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Welcome to Grygla Public School

The school board has approved the policies and procedures cited in this handbook. Copies of the full policy governing each section are available through the school office. All policies and procedures in this handbook are subject to change.

Mission Statement

“ All Students Will Learn, Achieve and Succeed.”

List of Grygla Public School Staff

Administration

Galen Clow Superintendent of Schools
 Jamie Lunsetter Principal K-12

Board of Education

Nicolette Riehl	Chairman	Gary Polansky	Treasurer
Lee Sundberg	Vice Chair	Karina Tinnes	Director
Shaunna Olson	Clerk	Charisa Limesand	Director

High School Faculty

Gene Lunsetter	Vocal/Instrumental/Music
Isaac Kvasager	Science/Biology/Chemistry
Kate Moll	Media Specialist/Technology
Beth Kucera	Technology/Computer/Business
Brady Olson	Health/ Phy. Ed.
Jesse Westbrook	Math
Brian Loe	Social Studies
Drew Kjono	Jr. & Sr. High English
Betsy Saurdiff	Art & Foreign Language
Kerry Walton	Sp. Ed./Title I
Gabriel Rath	Construction/Ind. Technology/Machine Shop & Metals
Robin Johnson	Sp. Ed./Title I

Elementary Staff

Travis Smith	Kindergarten	Mike Gast	Fifth Grade
Jean Schulz	First Grade	Rena Westbrock	Sixth Grade
Greg Monson	Second Grade	Gene Lunsetter	Elementary Music
Kerry Walton	Third Grade/Sp. Ed	Robin Johnson	Sp. Ed./Title I
Abby Sundberg	Fourth Grade		

Office Staff

Amy Christenson	Bookkeeper/Superintendent Secretary
Hazel Thomas	Student Services/Principal Secretary

School Lunch Staff

Jean Foss Darlyne Roen

Custodial Staff/Bus Drivers

Owen Hagen Chris Jelen Wayne Thomas

Paraprofessionals

Marcie Moe Diane Lunsetter Audrya Nelson ????

Bus Drivers

Bruce Kiesow Colette Brobst Ronald Waling Gina Amos Mike Mickelson

General Information

Campus Regulations

Grygla Public School operates under the concept of a “closed campus.” This means that once students arrive at school for the beginning of the school day, they will remain on the school campus throughout the school day. At no time are students to be loitering in the parking lot. Grygla-

Gatzke Public School

2014-15 Calendar
Approved 3-20-14

August	Student Teacher	0 Days 4.5 Days	Aug. 25-28 In-Service Days Tuesday, Aug. 26 Open House 4:00-8:00 (K-12) 7 th Grade Orientation 6:00 p.m. 9 th Grade Orientation 7:00 p.m. Thursday, Aug. 28 In-Service-TRF
September	Student Teacher	21 Days 21 Days	Monday, Sept. 1-Labor Day Tuesday, Sept 2-First Day of Classes
October	Student Teacher	21 Days 21 Days	Wednesday, Oct 1-Mid-Term Thursday, Friday, Oct. 16-17 EM Fall Conference-NO SCHOOL Friday, Oct. 31-End of 1 st Quarter
November	Student Teacher	16 Days 18 Days	Thursday, Nov. 6-PT Conference 4:00-8:00 Monday, Nov. 10-Teacher In-Service-NO SCHOOL Tuesday, Nov. 11-PT Conference 4:00-8:00 Friday, Nov. 14-NO SCHOOL Thursday, Friday, Nov. 27-28-Thanksgiving-NO SCHOOL
December	Student Teacher	17 Days 17 Days	Wednesday, Dec. 3- Mid-Term Dec. 24-31-NO SCHOOL
January	Student Teacher	19 Days 20 Days	Thursday, Jan. 1-New Year's Day-NO SCHOOL Friday, Jan. 2-NO SCHOOL Monday, Jan. 5-School Resumes Friday, Jan. 16-End of 2 nd Quarter Monday, Jan. 19-In-Service-NO SCHOOL
February	Student Teacher	19 Days 19 Days	Monday, Feb. 16-President's Day-NO SCHOOL Wednesday, Feb. 18-Mid-term
March	Student Teacher	22 Days 23 Days	Friday, Mar. 20-End of 3 rd Quarter Monday, Mar. 23-PT Conference 4:00-8:00 Tuesday, Mar. 24-PT Conferences 4:00-8:00
April	Student Teacher	20 Days 20 Days	Friday, Apr. 3-NO SCHOOL Monday, Apr. 6-NO SCHOOL Wednesday, Apr. 22-Mid-Term
May	Student Teacher	15 Days 16.5 Days	Sunday, May 17-Graduation @ 2:00 p.m. Tuesday, May 19-Evening In-Service 4:00-8:00 Thursday, May 21-Last Student Day/End of 4 th Quarter Friday, May 22-Teacher In-Service (Storm Day) Monday, May 25-Memorial Day

Student Days: 170

Teacher Days: 180

***Any additional Storm Days will be made up following Memorial Day

GRYGLA HIGH SCHOOL CURRICULUM

GRADE 7

English
Social Studies
Mathematics
Life Science
Computer
Industrial Tech.
Physical Education
Band/Choir

GRADE 8

English
Geography
Mathematics
Earth Science
Computer
Health/Industrial Tech./Art
Physical Education
Band/Choir

GRADES 9-12

All students are required to take at least 7 subjects.

GRADE 9 must take:

Civics
English
Math
Physical Science
Physical Ed.- ½ credit
Computers – ½ credit

GRADE 10 must take:

English
Math
Biology
American History
Physical Education & Health

GRADE 11 must take:

English
Math
Wld. Hist./Wld. Geog.
Science

GRADE 12 must take:

English
Sr. Economics
Careers

* In 2015-16, Careers will become a Junior Requirement and World Geography will be required for Seniors.

ELECTIVES FOR GRADES 9-12 ARE:

Industrial Tech- manufacturing	Computer Science
Chemistry and Physics alt. yrs.	Welding
Machine Trades	Weight Training
Building Trades	Business Law
Band/Chorus	Integrated Math
Senior Slide Show	Woodworking
Foreign Language-German	Art I, II & III
Algebra II/ Geometry& Trig alternate years	Marketing/School Store
Accounting	
Anatomy & Physiology/Intro. to Chem. alt. yrs.	

GRADUATION REQUIREMENTS

1. Satisfactory completion of Junior high school (grades 7-8)
 - A. 1 credit in Algebra I by 8th grade
2. A student must have passed 25 credits in Senior High School, Grades 9-12, MCA II/III GRAD requirements in Math, Reading, and Writing, and all High School Standards.
 - A. These credits must include:
 1. 1½ credits in Health/Phy. Ed.
 2. 4 credits in English
 3. 3 ½ credits in Social-History
 4. 3 credits in Science (Physical Science, Biology & Chemistry or Physics)
 5. 3 credits Math (Algebra II, beginning class of 2015)
 6. 1 credit Arts (Music, visual, woodworking or media arts)
 7. ½ credit in Careers
 8. 8½ credits in electives

Students will not participate in graduation ceremonies if all credit requirements and unexcused absences are not completed.

STUDENT EXPECTATIONS

1. Recognize that positive consequences are the result of positive choices.
2. Recognize that the rights of others are as important as your own.
3. Take responsibility for your own learning.
4. Will use their student planner on a daily basis. Student planners will be used to record bathroom passes. Students without planners may not have bathroom privileges during classroom instructional time.
5. Make up assignments missed when absent.
6. Arrive in class punctually, fully prepared to work and have all assignments completed.
7. Use proper behavior and language at all times.
8. Dress appropriately and remove hats during the academic day.
9. Move through school in a safe manner.
10. Offer positive solutions to problems that may arise.
11. Practice good sportsmanship and courtesy at all school activities.
12. Take responsibility for keeping all school property clean and in good repair.
13. Avoid tolerating or participating in vandalism anywhere on school property.
14. Avoid bringing food, and beverages, onto carpeted areas at lunch and into classrooms.
15. Be permitted in the halls during class only with a hall pass.
16. Have adult supervision at all times when staying after school.
17. Abide by national, state and local laws as well as the rules of the school.
18. Act courteously to adults and fellow students.

ACADEMIC INFORMATION

I. ATTENDANCE REGULATIONS

A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.

GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence. If you are late to school, it is your responsibility to have your name removed from the absent list by reporting to the office.

2. Parents or Guardian's Responsibility

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

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance at the beginning of each class period and to maintain accurate attendance records in each assigned class and study hall. Roll call slips will be turned into the office by 8:45 and also at 12:00 noon. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

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

problems. **Parents will be notified by mail, each quarter, with the student's report card when a student has reached 10 days of absence (excused or unexcused).**

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

B. Attendance Procedures

The school board approves attendance procedures as follows:

1. General Procedures:

- a. Any time a student in the high school leaves or returns to the school building during the school day they are to sign in or sign out in the main office. Students must have a note to sign out or in.
- b. A signed note from the parent or guardian is necessary in order to obtain an excused absence slip to return to class after an absence. Absence may also be confirmed by a phone call to or from the parents or guardian. Parents are asked to call the school between 7:00- 8:30 am. The attendance slip does not have to be returned to the main office, but should be kept for your own record of what schoolwork you must make up. In case the note is forgotten, a student will have 24 hours after their re-admittance to school to provide a signed note or phone call from the parent/guardian verifying their absence. If not provided, the absence will be noted as an unexcused absence.
- c. All work missed or assigned because of absence must be completed. If the work is not completed, no grade or credit can be given for the course. Incompletes carried beyond the end of the school year will be changed to failure for that semester or course except in those cases where the absence was excused by virtue of illness or an advance excuse during the last two weeks of school, in which case individual arrangements for completion of work may be made through the Principal.
- d. Students are not allowed to leave school without parent permission nor with another student.

