

Ashby Public School

Preparing Students for Success



2023-2024 Student/Parent Handbook

Mission Statement

Our Mission is to provide a safe, inclusive, and nurturing environment that fosters academic excellence, social responsibility, and community engagement.

Ashby Public School
300 Birch Avenue
Ashby, MN 56309
218-747-2258

Administrative Team

Jon Moore, Superintendent / Elementary Principal
Eric Schoenbauer, Secondary Principal
Andy Peterson - Activities Director

Ashby School Board Members

Ben Johnson - Chairperson
Suzanne Wing - Vice Chairperson
Dallas Rylander - Treasurer
Leslie Anderson - Clerk
Heidi Hoff - Director
Corey Johnson - Director
Kirby Spangler - Director

Revised August 16, 2023

Welcome to Ashby Public School

We are extremely proud to have the opportunity to have your child/ren in our school. We know that these years of growth and development are important. We believe that working together as a team is the best way to educate your children.

This information has been prepared for your convenience and provides you with important resources on our policies and procedures. As parents, you are responsible to be familiar with the current policies and procedures that are in place and review this information with your child (ren). We invite you to participate in the educational instruction that takes place daily. Ashby staff is highly trained and experienced, providing excellent innovative instruction. Our priority is to provide quality instruction to your children. We also want to ensure that students feel safe in the school environment. It is necessary to ask that the following procedures be followed:

- All doors of the school are locked during the school's instructional hours.
- All visiting guests, for any period of time, are required to check into the main office and secure a visitor's badge before moving about the school.
- When bringing items to school for students, leave them at the main office for delivery to the student. This will reduce the number of classroom interruptions each day.
- When picking your child up, come to the office to check your child out of school. You will be asked to remain in the office until your child arrives in the office from the classroom. If someone other than the legal guardian is going to be picking your child up from school (another relative, neighbor, friend, etc.) please send a note to school with your child indicating that this will be happening. This will help us ensure that you have granted permission for this to happen.
- Please work with the office staff if there are changes in the end-of-the-day routine for your child.

Cooperation by everyone in following the above procedures helps to ensure that the students of Ashby Public School will remain safe.

If you have any questions or concerns during the school year, please feel free to contact the main office. The staff at Ashby want to make your child's experience at school as productive and pleasant as possible. We look forward to a successful and exciting school year!

Sincerely,

Jon Moore, Superintendent / Elementary Principal

Eric Schoenbauer, Secondary Principal

Period 1	Period 2	Period 3	Period 4A	Period 4B	Period 5	Period 6	Period 7 MS	MS Advisory	Period 7 HS
8:15-9:02	9:06-9:53	9:57-10:44	10:48-11:35	11:18-12:05	12:09 - 12:56	1:00 - 1:47	1:51-2:37	2:40-3:02	1:51-3:02

Ashby Public School

2023-24 Calendar (1/2 staff days with spring break)

2022-23

	BEGIN	END	MAKE-UP DAYS
A	4.5		1 June 3rd
S	0 19.0		2 June 4th
D	0.5 19.5	1 9/6/22	42.5
N	1 18.5		3 June 5th
D	0.5 14.5	2 1/23/23	43
J	1 21.0		4 June 6th
F	0.5 19.0	3 3/25/23	42.5
M	0.5 15.5		
A	0.5 21.5	4 5/24/23	42
M	0.5 21.5		170
J	0.5		
	10 170		

Legend:

- Staff Day/ No School
- New Teacher Orientation
- Quarter Ends
- Conferences
- School begins
- School ends
- Graduation
- Open House 5-12
- Half Day School Ends at 12:30
- Half Flex Day

Period 1	Period 2	Period 3	Period 4A	Period 4B	Period 5	Period 6	Period 7 MS	MS Advisory	Period 7 HS
8:15-9:02	9:06-9:53	9:57 -10:44	10:48-11:35	11:18-12:05	12:09 - 12:56	1:00 - 1:47	1:51-2:37	2:40-3:02	1:51-3:02
PE 5/6	PE 7/8	Prep	PE 9	Lunch	Elementary PE	Elementary PE	-	-	Lifetime Sports
PE 5/6	PE 7/8	Prep	Health 9	Lunch	Elementary PE	Elementary PE	-	-	Lifetime Fitness
-	-	-	-	-	-	Elem 3rd/4th PE	-	-	-
-	-	-	-	-	-	Elem 3rd/4th PE	-	-	-
-	-	-	-	Lunch	Elementary Music	Elementary Music	-	Prep	-
-	-	-	-	Lunch	Elementary Music	Elementary Music	-	Prep	-
Music 5/6	JH Choir / Band	Band 6/5	Lunch	Prep	Resource	HS/MS Lessons	-	-	HS Band
Music 5/6	JH Choir / Band	Band 6/5	Lunch	Prep	Resource	HS/MS Lessons	-	-	HS Choir
Prep	Art I w/Photography (15)	Art K,1,4	Lunch	Art 5,6,7,8	Art 2,3	Resource	-	-	Art I
Prep	Sculpture	Art K,1,4	Lunch	Art 5,6,7,8	Art 2,3	Resource	-	-	Art II
Prep	Ag Products	Homeroom 6th	Lunch	Ag 5,6	Adv. Ag Products (12)	Woods (20)	-	-	WBL
Ag 8	Finance/Careers	Prep	Lunch	Ag 7,8	Adv. Ag Products (12)	Supermileage (10)	-	-	WBL
Ag 8	Freshman Seminar	Prep	Senior Seminar	Lunch	Ag Business	Intro (College) NATR	-	-	Floral Design
Prep	Ag 9	Homeroom 6th	Welding (20)	Lunch	Vet Science	Environmental Systems	-	-	Landscaping
-	-	-	-	-	-	Spanish ITV	-	-	-
-	-	-	Healthcare Course (12)	-	Healthcare Course (12)	Spanish ITV	-	-	-
Resource	Prep	Science 7	Lunch	STEM 5,6,7,8	Science 8	Science 5	Science 6	Advisory	-
Resource	Prep	Science 7	Lunch	STEM 5,6,7,8	Science 8	Science 5	Science 6	Advisory	-
Biology 10	Applied Chemistry	Chemistry 9	Chemistry	Lunch	Prep	Anatomy	-	-	Resource
Biology 10	Ecology	Physical Science 9	Chemistry	Lunch	Prep	Forensics	-	-	Resource
Math 7	Prep	Algebra 1	Lunch	Math Intervention	Math 6	Finance 7	Math 5	Advisory	-
Math 7	Prep	Algebra 1	Lunch	Math Intervention	Math 6	Finance 7	Math 5	Advisory	-
Algebra 1.5	Adv Algebra 2	Geometry	Intm Algebra 2	Lunch	Prep	-	-	-	-
Algebra 1.5	Adv Algebra 2	Geometry	Intm Algebra 2	Lunch	Prep	-	-	-	-
Prep	English 5	Homeroom 5th	Lunch	Speech 5,6	English 7	English 6	English 8	Advisory	-
Prep	English 5	Homeroom 5th	Lunch	Speech 7,8	English 7	English 6	English 8	Advisory	-
English 11	College Comp 1	English 12	Resource	Lunch	English 10	English 9	-	-	Prep
English 11	College Literature	English 12	Resource	Lunch	English 10	English 9	-	-	Prep
Recent US History	Social Studies 6	Resource	Prep	Lunch	Social Studies 5	Mock Trial	-	-	AD
Economics	Social Studies 6	Resource	Prep	Lunch	Social Studies 5	Adventure Geography (14)	-	-	AD
Prep	Resource	World Hist 11	History 10	Lunch	Civics 9	Geography 8	Social Studies 7	Advisory	-
Prep	Resource	World Hist 11	History 10	Lunch	Geography 9	Geography 8	Social Studies 7	Advisory	-
SPED	SPED	SPED	Lunch	SPED	SPED	SPED	SPED	Advisory	SPED
SPED	SPED	SPED	Lunch	SPED	SPED	SPED	SPED	Advisory	SPED
SPED	SPED	SPED	SPED	Lunch	Life Skills	SPED	-	-	SPED
SPED	SPED	SPED	SPED	Lunch	Life Skills	SPED	-	-	SPED
-	Elementary Lessons	5th / 6th Grade	-	7th / 8th Grade	Prep	Elementary Lessons	-	-	Reach
-	Elementary Lessons	5th / 6th Grade	-	7th / 8th Grade	Prep	Elementary Lessons	-	-	Reach

Exceptions to the above: Students who make arrangements to meet with instructors prior to 7:45 may do so, but must report directly to the instructor.

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ATTENDANCE

Good attendance contributes greatly to a child's academic achievement in school. Regular attendance is directly related to the students' success in academic work; benefits students socially, provides opportunities for important communication between teacher, student and parent/guardian; and establishes regular habits of dependability important to the future of the student. Parents are encouraged to schedule doctor appointments after school or during vacation periods whenever possible.

ABSENCE REPORTING PROCEDURE

Students who anticipate an absence should bring a written parental permission note to the office for an advanced make-up slip. Students who fail to bring a note from parents could be given an unexcused absence for the day. Make-up work is to be completed in a timely manner worked out with students and teachers. Upon returning to school, an absence is easily handled by stopping at the principal's office first, presenting your written excuse, and receiving an admittance slip. Admit slips are needed following pre-arranged, excused and unexcused absences. The **ONLY** time you do not need an admit slip is if the absence was due to a school activity. The admit slip is your pass into every class missed. If students fail to pick up the admit slip, teachers will not allow them into class. The student should be sent to the office to get an admit slip and given a tardy for that period.

All **parents**/students will be responsible for the following attendance procedures.

1. Parents should call the school (218-747-2257) **before 8:15 a.m.** on the day a student is absent. A parental note must be presented the day the student returns to school explaining why the absence occurred, **days absent and reason for the absence**. If the office has not received the excuse by written note, the absence will result in truancy. A signed note from a doctor or dentist for illness, or your parents for a funeral, will not count against your attendance record.
2. Students may leave school during the day only if they check out in the office and receive a pass to leave the school. The request to leave must be accompanied by a written note or a phone call from the parent/guardian requesting that the student be dismissed **or with administrative approval**. This procedure should be done in time to report to the first-period class. Failure to report to class on time will result in a tardy. Students not returning from appointments arranged in advance are to have a parent /guardian call the school.
3. Students who are absent at the start of the school day but arrive at a later time are to check-in at the office immediately.
4. Out-of-school suspension from school will count against a student's attendance record. During an out-of-school suspension, students will be allowed an opportunity to complete assignments on their **OWN** time, such as during the suspension time at home, or in study hall. Students **WILL NOT** be allowed to do assignments from the suspension during class time. Time to complete assignments is set according to school policy (see #2), and it is the student's responsibility to get assignments before school, after school, or from other

classmates for the out-of-school suspension. The in-school suspension will not count against a student's attendance record.

