

Kittson Central High School

2017-18

Student Handbook

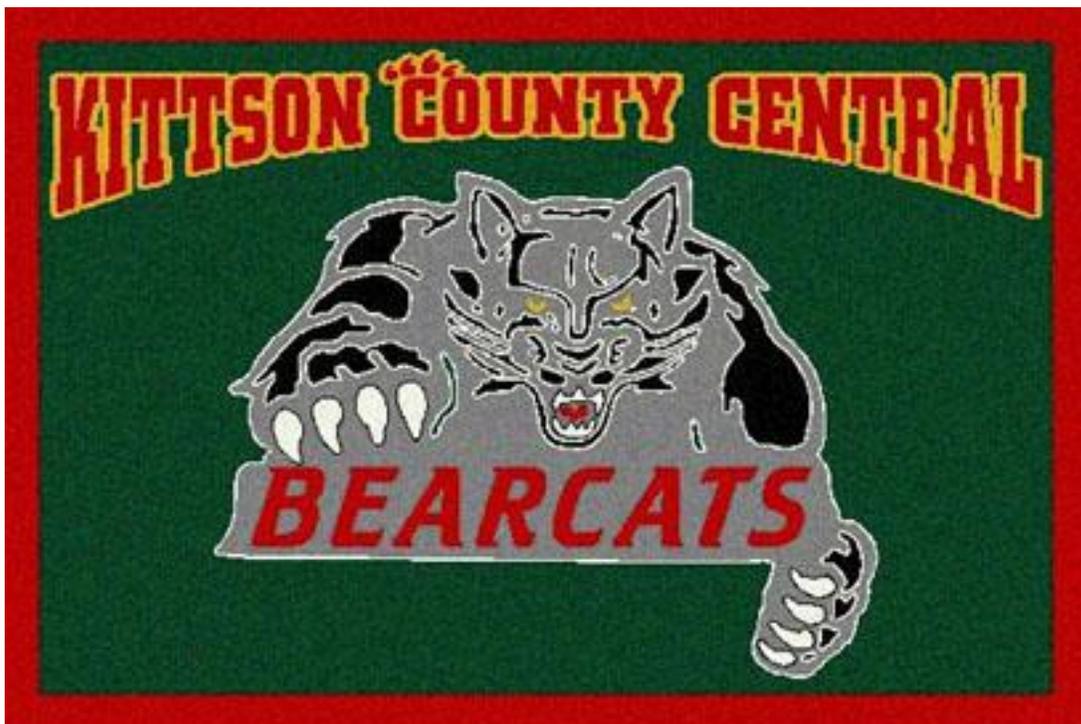


Table of Contents

Academics	2-6
Study Table	6
Attendance	6-8
Extra-Curricular	8-11
Fees	11-12
Equipment and Materials	12
Bullying Prohibition Policy	13-23
Alcohol, Tobacco, and Drugs	24-25
Student Conduct	25-29
Miscellaneous	29-34

Welcome to Kittson Central High School. Kittson Central is committed to providing an educational atmosphere that promotes academic excellence and personal growth for all students. We do this by offering the maximum range of courses and opportunities for learning. Our goal is to make your high school experience both enjoyable and worthwhile.

This handbook has been prepared for student and parent(s)/guardian(s) reference and is intended to provide information regarding procedures and regulations at Kittson Central High School. This handbook reflects local school board policies, Minnesota State High School League regulations, and Minnesota state laws. Any questions regarding its content may be directed to the dean of students or academic dean.

DISTRICT ASSESSMENT COORDINATOR: Mrs. Johnson is the District Assessment Coordinator. She will provide college information, assist with college application and financial aid process, lend support to school, career and personal plans, coordinate referrals to outside agencies, aid teachers and parents in helping students, promote positive attitudes and choices, identify needs of students, encourage better interpersonal relationships, help in developing academic plans, serve as a student advocate, assist students in establishing partnerships with business, facilitate testing and test interpretation, and be an effective helper to students, parents, and teachers.

DEAN OF STUDENTS: Mrs. Carr is the current dean of students. The primary roles of the dean of students are to maintain appropriate student conduct and determine eligibility of students for extra-curricular activities.

ACADEMICS

ACADEMIC AWARDS: Grades that students earn in their courses are used to calculate their overall Grade Point Average (GPA). To calculate GPA, grades are assigned Honor Points based on a 4.00 grading scale. College in the High School courses have a high level of difficulty and earn Honor Points based on the Weighted Class Honor Points scale. PSEO classes taken in core subject areas (math, language arts, social studies and science) will also use the Weighted Class Honor Points scale. All other classes earn Honor Points based on the Regular Class Honor Points scale.

Grade	Regular Class Honor Points	Weighted Class Honor Points
A	4.00	4.34
A-	3.67	4.00
B+	3.34	3.67
B	3.00	3.34
B-	2.67	3.00
C+	2.34	2.67
C	2.00	2.34
C-	1.67	2.00
D+	1.34	1.34
D	1.00	1.00
D-	.67	.67
F	.00	.00

ACADEMIC LETTERING: Academic lettering provides recognition for academic excellence. Each student who letters for the first time will receive the chenille “K” and an academic excellence medal. For subsequent lettering, the student will receive a bar. The criteria for academic lettering is:

Grade 9: Attainment of a 3.75 cumulative GPA through the first semester of Grade 9

Grade 10: Attainment of a 3.70 cumulative GPA through the first semester of Grade 10

Grade 11: Attainment of a 3.60 cumulative GPA through the first semester of Grade 11

Grade 12: Attainment of a 3.50 cumulative GPA through the first semester of Grade 12 OR attainment of a 3.75 GPA for the two semesters preceding award determination date.

CHANGING SCHEDULES (Adding or Dropping Classes): If a student wishes to change his/her schedule by adding or dropping a class, the student may do so provided the change is made by the end of the first week of classes. The student will need to talk with Mrs. Johnson and obtain teacher, parent, and her permission to make schedule changes. Students are discouraged from dropping more rigorous classes to take those less rigorous.

COLLEGE IN THE HIGH SCHOOL: College in the High School courses will be offered through the University of Minnesota – Crookston for juniors and seniors who have a 3.0 cumulative average and who possess the motivation, skills, and work ethic to be successful in the courses. Teacher permission is required at the time of registration. Students must have attained a 3.0 by the end of the first semester of their junior year (for juniors) and by the end of the first semester of their senior year (for seniors) to qualify to register. All College in the High School Classes will use the Weighted Class Honor Point scale for GPA calculations.

Online College in the High School Classes: Online College in the High School classes will be made available to qualifying students both first and second semesters of the school year. Students must be seniors with a cumulative GPA of 3.0 or above. Because online college courses are extremely rigorous and time-consuming, students will be screened and selected by a faculty committee that will determine if they have exhibited the time-management, self-discipline, independent learning, and academic skills deemed necessary for success in online learning.

DAILY SCHEDULE:

Hour 1	8:18 – 9:15
Hour 2	9:19 – 10:06
Hour 3	10:10 – 10:58
Lunch	11:02 – 11:32
Hour 4	11:35 – 12:05
Hour 5	12:08 – 12:38
Hour 6	12:42 – 1:29
Hour 7	1:33 – 2:20
Hour 8	2:24 – 3:11

GRADING SYSTEM: The evaluation of student achievement is one of the most important functions of the teacher. Prior to instruction, each teacher will be responsible for informing the students of the specific grading system which will be used in their classes.

