow this procedure will be counted as unexcused.

CANINE INSPECTIONS

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

DIRECTORY INFORMATION

Aitkin Public Schools will release and make public certain information during the 2022-23 school year. Public information may include the names, pictures, height, weight, and class designation of students' participating/attending in extracurricular activities, school events and Minnesota State High School League activities or receiving awards or honors. Parents may request that their student(s) directory information not be released by filling out a Family Educational Rights and Privacy Act (FERPA) form by September 15th of the current school year. Forms are available in the school offices or on the district web page.

GENERAL HALL INFORMATION

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

MEDIA CENTER INFORMATION

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

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

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

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

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

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

Lending Policy and Borrower Responsibilities: Students may check out a total of two books at a time. The loan period for books is 14 days. In order to keep frequently requested books available to other patrons, books may be renewed if a hold has not been placed on the title. Students are able to place a hold for themselves by logging in to the online H.S. library catalog or by requesting a media center staff member to place a hold for them.

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

FEES AND FINES

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

LUNCH PERIODS

Lunch will be served during Period 4 (4A for grades 9-10 and 4B for grades 11-12) and Period 5 (Grades 7-8). All grades will have a closed lunch period. During the lunch period students are not allowed in the halls of the building or classrooms unless they are meeting with a teacher for help or going to the resource center to work on assigned projects. Seniors may be in the locker area during this time. Students will be permitted to go into the halls in time to get to their next classes. All others must have passes.

The price of hot lunch or the salad bar will be determined by the Board of Education and are available on the school website. Hot lunch or the salad bar can only be purchased by using your 4-digit lunch account (student) number. In order to do this money must first be deposited into the family lunch account. Students may bring money for their lunch account to the cafeteria before school the school day starts. Money may also be added to a family lunch account via the Infinite Campus Parent Portal. Refer to the school website for more information. The first lunch that a student purchases on their account on any given day reflects federal reimbursement. Additional lunches purchased on the same day do not receive federal reimbursement, therefore student accounts will be charged the full lunch price. Ala carte items can also be purchased during lunch from the school vending area. Students must have cash in order to purchase these items. Applications for Educational Benefits (which includes free or reduced meals) are available on the school web page, or can be picked up in the District Office, or in the Principal’s Office in either of the schools. Applications may also be filled out online on the Infinite Campus Parent Portal. Login to the portal, go to “More” on the index and click on “Meal Benefits” to start the application process.

Students are not to use any other students’ lunch account numbers under any circumstances. Students that receive free or reduced meals and allow other students to use their lunch account numbers are in direct violation of federal law. On the 1st violation the student will receive a warning. On the 2nd violation the student will be referred to the principal.

CAMERAS/RECORDING DEVICES

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

USE OF FILMS FOR INSTRUCTION

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

POSTERS AND NOTICES

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

LOCKERS – DO NOT LEAVE VALUABLES IN YOUR LOCKER!

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

An individual locker is provided for each student. The student is responsible for providing his/her own combination or key lock. It is recommended that an extra key and/or combination be provided to the high school principal's office. The school is not responsible for locks that need to be cut off of lockers due to a student forgetting their key/combination, putting their lock on the wrong locker, or in case of a locker search where the office does not have access to a key or combination. Do not share your combination with anyone else. The school has no responsibility for lost or stolen items.

Plan your day so you will need to visit your locker only at these times: Before school in the morning, during your lunch time, at the end of the day. There is just not enough time to go to your locker at other times, such as between classes.

VANDALISM OR DAMAGE TO SCHOOL PROPERTY

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

INTERNET USE POLICY

The use of the district's network must be in support of education and research and consistent with the educational objectives of the Aitkin Public Schools. The use of technology and the internet is a privilege, not a right, and inappropriate or unauthorized use will result in disciplinary action, including the termination of those privileges. Students are expected to use the internet in an ethical and educational manner. Students caught downloading or using the internet inappropriately will be subject to disciplinary consequences up to and including suspension and expulsion. Refer to Policy #524, available on the school district website or in the District Office upon request.

ALCOHOL, TOBACCO, DRUGS

Aitkin Public Schools prohibits the use/possession/distribution of alcohol, drugs, tobacco or any product containing, made or derived from tobacco, intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product including electronic cigarettes and vaping devices (regardless of what is in them), on any school property or at any off-campus events sponsored by the school district.

Students shall not:

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

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

HAZING PROHIBITION

Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. Refer to Policy #526.

NOTICE TO ALL STAFF/STUDENTS/PARENTS

Aitkin I.S.D. #0001 strives to provide a safe and appropriate education for its students. The School District assigns as contact people:

Andy Dokken, Elementary Principal

218-927-7720

Lisa DeMars, High School Principal

218-927-7113

If there are concerns or complaints regarding the following:

- Federal Section 504 (educational modification),
- Title IX issues,
- Policy 413-Harassment and Violence and/or Policy 526-Hazing Prohibition,
- Discrimination of all kinds; race, religion, gender and disability

Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a handicap in any program receiving federal financial assistance. The Act defines a person with a handicap as anyone who has a mental or physical impairment which substantially limits one or more major life activity (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working), has a record of such an impairment, or is regarded as having such an impairment.

It is the policy of I.S.D. #0001 not to discriminate on the basis of handicap in admission or access to, or treatment or employment in, its programs and activities.

The person responsible for assuring that the district and buildings comply with Section 504 is the Superintendent of Schools.

In adopting this policy, the school district states its commitment to nondiscrimination on the basis of handicap. Specific actions in implementing the policy shall include:

1. Public notice of the policy.
2. Notice of the policy in student and parent handbooks.
3. Provision of parent/student rights under the policy at all decision points or in response to any concern.

Grievance procedural guidelines, available services, and hearing information are on file at district buildings and can be provided upon request.

Section 504 Grievance Procedure, Services and Hearing Dates

The grievance procedures for alleging violations under Section 504 are as follows:

Step 1

The grievance must be in writing and must be signed by the person making the complaint. The grievance must be filed with the 504 Coordinator within five (5) school days. The 504 Coordinator will promptly attempt to resolve the matter among the affected parties. If the 504 Coordinator is unable to resolve the grievance, he/she shall further investigate the matters of the grievance and reply in writing to the complainant within ten (10) school days from the date of filing the grievance.

Step 2

If the complainant remains unsatisfied, he/she may appeal through a signed written statement to the Board of Education within five (5) school days of his/her receipt of the Superintendent's response in Step 1. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within forty (40) school days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) school days of this meeting.

Step 3

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights:

OCR Region Office for Minnesota
U.S. Department of Education
500 W. Madison Street, Suite 1475
Chicago, IL 60661

Phone: 312-730-1560
Fax: 312-730-1576
TTY: 800-877-8339
Email: OCR.Chicago@ed.gov

Education Services

Students with handicapping conditions consistent with the definitions set forth in Section 504 of the Rehabilitation Act of 1973 will be identified, evaluated, and provided with appropriate instruction and related services. People with handicaps or who are thought to have handicaps in accordance with Section 504, their parents or their guardians shall have the right to:

1. Have the student take part in and receive benefits from public education programs without discrimination because of his/her handicapping condition.
2. Have the school district advise each person of his/her rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of the student.
4. Have the student educated in facilities and receive services comparable to those provided non-handicapped students.
5. Have the student be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
6. Have placement decisions made based upon a variety of information sources, and by a group of persons including persons knowledgeable about the student, the evaluation data, and placement options.
7. Have the student receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow the student an equal opportunity to participate in school and school-related activities.
8. Have the student receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Educational Act (IDEA, Public Law 10 – 476).
9. Have transportation provided to and from an alternative placement setting at no greater cost than would be incurred if the student were placed in a program operated by the district.
10. Examine all relevant records relating to decisions regarding the student's identification, evaluation, educational program, and placement.
11. Obtain copies of education records at a reasonable cost unless the fee would effectively deny access to the records.
12. Receive a response from the school district to reasonable requests for explanations and interpretations of the student's records.
13. Request amendment of the student's education records if there is a reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of the student. If the school district refuses this request for amendment, it shall

provide notification within a reasonable time and provide procedural rights relating to the resolution of the issue.

