



Fisher Public School Student Handbook 2020 - 2021

The mission of Fisher Public School is to prepare all learners with the academic, social, and personal skills for lifelong success.



Welcome to Fisher School. We are very excited to build upon the strong traditions of educational excellence that Fisher School has established. Our traditions are based on establishing a culture of respect and responsibility. This culture must be cultivated through a commitment to open communication and a strong sense of community. We are committed to creating a caring environment and providing the best educational resources in order to assure every student the best possible education.

This handbook is intended to provide information regarding school procedures and expectations. We ask that you familiarize yourselves with the contents of this handbook. Students will be asked to sign off that they have reviewed and understand the handbook.

Our staff is passionate about education and establishing a culture of lifelong learning. We are very excited to be a part of the Fisher School Community. We are dedicated to making the 2019-2020 school year a success.

Sincerely,

Joshua Mailhot, Elementary Principal
mailhotj@fisher.k12.mn.us

Catherine Steinmetz, HS Principal
steinmetzc@fisher.k12.mn.us

Table of Contents	
School Responsibility and Authority	4
Fisher School Calendar	4-5
School Hours	5
Health Information	5
Attendance	5-7
Acceptable Use Policy	7
Animals In School	7
Activity Tickets	7
Daily Bulletin	8
Candy, Food and Beverages	8
Change of Information	8
Community Service	8
Counseling	8
Directory Information	8
Emergency School Closing	8
Events Calendar	9
Fire and Emergency Drills	9
Fundraising	9
Incomplete Grades	9
Information	9
Insurance	9
Limited Latex Free	10
Lost and Found	9
Lockers and Textbooks	10
Medications Procedures	10
The Pledge of Allegiance	10
Ordering Items	10

Permission to Leave Building and/or School Grounds	10
Photo Release	10-11
School Lunch	11
Security	11
Send-A-Tip	11
Student Searches	11
Personal Possession Searches	12
Telephone Use and Messages	12
Use of School Building	12
Visitors	12
Wednesday Evenings and Sundays	12
Discipline Policy and Guidelines	12-25
Elementary Specific Information	25-28
Attendance	25
Awards	26
Backpacks or Bags	26
Classroom Expectations	26
Conferences	26
Emergency Forms	27
Field Trips	27
Grading System	27
Head Lice	27
Home-School Folder	27
Homework	28
Illness and Injury	28
Invitations	28
Partners in Education (P.I.E.)	28
Promotion and Retention	28
Recess	28
Treats	28
Secondary Specific Information	29-37
Class Periods	29
College In The Classroom Courses	29
Co-Curricular and Extra-Curricular Activities	29
Academic Eligibility	29
Activity Eligibility	29
Equipment Maintenance Fees	30
Grading System and Honor Roll	30
Graduation Requirements	31
Homework Policy	31
Honor Society	32
Knowledge Bowl	32
Independent Study	32
Locker Room	32
Minnesota State High School League Rules	32
NCAA Clearinghouse	33
Lunch Period	34
Notice to 18 year olds	34
Online Classes	34
PSEO/OCHS Classes	34
Rules for Students Missing Classes for School Activities	35
Rules Governing School-Sponsored Activities and Clubs	35
Social Events and Dances	35
Sportsmanship Code	36
Students Maintaining a Passing Grade	36
Statewide Testing	36
Tardiness	36
Working Lunch	37

INTRODUCTION

This document has been developed by the administration in order to familiarize families and students with Fisher Public School and provide information about key policies and procedures at Fisher Public School. The handbook may be changed or amended anytime during the school year. Changes will be posted in the office of the principal. If you have questions about a provision, contact the principal. All students at Fisher Public School will have access to the handbook. All district policies will be available on the district website www.fisher.k12.mn.us or in the district office.

SCHOOL RESPONSIBILITY AND AUTHORITY

All employees and students at Fisher Public School have the responsibility to enforce school policies and regulations. The principal, teachers, secretaries, paraprofessionals, bus drivers and fellow students have the right and responsibility to correct those who violate school rules.

Fisher School District Will:

- Provide a safe, supportive environment with respect to self and others.
- Promote self-discipline, motivation, and excellence in learning.
- Collaborate between school, student, family, and community to develop responsible learners.
- Enhance a respect and appreciation for cultural diversity, individual differences, and the challenges in a global society.
- Ensure all students are challenged with rigorous academic standards; utilizing innovative technology and curriculum.

FISHER SCHOOL CALENDAR IMPORTANT DATES

Please refer to the school website for the most up-to-date information.

SCHOOL HOURS

School is in session from 8:30 A.M. - 3:22 P.M. School doors open at 7:00 am and supervision is provided in the library from 7:00 - 8:00 am. Breakfast is available from 7:45 - 8:20 am. Elementary students will have a supervised morning recess from 8:00 - 8:20 A.M. each day; students not eating breakfast will be expected to go to recess. Students must follow school district policies, procedures, rules, and directions from school district staff while on school property or during any school related activities.

HEALTH INFORMATION

Minnesota Statutes Section 121A.15 requires children enrolled in a Minnesota school to be immunized or file a legal exemption with the school. Prior to initial enrollment in any school in Minnesota, every child must have record of immunizations dates. The required vaccinations for all K - 6 students are as follows:

- 2 (MMR) Measles-Mumps-Rubella doses,
- 5 (DTaP) Diphtheria-Tetanus-Pertussis doses (5th shot not needed if 4th was after age 4),
- 4 Polio doses (4th polio not needed if 3rd was after age 4),
- 3 Hepatitis B vaccine doses
- 2 Varicella. (Varicella shots not required if child already had chickenpox disease that has been documented.)

The school Immunization Law (Minn. Stat. 121A.15) requires the following shots for all 7-12 students:

- 3 DPT's (Diphtheria, tetanus, pertussis)
- 3 Polio's (OPV and/or IPV)
- 2 MMR's (Measles, mumps, rubella)
- 3 Hepatitis B vaccine doses
- 1 Meningococcal
- 2 Varicella. (Varicella shots not required if child already had chickenpox disease that has been documented.)
- A Td Booster (Unless a Td was given after the 7th birthday, the Td must be repeated 10 years after the last dose)

Immunization requirements can be waived only for medical reasons or conscientious beliefs opposed to immunizations. Parents may file a medical exemption signed by a healthcare provider or a conscientious objection signed by a parent/guardian and notarized. Vision and hearing screenings will be conducted annually. Select grades/students will be included in scoliosis screenings. Medical referrals will be made if deemed necessary.

ATTENDANCE

Minnesota Statute 120A.22 requires every student between the ages of seven and sixteen receive an education. Any student between 16 and 18 years of age who seeks to withdraw from school must attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities. The student and parent/guardian must sign a written election to withdraw from school. (Minnesota Statute 120A.22, 1999).

Students are required to attend all assigned classes every day school is in session. Attendance will be taken every class period. Unexcused absences are cumulative throughout the school year. Every time a student is absent for any period of time, the school may attempt to notify the parents of the day the absence occurs, if the parent has not called or sent a note. The administration may waive the policy in cases of long-term illness or other instances beyond the student's control. Participants in all school sponsored activities must **be in attendance by 10:20 am (the beginning of 3rd period)** prior to the staging or playing of events in which they participate. This includes practice or event, whichever takes place that day. Parents of students who have attendance concerns will be expected to meet with the principal and develop a personal development plan to improve attendance.

ABSENCES

Parents/guardians should notify the school by 9:00 a.m. if the student is going to be absent. If a student knows they will not be in school for a period, they are to bring a note, preferably written in ink, signed and dated by the parent/guardian. For all absences, a student must present a signed note from their parent/guardian prior to being readmitted to school or speak directly with the principal or designee. When a student leaves the building during the school day, they must sign out in the office. If a student leaves without following this procedure, they may be subject to detention, suspension, and/or unexcused absences from class for leaving the building without permission.

EXCUSED ABSENCES

The administration will determine the legitimacy of all absences. The student has the right and obligation to make up any work missed. Students will be allowed one day for each day of absence to make up work upon returning to school from a qualifying absence. Any deviation from this policy must be pre arranged with teachers. Excused absences are issued for:

- Illness or injury (Doctor's statement may be required.)
- Medical and/or dental appointments,
- Death or illness in the family
- required church attendance,
- work done directly for and/or with parents,
- family emergencies
- school sponsored activities
- excuses for other absences will be granted at the discretion of the administration
- after three excused absences, the principal will need to be contacted

Each teacher has the right to give credit for participation in classroom activities. Being absent may affect this part of a student's grade.

UNEXCUSED ABSENCES

Unexcused absences are all absences which can be avoided or delayed, and for which prior arrangements and approval has not been made through the principal's office. These absences indicate that the student is absent from school with or without the consent of a parent, and the excuse given is not acceptable to the school administration. A student's parents/guardians will be contacted by the office

following a student's unexcused absence from class. Students with unexcused absences will be expected to make up daily work and will be given one day for each day missed, or as arranged through contract with the teacher. Secondary students will receive 75% of credit for completed work missed because of an unexcused absence.

A few examples of unexcused absences include:

- Missing the bus, needing to sleep
- Skipping class, arriving more than 30 minutes late for class
- Walking out of class, left class early without permission,
- Oversleeping, alarm didn't work, parent didn't wake me
- Hair appointments, picture appointments, shopping, hunting
- Transportation problems, car trouble, ride was late
- Work (at a non-school sponsored program) or other work related activities,
- babysitting or watching family members
- Leaving the building for any reason without permission or signing out in the office
- Other absences not defined as school authorized or excused including no reason given for an absence
 - Leaving Without Permission
 - This applies to leaving a classroom, the school building and grounds during school hours without signing out or having permission from school personnel. This could be considered truancy. It also includes leaving during lunch when a student does not qualify for this privilege.