FINAL GRADE CALCULATION

Final grades will consist of an average of the percentages of each of the quarters of the semester or year. *In addition, a student cannot earn consecutive failing grades in the 3rd and 4th quarters of the year.*

GRADUATION REQUIREMENTS: Kittson Central High School requires a minimum of 24 credits accumulated in Grades 9-12 to graduate. All students in Grades 9-12 must carry a minimum of six credits of work per year. In addition, students must satisfy the minimum graduation requirements set by the State of Minnesota. Passing scores are determined by the State of Minnesota.

Four years of language arts in Grades 9-12 and a class in American Government are local requirements at Kittson Central. All juniors must take a math class (Algebra II, Applied Math, or PreCalculus, or CIHS MATH 1031). State graduation requirements include:

- 4 credits in language arts
- 3 credits of mathematics (including Algebra I, geometry, and an Algebra II or applied math credit)
- 3 credits of science (including physical science, biology, chemistry, or physics)
- 3 ½ credits of social studies (including U.S. History, global cultures, American Government and economics)
- 1 credit of fine arts
- 1 credit of physical education
- 1 credit of health

Academic standards developed by the State of Minnesota in Language Arts, Mathematics, Science, and Social Studies are to be embedded in coursework. Standards in health, physical education, vocational and technical education, world languages, and the arts are to be developed by the district. Districts have the option of adopting the state-developed arts standards. One credit of geography and .5 credits in world history will be integrated into Global Cultures, which will be taught in 10th grade. The probability and statistics credit will be integrated into several mathematics classes, and it will also be taught as a separate entity through College in the High School.

Seniors must have all work from the previous years and all work from the first three quarters of the senior year completed and be complete on all fourth quarter work by 3:10 p.m. on the last day of student contact in order to participate in graduation ceremonies. For example, if Wednesday is the final student contact day of the school year, students wishing to graduate must have their work completed by 3:10 p.m. on that day.

HONOR ROLL: The Honor Roll is determined at the end of each quarter and is calibrated as follows using a weighted grading system:

4.0 Honor Roll: A student must earn a 4.00.

“A” Honor Roll: A student must earn a GPA between 3.67 and 3.99 and have no grade lower than a 2.67 (B-).

“B” Honor Roll: A student must earn a GPA between 3.00 and 3.66 and have no grade lower than a 1.67 (C-).

Note: In order for a student to be considered for the Honor Roll, all work must be completed by the end of that particular quarter as the Honor Roll is published only once. College in the High School courses – Calculus, Probability and Statistics, College Composition, Precalculus, Physics, Webmaster, Newsletter Editor, Graphic Design, Novels – will receive additional weight.

HONOR STUDENT DESIGNATION/GRADUATION HONORS: Honor student designation is given to those students who maintain a 3.20 average throughout high school. Rounding procedures will not be used. Honor students will receive a certificate, pin, and gold cords in recognition of their accomplishment. The graduating honor student GPA requirements are as follows:

Cum Laude	3.20 – 3.44
Magna Cum Laude	3.45 – 3.74
Summa Cum Laude	3.75 – 4.00

HOMEWORK COMPLETION: Students are expected to maintain high academic standards and have all work in on time. Teachers will not accept homework that is more than one day late. Any assignment that is one day late will receive 50% of the earned points. An assignment that is two

days late will not be accepted and a zero will be placed in the grade book for the assignment. Accommodations for 504 Plans and Individual Education Plans (IEP's) will be followed. Time for absences will be followed according to the Attendance Policy on page 5.

MAKING UP CREDITS/REPEATING A CLASS: Students failing to complete the required curriculum necessary to graduate will be required to repeat or make up the course(s)/credit(s) needed for graduation. If a student wishes to make up a class or credit needed for graduation other than by repeating the class, there will be two options. Attend an Area Learning Center (ALC) or repeat the class through Keystone Credit Recovery at the expense of the student. The nearest ALC is located in Thief River Falls.

MIDTERM REPORTS: If a student is failing or progressing poorly, midway through a quarter parents are notified by the student's teacher(s) by mail with midterm report.

NATIONAL HONOR SOCIETY: Membership in the Kittson Central High School Chapter of the National Honor Society (NHS) will be open to students in Grades 10 – 12 who meet eligibility criteria. Students invited to apply for membership must have a cumulative GPA of 3.67 or higher. A faculty committee reviews applications, and selection is based on four criteria: scholarship, leadership, service, and character. An induction ceremony is held in the spring.

Senior members of the National Honor Society complete 20 hours of community service, juniors complete 30 hours, and new inductees must complete 10 hours. The members of the society also determine a group project in which they will be involved each year. Senior NHS members receive a certificate, pin, and blue and gold cords to wear at graduation in recognition of their achievement.

POSSIBLE EXEMPTIONS TO INCOMPLETES: Special consideration may be given for situations involving prolonged illness or other emergency. These students will be allowed to make up work provided a note from a physician is provided.

REPORT CARDS: Report cards are issued four times a year at the end of each quarter. Final report cards may be mailed to the home.

SCHOOL ANNOUNCEMENTS: A daily announcement will be provided, by the office, to each classroom every morning. This is to be read to students at the end of first hour. If a student is not in class at the time daily announcements are read, he/she will still be responsible for knowing the contents of the announcements. A copy will be posted outside the main office door for students to read each day. The public address system will be used for urgent bulletins that cannot be handled in any other way.

SCHOOL RECORDS: The school keeps on file student grades, attendance, standardized test scores, and discipline records. If a student has attended several different schools, these records have followed and are on file.

Parent(s)/guardian(s) may see the contents of these records by making an appointment with the academic dean. Copies of anything in the school records may be made at a cost of five cents per page, but the original record cannot be taken out of the office. The student, parent(s) or guardian(s) may place any statements or items in a student's record provided it pertains to schoolwork. A student, parent, or guardian may also request that items be removed from a file. Should the academic dean deny the request, an appeal may be made to the superintendent. If this request is denied, an appeal may be made to the school board.

Student records cannot be transferred without the written consent of the student and the parent/guardian, with the exception of another public school in which the student has already enrolled after transferring from Kittson Central. The school will not, and cannot by law, without first receiving written consent from the student, parent, or guardian send a transcript of a student's school record to a college or vocational school or give information from a student's record to a prospective employer. Students who are 18 years of age need not seek consent of their parents/guardian to transfer their records. All student records will be treated in accordance with the provisions of Public Law 93-380 and Chapter 479 of the 1974 Session Laws of the State of Minnesota. These laws and procedures also apply to the records of all graduates of this school.

STUDY TABLE: Each Friday or the last scheduled school day of the week, by the end of period three (11:00), teachers will determine which students are: (1) Incomplete (I); (2) Incomplete due to lack of effort (I/LE); or (3) failing (F). Teachers will then inform each student who is incomplete or failing that he/she should attend study table in order to get caught up on work or receive help to raise a failing grade. Study table attendance after school will not be mandatory but will be strongly encouraged. Any student on the study table list who has study hall period 4 or 5 will report to their regular study hall for attendance. After attendance they will immediately report to the designated room for study table students. Each teacher will prepare a list for the office of all students who have been informed they should attend study table. Notification will be sent to the parents/guardians informing them of the classes in which the student has work to complete or is failing. **Students who are asked to attend study table are deemed ineligible to participate in all Minnesota State High School League (MSHSL) activities as well as fine arts public performances beginning the following Monday until all work is caught up or satisfactory progress is achieved.** See Student Eligibility for more information.

