



# Lake Superior School District Parent & Student Handbook

Welcome to the Lake Superior School District

The mission of the Lake Superior School District is to provide an educational environment for all students which encourages lifelong learning, self-fulfillment, and responsible citizenship at home and within the world community.

All staff and students have the right to work and learn in an environment that is supportive, engaging, and free from any factor that would negatively affect the learning process. The following rules, procedures and policies have been put in place to ensure that all students have a positive learning experience.

**\*\*The student/parent handbook is designed to give students an overview of the district's rules and procedures to help them be successful everyday in school. The following items are a summary of the district's policies. It is the responsibility of each student and their parents/guardians to become familiar with the rules, procedures and policies. A full copy of all procedures and policies for the Lake Superior School District 381 can be found on the district's website: [www.isd381.org](http://www.isd381.org) under District Information, Policies, School Board Policy Manual.**

*The LSSD Student Handbook is comprised of four parts:*

- 1) Information;*
- 2) Academics;*
- 3) Rules and Discipline; and*
- 4) Health and Safety.*

**\*\*Topics within these categories are alphabetized.**

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## Policy Information

Parents/guardians and students, as well as school administrators, may want to refer to the school district policies. All [ISD381 policies](#) can be accessed on the school district's website and/or in the district office.

## Staff Directory and Contact Information

The [ISD 381 Full Staff Directory](#) can be found on the district website.

Two Harbors High School	218-834-8201
Minnehaha Elementary	218-834-8221
William Kelley Schools	218-226-4437
District Office	218-834-8201
THHS Transportation	218-834-8201 ext. 8240
WKS Transportation	218-226-4437 ext. 8104

## **PART I – INFORMATION**

### **Arrival and Dismissal Hours**

All school buildings open the doors at 7:30 a.m. For school security purposes, doors will remain locked after 8:00 a.m. until the end of the school day. After 4:00 p.m., students remaining in the building must be in a supervised area or activity.

### **Calendar**

The school calendar is adopted annually by the school board. District calendar can be found on the [school district's website](#).

### **Class Assignments/Schedules**

Classroom assignments are within the school district's discretion. Assignments and schedules will be posted prior to the start of the school year through student and parent portal.

### **Complaints**

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

### **Eighteen-Year-Old Students**

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy and this handbook.

### **Employee Directory**

[ISD 381 Full Staff Directory](#) can be found on the district website.

### **Employment Background Checks**

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching

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services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

## **Equal Access to School Facilities**

The school district has created a limited open forum for secondary students to conduct non curriculum-related meetings during non instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a non participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and nonschool persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

## **Fees**

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the school administrator.

## **Food in the Classrooms**

Food and appropriate beverages are allowed in the cafeteria. It is up to each individual teacher's classroom rules as to whether or not food or beverages may be consumed during class. Any food items brought in to be shared must be commercially prepared, not homemade.

## **Fundraising**

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by a building administrator. Participation in non approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day.

## **Gifts to Employees**

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

## **Graduation Ceremony**

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal(s).

## **Holiday Celebrations and Parties**

Holiday celebrations and parties are optional.

## **Interviews of Students by Outside Agencies**

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

## **Library and Media Center**

Students may use the library/media center during the school day and before and after school only when a supervisor is present.

## **Lunch**

Lunch is to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school. Lunch schedules may change at semester breaks for some students and will be noted on student schedules. Students may receive lunch at school or bring a prepared lunch from home. Milk will be available to supplement lunches brought from home.

Students are not to leave school grounds during lunch or any other time during the school day without written permission from a parent and approval of the administration. Students are to eat lunch in the cafeteria. No students are allowed to be in the hallways during lunches.

Students are to bus their own trays and garbage and are responsible for cleaning their lunch table and floor area.

Students are not allowed to order food and have it delivered to the school during school operating hours.

Beginning September, 2023, one breakfast and one lunch will be provided per student with no charge. Students will be charged for a second meal or ala carte items.

The meal accounting system for Lake Superior School District is a prepaid 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. All students will be allowed to charge lunch meals regardless of a zero or negative balance but not allowed to make a la carte purchases. Any negative balances of \$50.00 or more at the end of the school year will be subject to handling by a collection agency.

You may monitor your child's lunch account by using our Parent Portal System. Through the 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 the Parent Portal and would like to start, please contact the school.

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.

Applications for free and reduced meals are available at your child's school, Parent Portal 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 to place account limitations or address any questions or concerns you may have.

## **Messages to Students**

Parents/guardians needing to get a message to their student should call the main office of their student's school and the message will be delivered.

## **Nondiscrimination**

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated Superintendent Jay Belcastro as the district's human rights officer to handle inquiries regarding nondiscrimination. He may be reached at 1640 Highway 2, Two Harbors, MN 55616 or 218-834-8201 ext. 8213.

## **Notice of Violent Behavior by Students**

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

## **Parent and Teacher Conferences**

Scheduled parent and teacher conferences will be held at a minimum twice a year. Parents/guardians may reach out to teachers for progress updates throughout the year. For more information, contact the building principal.

## **Parent Volunteers**

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school district, parents/guardians should contact the district office. To volunteer in the school building or classroom, parents/guardians should

contact the building principal. Volunteers should sign in at the secured entrance before entering a classroom.

## **Pledge of Allegiance**

Students will recite the Pledge of Allegiance to the flag of the United States of America at least once per week. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

## **Schedule**

Daily Schedules & 2 Hour Late Start Schedules can be found on each school's webpage

## **School Activities**

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Lake Superior School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact the Activity Director.

## **School Closing Procedures**

School may be canceled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings. School closing

announcements will be broadcast over local media stations and through the district's Instant Alert system.

## **Searches**

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

### **Lockers and Personal Possessions Within a Locker**

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Reliable locks are strongly recommended for all lockers used by students.

## **Desks**

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

### **Personal Possessions and Student's Person**

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

## **Vehicles on Campus**

### **Patrols and Inspections**

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

### **Search of the Interior of a Student's Motor Vehicle**

The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

## **Student Publications and Materials**

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non School-sponsored publications may not be distributed without prior approval.

### **Distribution of Non School-Sponsored Materials on School Premises**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Non School-Sponsored Materials on School Premises by Students and Employees" policy. (*Policy 505 [ISD381 policies](#)*).

### **School-Sponsored Student Publications**

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other

writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

## **Student Records**

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, see "Education Records" in policy 515. A complete copy of the school district's "Protection and Privacy of Pupil Records" policy 515 may be obtained at [ISD381 policies](#).

## **Student Surveys**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see "Student Surveys" policy 520. A complete copy of the school district's "Student Surveys" policy may be obtained at [ISD381 policies](#).

## **Transportation of Public School Students**

The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parents or guardians.

## **Extracurricular Transportation**

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

## **Video and Audio Recording**

### **School Buses**

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus. (Policy 711 [ISD381 policies](#))

### **Places Other Than Buses**

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent. (Policy 712 [ISD381 policies](#))

## **PART II — ACADEMICS**

### **Alternative Educational Opportunities**

Some students may be at risk of not continuing or completing their educational programs. The school district provides alternative learning options for students at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact the school counselor and/or principal.

### **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:

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

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 tests, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, or suspension.

Students who cheat or commit plagiarism will be disciplined in accordance with the school district's "Student Discipline" policy 506 [ISD381 policies](#).

### **Extended School Year Opportunities**

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the building principal.

## Field Trips

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Parent/guardian permission is also required for students to participate in field trips. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

## Grades

Students' grades will be reported quarterly during the year. Report cards will be delivered via mail, Parent Portal or sent home with students for review. Online grade reports may be reviewed at [Infinite Campus Parent Portal](#).

### INCOMPLETES

All incompletes that are not made up within 2 weeks of the end of the grading period will become the grade calculated with no credit being given for the remaining missing work. An extension of this policy may be arranged between the student and the classroom teacher.

## Graduation Requirements

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Lake Superior School District #381. All students should participate in the state-identified proficiency tests, Minnesota Comprehensive Assessments, alternate assessments, and/or other applicable tests. Students will have the first opportunity to take a test in basic requirements in 3rd grade. Parents may opt out of the statewide assessments for their student(s) by completing the form in the appendix and returning it to the school's main office.

**Course Credits Required:** To receive a diploma, students in the Lake Superior School District must successfully complete the following high school level course requirements:

4	Credits in English
3.5	Credits in Social Studies
3	Credits in Math
3	Credits in Science
.5	Credit in Physical Education
1	Credit in Fine Arts
.5	Credits in Health
.5	Credits in Career Readiness
<u>7.5</u>	<u>Credits in Electives</u>
23.5	TOTAL CREDITS



### **General Requirements - 6th, 7th, and 8th Grade**

Successful completion of classes are important in preparing students for the content and work habits needed in high school. Therefore, the following retention guidelines are in place for students that do not pass 6th - 8th grade courses:

- Core courses may be repeated if failed (English, Math, Social Studies and Science)
- 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.
- Students failing 3 of the 7th and 8th grade core courses will be recommended for retention in their current grade.

### **General Requirements - High School**

The requirements for graduation are:

- 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.
- Students must register for a minimum of 6 one-half credits each semester. This is full time status.
- Specific curriculum requirements for each graduating class are outlined in the registration and planning guide.
- Meet all statewide 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. For a student to participate in the end of the year graduation ceremonies (i.e. walk with their class), they must have successfully completed the above criteria by the end of the last day of classes for seniors.

### **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  |

For additional information regarding Minnesota Graduation requirements, see Appendix.

## **REQUIRED TESTS FOR GRADUATION**

Students and parents should check with the counselors or building administration for specific information about state testing if they have questions. The Minnesota Comprehensive Assessments (MCA's) are conducted in digital format. An opt-out form is available on the district website under Calendar and Testing Calendar.

## **Homework**

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly. Contact individual teachers for additional information.

## **Promotion and Retention**

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the building principal.

## **TRANSFER STUDENTS**

Students who transfer from another high school must present a transcript from that high school that contains course titles, end-of-course grades and grade point averages. Credits for all transferable classes will be integrated into the semester credit system.

Students transferring out of LSSD should get a withdrawal form from the Counseling Office at least one day prior to transferring. All signatures are required. All school issued materials, textbooks and library books must be returned.

## **SCHOLARSHIPS**

Numerous scholarships are available to students. Please contact the counselors or the counseling secretary for current information.

## **Postsecondary Enrollment Options**

### **College in the Schools - CITS**

Through a program called College in the Schools (CITS) or Concurrent Enrollment, students enroll in classes here at LSSD, but have the option of earning college credit for these courses, as

well. Once credit is earned, students' coursework will appear not only on their transcript but also on a college transcript. Students are then able to transfer this credit in the same way they would be able to if they actually attended these schools for these courses.

CITS courses are an excellent way for students to earn credit while staying on the high school campus and receiving the additional benefits of the high school environment (smaller class sizes than many college settings, daily class meetings, generally slower paced curriculum, accessibility of the teacher for instruction and asking questions, ability to stay connected to high school activities and sports more easily, etc.).

State legislation allows students in 11<sup>th</sup> and 12<sup>th</sup> grade to access various college credit earning programs. Any 11<sup>th</sup> and 12<sup>th</sup> grade students meeting the specific prerequisites for the various CITS courses are able to take these courses. In some very specific situations, students with high enough 8th grade MCA scores may be able to take some CITS courses as 9<sup>th</sup> or 10<sup>th</sup> graders.

Students wishing to take courses for college credit must meet the high school prerequisites for the course and the guidelines set by the colleges. These guidelines vary but include class rank in the top 1/2 of the class for seniors and top 1/3 for juniors.

## **POST-SECONDARY ENROLLMENT OPTION (PSEO)**

Postsecondary Enrollment Options (PSEO) is a program that allows 10th, 11th and 12th grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college-level, nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of a postsecondary institution; some courses are offered online. Each participating college or university sets its own requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students may take PSEO courses on a full or part-time basis; 10th graders may take one career/technical PSEO course. If they earn at least a C grade in that class, they may take additional PSEO courses.

There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses. Schools must provide information to all students in grades 8-11 and their families by March 1, every year. Students must notify their school by May 30 if they want to participate in PSEO for the following school year.

*Schedule Changes:* After the beginning of the Semester Drop/Add unless extenuating circumstances deem otherwise, students are prohibited from dropping a class after the first 8 days of the semester. Changes can put an unfair burden on both the student that is entering another class and the teacher that must accommodate roster changes. If the late schedule change is agreed upon by parent, principal, teacher and counselor, the following conditions apply:

*Transcript*-The class will remain on the student's transcript which is an official educational document that represents an accurate record of a student's academic history.