Minimum Action: parental notification

Maximum Action: law enforcement contact

If a student receives an unexcused absence the student will be issued 60 minutes of detention and/or loss of privileges. Chronic unexcused absences may result in more significant consequences as assigned by the Principal.

TRUANCY

Under Minnesota Law, students with three or more unexcused absences qualify as continuing truant. Continuing truant" means a child who is subject to the compulsory instruction requirements of Minnesota Statute 120A.22 and is absent from instruction in a school, as defined in Minnesota Statute 120A.05, without valid excuse within a single school year for:

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

After three unexcused absences, the school will send a notification letter to parents/guardians. If the student continues to have unexcused absences, parents/guardians will be asked to meet to develop a Truancy Plan as a final attempt to compel the student to attend school. After five unexcused absences, the school will send a second notification letter to parents/guardians and will file truancy paperwork with Polk County Social Services. This can result in criminal penalties.

A habitual truant is a child under the age of 16 who is absent from school without lawful excuse for seven (7) school days if the child is in elementary school or for one or more class periods on seven (7) school days if the child is in middle school, junior high, or high school.

Open-Enrollment and Truancy

- A district may terminate the enrollment of a nonresident student at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services, and the student's case has been referred to a juvenile court. A district may also terminate the enrollment of a nonresident student over the age of 17 if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school. (MN. Stat. 124D.03, subd. 12)

CHAIN OF COMMAND for RESOLUTION OF COMPLAINTS

If a student or parent has a complaint about a school policy or employee, the following procedure should be followed in order to resolve the difficulty as quickly as possible.

- 1) Contact the person with whom you have a complaint to discuss both sides of the issue.
- 2) If the issue still exists, contact the Principal.
- 3) If the issue is still unresolved, contact the Superintendent.
- 4) Finally, if the issue remains unresolved, ask the Superintendent to place the complaint on the following month's School Board Agenda for further discussion.

ACCEPTABLE USE POLICY

Student use of computers, District Information Network System, and other technology related items are subject to the terms outlined in the Acceptable Use Policy, the Acceptable Use Agreement, and the 1:1 Device Implementation Handbook. Use is a privilege that may be revoked or restricted for violating the terms.

ANIMALS IN SCHOOL

No animals will be allowed in the school building except under special circumstances with prior approval from school administration.

ACTIVITY TICKETS

Activity tickets may be purchased at the district office. These tickets will serve as a gate pass for all fall and winter "home" athletic events held in both Fisher and Climax.

Ticket Prices:

Students K-6	\$15.00
Students 7-12	\$20.00
Adults	\$25.00
Family	\$80.00
Senior Citizens (62 & older)	FREE

CANDY, FOOD AND BEVERAGES

Candy, food, and beverages may be consumed in designated areas only. Food purchased in the cafeteria is to be eaten in the cafeteria or outside the school building. No candy, food or beverages will be allowed in the classroom without prior approval by the classroom teacher. Students may have bottled water in the classroom. **FISHER SCHOOL IS AWARE OF PEANUT ALLERGIES WITHIN THE SCHOOL. PLEASE REFRAIN FROM BRINGING PEANUT PRODUCTS INTO THE SCHOOL.**

CHANGE OF INFORMATION

Parents are asked to keep the school office informed of changes in address, telephone numbers, and emergency information. This is extremely important so that we are able to contact parents in case of illness or an emergency.

COMMUNITY SERVICE

Opportunities will be made available throughout the school year for students to take part in community service projects. Notice of such projects will be made prior to the scheduled events so that students may be prepared for the event

COUNSELING

Counseling services are available for every student in the District. Many of the services available deal with help for home, school, and personal problems. Also included in counseling services are assistance with educational planning, interpretation of test scores, occupational and career information, and study

help. Students wishing to visit with the counselor or school-based social worker may contact the counseling office to arrange an appointment.

DAILY BULLETIN

A student and staff bulletin will be issued each morning listing absences, announcements and activities for the day/week. Announcements should be submitted to the secretary by 8:00 a.m. to be in the daily bulletin/announcements.

DIRECTORY INFORMATION

Fisher Public School, in compliance with the Family Educational Rights and Privacy Act announces that directory-type information on public school students in the district will be disseminated from time to time without further authorization from parents of such students. "Public information shall include names and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities or events." Directory-type information under this policy is defined as:

- The student's name, address & photograph
- The names of the student's parents & phone number
- The student's date of birth & class designation (i.e., 1st Grade)
- The student's extracurricular participation
- The student's achievement awards or honors
- The student's weight and height if a member of an athletic team
- The school district the student attended before he or she enrolled in Fisher Public School.

Any parent wishing to withhold information from distribution must make the request to the District Office. This legal notice is published annually in the Knights News in August.

EMERGENCY SCHOOL CLOSING

Announcements of school closings will be made over the following radio and television stations:

JMC Notification
KROX 1260 AM
KCNN 1590 AM
KYCK 97 AM
WDAZ TV Channel 8
KVLV TV Channel 11
KXJB TV Channel 4

EVENTS CALENDAR

The official Activities Calendar and Facilities Calendar for all Fisher School events and School facilities are located in the Fisher District Office. Before any event can be placed on the calendar or building facilities reserved, the event coordinator must be notified. The event coordinator will act on the request and then pending approval, have the event placed on the appropriate calendar.

FIRE AND EMERGENCY DRILLS

Fire drills, tornado drills, lockdowns, and other emergency drills will be held at irregular intervals throughout the year. Emergency procedures are posted near the exit in every room. Staff will direct students according to the appropriate emergency procedure.

FUNDRAISING

Any teams or organizations associated with Fisher Schools that intend to do fundraising must have their fundraising plan approved by the administration. Outside organizations or individuals that wish to do fundraising on District property must also have their fundraising activity approved by the administration. Application for fundraising activities will be processed through the Fisher District Office.

INCOMPLETE GRADES

Students making adequate academic progress but have been absent for valid reasons will be given a chance to make up work that has been missed. If the work is not completed by the end of a reporting

period, the student will be given a grade of "Incomplete" (I). This work must be completed within two weeks of the end of the reporting period unless other arrangements have been made with the instructor. Any incomplete grades remaining after this two-week period will become a grade of "F". **Students with incomplete grades may lose eligibility for activities.**

INFORMATION

Every attempt will be made to keep the patrons of Fisher School District up to date on events and/or schedule changes. The Knight News, a regular mailing which contains various information from the district, will be available to every patron of the school. Information may also be obtained from the Fisher School website at fisher.k12.mn.us. Weekly newsletters, along with other pertinent information, will be sent home with elementary students in the Home - School Folder each week. **It is vital that students and parents read this information so that they may remain informed.**

INSURANCE

Fisher Independent School District #600 does not provide any type of health or accident insurance for injuries incurred by students at school.

LIMITED LATEX FREE

In deference to those individuals in the school and in the community that have a latex sensitivity or a latex allergy, the Fisher School strives to maintain a limited latex free environment. Specifically, the use of latex gloves and latex balloons are prohibited.

LOST & FOUND

Lost & Found storage containers are located near the elementary entrance of Fisher School. Students are encouraged to check for lost items as soon as possible after they are missed. Labeling student items reduces losses. Those items remaining in the Lost & Found storage containers at the end of the year will be discarded.

LOCKERS AND TEXTBOOKS

Lockers and textbooks are provided for student use but remain the property of the school. You are responsible for the care and condition of your locker and textbooks. Failure to care for lockers or textbooks may result in the student being required to pay for the cost of a replacement. The school district reserves the right to inspect any locker at any given time to check for cleanliness, library books, textbooks, or for items which may jeopardize the safe and orderly operation of the school. Any items affixed on the outside of lockers must have prior approval of the administration. Items are also not to be removed without authorization. Situations arise periodically where some people don't respect other people's property. With that in mind, we strongly encourage you to bring a lock to school for you locker and/or your gym locker. If you place a personal lock on a locker you must give the **combination or key to the District Office**. Failure to provide the combination or key will result in the removal of the lock at student expense. If there is a situation that arises with your personal belongings, please inform the Principal's Office immediately. **Students that gain unauthorized access to another student's locker will be subject to disciplinary consequences.**

MEDICATIONS PROCEDURES

Internal medication can be given only by or on order of a physician. Students requiring any type of medication (over the counter or prescribed) during the school day must have a permission form signed by the parent/guardian and physician on file. Medication forms are available in the district office and must be updated annually in the case of long term medication requirements. Medication to be administered must be brought to school in a container appropriately labeled by a pharmacy or by the physician. The school will designate a specific, locked, and limited access storage space within the school to store the medication. The school will ensure that there is a copy of the "Physician's Written Order and Parent Authorization Form" which contains the following information: Student's Name, Medication, Dosage, Route, Time, Termination date for stopping medication, and Physician's signature in the student's medical records file. A copy will also be available for immediate reference by the principal and/or trained staff

designated by the principal to administer the prescribed medication. A record will be kept on each medication that is administered by school personnel. The school shall refuse to administer prescribed medication to any child whose parent or legal guardian has not fully completed the approved "Physician's Written Order and Parent Authorization Form." School personnel will not dispense over the counter medication unless prescribed by a physician. Students are allowed to use inhalers that are properly labeled, provided the parent and physician have followed all of the necessary guidelines explained in this section. School personnel will not be responsible for medication taken by a student without the school's knowledge.

THE PLEDGE OF ALLEGIANCE

Students shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

ORDERING ITEMS

Any items to be ordered by individuals or organizations affiliated with Fisher Schools, MUST receive prior approval by School Administration.

PERMISSION TO LEAVE BUILDING AND/OR SCHOOL GROUNDS

Students that need to leave the building (except during the open lunch period) must sign out on a chart in the District Office. Students must also provide a written excuse from a parent/guardian indicating the reason that the student needs to leave the building. If an excuse is not provided, all classes that are missed will be determined to be unexcused absences.

