

WELCOME:

You will find your years at Two Harbors High School to be an enjoyable experience when you become familiar with and follow the suggestions made in this handbook. Our wish for each student is that he/she may benefit from his/her efforts and at the same time enjoys this school experience. Activities that we like we pursue and those that we dislike we avoid; therefore, it is crucial to our education that learning becomes enjoyable.

❖ SCHOOL ATTENDANCE

CURRICULAR:

All children in the Lake Superior School District five (5) years of age or older by September 1 on any given year have the right to attend public school until they graduate from the twelfth grade or reach the age twenty- one (21). Children between the ages of seven (7) and sixteen (16) must attend, and children between the ages sixteen (16) and twenty-one (21) must attend until completion of the tenth grade. Children with certain special handicaps or physical or mental conditions may have to attend school at a location outside the district, if determined that the district does not have a program suitable for such children. Children in areas far removed from district schools may also have to attend school outside the district in some instances. The school board will make the decision as to when attendance outside the district is necessary. Tuition for all children attending outside the district, at the option of the school board, will be the responsibility of the district.

When a student cannot attend school as required, a written excuse, signed by parent/guardian, must be submitted. For long-term absences, a statement from a physician may be required. Board action may be necessary to approve excuses which extend for an entire school year or where there is no definite plan for a child's illness, or where a child will be absent for an extended time and school and child are experiencing a hardship.

At times, it may be necessary to limit or suspend a student's school attendance for disciplinary or other reasons. (See Fair Dismissal Law). For these situations, an administrative fact-finding conference will be held with the student and with the student's parents to review any allegations of rule violations, which could lead to suspension from school.

❖ **SCHOOL ABSENCES:**

In order for an absence to be excused the school **MUST** be notified **WITHIN 24 HOURS OF AN ABSENCE** and it must meet one of the following criteria

Excused absences: Excused absences are limited to illness, medical and dental appointments at the parents request (we encourage parents to schedule these appointments outside of the school day if possible), family emergencies, special events such as funerals and weddings, legal matters such as court and social service appointments. Schoolwork may be made up and full credit received for these absences.

Unexcused absences: Unexcused absences are all absences not covered in #1 NOTE: Excused absences are not granted for work and family trips, hunting and fishing, etc. A student can leave school upon their parent's request but will receive an unexcused absence.

Pre-arranged absences: Students who know in advance that they will be absent from school for an extended period of time shall obtain a prearranged absence from in the office. You will take this form to your teachers to make arrangements for work missed. This does not mean it is an excused absence. Most courses require attendance in the classroom in order to complete all work: therefore, their signature must be on the form before returning this form to the office for approval.

Procedures for reporting absences:

- 1) For absences other than pre-arranged, the parents or guardians are requested to call the assistant principal at 834-8201 stating the student's name, grade and reason of absence **before 10:00 a.m. of the same day.**
- 2) The assistant principal or principal **MUST** sign out any student leaving school prior to the end of the school day (for any reason).

ANY STUDENT VIOLATING THIS PROCEDURE WILL BE JUDGED TRUANT!

Attendance Policy:

- 1) **All areas subject to review by review board** (teacher, administrator, and counselor)
- 2) 10 days missed (unverified or unexcused): dropped from class no credit for semester. Days missed do not include school related activities or days missed covered under the pupil fair dismissal act.
- 3) 5 unexcused tardies to class equal 1 absence.
- 4) 3 truants or 7 unexcused tardies from a course: student dropped.

- 5) **School Tardy** No more than 10 minutes after the start of class without a valid excuse.
- 6) **Class tardy:** any time after the starting time of class (bell)

Make-up work: Students will be given a reasonable amount of time, as determined by each instructor, to make up all work missed during an excused absence.

Off campus passes: This pass will be issued for students leaving the building during the school hours. These passes **must** be obtained before homeroom the day you need to leave school early.

ANY STUDENT IN VIOLATION WILL BE JUDGED TRUANT.

❖ **Truancy:**

A student will be considered truant from class when he/she is absent from attendance without lawful excuse (this includes parental or administrative permission) for any part of a class period or all of a class period or periods during a school day.

Truancy penalty:

1st offence:

1) **SATURDAY ALTERNATIVE LEARNING:**

In an effort to address the issue of truancy, Saturday Alternative Learning (SAL) has replaced in-school suspension. It is believed that ISS was counter-productive as it removed students from the classroom setting and the educational process.