Note: In the classes of choir and band, the seasonal concerts are part of the student's grade. If a music student is absent at Hour 1 attendance due to illness, but attends school at least half the day, he/she may perform in the concert.

In the case of MSHSL performances, the student must be in attendance Hour 1 and remain in school the entire day to participate.

TAKING SEQUENTIAL CLASSES DURING THE SAME YEAR: The faculty and administration of Kittson Central agree that it is not academically advisable to take sequential courses (such as Language Arts 9 and 10) during the same year or time period. Therefore, this option will only be made available when all alternatives have been exhausted. In any such instance where simultaneous enrollment is contemplated, the instructor and academic dean must approve it.

ATTENDANCE

Students are expected to be in school except in cases of illness or emergency. If a student must be absent, the following procedures apply:

Steps to Follow When Absent:

- a. Have parent/guardian write an excuse giving your name, date/days of absence, reason for absence and his/her signature.
- b. Present your excuse to the office at which time a make-up slip and admit slip will be issued.
- c. Ask all teachers for make-up assignments. Assignments not made up will be reflected in your grade. Each student is responsible for seeing that make-up work is completed.
- d. Each student will be allowed two days (including the day of return) for the first day of absence, and an additional day thereafter. Example: A two-day absence provides three days of make-up time.

- e. Academic work takes priority over all other high school activities. The teacher retaining that student for academic reasons will provide passes for students late to high school activities.

ABSENCE NOTIFICATION: If a student will be absent, it is requested that parent(s)/guardian(s) call the school office by 9:00 a.m. If no call is received, the office may call the student's home or parent to determine the reason for the absence.

GOOD ATTENDANCE AWARDS: If a student is absent and is tardy no more than three times in any period total during a school year, he/she will receive a Good Attendance Award. Storm days, late starts, early outs, field trips and college visits (if pre-approved) will not be counted against perfect attendance.

PERMISSION TO LEAVE SCHOOL: Any absence from class without permission after arrival at school will be considered an unexcused absence. Permission to leave school during the day may be obtained by presenting a written request from the parent or guardian to the office unless an emergency arises. An out-of-school pass will then be issued to the student by the office.

PRE-ARRANGED ABSENCE: Work must be made up ahead of time and complete on the day on which a student returns from a pre-arranged absence.

TARDINESS: All students are expected to be in their classrooms on time during the school day. A tardy student is to be admitted only after presenting a pass from a teacher or by securing a tardy slip from the office. Tardiness is classified either excused or unexcused. An excused tardy is being late for a class or study hall with a valid excuse. Any excessive unexcused tardiness will result in a conference with the dean of students. Consequences for continued tardiness will be determined in a conference with the student, parent, and dean of students. A record of tardiness is kept and will be placed on a student's cumulative record.

UNEXCUSED ABSENCE: Any absence from school for a period, part of a day, or all day without the knowledge or consent of the parent/guardian or approval of the school is considered an unexcused absence. This type of absence shall constitute truancy, and the truancy policy shall apply.

TRUANCY:

First Offense:

- The student will have a conference with the dean of students.
- A letter will be sent to the parent/guardian informing them of the offense and action taken.
- The student may receive credit only by doing assignments outside the regular class time.
- The student will be assigned one (1) day in-school suspension.

Each Subsequent Offense:

- The student will have a conference with the dean of students.
- The student will be given a copy of the Pupil Fair Dismissal Act and be suspended from school for three (3) school days.
- The dean of students, academic dean, and superintendent shall recommend such legal action as shall apply under the Minnesota Compulsory Attendance Laws. An alternative education program may be recommended at this time.

EXCESSIVE ABSENCES: Consistent attendance is necessary in order for effective learning to occur. Frequent absenteeism or tardiness disrupts the learning process for all students. Excessive absence warning letters will be sent to parents. If absences continue, the parents and student will be called in for a conference with the dean of students.

EXTRACURRICULAR ACTIVITIES

ATHLETIC RULES AND AWARDS:

- Any athlete on varsity level will be eligible for a letter award.
- The manager of any team will be given an award for faithfulness in performing duties during the entire season, including assisting with the inventory if the coach requests help.
- A senior who has been a member in good standing of a squad for two consecutive years will be given a letter even if he/she has not played enough to earn one.
- Only 6-inch letters will be awarded to any letter winner. There will be no minor letters awarded for “B” squad players or others not passing the requirements for a varsity letter.
- A player will be given a letter the first year he/she letters in a sport and for each other letter earned, a certificate will be given.
- If a student violates a MSHSL or local rule (curfew, academic ineligibility, etc.), he/she will earn a letter provided the student qualifies on playing time. If a student quits the team or is cut for reasons other than a violation of the MSHSL rules, he/she could lose the letter but could appeal to a review board consisting of the coach involved, one administrator, one board member, and one classroom teacher.

KNOWLEDGE BOWL AWARDS: A member must attend at least 2/3 of the scheduled practices and attend at least three meets to receive an award in Knowledge Bowl.

LETTERING IN INDIVIDUAL SPORTS:

- *Basketball:* A player must participate in a number of halves equal to one-third the halves for the entire season. Players becoming eligible at the end of the first semester will participate in at least two-thirds of the remaining quarters.
- *Football:* Players must participate in a number of quarters equal to at least one-third the quarters for the entire season.
- *Hockey:* Players must have played at least 4 minutes of each period or be considered a member of the first or second line during the major portion of the season. The goalie must have played in one-third of the games.
- *Golf:* Players must have placed first, second, or third in 40% of the season meets in which the varsity participates, or if a player advances to the Region he/she will letter.
- *Track:* A participant must have no unexcused absences from practices or meets. A participant will letter if they earn 10 points at a meet, or podium at True Team or Section meet.
- *Baseball/Softball:* Players must participate in at least half of all scheduled games.
- *Volleyball:* Players must participate in a number of games equal to at least one-third of the games for the entire season.
- *Figure Skating:* In order to qualify for a letter, a skater must be in Grade 10 and fulfill three of the following requirements in a season:
 1. Participate in precision line for two years
 2. Perform in two skating exhibitions. The club ice show will count as one of these.
 3. Successfully complete two D.P.F.S. badge levels
 4. Participate in a USFSA sanctioned competition

5. Attend a junior coaching clinic and assist the pro with lessons
- f. A senior participant who hasn't yet lettered will do so.

Note: Earning a letter in any sport is dependent upon the satisfactory completion of the season. In case of dispute, the final decision lies with a committee made up of the head coach, assistant coach and athletic director.

