

MOUNTAIN IRON-BUHL HIGH SCHOOL

PARENT/STUDENT HANDBOOK

2015-2016

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Mountain Iron High School Office Hours: 7:25 a.m. - 3:45 p.m.

Phone – 218-735-8271 Fax – 218-735-8217

School closings: tune into local radio and television stations. ISD #712 has contracted with Honeywell for their Instant Alert program which will phone you or email you of school cancellations or early dismissals if you filled out and returned the paperwork that is sent home with your child in the beginning of the school year.

BELL SCHEDULE

| | |
|------------------------|----------------|
| 1 st Period | 8:15 to 9:06 |
| 2 nd Period | 9:10 to 10:01 |
| 3 rd Period | 10:05 to 10:56 |
| 4 th Period | 11:00 to 11:51 |
| Lunch | 11:55 to 12:25 |
| 5 th Period | 12:29 to 1:20 |
| 6 th Period | 1:24 to 2:15 |
| 7 th Period | 2:19 to 3:10 |

CLOSED LUNCH FOR 7TH-9TH GRADE

Mt. Iron-Buhl High School will have a closed lunch period for students in 7th through 9th grade, except for those students whose parent lives within reasonable walking distance to our school campus. 7th through 9th grade students will stay in the cafeteria until 12:15 and then be escorted outside (north end of campus) or to the Ranger gym. 7th through 9th grade students are not to be in the hallways during lunch until 12:20. A permission slip signed by a parent/guardian must be on file in the high school office for each student who wishes to walk home for lunch.

OPEN LUNCH FOR 10TH-12TH GRADE

Mt. Iron-Buhl High School will have an open lunch period for students in 10th through 12th grade. 10th through 12th grade students may leave campus BUT NO DRIVING IS ALLOWED. No students are allowed on the 2nd floor of the high school. All food needs to be eaten in the cafeteria.

MARKING SYSTEM

Class participation:

Points will be earned daily in every class AND will count toward the student's grade. These points cannot be made up and earned only by being in the classroom. A student who is absent more than eight times per semester from any class will be required to make up the class time, sometimes referred to as "seat time", for all missed hours beyond the first eight absences in a semester. If this class time is not made up, the student will fail the class.

Letter grades will be used for most subjects. The following numerical values are used to calculate grade point averages (GPA). These are full credit values.

| | | | |
|------|-----|------|-----|
| A = | 4.0 | C = | 2.0 |
| A- = | 3.7 | C- = | 1.7 |
| B+ = | 3.3 | D+ = | 1.3 |
| B = | 3.0 | D = | 1.0 |
| B- = | 2.7 | D- = | .7 |
| C+ = | 2.3 | F = | 0.0 |

24 credits are required to graduate. Students graduating need 4 credits in English, 4 credits in Social Studies, 3 credits in Science, 3 credits in Mathematics, .5 credit in Physical Education, .5 credit in Health, .5 credit in Industrial Technology, .5 credit in FACS, 1 credit in the Fine Arts and 7 elective credits.

REPORT CARDS

Report cards are issued every nine weeks to inform both students and parents of pupil progress in each subject. An Instant Alert will be sent out notifying parents report cards are available to view on Infinite Campus.

MIDTERM REPORTS

Midterms are issued to inform both students and parents of pupil progress in each subject students are failing. An Instant Alert will be sent out notifying all parents midterms are available to view on Infinite Campus. Deficiency notices may be emailed or a phone call made home anytime a student is at or near a failing point in any class work.

HONOR ROLL

At Mountain Iron-Buhl School the Exemplary Honor Roll recognizes those students who achieve a 4.0 GPA. The "A" Honor Roll recognizes those students with a GPA of 3.7 to 3.99. The "B" Honor Roll recognizes those with a GPA of 3.0 to 3.69. Any grade of D+ or lower, Incomplete, or Incomplete Due to Attendance will keep a student off of the Honor Roll.

PROCEDURE FOR CHANGING CLASSES

Students are given adequate time to select the courses of their choice. All efforts are made to assign the courses requested. Under no circumstances can a class be dropped or changed without consultation and approval of the counselor, principal or staff affected by the change. It is school policy that a course change in the first two weeks will in no way appear on the permanent record.