SAL will provide the opportunity for students to make up schoolwork; school time and hopefully students will come to the realization that they are responsible and accountable for their decisions to be truant from school at any time. SAL is scheduled from 8am until 12 noon.

It is the hope of faculty members at THHS that this policy will deter students from making the irresponsible decision to be truant, but also provides a due process that involves students, parents, and teachers to help identify any underlying problems related to truancy.

- 2) Letter and phone contact to parent explaining penalty and action for a second violation.
- 3) 10 days (closed campus)

2nd Offense:

- 1) S.A.L.
- 2) Written contract to be signed by student, parent, and teacher at staffing. Present grades with all criteria to be met to pass, maintain or improve grade.
- 3) 20 days (closed campus)

3rd Offense:

- 1) Removal from class-F
- 2) Placed in a study hall
- 3) Staffing with parents, teachers, and guidance counselor to explore options.

Tardiness (a.m. and p.m.): THHS recognizes the importance of punctuality within the educational process. Therefore, the issue of tardiness is addressed in a very serious manner. The following penalties are imposed if a student is tardy:

- 1) **1st violation-** placed on the office tardy list.
- 2) **2nd – 5th violation-** 1 hour detention
- 3) **6th and all subsequent violations-** SAL for each tardy (8:00 a.m.-12:00 p.m.)

All tardies are considered unexcused. If there are unusual circumstances due to a bus problem, a winter storm, or a family emergency then common sense will prevail and no penalty will be assessed. If you are on a bus that arrives late to school be sure to report to the office and sign in.

NOTE: The school district provides bus transportation so if a student elects to drive and has a problem getting to school on time due to car failure, etc. it will **NOT** be an excused tardiness.

Tardiness to class: A student detained by a teacher must have a pass from the teacher to be admitted to the next class. Students arriving late to a class without a pass will be admitted upon statement of reason for tardiness. **DO NOT REPORT TO THE OFFICE FOR A PASS.** The teacher will verify this reason if deemed necessary. The general penalty for an unexcused tardiness is a detention assignment with the teacher whose class the student is tardy.

❖ **GENERAL POLICY**

Phones: Our phones are business phones; therefore, the use of phones in the office will be limited to **emergencies** only. Please make your plans ahead of time for after school activities. If you are ill you are to report to the nurse's office to call a parent before signing out. Long distance personal phone calls will need to be made with a calling card or you will need to call collect. There is a payphone available for all students.

Agenda passbook:

1. Agenda passbook – this passbook is required for a student to move from one area of the building to another. If you have been detained by teacher and anticipate being tardy to your next class, request a pass for admittance and corridor travel from the teacher who detained you. **THE OFFICE WILL NOT GIVE YOU THIS CLEARANCE.**
2. A teacher may sign a passbook – for a request to use the toilet facilities or go to your locker during class. This can help to prevent vandalism, theft from lockers and unauthorized use of the toilet facilities. Teachers and students are expected to use this system. Agendas are supplied at the start of the year.

Library

The Library gives out passes before school at the school store window. If students have any outstanding fees or fines passes will NOT be given out.

Physical Education Policy: If a student misses three meetings per quarter the result will be letter grade lowered one grade; six misses letter grade drops two grades, etc. Any excused misses (as outlined in this handbook) the student has the option of making up the classes with no grade penalty. Since state law requires physical education the student will not graduate unless he/she has fulfilled the physical education requirements.

Transportation:

Riding the bus to school is a privilege, not a right.

1) Bus Safety Rules

1. Be on time: keep the buses on schedule.
2. Obey the driver's instructions.
3. Keep all parts of your body inside the bus at all times.
4. Remain in your seat while the bus is moving.
5. Be courteous no profane language, talk quietly.
6. No eating, drinking or use of tobacco or drugs – work together to keep your bus clean.
7. No animals or hazardous objects, weapons allowed on the bus.
8. Do not damage the school bus.
9. No fighting, harassment, intimidation, or horseplay.
10. If you must cross the street, walk 10 feet in front of the bus and wait for directions.
11. The bus driver has the right to assign seats if it becomes necessary.

2) **Consequences:**

1. 1st offense –conference with the student, parent notification – 1-hour detention.
2. 2nd offense – conference with the student and parent – 1 week off bus.
3. 3rd offense – Parents are notified that their child will no longer be able to ride the bus (1) one month
4. Further offenses: off bus remainder of school year – conference with parent and student.