MUSIC AWARDS: These awards apply to those music students in Grades 9-12. Music awards are given at the end of three full years of participation in senior high organizations, or they are awarded earlier if the student stars in the district solo or ensemble contest. A student may letter in both band and choir or one organization. The letter is the chenille "K." The following pins are awarded:

- Lyre – one music lyre pin is given for the first year of lettering in either band or choir
- Service Bar – awarded for each full year in each organization
- Appropriate pins are awarded for "star" performances at district or state-region contests.
- Separate pins are awarded for participation in Camarata, Stage Band or accompaniment work.

STUDENT ELIGIBILITY: Students who are absent for any part of a school day will not be permitted to practice or compete in extra-curricular activities that day unless they have a prearranged, pre-approved absence. These types of absences would include: doctor, dental, or optometrist appointments, funerals or family emergencies. A note from the parent/guardian prior to the absence is also required. If a student has been absent two or more days prior to an all-day athletic event, that student is required to remain in school for the entire day of the event. Any student who is listed on study table Friday will be ineligible to practice or play beginning the following Monday and will be ineligible to participate in all MSHSL activities until the course work is caught up or satisfactory progress is achieved. However, students will be allowed to participate in field trips where the content of the trip is an integral part of the learning occurring simultaneously in the classroom.

When all work is turned in and corrected by the teacher, the teacher will notify the office via the Study Table Google Doc. The office will then notify the appropriate coach. A student is not eligible until cleared by the office.

Students under suspension from class or school for disciplinary reasons will be ineligible to take part in, or be in attendance at, school-sponsored activities until reinstated in class or school.

In order to participate in drama productions, students must be enrolled at Kittson Central High School.

ACADEMIC ELIGIBILITY POLICY: Academic eligibility for students at Kittson Central pertains to all Minnesota State High School League and non high school league extracurricular activities. If a student earns a failing mark for a quarter grade, the student will then be ineligible for a period of two weeks or two games whichever is greater. At that time, if the student is not passing in that subject area, they will remain ineligible on a week-to-week basis. Ineligibility begins the 4th school day following the end of the quarter. If the student is passing after the initial ineligibility period, the student will become eligible. Participation in practices will be up to the coaches' discretion. Students will not be excused from classes to travel to contests until they become eligible. Also, if a student should fail a class in the fourth quarter, the ineligibility period will be carried over to the next quarter.

TRAINING AND PARTICPATION RULES – MSHSL AND KITTSOIN CENTRAL

ACTIVITIES: During the calendar year, regardless of the quantity, a student shall not use or consume, have in possession, buy, sell, or give away alcohol, tobacco, nicotine, or any controlled substance as defined by law as a drug or drug paraphernalia. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her doctor.

Penalties for Violations with Regard to Athletics

First Violation: After confirmation of the first violation, the student will lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

Second Violation: After confirmation of the second violation, the student will lose eligibility for the next six (6) consecutive interscholastic events in which the student is a participant or three (3) weeks, whichever is great. No exception is permitted for a student who becomes a participant in a treatment program.

Third and Subsequent Violations: After confirmation of the third or subsequent violations, the student will lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater.

Penalties for Violations with Regard to Fine Arts Activities

First Violation: The student will lose eligibility for the next two (2) events in which the student is a participant. One event will be a MSHSL contest, and the other will be a public performance.

Second Violation: The student will lose eligibility for the next four (4) events in which the student is a participant. Two events will be MSHSL contests, and the other two will be public performances.

Third Violation: The student shall lose eligibility for the next six (6) events in which the student is a participant. Three events will be MSHSL contests, and the other three will be public performances.

Examples of MSHSL Contests: Instrumental solos, vocal solos, large group – band, large group – choir, instrumental ensembles, vocal ensembles, one-act play

Examples of Public Performances: Pep band, recitals, Christmas concert, spring concert, graduation, Memorial Day, Knowledge Bowl meets, one-act play (public performance), school plays or other events where the student is representing the school; for example, Math Counts, Econ Challenge, River Watch, etc.

Note: Non-MSHSL activities (Knowledge Bowl and school plays) will have violations enforced in the Public Performance category only. If after the third or subsequent violations, the student, on his/her own volition, becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement of MSHSL activities after a minimum period of six (6) weeks. The director or counselor of a chemical dependency or treatment center must issue such certification.

Additional Information:

- Penalties will be accumulative beginning with, and throughout, the student's participation on a varsity, "B" team or in another activity.
- A student will be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.
- Students involved in violation of the criminal code will be subject to no less than the disciplinary action specified for alcohol, drugs, or tobacco.

- The student who has lost eligibility due to violation of the rule will be required to serve the period of ineligibility during the season of play when the infraction occurred or the next sports season, whichever comes first. The student is obligated to complete the season for the ineligibility period to count. Otherwise, ineligibility will be served against the next complete season of play.

Penalties for Violations Regarding Royalty, Athletic Captains, All Conference/All-State/Honorable Mention Honorees, Class Officers, and Student Council Members:

First Violation: A first violation will result in the forfeiture of the above leadership roles for a period of one calendar year from the date of the offense.

Second Violation: A second violation will result in the forfeiture of the above leadership roles for the remainder of the student's high school career.

TRAINING HOURS: Students participating in athletics during the seasons of practice and play are to be home by 11:00 p.m. on nights which are followed by a school day or game; be at home by 1:00 a.m. on all other nights. The penalties for violation of training hours are as follows:

First Violation: Suspension for one game

Second Violation: Suspension from two games

Third Violation: Suspension for the remainder of the season for that sport

WEIGHT LIFTING: Students will be allowed to use the weight room during school hours only if the athletic director and/or the student's coach have approved a program. Weight lifting privileges depend on eligibility status and must be done in pairs due to liability concerns.

FEES

Public education in Minnesota is free to all students who are residents. However, fees may be charged to students under the following circumstances:

1. **Admission Fees:** Students will be asked to pay admission fees for concerts, plays, athletic events, and other programs or activities that are optional.
2. **Deposits:** A deposit for shop breakage may be assessed. This deposit may be returned at the end of the school year in the unused total.
3. **Destroyed or Damaged Equipment:** The cost of school equipment or materials destroyed, broken, or unduly damaged through vandalism, carelessness, or failure to follow directions will be assessed in the amount necessary to restore the item to its original condition or replace the item entirely. This will include not only the cost of the item, but labor, installation, and shipping charges. If damages cannot be assessed to an individual student, they may be collected from class funds, if appropriate. In addition, if a student willfully causes an incident that requires extensive clean up, the student will be charged for the costs. In either instance, suspension or possible expulsion could occur. If a student should happen to damage something by accident, he/she should notify a teacher or the office immediately.
4. **Field Trips:** A student may be charged for participating in a field trip which is made available, but is not required, as part of the course. In addition, any student deemed academically ineligible will not be able to participate in a field trip that is optional.
5. **Lunch:** Costs for a single lunch will be \$2.90. There will be no charging. Lunch may be purchased in the office before school.
6. **Projects:** A student will be responsible for the costs of supplies for projects beyond those necessary to meet the minimum requirements for a particular course (such as art, home economics, or industrial technology). In such cases, the student will be required to

- pay a minimum of 50% of the cost before starting the project. The balance is due when the project is completed.
7. **Spectator Bus Fees:** The fee for the ride will be paid at the time of sign-up and will depend upon the method of transportation used. At least 25 participants must sign up for a bus to be taken.
 8. **Yearbooks, Graduation Announcements, Class Rings:** A student will be required to pay for costs of the yearbook, graduation announcements, and class rings. Students are required to make a down payment at the time of the order.
 9. **Student Supplies:** Students are required to furnish their own paper, pencils, pens, notebooks, sketchpads, gym clothes, tennis and athletic shoes, and other items of personal equipment.
 10. **Reimbursements for Students:** Receipts for reimbursement up to the daily allowance of \$5.00 for locally sponsored overnight activity trips and up to the daily allowance of \$15.00 for the State of Minnesota sponsored activity trips are required by all students. This may vary according to travel plans and alternative arrangements made by the school.