14. Request conciliation, mediation, or an impartial due process hearing related to decisions or actions regarding the student's identification, evaluation, educational program, or placement. Parents, guardians, and the student may take part in the hearing and be represented by an attorney, at their own expense. Requests for due process hearings must be made in writing to the Superintendent.
15. Seek review of the results of the hearing.
16. File a grievance under Section 504.

Section 504 Hearings

A student, parent or guardian, or the school district may request an impartial hearing with regard to actions involving the identification, evaluation, or placement of a student pursuant to Section 504. The procedures for such a hearing are as follows:

1. Request for a Section 504 Hearing must be made to the Superintendent.
2. In each case for which a hearing has been requested, the Superintendent shall appoint an impartial individual to serve as the Hearing Officer.
3. The Hearing Officer shall determine the procedures for the hearing and set timelines for the same.
4. The parties have the right to representation, at their own expense, throughout the hearing process.
5. The Hearing Officer shall issue a written decision and submit the same to both parties.

Procedure for Review of Section 504 Hearings

Either party to a Section 504 hearing may seek review of the Hearing Officer's decision. The procedure for such review is as follows:

1. Notice of appeal must be made within thirty (30) days following receipt of the Hearing Officer's decision.
2. Notice must be given in writing to the other party. In the case of the school district, the written notice shall be directed to the Superintendent of Schools.
3. The School Board shall, upon recommendation of the Superintendent, appoint an impartial individual or individuals to serve as the Review Officer or Review Panel.
4. The Review Officer/Review Panel shall determine the procedure for review and set timelines for the same.

5. The parties have the right to representation, at their own expense, throughout the review process.
6. The Review Office/Review Panel shall issue a written decision and submit the same to both parties.

HARASSMENT POLICY: RACIAL, RELIGIOUS, SEXUAL AND VIOLENCE:

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

A harasser may be a student or an adult. Harassment may include, but is not limited to, the following when related to religion, race, sex or gender:

- a. Name calling, jokes or rumors;
- b. Pulling on clothing;
- c. Graffiti;
- d. Notes or cartoons;
- e. Unwelcome touching of a person or clothing;
- f. Offensive or graphic posters or book covers; or
- g. Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad

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

We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report. The school district will also take action if anyone tries to intimidate you or take action to harm you because you have made a report of harassment.

This is a summary of the Policy #413 – “Harassment & Violence”.

INSURANCE

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

STUDENT DRIVING

Students are encouraged to ride the bus rather than drive if they live in the country. However, if you do drive, student parking lots are furnished for you on the north and east side of the school. The northwest parking lot is reserved for school staff and visitors. Students are not to drive or ride in cars or any other motor vehicle during school hours including lunch period, unless they have written permission from their parents and a school administrator and have signed out in the office. Students may be allowed to drive with permission from a school administrator in emergency situations. Students that choose to drive without permission will be assigned after school detention. Parking lots are school property and students using school parking lots are subject to having their vehicles searched by school officials with reasonable suspicion that a violation is occurring. Refer to Policy #527, “Student Vehicle Use, Parking and Searches.

FIRE DRILLS

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

LOCKDOWN DRILLS

There will be five lockdown drills during the school year. An announcement will be made over the intercom to begin the lockdown **DRILL**. Students who are in the hallway during the start of the drill should report to the nearest open classroom. If you are in a bathroom, stay in one of the stalls in the bathroom. No one should be admitted into the rooms after the drill begins.

SEVERE WEATHER/TORNADO DRILL

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

STUDENT ATTENDANCE

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

I. PURPOSE

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.

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

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. It is the student's responsibility to bring a note to the office excusing the absence within 2 days

after returning to school. And to complete, 3 days in advance, a pre-arranged absence form with the office and teachers, for family vacations, retreats, college visits, etc. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise. It is also the responsibility of the parent or guardian to contact the high school prior to 8:30 a.m. the day of the absence and provide a reason for the absence. Absences may be reported by calling 218-927-2115, Ext. 3500 or by e-mailing: ahs-attendance@isd1.org.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance by mailing letters to parents after the student reaches 3, 5 and 7 days of unexcused absences, to mail a letter to parents when a student has reached 10 absences, whether excused or unexcused. To work cooperatively with parents and the student to solve attendance problems.
- b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, 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 has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school, in advance or within two (2) school days after the absence. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

- b. The following reasons shall be sufficient to constitute excused or exempt absences. (Exempt absences are not counted as part of the 10 allowed parent excused absences. These reasons are signified by an * behind the reason.)
- Illness
 - Serious illness in the student's immediate family. *
 - A death or funeral in the student's immediate family* or of a close friend or relative.
 - Medical, dental, or orthodontic treatment, or a counseling appointment. *(exempt if documentation is received from provider)
 - Court appearances occasioned by family or personal action.
 - Religious instruction not to exceed three hours in any week.
 - Physical emergency conditions such as fire, flood, storm, etc. *
 - Official school field trip or other school-sponsored outing. *
 - 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.
 - Family emergencies. *
 - Active duty in any military branch of the United States. *
 - A student's condition that requires ongoing treatment for a mental health diagnosis. *
 - Pre-arranged family vacations. A completed and signed "Pre-Approved Absence" form must be filed in the office 3 days prior to the absence. (**Limit of 5** consecutive absences per semester)
 - Pre-arranged college visits. Completed "Post High School Visitation" form must be on file in the office 3 days prior to the visit. (Limit of 2 days per year for students in grades 11 & 12). *

Excessive Absenteeism

All absences, even if excused, negatively impact a student's education. If students exceed 10 total absences (excused or unexcused) in a school 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.

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 an administrator'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 per year for juniors and seniors will be excused if pre-arranged.

c. Consequences of Excused Absences

1. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
2. Work missed because of absence must be made up within 2 days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- Truancy. An absence by a student which was not approved by the parent and/or the school district.
- Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures. (i.e. not bringing a note, not signing out in the office, leaving class/the building without permission)
- Work at home, including babysitting, watching a family member.
- Work at a business, except under a school-sponsored work release program.
- Oversleeping, alarm didn't work, parent didn't wake me, etc.
- Hair appointments, picture appointments, shopping, outdoor activities.
- Missing more than 15 minutes of a class without a pass.
- Any other absence not included under the attendance procedures set out in this policy, including no reason given for absence.

b. Consequences of Unexcused Absences

- Initially, 2 hours of after school detention and/or loss of privileges for each unexcused absence per class hour missed.
- Repeat offenders may be assigned in-school suspension (ISS), community/school service or out-of-school suspension (OSS). Absences resulting from official out-of-school suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- 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. (Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.)
- In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- From the first through the third cumulated unexcused absence in a [quarter or semester] the student will not be allowed to make up work missed due to such absence.

- After the 3rd, 5th and 7th cumulated unexcused absences, a student's parent or guardian will be notified by mail of the unexcused absences. After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
2. Procedures for Reporting Tardiness
 - a. Students tardy at the start of school must report to the school office for an admission slip.
 - b. Tardiness between periods will be handled by the teacher.
 - c. Students who are more than 15 minutes late to class will be considered absent from that class period.
3. Excused Tardiness

Valid excuses for tardiness are:

 - a. Illness.
 - b. Serious illness in the student's immediate family.
 - c. Medical, dental, orthodontic, or mental health treatment.
 - d. Court appearances occasioned by family or personal action.
 - e. Physical emergency conditions such as fire, flood, storm, etc.
 - f. Any tardiness for which the student has been excused in writing by an administrator or faculty member.
4. Unexcused Tardiness
 - a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
 - b. Consequences of tardiness includes: (Policy change effective Fall 2022)
 - 4 tardies = 1 hour of after school detention
 - 8 tardies = 2 hours of after school detention
 - 12 tardies – ½ day of in-school suspension
 - 16 tardies – 1 full day of in-school suspension

D. Participation in Extracurricular Activities and Events

1. This policy applies to all students involved in any extracurricular activity/event scheduled either during or outside the school day.
2. A student must be in class a minimum of three full class periods (**not including lunch**) immediately prior to departure from AHS to participate in events/activities.
3. School-initiated absences will be accepted and participation permitted.