Automobiles and cycles: Two Harbors High School has limited parking. Students are encouraged not to drive to school. However, if you choose to drive the only student designated parking is the lot north of the building at the bottom of the hill (east end of 5th Avenue). Students are reminded that permit parking for property owners is enforced and violators will be ticketed and/or towed. Students parking in designated faculty parking lots will be towed at the owner's expense without notification.

Closed campus: All students in 7th and 8th grade will remain in the building from the opening of school in the morning until the close of school in the afternoon. Lunch: For students in grades 9-12 it is an open campus. For grades 7 & 8 it is a closed campus. Off campus lunch pass for 7th & 8th graders to go home for lunch can be granted with a written request from parent. It is important that all students realize the open campus for assigned lunch periods is a privilege.

Fees: All school fees and fines are to be paid in the school store. Lunch tickets will also be sold out of the school store. Students will be issued a receipt to give the instructor or coach for their records. Participation fees must be paid prior to the first practice or you won't be eligible to play. **NO PAY, NO PLAY.**

Accidents and illness (in school): Students involved in any injury or illness of any kind in gym, classrooms, corridors, etc. must report the accident or illness to the nurse's office for necessary assistance. You must **not** leave school because of illness or injury without going through the nurse's office. Accidents in athletic competition will be reported to the coach in charge and to the activities director.

Medications: If it is necessary for your child to receive medications at school, the school district requires:

- 1) A written permission slip must be filled out for each medication to be given. Slips are available in the nurse's office.

- 2) All medications must be in the properly labeled pharmacy container. Plastic bags, envelopes, and aluminum foil are not acceptable.
- 3) School personnel cannot give aspirin, Tylenol or any other over-the-counter medication to students without a signed permission slip. We would appreciate it if you would limit school-administered medications to those that are absolutely necessary.

Illness: Parental information regarding illness.

The child/youth should stay home if he/she:

- Has had a fever of 100 degrees or more, should remain at home for 24 hours after the temperature returns to normal.
- Has vomited or has had diarrhea, and should remain at home for 24 hours after it has stopped.
- Has a persistent cough
- Has any rash
- Has open or draining skin sores
- Has inflamed or draining eyes or ears.
 - **If your child is ill, please call the school to report the illness.**

Illness during the school day: School officials are responsible for a student once they board the bus or report to school in the A.M. Therefore, any student who;

- 1) Leaves school during the day without medical clearance from the school nurse, assistant principal or principal; or
- 2) Goes home for lunch and does not return will be judged truant unless a parent or guardian confirms illness by phone or in person that same day.

*If you are not feeling well before leaving for lunch be sure to **sign out properly** with the assistant principal or principal.

Immunizations: TD: a booster is recommended every 10 years. MMR: Beginning in the fall of 1992, seventh and twelfth graders in Minnesota will have to prove they've had a second dose of the standard combination vaccine for measles, mumps and rubella (MMR) – in addition to the MMR vaccination that most people get in early childhood. Records kept by parents are acceptable, provided they include the specific date of each immunization. If there are any questions or concerns regarding immunizations you may contact Kay Sheils, school nurse, at 834-8201 ext. 212.

Visitor's passes: Two Harbors High School does not grant student visitor passes. Any persons other than THHS students, staff or board of education personnel are regarded as visitors and must report to the principal's office for clearance.

- All **visitors** will:
 - Sign in at the office before proceeding to any classroom
 - Obtain and display and identification badge at all times while in the building
 - Arrange visits at a reasonable time in advance so as to avoid unnecessary interruption of the classroom

School lockers and locks: Each student will be assigned a corridor locker for their personal use. It is recommended that each student secure their locker with a lock. You can keep your locker secure by not giving the combination to other students and being careful to close your locker when leaving it unattended. Students will be expected to use only their **assigned lockers**. Sharing lockers or using unassigned lockers will not be permitted. Lockers are the property of the school and may be inspected at any time. Any material, being appropriate or inappropriate (i.e. advertising for chemicals, tobacco, etc.), labels and signs should not be glued to the lockers, because it defaces the paint. Please don't write on the lockers.

Stolen or damaged property: Students who have property stolen or damaged must complete a Two Harbors Police Incident Report for and turn it into the police department for investigation. Forms can be obtained in the office.

Building use: Students are requested to refrain from using the building before 7:45 a.m. and after 3:30 p.m. unless they are participating in a supervised activity. Non-bus students must not loiter unsupervised in the building at any time. Homerooms will be open at 7:45 a.m. or leave after 3:15 p.m. please use the cafeteria. **You are requested not to return to lockers from after school activities.**

Building use forms: Any activity group that plans to use the building beyond the normal school hours for dances etc. **MUST** have a building use form completed **10 days prior** to the event. These forms can be picked up in the principal's office and must be returned and cleared through the Community Education office.