SCHOOL EQUIPMENT AND MATERIALS

1. **Computers and Audio-Visual Equipment:** Students are responsible for the proper operation of these machines. Any misuse or tampering will result in loss of the privilege of access to these machines. In addition, the student will be charged for any damage relating to replacement of equipment and other costs associated with reinstallation of software or getting systems back “on line.”
2. **Internet Access:** Students will have the privilege of Internet access as outlined in the *Internet Use and Access Policy* provided by the technology coordinator.
3. **Lockers:** School lockers are considered the property of the school district and are on loan to students. Each student will be assigned one locker. The physical state of each locker will be documented upon assignment, and the student will be responsible for any damages incurred while the locker is checked out to him/her. If locker damage occurs and a student or students cannot be identified as causing the damage, all costs of shipping, installation, and replacement will be assessed to the class fund. The determination of which class fund to be charged will be based upon the area of lockers where the damage occurred.

Students are encouraged to clean their lockers periodically and to report any mechanical problem to the custodians. Students will be allowed to hang items in their lockers that are school-related (schedules, calendars, spirit posters, etc.) and items considered to be in good taste. Items that promote alcohol, drugs, or pictures generally considered to be in poor taste and profanity will be prohibited. Section 11 [127.47] of the 1995 Minnesota State Crime Bill states, in part: “School lockers are the property of the school district... Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.”
4. **Textbooks and Workbooks:** All textbooks and workbooks are furnished and remain the property of the district. Each student is responsible for keeping the textbooks and workbooks assigned to him/her in good condition. If loss or damage occurs, the student will be charged for replacing the item and any shipping/handling charges.

STUDENT CONDUCT

BULLYING PROHIBITION POLICY

[Note: School districts are required by statute to have a policy addressing bullying.]

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or 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. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action

against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
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.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. “Immediately” means as soon as possible but in no event longer than 24 hours.

D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may

constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be

responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model

Policy 506) and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school

district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse,

and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish

this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)

Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)

Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 124D.10 (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

KITTSON CENTRAL STUDENT DRUG TESTING POLICY

All students participating in extra-curricular activities as defined below will be placed in a drug test pool. This includes all MSHSL sponsored sport and One Act Play. Other extra-curricular activities include Knowledge Bowl, Drama, Lego League, and Robotics.

Students who choose to participate in extra-curricular activities through Kittson Central and the associated sports cooperatives carry a responsibility to themselves, their fellow student participants, their parents, and their school to set the highest possible examples of conduct. This includes avoiding the use or possession of illegal drugs and alcohol. Drug and alcohol use of any kind is damaging to the physical, mental, and emotional demands placed upon participants in extra-curricular activities. Drug and alcohol use is also detrimental to the positive image student participants project to other students and the Kittson Central community.

How does the program work?

At the beginning of each school year all students who expect to participate in one of the included extra-curricular activities, as listed above, at any point in the school year, must sign and submit the consent form. Participation will not be allowed without the consent form, signed by a parent and the student, being on file with the Athletic Director.

All participants will be placed in a drug testing pool that is administered by the Northwest Service Cooperative (NWSC). The percentage of students to be tested in a given year will be set by school district administration. The NWSC will select the students to be tested by random draw. It is possible for a student to be selected for testing more than one time per year.

Students selected for testing will provide a urine sample in a private rest room that is monitored by the test administrator. If a student is unable to produce a sufficient sample at that time, the student will be given an amount of water approved by the test administrator and returned to class. The individual will remain under supervision by the classroom teacher until the student returns to the test administrator and provide a sufficient sample. The sample is split into two portions in the event a retest of the sample is requested.

The test administrator will send the sample(s) to an independent testing laboratory. Test results are typically available the next day, but no more than two days after the sample is sent. If a sample returns a positive test for drugs, the parent/guardian, and student will be notified and the student will be subject to eligibility penalties immediately.

What if I refuse to sign the consent form?

If the student is under 18, a parent or guardian signature is required for him/her to be subject to random testing. If a student is 18 years or older, he/she may sign the consent form without a parent signature. This is a condition of participation in all Kittson Central and associated sports

cooperative extra-curricular activities as defined above. Students without the required signed consent form will not be able to participate in activities until a signed form is on file with the Athletic Director.

ALCOHOL, TOBACCO, NICOTINE, AND/OR OTHER DRUG USE OR POSSESSION ON SCHOOL PROPERTY OR AT SCHOOL EVENTS:

A student attending Kittson Central, regardless of age, shall not at any time consume, be under the influence of, nor have in his/her possession any form of alcoholic beverages, drugs, or drug paraphernalia. According to school board policy, Kittson Central Schools are tobacco/nicotine-free buildings. Law enforcement canines may be brought on to the school premises and perform searches without further notice. Violation of the tobacco/nicotine-free policy is a misdemeanor under Minnesota state law. Regardless of age, students at KC are not permitted to use or possess tobacco/nicotine on school property or at any school activity or function.

5. *First Offense:*

- a. Immediate removal from the classroom or school activity and parent/guardian notified
- b. Notification of proper legal authorities
- c. Three (3) days out-of-school suspension for tobacco; five (5) days out-of-school suspension for alcohol/drugs
- d. Follow-up letter to parent/guardian notifying them of the suspension
- e. A parent/student/dean of students conference may be held. Restriction from attendance at future activities if the offense occurs at extra-curricular events. The severity of the offense will determine the length of the restriction.
- f. Possible counseling sessions or support group participation

6. *Second Offense:*

- a. Immediate removal from the classroom or school activity and parent/guardian notified
- b. Notification of the proper authorities
- c. Five (5) days out-of-school suspension for tobacco/nicotine; ten (10) days out-of-school suspension for alcohol/drugs
- d. Follow-up letter to parent/guardian notifying them of the suspension
- e. Restriction from attendance at future activities if the offense occurs at extra-curricular events. The severity of the offense will determine the length of the restriction.
- f. Student may be referred for diagnosis and evaluation by a chemical abuse counselor prior to reinstatement in school.
- g. Possible counseling sessions or support group participation

7. *Third and Subsequent Offense(s):*

- a. Immediate removal from the classroom or school activity and parent/guardian notified
- b. Notification of proper legal authorities
- c. The student will be given a copy of the Minnesota Pupil Fair Dismissal Act and expulsion proceedings may be recommended.
- d. Loss of class trip and other school event privileges

STUDENT RESPONSIBILITIES/CODE OF CONDUCT

1. **Good Standing**

In order to be eligible for regular season and League tournament competitions a student must be in good standing.

Definition: The term “Good Standing” shall mean the student is eligible under all of the conditions and eligibility requirements of that school as well as the eligibility requirements of that school as well as the eligibility requirements of the Minnesota State High School League.

