

# STUDENT HANDBOOK & GUIDE ELK RIVER HIGH SCHOOL



2016-2017

900 School Street  
Elk River MN 55330  
Phone: 763-241-3434  
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## WEBSITES

School: [www.elkriver.k12.mn.us](http://www.elkriver.k12.mn.us)  
Athletics: [www.nwsconference.org](http://www.nwsconference.org)



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## ISD 728 MISSION: To Educate, Inspire and Empower

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### WELCOME



On behalf of the staff at Elk River High School, I wish to welcome you to the 2016-17 school year. ERHS offers a comprehensive program of academic opportunities and extra/co-curricular and club activities for all students to excel. It is our expectation that all students attain a post-secondary education through challenging courses at ERHS. It is our goal that all students have a meaningful learning experience while attending our school.

The intent of this handbook is to serve more than a list of rules and regulations but to be a guide as you continue your education at ERHS. Complete copies of all school and district policies are located online and/or the office. The staff at ERHS strives for a safe and orderly learning environment and all students are encouraged to ask questions if they need assistance. We continue to be respectful of all as we expand the power of knowledge.

Again, it is the desire of the entire staff that you have an enjoyable, exciting, and rewarding school year. Best wishes as you pursue your dreams.

Terry Bizal, ERHS Principal

#### ERHS MISSION

**We provide a welcoming, positive learning environment for all, where students are empowered to:**

**Discover and enhance their talents,  
Develop an appreciation of self and others,  
And contribute to their community**

**While pursuing personal excellence.**

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“ELK RIVER HIGH SCHOOL BELIEVES THAT THESE FOUR ELEMENTS ARE NECESSARY FOR STUDENT SUCCESS: ACHIEVEMENT, CITIZENSHIP, ATTENDANCE, AND PUNCTUALITY. TEACHERS WILL CONSIDER THESE ELEMENTS WHEN EVALUATING SUCCESS IN THEIR CLASSROOMS.”

<p><b>BELL SCHEDULE-HIGH SCHOOL BLDG.</b></p> <p>7:25                                      Warning Bell  7:30 – 8:27                              1<sup>st</sup> Hour  8:33 – 9:30                              2<sup>nd</sup> Hour  9:36 – 10:33                              3<sup>rd</sup> Hour  10:39 – 12:06                              4<sup>th</sup> Hour  12:12 – 1:08                              5<sup>th</sup> Hour  1:14 – 2:10                              6<sup>th</sup> Hour</p>	<p><b>IMPORTANT PHONE NUMBERS</b></p> <p>General Information ..... 763-241-3434  Principal’s Office..... 763-241-3430  Athletic Director ..... 763-241-3429  Attendance ..... 763-241-3431  Counselors..... 763-241-3424</p>
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<p style="text-align: center;"><b>SPECIAL DATES</b></p> <p>August 31 ..... Open House  September 6 ..... First Day of School/Chromebooks/Pictures  October 14 ..... Picture Retakes  October 20-21 ..... Teacher Conventions  November 14 ..... Staff Dev./Wksp  November 21 ..... Conferences (11-7 pm) No School  November 22 &amp; 23 ..... No School-Teacher Comp. Days  November 24-25 ..... Thanksgiving Holiday  November 29 ..... Conferences (4-7 pm)  Dec 23-Jan 2 ..... Winter Break  January 16 ..... MLK Jr. Day  January 23 ..... 2-Hr. Early Release  January 27 ..... End of Semester  January 30 ..... Workshop Day  February 20 ..... Presidents’ Day  March 2 &amp; 7 ..... Conferences (4-7pm)  March 31 ..... Staff Dev./Wksp. (District)  April 10-17 ..... Spring Break  May 29 ..... Memorial Day  June 2 ..... Last Senior Day  June 8 ..... Last Student Day  June 9 ..... Workshop Day  June 9 ..... Graduation  June 12 &amp; 13 ..... No School/Emerg. Make-up Days</p> <p><small>*Additional important dates can be found on the 2016-17 Secondary School Calendar posted on the ISD 728 Website.</small></p>	<p><b>Safe Schools Tip Line</b></p> <p>ISD 728 is committed to providing a safe and secure environment for its students, staff and visitors. The Safe Schools Tip Line is one way that anyone can report unsafe conditions in a simple and anonymous way. Students are encouraged to talk to a parent, teacher, counselor or school administrator. If they aren’t comfortable doing so, messages can be text to 274637. Start your text message with key words: YAC ELKS followed by your information and/or observations.</p> <p><b>District 728 is Tobacco Free</b></p> <p>In an effort to promote a safe and healthy learning environment for students, staff and visitors, the use of tobacco, including electronic cigarettes (e-cigs), is prohibited on all school district property. This includes all school buildings, grounds and in all school vehicles.</p>
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**ANNOUNCEMENTS**

Announcements will be displayed each day on closed circuit television. In special cases, announcements will be delivered over the PA system.