ATHLETIC/FINE ARTS ELIGIBILITY INFORMATION

To be eligible for activities sponsored by the MIB Schools, a student must earn a 1.7 grade point average. The nine week report card grades used in calculating the honor roll will determine this eligibility. Students will be reevaluated for eligibility at the end of the 3rd week, mid-quarter, end of the 7th week, and the end of the quarter. Fourth quarter GPA will carry over to the following fall season. For students using a Pass-Fail system of grading, a pass grade will earn 1.5 grade points for calculating purpose. When a student is ineligible, he/she may participate in practice, but not in contests. If a contest is held where the team/group is excused early from the school day to participate, the ineligible student will not be able to leave early. Students who are ineligible will not be allowed to be transported by a district vehicle.

The Administration reserves the right to grant or deny eligibility for co-curricular activities for grades 7-12 on school conduct as well as academic progress.

School attendance on a day of contest:

When a contest is held on a day classes are in session, students must be in attendance all day in order to participate, unless excused by the building principal. The Athletic Director will be informed of any absence and he will in turn inform the coaches of those students who will not be allowed to participate.

ELECTRONIC DEVICES:

Electronic devices as contemplated by the terms of this policy include, but are not limited to, cell phones, I-pods or any other type of MP3 players, compact disk players, pagers, scanning devices, cameras or video cameras.

Students may only use electronic devices before 8:15 a.m., during their lunch periods, after 3:10 p.m., and between classes. Electronic devices must be turned off at all other times and carried in an appropriate place, such as a pocket or purse.

Use of an electronic device at non-designated times will result in confiscation of the electronic device. First offense the staff member will keep the electronic device until the end of the class period. Second offense the staff member will keep the electronic device until the end of the day. Third offense the electronic device will be held in the high school office until an hour of detention is served for use of the electronic device and a parent or guardian retrieves the electronic device. If an electronic device is taken away for the fourth or subsequent time, two hours of detention will need to be served for use of the electronic device before the electronic device is returned to the parent. Students who refuse to give a staff member their electronic device when asked will be issued an out of school suspension for the remainder of the day.

Cell phones, including cell phones with Internet access, cameras, videotaping and/or audio taping ability are not to be used during instructional time, unless under the direct supervision of a teacher or administrator.

The use of cell phones with Internet capabilities shall not be used to cheat in any manner. The use of cell phones with Internet capabilities shall not be used in a manner that would violate the school district's Social Networking Policy for Students. Students shall not use the Internet capabilities of a cell phone to access, display, send or distribute inappropriate or pornographic materials while in school.

If there is reasonable suspicion that a particular student has used an electronic device to either violate the law or the school's policies, a staff member is permitted to search the contents of a student's electronic device. For example, if there is reasonable suspicion that a particular student is using an electronic device on a school location to cheat, bully, or to take pictures or video of another student in a state of undress of a pornographic nature ("sexting") or is displaying, sending or distributing said materials/images to other students, a staff member may search a student's electronic device.

Should content be found on a student's electronic device following a search supported by reasonable suspicion and said content is determined to violate the law or school policy, the student will be subject to discipline by the school district, up to and including expulsion. Law enforcement shall be alerted if there is believed to be a violation of the law. The electronic

device may be confiscated by law enforcement or the school district and may be used as evidence by law enforcement or the school district.

The school staff and administration WILL NOT be responsible for stolen electronic devices or items. During the school day students may use the phone in the high school office (to call parents/guardians only) before school, at noon, and after school. Only emergency messages will be delivered to students.

FINAL EXAMINATIONS

Final examinations are an integral part of the learning process. A final examination will synthesize the outcomes which have been learned in a course. The final examination allows the student an opportunity to demonstrate competency.

Students will not be allowed to take final examinations early unless cleared by the Principal. Circumstances for students taking the final examinations early are:

1. Involvement in school sponsored or school scheduled events
2. Illness
3. Family moving out of the district before the end of the school year.

Final examination dates for the 2015-2016 school year will be:

| | |
|----------------------------------|----------------------------------|
| 1 st Semester Finals: | 2 nd Semester Finals: |
| January 14, 2016 | May 26, 2016 |
| January 15, 2016 | May 27, 2016 |

FOOD IN THE CLASSROOM

Students are not allowed to bring food, beverages/water, and candy/gum, in the classrooms. This rule may be waived for classroom celebrations approved by administration. A student may carry a water bottle if he/she has a note from the nurse.