PHOTOGRAPHY RELEASE

Student photos may be published/displayed in a variety of ways throughout the school year: posted on the school website or the school Facebook page, displayed in classrooms, hallways, printed material (local newspapers with school related articles, school flyers, brochures, yearbooks, weekly or monthly Knight News bulletins), on television (local cable telecast of school event, area news coverage), or included in class projects. If you object to having your student's photo included in any of these publications or broadcasts, please contact the school.

SCHOOL LUNCH PROGRAM

Breakfast		Lunch	
Served until 8:20 AM		Schedules vary according to classroom	
Meal Prices		Meal Prices	
Grades K- 6	\$ 1.65	Grades K- 6	\$ 2.90
Grades 7-12	\$ 1.65	Grades 7-12	\$ 2.90
Adults	\$ 2.00	Adults	\$ 3.75
2 nd Milk	\$.50	2 nd Milk	\$.50
		2 nd Entrée	\$ 1.50

Payments for meal accounts can be made to the district office. Statements reporting account balances will be mailed each month. Payments on accounts should be made by the 2nd of each month. The Fisher School Board has approved a policy that allows families only 5 days of charging before meals will no longer be provided. A letter will be sent to families if an account falls below \$-25.00 stating that payment must be made and that a minimal sack lunch will be provided until payment is received.

APPLY FOR FREE/REDUCED LUNCH

Students have the opportunity to receive school breakfast and lunch meals free or at a reduced cost if their family income meets certain guidelines. **Applying for the program is important even if you do not want your child to participate. Your school receives additional funding for educational programs based**

directly on the number of students who qualify for free or reduced cost lunch. Applying for the program is easy. An application is given to every household in the school district with school age children. Simply complete this form and mail or bring it to school at the beginning of the school year. Eligibility is based on family income and family size. Information you provide on the form is confidential. You may also file a lunch application at any point during the year if your financial situation changes.

SECURITY

Fisher Independent School District continues its efforts to provide the safest environment possible for its students, staff and patrons. The main entrance will be the only door open to gain access to the building. The safety of our students is a priority and therefore the district utilizes video surveillance to monitor and record activity. (See also Visitors)

SEND-A-TIP

This is a way students/parents/community members can report information to administration anonymously. Individuals are encouraged to send information regarding bullying, a rumored fight or any other information that relates to student safety. If there is an emergency, do not send a tip but go directly to the office. This is not a 24 hour hotline and is not checked on evenings or weekends. The Send-A-Tip form can be accessed on the District website.

STUDENT SEARCHES

Locker Searches

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

Personal Possession Searches

The personal possessions of students whether on their person, in desks, in backpacks or purses, lockers or cars parked in the school parking lot may be subject to reasonable search when the School District has a reasonable, individualized suspicion that evidence will be produced showing that the student violated the law or school rules. As soon as practicable after the search of a student's personal possessions, school authorities must provide notice of the search to students and the student's parents whose personal possessions were searched unless disclosure would impede an ongoing investigation by police or school officials. It is the policy of the School Board of School District #600 to comply with Federal and State Law (and all requirements imposed by or pursuant to regulations issued in support of such laws) prohibiting discrimination against any person on the grounds of race, color, national origin, creed, religion, sex, marital status, sexual orientation, status with regard to public assistance, age or disability.

TELEPHONE USE & MESSAGES

Classrooms are equipped with telephones and may be used by students in emergencies. Parents wishing to speak with a teacher should call the school between 8:00 AM and 3:50 PM. If the teacher is unavailable, a message may be left on his/her voice mail. Messages will be checked prior to dismissal each day. Should there be an emergency, please telephone 891-4105 and the message will be delivered promptly.

Student plans for after school should be made in advance. A telephone for local calls is located at the main entrance to the school for student use. No calls should be made during class periods.

USE OF THE SCHOOL BUILDING

Students are not to be in the building prior to 7:00 a.m. or after 4:00 p.m. unless they have made prior arrangements with staff member or are part of a scheduled activity or athletic practice. This includes evenings and weekends.

VISITORS

All visitors are required to sign-in at the district office and receive a visitor's badge. Upon leaving the building, visitors are asked to return to the office to sign-out and return the visitor's badge.

Parents/guardians are encouraged to visit Fisher School to observe their children's programs in action. Teachers very much appreciate knowing if visitors will be in their classes. Parents/guardians are asked to not bring younger children to the classroom when observing without prior teacher approval.

No student visitors are allowed during the school day.

WEDNESDAY EVENINGS AND SUNDAYS

Wednesday evenings are typically reserved for family night. **NO** school events may be scheduled after 6:00 PM without permission of the administration. **NO** school activities may be scheduled on Sunday without permission from the administration.

DISCIPLINE POLICY & GUIDELINES

PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Student Code of Conduct established by this policy.

GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment, which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school district that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

It is the responsibility of the School Board, administration and teachers to safeguard the health and safety of each student. The School Board and administration will support district personnel who, in dealing with students on disciplinary matters, act in accordance with State Law, Department of Education Regulations and School District policies.

AREAS OF RESPONSIBILITY

1. **The School Board.** The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
2. **Superintendent.** The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
3. **Principal.** The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The administrator shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
4. **Teachers.** All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Student Code of Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
5. **Other School District Personnel.** All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
6. **Parents or Legal Guardians.** Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
7. **Students.** All students shall be held individually responsible for their behavior and for knowing and following the Student Code of Conduct and this policy.
8. **Community Members.** Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

BEHAVIOR EXPECTATIONS

Philosophy: Students should be in class to receive instruction to improve learning. The focus on student behavior should be teaching the appropriate behavior and rewarding/praising the behavior we want to see by providing specific feedback to the student. When a student is behaving in a manner that is impacting the learning of others, it is important to intervene quickly and provide re-teaching.

Before a formal Student Incident Report is completed, these interventions will be attempted by staff.

- Stop
- Question
 - Is what you're doing now okay?
 - When will you be ready to start?
 - What are you supposed to be doing?
 - What can I do to help you so you can....?
 - It looks like you have a problem. How can I help you solve it?
- Redirect

Student Incident Report

Student Incident Reports are completed by staff and given to students who are not following the expected behavior expectations in some way and do not respond to teacher/staff managed strategies to correct behavior (SQR, time out, etc.) Student Incident Reports are given to students as part of the teacher's normal behavioral management process, and assist the process by providing a written record of a teacher's corrective consequence/intervention with a student. Staff can write a Student Incident Report for any student, whether they teach them or not.

Student Incident Reports have three copies:

- Student is given white copy to take home for a signature and return to assigning staff. (assigning staff puts it in principal's mailbox)
- Homeroom teacher/class advisor is given yellow copy
- Principal is given the pink copy

When a student has received 3 SIRs for similar behaviors in the same quarter the team completes an Individual Learning Plan and completes a JMC entry for the student titled: Individual Learning Plan. The Behavior Individual Learning Plan is completed for the student by the team/counselor/etc. Copies of the Student Incident Reports are attached to the Individual Learning Plan at this time and turned into the principal. All teachers that have this student in class are notified of the Individual Learning Plan. Further write-ups on these students are Office Referrals completed as a JMC entry.

Office Referral

Office Referral forms are completed by the principal for all major behavior infractions and paper Office Referral forms are submitted for data input.

Office Referrals have three copies:

- Student/Parent/Guardian is given white copy for signatures
- Staff sending the student is given the yellow copy
- Pink copy is submitted for data input

Teachers/staff should complete an online discipline entry in JMC for students that have committed a major infraction (including students with Individual Learning Plans for repeated minor infractions).

REMOVAL OF A STUDENT FROM CLASS

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

When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy.

1. Definitions:
 - a. Removal from Class:

“Removal from class” and “removal” means any actions taken by a teacher, principal, or other School District employee to prohibit a student from attending class for a period of time not to exceed three class or activity periods, pursuant to procedures established in the School District Discipline Policy adopted by the School Board pursuant to M.S. 121A.61.

- b. Class Period:
“Class period” or “activity period” means in secondary grades, instruction for a given course of study.
- 2. Rules Governing Student Conduct:
 - a. Student Code of Conduct:
The rules governing student conduct are contained in the Student Code of Conduct as adopted by the School Board.
 - b. Notice to Student:
Copies of the Student Code of Conduct are distributed to all students each school year.
- 3. Grounds for Removal from Class:
 - a. Disrupting the Rights of Others:
A student may be removed from class for willful conduct which materially and substantially disrupts the rights of others to an education.
 - b. Dangerous Conduct:
A student may be removed from class for willful conduct which endangers School District employees, the student or other students, or the property of the school.
 - c. Violation of Student Code of Conduct:
A student may be removed from class for willful violation of any rule of conduct specified in the discipline policy (Student Code of Conduct) as adopted by the School Board.
- 4. Authority to Remove Students:
 - a. Who May Remove a Student:
The teacher or supervisor in immediate charge of the class from which the student is to be removed, or the building Principal, or administrative designee may remove a student from that specific class as specified under M.S. 121A.61.
 - b. When May a Student Be Removed:
A student may be removed from class when in the judgment of the teacher, supervisor, or administrator authorized to remove said student, the student has violated one or more of the grounds listed for removal from class.
- 5. Procedures for Removing Students, Parent Notification, Responsibility for Student Removed and Period of Time of Removal
 - a. Procedure for Removal from Class:
When a teacher or supervisor authorized to remove a student from a class determines that a student has violated one of the grounds for removal from class, that individual will advise the student of the reason for removal from class, give the student an opportunity to respond, and give the student a removal from class notice. The student will be instructed to report directly to the Principal's office. If, in the judgment of the teacher or supervisor, allowing the student to report to the office unescorted may endanger the student, other individuals, or School District property, the teacher or supervisor should escort the student to the office or request assistance from the office in escorting the student to the office.
 - b. Parent/Guardian Notification:
Teachers or supervisors removing students from class are strongly encouraged to notify parents/guardians by telephone of the removal. In extreme or severe cases, parents must be notified.
 - c. Responsibility for Students Removed:
Once a student arrives in the Principal's office, the custody of and responsibility for that student during the time of removal from class will rest with the building Principal. The building Principal will designate a supervised area to which the student is to report and remain during each period of removal from class. If the length of removal from class is for more than one class period, the classroom teacher or supervisor will submit assignments for the student. The assignments are to be submitted to the Principal or his/her designee, prior to the start of the second consecutive class period of removal from class.
 - d. Length of Time of Removal:

A student's regular classroom teacher, supervisor, or the building Principal, may remove a student from class for up to three consecutive class periods for a single violation of the "Grounds for Removal From Class" of this policy. The actual number of class periods of removal up to the maximum of three, shall be at the discretion of the teacher or supervisor removing the student.