2. Excused Absences

- a. to be considered an excused absence, the student's parent or legal guardian must verify, in writing or by phone call, the reason for the student's absence from school.
- b. The following reasons shall be sufficient to constitute excused absences:
 - (1) Illness.
 - (2) Serious illness in the student's immediate family.
 - (3) A death in the student's immediate family or of a close friend or relative.
 - (4) Medical, dental or orthodontic treatment, or counseling appointment- verification must be provided to excuse the absence, if no slip from the appointment is turned in it will be considered unexcused.
 - (5) Court appearances occasioned by family or personal action.
 - (6) Religious instruction not to exceed three hours in any week.
 - (7) Physical emergency conditions such as fire, flood, storm, etc.
 - (8) Official school field trip or other school-sponsored outing.
 - (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
 - (10) Family emergencies- needed at home due to extenuating circumstances.
 - (11) Active duty in any military branch of the United States.
 - (12) Senior college visits-two days absence will be excused for senior college visits in the following criteria are met:
 - a. Preapproval for absence. Parent permission must be received one school day in advance of the visit.
 - b. Complete assignments in advance.
 - c. When returning after the visit, verification from the college is necessary for the absence to remain excused.
- c. Consequences of Excused Absences
 - (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
 - (2) Work missed because of absence must be made up within 2 days (for each day missed) from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building

Principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

(3) Students who are absent 15 or more days, or have 3 unexcused absences will not have the privilege of participating in school sponsored activities such as: athletics, speech, drama, class trips, and school sponsored functions during the day.

Parents/guardians will be notified when their child has 15 days of absence. In the event that a child exceeds 15 days of absence an administrative team will review the reasons for absences before the child becomes ineligible. The student and parent may appeal the 15 days of absences, if they can provide documentation for the absences. Verification of medical related appointments must be provided to excuse the absence. If a student is hospitalized or is recommended by a doctor to not attend school, this will not count toward the 15-day rule.

3. Unexcused Absences

- a. The following are examples of absences, which will not be excused:
 - (1) Truancy. An absence by a student, which was not approved by the parent and/or the school district.
 - (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
 - (3) Work at a business, except under a school-sponsored work release program.
 - (4) Vacations with family that are not pre-approved.
 - (5) Babysitting
 - (6) Needing Sleep
 - (7) Missed the bus
 - (8) Any other absence not included under the attendance procedures set out in this policy.
- b. Consequences of Unexcused Absences
 - (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
 - (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
 - (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
 - (4) Students with unexcused absences shall be subject to discipline in the following manner:
 - (a) The student is required to make up work missed due to such absence, but will not receive credit. Students will need to make up time missed for unexcused absence either before or after school.
 - (b) After three (3) cumulated unexcused absences in a year, a student's parent or guardian will be notified.**
 - (c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. **The notification will state that the school strongly urges the student's parent or guardian to request such a conference.**
 - (d) After three (3) cumulative unexcused absences in a semester the teacher will reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-). However, prior to reducing the student's grade, an administrative conference must be held among the principal, student and parent to develop a plan of study.
 - (e) After five (5) cumulated unexcused absences or 10 total (excused or unexcused) in a semester, the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student and parent.**
 - (f) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
 - (5) Consequences of skipping a class during the school day will be to make up the amount of time skipped in the form of after school detention.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times, and prepared for class. Failure to do so constitutes an unexcused tardy.
2. Procedures for Reporting Tardiness:
 - a. Students tardy at the beginning of school must report to the school office for an admission slip
 - b. Tardiness between periods will be entered into the computer system by the teacher

3. Consequences of Tardiness:
 - a. Each tardy will result in mandatory Lunch for Lateness, and will be supervised by an assigned staff member.
 - i. If a student refuses Lunch for Lateness, parents will be notified and detention will be assigned.
 - ii. If detention is refused, parents will be notified, extra-curricular activities will be suspended until the detention is satisfied, and ½ day of In School Suspension will be assigned.
 - b. If a student has more than one tardy at a time, detention will be assigned.
 - c. Detention will be assigned for the third tardy of each semester and each subsequent tardy following. This detention is in addition to Lunch for Lateness.
 - i. See consequences of (a) if Lunch for Lateness or detention is refused.
 - d. If at any point, a student receives 5 tardies in a semester, a student, parent and administrative conference will be set up.
 - i. 5 tardies can result in 1 unexcused absence and suspension from extra-curricular activities.
 - ii. Administration has the discretion to levy additional consequences.

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

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

E. DISSEMINATION OF POLICY

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

F. REQUIRED REPORTING

G. Continuing Truant and Habitual Truant- See policy #503

II. ACADEMIC ELIGIBILITY POLICY

Grygla High School is a member of the Minnesota State High School League. Participation in interscholastic high school athletics, arts, and activities is a privilege available to our student body. Students who are good school citizens, scholars and trained participants are allowed to participate in these sponsored events or activities as long as training; conditioning, and academic progress are satisfactory. The privilege of participation carries with it the responsibility of representing Grygla High School in the most respectful of attitudes. In order to promote the importance of academics the following procedures will apply to be eligible to participate in extracurricular athletics, activities or events:

A. Academic Policy for extra-curricular participation

1. Eligibility: Mid-quarter

Student/s with failing grade/s or incomplete/s will be notified by the building principal one week prior to mid quarter. If student/s course work is not complete or passing at mid quarter the student/s will be ineligible to participate (but may practice) for five days/one event, whichever is longer. If all course work is complete and passing after this period of time, the student/s will be eligible to participate immediately. If all course work is not complete and passing at this time, student/s will remain ineligible (but may practice) for another five days/one event, whichever is longer. Procedure is repeated on a one week/one event basis until end of quarter.

2. Eligibility: End of Quarter/Semester

Student/s with failing grade/s or incomplete/s will be notified by the building principal one week prior to end of quarter/semester. If student/s course work is not complete or passing at the end of the quarter/semester the student/s will be ineligible to participate (but may practice) for two weeks/two events whichever is longer. If all course work is complete and passing after this period of time, the student/s will be eligible to participate immediately. If all course work is not complete and passing at this time, student/s will remain ineligible (but may practice) for another two weeks/two events, whichever is longer. Procedure is repeated on a two week/two event basis until end of quarter. Any ineligibility occurring at the end of the school year will carry over to the next school year.

3. Once the student and parent are notified that the student is incomplete or failing the teacher will notify administration. This is the teacher's discretion and can happen at any time during the quarter/semester. The student will be ineligible until course work is completed to a passing status. The administration must have a signed document from the teacher stating the student is at passing status.

B. INCOMPLETE "I" OR FAILING "F" GRADES- An incomplete grade is issued at the end of the 9 weeks or quarter grading period for students who have not completed coursework or have had excused absences that have not allowed them to complete their work.

1. INCOMPLETE GRADES: If issued an incomplete "I" grade, on their report card, a student will have two (2) weeks from the time report cards are issued to complete their coursework. Any time within those two weeks a grade can be issued and reported to the high school office for transcript corrections. If a student has been issued an incomplete grade their GPA will not be calculated and they will not be placed on the honor roll if their GPA falls within those guidelines. If the incomplete "I" grade is not completed to a passing grade within the two weeks the "I" will become an "F". If a student receives an incomplete grade they will be ineligible for games, activities, or events until the coursework is completed. They may still practice.

- 2. FAILING GRADES:** A student who receives a failing grade will not be able to participate in any extra curricular games, activities or events until:
- Course work has been improved to a passing grade.
 - Remedial education or summer school has been attended and the grade has improved to passing.
 - One week (the first week of school) in the next school year has been completed. (The student will be allowed to practice but cannot participate in jamborees, games, activities or events.)
 - One week (the first week of second semester) if the class is dropped.

III. National Honor Society Students

The National Honor Society's major function is to promote high academic standards and to recognize and honor students who have achieved its goals.

The requirements for application:

- The student applying for membership must be in 10-12 grades.
- The student applying must have attended Grygla High School at least one semester.
- The student applying must have a cumulative grade point average of 3.5 or better beginning with his/her freshman year and beyond. After the application is filled out, a faculty council will review the application and on the basis of the student's academic ability, co-curricular involvement, leadership qualities, community involvement, recognition received, and self expression, will decide who the inductees for membership into the National Honor Society will be.
- If a student is dismissed from National Honor Society due to a violation they can't reapply for admission to NHS.

IV. Honor Students - The Honor Students for graduation will be:

- A. The Senior members of the National Honor Society or
- B. A Senior student who has maintained a 3.5 G.P.A. and taken at least six credits in higher-level math, science, or foreign language.

