



Click on this box and hit
"Delete"
to clear the oval placement guide.

2011-2012

STUDENT HANDBOOK

Mr. Brett Archer

THHS Principal

1640 Highway 2, Two Harbors, MN 55616

(218) 834-8201

Mr. Joe Nicklay

WKHS/WKES Principal

137 Banks Blvd., Silver Bay, MN 55614

It is the policy of the Lake Superior School District No.381 not to discriminate on the basis of disability, sex, race, color, gender identity, or national origin in its educational programs, activities, or employment policies.

THIS AGENDA BELONGS TO:

Name: _____

Address: _____

Phone: _____

TABLE OF CONTENTS

Welcome _____	3
Attendance _____	3
Absence _____	3
Attendance Policy _____	4
Saturday Alternative Learning_____	4
Truancy _____	4
Tardiness _____	5
General policies _____	5
Phones _____	5
Agenda passbook _____	5
Transportation _____	5
Closed campus _____	6
Fees _____	6
Parking _____	6
Accidents _____	6
Medications _____	6
Illness _____	7
Immunizations _____	7
Visitor passes _____	7
Lockers _____	7
Theft _____	7
Building use _____	8
Contacting staff _____	8
Discipline _____	8
Suspension _____	9
Weapon policy _____	10
Harassment and violence _____	11
Student’s rights and responsibilities _____	13
Rules of conduct _____	13
Computer us policy _____	14
Dress policy _____	14
Extracurricular eligibility policy _____	15
Academic letter _____	16
Graduation requirements _____	16
Dance Admission Policy _____	16
Classification of High School Students _____	17
Lunch Accounts _____	17

WELCOME:

Please be sure you become familiar with and follow the suggestions and policies found in this handbook. Our wish for each student is that he/she may benefit from his/her efforts and at the same time enjoy 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.

❖ 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

When a student cannot attend school as required, a phone call from a parent or guardian excusing the absence must be received by office staff or 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.

Excused absences: Excused absences are limited to illness, medical and dental appointments at the parent's 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: A student can leave school upon their parent's request but will receive an unexcused absence. Students are responsible for making up assignments missed as a result of all absences.

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, teacher's signatures must be on the form before returning this form to the office for approval.

Procedures for reporting absences: For absences other than prearranged, the parents or guardians are requested to call school office stating the students name grade and reasons for absence before 10:00 a.m. the same day

Appointments during the school day: If a student will be leaving during the school day they should bring a note to the office before the start of the school day to limit disruptions to classroom instruction.

Students leaving before the end of the day: The Administrative office **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!

Make-up work: Upon returning to school students will be given a minimum of 2 days to makeup class 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.

Collection of missed work: Students or parents can request that the office collect missed work upon a student's third consecutive excused absence from school.

❖ **Truancy:**

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

Truancy penalty:

1st offense:

- 1) S.A.L. (Saturday Alternative Learning or a day designated by administrative staff.)
 - a) SATURDAY ALTERNATIVE LEARNING:

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 8 am until 12 noon.

It is the hope of faculty members 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.

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.

3rd Offense:

- 1) At risk staffing with parents, teachers, and guidance counselor to explore options.
- 2) Other consequences could include but are not limited to detention, SAL, in school suspension, referral to alternative learning program.

Reporting Truancy

Your school is obligated to report excessive absences, continuing truancy, and habitual truancy to the Lake County Attorneys Office.

“Continuing truant” means a child who is absent from instruction in a school as defined in section 120A. 05, without valid excuse within a single school year for (1) three days if the child is in elementary school or (2) three or more class periods on three days if the child is in middle school, junior high school, or high school. (260A.02) **“Habitual truant”** means a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days of the child is in middle school, junior high school, or high school, 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 under section 120A.22 Subdivision 8. (260C.007)

Nothing in this section shall prevent a school district from notifying a truant child's parent or legal guardian of the child's truancy or otherwise addressing a child's attendance problems prior to becoming a continuing truant. (Copyright 2005 by office of Revisor of Statutes, State of MN)

Tardiness: Tardiness is a very serious manner. The following penalties are imposed if a student is tardy for the first period of the day.