6. Procedures for Return of Students to Class:

a. Removal for One Class Period or Less:

The minimum procedure for return to class after a removal of one class period or less shall be an informal conference between the student removed and the teacher, supervisor, or building Principal who removed the student.

b. Removal for More Than One Class Period:

The minimum procedure for return to class after a removal of more than one class period shall be a conference between the student removed, the teacher or supervisor who removed the student, and the building Principal. Additional procedures may be established by the teacher or supervisor removing the student after consultation with the Principal.

STUDENT CODE OF CONDUCT

Discipline should not be confused with punishment. The goal of discipline is a self-regulated individual with mature attitudes and socially-acceptable standards of conduct. The following sanctions apply to students in K-12 and the developmental level of the child will be taken into consideration at the time of the violation. The corrective actions are not sequentially ordered. Students may be subject to disciplinary action for conduct on or off school property which has a direct and immediate effect on the discipline or the general welfare of the school. This policy is particularly applicable where disciplinary action is a reasonable necessity for the physical or emotional safety of the students, teachers, or other school personnel, or for the safety of school property. Violations of this policy during times of emergencies may result in increased/additional consequences. Measured by this standard, acts which may result in disciplinary action include but are not limited to the following:

Abusive/Inappropriate Language:

It is a violation of School District policy to use abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student including conduct which degrades people because of their gender, race, religion, ethnic background or physical or mental handicaps.

(1) Disrespectful language to others.

(2) Threatening language to others.

Minimum Action: Student conference and parent/guardian contact.

Maximum Action: Expulsion or exclusion

Assault:

- **Aggravated Assault-** is committing an assault upon a person with a dangerous weapon or an assault which inflicts great bodily harm upon other students or staff members.
- **Physical Assault-** is committing an act with intent to cause fear in another or immediate bodily harm or death intentionally inflicting or attempting to inflict bodily harm upon another. Assault is non-mutual

Minimum Action: Student conference, parent/guardian contact and possible notification of law enforcement

Maximum Action: Expulsion or exclusion

Alcohol/drugs/chemicals/tobacco possession or use:

This refers to the use of and/or possession, sale, distribution, or intent to sell or distribute alcohol, drugs, chemicals, or tobacco as well as use of and/or possession of, sale or distribution of items looking

like alcohol, drugs, chemicals, or tobacco or alcohol, drugs, chemicals, or tobacco paraphernalia as defined in Minnesota Statute 152.02 while on the school grounds or school sponsored events (home or away), this includes buses.

- The Minnesota State High School League rules on alcohol, drugs, chemicals, tobacco, and marijuana will apply to all extra-curricular activities and co-curricular activities as applicable.

Minimum Action: Student conference, parent/guardian contact and possible notification of law enforcement

Maximum Action: Expulsion or exclusion

Arson/bomb threats/terroristic threats:

- arson-the destruction/damage to any school building or property by means of fire or explosives.
- bomb/terroristic threat- a threat, verbal or written (including texting), that directly/indirectly affects the building/occupants.

Minimum Action: Student conference, parent/guardian contact and possible notification of law enforcement

Maximum Action: Expulsion or exclusion

Bullying:

“Bullying” means intimidating, threatening, or abusive conduct that is objectively offensive and is repeated or forms a pattern and:

1. is an actual or perceived imbalance of power by an individual or group of students intended to cause the victim(s) to feel frightened, threatened, intimidated, humiliated, shamed, disgraced, ostracized, or physically abused.
2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

Minimum Action: Student conference, parent/guardian contact and possible notification of law enforcement

Maximum Action: Expulsion or exclusion

Inappropriate Camera Use:

The use of cameras in school by students is generally prohibited because of the disruption that can occur. However, in some very restricted instances, camera use by students is permitted. Cameras cannot be used in locker rooms or bathrooms.

Minimum Action: Student conference, parent/guardian contact, and device taken by teacher or administrator

Maximum Action: Expulsion or exclusion

Cheating / Plagiarism/Forgery:

It is expected that students pursue their academic studies in an honest manner and with integrity. Work that is turned in for credit needs to result from the student’s own efforts. Academic dishonesty includes but is not limited to:

- Cheating is a deceptive act in which a student attempts to show knowledge which is not theirs.
- Plagiarism is presenting information from someone else, as though the ideas, words, or facts are the student’s own.

- Forgery includes falsifying signatures or data (including cheating and plagiarism) as well as refusal to give proper identification when requested to do so by a staff member.
 - Consequences may include but are not limited to; detention, loss of credit for assigned task, being dropped one grade level in that course, loss of eligibility for activities, and an academic dishonesty research project. Other restorative measures or consequences may also be applied by the classroom teacher or High School Principal.
 - Additionally, the student may be removed from the Honor Roll for that quarter, may become ineligible for any academic awards in the class in which he/she was caught cheating, and may be declared ineligible for an extra-curricular event.
 - National Honor Society members may be dismissed from the chapter for a cheating offense.

Willful Damage of School Property/Vandalism:

Defacing, cutting or otherwise damaging property that belongs to the School, to other students, to staff members or to other individuals while the student is on school property, at a school activity, in a district vehicle, or under the supervision of school staff.

Minimum Action: Student conference, parent/guardian contact, clean up mess/destroyed property

Maximum Action: Expulsion or exclusion

Dress Code

The parent/guardians and students are responsible to ensure neatness, cleanliness, and respectable appearance when coming to school. Administrative judgment will determine the appropriateness of attire. Manner of dress or personal grooming which presents a clear danger to the student's health and safety, causes an interference with work, or creates classroom or school disorder will not be acceptable.

- Clothing that is profane or advertises alcohol or tobacco products and detrimental to the purpose or conduct of the school will not be permitted.
- baggy pants worn below waist level will not be permitted.
- When a student's appearance violates the Dress Code, the student will be required to modify his/her attire or be sent home to change if necessary.
 - Additional consequences may be imposed at the discretion of administration.
 - All staff have the authority and responsibility to enforce the dress code. Students are expected to wear appropriate clothing for the school environment.
- Clothing and appearance may not:
 - create a health or safety hazard to themselves or others
 - create a disruption in the learning process
 - result in undue maintenance or marring of school property
- State health regulations require that shoes be worn by all persons in a public building.
- No hats, caps, bandanas, visors, or hoods are allowed to be worn in the building during the school day. All such headgear shall remain in lockers throughout the school day.
 - Failure to immediately correct the situation or repeated occurrences will result in disciplinary consequences
 - Exceptions to this may be made by administration for dress up days

Minimum Action: Student conference, parent/guardian contact, fix attire or go home to change clothes,

Maximum Action: Expulsion or exclusion

Electronic Devices / Cell Phones:

Cell phones will **not** be allowed to be seen or used by students during class time.-These items will be confiscated and retained by the school when improperly utilized on school property or during a class period. Cell phones and electronic equipment confiscated for the first time will be kept until the end of the school day and may be picked up by the student from the Principal. Cell phones and electronic equipment confiscated for the second time will be turned into the Principal each morning for five school days and kept until the end of each day, with increasing consequences for additional offenses. Students who refuse to turn over their cell phone or electronic equipment will be sent to the office and disciplined. Repeat violations will require a parent to secure the device. Students will be allowed to use their cell phones or other electronic devices during their lunch and passing times as well as before and after school.

PARENTS/GUARDIANS: If you need to contact your son/daughter during the school day, please contact the school (218-891-4105) and not your child's cell phone as we may need information to assist you accordingly. Cell phones may be used (with permission) in the District office only.

Fighting:

"Fighting" shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from "poking, pushing, shoving or scuffling".

Minimum Action: Student conference, meeting with parents and administration as well as possible notification of law enforcement

After 2nd altercation- student, parents, and administration must have a meeting to discuss possible development of a schoolwide behavior plan

Maximum Action: Expulsion or exclusion

Harassment:

Harassment is participating in or conspiring with others to engage in verbal, cyber and or physical harassing acts that injure, degrade, demean or disgrace other individuals. Harassment, whether willful or otherwise, includes offensive behavior relating to gender, religion, culture, disability, race, sexual orientation, and/or age. This includes illegal or inappropriate sexual conduct and indecent exposure.

- **Sexual Harassment and Violence** may include, but is not limited to:
 - Verbal harassment or abuse
 - Subtle pressure for sexual activity
 - Inappropriate patting or pinching
 - Intentional brushing against a student's or an employee's body
 - Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or education status
 - Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or education status.

Minimum Action: Parent notification of both parties, meet with administration, and possible notification of law enforcement

Maximum Action: Expulsion

Hazing:

Committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm or holds a student up to ridicule in order for the student to be initiated into or affiliated with a student organization, group or club.