V. Honor Roll

Honor roll students will be determined by the following standards:

A = 4.0	B+ = 3.33	C- = 1.6	D+ = 1.33
A- = 3.67	B = 3.00	C+ = 2.33	D = 1.00
B- = 2.67	C = 2.00	D- = .67	F = 0
			I = 0

A letter grade considered for the 9 weeks honor roll must represent 5 class periods per week of 40 minutes per day for that nine-week period.

- A. "A" Honor Roll-"A" Honor Roll students will have an average grade point of 3.8 and above and be all "A" or "A-".
- B. "B" Honor Roll-"B" Honor Roll students will have an average grade point of 3.0 and above.
- C. Any student with an Incomplete or Failure cannot make the honor roll.
- D. Students need to be enrolled in four or more courses that count towards grade point average (g.p.a) to be eligible for the honor roll.

Community Service is graded with a pass or fail and counts for graduation credit but not for g.p.a

VI. Grading Scale

A = 4.00 = 95-100%	B+ = 3.33 = 89-91.9%	C+ = 2.33 = 80-82.9%	D+ = 1.33 = 71-73.9%
A- = 3.67 = 92-94.9%	B = 3.00 = 86-88.9%	C = 2.00 = 77-79.9%	D = 1.00 = 68-70.9%
	B- = 2.67 = 83 -85.9%	C- = 1.67 = 74-76.9%	D- = .67 = 65-67.9%

VII. INTERNET ACCEPTABLE USE AND SAFETY POLICY

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and safe use of the Internet, including electronic communications (e-mail).

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use. See Policy #524 for complete description

The use of the school district system and access to use of the Internet is a privilege, not a right.

Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

A. UNACCEPTABLE USES

1. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

- a. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - (1). pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;

- (2). obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - (3). materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - (4). information or materials that could cause damage or danger of disruption to the educational process;
 - (5). materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- b. Consequences of Unacceptable Uses:
- First Violation: Loss of internet and/or computer privileges for one week.
 - Second Violation: Loss of internet and/or computer privileges for 30 days.
 - Third Violation: Loss of internet and/or computer privileges for 60 days.
 - Fourth Violation: Loss of internet and/or computer privileges for rest of the school year.
- Depending on the severity of the violation, additional actions may result
- Depending on the severity of the violation, additional actions may result**
- c. The Internet Use Agreement form for students must be read and signed by the user and the parent or guardian. The form must then be filed at the school media center. The form will be sent home in fall family packs.

B. MEDIA CENTER POLICY

- 1. No unauthorized student shall come behind the circulation desk.
- 2. Students will place chairs under tables and clean up their work area when leaving.
- 3. Loud talking and excessive fooling around will not be permitted in the resource area.
- 4. Sound materials such as movies, tapes, filmstrips, and videotapes should be used with headphones in the resource area unless other arrangements have been made.
- 5. Students will not bring candy, water or food into the computer or library area.
- 6. Chat rooms and web logs (blogs) that are not specific to a course are not allowed.
- 7. Students will be able to use A.V. equipment either in the resource area or some other area in the school. The student should check these materials out through the librarian.

C. LIBRARY FINES

If material (books, magazines etc.) is not returned it will be assumed to be lost and will be paid for by that person.

VIII. BOOK DEPOSITS

District #447 requires that students pay a book deposit of \$35.00. No books will be issued to a student in Grades 7-12 unless this fee has been paid to the office. This deposit will remain on deposit with the school until the student graduates or leaves school. In the event that a deduction is made from the deposit, the student will need to bring the deposit balance to \$35.00. A student's liability for lost or damaged books will not be limited to \$35.00. This deposit will be returned when the student leaves school.

- A. Teachers will:
 - 1. Record the number of textbooks issued to the student.
 - 2. Check and record the condition of the textbook issued.
 - 3. Check the condition of books, assess fines if warranted and notify student and office.
- B. Other Fees:
 - 1. Project in a vocational class, art, FACS, industrial arts or some other course that is in excess of the material requirements of the minimum course outline provided that the student elects to do such a project with the approval of the instructor, parent and administration. A project estimate must be done, and any project over \$100.00 will require a 20% down payment, prior to purchasing of materials. The student may elect to take such projects home, and costs of such projects must be paid in full prior to any projects being removed from school grounds. Students may provide their own material for such projects, again with approval of the instructor.
 - 2. Deposit for laboratory or shop breakage--such deposit to be returned at the end of the school year in the unused amount. This deposit is applicable only if the student is enrolled in a course involving lab or shop work.

3. Costs of field trips, which are made available from time to time, but are not required as a part of a course, should the student elect to participate in the field trip!
4. Costs of graduation cap, gown and stole.
5. Costs of the school paper, yearbook, graduation announcement, or class rings should the student elect to order any of these items.
6. Cost of school equipment or material destroyed or broken or unduly damaged through carelessness or failure to follow instructions in the amount necessary to restore the item involved to service.

IX. INSTRUMENT RENTAL & DAMAGE DEPOSIT POLICY

Any student who rents a band instrument from the school will be responsible for the care of the instrument. Proper care will keep rental costs affordable now and in the future.

All instrument rental fees will be the same. Percussionists will also be required to pay rental fees. Percussionists play a wide variety of instruments that require upkeep and frequent replacement.

Rental Fee: \$35.00 per year

Students who rent from the school are required to pay a \$35.00 damage deposit when they start band. The school will retain the deposit until the student graduates or leaves the district. The deposit will then be refunded. If a student decides to quit band and return later, the student will be refunded when he/she leaves and the student will pay another deposit when he/she returns. Refunds are available provided there is no damage to the instrument. If the cost of repair to a damaged instrument exceeds the deposit amount, the student will forfeit the instrument deposit and be charged the difference between the deposit and the cost of repair.

Students in need of supplies (reeds, sticks, valve oil, etc.) will be able to purchase these items from the band teacher. **NO CHARGING** will be allowed.

X. BUILDING & MACHINE TRADES SHOP POLICIES

1. The shop is not open to students before the beginning of instruction each day.
2. Approval of the shop teacher is needed before any student can work in that area.
3. Student will be removed from classes by the instructor for any of the following reasons:
 - A. Leaving the class without permission or being in another class or shop area without permission.
 - B. Excessive swearing.
 - C. Horseplay.
 - D. Refusal to work.
 - E. Interfering with the teacher when he is correcting the actions of another student.
 - F. Any cause resulting in an unsafe act, intentional destruction of school property, inappropriate dress, refusal to follow safety procedures and instruction.
 - G. Safety glasses are to be worn at all times while in eye safety areas.
4. If removed from the shop or classroom, the following rules will apply:
 - A. First offense - the student receives an F for the day and will be readmitted the following day.
 - B. Second offense - the student receives no credit for class until his parents or guardian make arrangements for reinstatement back into class.
 - C. The third offense - the student may not be admitted back into the class which will result in loss of credit toward graduation.

ATHLETIC INFORMATION

I. ACADEMIC ELIGIBILITY POLICY- See page 8

Grygla High School is a member of the Minnesota State High School League. Participation in interscholastic high school athletics and cheerleading is a privilege available to the student body. Physical skill and natural ability are primary factors in determining team membership, but each school must also be represented by students who are good school citizens, satisfactory scholars, and are trained and conditioned participants willing to abide by prescribed training and conditioning rules and standards. This privilege carries with it great responsibilities to the school, faculty, and the student body, which the student represents.

II. INDEPENDENT TEAM PLAY

After a student has participated in an interscholastic game or meet with the A, B, Junior Varsity, or Sophomore squad of his or her school team in any sport, he or she shall not participate on

an independent team in an organized game, meet, or tournament in that same sport during that sports season of play. Independent teams include any student group or student who receives coaching, uniforms, or equipment and who competes in games, meets, or leagues, and is sponsored by the member school.

The penalty for any student who violates the independent team rule shall forfeit eligibility in that sport for one calendar year from the date of the last violation. In the case of a senior, this student will forfeit remaining eligibility in all athletic activities for his/her senior year.

If you have any questions on eligibility, you should see the school's Athletic Director.

III. LETTERING FOR ACTIVITIES

The following are guidelines for development of activity rules for lettering: The varsity "G-G" will only be awarded to those students who complete or represent the district in extracurricular and co-curricular activities on a varsity level at the coach's or advisor's discretion.

Upon recommendation for a student to letter, a student would receive the following: 6-inch varsity letter, a clasp pin for that sport or activity (basketball, megaphone, etc.) and a bar for the first year participation. Each following year a lettered student would receive a bar to place under the clasp pin indicating another year of lettered participation in that activity.

No student will letter that has been deemed ineligible by violating the school or High School League policy during the year.

Additional awards (ex. Most Valuable) would be controlled by the administration and advisor or coach and be within the total program budget. Additional awards made through district/regional/state competitions would not be included in this.

All participants in grades 5-8 in any activity would receive a certificate of participation (with exception of those students who meet lettering criteria).