- 1) **1st violation-** placed on the tardy list.
- 2) **2nd – 5th violation-** 1 hour detention
- 3) **6th and all subsequent violations-** In school suspension or SAL for each tardy.

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: If a student elects to drive and has a problem getting to school on time due to mechanical failure, etc. it will **NOT** be an excused tardy.

Tardiness to class: A student detained by a teacher must have their agenda signed by that teacher to be admitted to the next class. Students arriving late to a class without a signed agenda will be admitted upon statement of reason for tardiness. **WITH THE EXCEPTION OF 1st HOUR TARDIES 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.

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.

❖ GENERAL POLICY

Agenda passbook: Students are encouraged to use agendas/planners as a tool for organization. Teachers may require students to have and use a planner in their classes.

Telephone use: Our phones are business phones; therefore, the use of phones in the office will be limited to **emergencies** only.

Cell Phones and other electronic devices: It is recognized that cell phones and other electronic devices have the ability to serve an educational purpose in the classroom. With teacher permission these devices can be used in the classroom. Teachers have the right to ask student to turn these devices off and have students put them in their pockets or bags. Students are not allowed to use their electronic devices to violate any school rules/policies. If it is found that students are misusing cell phones and other electronic devices they will not be allowed to have or use them in school. School staff has the right to take any device away from students who they believe is violating classroom, school, or district rules/policies. In the event the device is taken away it will be given to the assistant principal or dean of students. (First offense – returned at the end of the day. Second offense – taken away until a parent can come to school to retrieve it.)

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 be suspended from school. A parent conference will precede re-admittance to school.

Public display of affection: Embracing, kissing, hugging, embracing or other inappropriate acts of public display of affection are not permitted on campus. Students will be confronted privately upon the first offense

and reported to the office. If the problem continues parents will be notified and students will be subject to disciplinary measures.

Digital Media: Students are prohibited from photographing other students or staff without their permission. Students are prohibited from using electronic devices to record audio or digital images in the classroom without permission of the teacher or administration. Students are not allowed to upload onto any website digital images of students or staff taken during the school day or at school events without their permission.

Backpacks, book bags and purses: Two Harbors High School and Kelley High School will not allow backpacks, book bags and other bags (including purses) to be carried in school during the school day. Bags are permitted to carry belongings to and from school but must be placed in lockers during the school day.

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 your hands, arms, and feet inside the bus at all time.
4. Remain in your seat while the bus is moving.
5. Be courteous, no profane language, keep noise level down.
6. No eating, drinking, use of tobacco or drugs – work together to keep your bus clean.
7. No fighting, harassment, intimidation or horseplay.
8. Do not damage the school bus.
9. If you must cross the street, walk 10 feet in front of the bus and wait for directions.
10. No animals, hazardous objects or weapons on bus.
11. The bus driver has the right to assign seats.

2) **Consequences Secondary (7-12)**

1st offense - warning

2nd offense – 1 to 5 school-day suspension from riding the bus based upon the severity of the incident and administrative review.

3rd offense – 6 to 10 school-day suspension from riding the bus based upon the severity of the incident and administrative review.

4th offense – 11 to 20 school-day suspension from riding the bus based upon the severity of the incident and administrative review. Meeting with parent

5th offense - suspended from riding the bus for the remainder of the school year following administrative review.

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

Other Discipline:

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

Parking: Students are to park in designated lots. The student designated parking lot at THHS is behind the school off Cedar Road. The student designated parking lot at Kelley School is on the gym door side of the parking lot. There will be a parking fee implemented at the start of the school year.

The School District recognizes that there is compelling economic and environmental reasons to promote efficient use of transportation to and from school. The school cannot legally organize carpooling arrangements. Individual students and families are encouraged to seek safe and reliable ride-sharing

arrangements with other students and their parents. The yellow school bus available to nearly all students is generally the most energy-efficient means of motorized transport when it fits students' activity and work schedules.

Closed campus: All students will remain in the building from the opening of school in the morning until the close of school in the afternoon.

Fees: All school fees and fines are to be paid in the office. 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.**

Deposits in lunch accounts can be made at the school office.

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.

Health Office Hours: With the exception of emergencies the health office will be open for students 7:45 to 2:45.