Attendance Appeal Procedure: Students will lose credit in classes if they exceed 10 absences per semester. Students will be able to appeal their loss of credit by meeting with an attendance appeal committee.

The Attendance Review Committee will consist of the principal, assistant principal, the guidance counselor, and one/two teachers chosen by the student. The committee will make a determination of whether or not to grant credit to the student. The parent/guardian will be notified of absentee problems in any class in any given semester before an Attendance Review meeting is scheduled. Refusal to grant credit may be appealed to the superintendent of schools. The board of education may also exercise the right to take credits away from a student due to violations of the attendance policy. He/She will receive a credit using the following scale:

Classes Missed

1. 0-10, Make up work as needed with each teacher.
2. 11 and up, the credit will not be given for assignments due, or tests completed on the day of the absence.

Excused Absences

Minnesota State Law authorizes schools to require a parent or guardian to “**verify in writing the reason for a child’s absence from school.**” The statute provides that a student may be excused for: *“illness, medical, dental, orthodontic, or counseling appointments, family emergencies, death or serious illness for a funeral of an immediate family member of other exemptions included in the district’s school attendance policy.”*

Exceptions:- absences that do not apply to the 10-day limit

1. Doctor Excused Absences verified and documented by doctors qualified to treat the illness or if sent home by the school nurse/designee.
2. School Authorized Absences - These need to be verified at the time of the absence. Make-up work is required.
3. Field trips
4. Interscholastic meets and events
5. Programs in which the student is participating, being honored, or presented with an award, i.e. Rotary, 4-H, etc.
6. School-sponsored groups - not to exceed one meeting per week.
7. Religious Release - Includes absences for religious release classes as well as other activities of a religious nature. Pre-approval required.
8. Family Vacations - The school may allow students to participate in a vacation with parents if arrangements are approved in advance. Family vacations are allowed under school policy; however, consideration of the total of 10 absences must be taken by the family when planning vacations. *****Students are still only allowed 10 absences per semester.*****
9. College Visitation - Students in their Junior and Senior year qualify for two excused absences to visit prospective college campuses. All visits must be approved, in advance, by one of the administrators or the counselor. Three days of advance planning is recommended. Failure to obtain advanced approval will be treated as truancy. Students are limited to two college visits to be used in either their Junior or Senior year. College visits during the last week of a high school quarter/semester are discouraged.
10. Other reasons the administration judges as excusable.
11. Illness

A written or verbal excuse from a parent does not automatically excuse an absence.

1. If a student is absent for 3 consecutive days a valid doctor's excuse will be required for it to be excused.
2. 4 sick days in a semester will require a valid doctor's excuse. For those students that have not reached that by the end of the semester it will start over. Those that have already reached it will provide a valid doctor's excuse for the remainder of the year.
3. If a discernible pattern of sick days becomes apparent, the school has the ability to require a valid doctor's excuse for illness

All absences beyond 10 per semester will be considered unexcused absences. Exceptions to this include:

1. Absence accompanied by a physician's note stating the child could not be in attendance because of treatment, injury, or illness.
2. Absence because the school nurse or designee has sent a child home because of illness or injury.
3. Absence because of a funeral.

Unexcused Absences: An absence not allowed by law or by school policy under the circumstances. These absences are, by law, considered **truancy**. Below are examples of some **unexcused absences:**

1. Truancy (Skipping School)
2. 3 tardies to any hour
3. Missed bus/overslept
4. Senior pictures
5. Work/employment, which is also not allowed by law
6. Other reasons deemed unexcused by administration

Unexcused Absence/Excessive Absence: An absence occurring that surpasses the maximum allowed by law or school policy.

School absentee process and responsibility:

1. The school will notify parents with a letter of concern as a student approaches the maximum of 10 allowed absences.
2. If absences continue to occur, the student will begin to lose credit on days absent beyond 10 and a second letter will be sent to the parents, Grant County Social Services, and the Grant County Attorney.
3. Upon further absences, a letter will go to the parents notifying them of the place and time for them to meet with a school official, a representative of social services, and the Grant County attorney.

The school will follow State and County Law in regard to unexcused absences (truancy). Notifications of concern will be given to parents followed by a "Child In need of Protective Services (CHIPS Petition) filing."

Truancy

260A.02 Subd. 3.Continuing truant.

"Continuing truant" means a child who is subject to the compulsory instruction requirements of section 120A.22 and is absent from instruction in a school, as defined in section 120A.05, without valid excuse within a single school year for:

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

260C Subd. 19.Habitual truant if the child is:

1. In elementary school and is absent for 7 days in a school year without a valid excuse. For elementary students, it is likely to be addressed through educational neglect by Social Services and the County Attorney.
2. In junior high/high school, or a child who is 17 years of age or younger, and is absent 1 or more class periods on 7 different school days in a school year without a valid excuse.
3. 3 tardies will be equivalent to 1 unexcused absence.

Tardiness

Immediately upon arrival at school, a tardy student must report to the main office and pick up a tardy pass for admittance to school.

Enforcement: Upon receiving the fourth tardy in any class per semester the student will be given notice that they need to serve 1 hour of detention. All tardies will be accounted for weekly and students will have at least one day notice before serving detention for tardies. Tardiness of more than 10 minutes to class will result in an absence for that class and will count toward the 10 allowed per semester.

AFTER SCHOOL PROGRAM 2023-2024

The After School Program was created to provide a fun and safe place for children to be after the busy school day. At the After School Program, children will get a snack, free time to play, homework and/or academic enrichment time and an hour of fun activities.

Schedule

- | | |
|---------------------|--|
| a. 3:00-3:30 | Free Time in the Gym/Outside and Snack |
| b. 3:30-4:30 | Homework/Academic Enrichment Time in Library |
| c. 4:30-5:30 | Activities: Arts and Crafts/Games/Exercise and Fitness |

Who Can Attend? All Children in Preschool-6th Grade

After School Hours: The After School Program is open Monday-Friday from 3:00-5: 30 pm on all school days.

Inclement Weather: There is **NO** After School Program when school gets out early due to weather.

Signing Out: All children must be signed out by a parent or an authorized adult each day your child attends the After School Program. This allows us to know the whereabouts of every child at all times.

Rates and Pick up Times:

- | | |
|------------------------|-----------------------------|
| a. 4:30 | \$5.00/day |
| b. 5:30 | \$6.00/day |
| c. Full Time | \$100.00/month/child |
| d. Drop in Rate | \$6.00/day |

Payments: All payments are due in full the 1st of each month.

Late Pickups: The After School Program closes at 5:30 pm each day. There is a charge of \$2.00 for any pick-ups after 5:30 pm. An additional \$2.00 will be charged for every 5 minutes beyond this time. Any late fees will be added to next month's advance payment.

Walking: If you choose to have your child walk instead of being picked up from the After School Program you need to fill out a permission slip.

Release of Children: Your child will **ONLY** be released to those people that you have indicated on your registration sheet. If someone else will be picking up your child please contact the school or send a note. We are unable to release your child without prior permission.

Behavior Expectations: The After School Program was created to provide a safe, fun and educational environment for all children attending. All children are expected to act responsibly and treat self, others and property with respect at all times. All problems that occur will be discussed with parents. If the problems continue and behavior problems persist, your child may be removed from the program with no refund of paid fees for the month. **The same behavior expectations apply as during the regular school day.**

BACKPACKS & BLANKETS

Backpacks/Blankets/Belt Bags/Purses are not allowed to be carried by students throughout the school day unless prior approval is made with administration. Students are to keep class materials in their assigned locker unless they are needed for that period's class.

BUS BEHAVIOR EXPECTATIONS

Parents will be contacted in the fall by the school with information about transportation for students. Only students who are assigned to a bus may ride that bus. Children may be allowed to ride the bus if they have permission to do so in the form of a signed note from their parents/guardian. Buses are full with assigned students and the law requires that each student must have a seat and remain seated while the bus is in motion. Students who ride buses in the winter should be dressed for such conditions. Emergencies can be serious if the students are not dressed properly.

Bus Behavior Guidelines and Consequences

Bus riding is a privilege and not a right. The following behaviors will not be permitted on the bus. These behaviors are grouped according to the seriousness of the offense. The behavior consequences will escalate if the child insists on repeating the unacceptable behavior.

Unacceptable Behavior-Minor Infractions:

- Hitting
- Spitting
- Inappropriate or Abusive Language
- Out of Seat

- Obstructing Aisles
- Making Loud Noises

Minimum Consequences for Minor Infractions: all levels, parents are always welcome to request a conference with the transportation supervisor/administration.

- **Minor-First Offense:** Driver conference with the student. Identifies the infraction and writes the behavior referral with copies to the parent, the transportation supervisor and the administration.
- **Minor-Second Offense:** A Driver conference with the student, identifies the infraction, and writes the behavior referral with copies to the parent, transportation supervisor and the administration. The parent copy of the referral must be signed by the parent and presented to the driver by the student before they can ride the next day.
- **Minor-Third Offense:** A Driver conference with the student, identifies the infraction, and writes the behavior referral with copies to the parent, transportation supervisor and the administration. The transportation supervisor notifies the parent, reviews the child's behavior record, and suspends the riding privileges for three days. All succeeding offenses in the minor category will be treated as a Major infraction-first offense, second offense, and then third offense.

Unacceptable Behavior-Major Infractions:

- Assault
- Fighting
- Vandalism
- Insubordination
- Possession of a Weapon
- Possession/Use of Tobacco, Alcohol, Other Drugs
- Throwing Objects
- Hanging Out Windows
- **Major-First Offense:** A Driver conference with the student, identifies infraction, and writes the behavior referral with copies to the parent, transportation supervisor and administration. The transportation supervisor notifies the parent, reviews the behavior incident, and suspends the riding privileges for three days. The parent and student may be required to attend a conference with the administration, transportation supervisor, and the bus driver before riding privileges are reinstated. The next offense will result in a suspension of (5) five days.