4. If a student is absent from school due to medical reasons, he or she must present a healthcare provider's statement clearing the student for participation that day. The note must be presented to the activities director before the student participates in the activity or program.
5. If a student is suspended/removed from school, he or she may not participate in any school sponsored activity that day.
6. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.

III. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in the 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 on three days 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. That alternative educational programs and services may be available in the child's enrolling or resident district;
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. 260;
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 per school year if the child is in elementary school or for one or more class periods on seven school days per school year 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 per school year and who has not lawfully withdrawn from school.
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 appropriate services, authorities and procedures, under Minn. Stat. Ch. 260A.

EXTRACURRICULAR ACTIVITIES

ATHLETIC FEES

The Board of Education has determined that the school district will support extracurricular offerings at \$500 per participant per sport maximum. At this point in time the only activity affected appears to be boys' and girls' hockey. Participants in grades 9-12 that are in activities other than hockey will be required to pay \$120.00 per sport per season. Students in grades 7-8 will be required to pay \$60.00 per sport per season. There is a family cap of \$500.00 for all sports and activities per school year. All sports fees must be paid before participation begins in each sport. Fees are paid in the principal's office. All sports are included in this policy.

7-8 th Grades	\$60.00
9-12 th Grades	\$120.00

NONSPORT ACTIVITY FEE

Non-sports/Fine Arts activity fee is \$60.00 per activity with a family cap of \$500.00.

HOCKEY PARTICIPATION

Students in grades 9-12 participating in boy's hockey are required to register through the AD office when we have an approved co-op between Aitkin High School and Pequot Lakes.

FUNDRAISING

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

SCHOOL DANCES/PROM

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

General Dance Regulations (including Prom) include:

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

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

HOMECOMING/SNO DAZE CORONATION

Homecoming and SnoDaze are meant to be a very important part of the school culture. Hopefully, the activities associated with these two events are fun and add interest and pride to our school. Students with a Minnesota State High School League violation in grades 11 or 12, or students in grades 9-12 who are repeat offenders, will not be allowed to be a candidate on the final ballot for either Homecoming or SnoDaze royalty. Students selected by their peers to be part of the coronation and royalty must be in attendance periods 1-4 on the day of coronation in order to participate in the activity. Extenuating circumstances over which the student/parent has no control may be allowed if approved in advance by the high school principal.

DETENTION and AFTER SCHOOL ACTIVITIES

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

SPORTSMANSHIP POLICY

Spectators

1. All cheering should be directed to the support of each team rather than against the opposition or game officials.
2. Accept the decisions of the officials.

3. Mechanical noisemakers, (bells, buzzers, horns, megaphones, whistles and confetti) are not to be used.
4. Practices such as stomping on the bleachers and use of musical instruments indiscriminately should be discouraged

MINNESOTA STATE HIGH SCHOOL LEAGUE (MSHSL) VIOLATIONS

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

***MOOD-ALTERING CHEMICALS**

Reference Bylaw 205

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

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

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

ATHLETICS, CHEERLEADING, SPEECH, DEBATE, CLUBS

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

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

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

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

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

Refer to Policy #510.4.

PURPOSE

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

ELIGIBILITY GUIDELINES

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

Ineligibility will carry over from spring quarter/semester to the following fall. If students receive a failing grade at the end of spring quarter/semester, they will be ineligible for the first two weeks or two competitive events (whichever is longer) of the fall season.

After that time, they will be placed on academic probation until the first-grade check of the school year is completed. If the student has a failing grade in any subject, they will then become ineligible until they are passing in all classes.

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

ATTENDANCE FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITY/EVENTS

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

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

HOME SCHOOL PARTICIPANTS

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

GENERAL ELIGIBILITY

1. GOOD STANDING – In order to be eligible for regular season and MSHSL tournament competition a student must be a fully enrolled, as defined by the Minnesota Department of Children Families and Learning, undergraduate member of his or her school in good standing as defined in the board policy. If a student transfers from one school to another, and at the time of transfer was not fully eligible in his or her previous school, then that student shall be ineligible in the new school as well. A student who transfers from one school to another and is not in good standing shall be ineligible until the penalty has been satisfied. A student may not transfer from one school to another and gain eligibility.

2. STUDENT CODE OF RESPONSIBILITIES

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

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

- I will respect the rights and beliefs of others and will treat others with courtesy and respect.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the rights and property of the school and others.
- I will respect and obey the rules of my school and the laws of my community, state and country.
- I will show respect to those who are responsible for enforcing the rules and my school and the laws of my community, state and country.
- Assault on any person will not be condoned by the League and will be dealt with by the school administration and the local authorities.

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

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

TRAVEL TO AND FROM SCHOOL ACTIVITIES

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

Students will be allowed to be dropped off at an off-road site with a parent/guardian waiting at the location, with prior approval by the Athletic/Activities Director. Charter buses will not stop to drop off athletes; they must be picked up at the high school.

HOME SCHOOL PARTICIPANTS

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

CODE OF CONDUCT / STUDENT DISCIPLINE

REMEMBER – SCHOOL IS A PUBLIC PLACE

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

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

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

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy (#526).

5. Violation of the school district's Student Attendance Policy. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission and/or without signing out in the principal's office;
6. Opposition to authority using physical force or violence;
7. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of tobacco, alcohol, narcotics, drugs, or other controlled substances, or look-alike substances, including one student sharing prescription medication with another student, except as prescribed by a physician.
8. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug, tobacco and vaping paraphernalia;
9. Violation of the school district's Weapons Policy (#501).
10. Violation of the school district's Harassment and Violence Prevention Policy (#413)
11. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
12. Violation of any local, state, or federal law as appropriate;
13. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
14. Violation of the school district's Internet Acceptable Use and Safety Policy (#524).
15. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
16. Driving on school property in such a manner as to endanger persons or property;
17. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
18. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy (#502);
19. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy (#527);
20. Possession or distribution of slanderous, libelous, or pornographic materials;
21. Violation of the school district' Bullying Prohibition Policy (#514);
22. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
23. Criminal activity;
24. Falsification of or tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
25. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of phones or other technology to accomplish this end;
26. Impertinent or disrespectful language toward teachers or other school district personnel;
27. Actions, including fighting or any other assaultive behavior, verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people; which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel.

28. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
29. Violation of the school district's Distribution of Non-School-Sponsored Materials on School Premises by Students and Employees Policy (#505);
30. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
31. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstructs the mission or operations of the school district or the safety or welfare of students or employees.

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

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

DUE PROCESS

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

DRESS CODE (See Policy 504 - Student Dress and Appearance)

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:

- Tube tops, spaghetti straps, low slung pants, halter-tops, shirts with one sleeve, muscle shirts, low cut shirts, exposed midriffs, and visible undergarments are all examples of dress that are unacceptable in an educational setting.
- 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.
- Any attire that exposes too much skin deemed inappropriate by staff and/or administration will not be allowed in the school. Any student wearing inappropriate clothing will be required to change into appropriate attire.
- Clothing or jewelry that promotes alcohol or tobacco products, or their use will not be accepted. Clothing bearing a message that is lewd, vulgar, or obscene, or clothing promoting products or activities that are illegal for use by minors will be forbidden. Objectional emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences of gang membership or affiliation, or approves, advances, or provokes any form of racial, or sexual harassment and/or violence against other individuals are prohibited.

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.

FORGED NOTE

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

LOST AND FOUND

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

PERSONAL ELECTRONIC DEVICES (PEDs)

Aitkin High School believes that the use of Personal Electronic Devices (cell phones, iPods, iPads, MP3 players, etc.) is a privilege and can be an acceptable form of communication and an educational tool that requires responsible use by all students. Students are allowed the responsible use of PEDs before and after school, in the halls between classes, and during their lunch period in the commons area only. 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** - Teacher takes phone and gives back to the student at the end of the day or gets phone to Dean's Office for collection at the end of the day. First offense does not warrant a referral.
- **Second and ongoing offenses**- Teacher takes cell phone and generates a referral. Phone gets taken to the Dean's office for pickup by parent or guardian. Student will receive ONE HOUR of after school detention for EVERY offense after the first warning. EVERY OFFENSE AFTER THE FIRST WARNING WILL REQUIRE PARENT OR GUARDIAN TO PICK UP THE PHONE.