LOCKERS/LOCKS

All students will be assigned a school locker. Students will NOT share lockers. Lockers must be closed during class periods and after school. Any non-school locks may be cut off and discarded. The school will provide a lock for you for a fee of \$5.00. If you return the lock at the end of the school year, you will be reimbursed the \$5.00. **DO NOT TELL ANYONE YOUR COMBINATION! KEEP IT SECRET!**

Minnesota statute § 121A.72 sets forth a statewide school locker policy that states: "School lockers are the property of the MIB Public Schools. At no time does the MIB School District relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason 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."

LUNCH POLICY

Mountain Iron-Buhl High School's hot lunch program offers a nutritious and appetizing meal each day for \$2.30 for breakfast and \$2.75 for lunch. Ala carte items are also available. Students are encouraged to participate in the program. Lunch payment should be made in the cafeteria. Students are encouraged to apply for participation in the free/reduced lunch program.

PASSES

Students must have a pass from a person on staff to be in the hallway between or during classes. Students may not go to the nurse's office, counselor's office, high school office, the central office, or speak to a coach between or during classes.

Students who wish to see anyone must first get a pass from their supervising teacher or they will be considered tardy.

STUDENTS SHOULD NOT COME TO THE HIGH SCHOOL OFFICE DURING THEIR CLASS PERIODS TO MAKE PHONE CALLS OR SPEAK TO THE PRINCIPAL. STUDENTS MAY USE THE HIGH SCHOOL OFFICE PHONE AND/OR SPEAK TO THE PRINCIPAL BEFORE SCHOOL, DURING LUNCH, OR AFTER SCHOOL.

PUBLIC DISPLAY OF AFFECTION

The public display of affection such as kissing, inappropriate touching, etc. is not acceptable school behavior. Respect yourself and the rights of others by demonstrating appropriate school behavior. Consequences are on page 11.

STUDENT PARKING

Student parking is provided in the north school parking lot. Student parking on city streets will not be allowed unless all parking spots in the school lot are being used. No student is to ride in or drive a car during the day without administration's permission. The parking lot is a part of the school campus and therefore the possession or use of drugs, alcohol, tobacco or weapons is prohibited.

VENDING MACHINES

Student vending machines will operate before school, during lunch, and after school. Beverages purchased from the vending machines are restricted to the immediate area around the vending machine, cafeteria, or outside the building. Beverages are not to be brought to other areas of the building during regular school hours.

VISITOR/GUESTS

Parents/guardians and community members are welcome to visit the school. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must enter Door #5, with the exception of events open to the public. All visitors will be required to sign in with the receptionist inside of Door #5 and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

To ensure safety, students are not allowed to open any other doors, except Door #5, for anyone. We want everyone to enter our building through Door #5. Students caught opening a door for anyone will be assigned consequences which may include, but is not limited to, detention, ISS or OSS.

WEAPONS POLICY

It is the policy of Mountain Iron-Buhl School District to maintain a safe learning and working environment that is free from weapons, threats or the harmful influence of any person(s) or group(s) which exhibit and promote violence and disruptive behaviors.

Definitions: A "weapon" means any item, thing and/or object designed to have, or having an inherent or intrinsic capability of inflicting or producing bodily harm on another or one's self. Examples include but are not limited to: firearms (including rifles, handguns, shotguns and other guns whether loaded or unloaded), ammunition for such firearms, knives, toolman or box cutter devices containing a blade, clubs, metal knuckles (brass knuckles), numchuks, throwing stars, explosives, bombs, pipe bombs, explosive fireworks or dynamite, arrows, chains, stun guns, tasers, pellet guns (air rifles) or BB guns, mace, pepper spray, or similar propellants, poisonous or toxic chemicals, substances or compounds, objects that have been modified to serve as a weapons or in certain circumstances matches or any kind of lighter or igniter.

The definition of a "weapon" includes any item, thing and/or object or device that has the appearance of weapon, but does not have an inherent or intrinsic capability of inflicting bodily harm on another, but because of its appearance to the items identified above, could be used to threaten, intimidate, produce or raise fear in another. Examples of items include but are not limited to look-alike weapons, such as toy guns, plastic guns rubber knives, or paintball guns.

The definition of a "weapon" also includes items that are designed or are commonly used for other purposes including items that by their very nature would not be considered threatening, intimidating or inherently capable of raising fear in another (belts, combs, pencils, scissors, letter openers, laser pointers) but are used in a manner to inflict, or attempt to inflict, bodily harm upon another.