- **Major-Second Offense:** The same procedure will be followed as outlined in the first offense. The riding privileges will be suspended for (5) five days. The parent and the student must attend a conference before riding privileges are reinstated. The next offense will result in a recommendation to the Board of Education for expulsion from riding for up to one year.
- **Major-Third Offense:** The same procedure will be followed as outlined in the first offense. However, the riding privileges will be suspended for fifteen days and the student will be referred to the Board of Education for Expulsion from riding for up to one year.

For all infractions, both minor and major, the transportation supervisor may take other action as deemed necessary.

Responsibility of Parents:

1. To see that their children are at the designated bus stop on time.
2. To cooperate with drivers and operators when there are delays due to storms or a breakdown of equipment.
3. To notify the school if they move and if their child stops riding the bus.
4. Parents should contact the school if their child is not riding the bus that day.
5. To pay for damages to buses caused by the misconduct of their children.
6. To call a building principal or the district office if they are aware of any specific discipline problems on the bus.

Responsibility of Students:

1. To calmly wait a safe distance from the curb or behind the marked area at the bus stop and board the bus in a calm and orderly manner. No horseplay at the bus stop is allowed.
2. To get on the bus in single file and use the handrail.
3. To go immediately to a vacant seat and sit down.
4. Not to hold seats for another person who may be boarding the bus late. All seats are on a first come - first serve basis.
5. To treat all drivers and supervisors courteously, fairly, and with proper respect.
6. To assume the responsibility of playing your part of bus safety each trip. To cooperate fully with parents, principals, and transportation supervisors in obeying established rules.
7. To refrain from talking with the bus driver except when spoken to or in the case of an emergency.

CAFETERIA / LUNCHROOM

The following rules are to be observed:

1. Dishes and silverware are to be returned to the dish return station.
2. Do not crowd or push in the lunch line. No "budging" into line will be allowed.
3. Avoid loud talking while waiting in line.
4. When you finish eating, clean up your place for the next person.
5. Ashby has an open noon period for students in grades 9-12.
6. The school Vehicular Policy applies for the open noon period.
 - a. Students are not allowed to go to their vehicles during the noon period.
 - b. If a student has a pending detention that student is not allowed open lunch.
 - c. If a student is on the Ineligibility List they are not allowed to leave campus for lunch.

DATA PRIVACY

Notice is hereby given that Ashby Public School, pursuant to the U.S. General Education Provisions Act and Minnesota Government Data Practices Act, declares the following as "directory information" as said Act, and that information relating to students may be made public if said information is in any of the following categories:

- Student's name, address, and telephone listing
- Date and place of birth
- Gender
- 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 attended by a student
- Photos in the normal course of school activities
- And other similar information

Directory information does not include identifying data which references religion, race, color, social position, or nationality. Any parent of any student in the district may notify the district of their desire that some or none of the above information is to be released without their consent by contacting the building principal which said student attends. This notification must be given to the district within thirty (30) days of this publication notice.

As has been past-practice, the Ashby School will give out directory information to local media unless parents/guardians request otherwise.

Your School Records

The school has on file your grades, attendance, standardized test scores, and discipline records that have resulted from your work since you began school.

Parents/guardians and eligible students have the right to inspect and review educational records. The records must be inspected and reviewed within a reasonable period of time from the request. The school district will comply with the request within 1-3 business days. You and your parents or guardian may place any statements or items in your record that you wish to, if it pertains to your school work.

You may also request that items be removed from your file. In the event that you or your parents or guardian make such a request, the person in charge of the record may or may not grant the request. If the event the request is denied, you may appeal the decision to the next highest school official, and ultimately to the school board.

Your records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of you and your parent or guardian, with the exception of another public school in the state in which you have already enrolled after transferring from this school.

This means that your school will not and cannot by law, without first receiving written consent from you or your parent or guardian:

- a. Send a transcript of your school record to a college, vocational school or university.
- b. Give information from your record to a prospective employer.

Written consent can be given by using a form available in the office of the principal or counselor, or by writing a letter to the office requesting the transfer of such records.

Students who are 18 years of age or older need not seek consent of their parents or guardians to exercise their rights of access or control or transfer of their records.

All student's records will be treated in accordance with the provisions of Public Law 93-380, passed by the Congress in 1974 (as amended in 1975), and Chapter 479 of the 1974 Session Laws of the State of Minnesota.

These laws and the resulting procedures described on this page also apply to the records of all graduates of this school.

DETENTION

Detention period is a time when the student is assigned to report for any misconduct. The option will be given to the student whether detention is served in the morning before school, afternoon / after school or 2 lunch periods. A student is given one day's notice when detention is assigned so that he/she can arrange transportation.

DISCIPLINE

Behavior Expectations

Students are expected to demonstrate Positive Behaviors. Self-discipline is the most effective kind and students are to assume responsibility for their behavior. When student behavior is not acceptable, necessary action will be taken.

It is expected that parents and school personnel will work cooperatively to help children learn self-discipline, respect for others and property, to control tempers, play and work constructively with peers, and to understand that there are problems which should be solved through compromise and cooperation. Generally, when minor problems occur in the classroom or elsewhere in the school, teachers or other supervisory personnel will handle the situation. In severe cases the School Counselor and/or the Principal will become involved. To help you and your children understand what is expected and what punishment will be used, a Classroom Discipline plan will be sent home in the fall.

According to state law, the teacher or school administrator shall have the same right as a parent to control or discipline a student during the time such student is in attendance or in transit to or from school or any school sponsored function.

Misconduct will be dealt with immediately. If detention is assigned, a student will be given one day notice so he/she can arrange for transportation. The principal, and/or the assistant principal, shall have authority to suspend any pupil who is guilty of the following actions:

1. Creating or attempting to create a classroom disturbance.
2. Disobeying a school teacher or administrator willfully and openly.

3. Using profanity or vulgar language or expression.
4. Assault and battery of another student or person.
5. Possession or use of any dangerous weapon, including lasers.
6. Inciting, encouraging, promoting, or participating in attempts to interfere with the normal education process and/or truant from school.
7. Smoking or use of tobacco in or on school property.
8. Possessing or consuming any alcoholic beverage or controlled substance or under the influence.
9. Showing disrespect for school property or causing damage to school property.
10. Violating the rules and regulations of the school persistently

Cheating

Cheating policies are subject to the discretion of the teacher.

False Alarms, Threats, Fire Protection Equipment Use, Setting Off, Or Bomb Threat Calls

Any student found to have violated the above-mentioned shall be subject to one or more of the following:

1. Suspension from school for five (5) days.
2. Proper state and federal authorities will be notified.
3. Recommend expulsion.

Flagrant Verbal Abuse - Pornographic Materials

Flagrant verbal abuse or the use or distribution of pornographic material will result in immediate notification of parents and possible suspension from school. The length of the suspension may be from 0 to 5 days.

Thievery Or Possession Of Stolen Items

Any student who has taken or is in possession of any article from the school premises which does not belong to him/her shall be subject to one or more of the following:

1. Notification of parents
2. Full restitution if damage or loss occurs
3. Possible suspension
4. Notification of civil authorities.

Vandalism And Property Damage

Our school buildings and equipment cost the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you happen to damage something by accident, you should report it to a teacher or the office immediately. Under certain circumstances vandalism may lead to a report to law enforcement.

LOCKER/DESK & CANINE SEARCHES

Student lockers and desks are subject to search without notification for any reason, at any time and without student consent. Canine searches of anything on school grounds may occur without notice periodically throughout the school year. Any non-compliant item(s) found are subject to disciplinary action and any laws.

In all cases of discipline and enforcement the school administration has the right to use their discretion to maintain a safe and orderly environment.

DISCIPLINARY ACTIONS

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 a 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, assistant principal, counselor, or other district personnel
2. Verbal Warning
3. Parent Contact and/or conference
4. Removal from class
5. In-School Suspension
6. Suspension from extracurricular activities
7. Detention or restriction of school privileges
8. Community Service within the School
9. Loss of school privileges
10. In-school monitoring or revised class schedule
11. Referral to in school support services
12. Referral to outside agencies
13. Financial restitution
14. Referral to Law Enforcement or other authorities
15. Out-of-School Suspension under the Pupils Fair Dismissal Act
16. Preparation of an admission or readmission plan
17. Expulsion under the Pupils Fair Dismissal Act
18. Exclusion under the Pupils Fair Dismissal Act
19. Other Disciplinary Action as deemed appropriate by the school district

*In all cases of out-of-school suspension, a parent/guardian must pick up the student from school, meet with the principal and help students become reinstated.

Community Service

The objective of our program is to use community service as an intervention technique for students in violation of our code of conduct. A cooperative agreement between the school and parents establishes a process for the student to perform community service as a way of taking responsibility for inappropriate behavior. The service project has two components of success: 1) student recognition of inappropriate behavior, and 2) recognition of community service as an appropriate endeavor for successful leadership.

Options for Use:

We have outlined the following guidelines for student participation:

1. As a possible disciplinary response besides in-school suspension, out-of-school suspension, service may be performed after school hours or on weekends.
2. As an alternative or to accompany other disciplinary consequences, students may perform community service after school hours or on weekends.

How it Works:

The school administrator or person responsible for determining disciplinary consequences:

1. Determines community work option for use as a disciplinary response.
2. Identifies students to whom this could be offered.
3. Determines the number of hours of service.
4. Makes initial parent contact and explains the process to the student and parent to identify expectations, dates, times, and the site supervisor.
5. Upon completion of the community service, the student and the administrator meet to review the completion of hours.

At the time of the initial parent conversation, the administrator makes it clear to both the parent and child that the community service program is a **volunteer** program. In order for the school to offer this program to a student, both the student and the parent must agree to certain conditions. If parents or students disagree with this program then the student would be disciplined in another fashion such as: In-school suspension, Out-of school suspension, activity suspension, and other disciplinary actions determined by the administration.

Students are Expected to:

1. Complete the hours as assigned by the work site supervisor and administration.
2. Complete work tasks assigned by the site supervisor and administration.
3. Stay in work areas designated by the site supervisor.
4. Maintain a cooperative attitude during the assigned hours.
5. Seek clarity from the administration or work site supervisor regarding any questions of service responsibilities.