**PLEDGE OF ALLEGIANCE** - In accordance with Minnesota State Statute 121A.11 subd. 3, the Pledge of Allegiance will be recited once per week.

## GRADUATION REQUIREMENTS

1. **Planning for graduation:** Responsible planning of your educational program is an important part of your high school learning experience. Your counselor will assist you as much as possible in planning so that you take the courses necessary for graduation and for your career goal(s). *However, in the end, it is your responsibility to enroll in and pass the needed courses. It is essential that all students be familiar with requirements for a diploma from ERHS and know where they currently stand in progress toward earning that diploma.*

Graduation requirements, course information and the planning guide in the yearly registration bulletin can be used in planning. All report cards include current credit totals and courses passed to provide complete information for the student. Attendance and participation will be taken into consideration in determining whether credit will be given for a course.

All Elk River High School graduates must meet those guidelines as outlined from the Department of Education. Students must be enrolled full time at ERHS during second semester to be eligible to graduate from ERHS. For more information on graduation requirements, contact the District Office at 241-3400.

2. The semester system: ERHS is on a semester system, two eighteen-week periods equaling thirty-six weeks. One semester is considered a unit of credit.
3. **43 credits are required to graduate.** These forty-three credits earned in grades 9-12 must include 6 credits of math, 6 credits of science, 7 credits of social studies, 8 credits of English, 1 credit of physical education, 1 credit of health and 2 credits of art, which may be met through music and some industrial tech classes. The remaining 12 credits are to be chosen from electives. *Students scheduled to graduate in 2015-2017 are required to earn 8 social studies credits in order to meet state & district curriculum standards.* All students are required to take Minnesota Comprehensive Assessment Tests (MCA). Scores will be posted on official transcripts.
4. Graduation of exchange students: Students who are participating in an approved program such as AFS or Rotary International may be eligible for a diploma or a certificate of attendance if certain requirements are met. See *Exchange Program* for more information.
5. Commencement Exercises: The graduation ceremony is a voluntary and optional exercise. Students may be denied the privilege of the graduation ceremony at the discretion of the principal. Those students who choose to attend the ceremony may wear a cap and gown or if you chose not to wear the cap and gown you will be required to wear a white dress shirt/blouse and black slacks/skirt.
6. Seniors with a GPA of 3.0-3.50 are eligible for a white tassel. 3.51 and above are eligible for a gold tassel in addition to your red, black & white tassel. Your cumulative GPA is based on 8 semesters. If you wish to keep them both, there will be a cost.
7. Students must meet all reasonable obligations two days prior to receiving their diplomas. These obligations are as follows: makeup of class work, detention, fees, etc. and behavior requirements as outlined in the student handbook. A fee is required for cap and gown purchase. This fee may be waived if the student is on a free or reduced lunch program. Seniors who will be allowed to go through the ERHS ceremony are as follows:
  - a. Graduates of the class. (Requisite credits and State graduation requirements met, this includes, passing the GRAD)
  - b. PSEO students who will graduate with the class.
  - c. ISD 728 Ivan Sand Community School graduates.
  - d. In order to receive a District 728 diploma, you are allowed 2 credits per year (July1–June 30) from outside programs while you are in attendance as a full time student in District 728. If these credits are not from a public secondary school, you must request prior approval from the administration. **You must be a full time student second semester of your senior year to receive a diploma from a District 728 school.** Those students who are enrolled in the PSEO program are exempt from this policy.

## ADD/DROP POLICY

1. *Schedule changes:* Student schedules are normally developed during the summer. A great deal of time and effort goes into the construction of a student's schedule. Completed schedules will be mailed home in August. Schedule changes will not generally be made after school begins.

## **SCHEDULE CHANGES WILL ONLY BE MADE FOR THE FOLLOWING REASONS:**

- a. Computer error
- b. Teacher recommendation
- c. Medical reason
- d. Inappropriate placement

Counselors WILL NOT make significant changes without conferring with a parent/guardian signature (unless designated to do so by administration, e.g.: attendance, behavior, etc.).

2. Students are expected to complete the classes in which they enroll and can only drop for one of the reasons listed above. If a class is dropped, the grade on the report card will be as follows:
  - a. **Before the end of week 4** - Nothing will appear on your report card or on your permanent record if a semester class is dropped before the end of week 4 or if a year-long class is dropped before week 4 of the first semester.
  - b. **During weeks 5-9** - A grade of W will appear on your report card and on your permanent record for semester classes dropped during weeks 5-9. This is also true for year-long classes dropped during weeks 5-9 of the first semester. This grade does not affect your grade point average.
  - c. **After week 9** - A semester class dropped after week 9, or a year-long class dropped after the 9<sup>th</sup> week of the first semester will appear on your report card. The grade will be a W if you were passing or an F if you were failing. The grade will appear on your permanent record. A grade of F will be included in the calculation for class rank.
  - d. No class may be dropped or grade changed (except I) after the end of the semester.
3. **Policy for Incomplete (I) grades** - Students have ten (10) school days after the last day of first semester and (10) business days after the last day of second semester to make up work for any class in which they received an Incomplete (I) grade. An Incomplete will change to a failing grade (F) if work is not made up within the ten (10) day period.