"School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school district, locations and sites of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction or aegis of the school district. As to employees, volunteers, and other representatives of the school district, school location also includes any site or place while within the scope of employment by the school district including travel with a school or personal vehicle for that purpose and within that scope.

Prohibited Conduct.

1. It shall be a violation of this policy for any student to possess, use or distribute a weapon on or in a school location.
2. The exceptions to rule #1 above are:

- A. A student who finds a weapon on the way to school or in a school location, or who discovers that he/she inadvertently and unknowingly possesses a weapon and immediately and safely turns the weapon over to the building principal or, if impractical or dangerous to do so, to another administrator, teacher or activity supervisor, who, in turn shall immediately notify the building principal or superintendent of the weapon's location.
- B. Other persons who are licensed peace officers in the State of Minnesota, or military personnel, in conjunction with the performance of their official duties.
- C. Firearm safety or marksmanship courses or activities conducted on school property in accordance with state and federal law, rule and regulation.
- D. When carried in an unloaded condition by a ceremonial color guard in conjunction with an official school activity or ceremony in a school location.
- E. Where the Board of Education or its designated agent has, by formal action, given permission to possess a weapon in a school location, but it shall not do so in violation of federal or state law.
- F. When used in or as part of an approved curricular class or program, to the extent not a violation of federal or state law.

Consequences for Students.

- 1. The school district takes the position of "No Tolerance" in regard to the possession, use or distribution of weapons by students. The possession, use or distribution of a weapon as defined above at a school location shall result in the following consequences:
 - A. Immediate suspension from school and all school related or extracurricular activities pending expulsion proceedings;
 - B. That the student is proposed for expulsion for a minimum period of twelve (12 months). Students will be afforded the protections found in the Pupil Fair Dismissal Act. Special needs students shall be afforded all other due process rights and procedures set forth or required by applicable federal or state law, rule or regulation;
 - C. Confiscation of the Weapon;
 - D. Notification of law enforcement authorities and the parents/guardians.

STUDENT ATTENDANCE POLICY

***ALI/Concurrent/PSEO students have to follow the high school AND college attendance policies in order to earn dual credit.**

Purpose:

- 1. 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.
- 2. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent/guardian, teacher and administrators. This policy will assist students in attending classes.

General Statement of Policy:

- 1. Student's Responsibility: It is every student's right to be in school. It is the student's responsibility to attend all assigned classes every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class.
- 2. Teacher's Responsibility: It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each class. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments or appropriate alternate assignments upon request.
- 3. Administrator's Responsibility:
 - a. It is the administrator's responsibility to require students to attend all assigned classes.
 - b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statute 120A.22, the students of the school district are REQUIRED to attend all assigned classes every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed the studies ordinarily required to graduate from high school, has withdrawn, or has a valid excuse for absence.

- c. It is the responsibility of the district administration (and not the parent/guardian) to determine if a student's absence has a valid excuse or not, thus determining whether the student has an excused or unexcused absence.
- 4. Make-Up Time: A student who is absent more than eight times per semester from any class will be required to make up the class time ("seat time") for all missed hours beyond the first eight absences in a semester. All make-up time needs to be approved by principal.
 - a. All absences will count toward the "make-up time policy" except excused absences that are exempt. (Exempt absences are explained below under the excused absences section.)
 - b. Missing 15 minutes or more of a class, unless approved by the instructor will be treated as an absence.
 - c. First semester make-up time must be completed four weeks after the end of first semester, unless other arrangements have been made with principal. Students must make up time before school, during lunch, or after school on Tuesdays, Wednesdays, and Thursdays.
 - d. Second semester make-up time must be completed by four weeks after the end of second semester, unless other arrangements have been made with principal.
 - e. If a student anticipates an absence, time can be made up in advance by making arrangements with each instructor and/or principal.
 - f. If time is not made up within the designated framework, the student will receive a failing grade in that class.