Minimum Action: meeting with parents and administration as well as possible notification of law enforcement

Maximum Action: Expulsion or exclusion

Inappropriate Use of Technology as determined by the acceptable use policy:

Technology instruction includes computers, televisions, video or audio recorders and players, and other related technological equipment. Students must follow all appropriate use of technology procedures as established by the School District.

Technology misuse includes, but is not limited to:

- (1) Using unauthorized programs, software, videos, CDs or audiotapes.
- (2) Attempting to bypass or alter computer security.
- (3) Unauthorized modification of computer configuration (desktop pattern, sounds, etc.).
- (4) Attempting to access, add, delete or alter information or files of another person or organization without permission.
- (5) Using technology to access, transfer, copy or store inappropriate materials or messages.
- (6) Use technology resources for commercial, personal profit or illegal enterprises.

Incriminating Evidence:

If administration is alerted to internet sites, photos or other evidence of a breach in MSHSL rules, an investigation will be conducted. Photos showing possession (i.e. – holding of alcohol, drugs, chemicals, or tobacco products or alcohol, drugs, chemicals, or tobacco paraphernalia, will be treated as a violation.

Insubordination:

Willful refusal to follow an appropriate direction given by a staff member which causes a disruption in class.

- Willful Disobedience- Refusal to follow published school rules and verbal requests and regulations.
- CONTINUAL WILLFUL DISOBEDIENCE–repeated refusal to follow school rules, regulations and verbal requests after conference resulting from first violation.
- DISRUPTIVE BEHAVIOR–Actions which interfere with effective operations of the school.
- DISRESPECTFUL BEHAVIOR–Insulting, inappropriate, or rude comments or gestures directed at students or staff members.

Minimum Action: Student conference, parent contact and/or meeting with parents and administration as well as possible notification of law enforcement

Maximum Action: Expulsion or exclusion

Parking:

Parking in an unauthorized area of school property is not allowed. Vehicles are to be parked on the street or in the church parking lot across the street from the main entrance. Students are asked to park in an orderly manner.

Minimum Action: meeting with administrator

Maximum Action: loss of driving privilege

Public Display of Affection:

Inappropriate close physical contact

Theft, Robbery, Extortion and Unauthorized Use of or Access Into School Property

- THEFT – the unauthorized taking of the property of another. Also, possession of stolen property.
- ROBBERY/EXTORTION – the obtaining of property from another where his/her consent was induced by the use of , force or a threat of force.
- UNAUTHORIZED USE OF OR ACCESS INTO SCHOOL PROPERTY OR PROPERTY OF OTHERS – the unauthorized/illegal use of school property or property of others. This includes entering a room, desk, locker, folder, or other secure space (including electronic memory) belonging to others.

Minimum Action: Student conference, parent contact and/or meeting with parents and administration as well as possible notification of law enforcement

Maximum Action: Expulsion or exclusion

Trespassing:

This refers to persons physically present on school property or at a school activity after being requested to leave, or have been prohibited from attending by school officials, or other person lawfully responsible for the control of the premises.

Minimum Action: notification of parent and possible notification of law enforcement

Maximum Action: Expulsion or exclusion

Unauthorized Distribution:

Distribution or possession of literature on or near school property of inflammatory, libelous, slanderous, or otherwise unauthorized material.

Minimum Action: notification of parents, meeting with administration, and possible notification of law enforcement

Maximum Action: Expulsion or exclusion

Vehicle, Unauthorized Use:

Students are not to go to their vehicles without permission from the principal or superintendent. Driving or riding in vehicles during school hours or other school sponsored activities/events without parental permission and school authorization is not allowed. Students are not allowed to transport other students during the school day. A vehicle violation may also result in a suspension of driving privileges.

Weapons (and other Dangerous Objects):

- “WEAPON” – any instrument or object designed or intended to produce death, or used in a commission of a violent act, or in a manner which threatens, raises fear; or inflicts bodily injury. A weapon can also include common everyday items which are used or have been modified to threaten or inflict bodily harm.
- FIREARMS—any “weapon” (including a “starter pistol”) which is designed to, or can be converted to expel a projectile by the action of an explosive. (Definitions of other firearms and related explosive devices can be found in Section 921 or Title 18 of the United States Code, Chapter 44, Firearms). (See 127.282 MN Fair Dismissal Law).
- GUN—A projectile object used as a weapon; this definition includes anything resembling a gun in shape or operation.

- **SUBSTANTIAL BODILY HARM**—bodily injury which involves a temporary but substantial loss of impairment of the function of any bodily member or organ, or which causes a fracture of any bodily members.
- **GREAT BODILY HARM**—bodily injury which creates a high probability of death or which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ.
- **Fireworks**- use, possession, or offering for sale any substance, a combination of substances or article prepared to produce a visible or audible effect by combustion, explosion, deflagration or detonation

Minimum Action: notification of parents, meeting with administration, removal of item and possible notification of law enforcement

Maximum Action: Expulsion or exclusion

CORRECTIVE MEASURES

Because it is not possible to list every misbehavior or conduct problem, the school administration has the discretion and latitude to amend consequences as appropriate to the situation.

Consequences may be altered as administration considers a student's intent, track record or frequency of violations, attitude or response to the intervention, willingness to seek restoration, and willingness to correct the behavior. Building administration also may impose a 1-10 day suspension as deemed appropriate for various violations of district policy (the school district superintendent may extend the suspension for an additional 1-10 days depending on the seriousness of the violation).

Alternative Placement-These are educational opportunities made available within the school district possibly in a setting different from a student's originally assigned class setting. ISS (In School Suspension) can be considered in this policy

Conference-Depending upon the violation and the seriousness of the action, a student may be given a warning that if a violation occurs again, the student's parents or guardians will be notified. Depending on the violation and the seriousness of the action, a student's parent/guardian may be contacted by telephone or mail in addition to a student conference. This may also include a parent/guardian conference. The intent of the contact is to inform the parent/guardian of the violation and the student's attitude during the conference and to elicit parent/guardian support for correcting the unacceptable behavior.

Contracts-Individual agreements with parents/students providing specific consequences, negative or positive, for custom behaviors.

Detention-A teacher, principal, or designee may detain a pupil after school. Detention may be assigned by the Principal for correction of a violation, including tardiness to class. Teachers may require a student to spend time after school for incomplete/missing homework or inappropriate classroom behavior, this will be supervised by the assigning teacher. Any pupil who is told by a teacher to report after school and who, for any reason cannot report, must first clear the absence with the teacher, principal, or designated representative. Detention supersedes all activities. In an emergency, arrangements can be made in advance for a postponement. Generally detention for secondary students will be served on Tuesdays and Thursdays 3:30 to 4:30. Students assigned a detention, must serve the detention time prior to participating in any school sponsored contests or events. Student failure to serve detention on the assigned date(s) will result in an increased term of detention or other disciplinary consequences. The Principal may choose to have a student serve an alternative detention time, as deemed necessary.

Detention Rules will be as follows: No electronic devices (games, phones, music); No beverages/food; No talking; and No sleeping. Students need to be on time and must be doing something-reading, homework, etc.

Expulsion-"Expulsion" means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.

Exclusion-"Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment for a student for a period that shall not exceed beyond the school year. The Pupil Fair Dismissal Act of 1998 (as amended) will be followed in procedural matters of this kind. Exclusion of students with disabilities cannot be used as a discipline measure if the actions may have been the result of the disability. Special provisions for dealing with the behavior of a student with a disability will be written into the student's Individual Education Program.

Loss of Privileges-Examples might include: dances, noon hour activities, groups, student recognitions, field trips, computer usage, etc.

Referral to Law Enforcement-If a student's misbehavior is that in which a law violation may be involved, juvenile authorities or police will be contacted by the principal or designated representative. Every reasonable attempt shall be made to notify parents at the same time juvenile authorities or police are called.

Referral to an Outside Agency-Examples could include Family Services & NW Mental Health, etc

Removal From Class-"Removal from Class" and "removal" means any action taken by the teacher, principal, or other school district employee to prohibit a pupil from attending class for a period of time not to exceed three class or activity periods, pursuant to procedures established in the school district Discipline Handbook adopted by the School Board. "Permanent removal" means the action taken by a principal to prohibit a student from attending a class period or activity period for the remainder of the quarter/trimester/semester/year. An alternative means of earning the credit may be provided.

Restitution-A general concept that entails repairing the damage that has been done. This alternative consequence may include actions like apologies, cleaning up mess, paying for damages, etc.

Restorative Measures - Restorative Measures are discipline interventions to hold students accountable for harm that allow students to take responsibility for their actions and that address the needs of students or staff harmed and the school community.

- These actions may include:accountability conferencing, mediation, reparations, or other actions. The resulting Accountability Agreement outlines the agreed plan that repairs the harm to the victim, repairs the harm to the school community, and assists the wrongdoer in making better future choices.

Suspension-An action by the school administration prohibiting a pupil from attending school for a period of no more than ten school days. A suspension may be assigned as either an Out-of-School-Suspension or as an In-School-Suspension (ISS) depending on the infraction and circumstances. Parents will be notified of the type of suspension and the behavior that warranted the consequence. Students serving Out-of-School Suspensions and In-School-Suspensions will receive 100% of the earned grade on their assigned class work and will have 100% percent of their test grades counted for grading purposes. Students serving Out-of-School Suspension are declared ineligible for participation in extracurricular or other school sponsored activities on the day(s) of suspension. Students serving In-School Suspension may participate in practices and may participate in contests or other activities once their entire assigned consequence has been satisfied. This definition does not apply to dismissal from school for one school day or less, except as provided in federal law for a student with a disability.