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. To administer prescription medication, the school must have a health care provider's written prescription as well.
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 any medication to students without a signed permission slip. This includes over the counter medications including aspirin, Tylenol. Etc.
4. We would appreciate it if you would limit school-administered medications to those that are absolutely necessary. Extended use of non prescription over the counter medications will require a note verifying the need for its continued use.
5. Inhalers: Students may carry their inhalers, with parent and doctor's permission. All students with inhalers must fill out the permission form and have it returned to keep on file. Students are encouraged to keep an inhaler in the nurse's office for emergency use.

Illness: Parental information regarding illness:

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

- Has had a fever of 100 degrees or more, and 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, open or draining skin sores
- Has inflamed or draining eyes or ears.
- **If your child is ill, please notify the school.**

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 leaves school during the day without medical clearance from the school nurse, assistant principal or principal will be judged truant.

Immunizations: All students entering 7th grade must provide proof of:

- A second dose of MMR (measles, mumps, rubella)
- Hepatitis B (HBV) series
- Varicella immunization or written documentation of Chicken Pox disease.
- A dose of Td (tetanus, diphtheria) received at age 11 or older.

Records kept by parents are acceptable, provided they include the specific date of each immunization. If you wish to be exempted from this Minnesota state requirement, you may fill out an exemption form, available in the nurse's office.

If there are any questions or need assistance in obtaining immunizations, please contact the School nurse.

Visitor's passes:

➤ **All visitors will:**

- Sign in at the office before proceeding to any classroom
- Obtain and display an 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.

Any persons other than students, staff or board of education personnel are regarded as visitors and must report to the principal's office for clearance.

The district **does not** grant student visitor passes.

School lockers and locks: Each student will be assigned a 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 should report stolen or damaged property to the office. Students are encouraged to report thefts to local law enforcement.

Building use: Students are requested to refrain from using the building before 7:30 a.m. and after 4:30 p.m. unless they are participating in a supervised activity. Non-bus students must not loiter unsupervised in the building at any time. Classrooms will be open at 7:30 a.m. THHS students please remain in the cafeteria area or leave after 4:30 p.m. **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. All groups **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. Teacher contact information can be found on the district website. Parents can also 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.

Books: The school board may charge fees for textbooks, workbooks, and library books lost or destroyed by students.

Other programs: Your school offers a number of activities and services which include but are not limited to: student trips, assemblies, and pep fests. 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 contact the school office.

Security: Both Kelley School and Two Harbors High School maintain a video surveillance and alarm system.

❖ **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 follow state statutes and state board of education regulations in this policy.

If there are any questions involving student rights, staff will refer to the Pupil Fair Dismissal act revised 2003, Minnesota Statutes 121A.40 to 121A.56

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:

- 1) Grounds:
 - a. Willful conduct which materially and substantially disrupts the rights of others to an education
 - b. Willful conduct which endangers another person or the property of the school
 - c. Willful violation of any rule of conduct established in this discipline policy
- 2) 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.

Procedure for returning a student to class:

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

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 parts sections 121A.40 to 121A.56 of the Pupil Fair Dismissal Act revised 2003.

Procedures for informing students and parents of the rules:

Copies of this policy together with the Pupil Fair Dismissal Act revised 2010, will be available in the school office. The student handbook is 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 revised 2010.

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 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
- Possibly prohibited from attending school dances
- Suspended from participation in the following listed school activities:

- 1) All activities governed by the Minnesota State High School League
- 2) All approved clubs, 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)
- 3) Class officers, club officers and officers of other school-sponsored organizations

4) 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 in 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.

Category II Activities and Violations

Penalties for alcohol/tobacco/drug violations in MSHSL Category II Music activities (Band & Choir), and One Act Play:

First Violation Penalty: After confirmation of a first violation, student shall lose eligibility through the next "Major Public Performance".

Second Violation Penalty: After confirmation or a second violation, student shall lose eligibility through the next TWO "Major Public Performances".

Third Violation Penalty: After confirmation of a third violation, student shall lose eligibility through the next THREE "Major Public Performances".

These Penalties shall be cumulative during grades 9-12.