IV. SPORTS EQUIPMENT AND UNIFORM DEPOSIT

District #447 requires that students pay an equipment deposit of \$35.00. No sports equipment or uniforms will be issued to a student in grades 7-12 unless this fee has been paid to the office (in the case of combined sports, students will pay the deposit to their respective district). This deposit will cover all sports. This deposit will remain on deposit with the school until the student graduates or leaves school. In the event that a deduction is made from the deposit the student will need to bring the deposit balance to \$35.00. Coaches will maintain record of all equipment or uniforms issued to a student.

V. PARTICIPATION FEES

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

YEARLY

1. Student Passes for Grades K-12 will be \$25.00 (Optional). Individual event passes for students will be \$3.00 per event. Students who participate in sports or play in band at the event will be admitted free to activities. Adult passes will be \$5.00 for individual events.
2. Participation fees for students in grades 7-12 will be as follows:
 - A. Volleyball, Girls and Boys Basketball - \$40.00
 - B. Football - \$50
 - C. Track -\$40.00
 - D. Cheerleading - \$40.00

No family will be charged more than \$150.00 for participation fees. This is above and beyond the \$35.00 equipment deposit.

3. Deposit for Sports Equipment and Uniforms: \$35.00 -this deposit will be returned when the student leaves school.
4. Admission fees for concerts, plays, athletic events, and other programs or activities, which students may attend at their option.

Fees unpaid within 30 days of the end of the school year may be collected through action in a small claims court or other appropriate means.

VI. PEP RALLIES

A pep rally is held on the day of an athletic event. Several pep rallies will be held throughout the school year. A pep rally will last 15 minutes (except on special occasions). The cheerleaders

and their advisor are in charge of conducting the pep rally. A copy of the program must be submitted to the Principal in advance.

VII. ATHLETE TRANSPORTATION

A student athlete must have a parent or guardian sign them out before leaving an away athletic event (even Goodridge site). If a student athlete will be riding home with another parent a note must be brought to the office and approved. It will then be given to the coach in order for the student athlete to leave with that parent. There will be no approval for a student to ride home with any one other than a parent, adult parent designee, or a family member (family member must be 18 years or older.) Special consideration on riding with other athletes will be given to athletes in paired sports if parental permission is approved in both schools.

A student athlete must have a preapproved note from a parent or guardian (1 day prior) to be able to drive to practice. This will only be for special circumstances and must be approved by the building principal. Students that are preapproved to drive to practice cannot transport other students to or from the practice site.

VIII. SPECTATOR BUSES

Arrangements are made to provide bus transportation for students who wish to attend certain out of town athletic events. Students will receive notice as to when sign-up for such bus rides will take place. The charge for riding the bus will be determined by distance and fuel costs. All students who ride a bus to an away game must come back on the same bus. Students may ride home with parents if prior arrangements have been made between the principal and the parents. All buses will leave immediately after the contest is over.

Students are not to sign up unless they are certain they are going to ride the bus. If a student signs up and fails to ride the bus, which in effect might eliminate someone else from riding the bus, they may forfeit the right to ride the fan bus again during the school year and they will also forfeit their fee.

Fan bus conduct is under the jurisdiction of the chaperone and the driver of the bus. Adults may ride if there is room.

IX. EMPLOYMENT BACKGROUND CHECKS

The Grygla School will maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

IX. TITLE IX

It is the policy to Grygla High School 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 Amendments. Grievance procedures are outlined in school policy # 522.

X. MINNESOTA HIGH SCHOOL LEAGUE & GRYGLA SCHOOL TOBACCO, ALCOHOL AND DRUGS POLICY FOR ATHLETICS, CHEERLEADERS, SPEECH, DRAMA (TAD Policy)

A letter of agreement is in effect with local law enforcement agencies, which will inform the school district of student violations of law pertaining the use of mood altering chemicals. Conduct for students involved in Minnesota State High School League activities:

A. Bylaw: During the calendar year, regardless of the quantity, a student shall not: (1) use or possess a beverage containing alcohol; (2) use or possess tobacco or e-cigarettes; or (3) use or consume, have in possession, buy, sell, or give away any other controlled substance.

1. The bylaw applies to the 12-month calendar year.
2. 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 her/his doctor.

B. Penalty:

1. First Violation: After confirmation of the first violation, the student shall 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.

2. **Second Violation:** After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
3. **Third and Subsequent Violations:** After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on her/his own violation becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. The director or a counselor of a chemical dependency treatment center must issue such certification.
4. **Accumulative Penalties:** Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.
5. **Denial Disqualification:** A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation. A student who is in violation of MSHSL rules cannot join an activity if the season is in progress. An event defined as any interscholastic activity.

Category I activities are: Football, Boys and Girls Basketball, Volleyball, Track, Music Contests, Speech and Cheerleading.

Category II activities are: Knowledge Bowl, Drama, and Envirothon

In the event a student is involved in only Category II events and violates MSHSL rules, they will serve their suspension in Category II events. If at some time in the future they should decide to participate in Category I activities, they would need to serve suspension time again in order to meet MSHSL requirements.

The violations will carry over to the next event or school year if they happen at the end of the event or school year, and cannot be served that year or event.

Under due process you have the right to have a violations decision appealed to an appeals committee if you disagree. The appeal committee will consist of the superintendent, principal, athletic director and one school board member.

All rules apply to the highest level of competition. So if a student plays both JV and Varsity the rule is in effect for the number of varsity games.

ACTIVITIES INFORMATION (OTHER THAN ATHLETIC)

I. MUSIC LETTERING POLICY

A letter will be awarded to a music student who completes the following criteria:

- A. Participation in band/choir for 3 years.
- B. Earning a star rating at the district contests (large group, ensemble, solo).
- C. No unexcused absences from concerts, pep band, or rehearsals.

A letter may also be awarded to a student who participates in solos or ensembles for two years. In certain rare circumstances a Jr. high student may be asked to participate in an ensemble or large group. This student would receive a letter as long as they have had no unexcused absences.

II. ART LETTERING POLICY (MSHSL)

In order to earn a letter in visual arts, the student must complete one of the following:

- A. Earn an excellent or superior rating at contests.
- B. Participate at the section level for two years.

III. SCHOOL DANCES- EVENING ACTIVITIES

Students from other schools must be registered in the school office prior to the dance in order for them to participate. The student's conduct, whether home or away, will be handled the same as it would during school hours. Students must be in attendance (at least 1/2 day) at school the day of the dance to attend the dance in the evening. Students cannot be on the deficiency list and attend a

school dance. Breathalyzers may be used to check for alcohol consumption prior to the student or guest being admitted to any dance or prom. Anyone leaving before the official end of the dance will not be readmitted.

IV. JR. -SR. PROM AND BANQUET

The Junior-Senior Prom and Banquet must be held prior to May 14th each year. The Prom and Banquet will be for Grygla High School Seniors, Juniors, Sophomore servers, and their guests, and faculty. Freshmen will be allowed to attend prom if they are a date of a Sophomore, Junior or Senior. Students must sign up their guests in the office prior to the prom day.

STUDENT INFORMATION

I. BULLETINS

A daily bulletin will be issued each morning from the office. Information for the daily bulletin should be in the office prior to 3:45 the day before the bulletins are printed. The student bulletin is posted on the school website.

II. CLOSED NOON HOUR

Parents have entrusted their children to the school for an education. The school is responsible for the students' general welfare. If students are permitted to go uptown at noon hour, we do not have the personnel and time to insure their safety. Therefore, students will be expected to eat at school unless the student provides the school with a parent's request that he eat at home or purchase lunch at a local business on a limited basis. Noon hours will be approximately 20 minutes in length. At no time will a student use a vehicle to go uptown without permission from the principal. **This also includes not going up town in the morning after the buses arrive. Students are to remain at school after arriving unless administrative permission has been granted.**

III. CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES

High school students may possess a cellular telephone or other electronic communication device (ECD) in school, on school property, at after school activities and at school-related functions, provided that during school hours the cell phone or other ECD remains off. Cell phones are not allowed in the classroom at any time. If cell phones are found during class time, teachers will remove the phone and bring it to the office. If a student refuses to give the cell phone to the teacher, the student will be referred to the office and consequences for insubordination will occur. The following are the consequences for cell phones taken from students during classroom time:

1st Violation:

- Loss of cell phone for 5 school days (Phone will remain in the school office)
- Parent or guardian must conference with administration to claim the phone
- Field trip or student activities may be suspended
- Student will serve one day of In-School Suspension

2nd Violation:

- Loss of cell phone for remainder of the school year. If confiscated at the end of year (anytime in 4th Quarter)- The phone will be taken for a minimum of 3 calendar weeks even if it extends into summer.
- Parent or guardian must conference with administration to claim the phone
- Field trip or student activities may be suspended
- Student will serve three days of In-School Suspension

IV. DISPLAYS OF AFFECTION

Students demonstrating affection between each other are personal and not meant for public display. Displays of affection include, but are not limited to, touching, petting, or any other contact that may be considered sexual in nature. Such behavior will be charted. When a student has reached three warnings in school suspension will be applied. If subsequent behavior occurs, a student will not be able to pass at the bells between classes.

V. SCHOOL CLEANLINESS

A clean, attractive building makes a more positive learning atmosphere. Students are asked to help keep our classrooms clean by picking up wastepaper, refuse and books at the end of each class period. Students can help keep the halls orderly by using the wastebaskets that are located throughout the building. A clean school is a school you and our community can be proud of.