Parents are Expected to:

1. Encourage the student to fulfill assigned responsibilities.
2. Arrange for transportation to and from the work site.

The administrators of the school are responsible for establishing a bank of community and school resources that have volunteered their organizations to participate in the school-community service program.

*Such service may include, but is not limited to, community or school outdoor beautification, campus betterment, and teacher, peer or youth assistance programs.

*This community service option is not available for a student who has been suspended or is pending expulsion.

DRESS CODE

The appearance of students is primarily the responsibility of parents. Students are expected to dress and groom themselves in clothes that are appropriate for a school/work environment and weather conditions. Clothing must be in good taste, following community and school standards at all times. Students are encouraged to bring a sweatshirt or sweater, which will be allowed to be worn in cool areas.

Inappropriate clothing is defined as anything that disrupts or distracts from the teaching, educational process, threatens the learning environment, or endangers the health or safety of students or any other person. Clothing or accessories bearing a message that is lewd, vulgar or obscene is not permitted. Therefore, hats/headgear (unless the headgear pertains to the students' religion or medical condition), bandanas, hoods, spaghetti-strap tank tops and clothing that exposes the navel/midriff/undergarments, short shorts and/or skirts, and jewelry that could be potentially harmful (wallet chains) are not allowed to be worn during normal school hours.

Clothing and accessories promoting tobacco products, alcoholic beverages, illegal drugs/activities, weapons, profanity, racist, sexist, derogatory, or having sexual innuendo is not allowed for school wear. Gang affiliated signs, symbols, jewelry, tattoos, and clothing that represent acknowledged gangs or gang activity is prohibited. Students will be required to change or turn their shirts inside out if they wear improper clothing to school. Parents may be contacted by the principal or school staff to bring appropriate clothing to school. If in doubt, don't wear it. The school administration reserves the right to determine whether the student's attire, or appearance is acceptable. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendations to the administration for approval. Repeated violations of the dress code may result in further disciplinary action.

GRADING SYSTEM AND REPORT CARDS

Middle School/High School

The evaluation of student achievement is one of the important functions of the teacher. The marking system is as follows:

A	94-100	B+	90-91	C+	81-82	D+	72-73
A-	92-93	B	85-89	C	76-80	D	67-71
		B-	83-84	C-	74-75	D-	65-66
						F	64 and below

An incomplete is given only to those cases where illness, emergency, or by pre-arrangement, the student has not been able to complete his/her assignments. Make-up work is the complete responsibility of the student. Report cards are issued at the end of each nine-week marking period.

Elementary Grading System And Report Cards

Teachers in grades K-2nd and 3rd -4th have teamed up to create report cards that are aligned specifically to each grade's needs. The marking systems used are designed to show mastery of skills as well as the traditional grading system used for upper grades at APS, as seen in the above grading scale. Each teacher will identify each area being graded and the meaning behind the grade at fall and spring conferences.

HEALTH SERVICES

Head Lice Procedure

Any suspected case of head lice will be checked according to the procedure as indicated as follows:

1. All lice checks will be done in a well-lit area;
2. All checks will be done by two trained persons or by the school nurse. These persons will not remove nits but will leave any nits for parents to inspect and remove;
3. Students with nits will be removed from the classroom and parents will be notified to get their children from school.
4. Information will be given to parents to assist them in the clean-up procedure,
5. Before being allowed to return to the classroom, students will be checked for any possible remaining lice/nits. It is recommended that parents/guardians bring their children to school following treatment;
6. Repeat or difficult cases will be referred to the school nurse for further assistance in removal of lice and the development of a readmission to school plan as necessary.
7. Follow-up checks will be done in 7-10 days by the school nurse or by trained school staff.
8. In situations where 3 or more instances occur within a one-week time frame in any section of class, notification will be sent home to parents of all students in that section.

The Minnesota Department of Health no longer suggests holding students out from class due to a head lice situation. Any/all recommendations by the District for parents to come pick up their student from school in a head lice situation is for prevention of spreading head lice and to get immediate treatment started. Chronic ongoing cases of lice may warrant a referral to the local county public health for assistance. Students with live lice will be sent home for treatment.

Illness

Keep your student home when he/she shows signs of illness such as high temperature above 100 degrees, nausea or severe headaches. Students should remain home 24 hours after the

temperature is normal or 24 hours after the last episode of vomiting or diarrhea. Colds or upper respiratory infections should be watched with particular care since almost any communicable disease begins with a cough or fever.

Should you feel ill at any time during the school day, notify your respective teacher. You will then be given a pass and sent to the Principal's office. *Students must report to the Principal and/or Superintendent's office prior to leaving school.* Emergency first aid will be given should it be needed. Should you injure yourself in any way, notify the teacher immediately so that necessary help can be given and an accident report can be filed. *Teachers must notify the administration concerning the accident or illness.*

Immunizations

Minnesota School Immunization Law, Section 123.70 requires that children enrolling in a Minnesota School shall be immunized against Hepatitis B, Diphtheria, Tetanus, Polio, Pertussis, Mumps, Measles and Rubella. It is the responsibility of the parent or guardian to furnish the school with medically certified compliance. These requirements can only be waived if a properly signed medical or conscientious exemption form is filed with the school.

Medication Procedures

Under usual circumstances, school personnel should not give medication. The purpose of administering in school is to assist students who require medication during school hours to maintain an optimal state of health and therefore, enhance their educational program. Whenever possible, parents should make alternative arrangements so that it is not necessary for school personnel to administer medications to students.

Parent Responsibility For Prescription Drugs

A student requiring medication shall be identified by the parent or guardian to the Public Health Nurse and Principal. Written authorization from the parent **and** physician is needed to authorize the school to give the medication in the dosage prescribed by the physician. It is the parent's responsibility to inform the Public Health Nurse and Principal in writing of changes in dosages or a termination date for administering medication. Changes must have a physician's signature. Verbal requests will not be accepted.

Parents or guardians are required to supply the medication in the original container labeled by the pharmacy or physician. The container will be labeled with the student's name; name of medication; dose to be given; frequency and time it is to be given; the name of the prescribing physician; and the date the medication was obtained. A duplicate bottle should be provided to the school so that one is kept at school and one at home. The parent will provide a new label when a change occurs.

The pharmacy label will be accepted as the written order for medication that is to be administered for two weeks or less. A written statement from the physician shall be required for long-term medication.

1. **Non-prescription Medication:**

Non-prescription will be administered only if a signed note by the parent/guardian is on file with the school, describing the amount and type of non-prescription medication can be given.

2. **Self-administration:**

Self-responsibility for prescription medication is encouraged. If the student can demonstrate proper administration of the medication, and if the parent and Public Health Nurse agree it is appropriate for the student to self-administer the medication, the student will be allowed to carry and self-administer the medication. Physician prescriptions are required.

3. **Storage Of Medication:**

Medication will be stored under locked protection in the school health office or in a location approved by the Principal and the Public Health Nurse.

4. **Record Of Administration Of Medications:**

A written record of the school's administration of the prescription medication at school shall be kept, including the student's name, medication, date and time given and the initials of the person administering.

5. **Supervision:**

The Public Health Nurse and Principal will designate an appropriate school staff member to personally supervise the student taking the medication. The County of residence Public Health staff or the medical consultant will be available by phone to give assistance in carrying out the medications policy.

LIBRARY

The library serves as your resource center at school. Reference books, magazines and pamphlets are among the material available in addition to many books for your reading pleasure.

The library at Ashby Public School is a place for students to initiate and practice the best utilization of their time, whether it is in formal study and research on classroom assignments, or individual interest or in informal work with supplementary reading materials, such as books, magazines, and pamphlets.

- A. Regulations: The majority of the work done in the library should be quiet study.
- B. During the absence of the librarian: student workers or teacher's aides have charge and authority in the library.

- C. Behavior: People who are creating a disturbance in the library will be asked to leave and may lose library privileges temporarily.
- D. Book Loans:
 - a. Middle school and high school: Books are always due on Friday and may be kept for four weeks.
 - b. Elementary grades K-4: Books are always due on a grade's library day and may be kept for two weeks.
- E. Reference Books: Most reference material may be checked out for overnight use only. The books are due before the first period of the next day.
- F. Magazines: Magazines may be checked out for one week. Students must sign out the magazines they plan to take. Pamphlets are also grouped with magazines. Current magazines may be checked out overnight if they are signed out the last period and returned before the first period the next day. Books, magazines, etc. which are lost or badly damaged will be paid for by the person responsible.

LOCKERS

Your locker is the property of the school and is provided for your use by the school. It should be used to house your textbooks and other school materials when they are not in use, and any coats, overshoes or other outer garments. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. Keep your locker closed. The school is not responsible for lost or stolen articles. No lock is to be placed on your locker unless it is obtained from the school. (Note: Unauthorized locks may have to be removed in such a manner it destroys the lock or key/combination made available to the administration. In this event, the school or its officials are not liable for the cost of the lock.) Stay in your assigned locker!

Locker/Desk & Canine Searches

Student lockers and desks are subject to search without notification for any reason, at any time and without student consent. Canine searches of anything on school grounds may occur without notice periodically throughout the school year. Any non-compliant item(s) found are subject to disciplinary action and any laws.

LOCKER ROOM

During school hours, students are only allowed in the locker rooms if the class they are participating in that period requires it. Doors to the locker rooms will remain locked throughout the day. Students are to only use the lockers they are assigned. Ashby Public School suggests that students do not leave valuables in their lockers at any time. The following rules apply to the use of the locker room:

1. No food is to be eaten in the locker room at any time.
2. Clothes need to be picked up at the end of each class period, practice, or competition.
3. Garbage needs to be picked up from around the locker including:
 - a. Athletic Tape
 - b. Water Bottles
 - c. Paper Products
4. Clothes need to be hung in students' individual lockers.
 - a. Clothes left on the floor at the end of the day will go into the lost and found.

MANDATED REPORTING

Minnesota statute requires that school employees, as mandated reporters, report to the local Human Service Agency any suspected cases of child abuse or neglect. Failure to comply with this requirement may result in prosecution of the school employee. Once a report has been made, official representatives of the county Human Service department have the right to and may come to the school to interview the child. The Human Service Department need not obtain parent/guardian permission.