Contacting teachers: The Best means of getting information regarding your child is by direct contact with the teacher involved. Please call the school and leave a message that you would like to have a particular teacher return your call. They will get back to you at their earliest convenience.

Other programs: Two Harbors High School offers a number of activities and services which include but are not limited to: student trips, assemblies, PIE groups, Student Assistant Team, pep-fests and open campus. If you wish additional information about any of these or other programs, or if you do not wish to have your child participate in any of these activities, you must call the high school. A good contact person would be Mr. Crandall at 834-8201.

❖ **STUDENT DISCIPLINE**

Statement of Policy

It is the position of Lake Superior School District that fair and equitable district-wide discipline will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur

It is the responsibility of the school board, administrators and staff to safeguard the education and physical safety of each student. The school board and district administrators with state statute state board of education regulations and this policy.

If there are any questions involving student rights, staff will refer to the Pupil Fair Dismissal revised 2001, Minnesota Statutes 121A.40 to 121.A56.

Disciplinary Action: Responsibility for student discipline belongs to the teacher of the individual student. Assistance may be obtained from principals, counselor, and school psychologist or special education teachers at any time.

Removal of a student from class:

a) Grounds:

1. Willful conduct which materially and substantially disrupts the rights of others to and education
2. Willful conduct which endangers school district employees, the student or other students, or the property of the school.
3. Willful violation of any rule of conduct established in this discipline policy.

b) Procedure:

Disruptive students may be removed from class by first notifying the principal. Should the principal be out of the building, it will be the teacher's responsibility to deal with the problem.

The period of time, for which a student may be removed from a class, may not exceed three (3) class periods for a violation of a rule of conduct. A "class period" in

secondary grades is defined as “instruction for a given course of study” and in elementary grades as a “period of time not to exceed one (1) hour, regardless of the subject of instruction”.

- Student will be given detention along with possible student teacher conference and parental contact.

Procedure for returning a student to class:

A student must have a pass from the principal to return to class.

Insubordination: Insubordination is a refusal to obey a directive from a person in authority or a disrespectful act toward that person. Students who are insubordinate will receive detention or be suspended from school. A parent conference will precede re-admittance to school.

Public display of affection: Embracing, kissing, or other inappropriate acts of public display of affection are not permitted on campus. Students will be confronted privately upon the first offense, reported to the office on the second violation, reported to parents on the third offense, and suspended for not following directions on all subsequent offenses.

Handicapped students:

A student shall not be excluded or expelled when the misconduct is related to the student’s handicapping condition, then the assessment, IEP, and least restrictive alternative shall be reviewed according to sections 121A.40 to 121.A56 of the Pupil Fair Dismissal Act revised 2001.

Security

Two Harbors High maintains a video surveillance system and alarm system.

Procedures for informing students and parents of the rules:

- a) Copies of this policy together with the Pupil Fair Dismissal Act revised 2001 will be published in the student handbook distributed to all students during the first month of the school year. Nothing in this policy is intended to conflict with the Pupil Fair Dismissal Act.
- b) Parents will be notified in writing of repeated or serious violations of the rules of conduct and resulting disciplinary actions by first class mail except as provided otherwise by the Pupil Fair Dismissal Act. Students will be notified of the violations of the Rules of Conduct and resulting disciplinary actions verbally except as provided otherwise by the Pupil Fair Dismissal Act.

Requirements of annual review:

The Principal and staff in a school building will confer at least annually to review the board policy and to assess whether the policy has been enforced.

❖ STUDENT SUSPENSION

Any student who, following an administrative fact-finding conference with the student and the student's parents, is found to have been:

- 1) Smoking or possession of tobacco in any form;
- 2) Drinking any alcoholic beverage, possession of any alcoholic beverage or showing evidence of consuming an alcoholic beverage;
- 3) Using drugs, stimulants or other controlled substances, possessing such drugs, stimulants or controlled substances, or showing evidence of using such drugs, stimulants or controlled substances, in any form, any or all without a medical prescription; during school hours, in any school building, on any school property, at any school-sponsored function or activity or at anytime while representing the school.