CONDUCT ON SCHOOL BUSES

Pupils transported in a school bus shall be under the authority of and responsible to the driver of the bus. In accordance with the District's Student Transportation Safety Policy, Riding the school bus, whether to or from school or related to an extracurricular activity, is a privilege that can be revoked for inappropriate behavior. Students are expected to follow the same standards of behavior while riding a bus as they are in school or at a school-sponsored activity. All school rules are in effect while a student is waiting at a bus stop or riding the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation in accordance with these policies. The driver of any school bus shall be responsible for the orderly conduct of the pupils transported.

Consequences for school bus/bus stop misconduct will be imposed by the Building Principal or the Principal's designee.

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.

Consequences may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the Principal Office/School Office.

2. Rules at the Bus Stop.

(a) It is suggested you arrive at your bus stop 5 minutes before your scheduled pick up time. The school bus driver will stop, but 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. Wait until the bus stops before approaching the bus.

(f) After getting off the bus, move away from the bus.

(g) 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.

(h) No fighting, harassment, or horseplay.

(i) 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, or horseplay.

(g) Do not throw any object.

(h) No 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.

(k) Make sure your seat area is clean before getting off the bus

4) Parent/Guardian Responsibilities For Transportation Safety.

(a) Become familiar with District rules and policies, regulations and principles of school bus safety.

(b) Assist students in understanding safety rules and encourage them to abide by them.

(c) Recognize their responsibilities for the actions of their students.

(d) Support safe riding practices and reasonable discipline efforts.

(e) When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.

(f) Support procedures for emergency evacuation, and procedures in emergencies as set up by the School District.

(g) Respect the rights and privileges of others.

(h) Communicate safety concerns to school administrators.

(i) Monitor bus stops, if possible.

- (j) Support all efforts to improve school bus safety.

ELEMENTARY SPECIFIC INFORMATION

ATTENDANCE

The Minnesota Compulsory Attendance Law M.S. 120.10, requires that every child between seven and sixteen years of age shall attend a public or private school during every day that school is in session any school year. Regardless of the nature of the class, attendance is necessary if the student is to benefit and achieve at his/her highest level of ability. Students should be encouraged to attend school every day unless there is an acceptable clause for absenteeism.

DEFINITION OF TRUANCY:

1. A habitual truant is a child under the age of 16 who is absent from school without lawful excuse for seven (7) school days if the child is in elementary school or for one or more class periods on seven (7) school days if the child is in middle school, junior high, or high school. If a child has three (3) days in the elementary or one or more class periods on three (3) school days in middle school in which he/she has been absent without lawful excuse, a letter should be sent to the parent/s restating the attendance policy for Fisher Elementary School.

2. The 1993 legislature amended the Minnesota Statute 626.556, the mandatory child abuse reporting law. "Neglect" now includes failure by a parent or guardian to ensure that a child is educated according to state law. (This may include children under age seven (7) who are on an I.E.P.) This means school personnel must report educational neglect to the social service agency. The law presumes a child's absence from school is due to the parents' failure to comply with the law if the child is under twelve (12) years of age. If the child is twelve (12) or older, the absence is presumed due the child's intent.

AWARDS

Awards will be presented to individuals each spring according to guidelines set by each classroom teacher.

"Straight A" "A" and "B" Honor Roll Awards will be presented to students in grades 4-6 and the end of each quarter. Students with "Incomplete" or "F" grades will be excluded from the Honor Roll. Awards will be given at the end of the school year for those students who have maintained perfect attendance throughout the year.

BACKPACKS OR BAGS

Backpacks, bags, purses, etc. must be kept in student lockers or on hooks provided in the classrooms and will not be allowed by student desks in the elementary.

CLASSROOM EXPECTATIONS

The mission of Fisher Public Schools is to prepare all learners with the academic, social, and personal skills for lifelong success.

Additional expectations will be laid out in each classroom.

Although Fisher Elementary emphasizes the development of self-discipline, we also recognize that there are instances when it will be necessary to administer disciplinary measures. It is the position of the Fisher Elementary that a fair and equitable discipline policy, as detailed earlier in this handbook, will contribute to the quality of the student's educational experience.

School Wide Expectations: BE RESPONSIBLE! BE RESPECTFUL! BE SAFE!

When misbehavior occurs, the following actions may be taken:

1. Take a break (student directed return)
2. Take a break (teacher directed return)
3. Loss of privilege
4. Buddy Classroom, Apology of Action Plan
5. Solutions and problem solving with Principal or Designee

Student Removal / Cool Down Procedure:

If you have a student on a Time-Out or Cool Down plan, or if your child is involved in a crisis situation that requires assistance, teachers will utilize the following procedure to access the principal or appropriate staff:

1. Teacher will call the office.
2. Teacher will tell the secretary "This is____(name) in room _#_. Please send someone for assistance."
3. The secretary will notify the principal or appropriate staff to access their services.

CONFERENCES

Notices for regularly scheduled conferences will be sent home so that individual conferences may be arranged for each student. Additional conferences may be scheduled with individual staff throughout the year as needed.

EMERGENCY FORMS

Emergency forms must be completed by parents/guardians each year. This information is useful in case of illness, accident or other unforeseen events. Please notify the school if changes in the information requested occur throughout the school year.

FIELD TRIPS

Classes may take at least one field trip each year. These trips will either tie directly to the curriculum at the grade level or provide enrichment. Parents/guardians will be asked to complete a form at the beginning of each school year giving permission for their child to go on scheduled field trips throughout the school year. Notice will be given prior to each field trip. Expectations are high when students take a field trip. Administration reserves the right to keep students back from field trips. Following are the expectations that are put in place one month prior to big field trips. If students are unable to meet these expectations, we cannot expect them to be good representatives of Fisher Public School and they will not be allowed to attend.

1. The student has had 4 or more before-school, recess, or after-school detentions.
2. The student has been in In-School Suspension.
3. The student has been in Out-of-School Suspension.
4. The student has had three office referrals.

The sixth grade field trip, which includes overnight stays, has yearlong behavior expectations and a behavior contract which must be fulfilled to participate.

GRADING SYSTEM

Kindergarten - Grade 3

E	Excellent
S	Satisfactory
I	Improvement Shown
N	Needs Improvement

Grades 4 - 6

A	90-100	E	Excellent
B	80- 89	S	Satisfactory
C	70- 79	U	Unsatisfactory
D	60- 69	I	Improvement Shown
F	59 & Below	N	Needs Improvement

HEAD LICE

All elementary students may be checked for lice at the beginning of the school year and again following the Christmas break, on an “as needed” basis. If a child is found to have lice, all siblings of the child who are in school will also be checked. Any child found to have live lice will be sent home for treatment immediately. **It would be desirable for a parent to accompany the student to school following treatment, as the student will be checked for lice and MUST be “LICE FREE” before returning to class.**

It is recommended that parents periodically check their children for lice and instruct them not to use other children’s brushes and combs, or wear other children’s hats, coats, or scarves. The school can provide information regarding head lice and head lice treatment. Families can contact Polk County Nursing Service and/or Polk County Social Services for assistance dealing with lice infestations. Polk County Public Health Office 218-281-3385

HOME - SCHOOL FOLDER

Home - School Folders will be provided to all elementary students as a means of enhancing the communication between the home and school. The folders will be sent home on the last school day of each week. Inside the folders you will find various papers and notices - please take a moment to review these items with your child. **Parents are asked to sign and date the signature sheet found on the back of the folder before returning it to school with your child on the next regularly scheduled school day.** Children are encouraged to care for their folders as only one will be provided. Folders that are lost or damaged beyond repair must be replaced by the child or his/her family at the cost of \$1 per folder.

HOMEWORK

Homework is considered an essential part of the learning process and is assigned at varying degrees depending on the child’s level of learning, grade and teacher. Homework can provide practice that reinforces classroom learning and can provide opportunities for independent study, research and creative thinking. Students are expected to return homework to school when due - completed to the best of their ability.

ILLNESS OR INJURY

Parents/guardians will be notified if their children become ill or are injured while at school. Children will not be sent home from school unless parents/guardians are available or a reliable person can accompany the child home.

INVITATIONS

Parents and students are asked to please mail all party invitations or phone parents/guardians if ALL students in the class are not invited. This request is intended to help guard against hurt feelings among those students that may not be receiving invitations.

PARTNERS IN EDUCATION (P.I.E.)

The Partners In Education is an organization made up of parents and teachers of Fisher Elementary students. The organization’s goal is to develop a partnership between the parents, teachers and students, to promote quality education at Fisher Public School. P.I.E. meetings are open to all elementary parents and will be held the first Tuesday of each month at Fisher Public School unless otherwise noted due to scheduling conflicts.

PROMOTION AND RETENTION

Whenever possible, a child should progress to the next grade with his/her age group. Occasionally it may be necessary to retain a child in the same grade for another year. This recommendation is made only after a careful assessment of the child’s needs has been concluded. The decision to promote or retain is

based upon the child's ability to meet grade level expectations in subject matter while taking into consideration his/her social, physical, emotional and intellectual needs.

RECESS

Students will have a morning recess from 8:00 - 8:20 am and a half hour recess following lunch. Students will play outdoors for recess each day, weather and conditions permitting. Students are expected to come to school prepared for the weather and should wear jackets, snow pants, boots, hats and mittens as needed. Students will not go out for recess if the temperature is below 0° Fahrenheit, with or without wind chill, or in case of rain. If a student has a medical reason for not going outdoors, please send a signed and dated note from a physician.