MIDDLE SCHOOL HIGH SCHOOL SPECIFIC POLICIES

Academic Expectations

Academic Extracurricular/Co-curricular Policy

At the beginning of the third week of each quarter, teachers will begin submitting students to the Near / Fail list if they are not meeting the requirements of the class. Families will be notified through Instant Alert and a letter. The instant alerts will not indicate the class or grade, but will indicate whether the student is on the “near fail” or “Ineligibility list”. The letter being sent home with the student will contain specific information.

INELIGIBILITY LIST

- Each Thursday by 3:00 pm, teachers will submit a list of students who are failing or have a near fail/Incomplete in their class to the Office.
- Friday the Athletic Director will notify students if he/she was put on the ineligibility list.
- Students then will be ineligible the following Monday to participate in extracurricular contests.
- The student will have the ability to get off the list as soon as he/she satisfies the following:
 - If it is a near fail / incomplete the student must meet with the teacher and come up with a plan to improve the grade or complete the assignment.
 - If a student is failing the student must get the grade above a failing mark to become eligible.
- The student must obtain a signature for the coach stating he/she is no longer ineligible.
- Teachers will grade any missing work within 48 hours of receiving the missing or incomplete work.
- If a student is on the Ineligibility List he/she loses the privilege to take part in the open lunch.

Activity Participation

Athletic Programs, Costs, And Awards

Athletics in Ashby Public School is an extension of the physical education program. The sports are open to all, but participation is limited to those having the necessary skills and ability to make the squad. A qualified coach is in charge of each sport. Athletics are under the control of the Minnesota State High School League.

Athletic Costs: Participation fee is \$50 for all 9-12 grade students and \$25 for 7-8 grade students. The family maximum is \$200.00.

Rules Enforcement Guidelines

All athletic violations should immediately be reported to the Athletic Director. All Music and Speech violations should be reported to the Music Director and/or Speech Director.

Upon receiving written notification of rules violation, it becomes the responsibility of the Athletic Director and/or Music Director and/or Speech Director prior to questioning or investigation of violation, to notify the following: Administration and coach or advisor. Once proper guidelines have been followed, questioning, investigating and following up of rules violation may begin.

If the penalty is to be enforced, the proper forms should be signed by the parties involved and parents informed. Report forms will be available in the administrative offices at Ashby School.

Daily Participation

Students must be in school by the beginning of the 4th hour to participate in any extracurricular or after school activities. If a student is absent for an appointment or unavoidable family activity they should contact the athletic director's office to verify their participation.

Chemical Eligibility

During the year (including summer), regardless of the quantity, a student shall not:

1. Use a beverage containing alcohol or be in possession;
2. Use tobacco; or,
3. Use or consume, have in possession, buy, sell or give away any other controlled substance. (See Bylaw 305.00 - Ineligible Player).

Interpretations:

- A. The bylaw applies to the entire school year and any portion of an activity season which occurs prior to the start of the school year or after the close of the school year.
- B. 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 their doctor.

Penalties and Recommendations for Category I Activities:

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

- A. Athletic Activities: as listed in bylaw 415.00 - Sponsored Activities
- B. Fine Arts Activities:
 1. Debate
 2. Speech Activities including One-Act-Play - when a school schedules a season of interscholastic contests.

1. First Violation

Penalty:

After a violation has been determined, 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. (See Bylaw 305.00 - Ineligible Player, Use of)

Recommendations:

- A. It is recommended that the school develop a local education program through which the student would receive information about the effects of misuse or abuse of mood-altering chemicals.
- B. It is recommended that, when appropriate, the school refers a student to a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse.

2. Second Violation

Penalty:

After an alcohol or drug-related violation has been determined, the student shall lose eligibility for the next six (6) consecutive interscholastic contests or 3 weeks, whichever the greater, in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program. (See Bylaw 305.00 - Ineligible Player, Use of)

Requirements:

- A. It is required that before being readmitted to activities following suspension for the second violation, the student shall show evidence in writing that the student has sought or has received counseling from a community agency or professional individuals such as a school counselor, drug counselor, medical doctor, psychiatrist, or psychologist.
- B. It is required that, when appropriate, the school refers a student to a community agency or a professional individual outside the school for assessment of potential chemical abuse or misuse.

3. Third Violation

Penalty:

If after the third or subsequent violation, the student will become a participant in a chemical dependency program or treatment program, and is assessed as chemically dependent and completes treatment, the student may be certified for reinstatement in MSHSL activities after a minimum period of four (4) school weeks, or twelve (12) games, whichever is the greater, after completing the program. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

Requirements:

- A. It is required that the student be referred for assessment of potential chemical abuse, misuse or dependency by a community agency or a professional individual outside the school.
- B. Accumulative Penalties:
Penalties shall be accumulative beginning with and continuing throughout the student's participation on a Varsity, Jr. V., "B" squad or Soph. team or Jr. High team activity.

Penalties for Category II Activities

Category II Activities: Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments:

- A. Fine Arts Activities:
Speech activities including One-Act-Play when a school schedules no interscholastic contests and participates only in the League-sponsored tournaments series.
- B. Music Activities.

1. **1st Violation:** The student shall be ineligible for the next band or choir event. An event shall consist of a concert or contest performance by the concert band/choir or a solo-ensemble contest. The student will attend rehearsals (practice).
2. **2nd Violation:** The student shall be ineligible for the next band or choir event as defined above. The student will attend rehearsals(practice).
3. **3rd Violation:** The student shall be ineligible for the next band or choir event as defined above. The student will attend rehearsals (practice).
4. **Penalties for Non-Admittance Violations:** A student shall be disqualified from all interscholastic athletics for nine additional weeks beyond the student's original period of ineligibility when the student denies a violation of the rule is allowed to participate and then is subsequently found guilty of the violation.
5. Non-admittance of violations and found to be in violation will result in doubling the penalty in music and speech activities.
6. **Penalty Accumulation:** Penalties shall be cumulative beginning with and throughout the student's participation on varsity, junior varsity, sophomore team or junior high team.

Graduation Requirements

Credits for graduation will begin to accumulate in the 9th grade.

- A. Students will be required to earn a total of 96 credits.
- B. If a student fails two out of four quarters of a year-long class, the student will receive no credit for the class.
- C. 72 credits must be received in the following areas: English: 16 credits; Social Studies:16 credits; Science: 12 credits; Physical Education: 4 credits; Ag: 2 credits; Health: 2 credits; Mathematics: 12 credits; Computer Career Research/Personal Finance: 2 credits; Arts: (Band, Choir, Art, Communication/Media Arts): 4 credits; 22 credits will come from other elective courses.
- D. Students will be required to meet the basic skills test and graduation standards required by the State of Minnesota.

Note: A separate grade is given for each quarter; however credit for each course will be awarded by semester. Students must pass the semester course in order to receive the 2 credits for that course. Teachers will average the 2 quarter grades for a final semester grade or may use another approved method to determine a final semester grade.

Honor Roll

An honor roll will be published at the end of each nine (9) week grading period. Students who maintain a "B" average or higher in classes will be accorded honor roll status.

Minnesota Honor Society

Membership in the Ashby Chapter of the Minnesota Honor Society is open to 10-12 grade students who meet certain high standards of service, leadership, character and scholarship. The induction ceremony and banquet will be held in the spring each year.

- a. To be admitted as a Sophomore and Junior the accumulative G.P.A. must be 3.50.
- b. To meet the requirements as a senior, the accumulative G.P.A. must be 3.50.
- c. Sophomores are not eligible until the end of the third quarter.
- d. Maintain a 3.25 G.P.A. to stay in MHS.

- e. Submit a letter of application.
- f. Participate in a service project.

Extracurricular

MSHSL Extracurricular Rules Meeting

The school board requires all students who participate in MSHSL sponsored activities to attend a rules meeting each year. Parents of these students are also asked to attend the meeting. Students who cannot attend the meeting will be scheduled for a makeup session.

Individual coaches and Athletic Director will hold a rules meeting for parents and students in their sport or activity. The meeting will be held before practice for that sport or activity begins.

Music

Music (band and choir) is under the control of the Minnesota State High School League and has similar eligibility requirements and penalties to athletics.

Ashby offers band throughout the six years of junior and senior high school and in grade school beginning in the fifth grade. Grades 5, 6, and 7 comprise the junior band. Beginners receive free lessons and there are many school instruments that may be used. Students purchase their own lesson books. Band - open to all students in grades 7-12.

Choir - all students' grades 8-12 are eligible for membership in this group. It is made up of more select and mature voices. The choir is considered one of the more select vocal organizations.

Ashby School takes part in all District and Region-State music events that we are eligible to enter. There are also Pop, Christmas, and Spring concerts by the band and choir.

Music Lettering

Awards Eligibility: (Adopted Spring 1986)

*Requirements:

1. Maintain an A in choir all year
2. A member of the choir all quarters
3. Attend all concerts and performances

Plus one of the following:

1. Participate in solo/ensemble (with director's approval)
2. Sing the *Star-Spangled Banner* at sporting events (with director's approval)
3. Other approved event
4. Or complete requirements 1,2 and 3 two years in a row.

Academic Lettering

Effective February 20, 1990, the Ashby Board of Education approved the awarding of academic letters.

The criterion for qualifying for an academic letter is to maintain a 3.00 GPA for the spring (of the previous year), the fall semester of the current year. Students must maintain a 3.00 GPA spanning four quarters starting the second quarter of their freshman year to earn the academic letter. Academic letters are to be awarded at the annual spring letter winners banquet. Special honor certificates are bestowed upon the recipient also at that time.

Non-MSHSL Activities

Ashby Public School students participating in organized activities such as class plays, FFA, FLA, Annual Staff, Mock Trial, and Knowledge Bowl are expected to refrain from using restricted chemicals, drinking alcohol, and smoking. Any such student found to be in violation of this rule will be subject to the following consequences. For an offense, the student will complete 10 hours of service to the school. A student who is in more than one non-MSHSL activity need not do more than ten hours total.

The type of service and a reasonable time for work to be completed will be determined by the High School Principal and the Activity Advisor will also appoint a supervisor for the student, and this supervisor will document the student's work and completion of service. Upon completion of service, students will be eligible for a non-league activity. If the violator is involved as a participant in athletics or music, he or she will be subject to MSHSL rules as printed in the handbook. After serving the penalty, he or she would then be eligible for non-MSHSL activities.