❖ 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; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; 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 harassment based on sex, race/ethnicity, status with regard to public assistance, religion or religious practices, disability, sexual orientation or affectional preference, gender identity, and other forms of harassment or violence. The School District prohibits any form of harassment based on sex, race/ethnicity, status with regard to public assistance, religion or religious practices, disability, sexual orientation or affectional preference, gender identity, and other forms of harassment or violence.

It shall be a violation of this policy for any student or employee of Lake Superior School District to 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, 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) A harasser may be a student or an adult. Harassment may include the following:
 - a. Name calling, jokes or rumors;
 - b. Pulling clothing;
 - c. Graffiti;
 - d. Notes or cartoons;
 - e. Unwelcome touching of a person or clothing;

- f. Offensive or graphic posters or book covers; or
 - g. Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
- 2) Violence may include the following:
 - a) Physical acts of aggression, assault, force, or threats
 - b) Touching, patting, grabbing, or pinching another person's intimate parts
 - c) Coercing, forcing or attempting to force acts of a sexual nature
 - d) Bullying
 - e) Hazing
 - 3) If any word or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer
 - 4) You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
 - 5) Your right to privacy will be respected as much as possible.
 - 6) We take seriously all reports of harassment or violence and will take all appropriate actions based on your report.
 - 7) The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.

This is a summary of the School District Policy #413 on Harassment and Violence. Complete policies are available in the District and school offices upon request. This includes Hazing.

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

Any School District action taken pursuant to this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota Statutes and School District policies. The School District will take such disciplinary action it deems necessary and appropriate, including warning, suspension, or immediate discharge to end harassment or violence and prevent its recurrence.

- ❖ **Discipline** will be in the form of some of the following but not limited to; detention, confiscation, conference, Saturday school, out of school suspension, in school suspension, exclusion, expulsion, parental contact, law enforcement contact.

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.

HAZING

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 hazing. The School District prohibits any form hazing.

“Hazing” means 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, or for any other purpose.

The School District will act to investigate all complaints of hazing and will discipline any student or employee who is found in violation of this policy.

- ❖ **Discipline** will be in the form of some of the following but not limited to; detention, confiscation, conference, Saturday school, out of school suspension, in school suspension, exclusion, expulsion, parental contact, sheriff contact.

BULLYING

General Statement of Policy:

The purpose of this policy is to assist Lake Superior School District #381 in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school property or at school related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operation of the school district or the safety or the welfare of the student, other students, or employees.

"Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstance knows or should know has the effect of:

1. harming a student;
2. damaging a student's property;
3. placing a student in reasonable fear of harm to his or her person or property; or
4. creating a hostile educational environment for a student.

The school district will act to investigate all complaints of bullying and will discipline any student or employee who is found in violation of this policy.

- ❖ **Discipline** will be in the form of some of the following but not limited to; detention, confiscation, conference, Saturday school, out of school suspension, exclusion, expulsion, parental contact, sheriff contact.

❖ **STUDENT RIGHTS AND RESPONSIBILITIES:**

1) Student Rights:

Students have a right to a free and full education and the right to learn.

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 are examples of prohibited acts of behavior that can be found in the district's student discipline policy 506.

- 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. Possession or distribution of slanderous, libelous and pornographic material.
- E. Criminal activity.
- F. Falsification of records or signatures.
- G. Use of listening devices including but not limited to: MP3 players, radios, cellular phones, and pagers.

4) Cheating and Plagiarism:

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- a. Copying another student's homework;
- b. Working with others on projects that are meant to be done individually;
- c. Looking at or copying another student's test or quiz answers;
- d. Allowing another student to look at or copy answers;
- e. Taking a test or quiz in part or in whole to use or to give others;
- f. Copying information from a source without proper attribution; and
- g. Taking papers from other students, publications, or the Internet.

Violators of this policy will be disciplined on a case-by-case basis, depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, or suspension.

❖ **Discipline** will be in the form of some of the following but not limited to; detention, confiscation, conference, Saturday school, out of school suspension, exclusion, expulsion, parental contact, law enforcement contact.