TENNESSEN WARNING

The principal/principal's designee is responsible for investigating discipline situations in the school. Students with information pertinent to a situation may be asked to cooperate with the investigation. Any student asked to cooperate has the option of not doing so. No disciplinary action will be taken based on the student's decision. Other than school officials, no one else will receive the information shared by the student (exceptions may be MSHSL infractions and suspected criminal activity).

FIGHTING/ASSAULTS/THREATS

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

SUSPENSION

Students may be suspended from school and school-sponsored events for any willful violation of any school board rule or regulation, violations or other behaviors that significantly disrupt the educational process or other willful conduct that endangers the pupil or other pupils, or surrounding persons, or the property of the school. Suspension means an action taken by the school administration, under the rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than 10 school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. When out-of-school suspension occurs, the school will make a reasonable effort to quickly notify the parents by telephone. The

school will likewise notify the parent, in writing, the reason for the suspension. A student that has been suspended is not allowed in school or on school property for any reason until the suspension has been served. In the event the student refuses to leave, law enforcement will be called and the student will be considered to be trespassing.

DISCIPLINE

As students, it is your responsibility to maintain regular attendance, make a conscientious effort in the classroom, practice self-discipline and adhere to school regulations and rules. Students who do not follow rules will face consequences according to the District Student Discipline Policy (#506), student handbook and teachers' classroom policies.

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

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

Behavioral Error	First Intervention	Second Intervention	Third or More Interventions
Tobacco use/possession or vaping devices/liquids	1 day of in-school suspension: referral to law enforcement	2 days of in-school suspension: referral to law enforcement	1 day of out of school suspension: referral to law enforcement
Alcohol/drug use/possession (including possession of paraphernalia)	5 days out of school suspension; referral to law enforcement	5-10 days out of school suspension; referral to law enforcement	5-10 days out of school suspension. Possible expulsion; change in education setting; referral to law enforcement
Alcohol/drug selling or any sexual assault or physical assault	5- 10 days out of school suspension. Possible expulsion/change in educational setting; referral to law enforcement	Possible long term suspension expulsion/change in educational setting; referral to law enforcement	Possible long term suspension expulsion/change in educational setting; referral to law enforcement
Vaping devices/liquids, possession or use	1 day of in-school suspension (ISS) and referral to law enforcement	2 days of in-school suspension (ISS) and referral to law enforcement	1 day of out of school suspension (OSS) and referral to law enforcement
Theft	Possible: detention, suspension and restitution, referral to law enforcement	Possible: detention, suspension and restitution, referral to law enforcement	Possible: detention, suspension and restitution, referral to law enforcement
Vandalism	Possible: detention, suspension, restitution, referral to law enforcement	Possible: detention, suspension, restitution, referral to law enforcement	Possible: detention, suspension, restitution,

			referral to law enforcement
Fighting (physical assault)	3 -10 days out of school suspension; possible law enforcement notification	3 -10 days out of school suspension; possible law enforcement notification	5-10 days out of school suspension; possible law enforcement notification
Insubordination and/or Non-compliance	Possible: detention, suspension	Possible: detention, suspension	Possible: detention, suspension
Weapon/terroristic threat, Verbal assault, Harassment/Hazing, Skipping School, Bullying, Cyber bullying	Possible: detention, suspension, 1-10 days out of school suspension; possible referral to law enforcement, possible expulsion	Possible: detention, suspension, 1-10 days out of school suspension; possible referral to law enforcement, possible expulsion	Possible expulsion; change in education setting, referral to law enforcement
Inappropriate behavior (this includes bus behavior)	Possible: detention, suspension	Possible: detention, suspension	Possible: detention, suspension, removal from bus
Profanity	Warning; possible detention	2 hours of after school detention	1-3 days out of school suspension
Truancy	See attendance policy		
Tardies	1 hour of after school detention for the first 4 tardies	2 hours after school detention for each tardy after the 8th per quarter	½ day or full day in-school suspension for each tardy after the 12th
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. 1 hour of detention	
Bus Violation Depends on type A or type B offense	See bus policy listed on pages 37-39	See bus policy listed on pages 37-39	See bus policy listed on pages 37-39

Removal of Students from Class

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

When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by Policy #506-Student Discipline.

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

CHEATING

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

DETENTION

The principal/assistant principal/dean of students may choose to assign after school detention. A behavior referral will be sent home when a student is assigned detention. It is the student's responsibility to contact and inform his/her parents/guardians and make the necessary arrangements to serve detention. Detention takes precedence over other after-school activities such as extracurricular practices or games and must be served before participating in the events. Students may participate in after school activities/extracurricular practices or games up until the scheduled detention date. Students who do not complete detention on the scheduled date will be unable to practice/participate until the detention time has been served. A student is expected to study or stay busy during the detention time. Students serving detention are required to report to the designated detention room by 3:30 p.m. unless other arrangements have been made with the principal or dean of students. Students that fail to serve detention will be referred to the principal or dean of students.

EXCLUSION AND EXPULSION

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

TRANSPORTATION/BUS CONDUCT

Bus transportation is a privilege, not a right. A "Transportation Request" form must be filled out in August every year for each student in order for a bus stop to be scheduled. Forms are available on the district website. School buses are extensions of the school and all school rules apply to anyone being transported by Aitkin Public Schools including activity buses. Students being transported by Aitkin Public Schools are expected to conduct themselves in a manner that is respectful to others and ensures the safety of riders and the driver. The school district is not responsible for personal items/possessions left on the bus.

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

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

I. Bus Behavior

A. Serious, disruptive behavior, which includes:

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

4. Any incident that endangers the safety of others or themselves.
- B. Nuisance, distractive behavior, which includes:
 1. Profanity/abusive language.
 2. Distracting the driver
 3. Refusal to obey the driver.
 4. Littering the bus.
 5. Standing when supposed to be seated; this includes moving while in route.
 6. Tripping other students and other infractions as defined in "Rules of Bus Conduct."

II. Rules of Bus Conduct

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

III. Conduct at Bus Stops

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

A. Rules at the bus stop:

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

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

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

IV. Corrective Actions

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

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

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

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

HEALTH SERVICES

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

ILLNESS – A student who becomes ill while at school will be sent home according to the student health office dismissal protocol. Parents/guardians will be called in the event that their child becomes ill during the school day, and if it is determined that he/she needs to go home. The parent/guardian (or other person as authorized by administration or by the parent/guardian, whether verbally or in writing) must come to the high school to pick up their child. Students who are too ill to stay in school are not permitted to drive themselves home. Refer to “Release of Ill Students/Student Vehicles” on Page 46 of this handbook.

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

- 1 Tdap
- 3 Polio

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

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

MEDICATION AT SCHOOL – We encourage medication hours to be arranged outside of the school hours if at all possible. However, we understand that there are cases when it is necessary for the child’s health that medication or/or treatments be administered in school. Students are not to carry their own medication while in school unless there is a medical necessity and you have contacted the school nurse and completed the district’s medication permission form. Two key factors must be present before medications will be administered: Written permission authorizing school personnel to administer medications. Parents’ consent is needed for all medication; physician consent is needed for all prescription medications. Medication permission forms are available on the district website. www.lsd1.org

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

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

RELEASE OF ILL STUDENTS/STUDENT VEHICLES

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

MANAGING PEANUT ALLERGIES

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

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

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

Guidelines

School Staff

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

Licensed School Nurse (LSN):

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

Parent/Guardian:

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

MacBook Air & Apple iPad Acceptable Use, Guidelines, and Procedures Handbook

Aitkin Public Schools works diligently to improve the quality and access to technology tools and resources. Our schools continue to expand educational opportunities for teachers and students that will help ensure equitable access to instructional tools and resources in school and at home. Students will develop 21st century skills through the use of MacBook Air computers, Apple iPads, content-focused curriculum, and collaborative technology tools.