VI. ELEMENTARY BUILDING

No High School students should be in the elementary section of the building at any time unless instructed to be there.

VII. HOT LUNCH PROGRAM

Hot lunches are served each day that school is in full session. All lunches are to be eaten in the cafeteria area. Meal tickets may be purchased in the office. See information printed below for prices. If you qualify for reduced or free lunches, please apply in the office.

A. The following lunchroom rules should be observed:

1. When in line, move along quietly without loud talking, hitting or pushing.
2. When dismissed from class to eat, you will be expected to walk to the serving line.
3. Do not handle another person's food.
5. Maintain proper behavior at all times during the noon period.
6. Throw all paper and particles of food into the wastebasket.

Grygla School participates in the National School Lunch and School Breakfast Programs. Nutritious meals are served every school day. Children from households that meet the federal government guidelines are eligible for free or reduced price meals in grades K-12

Parents may pay for the entire year at a savings. This information is sent out to families before school started or you may come into the office to inquire before school starts.

In order to take advantage of the yearly savings you must pay the yearly amount on or before September 3, 2013. In the event that a parent desires to purchase the yearly lunch package, no reimbursements will be made if the child chooses not to eat.

VIII. LOST AND FOUND

All items turned into the office will be taken care of by the principal. Students are urged to be careful about leaving money and valuables around the school. Money and valuables should be locked in your Phy. Ed. or Athletic lockers during practices or Phy. Ed. classes.

IX. PASSES

Students will not leave the school or the assigned area without a proper pass, which must be secured from the Principal's office. They must also use the sign out sheet located in the school office. Student planners are to be used as a pass from the classroom to another supervised area.

X. STUDENT DRESS and GROOMING- DRESS CODE

Students shall not wear clothing or hairstyles that are contrary to the recommended restrictions listed below:

1. Create or may create a disruption of the learning process within the school.
2. Create or may create a health or safety hazard to any person or persons, including the offender.
3. Can be hazardous in various school activities as shop, laboratories, athletics, physical education, and art.

Students whose dress and grooming do not conform to these standards will be referred to the principal. The student will be warned by the principal and advised as to what adjustments must be made. If the student fails to remedy the problem, the parents will be contacted. If the problem remains uncorrected, the student will be removed from the class or activity involved until the student corrects the situation. Students will not be permitted to wear hats, caps, coats, bandanas, sunglasses or headgear in the school building during normal school hours. Any articles of clothing (including shirts, hats, etc.) that advertise tobacco, alcohol or other prohibited drug products or conveys a derogatory or sexual connotation will not be worn in school. Students will not wear halter-tops, backless, tank tops with less than three inch straps, spaghetti strap tops, strapless, off the shoulder blouses, low cut blouses, or blouses that expose the midriff. All shorts, dress skirts, and dresses must be of appropriate length (no shorter than mid-thigh). Baggy clothing that may expose student undergarments should not be worn. Clothing articles that cause undue school maintenance problems, such as heavy boots which cause excessive floor marking, chains, or trousers with metal rivets that scratch furniture must be avoided. Dress code violations will be enforced by the classroom teachers and may be referred to the principal by the teacher. Students who violate dress codes will be called to the office for a conference and arrangements for correction.

XI. TELEPHONE CALLS

Telephone calls to the school for students should be made only when necessary. Students will not be called to the telephone except in an emergency. A phone is in the main entrance doorway for student use. However, it is not to be used for visiting purposes.

XII. LOCKERS

Each year students are provided lockers with a combination lock. Students are reminded not to let anyone know their combination. Backpacks are not allowed in the classrooms. They must be stored in student lockers. **Students are NOT allowed to use personal padlocks on their school lockers or physical education lockers. Locks for the Phy. Ed lockers are available in the school office for \$6. Locks may be returned for a full refund if not damaged. Do not leave money or valuables in your locker! Lockers must be cleaned out by the last day of school. No personal items should be left in any locker over the summer.**

A. Locker Search Policy

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct inspection of the interior of lockers 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. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede on an ongoing investigation by police or school officials.

XII. Trained Dogs

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs, alcohol, or prescription medications. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, locker, or vehicle to which a trained dog alerts may be searched by school officials.

XIII. STUDY HALLS

Study halls will be available during the homeroom period. The following rules will apply to all study halls:

1. Roll will be taken.
2. Passes are necessary to leave study hall.
3. If a student is to work for another teacher in order to do so, get a pass to get out of study hall.
4. If a student is deficient or has incomplete work he/she will be restricted to study hall.

XIV. STUDENT ERRANDS

Students who are sent on errands by school personnel or for personal reasons must present a note from parents or school staff to the office and sign out before leaving on an errand. When the student returns he/she must sign in.

XV. STUDENT USE OF AUTOMOBILES & CYCLES

When students must drive their cars or motorcycles to school, the following rules are to be observed:

1. Upon arriving in the morning, you are to park your vehicle.
2. There will be no driving of powered vehicles during the noon hours or after arrival at school in the morning.
3. Sensible driving should be observed at all times, and particularly when driving near the school grounds.

XVI. WELLNESS GUIDELINES

No pop will be allowed for reward days in the classrooms. No reward programs at school will use pop as incentives. No beverages other than water in water bottles will be allowed in the classroom without teacher permission. **The wellness committee recommends no use of candy for fundraisers. Sale of candy will need prior approval from administration.**

XVII. SCHOOL VISITATION

Prior to visiting our school, a parent or a student from another district must stop by the office. While visiting this school facility, visitors are asked to conduct themselves in an orderly fashion, and are not allowed to disrupt classrooms, students who are visiting our school will be asked to remain in the commons or the media area. In the event a visitor is being disruptive they will be asked to leave.

Preschool children are not to visit school unless an adult accompanies them. District patrons are encouraged to visit school, but they are to contact the principal before they visit the classrooms. All visitors must report to the office before talking to the students, school employees, and/or visiting classes.

XVIII. PLEDGE OF ALLEGIANCE – Policy # 531

Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person’s right to make that choice.

IXX. SCHOOL BOARD MEETINGS

The Grygla School Board will hold their regular meeting the 3rd Thursday of each month.

XX. SCHOOL BUS CONDUCT

The law clearly establishes that riding a school bus is a privilege and not a right. A student's riding privilege may be revoked for failing to obey the school district's bus discipline policy or for failing to demonstrate knowledge of school bus safety principles after receiving safety training. Districts are not required to follow laws governing suspension and expulsion and are not required to provide transportation for a student whose riding privileges have been revoked. The following standards are expectations of students riding school transportation:

- Follow the driver’s direction at all times
- Enter and leave the bus in an orderly manner
- Remain seated while the vehicle is moving
- Not deface the bus or its equipment
- Keep all body parts inside the bus
- No fighting, harassment, intimidation, or horseplay
- Do not bring any weapons or dangerous objects on the school bus
- No alcohol, tobacco or drugs
- Observe all school rules
- Keep feet, books, etc out of the aisle
- Talk quietly and use appropriate language
- Sit in your seat facing forward
- Do not throw any objects

Students not enrolled at the Grygla School are not allowed to ride the school bus.

XXI. STUDENT/PARENT CONCERNS – Policy #103

Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level, when appropriate, utilizing the school district’s chain of command.

CLASS INFORMATION

I. FUND RAISING PROJECTS

No class or organization may sell any fund raising items for profit without obtaining permission from either the Superintendent or Principal. The advisor of the group or organization should request permission. **The wellness committee recommends no use of candy for fundraisers. Sale of candy will need prior approval from administration.**

II. SENIOR PRIVILEGES

The senior class president must request senior privileges prior to May 1 of each school year. Senior privileges will be mutually agreed upon by the senior class, staff and administration and will be granted after all parties have signed the agreement. Seniors must not be on the incomplete or deficiency lists or have unexcused time to make up to participate. Seniors may also have privileges suspended or revoked for infractions or violations of classroom rules or school district policies.

III. CLASS TRIPS

Grade six and Senior Class Trips are at the option of the Board of Education. Class trip proposals from the Senior class must be given to the administration prior to February 1st and from

Grade Six by March 1st. Student and Parent Statements of Understanding will be reviewed at the beginning of the 6th & 12th grade years. (Following is the senior statement of understanding)

Student and Parent Statement of Understanding-Grygla Public School

"We have agreed to abide by certain rules and restrictions in regards to the trip. We, as students, know and understand the following rules that are required. Parents and guardians also recognize their responsibilities and recognize the following rules."