2. Student Code of Responsibilities

Participation in interscholastic activities is a privilege that is accompanied by responsibility. As a student participating in League sponsored activities, I understand and accept the following responsibilities:

- A. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- B. I will be fully responsible for my actions and the consequences of my actions.
- C. I will respect the rights and property of others.
- D. I will respect and obey the rules of my school and the laws of my community, state and country.
- E. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

3. Penalty

A student who is dismissed from school or violates the Student Code of Responsibilities is not in Good Standing and is ineligible for a period of time as determined by the school principal acting on the authority of the local board of education. The League specifically recognizes that certain conduct requires penalties that may exceed those penalties typically imposed for first violations. For example, when a student is suspended from school the student is not in good standing and cannot begin to serve the participation penalty until the student has completed the suspension from school and is returned to good standing.

A Fair Hearing Procedure and Acknowledgement of Rights are provided for all students who wish to appeal a school’s determination of a student’s eligibility.

1. Fair Hearing Procedure

Section 211.02.8 of the Constitution of the Minnesota State High School League provides a Fair Hearing Procedure for a student, parent or guardian to appeal a school’s determination of ineligibility of a student pursuant to the student’s violation of a League bylaw.

The purpose of the Fair Hearing Procedure is to allow a local hearing panel to review the decision of the school representatives regarding the student’s declaration of ineligibility. All rulings must be consistent with League bylaws. Only the Board of Directors has the constitutional authority to waive the application of the penalty for the violation of any bylaw.

These Fair Hearing Procedures apply to all eligibility situations where a student, parent or guardian contests the school’s eligibility EXCEPT in the situations identified below.

- A.. The student admits to the violation
- B. The student neither admits to nor denies the violation, but accepts and serves the penalty.
- C. The sole issue in question is the determination by the school to impose a penalty greater than the minimum League suspension for the violation.
- D. The principal’s decision regarding the school’s eligibility requirements for the student, including student code of responsibilities.

SELLING ILLEGAL DRUGS OR ALCOHOL:

- A. Notification of legal authorities and the student will be removed by those authorities

- B. Parents will be notified.
- C. Five (5) day suspension with consideration given for expulsion proceedings to begin
- D. If there is a repeat offense, the student will be given a copy of the Minnesota Pupil Fair Dismissal Act and expulsion proceedings will begin immediately. For students involved in the Minnesota State High School League (MSHSL) sponsored activities, the rules of the league will apply.

BUS CONDUCT: Any behavior that distracts the bus driver instantly endangers everyone on the bus. The following rules apply to students on buses:

1. Students are to remain well out of the roadway while waiting for the bus.
2. Getting on and off the bus should be done in an orderly manner.
3. Students must be seated while the bus is in motion.
4. No part of the body is to be extended outside the bus.
5. Aisles must be clear at all times.
6. Loud talking or yelling will not be permitted.
7. Nothing is to be thrown either in, or from, the bus.
8. Drugs, alcohol or any chemical substance on the bus is forbidden.
9. Appropriate clothing should be considered for varying weather conditions.

Note: A state school law states, “A student may be excluded from bus transportation for disciplinary reasons by the dean of students, and the parents shall provide for the transportation to and from school during the period of such exclusion.”

CAFETERIA CONDUCT: Expectations are that students will enter and leave the cafeteria at a walk, avoid loud and boisterous talk, not take food from the cafeteria, leave the tables clean, and remain in supervised areas once they have finished eating. Lunch period will be open for juniors and seniors, but 10th, 9th, 8th and 7th graders may eat either at school or at home with parental permission.

CELL PHONES AND PERSONAL ELECTRONIC DEVICES: Personal electronic devices including cell phones, hand-held video games, MP3# players, iPods, electronic tablets, and electronic readers may not be used during school hours unless specifically permitted by the classroom teacher. Cell phones and other electronic devices must not cause classroom disruption. The only time such devices are to be used is during lunch or between classes unless otherwise directed by a teacher. **CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES MAY NOT BE USED DURING REGULAR CLASS PERIODS. THIS INCLUDES ANY TIME DURING THE CLASS PERIOD A STUDENT IS IN THE HALL, OR ANY OTHER AREA OTHER THAN THE CLASSROOM. VIOLATION OF THIS POLICY WILL RESULT IN THE IMMEDIATE LOSS OF THE CELL PHONE UNTIL AT LEAST THE END OF THE SCHOOL DAY. REPEAT OFFENDERS WILL LOSE THEIR PHONE FOR LONGER PERIODS OF TIME FOR EACH SUBSEQUENT VIOLATION. CELL PHONES TAKEN FROM STUDENTS WILL REMAIN IN THE OFFICE UNTIL RETURNED TO STUDENTS.** No cell phones, recording and/or video devices are allowed in the locker rooms or bathrooms at any time. A phone may be taken and held by a teacher until the end of the day and then returned to the student. After a first violation, phones will be taken and given to the dean of students. Parents will be asked to pick them up from the office.

CHEATING: Whenever a student is deemed to be guilty of cheating, the instructor will collect the student’s paper, mark a zero for the work and notify the dean of students. The dean will then notify the parent(s)/guardian(s) of the event and what action was taken. If a student allows his/her paper to be copied or aids another student on a test or assignment without instructor

permission, he/she is guilty of cheating and the same procedure will apply. Finally, students will lose all extra credit points acquired for that quarter and will not be eligible for any additional extra credit points for the remainder of the quarter. If a second instance of cheating occurs, the above procedure will be followed and the student will be dropped one letter grade for the quarter. A third instance of cheating will drop the student another letter grade and so forth.

CLASSROOM CONDUCT: Disciplinary action may be taken against any student for behavior that is disruptive to the normal process of school or that interferes with another student's right to learn. The following procedures will be followed:

Step 1: A private, verbal warning from the instructor

Step 2: A second verbal warning from the instructor

Step 3: If this is unsuccessful, the teacher will refer the student to the dean of students where any of the following may occur:

- a. Conference with the dean of students
- b. Parent notification
- c. In-school suspension
- d. Out-of-school suspension
- e. Expulsion (requires a Board of Education action)

Note: In situations where a student is out of control or where others may be endangered by the student's actions, law enforcement will be contacted and the issue will be turned over to them.

DRESS CODE: Students are to be neat, clean, and well-groomed at all times. Appearance or dress must not be hazardous or create a disruption in the learning process. Clothing should be school-appropriate in that it provides adequate covering. Dresses, shorts, and skirts must fall at or below the students' fingertips when arms are placed at their sides. Any thin-strapped tank top must be worn with another sleeved shirt. Shirts should be full length as not to expose the midriff. Designer t-shirts and sweatshirts must not be offensive. Caps are not to be worn in the school building during the school day.

HALLWAY CONDUCT: Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Students in the halls during class time must have passes. Running and shouting are never permitted. Outward signs of affection (hand holding, kissing, groping, etc.) are not appropriate for the school setting.

RESPECT AND COURTESY: Students are expected to:

1. Follow reasonable directions, requests, and instructions.
2. Not be disruptive in class nor interfere with any other student's right to learn.
3. Use appropriate language at all times, and not direct abusive, profane, or disrespectful language toward any person.
4. Not be involved in intimidation, harassment, extortion, or vandalism
5. Not deliberately cause, or attempt to cause, physical or verbal injury to another.