*Grade*-If the student was failing the class at the time of the drop, the "F" will remain on the transcript. If the student was passing, or if there has been no significant grading in the class, the grade will be a "NC" (No credit).

## **Summer School**

The school district may provide summer school learning and credit recovery opportunities. For more information, contact the building principal or school counselor.

## **Parent Right to Know**

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

## **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. When contacting a teacher, please do so before or after school. At other times, please leave a voice message, and the teacher will return your call. It is important that you respect teachers' instructional time, and refrain from stopping by unannounced to conference with them.

## **NOTICE OF INTENT TO PUBLISH DIRECTORY INFORMATION**

To comply with the Minnesota Government Data Practices Act, we are informing you that Independent School District No. 381 has the following information about your child on file, most of which is considered CONFIDENTIAL.

- A. Census data (Name, Address, Phone, Birth date, Parent Name, transportation data, etc.)
- B. Academic Achievement data (Grades, Grade-Point- Average for secondary students only, achievement test scores, etc.)
- C. Health data (Immunization history, special health needs, etc.)
- D. Special Education data – when applicable (screening results, testing data and results, IEPs, evaluations, etc.)

In addition, the school district will make available to the public Directory Information. Directory Information is considered public information UNLESS the parent or guardian specifically requests that such data on their student be maintained as private data.

We are required to notify you of the following:

The school district will, from time to time, publish Directory Information for the following purposes:

- Name, height, weight and grade of participants in interscholastic academic and athletic competition in programs and publicity releases.
- Names of students who have earned honor roll and merit roll status.
- Participation in school activities, photographs, degrees and awards.
- Photographs, audio and visual recordings of athletic, artistic and scholastic competition and performances.

You may refuse to allow us to release the information designated as Directory Information. The consequences of refusing to release the requested private data are that your child will not be listed in programs, bulletins, school publications such as yearbooks, newspapers, athletic programs, concert programs, graduation programs and news releases to the media. If a concert, performance, contest or event is to be videotaped or recorded in such a way that your student could be identified, s/he may not be able to participate.

All Directory Information will be accessible to the public. If you object to the district releasing Directory Information, you must notify the school your child attends. If you fail to notify the school, your silence will be interpreted by the district as implied consent, Minnesota Rules, Part 1205.1400, subd. 4. If you object to publishing Directory Information about your child, please request a form from the office, complete the form, and return it to the office. If you have questions regarding this procedure or the laws which require it, please feel free to call the Principal or Superintendent.

## **MAILING LISTS**

Student mailing lists are NOT made available to individuals, groups or business establishments under data privacy laws. Certain governmental agencies MAY REQUEST student mailing lists, however, and your name and address may legally be forwarded to them UNLESS you make a

written request to DELETE your name from any such list. Signing this written request, however, means that the student will NOT be listed in any school publications, including the yearbook, athletic programs, etc. See your advisor, principal or guidance counselor for assistance.

## **STUDENT RECORDS AND DATA PRIVACY**

According to the Federal Family Educational Rights and Privacy Act, “A school...may disclose personally identifiable information from an education record of a student without consent if the disclosure ...is to other school officials, including teachers, within the [school] whom the [school] has determined to have legitimate educational interests.” When the disclosure is to other educational agencies or institutions, the school will make every attempt to notify the parents and students that the disclosure is taking place. Upon request, the student will be given a copy of the record that is being disclosed. The student will have an opportunity to correct any incorrect information contained in the record. However, the school does forward records to other schools and post secondary institutions where a student is enrolling, and written notice to the student is not required for this.

## **CRIMINAL BACKGROUND CHECKS**

With the intention of providing a safe environment for our students, the Lake Superior School District will follow legal obligations in acquiring criminal background checks for employees, coaches, and volunteers when required.

## **PARENT PORTAL**

1. Parent Portal is a method to convey communications between students, parents, and the school through the internet.
2. Assistance setting up accounts and answering questions can be requested through the Technology Department. Contact the Kris Lee at [klee@isd381.org](mailto:klee@isd381.org) or 218-834-8201 ext. 8299 -OR- Amy Nelson at [arneslon@isd381.org](mailto:arneslon@isd381.org) or 218-226-4437 ext. 8168
3. To enter Parent Portal, go to the school website: [www.isd381.org](http://www.isd381.org) - click Services/ Parent Portal
4. Parents should be aware that teachers may choose to not update the Parent Portal immediately for various reasons. If you have questions about an entry in the portal, you may contact the teacher through email or voicemail.

## **PART III — RULES AND DISCIPLINE**

### **Attendance, Truancy and Tardiness**

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. For detailed information, see the “Student Attendance” policy 503 [ISD381 policies](#).

#### **EXCUSED ABSENCE:**

- (1) Illness.
- (2) Serious illness in the student’s immediate family.
- (3) A death or funeral in the student’s immediate family or of a close friend or relative.
- (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.
- (12) A student’s condition that requires ongoing treatment for a mental health diagnosis.
- (13) Vacations with family, including college visits that are pre-approved.

#### **UNEXCUSED ABSENCE:**

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district’s attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family, including college visits that are not pre-arranged.
- (6) Absences resulting from cumulated unexcused tardies (3 tardies equal one unexcused absence).
- (7) Any other absence not included under the attendance procedures set out in this policy.

## **Assemblies**

Unless specifically designated, attendance at student assemblies is required and seating is by grade level. Respect for those presenting the assembly, as well as those in attendance, is expected. Special assembly schedules will be published prior to the event.

## **Bullying Prohibition**

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology.

The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school main office. Oral reports shall be considered complaints as well. For detailed information, see the school district's "Bullying Prohibition" policy 514 [ISD381 policies](#).

## **Buses – Conduct on School Buses and Consequences for Misbehavior**

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

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



While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

### Disciplinary Action

#### 1st offense

- Meeting with an administrator, bus Conduct Report completed – copy to parents, possible bus probation and/or restitution.

#### 2nd offense

- Meeting with an administrator, bus Conduct Report completed – copy to parents, phone calls to parents/guardians to discuss issue, up to 3 school-day suspension from riding the bus with the possibility of bus probation and/or restitution.

#### 3rd offense

- Meeting with an administrator, bus Conduct Report completed – copy to parents, phone calls to parents/guardians to discuss issue, up to 5 school-day suspension from riding the bus with the possibility of bus probation and/or restitution.

#### Additional offenses

- May result in a long term suspension from the bus

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. Serious misconduct will follow Student Discipline policy 506 and may be reported to local law enforcement.

## **Cell Phones and Other Electronic Communication Devices**

Cell phones and other electronic devices have the ability to serve an educational purpose. With teacher permission these devices can be used in the classroom or academic activity. Teachers have the right to ask students to turn these devices off and out of sight. 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 have the right to take any device away from students who they believe are violating classroom, school, or district rules/policies. In the event the device is taken away it will be given to the administrator. **Cell phone use is prohibited in the school locker rooms and school bathrooms.**

If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement.

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 during the school day, school events or on school property without permission of the person being recorded. 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. Use of an electronic device in a school locker room, school bathroom or elsewhere that violates the personal privacy of the individual may result in the immediate initiation of the expulsion process depending on the severity of the violation.

Students who misuse cell phones or other electronic devices will be disciplined in accordance with the school district's "Student Discipline" policy 506 [ISD381 policies](#).

## **Discipline**

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the "Student Discipline" policy 506 [ISD381 policies](#).

### **Stolen or Damaged Property**

Students should report stolen or damaged property to the office. Students are encouraged to report thefts to local law enforcement.

### **MSHSL ACTIVITIES AND ELIGIBILITY**

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

## Category I Activities and Violations

Category I Activities: Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

Athletic Activities

Fine Arts Activities

1) Debate

2) Speech Activities including One Act Play - when a school schedules a season of interscholastic contests.

- **First Violation Penalty**

The student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, whichever is greater, of a season in which the student is a participant.

- **Second Violation Penalty**

The student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days, whichever is greater, in which the student is a participant.

- **Third or Subsequent Violation Penalty**

1) The student shall lose eligibility for the next 12 consecutive interscholastic contests or four weeks, 28 calendar days, whichever is greater, in which the student is a participant.

2) A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:

a) The student is assessed as chemically dependent,

b) enters treatment voluntarily, and

c) the director of the treatment center certifies that the student has successfully completed the treatment program.

d) The treatment option cannot be used for the first or second violation.

## 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 of 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.**

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.

## 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:

- Student cannot have any failing grades
- Students cannot have more than one incomplete.

Grades used to determine eligibility are quarter grades. Special education student eligibility will be determined cooperatively between the student's case manager, teachers, and administration.

Grades for quarter four (4) are carried 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. This must be done prior to the end of the 2nd week of the quarter.

Students who are ineligible for having a failing grade(s), 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 the guidelines and have no failing grades.

Students need to be eligible prior to the event.

## **EXTRACURRICULAR ELIGIBILITY POLICY FOR STUDENTS ON ATTENDANCE CONTRACTS**

ISD 381 reserves the right to prohibit students from missing any class periods for extracurricular activities if they are on an attendance contract regardless of eligibility status. Students will be allowed to practice with their team and attend games that do not interfere with class time.

## **Dress and Appearance for High School**

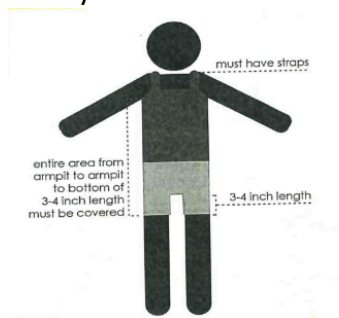
The purpose of this policy is to enhance the education of students by establishing expectations that support educational goals. Students and their families have the primary and joint responsibility for student clothing and appearance. Teachers and other district staff should exemplify and reinforce student clothing and appearance standards and help students develop an understanding of appropriate appearance in the school environment.

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

- A. The policy of the school district is to encourage students to be dressed suitably for school activities and in keeping with community standards.
- B. A student's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.
- C. Students' rights to choose their dress and appearance for school and school-related activities will be protected provided that the clothing:
1. does not injure people or damage property;
  2. does not materially and substantially disrupt or interfere with the educational process or classwork;
  3. does not interfere with the requirements of discipline in the operation of the school or school activities, materially disrupt classwork;
  4. does not involve substantial disorder or invasion of the rights of others.

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

1. Clothing for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing for the activity (i.e., physical education or the classroom).
4. Footwear that does not present a safety hazard.
5. Headwear, including hats or head coverings, are allowed provided that it does not cover the student's face to the extent that the student is not identifiable. Headgear must not interfere with the educational process. Hoodies must allow the face and ears to be visible from the front and sides and must not interfere with the line of sight to any student or staff including while the student wearing the hoodie is seated. Students may wear headgear for a medical or religious reason.
6. Hair, including but not limited to hair texture and hair styles such as braids, locks, and twists.
7. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs.



- D. Student clothing may not include the following:
1. Extremely brief garments and see-through garments may not be worn.
  2. Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or

denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.

3. Apparel promoting products or activities that are illegal for use by minors.

4. Communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.

E. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing clothing on which such messages are stated. Such messages are acceptable as long as they are not lewd; vulgar; obscene; libelous; do not denigrate, harass, or discriminate against others on the basis of protected class status under the Minnesota Human Rights Act; or do not violate school district policies prohibiting discrimination, bullying, violence, harassment, or other harmful activities.

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or a parent or guardian will be notified.

## **Dress and Appearance for Elementary**

Students are not subjected to a formal dress code, however they are expected to dress appropriately for the weather and school environment including the playground. If a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications and a parent or guardian will be notified. Depending on the grade level, a modification to the student's dress may require parent or guardian involvement.

## **Public Displays of Affection**

All relationships between students must be dignified, respectful, and restrained in keeping with the proper atmosphere of a school setting. Kissing and other expressions of physical intimacy are unacceptable forms of conduct in the school zone and may result in disciplinary consequences including charges of sexual harassment. 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 according to Policy 506. [ISD381 policies](#)

## **Sales of Items by Students**

Students are not allowed to sell items on school property without permission of an administrator. Sales of items (pop or t-shirts for example) can violate school contracts or conflict with school run fundraisers.

### **Signs in Hallway**

Students may not display posters or signs in the hallways without permission from the office.

Administrative approval must be given and posters or signs must have an administrator's initials in a bottom corner.

## **Drug-Free School and Workplace**

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment into a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication" policy 516 [ISD381 policies](#). The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

## **Harassment and Violence Prohibition**

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information on the school district's "Harassment and Violence Prohibition" policy can be found at [ISD381 policies](#), policy 413. The "Harassment and Violence" Reporting form can also be found at [ISD381 policies](#).