All offenses:

- Police notification; parent notification.
 - Three (3) day out of school suspension
 - Suspended from participation in the following listed school activities:
- 1) All activities governed by the Minnesota State High School League
 - 2) All approved clubs, Student Council, National Honor Society, School paper, Yearbook, Intramural activities, Band, Choir, and Drama.
 - 3) School-sponsored activities and groups, including but not limited to, parties, dances, games, field trips and any function in which school property or school employees are involved (while serving as school employees)
 - 4) Class officers, club officers and officers of other school-sponsored organizations

For a period of nine (9) school weeks (45 in-session school days) for violation of the rule relating to alcohol, drugs, stimulants and controlled substances or a period of three (3) weeks (15 in-session school days) for violation of the rule relating to tobacco. The suspension the case of class officers, club officers, and officers of other school-sponsored organizations shall be for the remainder of the school year.

A student who is enrolled for credit in a course involving one of the above listed school activities will be permitted to continue to pursue their course work. They will not be permitted to attend or participate in any part of the course held outside regular school hours, for the duration of the suspension. Individual educational programs may be set up rather than having such a student participate in regular practice sessions, at the instructor's discretion.

❖ **SCHOOL WEAPONS POLICY:**

No student shall possess, use or distribute a weapon when in a school building, school grounds or on any school-sponsored trip or activity.

Definition of a weapon: A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; lasers; and objects that have been modified to serve as a weapon.

No student shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or nonfunctional, look-a-like guns, toy guns; and any object that is a facsimile or a real weapon.

No student shall use articles designed for other purposes (i.e. belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

Possession defined: Possession is defined as having a weapon on one's person or in an area subject to one's control on school property or at a school-sponsored activity.

A student who finds a weapon on the way to school or in the school building, or a student who discovers that he/she accidentally has a weapon in his/her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon.

- ❖ **Consequences for weapon possession/use/distribution:** The school district and school takes a position of “Zero Tolerance” in regard to the possession use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include an initial out-of-school suspension for five (5) days, confiscation of the weapon, notification of police, parent notification, and recommendation of dismissal for up to one year to the Superintendent of Schools.

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

Administrative discretion: While the school district and school takes a “Zero Tolerance” position on the possession, use or distribution of weapons by students, there could be a rare occasion when a weapon is inadvertently brought onto school property. If such an occasion is clearly the case, the principal, after a thorough investigation, may use discretion in determining whether, under the circumstances, a course of action other than an automatic recommendation for dismissal is warranted. If so, other appropriate action may be taken, including a recommendation for lesser discipline.

❖ HARASSMENT AND VIOLENCE

General statement of Policy:

It is the policy of the Lake Superior School District #381 to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any student or employee of Lake Superior School District or inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment of violence and to discipline any student or employee who is found in violation of this policy.

1) Religious, racial and sexual harassment and violence definition:

- A.** Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - 1.** Submission to that conduct or communication is made a term or condition, either explicitly, of obtaining or retaining employment, or of obtaining an education; or
 - 2.** Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - 3.** That conduct or communication has the purpose of effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.

Any sexual harassment as defined when perpetrated on any student or employee by any student or employee will be treated as sexual harassment under this policy.

2) Sexual harassment may include but is not limited to:

- A.** Verbal Harassment of abuse;
- B.** Subtle pressure for sexual activity;
- C.** Inappropriate patting or pinching;
- D.** Intentional brushing against a student's or an employee's body;
- E.** Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- F.** Any sexually motivated unwelcome touching;
- G.** Sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose; or
- H.** Unwelcome behavior or words directed at an individual because of gender ;or
- I.** Sexually orientated graffiti

- 3) **Racial harassment – definition:** Racial harassment consists of physical or verbal conduct which is related to an individual’s relation when the conduct:
 - A. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
 - B. Has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
 - C. Otherwise adversely effects an individual’s employment or academic opportunities.
- 4) **Religious harassment – definition:** Religious harassment consists of physical or verbal conduct which is related to an individual’s relation when the conduct:
 - A. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; or
 - B. Has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
 - C. Otherwise adversely affects an individual’s employment or academic opportunities.
- 5) **Sexual Violence – definition:** Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another’s intimate parts, or forcing a person to touch any person’s intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

 1. Touching, patting, grabbing, or pinching another person’s intimate parts, whether that person is of the same sex or the opposite sex;
 2. Coercing, forcing or attempting to coerce or force the touching of anyone’s;
 3. Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
 4. Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
- 6) **Racial violence – definition:** Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.
- 7) **Religious violence – definition:** Religious violence is a physical act of aggression or assault upon another because of or in a manner reasonably related to, religion.