*Disciplinary action pertaining to a violation of the above rules may range from a counseling session to suspension and/or removal from class. In extreme cases, prosecution under Minnesota State Law may also be possible.

STUDENT RIGHTS: In all school activities, disciplinary procedures, and student-staff relationships, the student's rights as prescribed by law, State Department regulations, and school board policy shall be protected.

STUDY HALL CONDUCT: The study hall is meant to be a place where students can complete homework in an atmosphere conducive to studying. These rules apply to study halls:

1. The study hall teacher will complete a seating chart by the end of the first week of school.
2. Roll will be taken before students are allowed to check out from the study hall.
3. In order for a student to leave the study hall, he/she must have a prearranged pass from a teacher supervising the area where the student plans to be.
4. No student is to leave study hall unless a faculty member will supervise his/her activity.
5. Speaking to other students will be limited to one at a time and then only for a period of two minutes.
6. Students will not be permitted to leave study hall to return to their lockers after the period has started.
7. Pop and candy are not allowed in study halls; they will be confiscated by the instructor and discarded.
8. Students must check back into study hall with a signed pass at least five minutes before the end of the hour. If they do not, they will lose sign-out privileges for one week.
9. Study hall teachers may apply additional rules.

Note: A student who violates these rules will lose sign-out privileges for a period of one week (five school days).

SUSPENSION-EXPULSION: MSA 127.26-127.40, the Minnesota Pupil Fair Dismissal Act, will govern all procedures. Under provisions of this law, students may be suspended or expelled from school for the following reasons:

- A. Willful violation of any reasonable school board regulation
- B. Willful conduct which materially and substantially disrupts the rights of others to an education
- C. Willful conduct which endangers the student or other students or school property

Note: the superintendent or dean of students, following a brief hearing in the office, may suspend students from school for one or more days. The school board, upon recommendation by the superintendent or dean of students, may impose expulsions. Expulsions may be for the remainder of the school year or less, and may occur after the school board has held a hearing in accordance with the law.

WEAPONS POLICY: It is the policy of Kittson Central to promote relationships and learning environments that are physically and psychologically safe and that no physical or emotional harm come to students during school activities, on school grounds, buses or field trips. It will be a violation of this policy for any student or staff member to possess a firearm or a dangerous weapon when in the school building, on school grounds, or at any school-related activity. Furthermore, it will be the policy of Kittson Central School District to refer to the local law enforcement agency any person who brings a firearm to school in violation of the "Gun-Free Schools Act of 1994." In accordance with this act, any student who brings a firearm to school will be expelled for 365 days. The complete policy is available in the superintendent's office.

MISCELLANEOUS

Audio-Visual Entertainment: All audio-visual materials used for entertainment purposes that will be viewed or heard by all or any students at Kittson Central will adhere to the following guidelines:

- A. All movies for viewing and/or showing anywhere on school property will have a rating of G, PG, or PG-13. No R or X-rated movies can be viewed on school grounds.
- B. At least two weeks prior to the presentation of materials, the organization's advisor must preview the information. After viewing the material, the advisor will decide whether or not the material will be shown or heard.
- C. If the material appears to be appropriate, the advisor will notify the administration of the movie, tape, or CD to be shown or heard.
- D. The specific student organization will pay all costs incurred.

Bus Information/Policy: Students must be "bus ready" when the bus arrives at their stop. The drivers will have to leave the stop if the students are not loaded within two minutes. There will be bus rules posted in each bus. A student will get two warnings if he/she is not following the rules. Upon a third warning, the parents or guardians will be notified and will be expected to transport the student for a week.

Note: During the winter months, all students are encouraged to have cap, gloves, overshoes or warm boots. Students must have these in their possession before they will be allowed to board the bus.

Directory Information: Public Law 97-252 encourages the disclosure of "Directory Information" to provide access to the campus and information to appropriate representatives of all branches of the military service on the same basis as given other persons, groups or colleges, and universities. If this directory information is not to be released for an individual student, a signed statement from parent or guardian is necessary.

Discrimination in Programs and Employment: It is the policy of the Kittson Central Board of Education not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amends. Inquires regarding compliance with Title IX as well as concerns regarding potential discriminatory practices may be directed to Superintendent Bruce A. Jensen.

Driver's Education Guidelines:

- a. Students must complete 30 hours of classroom instruction and pass the class with a 75% average.
A student will then obtain the blue card that allows him/her to take the state permit test.
- b. Upon passing the State permit test, the student is to complete six hours of behind-the-wheel training from a certified instructor. A student cannot drive on a permit until he/she has finished one hour of behind-the-wheel training.
- c. When a student has finished the six hours of behind-the-wheel training, he/she may obtain the white card that allows them to take the behind-the-wheel road test administered by State of
- d. Minnesota officials. Students are to set their own appointments after they are 16 years old. Students will be assessed a fee for the white card to be determined by the school board, and this amount will be payable to District #2171.
- e. Farm work permits may be issued to 15-year-olds if they have completed the classroom requirement and the behind-the-wheel portion of Driver's Education. To qualify for this, a family's main source of income must be from farming.
- f. Other permits: 15-year-olds may obtain a permit if a parent is disabled or subject to special medical needs.

- g. Students taking driver education must turn 15 years of age by Sept. 1 of their 9th grade year. 9th grade students will be offered the class during the regular school day. Exceptions are students who transfer into the district who have not taken driver education, and students who have been retained and are at least 15 years old by Sept. 1 of the given year.

Family Night: In cooperation with the churches and other organizations in the community, Wednesday evening has been designated as “blackout night.” No activities will be held at the school on this night beyond 6:00 p.m. This gives students the opportunity to participate in church activities without interference from the school.

Fire and Tornado Drills: Fire and tornado drills are held at irregular intervals throughout the school year. Students are to check the posted instructions in each classroom indicating what exit to use in the event of a fire. Students are to walk quickly and quietly to the designated area.

Fundraising: Dues for each class will be as follows:

- Seniors - \$100
- Juniors - \$75
- Sophomores - \$50
- Freshmen - \$25

Class advisors and the activity director will determine the fundraisers for each year. All fundraising activities must be approved by the class advisor and the activity director (Mrs. Carr). Potential activities may include the following:

Concessions, Sweet Retreat, Homecoming auction, tailgate suppers, Tour of Homes, Eagles fish fries, dunking booth at the KC Fair, concessions under the grandstand, cleaning the grandstand, the Homecoming dance, Kennedy Jaycees burger basket nights, suppers, desserts after concerts and plays, Superbowl subs, bike ride concessions, Centennials, and other Homecoming activities, magazine sales, 50/50s at football and boys’ basketball games, prom, baseball/softball concessions, serving the Valentine supper at the Eagles, 50/50s at girls’ basketball and volleyball games, and the Snoball dance .

Gym Apparel: Appropriate gym apparel is required for physical education classes. Students must have gym shoes that are kept in their gym lockers. No one is permitted to wear street shoes on the gym floor when engaged in physical activity.