The lessons learned and the insights gained through this technology initiative will provide an effective and feasible blueprint for future implementations throughout the district. The guidelines, procedures and information within this document apply to all MacBook Air computers and iPads used at Aitkin High School, Rippleside Elementary School, and the Aitkin Alternative School as well as any other device considered by the administration to come under these guidelines and procedures. Teachers may set additional requirements for use in their classroom.

Table of Contents

1. MACBOOK AIR/IPAD ACCEPTABLE USE

- 1.1 Parent/Guardian Responsibilities
- 1.2 School Responsibilities
- 1.3 Student Responsibilities
- 1.4 Student Activities Strictly Prohibited
- 1.5 Legal Propriety

2. RECEIVING YOUR MACBOOK AIR/IPAD

- 2.1 MacBook Air/iPad Distribution
- 2.2 Required Forms and Insurance Fee
- 2.3 MacBook Air/iPad Insurance Policy
- 2.4 MacBook/iPad Fees

3. MACBOOK AIR/IPAD CARE, PROTECTION and STORAGE

- 3.1 General Precautions
- 3.2 Carrying the MacBook Air/iPad
- 3.3 Screen Care
- 3.4 Storing Your MacBook Air/iPad

4. USING YOUR MACBOOK AIR/IPAD AT SCHOOL

- 4.1 Daily Expectations
- 4.2 Charging Your MacBook Air's/iPad's Battery
- 4.3 MacBook Airs/iPads Left in Unsupervised Areas
- 4.4 MacBook Airs/iPads Left at Home
- 4.5 Screensavers/Background photos
- 4.6 Sound, Music, Games, or Programs
- 4.7 Printing
- 4.8 Home Internet Access

5. MANAGING YOUR FILES & SAVING YOUR WORK

- 5.1 Saving to the MacBook Air/iPad Home Directory
- 5.2 Network Connectivity

6. SOFTWARE ON MACBOOK AIRS/IPADS

- 6.1 Originally Installed Software
- 6.2 Additional Software
- 6.3 Inspection
- 6.4 Procedure for Reloading software
- 6.5 Software upgrades
- 6.6 Find My Mac/iPhone

7. DAMAGED, LOST OR STOLEN MACBOOK AIR/IPAD

- 7.1 MacBook Air/iPad Identification
- 7.2 Reporting Broken, Lost or Stolen MacBook Air/iPad

8. REPAIRING OR REPLACING YOUR MACBOOK AIR/IPAD

- 8.1 Hardware Repairs
- 8.2 MacBook Air/iPad Loaner During Repair
- 8.3 Family Responsibility

9. MACBOOK AIR/IPAD RETURN/COLLECTION

- 9.1 Students Whose Enrollment Ends Before the End of the School Year
- 9.2 End of School Year Collection
- 9.3 Fees for Missing or Damaged MacBook Air/iPad Accessories

10. STUDENT CONDUCT AND DISCIPLINE

FORMS

- *Parent Permission and Parent/Student Acknowledgment
- *Student Pledge for MacBook Air/iPad Use
- *MacBook Air/iPad Insurance Policy

1. MACBOOK AIR/IPAD ACCEPTABLE USE

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

1.1 Parent/Guardian Responsibilities

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

1.2 School Responsibilities

- Provide internet access at school.
- Provide academic email account (username@isd1.org) to its students.
- Provide internet filtering and blocking of inappropriate materials as able, while utilizing the Aitkin Public School District's internet service.
- ISD #1 reserves the rights to review, monitor, and restrict information stored on or transmitted via Aitkin Public School District owned equipment and to investigate inappropriate use of resources.
- Provide staff guidance to aid students in doing research, and academically related activities, help ensure student compliance of the acceptable use policy.

1.3 Student Responsibilities

- Read, understand and follow this document, "MacBook Air/iPad Acceptable Use, Guidelines, and Procedures"
- Use computers/devices in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that applies to MacBook Air computer/ iPad use.
- Use technology resources in an appropriate manner that does not result in the informational damage of school equipment. This damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the student's own negligence, errors or omissions. Use of any information obtained via Aitkin Public School District's designated internet system is at your own risk. Aitkin Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Physical damage to devices should be reported immediately to school staff.
- Secure MacBook Air/iPad devices against theft or loss.
- Help Aitkin Public School District protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Students should always secure their MacBook Air/iPad after they are done working to protect their work and information. Securing the MacBook Air/iPad includes storing the device out of sight and in a restricted access location.
- If a student should receive an email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to forward a copy to a teacher and delete it from their MacBook Air/iPad.
- Students will not plagiarize works that they find on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- Students will respect the rights of copyright owners.
- Return their MacBook Air/iPad to Aitkin Public School District's IT department at the end of each school year or the end student enrollment for the year, whichever comes first.

1.4 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing Aitkin Public School District's Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, harassing, or sexually explicit materials.
- Use of chat rooms or sites selling term papers, book reports and other forms of student work.
- Internet/computer games when class is in session.
- Changing of MacBook Air/iPad settings (exceptions include personal settings such as font size, brightness, etc.).
- Spamming-Sending mass or inappropriate emails.
- Gaining access to other student's accounts, files, and/or data.
- Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity.
- Use of anonymous and/or false communications to mislead, harm, bully or harass another person is strictly prohibited.
- Students are not allowed to give out personal information, for any reason, over the internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including but not limited to the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demoralize, or demean recipients.
- Bypassing the Aitkin Public School District's web filter through a web proxy, hot spot, phone tethering, or by any other means.
- Bullying, as defined in Aitkin Public School District's Board Policy #514, found on the district website at www.isd1.org, will not be tolerated.
- If using device on any non-Aitkin Public Schools provided internet, use of explicit websites and information is prohibited.

1.5 Legal Propriety

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

2. RECEIVING YOUR MACBOOK AIR/IPAD

2.1 MacBook Air/iPad Distribution: MacBook Airs/iPads will be distributed each fall during "MacBook Air/iPad Deployment and Orientation" the week before school starts at the high school and during Entrance Conferences at RippleSide.

2.2 Required Forms and Insurance Fee: Parents & students must read the "Student Pledge for MacBook Air/ iPad", the "MacBook Air/iPad Insurance Declaration", and read, sign and return the "Parent Permission and Parent/Student Acknowledgement Form" and pay the insurance fee before the MacBook Air/iPad will be issued. Forms are available at the end of this document.

2.3 The MacBook Air/iPad Insurance Policy will protect you and your student against damage and help cover costs associated with accidental damage to the MacBook Air/iPad. Information about coverage can be found in the "MacBook Air/iPad Insurance Declaration", included at the end of this handbook.

2.4 MacBook/iPad Fees: Any MacBook/iPad related fees for previous years must also be paid before the student will be allowed to take the MacBook Air/iPad home.

3. MACBOOK AIR/IPAD CARE, PROTECTION AND STORAGE

The MacBook Air/iPad is school property and **ALL USERS** will follow the procedures and guidelines in this document and in Aitkin Schools Policy #524 – Internet Acceptable Use and Safety, which can be found at www.isd1.org.

Students will be held responsible for general care and maintenance of their individual, school-issued, MacBook Air/iPad (hereafter referred to as device) and for keeping it in good working order.

3.1 General Precautions

- Treat the MacBook Air/iPad with care and respect. The same device will be issued to you each year. You are responsible for its care and financially responsible for any damages.
- Use your device where the temperature is between 50° and 95° F (10° and 35° C). Don't leave your computer in your car, because temperatures in parked cars are often out of this range. Let your computer warm to room temperature before turning on the power if it has been left in cold temperatures.
- Cords and cables must be inserted and disconnected carefully to prevent damage to the device.
- Use only Apple-authorized power adapters. Avoid overheating the power adapter.
- Use your device on a stable work surface that allows for good ventilation. Don't use your computer in your bed, on a pillow, or under covers.
- If your device has ventilation openings, don't put anything into them.
- MacBook Airs/iPads must never be left in an unlocked locker, car or any unsupervised area.
- Students are responsible for keeping their device's battery charged for school each day.
- If students use skins or covers to personalize their MacBook Air/iPad case they must be removed without damage to the device or case prior to returning the computer to the school.
- Do not use any markers, make engraving, scratches or apply stickers on the device itself or the school provided carrying case.