## **Hazing Prohibition**

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. Please see the school district's "Hazing Prohibition" policy 526 [ISD381 policies](#)

## Internet Acceptable Use

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district's "Internet Acceptable Use" policy is available at [ISD381 policies](#), policy 524.

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider. The copy of the technology agreements can be found at [Software Privacy Policies](#)

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form annually. A digital copy of the agreement can be signed through the Campus Portal at [Online Registration](#).

## Parking on School District Property

### Students



The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;
- Parking is permitted in designated areas only, by permit. For information, contact the building principal;
- Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs and permission has been granted to the student by the building principal;
- Students are permitted to use motor vehicles on the high school campus(es) only before and after the school day;
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy 506 [ISD381 policies](#).

## **Visitors**

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

## **Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy 419 [ISD381 policies](#). Contact the building principal if you have questions or wish to report violations.

## **Vandalism**

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

## **Weapons Prohibition**

Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy 501 go to [ISD381 policies](#). Contact the building principal if you have questions.

## **PART IV — HEALTH AND SAFETY**

### **Accidents**

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the school office. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district personnel will call 911 or seek emergency medical treatment and then contact the parent(s).

### **Asbestos Management Plan**

The school district has developed an asbestos management plan. The plan is part of the Health and Safety Policy #807. [ISD381 policies](#)

### **Crisis Management**

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. For more information as to the district- and school-specific plans contact the district office or building principal .

The "Crisis Management" policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings,

classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures. The Crisis Management policy is policy 806. [ISD381 policies](#)

## **Emergency Contact Information**

In case of an emergency, parents/guardians will be contacted through the Instant Alert system via phone and email.

### **Fire, Lockdown, and Severe Weather Awareness Drills**

Drills are required by law and will be practiced with discipline and purpose. Throughout the year we will hold 5 lockdowns, 5 fire and 1 severe weather drill. Students should follow teacher directions completely.

## **Health Information**

### **First Aid**

The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed automated external defibrillators (AEDs) in each building in site specific locations. Tampering with any AED is prohibited and may result in discipline. Naloxone will be available at each building site and staff will be trained on how to administer this medication.

### **Communicable Diseases**

To protect other students from contagious illnesses, students infected with certain diseases such as chicken pox, measles etc are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis

whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

## **Health Service**

The student health office is staffed by a certified School Nurse.

Students who become sick at school should report to the nurse's office. The School Nurse will arrange for students who get sick at school to go home early.

A parent/guardian should notify the school office if his/her child is unable to attend school because of illness.

Vision and hearing screenings occur once throughout the school year at various grade levels.

## **Medications and Medical Procedures - Policy 516**

**Medications:** We would appreciate it if you would limit school administered medications to those that are absolutely necessary.

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

- Permission to administer medication: A Medication Authorization form signed by the parent/ guardian with the provider's name on it for each medication to be given. Slips are available in the nurse's office and available on the District Website.
- Medication provided by parent/ guardian: The parent/ guardian must provide any medications, including over-the-counter medicine. We will continue to have cough drops but will no longer be able to give OTC medicine unless provided from home.
- Medication containers: All medications must be in the properly labeled container. We will not give medication unless it is in the original container or pharmacy bottle.
- Over-the-counter (OTC) medication: School personnel cannot give any over-the-counter medication to students without a Medication Authorization form signed by the parent and with the provider's name and that medicine provided from home.
- Inhalers and epipens: Students may carry their inhalers or epipens, with parent and doctor's permission and the signed Medication Authorization form returned to the Nurse's Office. Students are encouraged to keep an inhaler in the nurse's office for emergency use in case they've forgotten theirs at home.
- Medical marijuana in any form is not allowed on school property even if prescribed.

**Accidents (in school):** Students involved in any injury or illness of any kind in the 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.

**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 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 truant.**

### **Immunizations:**

We encourage all students to receive vaccination to protect themselves, their families and those who cannot receive the protection of vaccination. All students must have documentation of full immunization according to Minnesota state statute. If vaccination is not possible due to a medical condition, the district must have a health care provider's signature indicating the need for exemption. In case of conscientious exemption, the district must have a notarized form with parent signature. Students new to the district have 30 days to receive needed vaccinations. Any student who is continuing enrollment must be fully vaccinated or provide the required documentation by the first day of school.

Additional vaccinations required for students entering 7th grade are TDaP (tetanus, diphtheria, pertussis) booster vaccination and at least one meningococcal vaccination.

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

## **Suicide Prevention Information**

The school district issues identification cards to students in junior high school and high school, contact information for the 988 Suicide and Crisis LifeLine (988 LifeLine), the Crisis Text line, and the county mobile crisis services is printed on the back of the student id card.

## **Pesticide Application Notice**

The school district utilizes a licensed, professional pest-control firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings. The program consists of:

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- Inspection and monitoring to determine whether pests are present and to determine the type of treatment required.
- Recommendations for maintenance and sanitation to help eliminate pests without the need for pest-control materials.
- Utilization of non-chemical measures such as traps, caulking, screening and the application of EPA-registered pest-control materials when needed.

Since pests can sting, bite, and cause contamination, damage to property, and spread disease, the district will make every attempt to control them. Because the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood, the district will sparingly use chemicals to control pests. All pest control materials are chosen and applied according to label directions as per federal law. Facilities Management will schedule pest control response actions requiring the use of pesticides during days when school is not in session. For a listing of when pesticides are scheduled to be applied, please contact the district office at 218-834-8201.

## **Safety**

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety. Please contact the building principal with specific questions.

## **Visitors in District Buildings**

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

Students are not allowed to bring visitors to school without prior permission from the principal.

## APPENDIX

1. [School District Policy Manual](#)
2. District Calendar - [23-24 District Calendar](#)
3. **Daily and Late Start Schedules** - refer to district and/or school website
4. **Graduation Requirements**

High School Level Courses Required for Graduation		
Subject Area	Credits	Explanation
Language Arts	4	Must be sufficient to satisfy all academic standards in the English language arts.
Mathematics	3	Algebra I is required by the end of eighth grade. Algebra II or its equivalent is also required. A computer science, career and technical education, or Project Lead the Way course may fulfill a mathematics credit if the course meets the applicable state academic standards.
Science	3	Must include at least one credit of biology, one credit of chemistry or physics, and one elective credit of science. The combination of credits must be sufficient to satisfy all of the academic standards in either chemistry or physics and all other academic standards in science. An agricultural science, a career and technical education, or a Project Lead the Way course may fulfill a science credit if the course meets the applicable state academic standards. An agricultural science or a career and technical education course cannot fulfill the biology requirement.

Social Studies	3½	Must include at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies. A one-half credit of economics taught in an agriculture education or business department may fulfill a one-half credit in social studies if the credit is sufficient to satisfy all of the academic standards in economics.
Arts	1	Must be sufficient to satisfy all of the state or local academic standards in the arts. A career and technical education course may fulfill an arts credit.
Elective Courses	7.5	

### Minnesota Academic Standards

All students must satisfactorily complete the following required Minnesota Graduation Standards:

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Education K-12
Minnesota Academic Standards or Local Standards, Arts K-12

### School District Required and Elective Standards

All students must satisfactorily complete the following school district required and elective standards:

- Health (K-12);
- School District Standards, Career and Technical Education (K-12); and
- School District Standards, World Languages (K-12).

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see the school counselor or principal.

## 5. Parent/Guardian Refusal for Student Participation in Statewide Assessments





## Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

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

### Assessments Connect to Standards

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

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

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

#### ACCESS and Alternate ACCESS for English Learners

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

### Statewide Assessments Help Families and Students

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

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

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

### Taking Statewide Assessments Helps Your Student's School

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

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

### Student Participation in Statewide Assessments

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

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### Consequences of Not Participating in Statewide Assessments

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

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



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

#### Additional Information

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

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



### Statewide Assessment: Parent/Guardian Decision Not to Participate

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

#### Student Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Current Grade in School: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Refusal:

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

☐

MCA/MTAS Reading

☐

MCA/MTAS Science

☐

MCA/MTAS Mathematics

☐

ACCESS/Alternate ACCESS

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

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**PART V — SCHOOL SPECIFIC ADDENDUM**

**STUDENT / PARENT GUIDE TO  
TWO HARBORS HIGH SCHOOL  
2023-2024**



**1640 Highway 2  
Two Harbors, MN 55616  
218-834-8201  
[www.isd381.org](http://www.isd381.org)**

<b>Principal.....</b>	<b>Julie Benson</b>
<b>Assistant Principal .....</b>	<b>Gina Kleive</b>
<b>Principal Secretary.....</b>	<b>Jenny Falk</b>
<b>Activity Director.....</b>	<b>Scott Ross</b>
<b>Counselor (6th - 9th) .....</b>	<b>Katrina Thompson</b>
<b>Counselor (10th - 12th).....</b>	<b>Callie Lindmeyer</b>
<b>Counseling / Attendance Secretary.....</b>	<b>Ann Gilbert</b>

## Welcome to the Two Harbors High School

The THHS Student Handbook is designed to give students an overview of the rules and procedures followed at THHS to help students be successful everyday. The [LSSD Parent/Student Handbook](#) and [Policy Manual](#) will be referenced throughout this handbook. The LSSD School Board policies govern all rules and procedures that occur in each building. The THHS Student Handbook will provide both student and parent/guardian specific information affecting a student's daily life at THHS.

All policies can be reviewed and accessed at [ISD381 policies](#).

## IMPORTANT DATES

### 2023-2024

September 4 .....	Labor Day (No school for students/staff)
September 5 .....	First Day of School for students
September 8 .....	School in session for Staff & Students
September 11.....	Jostens meet with Seniors and Sophomores
September 22.....	Homecoming
October 3.....	Quarter 1 Mid-Term
October 9.....	Picture Day
October 19 & 20 .....	ED MN Convention (No school for students/staff)
November 2.....	End of Quarter 1
November 6 .....	Picture Retakes
November 8.....	THHS Parent-Teacher Conferences (Evening)
November 9.....	THHS Focused Conferences, All day, (No school for students)
November 23-24.....	Thanksgiving Break (No school for students/staff)
December 7 .....	Quarter 2 Mid-Term
December 25–January 1 .....	Holiday Break (No school for students/staff)
January 15.....	Martin Luther King, Jr. Day (No school for students)
January 18.....	End of Quarter 2 (First Semester)
February 19 .....	Presidents' Day (No school for students/staff)
February 21 .....	Quarter 3 Mid-Term
March 18-21 .....	Winter Break (No school for students/staff)
April 1 .....	Easter Monday (No School for students/staff)
April 4.....	End of Quarter 3
May 7.....	Quarter 4 Mid-Term
May 13.....	Senior Class Trip
May 20.....	Athletic Awards Program
May 22.....	Honors Night
May 18 .....	Prom
May 27.....	Memorial Day (No school for students/staff)
May 29.....	Seniors Last Day
May 31.....	School in session for Staff & Students
May 31.....	Graduation
June 6 .....	End of Quarter 4 (Second Semester, Last Day of school)
June 7.....	Teacher Professional Day (No students)

## DAILY SCHEDULE

### THHS Daily Schedule

Middle School		
Period	Start Time	Stop Time
Check-in	7:50	8:00
1	8:00	8:54
2	8:58	9:52
3	9:56	10:50
Lunch	10:54	11:24
4	11:28	12:22
5	12:26	1:20
6	1:24	2:18
7	2:22	3:16
HR	3:20	3:40
High School		
Check-in	7:50	8:00
1	8:00	8:54
2	8:58	9:52
3	9:56	10:50
4	10:54	11:48
5A	11:52	12:46
A Lunch	11:52	12:22
5B	12:26	1:20
B Lunch	12:50	1:20
6	1:24	2:18
7	2:22	3:16
HR	3:20	3:40

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### Late Start Schedule

<b>Middle School</b>	
Period 2	10:00-10:41
Period 3	10:45-11:26
<b>Lunch</b>	<b>11:30-11:55</b>
Period 4	11:59-12:40
Period 5	12:44-1:25
Period 6	1:29-2:10
Period 7	2:14-2:56
Period 1	3:00-3:40
<b>High School</b>	
Period 2	10:00-10:41
Period 3	10:45-11:26
Period 4	11:30-12:11
5A Class	12:15-12:56
<b>5A Lunch</b>	<b>12:15-12:40</b>
5B Class	12:44-1:25
<b>5B Lunch</b>	<b>1:00-1:25</b>
Period 6	1:29-2:10
Period 7	2:14-2:56
Period 1	3:00-3:40

### **DAILY ANNOUNCEMENTS**

Notices of daily happenings, official announcements and other information will be read daily at the beginning of the homeroom period. All students are responsible for information provided in the daily announcements.