❖ **COMPUTER USAGE POLICY**

If a student uses a computer in the school the following rules apply:

- 1. Students may only use the software assigned by the instructor.
- 2. They CAN NOT do the following:
 - a. Use software used by different classes.
 - b. Change the background or screen saver set on the computers.
 - c. Be on the "my network places"
 - d. Disassemble any part of the computer system
 - e. Access inappropriate sites
 - f. Access other student's files on computer or disk
 - g. Text messaging
 - h. Be on game sites without permission
- 3. Students in the lab will be given assigned seats.
- 4. Students are responsible for the computer they work on each hour. If changes occur they will be held accountable.
- 5. Students are responsible for their files.

If a student violates any of the above rules:

- 1. Verbal warning will be given.

2. Second violation parent notification, office referral, conference.
3. Dismissal from comp. course and loss of comp. privileges.
4. Dependent on violation any or all consequences are possible.

❖ **STUDENT DRESS AND APPEARANCE POLICY:**

Purpose: It is the policy of this school district to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

1. Students are not subjected to a formal dress code. However, in order to provide the very best learning environment, clothing or hairstyles deemed disruptive or which cause a distraction to the educational process will not be allowed. Teachers and other staff will make the determination of disruption or distraction. Violations include, but are not limited to;

chains, chain wallets, hats, caps, bandanas, pajamas, pajama pants, any clothing, which promotes alcohol, drugs, tobacco, nudity, sexually inappropriate behavior, or violence/harassment, and clothing bearing a message that is lewd, vulgar, or obscene. This includes clothing or footwear that would damage school property.

Shorts and skirts with a hemline shorter than the length of the wearers extended fingertips and tops with straps less than 2 inches wide or tops that are low cut or expose a students midriff or back are not permitted.

Offensive emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of harassment as defined by school district policy (Policy 413).

If a student's appearance is determined to be a distraction or inappropriate in the school setting, the student will be responsible to correct the situation by:

- a. Changing the attire
- b. Covering the attire or distraction, or
- c. Removing the attire or distraction.

Students who continually refuse to comply with requests to dress accordingly will be subject to all discipline procedures.

2. Student Rights and Responsibilities

- a. Student dress and grooming are the responsibility of the student and her/his parent/guardian.
- b. Dress and grooming shall be clean and in keeping with health and sanitary practices.
- c. Students should not wear clothing or hairstyles that can be hazardous to them in their school activities such as shop, lab work, physical education and art.
- d. Dress and grooming shall not disrupt the educational process.
- e. Students whose dress is in violation of these minimal standards will be subject to dismissal.

3. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.

EIGHTEEN-YEAR-OLD STUDENT'S RIGHTS AND RESPONSIBILITIES

Students, who are 18 years old or older, regardless of adult status granted by state statute, are still obligated to abide by all school district policies and regulations. Eighteen-year-old students may write their own excuses, but it is still at the discretion of the school administrator as to whether or not the

absence or tardiness is excused or unexcused. Eighteen-year-old students will be not permitted to write their own excuses until they have returned an age verification form signed by their parent/guardian. The school may legally share all education information with an eighteen-year-olds parent/guardian.

❖ **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 grades 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 teachers 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 eligible under all of the guidelines 1-4. This must be done prior to 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 can become eligible at 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 that quarter that they are eligible under guidelines 1-4 and have no failing grades.

Students need to be eligible prior to the event

❖ **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:

- 5) They have 2 or more grades of F.
 - 6) They have a GPA below 1.75.
 - 7) They have more than one incomplete.
 - 8) 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 teachers 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 must be enrolled in six or more classes to be considered a fulltime student.

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 eligible under all of the guidelines 1-4. This must be done prior to 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, a student may become eligible at anytime after mid-quarter if they are passing all of their

classes. The student will remain eligible until the end of the quarter under guidelines 1-4 and have no failing grades.

❖ **ACADEMIC LETTER**

In order to promote and raise the standards and expectations of students, Academic Letters are made available. The guidelines and applications are available in the guidance office.

Transportation To and From Games:

Students on Jr. High or C team members can leave early from sporting events if they are leaving with a parent. The parent must provide a note to the coach. Students on these teams can be allowed to leave with another parent provided the following procedure is followed.