If a student is in violation and subject to MSHSL rules and wishes to become eligible earlier for non-league activity, he/she may do 10 hours service for the school as outlined in paragraph 1.

A student who has a failing grade at progress report or report card junction will be suspended two weeks from participating in Non-MSHSL school activities.

An incomplete will suspend the student until satisfactorily completed.

SCHEDULE CHANGES

Students may seek a change in schedule 5 school days after school starts or during the first 5 days of a new quarter. In certain unique circumstances, the administration may override this policy.

ONLINE COLLEGE CLASSES/CONCURRENT ENROLLMENT CLASSES/POSTSECONDARY ENROLLMENT OPTIONS(PSEO)

Students who meet the criteria set by the Minnesota Online College in the High School program will be allowed to enroll in those classes provided the following standards/criteria are adhered to:

- 1) If the Ashby School does not offer classes in the same discipline, students may take the online class.
- 2) The student must have successfully completed (with a grade of C or better), or be enrolled concurrently in elective classes we offer in the same discipline to enroll in the online class. For example, we offer social studies classes (College Sociology and College History), a student may not take a college online class in social studies until these courses have been taken or the student is enrolled in them at the same time as the online class.
- 3) Students must take online classes during the regular school day and must do so within the Ashby School building.
- 4) If a student enrolls in an online class and then withdraws after the 5 days, that student and parents will be liable for the cost of the course.

It is the sole responsibility of the student to comply with and meet all expectations of the online class. The school is not the provider of the class, nor the instructional leader. The school only provides for the opportunity for students meeting the above criteria to enroll in these classes as a supplement to the curricular offerings we already have.

Concurrent Enrollment class grades will be weighted upward by 3.3 percentage points or $\frac{1}{3}$ of a letter grade. Online college classes or PSEO class grades will not receive a weighted grade.

PSEO Students will have access to buildings and technology at the school site during regular school hours.

GENERAL INFORMATION

School Parties And Dances

The following regulations govern all high school parties.

1. Arrangements for school parties and dances should be made with the Principals concerned. Such arrangements should be made at least two weeks prior to the date set for the party or dance.
2. No parties are to be held during school hours. Exceptions: Elementary parties, Christmas, Easter, etc.
3. School authorities assume no responsibility for parties held at any other place than the school building or not chaperoned by teachers.
4. Only students of the Ashby School, alumni, and immediate guests of the students are eligible to attend school parties and dances.
5. All guests are governed by the same rules as students.
6. Students must remain at the party or dance until they intend to leave. Anyone leaving will not be readmitted.
7. Chaperones.
 - a. Class activities - class advisors.
 - b. School organizations - organizational advisor, a teacher if the organization does not have an advisor and at least three other approved adult chaperons.
 - c. A list of parental chaperones is to be developed and kept on file from which chaperones will be drawn.
8. Closing time.
 - a. Friday and Saturday - 12:00 AM
 - b. Homecoming and Prom - 12:30 AM
9. Admission charges where necessary should be held at a minimum. Fees are to be set by sponsoring organizations.
10. No smoking or drinking.
11. Clothing shall be worn which is appropriate to the occasion.

Homecoming

No first-year senior is eligible to be a Homecoming King or Queen candidate. This person may be an attendant at Homecoming and may also be a Snow-week King or Queen Candidate or attendant.

Junior And Senior Banquet And Prom

Each year, in the spring, the juniors give a prom for the seniors. The preparations shall be made by the junior class in consultations with the class advisor. The advisor is the responsible representative of the school. All plans are subject to Board of Education approval.

Senior Class Trip

The Senior Class Trip will be approved by the School Board. On the Monday before the trip, all grades must be passing and all work must be completed or he/she may not go on the class trip.

Any senior missing more than 15 days of school or has 5 or more days of unexcused absences within the school year will not be able to attend the senior class trip. This includes tardies. (3 tardies=1 unexcused absence) A letter of appeal for missing more than 15 days is required. Appeals will be considered for severe illness, hospitalization, or death of an immediate family member.

Any senior who has obtained 5 or more disciplinary referrals or has had out-of-school suspension during their senior year will not participate in the class trip. All seniors must be in good standing. Seniors must also be in good standing academically. Seniors that are on the near/fail list will not be able to participate in the class trip.

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 serve consequences in accordance with district policies.

A. Parents will be called to make arrangements for transportation back to Ashby.

B. The student involved may lose their privilege in the Prom and Graduation ceremonies.

Student Fundraising Policy

Since student organizations and classes need to raise funds for support of activities beyond the district budget, and since it is also recognized that there is social and organizational value in students working to support and feel a part of their class or activity, the Board of Education feels that fund raising activities when well planned and with purpose should be able to occur.

It shall be the policy of Ashby Public School that all fundraising activities from sources other than school funds must be authorized prior to the beginning of any fund raising activity by the Ashby Board of Education at a Board of Education meeting on forms available in the Principal's Office. The list shall include the name of the class or the activity, the type of fund raising activity, and the sponsor or company.

NOTICE OF NON-DISCRIMINATION

The Ashby Public Schools do not discriminate on the basis of race, color, national origin, sex, disability, or age in its academic programs and activities. All vocational opportunities are also offered regardless of race, color, national origin, sex or disability, which include Agriculture Education classes for grades 9-12. The following people have been designated to handle inquiries regarding nondiscrimination policies:

Eric Schoenbauer, Title IX Coordinator/504 Coordinator/Human Rights Officer

Ashby School
300 Birch Ave
Ashby, MN 56309
218-747-2257

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences will be scheduled in the Fall and Winter during the school year. During this scheduled time for conferences, parents are urged to come to the school and confer with their child's teachers. A conference will be scheduled at any other time during the year that a student or parent would like to visit with a teacher on a one-to-one basis.

PESTICIDE APPLICATION

Our school District may apply pest control materials inside or on school grounds as needed. An estimated schedule of interior pest control inspections and possible treatment is available for review at each school office. A similar estimated schedule for outdoor application is also available for review at each school office. If you have questions or concerns, please contact the Superintendent at 218-747-2257.

PHYSICAL EDUCATION

Students will not be excused from Physical Education class unless they present a (1) doctor's excuse (This excuse must include the length of time for non-participation from regular physical education or an adaptive physical education). (2) parental excuse (This is valid for one class meeting in a case where the student has just returned to school after a sustained illness).

PLEDGE OF ALLEGIANCE

All public-school students are requested to recite the Pledge of Allegiance to the United States of America one or more times each week. The recitation shall be conducted by each individual classroom teacher. Anyone who does not wish to participate in reciting the pledge may elect to do so and students must respect another person's right to make that choice. Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag and patriotic exercises throughout the school year.

PUBLIC SCHOOL DIPLOMA

A homeschooled student may receive a diploma from the School District and participate in the School District's graduation ceremony provided that the student is enrolled in ISD #261 at the time of commencement and complies with the School District prerequisites for graduation. It is a prerequisite to graduation that the homeschooled student be educated in full compliance with the Compulsory Attendance Law throughout the period of the student's secondary education. For those homeschooled students graduating in the year 2001 and thereafter, the student must pass the reading, math and written composition components of the graduation standards tests

utilized by the School District. In addition to compliance with the Compulsory Attendance Law and State graduation standards testing requirements, a homeschooled student must be able to demonstrate that he or she successfully completed the home school course work that is equivalent to the credit areas and hours required by the Ashby School District as a prerequisite to graduation. It is recommended that homeschooled students and their parents or guardians arrange a meeting with School District administrators prior to the first day of school of their graduating year to discuss credit requirements and equivalent transfer course work. An official transcript will be required for acceptance of homeschooled credits earned through an accredited post-secondary institution. All reporting, record keeping, testing, etc. required of the homeschooling parent/guardian/instructor by the Minnesota Department of Education and State Law will be required in order to consider credits toward graduation. The School District has the sole authority to determine whether a homeschooled student has successfully completed the equivalent transfer coursework necessary for an ISD #261 diploma. Ashby School District also reserves the right to use nationally norm-referenced achievement exam scores to place students at an appropriate grade level when they enter the district after having been homeschooled.

In order to be eligible for academic awards/scholarships that are given to any graduate of ISD #261, they must be enrolled as a student at the beginning of their graduating year.

RULE CHANGES

There are times when it is necessary to change or revise rules. The Board of Education and/or the administration have the right to do this if it is felt that the change is in the best interest of the students and the district. Any changes in the handbook will be announced and placed in the publication.

SAFETY DRILLS

By law we are required to conduct at least five fire drills, five intruder drills, and one tornado drill each school year. When we have a fire drill students are escorted by their teacher outside the building, via the closest exit. The teacher remains with the students until the drill is completed.

In the spring of the year we conduct a tornado drill in conjunction with the statewide tornado drill. The students are escorted to the first-floor hallways for this drill.

SCHOOL AUTHORITY

All employees of Ashby Public School have the responsibility and obligation to enforce school rules, regulations, and procedures. The principal, teachers, secretaries, nurse, librarian, social worker, school psychologist, cooks, custodians, bus drivers, and paraprofessionals have the right to correct students who are violating school rules, regulations, or procedures.

SCHOOL CLOSINGS

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closings, delayed starting time or early dismissal will be announced over TV Station 7 and local

radio stations, or through an instant alert from 6:00 am to 7:00 am. PLEASE DO NOT CALL THE SCHOOL. Telephone lines must be kept open for emergencies.

In the event of early dismissal and you anticipate not being at home when your child arrives, please make arrangements with the school as to where your child should be sent.

E-learning Days

In the event of severe or inclement weather, the school may be closed to students and staff. Ashby Public School has designated five E-Learning days to replace in-person learning days in the event that students and staff are unable to report to school due to poor weather conditions. The decision to hold an E-Learning day will be announced over TV Station 7 and local radio stations, or through an instant alert from 6:00 am to 7:00 am.

1. Middle school and high school students will access all school work for E-Learning Days through Google Classroom. Teachers will upload the coursework to be completed by 9:00 am. Attendance will be taken by each classroom teacher by work completion. Students will have three days to complete the work to be considered present for each class.
2. Elementary students will access all of their school work through their Seesaw account. Teachers will upload the coursework to be completed by 9:00 am. Attendance will be taken by each classroom teacher by work completion. Students will have three days to complete the work to be considered present for that day.