1. Students have been involved in fundraising this past year. All seniors will receive a fair and equitable amount if they have achieved their fund raising responsibility.
2. Any Senior missing more than 15 days of school or has 3 or more days of unexcused absences will not be able to attend the trip. A letter of appeal for missing more than 15 days is necessary. Appeals will be considered for illness, hospitalization or for a death of an immediate family member.
3. Parents are responsible in case of injuries while their child is on this trip. A Medical Permission form must also be completed.
4. Respect and maintenance of the bus and hotel property are required.
5. Any student who has obtained 3 or more referrals or has had in-school suspension during their senior year will not participate in the trip. All "Unexcused" time (Late for Lunch, etc) or Out of School Suspension time must be made up prior to the class trip.
6. Students must be maintaining academic good standing in order to be allowed to go on the class trip. Any student on the incomplete and/or deficiency list at any time after the beginning of 4th quarter will forfeit their right to attend the class trip.
7. While on the trip, any individual having been found to consume or possess alcohol, drugs or tobacco will cause an immediate return to the school (parents expense) and will be punished according to rules in the student handbook.
 - A. Parents will be called to make arrangements for transportation back to the Grygla School.
 - B. The student(s) (Seniors) involved will also lose their privilege of participating in the Prom and Graduation ceremonies.
8. Any Senior who participates in an unauthorized skip day before the end of the school year will not have the privilege of participating in Prom or Graduation activities.
9. All Students attending this trip will be in attendance at school at the regular times on the preceding Friday and following Monday. Any senior who does not attend school on these days will not have the privilege of participating in Prom or Graduation activities. Appeals may be requested from administration.
10. All Seniors will represent their school, community and themselves in the highest regard while on the trip. Appropriate attire is expected.
11. Attendance is mandatory at all planned events of the trip.

IV. FIELD TRIP

A curricular field trip is a privilege. In order to participate a student must not be on the incomplete or deficiency list in any classes or have any unexcused absences to make up.

V. ARRANGEMENTS AND DECORATIONS

Freshmen decorate for Graduation, Sophomores decorate for Homecoming, and Juniors decorate for Prom.

VI. HOMECOMING ACTIVITIES

Student Council is in charge of hiring a band, setting up a program and the coronation.

VII. CLASS ADVISORS

12th	Mr. Westbrook & Ms. Johnson	9th	Mr. Gene Lunsetter & Mrs. Moll
11th	Mrs. Kucera & Mr. Rath	8th	Mr. Kvasager & Mr. Kjono
10th	Mr. Olson & Mr. Loe	7th	Mrs. Saurdiff

ACTIVITY ADVISORS

Annual	Mrs. Kucera
Drama	?????
Student Council	Mr. Jamie Lunsetter & Mrs. Kucera
National Honor Society	Mr. Jamie Lunsetter & Mrs. Kucera
Robotics	Mr. Kvasager

Envirothon
High Mileage

Mr. Kvasager
Mr. Rath

VIII. ACCIDENTS

All accidents should be reported to the teacher in charge or Principal. A serious accident should be reported to the Principal immediately. The Grygla School District does not carry insurance to cover injuries to students that occur at school or while students are participating in extracurricular activities. Student insurance applications will be made available so that a family may purchase coverage for their children if they desire.

IX. FIRE DRILLS

Fire drills will be held periodically during the school year in accordance with regulations set forth by the state fire marshal.

When the alarm sounds, students are to leave the building as quickly as possible through the designated exit. A fire drill instruction sheet will be posted in each classroom. The teacher in charge will give any other instructions at the time of the drill or fire.

X. WEATHER CLOSINGS

When it is necessary to call off school due to inclement weather conditions, an announcement will be made on the instant alert system and also over radio stations KTRF and KKAQ in Thief River Falls over KJ102 and KRWB in Roseau and over KQ92 in Warroad. Announcements will be made as early as possible in the morning.

XI. TORNADO DRILL

A tornado watch means that conditions are favorable for development of tornadoes or severe storms.

A tornado warning means a tornado or severe thunderstorm has been reported or is indicated by weather radar.

When the tornado warning is given the classroom teacher will move all students to their designated area. When the students reach their designated area they are to sit down and cover their faces until all is clear.

During a severe weather emergency such as a tornado warning, parents may not remove their child from the shelter unless they come and get them. School staff will not be near a telephone under these conditions.

Designated Areas:

K, 1st, 2nd, 3rd, 4th, 5th, and 6th grades - Boys Locker Room - East Stairway

7th, 8th & 9th, 10th, 11th & 12th grades - Girl's Locker Room - West Ramp

All staff that are not with students - Lower Level Adjacent to Locker Rooms - West Ramp

XII. LOCK DOWN

One means of securing the school is to implement lock down procedures. These procedures may be called for in the following instances:

A. **Lock down with warning** - The threat is outside of the school building.

The school may have been notified of a potential threat outside of the building.

Lock down with warning procedures:

1. All students should come inside the school building.
2. Clear hallways and restrooms.
3. Keep away from windows.
4. Classes will continue but all movement will be monitored.

B. **Lock down with intruder** - The threat/intruder is inside the building.

Lock down with intruder procedures (these actions happen rapidly)

1. Building administrator will order and announce, "Lock down with intruder."
2. Immediately move into nearest classroom or secured space. Classes that are outside of the building SHOULD NOT enter the building. Outside classes should move to the primary evacuation site.
3. Stay away from windows and doors. **TURN OFF ALL LIGHTS.**
4. **DO NOT** respond to anyone at the door until "all clear" is announced.
5. Keep out of sight.

XIII. EVACUATION/RELOCATION

A Building administrator will initiate the evacuation procedures. Evacuation routes may be specified according to the type of emergency, they may also need to be changed for safety reasons. A staff member will direct your evacuation route. The type of evacuation necessary will dictate the route.

Relocation: Students will stay with their class en route to the relocation center and report for attendance upon arriving at the center. The primary relocation site is the Grygla Community Center and the secondary relocation centers are Grace Lutheran Church and St. Clement's Catholic Church. Student will be released to parents, guardians, or emergency contacts listed on their emergency information card.

XIV. PEST CONTROL

Our district utilizes a licensed, professional pest control firm for the prevention and control of rodents, insects, and other pests in and around the district's building. Their program consists of:

1. Inspection and monitoring to determine whether pests are present, and whether any treatment is needed;
2. Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
3. Utilization of non-chemical measures such as traps, caulking, and screening; and
4. Application of EPA-registered pest control materials when needed. Pests can sting, bite, cause contamination, damage control, and spread disease. Therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

SCHOOL POLICIES

The policies described in this section are abbreviated, complete policies may be requested at the main office or are available on the school website.

I. ALCOHOL, TOBACCO, AND NARCOTICS

State law forbids possession and use of alcohol and tobacco to anyone under the age of 21 for alcohol and 18 for tobacco. Possession and use of narcotics without a prescription is illegal at any age. **State law also requires schools to hold all students to the same rules and regulations of conduct, regardless of whether the student is older than or younger than 21. Grygla Public School is a Tobacco Free School –See policy #419.**

The school board policy does not permit the use or possession of tobacco, alcohol or narcotics on school premises, at school activities or on school buses by students.

Items containing tobacco, alcohol, or narcotics are subject to confiscation by school authorities, and in the event of confiscation will be made available to the student's parent or guardian by appointment. The use of the above mentioned substances would be cause for suspension or expulsion.

- A. First offense - one-day in-school suspension
 - B. Second offense - two days in-school suspension plus a parent conference
 - C. Third offense - three days in-school suspension or expulsion
- If there are related problems with the above, additional action may be taken at the discretion of building principal.

II. HARASSMENT AND VIOLENCE-The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence. Refer to Policy #413

GENERAL STATEMENT OF POLICY

A. It is the policy of the school district to maintain learning and working environment that is free from

religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

- B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.
- D. The school district will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

- A. Sexual Harassment; Definition
 - 1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
 - 2. Sexual harassment may include but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of gender.
- B. Racial Harassment; Definition-Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:
 - 1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
 - 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. Religious Harassment; Definition-Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:
 - 1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
 - 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - 3. otherwise adversely affects an individual's employment or academic opportunities.
- D. Sexual Violence; Definition- Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
 - 1. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

- E. Racial Violence; Definition-Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.
- F. Religious Violence; Definition-Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.
- G. Assault; Definition-Assault is:
 - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
 - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 - 3. the threat to do bodily harm to another with present ability to carry out the threat
- H. **Hazing** is performing any act or coercing another, including the victim, to perform any act of initiation into any class, group or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. Refer to Policy #526
- I. **Bullying** means any written, physical, verbal or relational behaviors that are intended to cause distress to one or more students. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of: harming a student, damaging a student's property, creating fear of harm or retaliation and/or creating a hostile environment for the student.

514 BULLYING PROHIBITION POLICY

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 students' ability to learn and teachers' 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, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline 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, and other similar disruptive 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 district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are 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 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, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:

1. The developmental 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 positive behavioral interventions up to and including suspension and/or expulsion. 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 and/or termination of services and/or contracts.

G. The school district will act to investigate all complaints of bullying 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 any written or verbal expression, physical act, relational behavior, or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to; conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student
 2. damaging a student's property;
 3. placing a student in reasonable fear of harm to his or her person or property;
- or

4. creating a hostile educational environment for a student.

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

C. “On school district property or at school-related functions” 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.

D. Cyber-bullying is also considered in this policy to be a form of bullying. No instance of cyber-bullying will be tolerated using school district equipment, nor will any cyber-bullying, on or off school district grounds, be permitted that has any impact on student relations or the normal operations of the school.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district’s ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.

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

C. The building principal or the principal’s designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent.

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 receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.

E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

F. Submission of a good faith complaint or report of bullying will not affect the complainant’s or reporter’s future employment, grades, or 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. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.