- **Parents must submit a note to the office by 8:30 the morning of the game and need to follow up with a phone call to the office. Approval must be given by the school administration which could include the principal, assistant principal, Dean of Students, or the Activities Director.**

JV and Varsity player are encouraged to stay with their team and travel home on the bus together. Exceptions can be made due to extenuating circumstances. In special cases these students can travel home with their own parent. In some cases these students will be allowed to ride home with another parent provided the above procedure is followed.

ALL ATHELETES ARE REQUIRED TO USE SCHOOL PROVIDED TRANSPORTATION TO GAMES.

PSEO Credit Limits:

A full time student in the Lake Superior School District is a student who is enrolled in 6 classes earning 3 credits a semester or 6 credits per year. Qualifying students will be allowed to take PSEO credit equivalent to 3.5 High School credits per semester but no more. Exceptions can be at the discretion of the school principal due to special need or circumstance. Students should consult with their school counselor prior to enrolling in any PSEO courses.

Grading:

All incompletes: Incomplete work due to absence must be completed and the grade recorded within the following timeline:

- The mid-quarter following the end of the previous quarter.
- If work is not completed in that time, the student will receive no credit for the missing work and their grade will be calculated as such and then recorded.

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 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.
3. Students failing 3 of 7th and 8th grade core courses will be recommended for retention in their current grade.

High School

The requirements for graduation are:

- 1) Successfully pass all required courses and earn 23.5 credits in grades 9- 12. A credit is given for;
 - A class meeting one period per day for a full year;
 - 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 3.5 credits each semester. This is fulltime status at Kelley H.S and 3 credits at THHS.
- 3) Specific curriculum requirements for each graduating class are outlined in the registration and planning guide.
 - **Starting with students entering 9th grade in the fall of 2013 and all students must complete 40 hours of community service in order to graduate from the Lake Superior School District.** All community service hours must be approved by school administration or their designee.
- 4) Students must meet all state wide testing requirements.

When all of the above have been successfully completed, a student will have earned their High School diploma from Lake Superior School District.

Commencement

In order to be eligible to participate in commencement exercises (i.e. walk with their class) students must have completely finished all credit & graduation requirements set forth by the state of Minnesota and ISD 381 including the above criteria by the end of the last day of class for seniors. Participation in commencement exercises is voluntary. Students who do not wish to participate in the commencement exercises should inform the principal as soon as possible. A student's failure to attend the scheduled graduation practice may result in her/his not being allowed to participate in the commencement exercises themselves. Additionally, all obligations (library books returned, fines paid, detention completed, etc.) must be cleared before a student will be eligible to participate in commencement exercises. A dress code for all participants is enforced.

Commencement and Foreign Exchange Students: Foreign exchange students are eligible to share in this celebration if they are in good standing. While a foreign exchange student may not complete the above graduation credits and will not be awarded a THHS/KHS diploma, it is understood that if they are in good standing and have given the maximum effort toward the completion of their coursework they will be allowed to participate in commencement.

Classification of Senior High Students

The minimum semester hours for individual grade classification (as of September each year) are as follows:

- Freshman Grade 9 0-5 credits
- Sophomore Grade 10 6-11 credits
- Junior Grade 11 12-17 credits
- Senior Grade 12 18 + credits

DANCE ADMISSION POLICY

William Kelley and Two Harbor's High School dances are for students of WKHS and THHS. In order to attend dances you must be a student currently enrolled in WKHS. Students not enrolled in WKHS or THHS can attend dances only if they are a guest of a current WKHS or THHS student.

Guests must complete the required guest form and have it returned to the WKHS or THHS principal, Assistant Principal or Dean of Students two days prior to the school dance.

A guest list will be generated for chaperones the day prior to the dance.

Guests will be asked to show a picture I.D. cards to enter the dance.

No one 21 years of age or older will be allowed to attend a school dance as a guest.

Students are required to purchase dance tickets prior to the school dance. If students do not purchase their tickets prior to the school dance they can purchase them at the door but only if they present a current school ID. Students may not be admitted without a picture ID.

William Kelley Library Media Center Policy

General Policy and Procedures

The library media center provides a place for classes and individual students to work on research projects and other academic assignments. The library procedures below are intended to maintain a productive environment.