Students will recite the Pledge of Allegiance at least once per week. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

Students who wish to have messages posted must email the information to the Main Office for approval by 1:00 p.m. the day before posting. The administration reserves the right to edit or deny any inappropriate messages.



## ATTENDANCE, TRUANCY AND TARDINESS - Student Attendance Policy 503

The main responsibility for all students is to attend school everyday including attending all classes on time. Of course, some absences are excused, but still need to be reported to the high school office via phone or email. If a student has an unexcused absence, a missed class period(s) or tardy, consequences may be assigned.

### SCHOOL ABSENCES

In order for an absence to be excused the school **must be notified** and it must meet one of the criteria listed in Policy 503.

**Procedures for reporting absences:** 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 a written excuse signed by a parent/guardian must be submitted. The parents/guardians are requested to call the school office stating the student's name, grade and reasons for absence before 9:00 a.m. that same day.

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 from school and the child is experiencing a hardship.

Seniors and juniors requesting release time to visit post high school educational sites should present a written request at least TWO school days BEFORE the planned visit. The parent/guardian and the Counseling Office must approve the request. All required school assignments must be completed.

**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 form in the office. Students will take this form to their teachers to make arrangements for work missed. Most courses require attendance in the classroom in order to complete all work: therefore, the teacher's signature must be on the form before returning this form to the office for approval.

**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. A pass will be issued to students. 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 Truant and Subject to the Truancy Consequences.**

**Make-up work:** Students whose absences are excused are required to make up missed or to complete an alternative assignment. Missed work will be made up with at least 2 days from the date of the student's return to school. The principal or classroom teacher may extend the time for extended illness or extenuating circumstances.

**Collection of missed work:** Students or parents can request that the office collect missed work upon a student's absence from school with at least 24 hours notice.

**Tardiness to class:** A student detained by a teacher must have a signed pass by that teacher to be admitted to the next class. Students arriving late to a class without a signed pass will be admitted upon statement of reason for tardiness. **WITH THE EXCEPTION OF 1<sup>st</sup> HOUR TARDIES, DO NOT REPORT TO THE OFFICE FOR A PASS.** The teacher will verify this reason if deemed necessary. The general penalty for unexcused tardiness is a detention assignment with the teacher whose class the student is tardy.

## **Dances**

Dances, whether held on school grounds or off school grounds, are school events and students are thus responsible to follow all normal school rules.

- 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.
- Students must arrive within 1 ½ hours of the beginning of the dance
- Students who leave may not return
- The dance area is the only place in the building where students should be
- Students should have transportation arranged to go home immediately after the dance ends
- If you want to bring a visitor from another school: A visitor form must be picked up in the office and given to the visitor, and the visitor must complete the form and have an administrator at their school sign that they are in good standing and return to or fax to THHS by 48 hours prior to the event
- Guests will be asked to show a picture I.D. cards to enter the dance
- Students may be denied the ability to buy a ticket for dances if they qualify as a "habitual truant."
- PROM will have special rules for attendance

## **Food and/or Beverages**

Food and appropriate beverages are allowed in the cafeteria. It is up to each individual teacher's classroom rules as to whether or not food or beverages may be consumed during class.

## **Hallway and Library Passes**

Starting in October of the 2023-2024 school year, THHS will be using the SmartPass system to create and approve student passes. The Smart Pass is created on the students' Chromebooks. Students will need a pass to be out of class during the class period.

## **Out of Bounds for Students**

- The emergency exit doors - these doors are to remain closed, except in an emergency
- Parking lot during the entire school day (7:50-3:40). Parking lot visitation during school hours may be permissible with a pass received from the office
- Unapproved use of teacher or office telephone
- The elevator, without specific administration permission (injuries, illness, etc.)
- The nature trail, woods, ponds, tennis courts, and outdoor classroom unless part of a supervised classroom activity.
- Since **THHS is a closed campus**, anywhere off school grounds without written permission from a parent and approval from an administrator.

Being found out of bounds may result in disciplinary action.

## Parking

### **(Student Use & Parking Motor Vehicles; Patrols, Inspections, and Searches - Policy 527)**

The student designated parking lot at THHS is behind the school off of Cedar Road. Students who park in the school parking lot are required to display a parking permit.

#### Parking Violations

- Vehicle has no valid parking permit
- Parked in a DISABILITY PARKING space
- Parked in a NO PARKING space/area, including FIRE LANES
- Parked in a reserved or designated area
- Parked in 2 or more spaces
- Blocking a driveway or access
- Parking off pavement
- Parking in the visitor area in front of the building

#### Potential Consequences

- \$200 fine (State Law) for parking in a Disabled Persons' space
- Vehicles parked in a fire lane or driveway may be towed
- Other, as deemed appropriate by the assistant principal

#### Enforcement

During regular school hours, parking is by permit only. Parking lot enforcement will be conducted by the principal, assistant principal and/or staff members. Anyone seen speeding and/or driving recklessly may lose their parking privileges for a time to be determined by an administrator and will be referred to the police.

#### Transportation Information

- All vehicles parked on school property are subject to search
- The school is not responsible for any damage to, or theft from, motor vehicles brought to school.

- For safety and security reasons, students driving motor vehicles to school shall park them upon arrival and shall neither visit nor drive their vehicles during the school day without the expressed consent of the secondary school administrators

## **Visitors at THHS**

Persons other than THHS students or staff are regarded as visitors and need to park in the lower lot and enter through the security entrance at Door 12. A visitor badge/sticker must be worn during the time in the building.

THHS will recognize student visitors in only the following two situations:

- Students from other schools who are considering a transfer to THHS. Their visit must be arranged by their parents or guardians at least 2 days in advance and must include an appointment made with a counselor.
- Students who have a guest from another country may also be granted a visitor's pass if it is arranged in advance with an administrator.
- Student visits for any other reason will not be permitted.

## **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. must have a building use form completed 10 days prior to the event. These forms can be found online on the district's website or picked up in the principal's office and must be returned and cleared through the Community Education office.

## **Security**

During school hours, there will be one entry point into the building. Door 12 is the secure entry at THHS which is monitored by school personnel.

## **Counseling and Guidance Program**

Guidance services are planned to help each student get the most out of the school program. Assistance is given by teachers and administrators as well as our counselors. All students are encouraged to go to the guidance office and talk with the counselor regarding any concerns that they might have. The counselor may help students with educational programs planning, study habits, personal and home problems, health concerns, social questions, career planning and decision making. Students should feel free to discuss their interests, plans, and difficulties. During the year, students may be asked to become a member of a small group that meets on a regular basis with the counselor. Individual and group concerns, as well as the development of

positive interpersonal values, are stressed at these meetings. Students are asked to come individually when the counselor deems appropriate.

### **School Song**

For the NorthShore teams, they fall in line  
We are going to win this game another time  
For the NorthShore teams, they yell and yell  
For the colors that they love so well, so well  
We are going to fight for THHS, we are going to put them on the top  
We are going to fight for our dear high school, high school  
Rah rah rah

**STUDENT / PARENT GUIDE TO  
WILLIAM M. KELLEY HIGH SCHOOL  
2023-2024**

**137 Banks Blvd  
Silver Bay, MN 55614  
218-226-4437  
www.isd381.org**

**Principal.....Dan Johnson**  
**Principal Secretary.....Jaime Hipple**  
**Activity Director.....Kelly Ollila**  
**Counselor .....Jo Martinez**  
**Counseling / Attendance Secretary.....Michelle Ketola**

Welcome to William Kelley High School

The WKHS Student Handbook is designed to give students an overview of the rules and procedures followed at WKHS to help students be successful everyday. The LSSD Parent/Student Handbook and Policy Manual will be referenced throughout this handbook. The LSSD School Board policies govern all rules and procedures that occur in each building. The WKHS Student Handbook will provide both student and parent/guardian specific information affecting a student's daily life at WKHS.

All policies can be reviewed and accessed at [ISD381 policies](#).

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## IMPORTANT DATES

**2023-2024**

September 4 .....	Labor Day (No school for students/staff)
September 5 .....	First Day of School for students
September 9 .....	School in session for Staff & Students
September 11.....	Jostens meet with Seniors
October 3.....	Quarter 1 Mid-Term
October 19 & 20 .....	ED MN Convention (No school for students/staff)
November 2.....	End of Quarter 1
November 8.....	.....Parent-Teacher Conferences (Evening)
November 9.....	Conferences, All day, (No school for students)
November 23-24.....	Thanksgiving Break (No school for students/staff)
December 7 .....	Quarter 2 Mid-Term
December 25–January 1 .....	Holiday Break (No school for students/staff)
January 15.....	Martin Luther King Jr. Day (No school for students)
January 18.....	End of Quarter 2 (First Semester)
February 19 .....	Presidents’ Day (No school for students/staff)
February 23 .....	Quarter 3 Mid-Term
March 18-21 .....	Winter Break (No school for students/staff)
March 30.....	End of Quarter 3
April 1 .....	Easter Monday (No School for students/staff)
May 7.....	Quarter 4 Mid-Term
May 27.....	Memorial Day (No school for students/staff)
May 31.....	Graduation
June 6 .....	End of Quarter 4 (Second Semester, Last Day of school)
June 7.....	Teacher Professional Day (No students)

## DAILY SCHEDULE

### William Kelley High School 2023-24 Bell Schedule

Period 1	8:00 - 8:52
Period 2	8:56 - 9:48
Period 3	9:52 - 10:44
Period 4	10:48 - 11:40
Lunch (6-9)	11:44 - 12:12
Period 5 (6-9)	12:16 - 1:08
Period 5 (10-12)	11:44 - 12:36
Lunch (10-12)	12:40 - 1:08
Period 6	1:12 - 2:04
Period 7	2:08 - 3:00
Period 8	3:00 - 3:40

### William Kelley High School Two-Hour Late Start (41 minute classes with 4 minutes passing)

Period 2	10:00 - 10:41
Period 3	10:45 - 11:26
Lunch (6-9)	11:30 - 11:55
Period 4 (6-9)	11:59 - 12:40
Period 4 (10-12)	11:30 - 12:11
Lunch (10 - 12)	12:15 - 12:40
Period 5	12:44 - 1:25
Period 6	1:29 - 2:10
Period 7	2:14 - 2:55
Period 1	2:59 - 3:40

## DAILY ANNOUNCEMENTS

Notices of daily happenings, official announcements and other information will be read daily at the beginning of the homeroom period. All students are responsible for information provided in the daily announcements.

Students who wish to have messages posted must give the information to the Main Office for approval the day before posting. The administration reserves the right to edit or deny any messages.

## ATTENDANCE, TRUANCY AND TARDINESS - Student Attendance Policy 503

The main responsibility for all students is to attend school everyday including attending all classes on time. Of course, some absences are excused, but still need to be reported to the high school office via phone or email. If a student has an unexcused absence, a missed class period(s) or tardy, consequences may be assigned.

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## **SCHOOL ABSENCES**

In order for an absence to be excused the school **must be notified** and it must meet one of the following criteria:

**Procedures for reporting absences:** 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 a written excuse signed by a parent/guardian must be submitted. The parents/guardians are requested to call the school office stating the student's name, grade and reasons for absence before 9:00 a.m. that same day.

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 from school and the child is experiencing a hardship.

Seniors and juniors requesting release time to visit post high school educational sites should present a written request at least TWO school days BEFORE the planned visit. The parent/guardian and the Counseling Office must approve the request. Excused visits are limited to one day each, maximum two per year. All required school assignments must be completed.

**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 form in the office. Students will take this form to their teachers to make arrangements for work missed. Most courses require attendance in the classroom in order to complete all work: therefore, the teacher's signature must be on the form before returning this form to the office for approval.

**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. A pass will be issued to students. 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 Truant and Subject to the Truancy Consequences.**

**Make-up work:** Students whose absences are excused are required to make up missed or to complete an alternative assignment. Missed work will be made up with at least 2 days from the date of the student's return to school. The principal or classroom teacher may extend the time for extended illness or extenuating circumstances.

**Collection of missed work:** Students or parents can request that the office collect missed work upon a student's absence from school with at least 24 hours notice.

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

**DO NOT REPORT TO THE OFFICE FOR A PASS.** The teacher will verify this reason if deemed necessary. The general penalty for unexcused tardiness is a detention assignment with the teacher whose class the student is tardy.

## **Dances**

Dances, whether held on school grounds or off school grounds, are school events and students are thus responsible to follow all normal school rules.