Health Information: Diagnosis and treatment of illness and the prescribing of drugs, medications, or nostrums is not the responsibility of a school and will not be practiced by school personnel. Accidents and illness may occur in school and classroom situations, and school personnel will be prepared to deal with them.

However, this responsibility is limited to providing the necessary first-aid procedures and notifying parents or the family physician.

Note: Under no circumstances may school personnel provide medication to students without the parents’ permission. Parents who will permit their children to have medication should notify the school and bring in the desired medication to the office. Prescription drugs must be in the prescription bottle.

Homecoming – Snoball Dance: Homecoming and Snoball dances will be limited to Grades 7 – 12 and older; alumni are always welcome. These dances conclude at 12:00 midnight. Chaperones for these events will consist of two teachers and two parents.

Law for 18-Year-Old Students: MSA 120.06 reads as follows: “The Board of Education of any school district shall provide free educational 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.”

This mandates that all students must adhere to the policies of the school. For example, the high school requires that students 18 years of age or older must provide parental verification for absences.

Library Services/Library Aides: The high school media center is open from 8:00 to 4:00 each school day. Research materials support the school curriculum and fiction books are available for class requirements and for personal enjoyment. The media center also provides assistance in ordering materials from other sources. Emphasis is placed on customer service and satisfaction.

GENERAL LIBRARY RULES

1. **ALL MATERIALS THAT LEAVE THE LIBRARY MUST BE CHECKED OUT.** Reference materials are not to be checked out.
2. **All materials must be checked out using the automatic computer system.** The checkout length is 15 days for non-fiction books and 30 days for fiction books.
3. **Every Friday the overdue and fine lists are updated and posted outside the library door.** Remember to check often to see if you are on the list. If a student is on the overdue list, they have one week to return the material without a fine. If a student is on the fine list, they will be charged \$.20 per day per item until the item is returned. This fine needs to be paid even if the material is returned. The office will hold the student's report card until the fine is paid.
4. **In order to be in the library or computer labs, students must have a pass signed by their supervising teacher giving them the privilege to be there.** Students without a pass will be sent back to their classroom and will not be admitted during that class period for one week. The first time this occurs, they will be sent back to their classroom and their teacher will be notified. If there is a second infraction of the rule, they will be sent to the Dean of Students for disciplinary action.
5. **Students not productively using the library will be sent back to class and will not be allowed into the library or computer labs for one week.**
6. **The library is a place where some students come to read or for some quiet time. We expect all students to respect others in the library by speaking in a quiet voice and only when necessary.**

Media Center Student Aides: Students may apply to work in the media center to assist the media staff with technical services, special projects, and daily operations. Daily attendance is required and time missed will be made up at the convenience of the media staff. Grading is on a pass/fail basis.

Last Day of School: After the graduating seniors have seen their video and checked out in the office, they should leave the building. Juniors and sophomores may leave after checking out in the office. A parent must give written permission on the student's check-out sheet.

Lost and Found: Articles found in and around the school should be turned in to the office where the owners may claim them.

Motor Vehicles Connected with Instructors: When motors are brought into the shop area, they must be cleaned at the expense of the student prior to bringing them in. The body of the car or vehicle must be removed from school property.

Parent-Teacher Conferences: Parent-Teacher Conferences will be scheduled two times during the school year. Dates and times of conferences will be announced via the Kittson County Enterprise or the school website when scheduled. The first conference of the year will be held in the high school cafeteria; the second will be held in teachers' classrooms.

Parking: There is one parking area at the high school – directly across from the main entrance (west of the building on both sides of the road except for visitor, Student of the Week, handicapped, and office staff parking.) Students are not to park next to the school nor in front of the shop and boiler room areas or designated staff or visitor parking areas. Anyone doing so may have his or her vehicle towed at the owner’s expense.

Policy on Purchases and Fund-Raising: Students are not to make any purchases unless the advisor approves them. All accounts will be handled in the office. A charge slip from the store signed by the purchaser must be turned into the office immediately following a purchase. The head advisor should initial these charge slips before they are turned into the office. Before initiation of a fund-raising project, authorization must be made by the group advisor and the academic dean or the dean of students.

School Postponement/Storm Homes: In case of inclement weather, school announcements will be made over the following radio stations: KROX (1260 AM); KTRF (1230 AM or 99.3 FM); KXPO (1340 AM or 101 FM); KFGO (790 AM); KYCK (97 FM); and KNOX (1310).

Announcements will also be made over WDAZ-TV (Channel 8). There are times when the weather closes in after the buses start out in the morning. In questionable cases, parents are the final judges as to whether their children should leave home. Also, a sudden storm could create a situation where the buses may not run at night. Therefore, it is required that each outlying family make arrangements for students to stay with someone in town as a precaution. A record of the storm homes will be maintained at the school. This home will only be used if buses do not run. If this is the case, you will be notified and your student will be delivered to his/her storm home. In the event that school is cancelled for inclement weather, athletic practices will not be held. Unless other arrangements have been made, students who ride buses to and from school are to go home on the bus. This policy will be in effect whenever weather does not allow school to be in session.

Senior Class Trip: All seniors must be on track to graduate by having all classwork from senior year and previous years current and up-to-date, and be passing their current classes, in order to participate in the senior class trip.

Sexual, Religious, and Racial Harassment Policy: The Kittson Central Public School District’s policy is to maintain a work and educational environment for students and employees that is free from discrimination and other offensive or degrading remarks or conduct. The district and each of its schools will not tolerate inappropriate remarks about, or conduct related to, a student or employee’s race, color, creed, religion, national origin, sex, pregnancy, marital status, disability, age, status with regard to public assistance, or sexual preference or identity. If more information is desired, contact the superintendent’s office.

Students in the Building: The school building is open to students between 8:00 a.m. and 4:00 p.m., Monday through Friday. Those requiring earlier or later admission will be admitted only by a faculty member and will remain under direct supervision while in the building.

Telephone Calls: With the exception of emergency calls, a student will not be called out of class for a telephone call. The office will try to get a message to a student at the end of the hour. Students are not to make out-going calls during the school day without permission. In addition, any student requesting the use of the telephone will be asked the reason for the call, and he/she will be required to fill out the telephone log. In the event that the office does not deem the call warranted, use of the telephone will be denied.

Use of Motor Vehicles During School Hours: Due to liability concerns, students will not be allowed to drive (nor ride with other students) during the school day unless the school has on file a signed note giving permission to the student from his/her parent or guardian. Permission forms may be obtained from the office. The only exception to this rule would be for students who leave the school due to illness or other extenuating circumstances which has been approved by a parent or guardian and has also been approved by an administrator or office personnel, and open noon

hour students with permission or other students with specific office permission. Permission to leave school cannot be obtained from a faculty member.

Valuables: Valuables should not be brought to school unless necessary, and if necessary, valuables should not be left in desks or lockers. The school cannot, and will not, be responsible for lost articles. If a valuable item is brought to school, please check it in at the office.

Visitors: Visitors are always welcome. If you plan to visit with a student, instructor, or administrator, please call in advance to arrange a convenient time for all parties concerned. In order to serve you better, we do request that all visitors register in the main office.

Crowns: The cost of crowns for Homecoming and Snoball royalty was split among the four grades in the fall of 1999. If members of royalty choose to keep their crowns, they will have to purchase them so a new one can be bought for the following year.