TREATS

No homemade food items will be allowed to be served to students. Those wishing to bring "treats" for other students must provide store bought items. **PLEASE REFRAIN FROM BRINGING PEANUT PRODUCTS**

SECONDARY SPECIFIC INFORMATION

CLASS PERIODS

1 st Period	8:30-9:20
2 nd Period	9:30-11:10
Lunch	Grades 10, 11, and 12
Lunch	Grades 7, 8, and 9
3 rd Period	11:50-1:30
3 rd Period (skinny)	11:50-12:37
4 th Period (skinny)	12:43-1:30
5 th Period	1:40-3:20

COLLEGE IN THE CLASSROOM COURSES

College in the Classroom (CIC) courses offered at Fisher High School, provide students the opportunity to take courses that approximate college level rigor. Fisher High School offers CIC courses in Math. Students may earn college credit by successfully completing a CIC course. With the college level curriculum and accompanying high expectations differentiating these courses, a modified grading scale is used to recognize the efforts students must put forth. Students receive whole letter grades (no +/-) using a 90-A, 80-B, 70-C, 60-D scale.

CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

Athletics and Fine Arts activities are sponsored by the Minnesota State High School League and require participants to have a signed Parent Permit Slip on file in the school. All athletic activities require an updated Physical Examination on file in school. Physical exams are required every three years.

The district offers a variety of extracurricular activities. Football, Volleyball, Basketball, Hockey, Softball, Baseball, Track and Field, Speech, Drama, Band, Robotics, Chorus, FFA, National Honor Society, Student Council and Knowledge Bowl are some of the activities available for students to participate in.

ACADEMIC ELIGIBILITY

Eligibility of all students will be checked at three-week intervals. Teachers will determine grades at the end of the 3-week period to produce a progress report. This report will be used to identify students who are failing or close to failing. The report is due in the high school office by 12:00 PM on Fridays to ensure that the reports are mailed the following Monday to the parent or guardian. Student ineligibility will begin with the mailing of the report. The student will lose eligibility in all activities until the grade or work is made up to satisfactory standards. Teachers will report to the high school office when the student has made progress academically and is passing the course. Eligibility will be reinstated immediately upon report of a passing grade. **In the event that a student is failing one or more classes at the end of a quarter, the student will become ineligible to participate in any MSHSL sponsored or school sponsored event for a minimum of two weeks. After that two week period is over, the student must be passing the courses he/she failed for eligibility to be reinstated. An "I" (incomplete grade) will be considered as a failing grade until the incomplete is cleared.** The eligibility cutoff dates for the 2019-2020 school year are as follows: September 20, October 11, Quarter-November 1, November 22, December 13, Quarter-January 17, February 7, February 27, Quarter-March 20, April 9, May 1, Quarter-May 22.

ACTIVITY ELIGIBILITY

In order to participate in Fisher High School's co-curricular or extra-curricular activities, students must meet the following guidelines:

- Present a current physical (athletes only);
- Be under 20 years of age;
- Must meet Minnesota High School League Eligibility Guidelines;
- Carry the required number of credits for graduation;
- Be in regular attendance, having enrolled at least two weeks before being in a game;
- Must be in **attendance by 10:20 am** to participate in any co-curricular or extra-curricular activity (practice or event); unless prior arrangements have been made.
- Students and parents/guardians sign eligibility agreement.
- Detention supersedes activities; Principal may choose to have a student serve an alternative detention, as deemed necessary.

The District Administration reserves the right to grant exceptions to these participation guidelines on an individual basis. Exceptions will be made when students have Doctor's appointments that have been previously approved by the Principal.

EQUIPMENT MAINTENANCE FEES

All athletes will pay their equipment maintenance fees before the second scheduled athletic contest or they will not be able to participate. This provides time for an athlete to decide whether they want to participate in a program. The fee will not be reimbursed after the second contest unless a unique situation should occur.

GRADING SYSTEM AND HONOR ROLL

The following chart shows a comparison between letter grades, percentages, and Grade Point Averages (G.P.A.). Letter grades will be on student report cards. Grades will be calculated as percentages to determine G.P.A. and Honor Roll recognition. To earn an "A" Honor Roll designation, students must achieve a 3.5 G.P.A. To earn a "B" Honor Roll designation, students must achieve a 3.0 G.P.A. Classes that are graded with "S" for Satisfactory or "U" for Unsatisfactory will not be computed for Honor Roll. Students with "Incomplete" or "F" grades will be excluded from the Honor Roll. Seniors that have a 3.0 cumulative (grades 9-12) grade point average will be considered to graduate with "Honors." Seniors that have a 3.5 cumulative (grades 9-12) grade point average will be considered to graduate with "Highest

Honors.” Honors designations will be computed at the end of the 3rd quarter of the Senior year. Advanced Placement courses have a modified grading scale.

Grading System/Honor Roll

Regular Grading System

<u>Letter</u>	<u>Percentage</u>	<u>Grade Point Average</u>
A	94	4.00
A-	90	3.67
B+	87	3.33
B	83	3.00
B-	80	2.67
C+	77	2.33
C	73	2.00
C-	70	1.67
D+	67	1.33
D	63	1.00
D-	60	0.67
F less than	60	0

Advanced Placement/College in the Classroom Course Grading Scale

<u>Letter</u>	<u>Percentage</u>	<u>Grade Point Average</u>
A	90	4.00
B	80	3.00
C	70	2.00
D	60	1.00
F less than	60	0

GRADUATION REQUIREMENTS

In order to graduate from Fisher High School, a student must successfully complete all of the required credits, and accumulate a total of 25 credits +20 hours of required community service for graduation. This is to meet the legislation change that requires a minimum number of hours for student instruction. This must be completed by 3:00 pm on the Friday prior to graduation to fulfill graduation requirements for Fisher Public School. The following are the required credits. The credit requirements listed below meet the new guidelines set forth by the Minnesota Department of Education. Additional District requirements are also included. Students must have satisfied graduation requirements to take part in the commencement ceremony. Students who plan to participate in NCAA activities in college are encouraged to meet with their guidance counselor.

English	4.0
Social Sciences	3.5
Mathematics	3.0
Science	3.0
Health/Physical Education	2.0
Career Technical Education	2.0
Fine Arts	<u>1.0</u>
Required	18.5
Electives	<u>6.5</u>
Total	25.0

Students in grades 9 through 12 must pass all credit requirements. Students who fail an elective course may either take the course over for credit or pass a different course to meet graduation requirements.

Students in **grades 7 and 8** who fail two or more classes for the year may be **retained** in their current grade unless failed credits are made up in an approved summer school curriculum.

HOMEWORK POLICY

Daily work, sometimes referred to as formative assessment, is an important part of the learning process. This work is designed to guide the student through the learning process by giving them feedback on their progress towards the learning outcomes of the unit. Some of this work is collected by the classroom teacher and assigned a grade with feedback and some of this work will only receive feedback without a grade. At times this work needs to be completed outside of the regular class period. The additional time spent outside the classroom allows each student additional practice and furthers their understanding of the classroom content. When a student chooses not to complete daily work, they are losing an opportunity to further their learning and receive valuable feedback on their progress towards the learning outcomes of the current unit.

Daily work done in a timely manner is an essential part of the learning process and therefore will have a due date set by the classroom teacher.

- If a student hands in the completed assignment by the due date they will receive full credit for their work.
- If the student fails to hand in the required assignment by the due date they may receive a 20% reduction in their grade.
- If a student fails to hand in the assignment by the due date, then the student may be placed in Working Lunch in order to get the assignment completed.
- If the assignment is not completed by next summative assessment, then the student may receive a zero.

HONOR SOCIETY

The National Honor Society is an organization designed to create enthusiasm for scholarship, stimulate a desire to render service to others, promote leadership, practice good citizenship, and to develop character in the students of secondary schools throughout the country. The following criteria are used to determine membership in the Fisher chapter of the National Honor Society:

1. The selection procedure shall be consistent with the rules and regulations of the National Honor Society.
2. Selection to the National Honor Society is an honor accorded by the faculty. Students must apply for membership.
3. Only those students who have been in the school a minimum of one semester may be considered for membership.
4. Selection is made by the faculty council, which consists of five members appointed by the principal plus the National Honor Society advisor who serves as an ex-officio member.
5. Selection is based on four criteria: scholarship, leadership, service, and character, of which scholarship is the most important.
6. Scholastic eligibility is based on a cumulative scholastic G.P.A. of 3.0 for sophomores, juniors, and seniors.
7. Students who are eligible scholastically must complete the Student Activity Information Form for consideration for selection to the National Honor Society. These surveys are not applications and do not guarantee selection.
8. In evaluating potential members for leadership, service, and character, the faculty council will follow procedures outlined in the National Honor Society Handbook and the Constitution of the National Honor Society. All judgments must be free of hearsay and rumor and be fair, nondiscriminatory, and consistently applied.
9. Students who receive a majority vote of the faculty council will be invited to be members of the National Honor Society.

10. The Principal has final approval in selection for membership in the National Honor Society.
11. Students may be dismissed from the National Honor Society for conduct that is not representative of National Honor Society ideals.

INDEPENDENT STUDY

A student may apply to take an Independent Study class in situations where the class offerings at Fisher High School cannot fulfill their needs. Approval of Independent Study may be granted by the Principal provided the student meets requirements and teaching staff is available to serve as the instructor of record. Independent Study classes are subject to the same eligibility rules as any other classes. The only grade recorded for an Independent Study courses is the final grade.

KNOWLEDGE BOWL

Knowledge Bowl is a series of interdisciplinary academic competitions. During the competitions, teams of five students compete in written and oral rounds by answering questions related to all areas of learning typical of secondary educational programs. Questions test students' recall, problem solving, and critical thinking skills. Students from grades 9-12 participate in Fisher High Knowledge Bowl competitions.

LOCKER ROOM

The locker rooms will be locked at 8:25 am and will be accessible only during gym time. Do not leave books in the locker room.

MINNESOTA STATE HIGH SCHOOL LEAGUE RULES

(MSHSL penalties cannot run concurrently to other ineligibilities.)

Students who violate Minnesota High School League rules will be given consequences accordingly:

Type I Activities

A. First Violation Penalty

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

B. 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.

C. Third or Subsequent Violation Penalty

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.