Seat time-Noon, After-School and Before School

- 1. Seat time may be served at noon from 11:55 to 12:25, before school from 7:25 to 8:15 in the office, and after-school from 3:15 to 4:15pm, on Tuesdays, Wednesdays and Thursdays in the ISS room.
- 2. During seat time there will be no talking or non-verbal communication including note passing or use of cell phone text messaging.
- 3. No eating or drinking is permitted during seat time.
- 4. You must bring work to complete during the entire period. If you do not bring homework, assignments will be given; either a math worksheet or an essay. You must show the supervisor the homework you are going to complete and get his/her approval that the work was completed at the end of the session. If supervisor does not sign off on the homework, math worksheet or essay, the seat time does not count.
- 5. Games in any form are not allowed. You may not sleep or put your head down on the desk.
- 6. Grades and credits will be withheld if you have un-served seat time and credit will not be given for unproductive seat time.

Attendance Procedures:

- 1. Official school field trips or other school-sponsored events which require a student to be absent from class are not considered absences and are not addressed in this policy.
- 2. Excused absences: The following reasons may be sufficient to constitute excused absences and if they are excused, they will be exempt from making up class time.
 - a. Illness; (Exempt from making up class time if verified with doctor's note for illness.)
 - b. Serious illness in the student's immediate family;
 - c. Significant family events such as a death in the student's immediate family or of a close friend or relative;
 - d. Medical or dental treatment; (Please schedule dental and doctor appointments before or after school. If an emergency medical appt. can be verified, it will be exempt from making up class time.)
 - e. Court appearance occasioned by family or personal action;
 - f. Religious instruction not to exceed three hours in any week or as agreed upon by the parent/guardian and school district;
 - g. Physical emergency conditions such as fire, flood, storm, etc.;
 - h. 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.
- 3. Unexcused Absences:
 - a. An unexcused absence is recorded for a student who is absent from attendance at school without lawful excuse.
 - b. The following are examples of absences which will not be excused:
 - (1) Truancy: An absence by a student which was not approved by the parent/guardian and school district;
 - (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance policy;
 - (3) Work at home, including babysitting a younger sibling;
 - (4) Work at a business, except under a school-sponsored, work release program;
 - (5) Vacations with family (unless approved ahead of time by building principal or designee);

- (6) Personal trips to school or colleges (unless approved ahead of time by building principal or designee);
- (7) Arriving to class 15 or more minutes late will be considered an absence;
- (8) Any other absence not included under the attendance procedures set out in this policy;
- c. Consequences of Unexcused Absences (per semester):
 - (1) Students with unexcused absences may be subject to discipline procedures, which may include one of the following actions: a. warning; b. detention; c. in-school suspension.

Required reporting:

- a. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for one or more class periods on seven school days, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
- b. Consequences for seven unexcused absences will occur after the student has been absent without lawful excuse one or more class periods on seven school days.
- c. The school district administration will consider requesting the county attorneys office to file a petition with juvenile court, pursuant to Minnesota Statutes 260C.007 sub.6(14).

Tardiness:

Definition: Students are expected to be in their assigned class at designated times. Failure to do so constitutes tardiness.

Procedures for reporting tardiness:

- a. Students tardy at the start of school must report to the school office for an admission slip.
- b. Tardiness will be handled by the teacher.

Unexcused tardiness:

- a. An unexcused tardiness is failing to be at an assigned area at the designated time class period commences without a valid excuse (ex. Missing bus, transportation problems, oversleeping).
- b. Arriving to class late will be considered an absence (15 minutes or more).

Consequences (per quarter):

- a. 1st Tardy – Warning
- b. 2nd Tardy – Hour of Detention
- c. 3rd Tardy, 4th Tardy, etc. - One Day of ISS

Participation in extracurricular activities and school-sponsored, on-the-job training programs.

- a. This policy applies to all involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored, on-the-job training programs.
- b. School-initiated absences will be accepted and participation permitted.
- c. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
- d. In the event that a student is out-of-school suspended, the student shall not be allowed to attend any extra-curricular activities, school programs or Minnesota State High School League events (including sporting events) that occur at the Mountain Iron-Buhl School District.
- e. In the event that a student is expelled from the Mountain Iron-Buhl School District, said student shall not be allowed to attend any extra-curricular activities, school programs or Minnesota State High School League events (including sporting events) that occur at the Mountain Iron-Buhl School District.
- f. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent/guardian clearing the student for participation during the day. The note must be presented to either the coach or advisor before the student participates in the activity or program.

STUDENT BUS RIDING

Bus riding is a privilege. The 1994 Omnibus Education Act clearly established that riding a school bus is a privilege and not a right. A student's riding privilege may be revoked for failing to obey the school district's bus discipline policy or for failing to demonstrate knowledge of school bus safety principles after receiving safety training. Furthermore, school districts are not required to provide transportation for a student whose riding privileges have been revoked. Some provision must be made for students with disabilities.