- 8) **Hazing – definition:** committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization. A “student organization” means a group, club or organization having as its primary members or participants.
- 9) **Assault – definition:** Assault is:
1. An act done with intent to cause fear in another of immediate bodily harm or death;
 2. The intentional infliction of or attempt to inflict bodily harm upon another; or
 3. The threat to do bodily harm to another with present ability to carry out the threat.
- 10) **Fighting – definition:** No student may intentionally or knowingly cause physical contact with another when the student know or should reasonably believe that the other will regard the contact as offensive or provocative. 1-3 day Suspension, parent contact, possible police contact.

REPORTING PROCEDURES:

Any person who believes he/she has been a victim of religious, racial or sexual harassment of violence by a student or an employee of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence should report the alleged acts immediately to an appropriate School District official as designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office.

- 1) **In each school building:** The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Upon receipt of a report, the principal must notify the District Human Rights Officer immediately without screening or investigating the report. A written report will be forwarded simultaneously to the Human Rights Officer. If the report was given verbally, the principal shall reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action. If the complaint involves the building principal, the complaint shall be filed directly with the Superintendent of the District Human Rights Officer.

- 2) **District – wide:** The School Board hereby designates the Superintendent and the School District Human Rights Officer to receive reports or complaints of religious, racial or sexual harassment and violence from any individual, employee or victim of sexual harassment or sexual violence and also from the building principals as outlined above. If the complaint involves the Human Rights Officer, the complaint shall be filed directly with the superintendent. The School District shall conspicuously post the name of the Human Rights Officer, including a mailing address and telephone number.
- 3) **Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the individual’s future employment, grades or work assignments.**

4) Use of formal reporting forms is not mandatory.

The School District will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed, and the witnesses as much as possible. Consistent with the School District’s legal obligations and the necessity to investigate to take appropriate action, and to conform with any discovery or disclosure obligation.

Investigation and recommendation:

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment, or violence shall immediately authorize an investigation. This investigation may be conducted by School District officials or by a third party designated by the School District. The investigating party shall provide a written report of the status of the investigation within then (10) working days to the Superintendent of Schools and the Human Rights Officer.

In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also

consist of any other methods and documents deemed pertinent by the investigator.

In addition, the School District may take immediate steps, at its discretion, to protect the complaint, students and employees pending completion of an investigation of alleged sexual harassment or sexual violence.

The investigation will be completed as soon as practicable. The School District Human Rights Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

School District Action:

- 1) Upon receipt of a report, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and School District policies.
- 2) The result of the School District's investigation of each complaint by the School District in procedures will be reported in writing to the complainant by the School District in accordance with state and federal law regarding data or records privacy.

Reprisal:

The School district will discipline any individual who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or who retaliates against any person who testifies, assists or participates in an investigation, proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Right to alternative complaint procedures:

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

Harassment or violence as abuse:

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statute 626.556 may be applicable.

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence, or abuse.

Dissemination of policy and training:

- This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- This policy shall appear in the student handbook.
- The School District will develop a method of discussing this policy with students and employees.
- This policy shall be reviewed at least annually for compliance with state and federal law.

❖ STUDENT RIGHTS AND RESPONSIBILITIES:**1) Student Rights:**

- A. A free and full education and the right to learn.
- B. Equal educational opportunity and freedom from discrimination.
- C. Due process of law.
- D. Freedom of inquiry and expression.
- E. Privacy.
- F. Participation in student activities.
- G. Personal property.
- H. To be informed of school rules.

This statement of rights and responsibilities is not expected to cover every situation, which may arise.

2) Student Responsibilities

- A. To attend school daily, except when excused, and to be on time to all classes and other school functions.
- B. To pursue and attempt to complete the course of study prescribed by the state and local authorities.
- C. To make necessary arrangements for making up work when absent from school.
- D. To assist the school staff in running a safe school for all students enrolled.

- E. To be aware of all school rules and regulations and conduct themselves accordingly.
- F. To assume that until a rule is waived, altered or repealed it is in full effect.
- G. To be aware of and comply with state and local laws.
- H. To be willing to volunteer information in disciplinary cases and cooperate with school staff should they have important knowledge relating to such cases.
- I. To protect and take care of the school's property.
- J. To dress and groom to meet fair standards of safety and health and common standard of decency. (*refer to the Student Dress and Appearance Policy*)
- K. To refrain from inaccurate reporting and indecent or obscene language in student newspapers or publications.
- L. To express ideas in a manner that will not offend or slander others.
- M. Be responsible for the consequences of their behavior.