C. Upon completion of the investigation, 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 behavior. 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; school district policies; and regulations.

D. 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 involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

E. Consequences:

	1 st	2 nd	3 rd
Grades K-2	Parent conference	1 day ISS	2 days ISS
Grades 3-6	1 day ISS	2 days ISS	3 days ISS
Grade 7-12	2 days ISS	3 days ISS	4 days ISS

VI. 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 retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

VII. TRAINING AND EDUCATION

A. The school district annually will provide information and any applicable training to school district staff regarding this policy.

B. 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.

C. 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 victim, and to make resources or referrals to resources available to victims of bullying.

D. The school district may implement violence prevention and character development education programs to prevent and 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.

VIII. NOTICE

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.

REPORTING PROCEDURES- Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.

INVESTIGATION- By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

SCHOOL DISTRICT ACTION- Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

REPRISAL- The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

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

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

DISSEMINATION OF POLICY AND TRAINING - This policy shall be conspicuously posted throughout each building in areas accessible to students.

III. TRESPASSING

Unauthorized or unwarranted presence in the school building by students or other individuals, unless they have advanced permission from the administration or custodians, will be referred to the appropriate law enforcement officials to be handled as a Trespassing violation.

IV. THEFT AND VANDALISM

Respect for the property of others is required of all people in our society. Students caught stealing or vandalizing school or individual property will be subject to restitution, and/or suspension. Parents will be contacted and referral will be made to law enforcement. Participation in school activities, including but not limited to sports and field trips may be terminated for a limited time or the duration of the school year depending on the severity and/or number of offenses.

V. WEAPONS POLICY

The purpose of this policy is to assure a safe school environment for students, staff and the public. No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy. Refer to policy #501

1. DEFINITIONS- "Weapons"

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

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

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

2. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

3. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

B. EXCEPTIONS- A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.

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

D. Firearms in School Parking Lots and Parking Facilities-A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the "lawful" carry or possession of a firearm in a school parking lot or parking facility is specifically limited to non student permit-holders authorized under Minn. Stat., Section 624.714, to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or

carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

E. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION

1. The school district takes a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
 - a. Immediate out-of-school suspension;
 - b. Confiscation of the weapon;
 - c. Immediate notification of police;
 - d. Parent or guardian notification; and
 - e. Recommendation to the superintendent of dismissal for a period of time not to exceed one year.
2. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
3. Administrative Discretion

While the school district takes a "Zero Tolerance" position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. DATA PRIVACY & STUDENT RECORDS POLICY

Pursuant to the requirements of Independent School District No. 447 Grygla - Gatzke Policy regarding educational data privacy, the following constitutes the school district's annual notification to parents and students regarding data privacy practices of the school district.

The school district has adopted a Data Privacy and Student Records Policy incorporating state and federal requirements as to data privacy rights. In summary the policy provides. Refer to Policy #406

A. Privacy Rights

Educational records, which identify or could be used to identify a student other than directory information, may not be released to members of the public without the written permission of the student's parents or guardians or the student if he or she is 18, attends a post-secondary institution, is married or has graduated. This general rule is subject to specific and limited exceptions which cannot be set out here due to limitations of space but which are set out in district policy.

B. Directory Information

"Directory information" includes a student's parents' name, student's name, address, telephone number, date and place of birth, sex, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade levels completed, degrees and awards received, the most recent previous educational agency or institution may be released to the public without prior parent or student consent unless the parent or eligible student has objected in writing to the release of one or more category of such information. Directory information does not include identifying data, which references religion, race, color, social position or nationality.

A parent of a student or an eligible student in the district may refuse to permit the release of any or all categories of directory information by contacting the building principal in which said Students attend and completing form Objection to Release of Directory Information. This objection must be given to the district by the 1st day of school each year.

C. Inspection of Records

Parents of a student who is 18 or older may request to inspect and review any of the student's educational records except those, which are, by state or federal law, made confidential. The school district will comply with the request immediately if possible and if not, within five days exclusive of weekends and holidays. In certain special circumstances an additional five days may be required in order to comply. Copies of records may be obtained at the actual cost of reproduction.

VII. STUDENT DISCIPLINE PLAN – Policy #506

A. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's

ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

B. GENERAL STATEMENT OF POLICY

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

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

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

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

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy, which governs student conduct and applies to all students of the school district.

C. AREAS OF RESPONSIBILITY

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

bodily harm or death to another.

6. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

7. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

8. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

D. STUDENT RIGHTS

All students have the right to an education and the right to learn.

E. STUDENT RESPONSIBILITIES

All students have the responsibility:

1. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
2. To attend school daily, except when excused, and to be on time to all classes and other school functions;
3. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
4. To make necessary arrangements for making up work when absent from school;
5. To assist the school staff in maintaining a safe school for all students;
6. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
7. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
8. To be aware of and comply with federal, state and local laws;
9. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
10. To respect and maintain the school's property and the property of others;
11. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
12. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
13. To conduct themselves in an appropriate physical or verbal manner; and
14. To recognize and respect the rights of others.

F. CODE OF STUDENT CONDUCT

1. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; 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 premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - a. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - b. The use of profanity or obscene language, or the possession of obscene materials;
 - c. Gambling, including, but not limited to, playing a game of chance for stakes;
 - d. Hazing;
 - e. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 - f. Opposition to authority using physical force or violence;
 - g. Using, possessing, or distributing tobacco or tobacco paraphernalia;
 - h. Using, possessing, distributing, or being under the influence of alcohol or other intoxicating substances or look-alike substances;
 - i. Using, possessing, distributing, or being under the influence of narcotics, drugs, or other

- controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
- j. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
 - k. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
 - l. Violation of the school district Weapons Policy;
 - m. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
 - n. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
 - o. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
 - p. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
 - q. Violation of any local, state or federal law as appropriate;
 - r. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
 - s. Possession of nuisance devices or objects that cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
 - t. Violation of school bus or transportation rules or the school bus safety policy;
 - u. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
 - v. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
 - w. Possession or distribution of slanderous, libelous or pornographic materials;
 - x. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
 - y. Criminal activity;
 - z. Falsification of any records, documents, notes or signatures;
 - Aa. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
 - Bb. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
 - Cc. Impertinent or disrespectful language toward teachers or other school district personnel;
 - Dd. Sexual and/or racial abuse and/or harassment;
 - Ee. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
 - Ff. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
 - Gg. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
 - Hh. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
 - Ii. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
 - Jj. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
 - Kk. Violation of school rules, regulations, policies, or procedures;

- LI. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

G. CHEATING AND PLAGIARISM

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

- Copying another student's homework;
- Working with others on projects that are meant to be completed individually;
- Looking at or copying another student's test or quiz answers;
- Allowing another student to look at or copy answers from your test or quiz;
- Using any other method to get or give test or quiz answers;
- Taking a test or quiz in part or in whole to use or give to others;
- Copying information from a source without proper attribution, including photographs;
- Paraphrasing information from a source without proper attribution;
- Taking papers or other information without crediting other students, publications, or the Internet;
- Having knowledge of these types of behavior taking place by other students and not reporting it to the teacher or principal.

*The classroom teacher and the principal will determine consequences for cheating and/or plagiarism.

H. DISCIPLINARY ACTION OPTIONS

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

1. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
2. Parent contact;
3. Parent conference;
4. Removal from class;
5. In-school suspension;
6. Suspension from extracurricular activities;
7. Detention or restriction of privileges;
8. Loss of school privileges;
9. In-school monitoring or revised class schedule;
10. Referral to in-school support services;
11. Referral to community resources or outside agency services;
12. Financial restitution;
13. Referral to police, other law enforcement agencies, or other appropriate authorities;
14. A request for a petition to be filed in district court for juvenile delinquency adjudication;
15. Out-of-school suspension under the Pupil Fair Dismissal Act;
16. Preparation of an admission or readmission plan;
17. Expulsion under the Pupil Fair Dismissal Act;
18. Exclusion under the Pupil Fair Dismissal Act; and/or
19. Other disciplinary action as deemed appropriate by the school district.

Consequence options for specific disciplinary actions:

I. Physical Violence towards others:

A. Physical Aggression:

1. Assault, aggravated- committing an assault upon another person with a weapon or an assault, which inflicts great bodily harm.

Grades K-12 Expulsion

2. Assault, physically assaulting a person responsible for enforcing school regulations.

	1 st	2 nd	3 rd
Grades K-2	Parent conference/ Warning	1 day ISS	2 days ISS
Grades 3-12	3-5 Days OSS	5-10 Days OSS	Expulsion

3. Assault, intentionally inflicting or attempting to inflict bodily harm upon another person or acting with intent to cause fear in another person or immediate bodily harm.