Disciplinary procedure for bus problems: Violation of bus rules will be treated in the same way that they would if they happened in the classroom. A copy of the driver discipline report will be sent to the principal and to the parents of the student.

POLICY 709-3 DEFINITION

A. Consequences for school bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events will be the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

B. Secondary (grades 7-12)

1st offense – warning and/or detention and/or in-school suspension based on severity of event

2nd offense – detention and/or in-school suspension based on severity of event

3rd offense – 3 day suspension from riding the bus/meeting with parent

4th offense – 5 day suspension from riding the bus/meeting with parent

5th offense – suspended from riding the bus for up to 1 year

Severe infractions may result in steps being skipped.

Rules at the Bus Stop

1. Students must be on time at the designated bus stops. Buses cannot wait for tardy students. Students are expected to be at the bus stop 5 minutes early.
2. Students will not stand in the roadway while waiting for the bus. Students should stand at least 5 feet from the edge of the road.
3. Students will cross roads at the bus driver's signal and at a point of 10 feet in front of the bus and not behind it.

School Bus Safety Code and Regulations

The following code/regulations will be strictly adhered to by all concerned and any violation of the code will be reported to the proper authorities.

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward. Students will remain seated while the bus is in motion.
3. School bus at all times is under the jurisdiction of the school bus driver as well as any adult that may be assigned as chaperone or monitor.
4. If students are assigned seats by the driver, or adult chaperone or monitor, students will use the same seat unless otherwise instructed.
5. Students are not to push or crowd when unloading or loading a school bus.
6. Throwing things in the bus is never permitted.
7. "Horseplay" is not allowed on the school bus at any time. There will be no teasing, fighting, or scuffling on the bus.
8. The emergency door will not be opened or used unless the need arises.
9. Keep all parts of your body inside the bus. Students will not extend hands, arms, head, or legs out of the windows, hatches, or doors.
10. Talk quietly and use appropriate language. Loud, profane, or vulgar language is not permitted.
11. Damage to the bus by anyone will be considered vandalism to school property. Restitution will be required. Any damage must be reported to the driver immediately.
12. Students will be courteous at all times.
13. Students will help keep the buses clean, sanitary and orderly. Pupils who litter the bus may be assigned to clean up duties during lunch time or before or after school.
14. Students will not leave the bus without the driver's consent.
15. Possession or use of alcohol, drugs or tobacco will not be allowed on the bus.
16. Possession or use of butane, disposable lighters, or matches is not permitted.
17. No firearms, explosives, animals, or any kind of sharp or pointed items or weapons will be allowed on the bus.
18. The consumption of food or beverage on the buses is left to the discretion of the bus driver.
19. Passengers are allowed to open windows only with the driver's permission.

Riding Other Buses

1. If students are going to ride another bus other than their own, they must have their parents call the appropriate school principal/secretary for permission to do so.
2. Town students wanting to ride a bus to a home of another student must have their parents call the appropriate school principal/secretary for permission to do so.
3. Students not involved in school activities or other acceptable activities are not permitted to ride an activity bus.

STUDENT DISCIPLINE POLICY

BEHAVIORAL EXPECTATIONS

A. Be on time for class and come prepared.

B. Respect authority and follow directions.

- C. Respect the rights of others.
- D. Respect school and individual's property.
- E. Accept responsibility for own behavior.

CONSEQUENCES

1. Warning.
2. Hour of Detention.
3. Removal from Class.
4. In-school suspension will be served after the 2nd violation and subsequent violations. Telephone contact will be made to the parent/guardian by the teacher and/or principal.
5. Severe and/or frequent misbehavior will result in in-school suspension (ISS) or out of school suspension (OSS) and/or removal from class.
6. Expulsion. If student is proposed for expulsion, student should refer to the Minnesota Pupil Fair Dismissal Act for a summary of their rights. Arrangements for alternative education services will be made or attempted.
7. If expelled or removed from class, a meeting with principal/teacher/parent/student will be held to readmit student to school. A readmission plan with student expectations will be developed.

Repeat offenders or severe misbehaviors/infractions may result in steps being advanced.