3) Rules of Conduct:

The following is a list of prohibited acts of behavior:

- A. Threatened assault, assault, fighting, harassment, assault or illegal sexual conduct, indecent exposure.
 - B. Unauthorized use of school property, damage to or destruction of school property, or the property of others, vandalism, theft, robbery, extortion, arson, trespassing.
 - C. Acts disruptive of the educational process, including disobedience, disruptive and disrespectful behavior, defiance of authority, cheating, insolence, use of profanity, improper activation of fire alarms, bomb threats.
 - D. Violations of parking rules and regulations.
 - E. Possession or distribution of slanderous, libelous and pornographic material.
 - F. Criminal activity.
 - G. Falsification of records or signatures.
 - H. Use of listening devices including but not limited to: CD players, radios, cellular phones, and pagers.
- ❖ Discipline will be in the form of some of the following but not limited to; detention, Saturday school, out of school suspension, exclusion, expulsion; parental contact, police contact.

❖ **COMPUTER USAGE POLICY**

If a student uses a computer in the computer labs or library the following rules will apply:

1. Students may only use the software assigned by the instructor. They can not use software used by other classes.
2. Students can not change the background or screen saver set on the computers.
3. Students can not be on the "Network."
4. Students can not remove or change the location of the keys on the keyboards.
5. Students can not access email accounts, chat rooms, or Yahoo Messenger.
6. Students can not access inappropriate sites – pornography or illicit drug sites.
7. Students are not allowed to disassemble any part of the computer system such as the removal of cords and cables.
8. Students are not allowed to access other student's files stored on the computer or on a disk.
9. Students are not allowed to send text messages at anytime.

Students in the lab will be given assigned seats. The student is responsible for the computer they work on each hour. If any changes occur, the student will be held accountable.

If a student violates any of the above rules, a verbal warning will be given. A second violation of any of the rules will lead to a referral to the office and notification sent to parents, conference recommended. A third violation will lead to dismissal from the computer course and loss of computer use privileges.

❖ **STUDENT DRESS AND APPEARANCE POLICY:**

Purpose: to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

Students are expected to use good taste and will not be allowed to dress in a manner, which causes a disturbance or distraction.

Inappropriate clothing and/or accessories include but are not limited to the following:

- Short shorts and short skirts; no shorter than the tips of the fingers when arms are draped at persons side; Sagging pants
- Tank tops strap width less than 3 in. and tops that expose the shoulder, back, midriff or have low necklines;

- Clothing which bears a message which is lewd, vulgar or obscene; abusive or suggestive language or symbolism
- Apparel promoting products or activities that are illegal for use by minors, including but not limited to references to tobacco, alcohol, and drugs and including racial, religious, and/or sexual harassment;
- Clothing reflecting gang affiliations;
- Exposed inappropriate tattoos.
- Caps or hats, bandanas in the building.
- Jackets (please keep them in your lockers)
- Sunglasses
- Barefoot (Students are to wear shoes at all times).

When, in the judgment of the 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 article of clothing will be confiscated and student will need to make modifications. If the student is sent home, the parents/guardians will be notified.

❖ **EXTRA-CURRICULAR ELIGIBILITY POLICY**

Students become ineligible for activities, including but not limited to performances and competitions, as well as any trips outside of the School District boundaries if any of the following are true:

- 1) They have 2 or more grade of F.
 - 2) They have a GPA below 1.75
 - 3) They have more than one incomplete.
 - 4) They have one grade of F and one grade of incomplete.
- Grades used to determine eligibility are quarter grades.
 - Special education student eligibility will be determined cooperatively between the student's case manager and the teacher's involved in issuing grades.
 - Grades for quarter four (4) carry over to the new school year for determining eligibility in the new school year.

Students ineligible because of an incomplete may become immediately eligible when they demonstrate that they have a passing grade in the class(es) in which they received an incomplete and are not ineligible under any of the circumstances in 1-4. This must be done before the end of the 2nd week of the quarter.

Students who are ineligible for F grades and/or GPA, or who cannot make up their incompletes in the first 2 weeks of the quarter may not become eligible until the mid-quarter date. In order to regain eligibility the student must demonstrate between the end of the third week and the mid-quarter date of the quarter, that they are not ineligible under and circumstances in 1-4 and have no failing grades.