- 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.
- Students must arrive within 1 ½ hours of the beginning of the dance
- Students who leave may not return
- The dance area is the only place in the building where students should be
- Students should have transportation arranged to go home immediately after the dance ends
- If you want to bring a visitor from another school: A visitor form must be picked up in the office and given to the visitor, and the visitor must complete the form and have an administrator at their school sign that they are in good standing and return to or fax to WKHS by 48 hours prior to the event
- Guests will be asked to show a picture I.D. cards to enter the dance
- Students may be denied the ability to buy a ticket for dances if they qualify as a “habitual truant.”
- PROM will have special rules for attendance

## **Food and/or Beverages**

Food and appropriate beverages are allowed in the cafeteria. It is up to each individual teacher’s classroom rules as to whether or not food or beverages may be consumed during class.

## **Hallway and Library Passes**

Starting in the 2023-2024 school year, WKHS will be using the SmartPass system to create and approve student passes. The Smart Pass is created on the students’ Chromebooks. Students will need a pass to be out of class during the class period.

## **Out of Bounds For Students**

- The emergency exit doors - these doors are to remain closed, except in an emergency
- Parking lot during the entire school day (7:50-3:40). Parking lot visitation school hours may be permissible with a pass received from the office

- Unapproved use of teacher or office telephone
- The elevator, without specific administration permission (injuries, illness, etc.)
- The athletic fields unless part of a supervised classroom activity.
- Since **WKHS is a closed campus**, anywhere off school grounds without written permission from a parent and approval from an administrator.

Being found out of bounds may result in disciplinary action.

## **Parking**

### **(Student Use & Parking Motor Vehicles; Patrols, Inspections, and Searches - Policy 527)**

The student designated parking lot at WKHS is along Outer Drive. Students who park in the school parking lot are required to display a parking permit.

#### **Parking Violations**

- Vehicle has no valid parking permit
- Parked in a DISABILITY PARKING space
- Parked in a NO PARKING space/area, including FIRE LANES
- Parked in a reserved or designated area
- Parked in 2 or more spaces
- Blocking a driveway or access
- Parking off pavement
- Parking in the visitor area in front of the building

#### **Potential Consequences**

- \$200 fine (State Law) for parking in a Disabled Persons' space
- Vehicles parked in a fire lane or driveway may be towed
- Other, as deemed appropriate by the principal

#### **Enforcement**

During regular school hours, parking is by permit only. Parking lot enforcement will be conducted by the principal and/or staff members. Anyone seen speeding and/or driving recklessly may lose their parking privileges for a time to be determined by an administrator and will be referred to the police.

#### **Transportation Information**

- All vehicles parked on school property are subject to search
- The school is not responsible for any damage to, or theft from, motor vehicles brought to school.
- For safety and security reasons, students driving motor vehicles to school shall park them upon arrival and shall neither visit nor drive their vehicles during the school day without the expressed consent of the secondary school administrators

## **Visitors at WKHS**

Persons other than WKHS students or staff are regarded as visitors and need to park in the lot off of Outer Drive and report to the office. A visitor badge/sticker must be worn during the time in the building.

WKHS will recognize student visitors in only the following two situations:

- Students from other schools who are considering a transfer to WKHS. Their visit must be arranged by their parent or guardian at least 2 days in advance and must include an appointment made with a counselor.
- Students who have a guest from another country may also be granted a visitor's pass if it is arranged in advance with an administrator.
- Student visits for any other reason will not be permitted.

## **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. WKHS 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. must have a building use form completed 10 days prior to the event. These forms can be found online on the district's website or picked up in the principal's office and must be returned and cleared through the Community Education office.

## **Security**

During school hours, students and/or visitors must enter the building either through the gym doors or auditorium doors and report to the main office.

## **COUNSELING AND GUIDANCE PROGRAM**

Guidance services are planned to help each student get the most out of the school program. Assistance is given by teachers and administrators as well as our counselors. All students are encouraged to go to the guidance office and talk with the counselor regarding any concerns that they might have. The counselor may help students with educational programs planning, study habits, personal and home problems, health concerns, social questions, career planning and decision making. Students should feel free to discuss their interests, plans, and difficulties. During the year, students may be asked to become a member of a small group that meets on a regular basis with the counselor. Individual and group concerns, as well as the development of positive interpersonal values, are stressed at these meetings. Students are asked to come individually when the counselor deems appropriate.

## **FEES AND LUNCH ACCOUNTS**

### **Classroom and Activity 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.

# MINNEHAHA ELEMENTARY STUDENT/PARENT HANDBOOK 2023-24

**"Put Your Best Foot Forward"**



**421 7<sup>th</sup> Street**

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**Two Harbors, MN 55616  
218-834-8221**

## **Brett Archer, Principal**

### **VISION**

Minnehaha Elementary School, in partnership with students, parents, and community, is committed to creating a safe, nurturing environment that instills in every student, a passion for lifelong learning

### **MISSION**

Our school community strives to achieve the following principles:

- o To create a safe and friendly environment where each individual student's academic and social needs can be met.
- o To relate real life experiences to the curriculum.
- o To emphasize hands-on learning as vital to a child's learning.
- o To use technology and a variety of teaching materials.
- o To create opportunities for discussion among children, and between children and adults.
- o To utilize cooperative small group activities to support learning and to provide an opportunity for social and emotional development.
- o To promote reading, writing, communication, problem solving, and mathematics which are essential for success in our changing society.
- o To assist children as they continue to develop self-control and a sense of responsibility for their actions.
- o To nurture and strengthen the child's development in attitude, behavior, and responsibility through the use of positive modeling and high expectations.

## **Parents Right to Know (NCLB)**

The No Child Left Behind Act of 2000 requires all Title I schools to notify parents of all children in all Title I schools that they have the right to request and receive timely information on the professional qualifications of their child's classroom teachers.

Schools are required to report:

- Whether the teacher has met state qualifying and licensing criteria for the grade levels and subject areas in which the teacher is teaching;
- Whether the teacher is teaching under emergency or other provisional statute through which state qualification or licensing criteria have been waived;
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field or discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and if so, their qualifications.

Parents may request the information from the school office and the information will be available within 10 days. Because of privacy issues, no personal information about the teacher will be provided.

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## NOTICE

**SPECIAL EDUCATION REFERRAL:** If your child is referred to special education for an assessment, the district will enter your child's name and date of birth into the Minnesota Medicaid System to find out if your child is receiving Medical Assistance or MinnesotaCare. If you do not want the district to enter your child's name and date of birth into the Minnesota Medicaid System, please inform your child's principal that you do not want the district to check the Medicaid System.

## Welcome

The Minnehaha staff welcomes you. In addition to educating your child, it is our responsibility to provide a safe learning environment in which all students will learn. We invite you to become involved in the education of your child(ren). We hope this handbook will clearly define the rules and guidelines in order to promote consistent and fair treatment of all students and an atmosphere of open communication.

### **LAKE SUPERIOR SCHOOL DISTRICT MISSION STATEMENT**

THE MISSION OF THE LAKE SUPERIOR SCHOOL DISTRICT IS TO PROVIDE FOR ALL STUDENTS AN EDUCATIONAL ENVIRONMENT WHICH ENCOURAGES LIFELONG LEARNING, SELF-FULFILLMENT AND RESPONSIBLE CITIZENSHIP AT HOME AND WITHIN THE WORLD COMMUNITY.

### **PHILOSOPHY OF THE LAKE SUPERIOR SCHOOL DISTRICT**

The purpose of the Lake Superior School District is to work with the community in developing in our children civic responsibility, vocational competence, cultural appreciation, moral sensitivity, and mental and physical health. It is with the education aspects of these goals that the schools must be primarily concerned.

In addition, it is the desire of LSSD that each individual develops an enjoyment of learning which will lead him or her to continue his or her education throughout his or her life. People of all ages will be assisted in achieving their educational objectives.

Each child will be treated as an individual, to be helped to achieve as much as he or she can with the abilities and interests he or she possesses.

Working toward these goals we will cooperate with and seek the support of the entire community.

### **General Information**

The School Day begins at 7:50 and students will begin being dismissed at 3:15.

The school doors will be unlocked at 7:30. Students should not be at school prior to that as there will be no supervision on site for them. Student dismissal will begin at 3:15. PARENTS- with construction taking place in and around the building we may make modifications to our arrival and dismissal procedures. These changes will be forwarded to all parents as needed

**Tardies:** Three tardies to school will equate to one unexcused absence as per district policy. See appendix.

**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.



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 seventeen (17) must attend, and children between the ages seventeen (17) 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 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 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, pre-arranged family vacations (the school must receive a completed pre arranged form prior to leaving for vacation), 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. (The complete attendance policy is district policy #503)

**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:** Parents who know in advance that their child will be absent from school for an extended period of time should contact the office. . Parents should also contact their child's teacher to arrange make-up work. If you are planning on taking a family vacation please pre arrange this with the school office.

**Reporting Truancy** Your school is obligated to report excessive absences, continuing truancy, and habitual truancy to the Lake County Attorney's 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 (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.

#### **RESTRICTED CONTACT WITH A STUDENT**

It is the parent's/guardian's responsibility to inform and provide the school with current documentation if anyone is **legally** restricted from contact with a child.

#### **Breakfast Program**

The Lake Superior School District will participate in the School Breakfast Program. Breakfast will be offered from 7:30 to 7:50 a.m. in all schools. If, at a particular school, participation is fewer than 25 students, the breakfast program may be dropped at that school.

A school breakfast is a fast, fun, and economical way for your child(ren) to obtain what is probably the most important meal of the day. We look forward to having your child(ren) join us.

#### **BUS REGULATIONS**

Bus drivers are not permitted to take on children other than their regular assigned passengers, except in emergency cases when the parent may send a request which must be signed by the principal before being presented to the driver. Permission will not be granted for going to birthday parties, school meetings, etc. The bus driver has the obligation to get children to and from school safely and on time.

Misbehavior of children may interfere with the bus driver's job and may cause a serious accident. Pupils must obey the directions of the driver and the rules for riding the bus. Those who fail to do so will receive warning notices and **may be excluded from riding**. See Transportation Policy #709.

## **COUNSELOR**

At the elementary level, the counselor provides developmental education through classroom lessons and group or individual counseling for educational, personal, and social concerns. Your school has a full-time counselor to work with students who have been referred or who request to speak to her. If you need help arranging this, contact your child's teacher or the office

## **DISMISSAL DURING THE SCHOOL DAY**

Please report to the office if you must pick your child up during the school day. You may be asked to show a picture I.D. The student will be called out of class by the office staff. A parent/guardian must provide a written note if someone else has been given permission to pick his/her child up from school. This regulation is for the safety of your child.

## **DRESS AND APPEARANCE**

Students are not subjected to a formal dress code, however they are expected to dress appropriately for the weather and school environment including the playground. 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. Another example would be flip-flops, sandals or slip on clogs or slide type shoes. These are not appropriate for school because students are on the playground running and climbing and these have been known to cause injury. (See Policy 504 in Appendix)

## **EARLY CHILDHOOD FAMILY EDUCATION (ECFE)**

This program provides a variety of quality learning opportunities and resources for parents and their children from birth up to kindergarten. Learning activities in the children's classroom promote cognitive skill development. The parent discussions focus on child development, child raising strategies and parent concerns.

## **EARLY CHILDHOOD SPECIAL EDUCATION (ECSE)**

Early intervention for children with disabilities enhances school success and the ECSE program provides these services from birth to kindergarten. Families are encouraged to assume an important role in the development and delivery of services for their children. Professional staff work with families to develop an individualized plan. Services are provided in a variety of places including the student's home, center-based classrooms, early childhood family education settings, and community preschool classrooms.

The program focuses on the development of a child's skills in one or more of the following areas: a) speech/language, b) social/emotional development, c) self-help, d) motor, and e) pre-academics. You may call to discuss concerns about the development of your child and refer him/her for services. Please call 218-834-8221 x 8414 for more information.

## **ELECTRONIC DEVICES**

Radios (including headsets), CD players, MP3 players, iPods, tape recorders, pagers/beepers, cell phones, and other electronic devices are not allowed during school hours. If any situation arises where an electronic device is a disruption, the device will be confiscated. *The school district is not responsible for any lost items.*

## **ENROLLMENT/ EMERGENCY FORMS**

Parents will be asked to fill out an enrollment information sheet for each student the first week of school. It is very important that all information is filled in, including work or cell phone numbers, and current address and phone numbers. This information is kept in the office and is used for emergencies only. If you should have an address, phone, or change in workplace during the school year, please notify the office so that we keep our records current. If an emergency occurs, and a parent cannot be contacted, the contact person on the child's emergency form will be called. Parent's cooperation in providing complete information on this form is requested and appreciated. It is very important to have this information as current as possible. Please list two parties on this form. If the child is extremely ill and we cannot contact anyone, the school will then contact the Lake View Memorial Hospital for care under a doctor's supervision. If the emergency is of an urgent nature, school staff will call 911. A copy of the emergency information will be given to the ambulance attendant.