ENFORCEMENT OF CONSEQUENCES

Severe misbehaviors will result in steps being advanced and a meeting with the principal. Students may be assigned ISS, OSS, or be proposed for expulsion for severe misbehaviors. Severe misbehaviors include, but are not limited to:

1. Any action that endangers the safety of the student or their classmates.
2. Any action that results in a substantial disruption to the educational environment.
3. Any action or behavior that is in violation of a school board regulation or policy.
4. Physical assault fighting.
5. Inappropriate touching or sexual assault.
6. Hurting self or others or threatening to do so.
7. Swearing at the teacher or staff in charge/verbal assault.
8. Possession, sale, distribution or use of drugs, alcohol, or tobacco or related paraphernalia.
9. Possession or distribution of weapons.
10. Hazing.
11. Threats or bomb threats.
12. Harassment or bullying.
13. Insubordination.

DETENTION – BEFORE SCHOOL/NOON/AFTER SCHOOL

Detentions are held as a consequence for violations of school and classroom policies. A detention notice, stating the reason will be mailed home – a telephone contact will be made to the parent/guardian by the faculty who assigned the detention.

The following rules govern detention:

1. Detention will need to be served by the day stated in the discipline notice. Noon detention is from 11:55 to 12:25, after-school detention is from 3:15-4:15 on Tuesdays, Wednesdays and Thursdays in the ISS room, and before school detention is from 7:25-8:15 in the high school office.
2. If you choose not to serve your detention by the day assigned, you will be assigned ISS.
3. You must arrive in the detention room prior to the starting time. If you are not in the detention room at that time, you will be penalized for skipping detention.
4. During detention there will be no talking or non-verbal communication including note passing or use of cell phone text messaging.
5. You must bring work to do or material to read during the entire detention period. Games in any form are not allowed. You may not sleep or put your head down on the desk.
6. No eating or drinking is permitted during detention.
7. Grades and credits will be withheld if you have un-served detention at the end of the year.

STUDENT DRESS AND APPEARANCE

It is the policy of this district to encourage students to dress appropriately for school.

Appropriate clothing includes, but is not limited to the following:

- * Clothing appropriate for the weather.
- * Clothing that does not create a health or safety hazard.
- * Clothing appropriate for the activity (i.e. physical education or the classroom)

Inappropriate clothing includes, but is not limited to, the following:

- * Short shorts/skirts, (these must extend beyond the students fingertips when arms are extended downward), low-cut tops, tops with low or open backs, tops that expose the midriff when standing, muscle shirts, spaghetti straps, tank tops with less than “three fingers” (approximately 2 inches) of shoulder width are considered inappropriate.
- * Clothing which bears a message which is lewd, vulgar, or obscene.
- * Apparel promoting products or activities that are illegal for use by minors.
- * Objectionable emblems, signs, words, objects, or otherwise derogatory to a protected minority group or which connotes gang membership.
- * Any apparel or footwear that would damage school property.
- * Hats or any other head coverings are not to be worn in the building except with the approval of the building principal.
- * For safety reasons, bulky outerwear, coats, jackets, zippered hooded sweat shirts, etc. are not to be worn and should be left in the student’s locker during the regular school day.
- * No chains will be allowed in school.

Consequences:

- * When, in the judgment of the staff and/or administration, a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications. The student may be sent home to make the proper corrections or may be sent home for the day. Parents/guardians will be notified.
- * The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- * An organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.
- * Hats and/or head covers can and will be confiscated by staff if a student is in violation of school rules. The hats and/or head coverings will be kept until detention is served.

HIGH SCHOOL DISCIPLINE CODE

| VIOLATION | 1 st Offense | 2 nd Offense | 3 rd Offense |
|---|-------------------------------|---|--|
| ALCOHOL, DRUG, TOBACCO USE OR POSSESSION OF PARAPHERNALIA (Policy-Informational Packet-Page 10) | 3 days ISS Sheriff Contact | 5 days ISS Sheriff Contact Expulsion Considered | 5 days OSS Sheriff Contact Expulsion |
| OVER-THE-COUNTER/ PRESCRIPTION ABUSE (Policy-Informational Packet-Page 8) | 3 days ISS Sheriff Contact | 5 days ISS Sheriff Contact Expulsion Considered | 5 days OSS Sheriff Contact Expulsion |
| RIDING IN MOTOR VEHICLE WITHOUT PERMISSION | 1 day ISS | 3 days ISS | 5 days OSS Expulsion Considered |
| INSUBORDINATION | 1-3 days ISS | 3-5 days ISS | 5 days OSS Expulsion Considered |
| DRIVING MOTOR VEHICLE WITHOUT PERMISSION DURING SCHOOL DAY | 1 day ISS | 3 days ISS | 5 days OSS Expulsion Considered |
| LIGHTERS/MATCHES, ETC. (If determined not to be a weapon) See *A below | 1-3 days ISS | 3-5 days ISS | 5 days OSS Expulsion Considered |
| FOUL LANGUAGE/ VERBAL ASSAULT | Detention or ISS | 1-3 days ISS | 3-5 days ISS |