3.2 Carrying the MacBook Air/iPad

- The protective case provided with the MacBook Air/iPad has sufficient padding to protect the device from normal treatment and provide a suitable means for carrying the device in or out of the school. The guidelines below should be followed:
- MacBook Airs/iPads should always be within the protective case and secured closed when carried between classes and outside of school.
- Avoid placing too much pressure and weight on the case of your MacBook Air/iPad.
- Take care of your case! The protective cases will only be replaced every three years from the time of issue.

3.3 Screen Care

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

- Do not lean on the top of the device when it is closed.
- Do not place anything near the device that could put pressure on the device.
- Do not place anything in the carrying case that will press against the device.
- Only use a clean, soft, dry cloth or anti-static cloth to clean the screen, no cleansers of any type.
- Do not bump or toss the device (in or out of the protective case) against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3.4 Storing your MacBook Air/iPad

When students are not using their MacBook Air, they should be stored in their provided computer bags. iPads should not be removed from their protective cases. Nothing should be placed on top of the device when stored. Students are encouraged to take their device home every day after school, regardless of whether or not they are needed, provided their parent has signed paperwork allowing them to take the device home and no computer fees are owed. Devices should never be stored in a vehicle, either at school or at home.

MacBook Airs/iPads should never be left in a cold environment. If a student needs a secure place to store their device, they may check it in for storage in the High School or Rippleside Media Center.

4. USING YOUR MACBOOK AIR/IPAD AT SCHOOL

4.1 Daily Expectations

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

4.2 Charging Your MacBook Air's/iPad's Battery

MacBook Airs/iPads must be brought to school each day in a fully charged condition. Students need to charge their device each evening. If a device loses charge due to use throughout the school day, charging stations are available in the Media Center.

4.3 MacBook Airs/iPads Left in Unsupervised Areas

Under no circumstance should MacBook Airs/iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, lunchroom, commons, computer lab, locker rooms, media center, unlocked classrooms, dressing rooms, bathrooms and hallways. Any MacBook Air/iPad left in these areas is in danger of being stolen. If a device is found in an unsupervised area, it will be taken to the Media Center or the principal's office. Multiple offenses will result in disciplinary action as detailed in section 10, Student Discipline.

4.4 MacBook Airs/iPads Left at Home

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

4.5 Screensavers/Background photos

- Any media deemed inappropriate by Aitkin Public School staff, or that violates school policy, may not be used as a screensaver or background photo.
- Violation of this rule will result in actions as detailed in section 10, "Student Conduct and Discipline".

4.6 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the MacBook Air/iPad at the discretion of the teacher or other staff.
- Students are encouraged to carry earphones.
- Students are permitted to download applications and games. However, any personally downloaded games and applications may be removed by Aitkin Public School District's IT department without notice.

4.7 Printing

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

4.8 Home Internet Access

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

5. MANAGING YOUR FILES & SAVING YOUR WORK

5.1 Saving to the MacBook Air/iPad Home Directory

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

5.2 Network Connectivity

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

It is a violation of the Acceptable Use Guidelines/Policies to use applications (VPN, proxy or other) that bypass ISD 1 content filtering or any device management software. Repeat violations will result in disciplinary action as detailed in section 10, “Student Conduct and Discipline”.

6. SOFTWARE ON MACBOOK AIRS/IPADS

6.1 Originally Installed Software

The software originally installed by the Aitkin Public School District’s IT department must remain on the MacBook Air/iPad in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from devices at the completion of the course. Periodic checks of devices will be made to ensure that students have not removed required software. Repeat violations will result in action as detailed in section 10, “Student Conduct and Discipline”.

6.2 Additional Software

Students are allowed to use Apple's App Store or Aitkin Gobbler Self Service to download additional software on their MacBook Airs/iPads. The IT department will synchronize the devices so they contain necessary software required for academic work. In the event that space is needed on the device for academic related software, student downloaded/purchased software will be removed.

6.3 Inspection

Students may be selected at random to provide their MacBook Air/iPad for inspection. If a student's device is requested for an inspection, passwords to unlock device must be provided. ISD #1 reserves the right to confiscate the device for any reason, at any time, if inappropriate materials are found on the device.

6.4 Procedure for Reloading Software

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

6.5 Software Upgrades

Upgraded versions of licensed software are available from time to time. Aitkin Public Schools IT department may push updates to the MacBook Airs/iPads without notice to students.

6.6 Find My

In addition to a variety of district security measures, "Find My Mac/iPad/iPhone", can be activated by the end user. If a device is lost or stolen, the student will work with school staff to identify the location of the device for recovery. This includes providing all access to accounts to assist with identifying the location of the device.

7 DAMAGED, LOST OR STOLEN MACBOOK AIR/IPAD

7.1 MacBook Air/iPad Identification

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

7.2 Reporting a Damaged, Lost or Stolen MacBook/iPad

- All repair/replacement claims must be reported to the IT department immediately.
- MacBook Airs/iPads that are broken, malfunction, or are damaged, must be reported to a teacher or to the IT department.
- MacBook Airs/iPads that are **lost** must be immediately reported to the IT department for tracking and locating.
- MacBook Airs/iPads that are **stolen** must be reported immediately to the Aitkin Police Department and the Aitkin Public School's IT department. Police reports should not be filed if the device is misplaced or left unintentionally.

8. REPAIRING OR REPLACING YOUR MACBOOK AIR/IPAD

8.1 Hardware Repairs

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

8.2 MacBook Air/iPad Loaner During Repair

MacBook Airs/iPads that have been damaged from student misuse, neglect or are accidentally damaged will be repaired. Students are responsible for repair fees due at the time of repair. Students may be provided a temporary device (loaner) while their assigned device is being repaired. There may be a delay in getting a device should the school not have enough spare computers to loan. Any damage to a device that is loaned to a student will be the responsibility of the student borrowing the computer and all rules, regulations and responsibility for damage will apply to the loaned computer as if it is the student's assigned device.

8.3 Family Responsibility

Students and their families are responsible for the fees associated with any repairs or replacements necessary. If a device is lost or stolen and there is no verifiable proof of theft (forced entry), the student will owe current market replacement cost of the device to ISD 1 (approximately \$880.00 for MacBook Air, \$294.00 for iPads and \$120 for the iPad touch case). Students maybe assigned a loaner or replacement device. The district and parents both reserve the right to keep the computer at school. If a MacBook Air/iPad is stolen on Aitkin Public School's property or off campus, it is the responsibility of the student and their family to follow the steps below to report the device as stolen. The non-emergency line for the Aitkin Police is (218) 927-2133.

The steps to follow if your MacBook Air/iPad is stolen:

- 1) Report the MacBook Air/iPad stolen to the Aitkin (or local) Police – report must include the serial number of the device. Student should contact the school for the computer serial number.
- 2) Report the theft to an administrator at the Aitkin Public Schools.
- 3) For all theft claims, the student/family is required to provide a copy of the police report to administration at Aitkin Public Schools. The police report, and the specific details of the theft, will determine what coverage may be available to replace the MacBook Air/iPad.

9 MACBOOK AIR/IPAD RETURN/COLLECTION

9.1 Student Whose Enrollment Ends During the School Year

A student who transfers out of, withdraws, or is expelled from the Aitkin Public School District during the school year must return the school owned MacBook Air/iPad and accessories, and pay any associated fees for the MacBook Air/iPad on or before the date of withdrawal. Students and their parents/guardians are subject to financial liability until the computer is returned and associated fees are received.

9.2 End of School Year Collection

For all students enrolled until the end of the school year, school owned MacBook Airs/iPads and accessories will be collected by the Information Technology (IT) department during the final weeks of school so they can be checked for serviceability and put in storage.