## **ENTRANCE TO THE BUILDING**

***It is necessary to check in*** at the school's main office anytime a visitor enters the building. If you are staying for any length of time, other than to attend a program, you will need to sign in and wear a name tag identifying you as a visitor.

### **EXCUSE FROM PHYSICAL EDUCATION**

Please send a request to the teacher if your child needs to be excused from physical education. Written instructions are required from the student's physician if he/she is to be excused for more than two days, and they must include a re-entry date.

### **FIELD TRIPS**

Class trips provide concrete learning experiences with opportunities for student training in courtesy, safety, and good citizenship. The cost of field trips may require a small fee to pay for part of the expense. Parent/guardian permission is also required for children to participate in field trips.

STUDENTS WHOSE BEHAVIOR INDICATES THEY MAY NOT BE SAFE ON THE FIELD TRIP WILL NOT BE ALLOWED TO ATTEND. STUDENTS THAT STAY BEHIND WILL BE REQUIRED TO ATTEND SCHOOL AND WILL BE ASSIGNED ALTERNATIVE LESSONS TO THE FIELD TRIP EXPERIENCE.

### **FINES/CHARGES**

School textbooks, media resources, and other instructional materials are expensive. Children are expected to take care of the items issued to them. School personnel will assess the cost for material that either is not returned to school or has been damaged. ***You are responsible for paying this cost.***

### **HEALTH SCREENINGS**

Vision testing will be done routinely and upon the request from the teacher and/or parent. Hearing screening will also be done routinely and upon the request from a teacher and/or parent. Please inform us if your child has special health problems so we may plan a program accordingly. In a like manner, we will inform individual families of any new health problem we detect.

### **ILLNESS AND INJURY**

The school provides the best first aid possible. The nurse's office does not diagnose illnesses or assume care that may be required by a doctor. All injuries are referred to the nurse's office where first aid is administered. If judged serious, parents will be notified. In any questionable situations, parents will be called or adults listed on the emergency form if parents cannot be reached.

A child is usually sent to the nurse's office if they report they are ill during the school day, or if the teacher observes that a child is not feeling well. The child's complaints are checked and sometimes only a short rest is needed in the nurse's office. However, if a child has an elevated temperature, symptoms of an upper respiratory infection, rash, pain, or vomiting, the parents will be called to come and take their child home.

Children who have a contagious illness or are experiencing vomiting, diarrhea, or other symptoms of illness that may prohibit active participation in school routines should not be in school. **Children should be free of vomiting, and diarrhea symptoms for 24 hours prior to their return to school.**

If a doctor has confirmed that a child has contracted a contagious disease, the parent/guardian should inform the school nurse. Parents of other children may then be cautioned to watch for signs of the disease and help prevent its spread throughout the classroom.

### **IMMUNIZATION REQUIREMENTS**

According to state law, all children must be in compliance with state immunization requirements, be in the process of receiving the immunization series, or meet exemption criteria before starting school. Exemptions are permitted for medical reasons or due to the conscientiously held beliefs of the parent/guardian.

A chart of vaccinations that are required or recommended for K-12 children is listed below. Find your child's age or grade level and read across to the right. Have they had the number of shots shown by the checkmark(s)? Each row is meant to be read separately, so don't add up the columns of checkmarks under each vaccine.

Vaccine→ ↓Grade and/or Age	DTP diphtheria, tetanus, pertussis (whooping cough)	Polio OPV and/or IPV	MMR measles, mumps, rubella	Hepatitis B	Varicella chicken pox
Kindergarten	✓✓✓✓✓ shot #5 not needed if #4 was taken after age 4	✓✓✓✓ shot #4 not needed if #3 was taken after age 4	✓✓	✓✓✓	✓
Age 7 through grade 6	at least ✓✓✓	at least ✓✓✓	✓		
Grades 7 – 12	at least ✓✓✓ PLUS 1 Td shot at age 11 or older*	at least ✓✓✓	✓✓	✓✓✓ required for 7 <sup>th</sup> grade; recommended for grades 8-12	✓ required for 7 <sup>th</sup> grade; recommended for grades 8-12

\*unless a Td was given after the 7<sup>th</sup> birthday; then it must be repeated 10 years after the last dose

### LOCKERS

School lockers are provided for the convenience of the children and are the property of the school district. Inspection of the locker interiors may be conducted by school authorities for any reason, at any time, without notice, student consent, and a search warrant. The personal possessions within a school locker may be searched only when school authorities suspect that the search will uncover evidence of a violation of law or school rules.

### LOST AND FOUND

**Please label all of your children's belongings.** Tag gloves, mittens, hats, sweaters, boots, shoes, etc. Each year many such articles are left in our lost and found box and never claimed. We will hold these articles for a reasonable period of time and then dispose of them. We ask that when you visit the school, please take the time to examine our lost and found items on the table.

We urge you to mark ALL clothing items with your child's name. Permanent ink and/or tape securely sewn in place are the best methods. ***The District is not responsible for any lost or stolen items.***

### ATTENTION PARENTS:

***Do your part to bring additional funding to our school district.***

*Applications for free and reduced meals are available on line at:*

<https://arcc.infinitecampus.org/campus/portal/lakesuperior.jsp> in your child's school office or in the District Office.

Look for the colored form called "Application for Educational Benefits" to come in the mail before the school year begins. These applications should be returned as soon as possible so that determinations of eligibility can be made.

**All** households are encouraged to play a part in bringing additional funding to the district. In order for your school to receive extra federal funding, our district must submit your application to the federal government by **October 1st**.

You may turn in an application at any time during the year, but **applications processed after that time will not help schools receive extra funding**. Applications are for the current school year only; **you must reapply each school year**. Applications are kept confidential and only the district office will have access to the information on your application.

### Lunch/Breakfast Program

Breakfast and lunch are served at the Minnehaha. Breakfast is served from 7:30-7:50. If you would like, we can place limitations on your child's purchases regarding ala carte or snack items.

#### Breakfast:

Served 7:30-7:50 a.m.

Students: Free

#### Lunch:

Students: Free

### MA Billing

If your child is referred to special education for an assessment, the district will enter your child's name and date of birth into the Minnesota Medicaid System to find out if your child is receiving Medical Assistance or MinnesotaCare. If you do not want the district to enter your child's name and date of birth into the Minnesota Medicaid System, please inform your child's principal that you do not want the district to check the Medicaid System. "

### MAKE-UP WORK

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Elementary personnel feel that the majority of the student's energies should be spent on getting well. However, if a parent decides after several days of illness that the child is able to do school work, he/she should contact the school office. Homework will be given. Assignments may be modified for absent children. **All assigned work should be completed and returned in a reasonable length of time once the student returns to school.**

## **MEDICATION**

School personnel will dispense only medications that have been prescribed by a physician. If medication is needed during the school day, the policy is as follows:

1. **Parents/guardians must inform the nurse** when a pupil requires medications during the school day.
2. **A written statement is required** from the parent/guardian and physician authorizing the administration of all medications thereby releasing school personnel from liability should reactions result from the medication. The written statement must include the student's name, diagnosis, name of medication, dose, time to be given, and signatures of parent/guardian and physician. Forms are available from the Office.
3. **Medication must be provided** in pharmacy labeled containers that indicate pharmacy name and telephone number, student's name, physician, name and dosage of medication. The pharmacy shall be requested to split medication into duplicate bottles if it is necessary to give medication during school hours. One bottle will be kept at home and the other at school under the care of school authorities.
4. The nurse will administer prescribed medication. In the absence of the nurse, the medication will be dispensed by a designee named by the principal in consultation with the nurse. Children will be allowed to carry and self-administer medications only with a physician's and parent's written permission, in cases of potential emergency.
5. Tylenol or other over-the-counter medicines will be administered to children only with a physician's written order in addition to the parent authorization as required above. **Over-the-counter medication must be in the original container.**
6. 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.

We would appreciate it if you would limit school-administered medications to those that are absolutely necessary.

## **Mid-Morning Milk- Kindergarten**

Milk will be furnished to kindergarten students free of charge.

## **MUSIC PROGRAM INSTRUCTION**

A specialist teaches music to all students in grades K-5 for forty-five minutes every other day. A program is at different times of the year depending on your child's grade.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences usually result in a better understanding and an improved relationship between home and school. Conference dates can be found on the school district website. Specific times for individual conferences will be sent home with your child at the end of October.

## **Behavior Expectations**

### **MISSION**

Minnehaha Elementary School, in partnership with students, parents, and community, is committed to creating a safe, nurturing environment that instills in every student a passion for life-long learning.

### **VISION:**

Our school community strives to achieve the following principles:

- To create a safe and friendly environment where each individual student's academic and social needs can be met.
- To relate real life experiences to the curriculum.
- To emphasize hand-on learning as vital to a child's learning.
- To use technology and a variety of teaching materials.
- To create opportunities for discussion among children, and between children and adults.
- To utilize cooperative small group activities to support learning and to provide an opportunity for social and emotional development.
- To promote reading, writing, communication, problem solving, and mathematics which are essential for success in our changing society.
- To assist children as they continue to develop self-control and a sense of responsibility for their actions.

- To nurture and strengthen the child's development in attitude, behavior, and responsibility through the use of positive
- modeling and high expectations.

**MAJOR EXPECTATIONS:**

- **BE SAFE-** Being safe means that no one gets hurt physically or emotionally
- **BE RESPECTFUL-** Being respectful means to be polite, cooperative and caring of others
- **BE RESPONSIBLE-** Being responsible means to be dependable, trustworthy and hardworking with schoolwork and with people.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

**BEHAVIOR EXPECTATIONS FOR MINNEHAHA ELEMENTARY**

Hallway		
We are Respectful	We are Responsible	We are Safe
<ul style="list-style-type: none"> <li>★ Voice Level 0 - 1</li> <li>★ Respect artwork &amp; other displays</li> </ul>	<ul style="list-style-type: none"> <li>★ Keep feet quiet</li> <li>★ Keep hallways clean</li> <li>★ Stay in line</li> <li>★ Close lockers quietly</li> </ul>	<ul style="list-style-type: none"> <li>★ Walk facing forward</li> <li>★ Keep body &amp; objects to yourself</li> </ul>
Bathroom		
We are Respectful	We are Responsible	We are Safe
<ul style="list-style-type: none"> <li>★ Voice Level 0 - 1</li> <li>★ Respect privacy of others</li> <li>★ Keep bathroom clean</li> </ul>	<ul style="list-style-type: none"> <li>★ Quickly in, quickly out</li> <li>★ 2 soap 2 towels</li> <li>★ Flush</li> <li>★ Keep bathroom clean</li> </ul>	<ul style="list-style-type: none"> <li>★ Report problems to adults</li> <li>★ Wash hands</li> <li>★ Keep bathroom clean</li> <li>★ Walk</li> </ul>
Cafeteria		
We are Respectful	We are Responsible	We are Safe
<ul style="list-style-type: none"> <li>★ Keep food on plate or in mouth</li> <li>★ Include others</li> <li>★ Use manners</li> <li>★ Level 0-2 voice</li> </ul>	<ul style="list-style-type: none"> <li>★ Keep table &amp; floor clean</li> <li>★ Wait to be excused</li> <li>★ Get what you need before sitting down</li> </ul>	<ul style="list-style-type: none"> <li>★ Form a line &amp; take turns</li> <li>★ Eat only your own food</li> <li>★ Keep body &amp; objects to yourself</li> <li>★ Sit on chair properly</li> </ul>

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### Computer Lab

We are Respectful	We are Responsible	We are Safe
<ul style="list-style-type: none"> <li>★ Treat equipment with care</li> </ul>	<ul style="list-style-type: none"> <li>★ Stay on Task</li> <li>★ Academic use only</li> <li>★ Exit programs properly</li> </ul>	<ul style="list-style-type: none"> <li>★ Walk, carefully line up</li> <li>★ Sit properly in chairs</li> </ul>

### Library

We are Respectful	We are Responsible	We are Safe
<ul style="list-style-type: none"> <li>★ 0-1 voice level</li> <li>★ Follow adult directions</li> <li>★ Use kind words and actions.</li> </ul>	<ul style="list-style-type: none"> <li>★ Leave area neat</li> <li>★ Handle books with care</li> <li>★ Return books on time</li> </ul>	<ul style="list-style-type: none"> <li>★ One per chair</li> <li>★ Sit properly in chairs</li> <li>★ Keep hands, feet, and objects to self</li> </ul>

### Gym

We are Respectful	We are Responsible	We are Safe
<ul style="list-style-type: none"> <li>★ Follow directions</li> <li>★ Be a good sport</li> <li>★ Play fair</li> </ul>	<ul style="list-style-type: none"> <li>★ Follow activity rules</li> <li>★ Be cooperative</li> <li>★ Take care of equipment</li> <li>★ Wear gym shoes</li> </ul>	<ul style="list-style-type: none"> <li>★ Report problems to adult</li> <li>★ Be safe with your body and equipment</li> <li>★ Safe contact</li> </ul>

### Playground

We are Respectful	We are Responsible	We are Safe
<ul style="list-style-type: none"> <li>★ Follow directions</li> <li>★ Include everyone</li> <li>★ Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>★ Follow rules</li> <li>★ Line up quickly &amp; quietly with belongings</li> <li>★ Share and return equipment</li> </ul>	<ul style="list-style-type: none"> <li>★ Report problems to adults</li> <li>★ Dress for the weather</li> <li>★ Keep body &amp; objects to yourself</li> <li>★ Safe contact</li> </ul>

### Bus

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We are Respectful	We are Responsible	We are Safe
<ul style="list-style-type: none"> <li>★ Listen to driver</li> <li>★ Use kind words</li> <li>★ Voice level 0-1</li> </ul>	<ul style="list-style-type: none"> <li>★ Follow driver's directions</li> <li>★ Be on time</li> <li>★ Keep bus clean</li> </ul>	<ul style="list-style-type: none"> <li>★ Body &amp; belongings to yourself &amp; inside the bus.</li> <li>★ Stay in seat</li> <li>★ Keep aisles clear</li> </ul>

### PHYSICAL EDUCATION

Specialists teach physical education to students in grades K-5 every other day. ***Tennis shoes are required for safe participation in physical education.***

### PHYSICAL EXAMINATIONS

Physical examinations are encouraged, although not required, on a regular basis. While we recommend that you follow your physician's exam schedule, we routinely send forms before kindergarten and at the end of third grade.