Junior and Senior High School Students

William Kelley students will need a library pass from the office to use the library during a study hall period. To receive a library pass, a student will need to have all passing grades and a GPA of 2.0 from the previous quarter. (Example: At the end of the 3rd quarter if a student has a GPA of 2.20, he or she would be eligible for a library pass. This same student, at the end of 4th quarter, has a GPA of 1.98; he or she would be ineligible for a library until the end of 1st quarter.) Each quarter the students' GPAs will be reviewed to determine eligibility. A student that's eligible for a pass will receive the pass from his/her study hall teacher. Once a student has received the library pass, the student is expected to keep the pass for the quarter. If the student loses the pass, he or she will not be allowed into the library during study hall. (Please allow for a four day grace period where the office staff will be creating the library passes for the quarter.)

Classes have priority when using library. Therefore, if a class comes down to the library and the librarian decides the library is too crowded, the librarian can send study hall students back to their study hall classrooms. The librarian will call the study hall teachers to notify them of the return of students to their classrooms.

Reminders

- Students must check-in for attendance with their study hall teachers.
- Use computers for academic purposes. Students playing games or otherwise misusing the computers will lose library privileges.
- Teachers for a class subject may give passes to students to complete research or group projects in the library. This can be for any student. (Example: A student with a GPA of 1.88 needs to complete a research paper on a president. The American History teacher may give a pass to the library for that assignment. The student must show his/her study hall teacher the pass as well as the librarian.) However, if the student is not working on research or a group project, the librarian will have the student return to his/her study hall. These passes will be yellow in color.

The librarian determines behavior. If the librarian determines students are acting inappropriate, he/she has the authority to send students back to his/her study hall.

A PRE-PAID SYSTEM FOR MEAL ACCOUNTING:

The meal accounting system for Lake Superior School District is a **pre-paid system**. All meals are paid by depositing money into the individual student account before meals are served. We consider a \$5.00 balance a "low student balance." If the money remaining in the account falls below \$5.00, the student will be reminded verbally on a daily basis. Once your child's account reaches -\$5.00, they will be denied a meal and offered a cheese or peanut butter sandwich for a short period of time. Per the Minnesota Department of Education - Food Nutrition Service, when a student has not prepaid by 9:30 a.m. for the current meal, a meal may be denied because of money owed to the food service account. ***The school is under no obligation to continue serving children who will not pay for their meals.*** It is the responsibility of the parent/guardian and student to ensure that they have adequate money in their account. You may monitor your child's lunch account by using our Parent Portal System. Through Parent Portal, you may view your child's lunch account balance and purchases. Parent Portal is the same program used for viewing your child's attendance, grades, etc. If you haven't utilized Parent Portal and would like to start, please contact our Technology Department at 218-834-8201, ext.8299.

You may deposit money for your child's food service account at any building's main office. We do ask that you make it clear on the check which child's account you want credited. For your convenience, you may deposit funds into your child's lunch account through the school office or by going online and using "E-Store". You may access "E-Store" on our website: www.isd381.k12.mn.us. Once you are on our website, you will see "E-Store" on the left-hand side. For questions in setting up your "E-Store" account, please contact the school your child attends.

- Wm. Kelley Schools: 218-226-4437,ext.8137
marilynj@isd381.k12.mn.us
- Minnehaha Elementary: 218-834-8221, ext. 8401
rsandret@isd381.k12.mn.us
- Two Harbors High School: 218-834-8201, ext. 8201
vbolem@isd381.k12.mn.us

Applications for free and reduced meals are available at your child's school or the District Office. All households are encouraged to apply. Applications are kept confidential and only the district office will have access to the information on your applications. Applications are for the current school year only; **you must reapply each school year.**

If you would like to restrict the items that your child purchases to only the standard lunch options and limit the option to purchase ala carte or additional lunches, the system can accommodate this request. Please contact your school's secretary listed above or Peggy Torgerson in the District Office at 834-8216 ext.8220 to place account limitations or address any questions or concerns you may have.

DAILY BELL SCHEDULE can be found on your schools website of can be picked up in your schools office.