❖ **Academic Letter**

In order to promote and raise academic standards and expectations of students, Lake Superior School District has decided that Academic Letters will be made available to all students in grades 10 –12. The following guidelines will be followed:

1. The Academic Letter and Certificate will be awarded to students in grades 10 – 12.
2. Maintain a 3.5 GPA per semester for the school year.
3. No grade below a “C”.
4. No incompletes.
5. Compliance with the Minnesota State High School League eligibility guidelines, no violations.
6. Transfer students must be in the Lake Superior School District for two semesters to be considered.

Applications are available with the school counselor.

❖ **GENERAL REQUIREMENTS LEADING TO GRADUATION:**

Seventh and Eighth grade

Successful completion of 7th and 8th grade classes are important in preparing students for the content and work habits needed in the high school. Therefore the following retention guidelines are in place for students that do not pass 7th and 8th grade courses:

1. Core courses will be repeated if failed (English, Math, Social Studies and Science)
2. Students enrolled in 2 or more 8th grade courses will remain on closed campus.
3. Students who achieve at a high level in semester one of a repeated course may, with instructor approval, not be required to take the second semester of the course.
4. Students failing a majority of middle school courses will be recommended for retention in their current grade.

High School

The requirements for graduation from Two Harbors High School are:

- 1) Successfully pass all required courses and earn 24 credits in grades 9,10,11, and 12. A credit is given for ;
 - A. A class meeting one period per day for a full year;
 - B. A class meeting two periods every day for a semester.
 - One-half credit is given for a class meeting half time for each of the above options.
- 2) Students must register for a minimum of 6 one-half credits each semester.
- 3) Four credits in Language Arts – required courses are: one credit in Applied Communications or English Grammar and Composition, one credit in English 10, one-half credit in Speech 12, and one and one-half credits of English electives.
- 4) Four credits in Social Studies – required courses are: one credit in Civics, one credit in American History, one-half credit of World History (either Human Perspectives or Cultural Geography) and one and one-half credits of Social electives.
- 5) One credit in 9th grade Mathematics and one credit in Mathematics taken in grades 10 – 12. Must have 2 standards in Math.
- 6) One credit in 9th grade Science and one credit in Biology.
- 7) One credit in Physical Education I.
- 8) Take one-half credit in both Health and Career Readiness.
- 9) Have no outstanding fines
- 10) Completed all required standards (17) and pass the state tests in reading, writing and math

When all of the above 10 have been successfully completed, a student will have earned their High School diploma from Two Harbors High School.

For a student to participate in the end of the year graduation ceremonies (i.e. walk with their class), they must have successfully completed all of the above 10 items **prior to the graduation ceremonies**. In addition, students must have been in full time attendance at Two Harbors High School during the last semester of their senior year. The only exception to this will be those students who finished their graduation requirements at the end of the first semester of their senior year, those students who are participating in the PSEO program, and special situations as approved by a review board comprised of the principal, assistant principal, counselor, and superintendent.

Students need to maintain six classes to be considered a fulltime students at Two Harbors High School. If a student falls below this number of classes they may be dropped from the school's attendance.

WORKING TOGETHER WITH CHILDREN AND FAMILIES

**Academic Support *Emotional Support *Conflicts with friends
*Referrals *Resources *Family Issues *Communication with families
*Someone to talk to *Focusing on strengths of children and families
Help you get where you want to go!

NORTSHORE COLLABORATIVE FOR CHILDREN AND FAMILIES

It is the mission of the North Shore Collaborative to coordinate and integrate formal and informal resources to support the mental health and general well-being of all youth and families in Lake and Cook Counties. The Purpose is to deliver quality, innovative and cost effective services to children ages birth to 21 and their families. State and Federal grant money support the Collaborative staff in their efforts to implement programs that are guided by three project initiatives. They are:

Initiative #1 provide/facilitate comprehensive services in the schools along the North Shore to children ages birth to 21 and their families.

Initiative #2 promote a family-centered asset building approach and enhance formal and informal resources within communities.

Initiative #3 An effective collaborative system of formal services will be established to ensure the physical and mental health and general well being for all children and families along the North Shore.

Each community has a Local Children's Advisory Committee. Participants include parents, clergy, business leaders, local law enforcement and other concerned citizens. Their charge is to advise the Collaborative of local needs and promote local activities on behalf of children and their families.

Please contact the *Youth and Family School Community Liaison if you would like to know more or participate on the local committee – students are encouraged to participate.

*YFSC Liaison in Two Harbors, 834-8251

*YFSC Liaison Assistant in Two Harbors is: Mary von Goertz