### PLEDGE OF ALLEGIANCE

The Pledge of Allegiance is recited daily in our school. Participation is voluntary. Anyone who does not wish to participate may elect not to do so. Staff and children must respect another person's right to make that choice."

### PROGRESS REPORTING SYSTEM (Report Card)

The purpose of the progress report is to communicate what your child has learned during the quarter and where he/she is performing relative to a grade-level standard at the end of the year. Your child will receive a progress report at the end of each quarter. : November, January, March and June.

### SCHOOL HOURS

Parents/guardians should not send their children to school more than ten (10) minutes before the school day begins. Time prior to the start of the school day is used by teachers to prepare for the day's work. Doors open at 7:30AM and school begins at 7:50 AM and is dismissed at 3:20 PM. School is in session four days per week. See calendar in appendix.

### SCHOOL PARTIES AND TREATS

During the school year, three parties might typically be held in a classroom. These activities are well planned and the treats are simple and sensible. The parties are planned for the latter part of the school day and are limited to approximately one hour. Food for these parties cannot be homemade, but must be commercially prepared to avoid the danger of improperly handled foods. Parents wishing to commemorate events such as birthdays or personal achievements may bring commercially prepared treats that can be easily distributed within the classroom.

### SPECIAL EDUCATION SERVICES

Special education services are provided to meet the needs of children with disabilities. Children receiving special education services are found eligible for services through an evaluation and must meet criteria in one of the state disability categories. Teachers licensed in the area of special education provide special education services along with related service providers, such as school psychologists, occupational therapists, speech/language pathologists, social workers, and physical therapists. An individual education program (IEP) is developed to address the needs that result from the student's disability. Children receiving services have disabilities in one or more of the following categories: a) autism spectrum disorder, b) deaf or blindness, c) emotional or behavioral disorders, d) deaf or hard-of-hearing, e) developmental cognitive disability, f) other health disabled, g) physically impaired, h) severely multiply impaired, i) specific learning disabilities, j) speech or language impairments, k) visually impaired, l) traumatic brain injury, m) developmentally delayed, and n) developmental adapted physical education.

"If your child is referred to special education for an assessment, the district will enter your child's name and date of birth into the Minnesota Medicaid System to find out if your child is receiving Medical Assistance or MinnesotaCare. If you do not want the district to enter your child's name and date of birth into the Minnesota Medicaid System, please inform your child's principal that you do not want the district to check the Medicaid System. "

### SPECIAL HEALTH CARE NEEDS

The primary responsibility for a student's healthcare rests with the parent/guardian. School health service is supportive health care that enables education of the student in a safe manner. A student with a "special health care need" is one with a chronic health problem that requires specialized health support beyond routine medication



administration during the school day in order to attend school. These children may or may not require special education.

### **SPECIAL HEALTH NEEDS PROCEDURE**

1. Children with special health care needs must be identified and appropriate initial plans developed. A team meeting that includes parents/guardians, student (if reasonable), nurse, appropriate teacher, and others as directed by the principal shall be held for the purpose of –

- establishing the needs and the plan of care (Individualized Healthcare Plan); and
- initiating the 504 or IEP process, if indicated.

2. Provision of direct health care procedures beyond medication administration (g-tube feedings, catheterization, etc.) shall be authorized by physician order and parent/guardian signature. *Orders must be renewed at least yearly or at the time of any changes in the procedure.*

4. The school nurse will be responsible for the case management of all special health needs. The nurse may delegate health care in accordance with the Minnesota Nurse Practice Act when necessary. A regular documented program of training and supervision of appropriate teachers and other involved school personnel will be required.

5. An Individualized Healthcare Plan (IHP) shall document the student's health concern/need, plan of care, and goals/desired outcomes. The IHP should also include an emergency plan if a student's condition may predictably result in an emergency situation. The IHP is the result of the initial team conference. It is written by the nurse and filed in the student's health folder.

6. Information regarding a student's health needs shall be shared with those personnel who need to know in order to work with that student. This information shall be considered private in accordance with federal and state data practices law.

7. The provision of special health care will be done in a manner that will protect privacy, promote developmentally appropriate student independence, and minimize interruption to the education of the individual student and other children in the classroom. The location of services will be determined on an individual basis with previous factors, safety, and classroom needs in mind.

### **TEACHER REQUESTS**

**There is no school or district policy that says parents may choose their child's teacher.** Please do not send letters requesting a particular teacher for your child. All of the teachers at Minnehaha are highly qualified and maintain classrooms that are orderly and conducive to learning. Students are assigned to classrooms based upon their individual social and academic skills to achieve a balance of learners with varying needs. Your understanding is appreciated. If you have further questions, please call the principal.

### **TELEPHONE USAGE/CELL PHONES**

**Children** will be permitted to use the school telephone *in case of an emergency only* or as directed by a staff member. **Cell phones** are not allowed during school hours. If a situation occurs where they cause a disruption, the device will be confiscated. The school district is not responsible for any lost or stolen items.

### **Title I**

Title I services are for those students who are struggling with basic skills in reading and/ or math. Title I services are in addition to the regular classroom instruction of 123 minutes of reading and 75 minutes of math. Extended time Title I services may be available for those students who qualify. Title I Teachers work with the classroom teachers and parents to plan a program to assist the child in learning. Parental involvement in the Title I program is strongly encouraged.

### **Title IX**

It is the policy of the Lake Superior School District #381 not to discriminate on the basis of sex, race, color, or national origin on its education programs, activities, or employment policies, as required by Title IV and Title IX of the 1972 Education Amendment.

### **VISITORS IN CLASSROOMS**

District 381 encourages parent involvement in your child's educational experience. We ask that parents prearrange visits with the classroom teacher and generally limit visits to 30-60 minutes. ID may be required. No other children will be permitted to accompany the parent during the visit. Children (cousins, friends, etc.) are not permitted to visit classrooms. **All visitors must sign in at the office.**

### **Weather Policy**

The decision of sending or not sending children to school in stormy weather is the responsibility of the parent. In the event that the schools are closed because of severe weather conditions you will be notified by the district's Instant Alert System. Please be sure you have all phone numbers you want called indicated on the student enrollment form. An announcement will be made on the radio station **KDAL (610) and Television Channel 6.**

### **WITHDRAWING A CHILD FROM SCHOOL**

When transferring from one school to another, both school offices involved should be notified in advance of the move. *Parents/guardians are requested to inform the school office of their intent to move as far in advance as possible.* If the move is within District 381, records will be automatically transferred to the new school. If moving out of District 381, the new school is responsible for requesting school records from the student's current school.

### **EMERGENCY/CRISIS DISMISSAL & STUDENT RELEASE PROTOCOL**

Certain situations may warrant the dismissal of students from school early or from an alternate location. In the event of a crisis during the school day parents may wish to sign students out for the remainder of the day. Please refer to the following guidelines for dismissing or releasing students.

#### **EVACUATION**

In the event that students are evacuated from the school and school is dismissed, you will receive a message from the instant alert system. It will provide detailed information regarding how and where to pick up your child. Please leave the school telephone line open for emergency personnel. If the nature of the emergency allows, students on a regular bus route will proceed to their bus. The parent or legal guardian must report to the office to pick up their child.

#### **LOCK DOWN**

Lock Down situations are very serious. If a lockdown situation is required, parents should not proceed to the school. Students will not be released **during** a lockdown. Parents who proceed to the school property during a lockdown will be considered hostile and placed under arrest by law enforcement officials. Parents should stay off the phone and wait for the instant alert message providing detailed instructions as to the situation and how and when to proceed.

#### **SEVERE WEATHER/SHELTERING**

Students will be released in a severe weather or sheltering emergency following established sign out procedures.

The School District has carefully designed plans to ensure children are safe during emergency situations: It would not be possible to outline all these procedures in this handbook, If parents would like more information they should contact the school principal.

### **DISTRICT POLICY:**

**For a complete list and explanation of district policies please consult the District Website.**

## **503 STUDENT ATTENDANCE**

### **I. PURPOSE**

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

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

#### **A. Responsibilities**

##### **1. Student's Responsibility**

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

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

4. Administrator's Responsibility

a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed the studies ordinarily required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

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

1. Excused Absences

a. The following reasons shall be sufficient to constitute excused absences:

- (1) Illness.
- (2) Serious illness in the student's immediate family.
- (3) A death in the student's immediate family or of a close friend or relative.
- (4) Medical or dental treatment.
- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing.
- (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.

b. Consequences of Excused Absences

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

2. Unexcused Absences

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

- (1) Truancy: An absence by a student which was not approved by the parent and the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.

- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family.
- (6) Personal trips to schools or colleges.
- (7) Absences resulting from accumulated unexcused tardies (3 tardies equal one unexcused absence).
- (8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total accumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) All areas subject to review by review board (teacher, administrator, and counselor)
  - (a) Ten (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.
  - (b) Three (3) truants or seven (7) unexcused tardies from a course: student dropped.
  - (c) School Tardy: No more than 10 minutes after the start of class without a valid excuse.
  - (d) Class Tardy: Any time after the starting time of class (bell).

C. Tardiness

- 1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
- 2. Procedures for Reporting Tardiness
  - a. Students tardy at the start of school must report to the school office for an admission slip.
  - b. Tardiness between periods will be handled by the teacher.
- 3. Excused Tardiness  
Valid excuses for tardiness are:
  - a. Illness.
  - b. Serious illness in the student's immediate family.
  - c. A death in the student's immediate family or of a close friend or relative.
  - d. Medical or dental treatment.
  - e. Court appearances occasioned by family or personal action.
  - f. Physical emergency conditions such as fire, flood, storm, etc.
  - g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.
- 4. Unexcused Tardiness
  - a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
  - b. Consequences of tardiness may include detention after 1 unexcused tardy. In addition 3 unexcused tardies are equivalent to one unexcused absence.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

- 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
- 2. School-initiated absences will be accepted and participation permitted.
- 3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
- 4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
- 5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

### III. **DISSEMINATION OF POLICY**

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

### IV. **REQUIRED REPORTING**

#### A. Continuing Truant

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

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

#### B. Reporting Responsibility

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

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. It is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

#### C. Habitual Truant

1. A habitual truant is a child under the age of 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 if 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.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

## 709 **STUDENT TRANSPORTATION SAFETY POLICY**

### I. **PURPOSE**

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

### II. **PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING**

#### A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

#### B. Student Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
  - a. transportation by school bus is a privilege, not a right;
  - b. school district policies for student conduct and school bus safety;
  - c. appropriate conduct while on the bus;

- d. the danger zones surrounding a school bus;
  - e. procedures for safely boarding and leaving a school bus;
  - f. procedures for safe vehicle lane crossing; and
  - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within four weeks of their first day of attendance.
  3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
  4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
  5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
  6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
  7. The school district may provide kindergarten students with school bus safety training before the first day of school.
  8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
  9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
  10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

### III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses; including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.
  1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
  2. Rules at the Bus Stop
    - a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
    - b. Respect the property of others while waiting at your bus stop.
    - c. Keep your arms, legs, and belongings to yourself.
    - d. Use appropriate language.
    - e. Stay away from the street, road, or highway when waiting for the bus.
    - f. Wait until the bus stops before approaching the bus.
    - g. After getting off the bus, move away from the bus.
    - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.



- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co curricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (K-6)

- 1st offense – warning
- 2nd offense – 3 school-day suspension from riding the bus
- 3rd offense – 5 school-day suspension from riding the bus
- 4th offense – 10 school-day suspension from riding the bus/meeting with parent

Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (7-12)

- 1st offense – warning
- 2nd offense – 3 school-day suspension from riding the bus
- 3rd offense – 5 school-day suspension from riding the bus
- 4th offense – 10 school-day suspension from riding the bus/meeting with parent
- 5th offense – suspended from riding the bus for the remainder of the school year

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

(3) 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.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that causes an immediate and substantial danger to the student or surrounding persons or property will be provided by the school district to the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

**IV. PARENT AND GUARDIAN INVOLVEMENT**

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

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B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
  3. Communicate safety concerns to their school administrators;
  4. Monitor bus stops, if possible;
5. Have their children to the bus stop five minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
  7. Have a plan in case the bus is late.

V. **SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES**

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-1 school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services ("Division") of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
  1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
  2. reckless driving;
  3. improper or erratic traffic lane changes;
  4. following the vehicle ahead too closely;
  5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
  6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
- D. A school bus driver, with the exception of a driver operating a type A-1 school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-1 school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (*i.e.*, driving while impaired offenses), VII.C.1.h. (*i.e.*, felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within ten days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy. This provision does not apply to a school district employee whose normal duties do not include operating a type III vehicle.



# **WILLIAM KELLEY ELEMENTARY STUDENT/PARENT HANDBOOK 2023-24**

**137 Banks Blvd  
Silver Bay, MN 55614  
218-226-4437  
[www.isd381.org](http://www.isd381.org)**

**Principal.....Dan Johnson  
Principal Secretary.....Jaime Hipple  
Activity Director.....Kelly Ollila  
Counselor .....Jo Martinez  
Counseling / Attendance Secretary.....Michelle Ketola**

## **Welcome**

The William Kelley staff welcomes you. In addition to educating your child, it is our responsibility to provide a safe learning environment in which all students will learn. We invite you to become involved in the education of your child(ren). We hope this handbook will clearly define the rules and guidelines in order to promote consistent and fair treatment of all students and an atmosphere of open communication.

## **LAKE SUPERIOR SCHOOL DISTRICT MISSION STATEMENT**

THE MISSION OF THE LAKE SUPERIOR SCHOOL DISTRICT IS TO PROVIDE FOR ALL STUDENTS AN EDUCATIONAL ENVIRONMENT WHICH ENCOURAGES LIFELONG LEARNING, SELF-FULFILLMENT AND RESPONSIBLE CITIZENSHIP AT HOME AND WITHIN THE WORLD COMMUNITY.

## **PHILOSOPHY OF THE LAKE SUPERIOR SCHOOL DISTRICT**

The purpose of the Lake Superior School District is to work with the community in developing in our children civic responsibility, vocational competence, cultural appreciation, moral sensitivity, and mental and physical health. It is with the education aspects of these goals that the schools must be primarily concerned.

In addition, it is the desire of LSSD that each individual develops an enjoyment of learning which will lead him or her to continue his or her education throughout his or her life. People of all ages will be assisted in achieving their educational objectives.

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## **General Information**

The School Day begins at 8:00 and students will begin being dismissed at 3:25.

The school doors will be unlocked at 7:30. Students should not be at school prior to that as there will be no supervision on site for them. Student dismissal will begin at 3:25.

### **RESTRICTED CONTACT WITH A STUDENT**

It is the parent's/guardian's responsibility to inform and provide the school with current documentation if anyone is **legally** restricted from contact with a child.

### **Breakfast Program**

The Lake Superior School District will participate in the School Breakfast Program. Breakfast will be offered from 7:30 to 8:00 AM.

### **COUNSELOR**

At the elementary level, the counselor provides developmental education through classroom lessons and group or individual counseling for educational, personal, and social concerns. Your school has a full-time counselor to work with students who have been referred or who request to speak to her. If you need help arranging this, contact your child's teacher or the office

### **DISMISSAL DURING THE SCHOOL DAY**

Please report to the office if you must pick your child up during the school day. You may be asked to show a picture I.D. The student will be called out of class by the office staff. A parent/guardian must provide a written note if someone else has been given permission to pick his/her child up from school. This regulation is for the safety of your child.

### **DRESS AND APPEARANCE**

Students are not subjected to a formal dress code, however they are expected to dress appropriately for the weather and school environment including the playground. 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. Another example would be flip-flops, sandals or slip on clogs or slide type shoes. These are not appropriate for school because students are on the playground running and climbing and these have been known to cause injury. (See Policy 504 in Appendix)

### **EARLY CHILDHOOD FAMILY EDUCATION (ECFE)**

This program provides a variety of quality learning opportunities and resources for parents and their children from birth up to kindergarten. Learning activities in the children's classroom promote cognitive skill development. The parent discussions focus on child development, child raising strategies and parent concerns.

### **EARLY CHILDHOOD SPECIAL EDUCATION (ECSE)**

Early intervention for children with disabilities enhances school success and the ECSE program provides these services from birth to kindergarten. Families are encouraged to assume an important role in the development and delivery of services for their children. Professional staff work with families to develop an individualized plan. Services are provided in a variety of places including the student's home, center-based classrooms, early childhood family education settings, and community preschool classrooms.

The program focuses on the development of a child's skills in one or more of the following areas: a) speech/language, b) social/emotional development, c) self-help, d) motor, and e) pre-academics. You may call to discuss concerns about the development of your child and refer him/her for services. Please call 218-834-8221 x 8414 for more information.

### **ELECTRONIC DEVICES**

MP3 players, iPods, , cell phones, and other electronic devices are not allowed during school hours. If any situation arises where an electronic device is a disruption, the device will be confiscated. *The school district is not responsible for any lost items.*

## ENROLLMENT/ EMERGENCY FORMS

Parents will be asked to fill out an enrollment information sheet for each student the first week of school. It is very important that all information is filled in, including work or cell phone numbers, and current address and phone numbers. This information is kept in the office and is used for emergencies only. If you should have an address, phone, or change in workplace during the school year, please notify the office so that we keep our records current. If an emergency occurs, and a parent cannot be contacted, the contact person on the child's emergency form will be called. Parent's cooperation in providing complete information on this form is requested and appreciated. It is very important to have this information as current as possible. Please list two parties on this form. If the child is extremely ill and we cannot contact anyone, the school will then contact the Lake View Memorial Hospital for care under a doctor's supervision. If the emergency is of an urgent nature, school staff will call 911. A copy of the emergency information will be given to the ambulance attendant.

## ENTRANCE TO THE BUILDING

***It is necessary to check in*** at the school's main office anytime a visitor enters the building. If you are staying for any length of time, other than to attend a program, you will need to sign in and wear a name tag identifying you as a visitor.

## FIELD TRIPS

Class trips provide concrete learning experiences with opportunities for student training in courtesy, safety, and good citizenship. The cost of field trips may require a small fee to pay for part of the expense. Parent/guardian permission is also required for children to participate in field trips.

STUDENTS WHOSE BEHAVIOR INDICATES THEY MAY NOT BE SAFE ON THE FIELD TRIP WILL NOT BE ALLOWED TO ATTEND. STUDENTS THAT STAY BEHIND WILL BE REQUIRED TO ATTEND SCHOOL AND WILL BE ASSIGNED ALTERNATIVE LESSONS TO THE FIELD TRIP EXPERIENCE.

## HEALTH SCREENINGS

Vision testing will be done routinely and upon the request from the teacher and/or parent. Hearing screening will also be done routinely and upon the request from a teacher and/or parent. Please inform us if your child has special health problems so we may plan a program accordingly. In a like manner, we will inform individual families of any new health problem we detect.

## ILLNESS AND INJURY

The school provides the best first aid possible. The nurse's office does not diagnose illnesses or assume care that may be required by a doctor. All injuries are referred to the nurse's office where first aid is administered. If judged serious, parents will be notified. In any questionable situations, parents will be called or adults listed on the emergency form if parents cannot be reached.

A child is usually sent to the nurse's office if they report they are ill during the school day, or if the teacher observes that a child is not feeling well. The child's complaints are checked and sometimes only a short rest is needed in the nurse's office. However, if a child has an elevated temperature, symptoms of an upper respiratory infection, rash, pain, or vomiting, the parents will be called to come and take their child home.

Children who have a contagious illness or are experiencing vomiting, diarrhea, or other symptoms of illness that may prohibit active participation in school routines should not be in school. **Children should be free of vomiting, and diarrhea symptoms for 24 hours prior to their return to school.**

If a doctor has confirmed that a child has contracted a contagious disease, the parent/guardian should inform the school nurse. Parents of other children may then be cautioned to watch for signs of the disease and help prevent its spread throughout the classroom.

## IMMUNIZATION REQUIREMENTS

According to state law, all children must be in compliance with state immunization requirements, be in the process of receiving the immunization series, or meet exemption criteria before starting school. Exemptions are permitted for medical reasons or due to the conscientiously held beliefs of the parent/guardian.

A chart of vaccinations that are required or recommended for K-12 children is listed below. Find your child's age or grade level and read across to the right. Have they had the number of shots shown by the checkmark(s)? Each row is meant to be read separately, so don't add up the columns of checkmarks under each vaccine.

<b>Vaccine→</b> ↓ <b>Grade and/or Age</b>	<b>DTP</b> diphtheria, tetanus, pertussis (whooping cough)	<b>Polio</b> OPV and/or IPV	<b>MMR</b> measles, mumps, rubella	<b>Hepatitis B</b>	<b>Varicella</b> chicken pox
<b>Kindergarten</b>	✓✓✓✓✓ shot #5 not needed if #4 was taken after age 4	✓✓✓✓✓ shot #4 not needed if #3 was taken after age 4	✓✓	✓✓✓	✓
<b>Age 7 through grade 6</b>	at least ✓✓✓	at least ✓✓✓	✓		
<b>Grades 7 – 12</b>	at least ✓✓✓ PLUS 1 Td shot at age 11 or older*	at least ✓✓✓	✓✓	✓✓✓ required for 7 <sup>th</sup> grade; recommended for grades 8-12	✓ required for 7 <sup>th</sup> grade; recommended for grades 8-12

\*unless a Td was given after the 7<sup>th</sup> birthday; then it must be repeated 10 years after the last dose

### **Lunch/Breakfast Program**

Breakfast and lunch are served at the Minnehaha. Breakfast is served from 7:30-8:00. If you would like, we can place limitations on your child's purchases regarding ala carte or snack items.

#### **Breakfast:**

Students: Free

#### **Lunch**

Students: Free

### **MA Billing**

If your child is referred to special education for an assessment, the district will enter your child's name and date of birth into the Minnesota Medicaid System to find out if your child is receiving Medical Assistance or MinnesotaCare. If you do not want the district to enter your child's name and date of birth into the Minnesota Medicaid System, please inform your child's principal that you do not want the district to check the Medicaid System. "

### **Mid-Morning Milk- Kindergarten**

Milk will be furnished to kindergarten students free of charge.

### **PHYSICAL EXAMINATIONS**

Physical examinations are encouraged, although not required, on a regular basis. While we recommend that you follow your physician's exam schedule, we routinely send forms before kindergarten and at the end of third grade.

### **SCHOOL PARTIES AND TREATS**

During the school year, three parties might typically be held in a classroom. These activities are well planned and the treats are simple and sensible. The parties are planned for the latter part of the school day and are limited to approximately one hour. Food for these parties cannot be homemade, but must be commercially prepared to avoid the danger of improperly handled foods. Parents wishing to commemorate events such as birthdays or personal achievements may bring commercially prepared treats that can be easily distributed within the classroom.

### **TELEPHONE USAGE/CELL PHONES**

**Children** will be permitted to use the school telephone *in case of an emergency only* or as directed by a staff member. **Cell phones** are not allowed during school hours. If a situation occurs where they cause a disruption, the device will be confiscated. The school district is not responsible for any lost or stolen items.

### **Title I**

Title I services are for those students who are struggling with basic skills in reading and/ or math. Title I services are in addition to the regular classroom instruction of 123 minutes of reading and 75 minutes of math. Extended time Title I services may be available for those students who qualify. Title I Teachers work with the classroom teachers and parents to plan a program to assist the child in learning. Parental involvement in the Title I program is strongly encouraged.