9.3 Fees for Missing or Damaged MacBook Air/iPad and Accessories

- In the event a student's MacBook Air/iPad is damaged, the computer will be assessed by the IT department and sent for repair if necessary. Students will be responsible for repair fees and/or accessory replacement and will be billed after the repaired computer is sent back to the school. The amount billed will be the full cost of the repair/replacement, unless a MacBook/iPad Insurance policy has been purchased through the school and the policy covers the damage. The appropriate deductible will then be billed.
- In the event a computer is not returned to the school after student withdrawal or at collection at the end of the school year, the student/parent/guardian must pay the full replacement cost of the MacBook Air/iPad.
- Failure to return the MacBook Air/iPad within 5 working days after the end of the student enrollment in Aitkin Public Schools or the end of the school year, will result in a theft report being filed with the Aitkin Police Department. The student will be responsible for any damage to the device as listed above.
- A bill for a replacement or for any needed repairs will be sent to the student/parent in each of the above cases. The amount billed will not exceed the replacement cost of the MacBook Air/iPad. All repair bills are due to the school within 30 days after the date of billing.

10. STUDENT CONDUCT AND DISCIPLINE

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

Administration reserves the right to modify discipline based on the severity of the student's action. Violations of general student behavior policies will, of course, be subject to appropriate disciplinary actions.

Student Pledge for MacBook Air/iPad Use

All students should read, understand and retain a copy of this document.

1. I have read and understand the information in the “MacBook Air & Apple iPad Acceptable Use, Guidelines and Procedures” document available in on the school website and in the Student/Parent Handbook. I will take care of my MacBook Air/iPad (hereafter referred to as device) as identified in that document.
2. I will follow the procedures outlined in the document listed in item #1, **while at school, as well as outside of the school.**
3. I will never leave the device unattended and understand that, if found at school, I will be subject to discipline. If my device is damaged, lost or stolen I will be required to pay the associated fees for loss or repair.
4. I understand the device is my responsibility and I will not loan it to other individuals.
5. I will know where the device is at all times.
6. I will bring a charged device to school daily.
7. I will keep food and beverages away from all devices since they may cause damage to the device.
8. I will not disassemble any part of the device or attempt any repairs.
9. I will protect the device by always carrying it, according to the guidelines, **only in the bag/case provided by the school.**
10. I will use the device in ways that are responsible, appropriate, meet Aitkin Public School’s expectations, and are educational.
11. I will respect any and all other devices that are not assigned to me.
12. I understand that the device is subject to inspection at any time, without notice, and remains the property of the Aitkin School District. I will provide the device passcode to staff immediately upon request.
13. I understand that inappropriate content found on the device is subject to disciplinary action.
14. I will file a police report in case of theft, vandalism, or if required by insurance policies.
15. I will be responsible for all fees due to damage or loss caused by neglect or abuse to the assigned device or any other student’s device.
16. I agree to return the district MacBook Air/iPad, bag/case, power cords, and any other accessories in good working condition at the end of the school year, or the end of my enrollment in the Aitkin Public School District, whichever comes first.

Aitkin Public Schools MacBook Air/iPad Insurance Declaration

Introduction:

Independent School District #1 is proud to offer an affordable insurance/technology policy to our families participating in our MacBook Air/iPad 1:1 program. Your policy protects your district-issued MacBook Air/iPad (hereafter referred to as “device”) against a variety of losses. This document explains the insurance coverage offered by the school district, what is covered /not covered, and an explanation of what to do if you have a loss. This coverage applies ONLY to loss occurring during the policy period, which ends on the student’s last day of enrollment in the school year in which the insurance fee was paid.

Replacement Cost Policy:

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

Cost of Insurance/Repairs/Replacement:

Insurance will be \$50 per computer/\$20 per iPad. Discounted cost for MacBook insurance for families eligible for educational benefits (free/reduced meals) is \$25 (MacBook) or \$10 (iPad) per student.

Cost with insurance:

- First Incident: \$50.00 Deductible
- Second Incident: \$100.00 Deductible
- Third incident: 50% cost of repair
- Fourth incident: 100% cost of repair
- MacBook Air replacement: approximately \$880.00
- iPad replacement: approximately \$294, iPad Touch Case replacement: \$120

Cost without insurance:

- All incidents: 100% of cost of repair
- MacBook Air replacement: approximately \$879.00
- iPad replacement: approximately \$294.00 for the iPad and \$120.00 for the typing case

What is Covered:

- The Insurance fee covers the exact device by serial number assigned to a student or a loaner device if one is issued to the student during repair of their MacBook Air/iPad
- All accidental damage, including but not limited to:
 - Spills
 - Liquid submersion
 - Drops
- Theft: Stolen items will be covered 100% with an accompanying police report
- Act of nature damage: Must have accompanying validation of event (Police or Insurance Reports)
 - Flood
 - Fire
 - Power Surge due to lightening
 - Natural Disasters

- Vandalism
- Manufacturer defects will be covered 100%

What is NOT Covered:

- Chargers, cables, computer bag, case
- Missing items: ISD # 1 will not cover loss caused by your inability to locate an item of property, unless circumstances support the theory that the property was stolen. If your property was stolen, you are required to notify the local police department immediately upon discovery. This policy does not provide coverage if you fail to notify the police.
- Intentional damage to a device: ISD #1 will not cover a loss caused by intentional damages or destruction of property covered under this policy.
- Damage done to the device by another student. If a report of another student damaging the computer/iPad is filed immediately with the principal, the other student will be responsible for 100% of the repair/replacement cost. If the damage is not reported, the student who was issued the computer/iPad will be responsible for 100% of the repair/replacement cost.
- Accidental damage caused by negligence: ISD #1 will not cover a loss caused by individual's negligent or intentional damage or destruction of property covered under this policy.
- Corrosion or rust: ISD #1 will not cover any loss caused by corrosion or rust to the property.
- Dishonest acts: ISD #1 will not cover any loss caused by your dishonesty, or any loss caused by another party acting for you. Nor will the district cover any loss arising from any illegal acts.
- Power surge: ISD #1 will not cover any loss due to an electrical power surge, unless caused by lightening (Act of Nature).
- Additional items if lost/stolen: ISD #1 will only cover district-owned devices. Any additional device or other property damaged or lost due to theft along with the insured district device WILL NOT BE COVERED. (Example: cell phone left in a laptop case, etc.).
- Theft from unattended device: ISD #1 will not cover any loss due to a device being placed in an unsecured location. Property in a personally owned automobile is covered, provided that the vehicle was locked at the time of the theft and there was visible evidence of forced entry into the vehicle.
- Misidentification: ISD #1 will not cover a loss of a device if there is any removal of any serial numbers.
- Cosmetic dents or scratches
- Loss and damage that is covered by another insurance plan or funding mechanism.

What to do if you have a loss:

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

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

**Aitkin Public School District 1:1
Parent Permission and Parent/Student Acknowledgment Form**

Fill out one (1) form per student

*****Parent Permission*****

SECTION 1: Parent/Guardian: Please check box A, B or C: If you choose C, please skip to Section 2.

A. I provide permission for my child to participate in the Aitkin School District 1:1 program. I am aware that the provided device is owned/leased by the Aitkin Public School District. I am aware that the care and responsibility of the device as outlined in the "MacBook Air & Apple iPad Acceptable Use, Guidelines and Procedures Handbook", both in and out of school lies with my child.

OR

B. I provide permission for my child to participate in the Aitkin School District 1:1 program during the school day, but I DO NOT provide permission for my child to bring home a MacBook Air/iPad. I am aware that the care and responsibility of the device as outlined in the "MacBook Air & Apple iPad Acceptable Use, Guidelines and Procedures Handbook", while in school lies with my child. I understand that my child is responsible for the completion of all assignments, which may include homework using the MacBook Air/iPad computer.

OR

C. I DO NOT provide permission for my child to participate in the Aitkin School District 1:1 program. I understand that my child is responsible for the completion of all assignments, which may include homework using a computer.

Parent/Guardian: Please INITIAL EACH of the following lines to acknowledge acceptance.

_____ I have received the MacBook/iPad Technology Agreement and understand the information contained therein. I understand that if I choose to purchase insurance for the computer, the form and payment will be due to the school before the MacBook Air/iPad is distributed. The insurance fee will cover repairs needed for damage to the MacBook Air/iPad as outlined in the MacBook Air/iPad Insurance Declaration.

_____ I understand that the insurance fee will NOT cover repair costs associated to damage caused intentionally or accidentally by my child to another student's MacBook Air/iPad and I will be held financially responsible for those repair costs.