| | | | |
|---|--|--|--|
| THEFT | Detention or ISS Possible Sheriff Contact Expulsion Considered | 1-3 days ISS Possible Sheriff Contact Expulsion Considered | 5 days OSS Sheriff Contact Expulsion |
| TRUANCY/SKIPPING CLASS | Detention hour for hour (Maximum of 5 hours) | Detention or ISS | Detention or ISS |
| VANDALISM | Detention or ISS Possible Sheriff Contact Expulsion Considered | 1-3 days ISS Possible Sheriff Contact Expulsion Considered | 5 days OSS Sheriff Expulsion |
| FIGHTING/PHYSICAL ASSAULT | 1-3 days ISS or OSS Possible Sheriff Contact (Discretion of Administration) Expulsion Considered | 3-5 days ISS or OSS Possible Sheriff Contact (Discretion of Administration) Expulsion Considered | 5 days OSS Sheriff Contact Expulsion |
| BOMB THREAT-Intentionally giving false alarm of bomb (Policy-Informational Packet-Page 9) | OSS Pending Expulsion Sheriff Contact | | |
| ALCOHOL, DRUG, TOBACCO SALE OR DISTRIBUTION | OSS Pending Expulsion Sheriff Contact | | |
| FIRE EQUIPMENT MISUSE | OSS Sheriff Contact Expulsion Considered | | |
| HARASSMENT/BULLYING (Policy-Informational Packet- Page 17 & 20) | Detention or ISS Possible Sheriff Contact Expulsion Considered (Depending on Circumstances and Severity) | 1-3 days ISS Possible Sheriff Contact Expulsion Considered (Depending on Circumstances and Severtiy) | 5 days OSS Sheriff Contact Expulsion Considered |
| HAZING (Policy-Informational Packet-Page 9) | 1-3 days ISS or OSS (Discretion of Administration) Possible Sheriff Contact Expulsion Considered | 3-5 days ISS or OSS (Discretion of Administration) Possible Sheriff Contact Expulsion Considered | 5 days OSS Sheriff Contact Expulsion |
| POSSESSION, USE OR DISTRIBUTION OF WEAPON (Policy-Page 6) | OSS Sheriff Contact Expulsion | | |
| INAPPROPRIATE TOUCHING/ SEXUAL ASSAULT | OSS, possible sheriff contact Possible Sheriff Contact Expulsion Considered | OSS, possible sheriff contact Possible Sheriff Contact Expulsion Considered | OSS, possible Sheriff Contact Expulsion |

The High School Discipline Code noted above is simply a guide for students and school district officials. There can be no way of setting forth every conceivable offense or knowing the facts, circumstances or damages that will present in each situation at this time. Therefore, the school district reserves the right to administer student discipline as it deems appropriate based on the facts and circumstances of each matter, which may result in skipping disciplinary steps or applying consequences that are appropriately tailored to the offense.

IF ANY OF THE ABOVE HIGH SCHOOL DISCIPLINE POLICY IS ENFORCED AND OSS IS APPLIED TO AN OFFENSE, NO ACTIVITY WILL BE ALLOWED DURING THE DAY OF OSS. PARENT CONFERENCE MAY BE REQUIRED AFTER A SUSPENSION.

***A -USE OF IGNITION DEVICES, PETTY MISDEMEANOR SEC. 3.609.5633** A student who is in possession or uses an ignition device, including a butane or disposable lighter or matches inside an educational building and under circumstances where there is an obvious risk of fire, and arson in the first, second, third, or fourth degree was not committed, is guilty of a petty misdemeanor. This section does not apply if the student uses the device in a manner authorized by the school. Possession of a lighter is illegal.