SPECIAL SERVICES

Instructional help

Students may receive additional help with their schoolwork by simply asking the teacher. Ashby Schools are committed to helping students be successful and will meet with parents and students to create a plan for student improvement.

Students needing additional help may attend the After School Program on Monday through Friday from 3:00-5:30 p.m. Teachers and paraprofessionals will guide students as they complete their school work. Parents need to complete a permission form for their child to attend.

Counseling

Counseling is available to all students on both personal and academic issues. We encourage parents to call or make appointments to talk to the school counselor whenever they have concerns about their child(ren) or need assistance. The counselor also has regular instructional class time with all grades. Students are encouraged to notify the counselor if they would like individual counseling time.

Special Education

Minnesota has made substantial progress during the past years in expanding programs for handicapped children and youth in the public schools. Public schools must provide a free,

appropriate education for every child no matter how severe his or her handicap, from birth through age 21 or completion of secondary school. Minnesota law provides that school age children with the following handicaps are eligible for special education: autism spectrum disorder, deaf or hard of hearing, deaf and blind, developmental cognitive disability, emotional or behavioral disorder, other health disability, physically impaired, severely multiply impaired, specific learning disability, speech or language impairment, traumatic brain injury, and visually impaired.

When children are in school, teachers and staff members recognize when children are having problems with school. Parents also see these problems or see them from a different perspective. When parents see these problems developing, they may begin the process for possible assessment. Parent involvement is essential because you know your child better than anyone else.

The law spells out a process for the school to keep you informed of decisions concerning the identification, assessment, program planning, placement and evaluation of your child's educational needs.

Handicapped children and their parents are entitled to at least the following procedures:

1. You will be informed in writing of the school district's intent to conduct an educational assessment, before a child is placed in a program, removed from a program, or denied a special program or service.

Parents are provided an opportunity to meet with school officials, at any time, in a conciliation conference when there is a disagreement about the provisions of special education instruction and services. At this time the appeal process can be discussed, complete with parent rights.

TEACHER ASSISTANT PROGRAM (TAP)

Beginning with the spring semester, students who would like to TAP for a teacher for credit will need to complete the following procedures:

1. Teachers will post openings, with expectations, for TAP positions in the spring of the previous year.
2. Students who would like to TAP will fill out an application for the position and deliver it to the teacher.
3. Interviews will be conducted for the position and a student will be chosen for the assignment. In addition, students must have a minimum GPA of 3.0 and be up to date on all credits. Students who are behind on credits will not be eligible for TAP.

TEACHER REQUESTS

We know sometimes when a brother or sister has had a great experience with a teacher, we want to replicate that same experience for our next child. However, each child is unique and no experience can be exactly the same for any child. We believe we have assembled the BEST

staff - committed to ensuring a successful school year for your child and are willing to work with you to help your child have a great learning experience.

If your child is having difficulty transitioning back to school, please do not hesitate to contact your child's teacher to share your concerns. We are here to help make this a positive start for your child. If after 3 weeks your child is still having difficulty, please schedule a conference with your child's teacher. Our teachers want to know how they can best meet the needs of your child and discuss ways to work together with you. After you have met with your child's teacher, you may contact the building administrator to visit further if necessary.

TELEPHONE/CELL PHONE/ELECTRONIC DEVICE USE

Students will not receive phone calls during a class period. Those calling students are to leave a message with the secretary. Calls may be returned or answered at the noon hour. Students late to classes will be credited with an unexcused tardiness unless excused by an administrator.

In the event of an emergency, parents/guardians should contact the Secretary who will ensure that the message gets to your child. Messages about day care, haircuts, birthday parties, piano lessons, etc. should be taken care of at home or be sent in a note to the teacher.

Technology is constantly evolving and as it evolves we need to recognize it and evolve with it. Ashby Public School recognizes the potential value of technology and personal devices in education. With that, students in grades 7-12 are permitted to bring their cell phones to school, and have them during the school day. Students may only use their cell phones for personal use during transition periods or at lunch. Students are not to use their phones during class time, as it will likely provide a distraction to the learning for themselves and others. Students will be assigned a pocket for each class and store them during class time in the pocket on silent. Recording someone or taking pictures of someone without their permission is prohibited. Teachers are welcome to incorporate the use of cell phones when appropriate to their lessons. If a student's cell phone proves to be a distraction to learning, the teacher may remove the phone and bring it to the office. If the student refuses to give the cell phone to the teacher, the student will be referred to the office and consequences for insubordination will occur. No cell phones are allowed in locker rooms. The following are the consequences for cell phones taken from students:

First Offense:

1. Teacher will confiscate the device for the duration of the class period.

Second Offense:

2. Teacher will confiscate the device and bring it to the office. Parents/Guardians will be notified and the student can pick the device up at the end of the day.

Third Offense:

3. Teacher will confiscate the device and bring it to the office. Parents/Guardians will be notified and the parent/guardian can pick the device up at the end of the day.

All other electronic devices found to be a distraction to learning, will also follow the above guidelines and consequences.

TENNESSEN WARNING

An individual asked to supply private or confidential data concerning the individual shall be informed of: (a) the purpose and intended use of the requested data within the collecting government entity; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequence arising from supplying or refusing to supply private or confidential data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data. This requirement shall not apply when an individual is asked to supply investigative data, pursuant to section 13.82, subdivision 7, to a law enforcement officer.

TEXTBOOKS

All basic texts and workbooks are loaned to students for their use during the school year. You will be required to pay for lost or damaged books.

TOBACCO FREE POLICY

The Ashby Public Schools are designated as tobacco-free. The use of any tobacco products, including e-cigarettes, will not be allowed by anyone on any District grounds including the school related activity areas, parking lot, and school buildings.

TRESPASSING ON SCHOOL PROPERTY

It is a misdemeanor for an individual, and a gross misdemeanor for 3 or more persons, to enter or be found in a school building unless the person:

1. Is an enrolled student, a parent or guardian of an enrolled student, or a district employee,
2. Has permission or an invitation from a school official to be in a building
3. Is attending a school event, class or meeting to which the person, the public or a student's family is invited;
4. Has reported to the office and registered as a visitor. It is a misdemeanor for a person to be found on school property within six months after being told to leave school property by the school Principal or designee and may not return unless the school Principal/designee has given the person permission to return.

VALUABLES IN SCHOOL

Students are asked not to keep money or any other valuables in their desks or lockers. The school is not responsible for lost or stolen items.

VEHICLE POLICY

The term vehicle is construed to include any motor driven device which could transport a person. The term vehicle shall include bicycles.

This policy shall apply to vehicles brought to school and parked on school property and those vehicles under control of students parked on adjacent public or private properties.

1. Upon arriving at school the vehicle is to be parked and to remain parked in the approved areas through the school hours.
2. No student is to remove, drive, or access any vehicle during school hours without proper authorization from the Principal's office or the Superintendent's office.
3. No student is to transport another student without proper authorization from parent and/or school offices.
4. Students shall drive in such a manner as not to endanger the safety of any other person.
5. Those students who do not abide by these regulations will be subject to disciplinary action and may be barred from bringing a vehicle to school.
6. NOTE: Advisor/coach does not have to allow student(s) to drive their own vehicles.

VISITORS

The school policy is to accept only those visitors who have legitimate business to attend to at the school. Visitors are required to sign in/out and receive a visitor badge with office personnel. *Students wishing to bring a guest to school must obtain prior approval from the office and secure a pass.* Visitation may be denied at any time by school personnel in order to maintain a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

ANNUAL NOTICES AND GENERAL POLICIES

Students and parents may access the Ashby website at any time at ashby.k12.mn.us, or contact the school for a copy. School information, policies, calendars, registration materials, activity updates, links to educational resources and individual teacher pages can be reached from our site.

DRUGS, ALCOHOL, AND SMOKING

Possession and use of tobacco is forbidden by state law to anyone under the age of 18. Possession and use of narcotics without a prescription is illegal at any age. Possession and use of alcohol is forbidden by state law to anyone under the age of 21.

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 18.

The School Board does not permit the use or possession of tobacco, alcohol or narcotics on school premises, at school activities or on school buses. Unauthorized use of tobacco constitutes a violation of the Clean Indoor Air Act, and results in a misdemeanor which carries a maximum penalty of \$300 or 30 days in jail.

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 parents, or guardian by appointment, or to the legal authorities if proper under the circumstances.

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and

procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

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

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

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

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

- G.** The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

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

- A.** "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

- B.** "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing

lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
 - 1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 - 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 - 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

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

- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

- A.** The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B.** The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C.** The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D.** The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E.** The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the school's' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F.** The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G.** The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

MANDATED REPORTING

District employees are required to report any observed maltreatment of minors. Mandated Reporting forms can be accessed from the principal. Mandated reporters must submit a written report within 72 hours of an oral report.

626.556 REPORTING OF MALTREATMENT OF MINORS.

Subdivision 1. Public policy.

(a) The legislature hereby declares that the public policy of this state is to protect children whose health or welfare may be jeopardized through physical abuse, neglect, or sexual abuse.

Subd. 3. Persons mandated to report; persons voluntarily reporting.

(a) A person who knows or has reason to believe a child is being neglected or physically or sexually abused, as defined in subdivision 2, or has been neglected or physically or sexually abused within the preceding three years, shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department if the person is:

- (1) a professional or professional's delegate who is engaged in the practice of the healing arts, social services, hospital administration, psychological or psychiatric treatment, child care, **education**, correctional supervision, probation and correctional services, or law enforcement; or
- (2) Any person may voluntarily report to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department if the person knows, has reason to believe,

or suspects a child is being or has been neglected or subjected to physical or sexual abuse.

Subd. 7. Report: information provided to parent; reporter.

(a) An oral report shall be made immediately by telephone or otherwise. An oral report made by a person required under subdivision 3 to report shall be followed within 72 hours, exclusive of weekends and holidays, by a report in writing to the appropriate police department, the county sheriff, the agency responsible for assessing or investigating the report, or the local welfare agency.

(h) Regardless of whether a report is made under this subdivision, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

STUDENT SEX NONDISCRIMINATION

The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.

It is the responsibility of every school district employee to comply with this policy.

The school board hereby designates Eric Schoenbauer, Secondary Principal/Title IX Coordinator /504 Coordinator 300 Birch Ave. Ashby, MN 56309 (218) 747-2257 as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.

Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

STUDENT DISABILITY NONDISCRIMINATION

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

Disabled students who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.

The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

For this policy, a learner who is protected under Section 504 is one who:

1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

III. COORDINATOR

Persons who have questions, comments, or complaints should contact Lisa Otte, Assistant Principal/Title IX Coordinator/504 Coordinator at 300 Birch Ave. Ashby, MN 56309 (218) 747-2257 regarding grievances or hearing requests regarding disability issues. This person is the school district's Americans with Disabilities Act/Section 504 Coordinator.

GRIEVANCE PROCEDURE

1. Any person who has a complaint alleging that the School District is not complying with this policy or alleging any actions prohibited by this policy shall present the complaint in writing along with the reasons for such complaint to the person designated to handle complaints.
2. The person designated to handle complaints shall investigate the complaint and determine whether the school district is in fact in violation of state or federal law prohibiting Discrimination. A decision shall be communicated to the complaint within 15 days of the initial reception of the complaint.
3. If the designated official finds that the complaint is justified he/she shall initiate action to rectify the complaint.
4. If the designated official finds that the complaint is not justified, he/she shall notify the complainant in written communication.
5. If the complainant is not satisfied with the findings, an appeal may be made to the Board of Education. The appeal must be requested in a written communication to the school no later than 15 days after receipt of the written decision.
6. A hearing before the Board of Education shall occur no later than 30 days after receipt of a written request for such hearings. The complainant may testify and may request that others testify in the complainant's behalf. The designated official will present the findings called for in Step 2. The Board shall reach a decision and notify the complainant of its findings no later than 15 days after the hearing.
7. If the complainant is not satisfied with the decision of the Board, appeal may be made to one or more of the following offices, the complaint may be filed at anytime with these offices:

A student, parent or employee can file a complaint with OCR at:
Office for Civil Rights, Chicago Office
U. S. Department of Education
500 W. Madison Street, Suite 1475
Chicago, IL 60661

(312) 730-1560
TDD: (800) 877-8339

Students, parents and employees may file a complaint of discrimination with:

MN Department of Human Rights
Freeman Building, 625 Robert Street North
Saint Paul, MN 55155
(800) 657-3704
(651) 539-1100
TDD (651) 296-1283

Employees may file a complaint of discrimination with:

Equal Employment Opportunity Commission
330 S. 2nd Avenue, Suite 720
Minneapolis, MN 55401
(800) 669-4000
TDD (800) 669-6820

VIOLENCE PREVENTION AND WEAPONS POLICY

Approved August 20, 1995

Foundations and Basic Commitments

It is the policy of Independent School district No. 261 to maintain a learning and working environment that is free from threats or harmful influence of any person(s) or group(s) which exhibit and promote violence and disruptive behaviors.

The School Board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe. It further believes that students are the first priority, and that no physical or emotional harm is to come to them during school activities, on school grounds, buses or field trips.

It shall be a violation of this policy for any student or staff member to possess a firearm or a dangerous weapon when in the school building, on school grounds, or on any school-related activity.

It shall be the policy of Independent School District No. 261 to refer to the local law enforcement agency any person who brings a firearm to school in violation of the "Gun-Free Schools Act of 1994."

Scope and Application

Independent School District No. 261 shall take proactive measures to eliminate violence in our schools by protecting children whose health or welfare may be jeopardized through acts of violence. It will be the responsibility of each school to make schools safe by promoting safe and secure learning environments.

Board Governance and Operations

The School Board, school administration shall publicize and inform staff and students annually of policies and procedures related to violence prevention and weapons.

The School District shall act immediately to investigate all acts or complaints of violence, either formal or informal, and take appropriate disciplinary action against any pupil or staff member who is found to have violated this policy.

The Superintendent will expel any student who brings a firearm to school for 365 days. The Superintendent may modify such expulsion on a case-by-case basis as authorized by section 14601 of the Gun Free Schools Act of 1994.

An automatic one day suspension or more will be implemented when this policy is violated. A law enforcement official will also be notified at this time. Students will not be admitted back to school until a meeting with the parent, students, law enforcement official and superintendent has been held. A decision on further suspension will be determined after this meeting. Board input may be required.

Periodic reviews of discipline policies and procedures will be made, revised, and submitted to the School Board for review and adoption. All efforts will be made to include community persons with expertise and/or interest in non-violence in the annual review.

Student Support Services

Students will have access to student service professionals, whether school or community based including counselors, nurses, social workers, and psychologists who are knowledgeable in methods to assist students with violence prevention and intervention.

Students will be apprised of legislation and school board policies designed to protect their personal safety.

Personnel

District personnel shall not bring or store a "dangerous weapon" on school property. This policy does not apply to firearm safety, color guard or marksmanship courses or activities that may be conducted on school property. (M.S. 609.66, subd.1d).

District personnel shall be knowledgeable of violence prevention policies and report any violation to school administration immediately.

Gun-Free Schools Act of 1994

"SEC. 14601. Gun-Free Requirements

"(b) REQUIREMENTS

"(1) IN GENERAL.--Except as provided in paragraph (3). each State receiving Federal funds under this Act shall have in effect a State law requiring local educational agencies to expel from school for a period of not less than one year a student who is determined to have brought a weapon to a school under the jurisdiction of local education agencies in that State, except that such State law shall allow the chief administering officer of such local educational agency to modify such expulsion requirement for a student on a case-by-case basis."

"(2) Nothing in this title shall be construed to prevent a State from allowing a local educational agency that has expelled a student from such a student's regular school setting from providing education services to such students in an alternative setting.

"(3) DEFINITION. --For the purpose of this section, the term 'weapon' , means a firearm as such term is defined in section 921 of title 18, United States Code."

M.S. 127.27, Subd. 5. "Expulsion" means an action taken by a school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond an amount of

time equal to one school year from the date a pupil is expelled. [As revised under 1994 Omnibus Education Act, Chapter 647, Article 4 & 12]

M.S. 152.01 Subd. 14a. School zone. "School zone" means:

Any property owned, leased, or controlled by a school district or an organization operating a non[public school, as defined in section 123.932, subdivision 3, where an elementary, middle, secondary school, secondary vocational center or other school providing educational services in grade one through grade 12 is located, or used for educational purposes, or where extracurricular or co-curricular activities are regularly provided;

The area surrounding school property as described in clause(1) to a distance of 300 feet or one city block, whichever distance is greater, beyond the school property; and

The area within a school bus when that bus is being used to transport one or more elementary or secondary school students.

609.02 Subd. 6. Dangerous weapon.

"Dangerous weapon" means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, or any flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm.

As used in this subdivision, "flammable liquid" means Class I flammable liquids as defined in section 9.108 of the Uniform Fire Code, but does not include intoxicating liquor as defined in section 340A.101.

609.7 1,3 Subd. 3. Replica. (a) Whoever displays, exhibits, brandishes, or otherwise employs a replica firearm in a threatening manner, may be sentenced to imprisonment for not more than one year and one day or to payment of a fine of not more than \$3,000, or both, if, in doing so, the person either:

- (1) causes or attempts to cause terror in another person; or
- (2) acts in reckless disregard of the risk of causing terror in another person.

(b) For purposes of this subdivision, "replica firearm" means a device or object that is not defined as a dangerous weapon, and that is a facsimile or toy version of, and reasonably appears to be a pistol, revolver, shotgun, sawed-off shotgun, rifle, machine gun, rocket launcher, or any other firearm.

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

I. Purpose

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician prescription.

II. General Statement of Policy

- A. Use of controlled substances, toxic substances, and alcohol before, during or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

- B. It shall be a violation of this policy for any student, teacher, administrator, other school district personnel, or member of the public to use alcohol, toxic substances, or controlled substances in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. Definitions

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. 812, including analogues and look-alike drugs.
- C. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- D. "Use" includes selling, buying, manufacturing, distributing, dispensing, possessing, using, or being under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- E. "Possess" means to have on one's person, in one's effect, or in an area subject to one's control.
- F. "School district location" includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising student on behalf of the school district or otherwise engaged in school district business.

ZERO TOLERANCE-ISD 261 has a Zero tolerance policy for gang paraphernalia, graffiti, wearing apparel and symbols.

WEBSITE

Please refer to the school website for any District Policies:

- [501 School Weapons Policy](#)
- [502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person](#)
- [503 Student Attendance](#)
- [504 Student Dress and Appearance](#)
- [505 Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees](#)

<u>506</u>	<u>Student Discipline</u>
<u>507</u>	<u>Corporal Punishment</u>
<u>508</u>	<u>Extended School Year for Certain Students with Individualized Education Programs</u>
<u>509</u>	<u>Enrollment of Nonresident Students</u>
<u>510</u>	<u>School Activities</u>
<u>511</u>	<u>Student Fundraising</u>
<u>512</u>	<u>School-Sponsored Student Publications and Activities</u>
<u>513</u>	<u>Student Promotion, Retention, and Program Design</u>
<u>514</u>	<u>Bullying Prohibition Policy</u>
<u>515</u>	<u>Protection and Privacy of Pupil Records</u>
<u>516</u>	<u>Student Medication</u>
<u>517</u>	<u>Student Recruiting</u>
<u>518</u>	<u>DNR-DNI Orders</u>
<u>519</u>	<u>Interviews of Students by Outside Agencies</u>
<u>520</u>	<u>Student Surveys</u>
<u>521</u>	<u>Student Disability Nondiscrimination</u>
<u>522</u>	<u>Student Sex Nondiscrimination</u>
<u>523</u>	<u>Policies Incorporated by Reference</u>
<u>524</u>	<u>Internet Acceptable Use and Safety Policy</u>
<u>525</u>	<u>Violence Prevention [Applicable to Students and Staff]</u>
<u>526</u>	<u>Hazing Prohibition</u>
<u>527</u>	<u>Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches</u>
<u>528</u>	<u>Student Parental, Family, and Marital Status Nondiscrimination</u>
<u>529</u>	<u>Staff Notification of Violent Behavior by Students</u>
<u>530</u>	<u>Immunization Requirements</u>
<u>531</u>	<u>The Pledge of Allegiance</u>
<u>532</u>	<u>Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds</u>
<u>533</u>	<u>Wellness</u>
<u>534</u>	<u>Unpaid Meal Charges</u>