_____ In the event the assigned MacBook Air/iPad is lost, I understand that current market replacement cost of the device (approx. \$880 for the MacBook, \$294 for the iPad and \$120 for the iPad typing case) is due immediately to Aitkin Public Schools.

_____ In cases of theft, vandalism, other criminal acts or acts of nature (i.e. fire, flood), a police/fire report **MUST** be filed immediately by the student or parent. A copy of the police/fire report must be provided to the principal's office before the district will replace the MacBook Air/iPad. Lack of proper documentation will result in my being billed for the full cost of the MacBook Air/iPad.

_____ I have read and understand the information in the "MacBook Air & Apple iPad Acceptable Use, Guidelines and Procedures Handbook", and have discussed the material with my child.

SECTION 2 – Parent/Student Signatures

Parent/Guardian Name (Please Print) _____

Parent/Guardian Signature _____ Date _____

I have read the "Student Pledge for MacBook Air/iPad Use "and agree to the stipulations set forth in the documents including the "MacBook Air & Apple iPad Acceptable Use, Guidelines and Procedures Handbook", and the MacBook Air/iPad Technology Agreement.

Student's Name (Please Print) _____ Grade _____

Student Signature: _____ Date _____

Aitkin Public Schools
MacBook Air/iPad Insurance Policy
2022-23

Fill out one (1) PER FAMILY/PER SCHOOL

PLEASE CIRCLE SCHOOL (circle only one): Aitkin High School Rippleside Elementary

The cost of the MacBook Air/iPad Insurance Policy is \$50 (MacBook)/\$20 (iPad) per student.
Discounted insurance is available for families eligible for educational benefits (free/reduced meals).
Discounted rates: MacBook - \$25 per student, iPad-\$10 per student.

SECTION I – Check either box A or B and initial on the line to indicate you have read the statements.

A **I WISH TO PURCHASE INSURANCE FOR MY STUDENT(S) MACBOOK/IPAD**
(Please initial here _____ indicating you have read and understand the statements below, fill out Section 2, sign form and return it to the high school with payment)

- I have read the "MacBook Air/iPad Computer Acceptable Use, Guidelines and Procedures" document. I understand that this insurance policy is optional.
- I understand that this insurance policy does not cover damage done by my child to another student's MacBook Air/iPad.
- I understand that this policy is not refundable. During the year, if my child(ren) are no longer enrolled, I will not receive a full or partial refund of this premium.
- I understand that if the MacBook Air/iPad has to be fully replaced due to damage, loss or theft, this policy will no longer be in force. I can obtain coverage on the replacement machine by purchasing a new policy.
- I understand that revisions to this policy may be made. If revisions are made, I will be notified and given a copy of any revisions.

B **I DO NOT WISH TO PURCHASE INSURANCE FOR MY STUDENT(S) MACBOOK/IPAD.**
(Please initial the statement below, fill out Section 2, sign the form and return it to the Rippleside Office)

_____ I have read the "MacBook Air & Apple iPad Acceptable Use, Guidelines and Procedures" document.

SECTION 2

Student's Name (Please Print) _____	Grade _____
Student's Name (Please Print) _____	Grade _____
Student's Name (Please Print) _____	Grade _____
Student's Name (Please Print) _____	Grade _____
Student's Name (Please Print) _____	Grade _____
Student's Name (Please Print) _____	Grade _____

Parent information and signature required on back.

OVER

Parent/Guardian's Name (Please Print) _____

Parent/Guardian's Signature _____ Date _____

Address _____

City, State, and Zip Code _____

Cost Per Child:

	# children	
MacBook	_____	@ \$50.00 = \$ _____
MacBook (reduced)*	_____	@ \$25.00 = \$ _____
iPad	_____	@ \$20.00 = \$ _____
iPad (reduced)*	_____	@ \$10.00 = \$ _____
Total Due		\$ <input type="text"/>

***Application for Educational Benefits must have been turned in and approved or families direct certified before reduced amounts will be accepted. If you have turned in an application and your eligibility status has not been determined, you will need to pay the full amount and a refund will be sent to you if you qualify for free/reduced meals.**

<p style="text-align: center;">Office Use Only:</p> <p>Payment Method (circle):</p> <p>Cash</p> <p>Check # _____</p> <p>Digital Fee Assigned</p> <hr/> <p>Received by: _____</p> <p>Date: _____</p>
--

Middle School Specific

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

HONOR ROLL

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

The value of each grade is:

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

MIDDLE SCHOOL IMPROVEMENT HONOR ROLL

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

MIDDLE SCHOOL HONORS

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

THE LOG SYSTEM

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

Activities, Extracurricular, 30
 Activity Fee, Non-sport, 30
 Administrator Contact Information, 3
 Adult Student, 15
 Age of Majority, 15
 Alcohol Use, 19
 Assault, 38
 Assessments, Student Participation, 12
 Athletic Fees, 30
 Attendance, 24
 Attendance Procedures, 25
 Backpacks, 15
 Behavioral Guidelines, 39
 Bullying Prohibition, 15
 Bus Conduct, 41
 Calendar, 4
 Cameras/Recording Devices, 18
 Canine Inspections, 16
 Cell Phones, 38
 Cheating, 40
 Class Rank, 8
 Classroom Expectations, 7
 College in the Schools (CITS), 12
 Conduct, Code of, 35
 Courses, Drop/Add, 10
 Credit Conversion Chart, 9
 Credit Requirements, 9
 Dances/Prom, 31
 Detention, 31, 41
 Diploma, Honors, 9
 Directory Information, 16
 Discipline, 39
 Dress Code, 37
 Driving by Students, 23
 Drug Use, 19
 Eligibility for Activities, 33
 Eligibility, Academic, 33
 Extracurricular Activities, 30
 Fees, Activity, 30
 Fees, Athletic, 30
 Fees/Fines, 17
 Fighting, 38
 Films Used in Classrooms, 18
 Fire Drills, 24
 Food in the Classroom, 15
 Forged Notes, 38
 Fundraising, 31
 Grades, Weighting System, 7
 Grading Scales, 7
 Graduation, 9
 Graduation Requirements, 8
 Habitual Truant, 30
 Hall Information, 16
 Harassment Policy, 23
 Hazing Prohibition, 19
 Health Screenings, 43
 Health Services, 43
 Hockey Participation, 31
 Homecoming, 31
 Honor Roll, 8
 Honor Roll, Improvement - Middle School, 63
 Honors Diploma, 9, 10
 Honors, Graduating with, 10
 Honors, Highest, 10
 Honors, Middle School, 63
 Ill Students, Release of, 44
 Immunizations, 43
 Incomplete Grades, 10
 Independent Study Classes, 11
 Insurance, 23
 Internet Use Policy, 19
 Library Books, 17
 Lockdown Drills, 24
 Lockers, 18
 Log System, Middle School, 63
 Lunch, 17
 Make-up Work, 10
 Media Center Information, 16
 Medication at School, 44
 Middle School, 63
 MN State High School League Violations, 32
 Movies used in Classrooms, 18
 Nurse's Office, 43
 Overdue Library Books, 17
 Pass/Fail Course Offerings, 10
 Passes, 16
 Peanut Allergies, 44
 Personal Displays of Affection, 6
 Personal Electronic Devices, 38
 Pledge of Allegiance, 16
 Point System for Grading, 7
 Policy #503, 24
 Posters/Notices, 18
 Post-Secondary Enrollment Options (PSEO), 11
 Repeating Courses, 11
 Rules, Procedures & Practices, 6
 Salutatorian, 8
 Schedule, Daily, 5
 Schedule, Daily- Rippleside, 63
 Schedule, Late Start, 5
 Section 504, 20
 Severe Weather Drill, 24
 Sno-Daze, 31
 Sports Fees, 30
 Sportsmanship Policy, 31
 State Assessments, Parent Refusal, 12
 Student Participation in Statewide Assessments, 12
 Student Responsibility and Expectations, 6
 Suspension, 38
 Threats, 38
 Tobacco Use, 19
 Tornado Drill, 24
 Transportation. *See* Bus Conduct
 Truant, Continuing, 29
 Truant, Habitual, 30
 Valedictorian, 8
 Vandalism, 18
 Visitors, 15
 Weighted Grading System, 7