Type II Activities

Students who violate the Minnesota State High School League rules will also be given consequences for type II activities as required by the MSHSL. Type II activities include choir, band, drama, knowledge bowl, speech, and other activities. A student may be allowed to participate after a violation if they complete twenty hours of community service approved by the principal or dean. The community service must be approved before the start of that community service.

A. First Violation Penalty

The student shall lose eligibility for the next event.

B. Second Violation Penalty

The student shall lose eligibility for the next two events.

C. Third or Subsequent Violation Penalty

The student shall lose eligibility for the next three events.

Leadership Activities

Students who violate the Minnesota High School League rules will also be subject to suspension from any leadership activities, which may include royalty, student council, honor society, and other leadership positions within the school. The suspension for these activities will be during the time period below, but a student may be allowed to participate after a violation if they complete twenty hours of community service approved by the administration of the school. The community service for Type II Activities and Leadership activities may be the same.

- A. First Violation Penalty
The student shall lose eligibility for the next two weeks.
- B. Second Violation Penalty
The student shall lose eligibility for the next three weeks.
- C. Third Violation Penalty
The student shall lose eligibility for the next four weeks.

NCAA CLEARINGHOUSE INFORMATION

If you are planning to enroll in college as a freshman and you wish to participate in Division I or Division II athletics, you must be certified by the NCAA Initial-Eligibility Clearinghouse. The Clearinghouse was established as a separate organization by the NCAA member institutions in January of 1993. The Clearinghouse ensures consistent interpretation of NCAA initial-eligibility requirements for all prospective student athletes at all member institutions. Your responsibility as a prospective student athlete is to make sure the Clearinghouse has the documents it needs to certify you.

These documents are:

- a. Your completed and signed Student Release Form and fee
- b. Your ACT or SAT scores
- c. Your official transcript from every high school you have attended

If you want to participate in Division I or Division II athletics, plan to start the certification process early (usually the end of your junior year in high school).

To be certified by the Clearinghouse you must:

- 1. Graduate from High School
- 2. Earn a grade-point average of at least 2.00 in a core curriculum of at least 13 academic courses taken during grades 9 through 12. Only courses that satisfy the NCAA definition of a core course are acceptable. These include English, Math, Science, Social Science, Foreign Language, Computer Science, Philosophy or non-doctrinal religion.
- 3. Earn a composite score of at least 17 on the ACT or a combined score of at least 820 on the SAT on a national test date. In Division I the grade point and test scores vary according to an index; a GPA of 2.500 needs an ACT 17, and ACT of 21 needs just a GPA of 2.000.

Students may get the necessary forms and more information from the, Senior High Counselor or Activities Director.

LUNCH PERIOD

Students in grade 7 are restricted to School District property. Students remaining on District property during their lunch period must stay off playground equipment and remain segregated from elementary students. All students in grades 8-12 have the privilege of an open lunch period. Students may leave school property as long as they are not transported in a vehicle by anyone other than their parent or guardian. Students that abuse this "open lunch period" privilege by not returning to class on time or exhibiting nuisance behavior in the community may have the privilege revoked, and face other disciplinary actions.

NOTICE TO 18 YEAR OLDS

MSA 120.06 states the following:

The Board of Education of any school district shall provide free education services to any person between the ages of 18 and 21 years and may require of that person adherence to rules and regulations applicable to students under 18 years of age. Therefore, all students enrolled in Fisher High School will be required

to follow the same policies as established for those under 18 years of age. For example: Fisher High School requires that students 18 years of age or older must provide parental verification for absences. It also means that no student, regardless of age, may use or possess tobacco products on school property.

Students older than 21 years of age may attend high school only with permission of the School Board of Education.

ONLINE CLASSES

Students are able to take online classes through Odysseyware without leaving their home districts, teachers, and friends who make up the school experience. These classes are primarily offered to Junior and Senior students at Fisher High School. Parental consent is needed for all students wishing to take an online class. Grading for the online courses will follow the district's regular grading system. If a student fails an online class they are not eligible for any further online courses offered through Fisher School. Students not making adequate progress through an online course will be placed on the deficiency list.

Transcript will reflect grade earned and cannot be adjusted or changed after withdrawal date.

PSEO / OCHS CLASSES

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.

Online College in the High School (OCHS) is one possible PSEO option available to Fisher students. OCHS offers college transfer, career and technical courses for qualified high school students. Students receive high school credit and college credit at the same time. Students do not have to travel to a campus. The colleges serve them online in the high school setting.

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 grade C 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. For current information about the PSEO program, visit the Minnesota Department of Education's Postsecondary Enrollment Options (PSEO) webpage.

RULES FOR STUDENTS MISSING CLASSES FOR SCHOOL ACTIVITIES

Participating in school activities is a valuable privilege for students, and these activities are an important part of high school life. However, academic work is a top priority and it is very important to keep up with homework. When a student participates in a school-sponsored activity, the student is assuming complete responsibility for completing school work. This holds true whether a student is absent from class due to such things like a college visit, athletic event, fine arts or music performance, student council meetings, field trips, and other such events. As in the past, it is the responsibility of these students to consult with their teachers at least a day in advance so that arrangements can be made with regard to homework, quizzes, and exams.

RULES GOVERNING SCHOOL-SPONSORED ACTIVITIES AND CLUBS

The use or possession of tobacco products or the use, possession, or being under the influence of any type of mood altering substances during a school-sponsored activity is strictly forbidden. School sponsored activities include, but are not limited to, co-curricular events, field trips, and club activities. Students using any of the above substances during a school-sponsored activity will be removed from the activity for the remainder of the year. All other rules as specified in the School Code of Conduct will also apply to school-sponsored activities and clubs.

SOCIAL EVENTS AND DANCES

All social activities should be sponsored for a specific purpose. All events must be approved by the advisor and the principal and must be properly chaperoned. No activities will be held without proper supervision. Dances will be closed door. Once a student enters he/she may not leave and reenter. If you leave early, parents will be notified. Students that have been declared ineligible due to academic deficiency, violation of MSHSL rules, and violation of district "Guilty by Association" policy, suspension, or other penalties as assigned by the principal are not allowed to attend school sponsored dances.

Prom

All out-of-school dates must be under 21, at least a freshman in high school, and must be registered in the High School Office by the Wednesday prior to Prom. For Fisher students, juniors and seniors may attend while freshman and sophomores may attend by invite only.

Homecoming

This dance is for Fisher High School and Climax-Shelly High School 7th through 12th grade students. All out-of-school dates must be under 21. A separate Junior High dance may be held during Homecoming.

Junior High

These dances are for 7th and 8th grade students. A 9th grade student may attend by invite only.

SPORTSMANSHIP CODE

THE SPECTATOR SHALL:

1. Realize that he/she represents the school just as definitely as does the member of the team, and therefore, has an obligation to be a true sportsman, encouraging through this behavior the practice of good sportsmanship by others.
2. Recognize that good sportsmanship is more important than victory by approving and applauding good team play, individual skill and outstanding examples of sportsmanship and fair play exhibited by either team.
3. Recognize that, since the primary purpose of interscholastic athletics is to promote the physical, mental, moral, social, and emotional well-being of the player through the medium of contests, victory or defeat is in reality of secondary importance.
4. Treat visiting team and officials as guests, extending to them every courtesy.
5. Be modest in victory and gracious in defeat.
6. Respect the judgment and integrity of officials, realizing that their decisions are based upon game conditions as they observe them.

STUDENTS MAINTAINING A PASSING GRADE

Students in grades 7-12 will be required to pass all required courses. A student failing a class will be scheduled into the next grade at the end of the year, but must repeat any required classes before credit is given. Students may have to pass a required course before they can take the next level course in that area. In order to receive credit for a class, a student's overall average must be a 70% or higher.

STATEWIDE TESTING

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at the school is aligned to the state

academic standards. Parents/guardians have a right to not have their student participate in state required standardized assessments.

Important items to consider:

- Students who **do not participate** will receive a score of **“Not Proficient.”**
- School performance results are publicly released and are negatively impacted if students do not participate in the assessments.
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, non-credit course at a Minnesota State college or university in the corresponding subject area, potentially saving time and money.
- Teachers use the information from assessments to make decisions about resources and to support student learning.

Minnesota Statutes requires that information about statewide assessments be provided to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows at the end of the handbook and includes an area to note the reason for the refusal to participate. Students and families can find out more information on the Statewide Testing page (education.state.mn.us>Students and Families>Statewide Testing).

TARDINESS

The school board, administration, and staff feel that it is important for students to get to class on time. Just as one must get to work on time, we feel it is vital for students to get into the classroom on time and ready to learn. Students may be assigned a “Tardy Unexcused” if they are not prepared for class as per Classroom Expectations. Students will be allowed 1 tardy per quarter. If a student receives a 2nd tardy for the quarter, the student will be issued 60 minutes of detention. If a student receives additional tardies for the quarter, the student will be assigned an additional 60 minutes of detention for each tardy. Chronic tardy situations may result in more significant consequences as assigned by the Principal.

WORKING LUNCH

A student may choose to do a working lunch to finish an assignment. If a student does not have his/her assignment handed in to the teacher by the assigned due date, the teacher may list the student's name and missing assignment on the working lunch roster. Students are then assigned to working lunch until the assignment has been completed and turned in, at which time the teacher will remove the student from the working lunch roster. Students on the working lunch roster will report to the Art room with their lunch and homework, there they will have the opportunity to complete their assignment and eat lunch. The principal, or a designee, will monitor working lunch and ensure students use the time to work on missing assignments. Since teachers may add students to the working lunch roster daily or at minimum weekly, it is expected a student would be assigned to working lunch, with an opportunity to complete missing work, before finding his/her name on the ineligibility list for a failing class grade caused by missing assignments.