	1 st	2 nd	3 rd
Grades K-2	Parent conference/ Warning	1 day ISS	2 days ISS
Grades 3-6	1 Day ISS	2 Days ISS	3-5 Days OSS
Grades 7-12	3-5 Days OSS	5-10 days OSS	Expulsion

4. Bodily Harm, Committing a reckless act that unintentionally causes bodily harm and/or endangerment. (Includes laser pointers, mace or pepper spray)

	1 st	2 nd	3 rd
Grades K-2	Parent conference/ Warning	1 day ISS	2 days ISS
Grades 3-6	1 Day ISS	2 Days ISS	3-5 Days OSS
Grades 7-12	3-5 Days OSS	5-10 days OSS	Expulsion

5. Fighting, Mutual combat (both parties contributed to the situation by verbal and or physical action)

	1 st	2 nd	3 rd
K-2	parent notification/Warning	1 day ISS	2 day ISS
Grades 3-6	1 day ISS	2 day OSS	3 day OSS
Grades 7-12	3 days OSS	5 days OSS	EXPULSION

6. Threats, (directly or indirectly) to commit any crime of violence with the purpose of terrorizing another to cause evacuation of a building, place or assembly, vehicle, or facility. (Includes death threats)

	1 st	2 nd	3 rd
K-2	parent conference	1 day ISS	2 day ISS
Grades 3-6	1- 5 day ISS	5-10 day OSS	EXPULSION
Grades 7-12	EXPULSION		

B. Weapon Possession:

1. Firearms, Means any firearm, loaded or unloaded

Grades K-12 Expulsion

2. Replica Firearm/Weapon, Means a device or object that is not defined as a dangerous weapon, and that is a facsimile and reasonably appears to be a pistol, revolver, shotgun, sawed off shotgun, rifle, machine gun, rocket launcher, grenade, knife or any other firearm/weapon (Includes paintball guns, BB guns and pellet guns)

	1 st	2 nd	3 rd
Grades K-2	1 day ISS/ Parent conference	2 day ISS	3 days ISS
Grades 3-6	1-3 day ISS	3-5 days ISS	3-5 days OSS
Grade 7-12	Expulsion		

3. Weapons. A weapon, device, instrument, liquid material, substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury. This includes razor blades, straight razors, and all knives (administrative discretion will be used with knives having blades of less than two and one-half inches)

	1 st	2 nd	3 rd
Grades K-2	1 day ISS/ Parent conference	2 day ISS	3 days ISS
Grades 3-6	1-3 day ISS	3-5 days ISS	3-5 days OSS
Grades 7-12	Expulsion		

4. Ammunition. Possession of bullets, BB's, shot or other projectiles designed to be used in a weapon.

	1 st	2 nd	3 rd
Grades K-2	1 day ISS/ Parent conference	2 day ISS	3 days ISS
Grades 3-6	1-3 day ISS	3-5 days ISS	3-5 days OSS
Grades 7-12	Expulsion		

5. Explosives. Possession or use of any compound or mixture which has a primary or common purpose of which is to function by explosion.

	1 st	2 nd	3 rd
Grades K-3	1 day ISS/ Parent conference	2 day ISS	3 days ISS
Grades 3-12	Expulsion	Expulsion	Expulsion

6. Arson. Intentional destruction or damage to school or district buildings or property by means of fire.

	1 st	2 nd	3 rd
Grades K-2	Referral for Assessment/Parent conference	3 day OSS	5 days OSS
Grades 3-12	Expulsion	Expulsion	Expulsion

7. Throwing Objects. Throwing any items inside a bus, from outside a bus, or from inside a bus to outside a bus.

	1 st	2 nd	3 rd
Grades K-2	Parent conference/ Warning	1 day ISS	2 days ISS
Grades 3-12	1 day ISS	2 days ISS	3 days ISS

8. Possession and misuse of other potentially dangerous devices, including but not limited to, laser pointer, taser, mace or pepper spray.

	1 st	2 nd	3 rd
Grades K-2	Parent conference/ Warning	1 day ISS	2 days ISS
Grades 3-12	1 day ISS	2 days ISS	3 days ISS

9. Possession, Selling, Soliciting and/or use of tobacco alcohol or drugs: including but not limited to, chewing or smoking tobacco, alcohol (any form) and controlled or prescription drugs.

	1 st	2 nd	3 rd
Grades K-2	Parent conference/ Warning	1 day ISS	2 days ISS
Grades 3-12	1 day ISS	2 days ISS	3 days ISS

II. Sexual Violence:

1. Sexual- nonconsenting intercourse.

Grades 3-12	Expulsion		
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2. Other- nonconsenting sexual contact.

	1 st	2 nd	3 rd
Grades K-2	Parent conference/ Warning	1 day ISS	2 days ISS
Grades 3-6	1 day ISS	2 days ISS	3 days ISS
Grades 7-12	3-5 days ISS	3-5 Days OSS	Expulsion

3. Sexual Extortion- Threatening an individual to obtain sexual favors or promising preferential treatment for sexual favors.

	1 st	2 nd	
K-12	5-10 days OSS	Expulsion	

4. Sexual Harassment- Inappropriate sexual behavior including indecent exposure and behavior or public nudity. Un-welcomed sexual behavior that creates a hostile learning environment.

	1 st	2 nd	3 rd
Grades K-2	Parent conference/ Warning	1 day ISS	2 days ISS
Grades 3-6	1 day ISS	2 days ISS	3 days ISS
Grades 7-12	1-2 days OSS	3-5 Days OSS	5-10 Days OSS

III. Insubordination and Disrespectful Behavior Toward Others:

A. Behaviors that disrupt the normal operation of school:

1. Insubordination- willful refusal to follow an appropriate direction.

	1 st	2 nd	3 rd
Grades K-6	parent conference	1 day ISS	2 day ISS
Grade 7-12	1 day ISS	2 days ISS	3 days ISS

2. Bullying- Any hurtful or aggressive act toward an individual or group that is intentional or repeated; or Harassing- engaging in conspiring with others to engage in acts that degrade, intimidate or disgrace other individuals.

	1 st	2 nd	3 rd
Grades K-2	Parent conference	1 day ISS	2 days ISS
Grades 3-6	½ day ISS	1 days ISS	2 days ISS
Grade 7-12	1 days ISS	2 days ISS	3 days ISS

B. Dress and Grooming: Students will not be permitted to wear hats, caps, coats, bandanas, sunglasses or headgear in the school building during normal school hours. Any articles of clothing (including shirts, hats, etc.) that advertise tobacco, alcohol or other prohibited drug products or conveys a derogatory or sexual connotation will not be worn in school. Students will not wear halter-tops, backless, strapless, off the shoulder blouses, low cut blouses, or blouses that expose the midriff. All shorts, dress skirts, and dresses must be of appropriate length. Baggy clothing that may expose student undergarments should not be worn. Clothing articles that cause undue school maintenance problems, such as heavy boots which cause excessive floor marking, chains, or trousers with metal rivets that scratch furniture must be avoided.

	1 st	2 nd	3 rd
K-2	Warning	Parent Conference	½ day ISS
3-12	Warning	Parent Conference	1/2 day ISS

C. Willful damage of property (vandalism)- Defacing, cutting or otherwise damaging property that belongs to the school, to other students, to staff members or to other individuals while the student is on school property, at a school activity, in a district vehicle or under the supervision of school staff.

	1 st	2 nd	3 rd
Grades K-2	Parent conference/ Warning	1 day ISS	2 days ISS
Grades 3-6	1 Day ISS	2 Days ISS	3 Days OSS
Grades 7-12	2 Day ISS	3 days OSS	5 Days OSS

D. Tampering with Emergency or Safety Equipment on/in a School Vehicle.

	1 st	2 nd	3 rd
Grades K-12	Parent conf./ Warning	5 days Bus Suspension	Loss of Bus Riding Privileges remainder of school year

E. Fire Extinguishers, Unauthorized Use- Unauthorized handling of a fire extinguisher and emergency equipment including AED's.

	1 st	2 nd	3 rd
Grades K-6	Parent conference/ Warning	1 day ISS	1-3 days OSS
Grades 7-12	3-5 Day OSS	5 days OSS	5-10 Days OSS

F. Theft, Knowingly receiving or possessing stolen property- unauthorized taking of the property of another person, of receiving or possessing such property, or unpaid theft of a service or project.

	1 st	2 nd	3 rd
Grades K-2	Parent conference/ Warning	1 day ISS	2 days ISS
Grades 3-6	1 Day ISS	2 Days ISS	3 Days OSS
Grades 7-12	2 Day ISS	3 days OSS	5 Days OSS

G. Burglary- Entering a building or computer system without consent and with intent to commit a crime, or entering a building or computer system without consent and committing a crime.

	1 st	2 nd	3 rd
Grades K-6	Parent conference/ Warning	1 day OSS	1-3 days OSS
Grades 7-12	3-5 Days OSS	5 Days OSS	5-10 days OSS

H. Trespassing- Being present in any district facility or portion of a district facility when it is closed to the public, or unauthorized presence in a district vehicle. (Includes unauthorized entrance into a computer system.)

	1 st	2 nd	3 rd
Grades K-6	Parent conference/ Warning	1 day ISS	1-3 days OSS
Grades 7-12	3-5 days OSS	5 days OSS	5-10 days OSS

H. REMOVAL OF STUDENTS FROM CLASS

1. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

- a. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
- b. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
- c. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
- d. Other conduct, which in the discretion of the teacher or administration, require removal of the student from class.

I. DISMISSAL

1. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.
The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding that may result in suspension, exclusion or expulsion.