Students who are unable to make up the required work within the ten (10) school days may petition for a deadline extension. Completed petitions must be returned to the principal's secretary within ten (10) school days after the last day of the semester.
4. **Advanced Placement** – In the case of an AP (Advanced Placement) class, students are able to drop the course no later than the Friday of the third week of school with no mark on the report card. During weeks 4-9 of the course, students must remain in the class but are allowed to utilize an alternate syllabus provided by the teacher but will not receive AP credit. After the 3<sup>rd</sup> week there will be no complete drops allowed from the course.

## **INDEPENDENT STUDY**

Independent study contracts between students and teachers are permitted and only juniors and seniors will be permitted. The contracts may be arranged for up to two credits per contract. The objectives, resources and evaluation procedures are to be listed, with all required signatures, prior to the study. Students may not repeat an independent study for additional credit. The contract must be completed by the tenth (10<sup>th</sup>) day of the semester in which the work is to occur. Independent study contracts must be approved and submitted to administration and limited to one per semester.

## **PROCTORS/TUTORS**

Proctors are discouraged by ERHS administration. Teachers and students are limited to one proctor per day per semester. Students must be a junior or a senior to be a proctor or tutor. The application must be completed and submitted by the tenth (10<sup>th</sup>) day of the semester in which the work is to occur and will need to be approved by administration prior to the start. Any exceptions will be made by administration only. All proctor and tutor credits must be pass/fail (P/F).

## **STUDY HALL**

Students who have free periods for study are assigned to the study hall. Study hall is considered a class and attendance is required. Attendance and tardiness rules will be enforced. Juniors and seniors will be allowed to request either early release or late arrival once per semester; they may not have both.

GRADING FOR ELK RIVER HIGH SCHOOL 2016-2017			
Percent	Grade Equivalent	Percent	Grade Equivalent
100 – 94	A	76 – 73	C
93 – 90	A-	72 – 70	C-
89 – 87	B+	69 – 68	D+
86 – 83	B	67 – 66	D
82 – 80	B-	65	D-
79 - 77	C+	64	F

GRADE POINT AVERAGE		
Grade points are assigned on the following scale:		
4.00 = A	2.67 = B-	1.34 = D+
3.67 = A-	2.34 = C+	1.00 = D
3.34 = B+	2.00 = C	0.67 = D-
3.00 = B	1.67 = C-	0.00 = F, I
Grade points are not assigned for S, U, W grades.		
<b>Weighted grading will only occur in A.P., CIS, Pine Tech, and S2S classes.</b>		
4.34 = A	3.34 = B	2.34 = C
4.00 = A-	3.00 = B-	2.00 = C-
3.67 = B+	2.67 = C+	
Any grade lower than a C- will revert back to the normal grading.		

### HONOR ROLL POLICIES

An Honor Roll will be determined each semester according to the following policies:

- a. "A" honor roll requires a semester GPA of 3.51 and above.
- b. "B" honor roll requires a semester GPA of 3.00-3.50.
- c. Students must be enrolled as a full-time student. Ordinarily this means registration for 5 credits for the semester. Seniors may receive a special variance to be registered for 4 credits.
- d. To be considered for the honor roll, students may not have an F or an Incomplete (I) on their report card. They may also only have one P per semester.

### PASS/FAIL GRADES

All Pass/Fail grades will be used only for medical or extenuating circumstances with prior approval from administration.

### HIGH HONORS STATUS

To be eligible for graduation with High Honors status, all semester grades will be included in your cumulative GPA. PSEO grades may or may not affect your honor status depending on grades being received by guidance from your PSEO school at the time of graduation. You must have a cumulative GPA of 4.0 and above **after 8 semesters**. To be considered for High Honors status, students may not have a Fail (F) or an Incomplete (I) on their report cards.

Starting with the Class of 2017, all ISD #728 High Schools will be transitioning from a Valedictorian model to a High Honors model that acknowledges all students who have earned a cumulative weighted or un-weighted GPA of 4.00 and above; these students will be recognized as graduating with High Honors. All grades entered in the system after the completion of the 8<sup>th</sup> semester will be used in the calculation.

### ACADEMIC LETTERING

Students are eligible for an academic letter at the end of the school year. The academic letter is based on cumulative grade point averages as follows: sophomores 3.85; juniors 3.80; seniors 3.75. Letters will be awarded after 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> semesters at the end of the year award ceremony. Student must be enrolled as a full time student and may not have more than one credit grade pass/fail (P/F).



## Media Center & INTERNET

The ERHS Media Center provides a collection of materials, equipment, and services that reflect and support the established educational goals and objectives of the school.

1. **Hours:** The media center is open from 7:00 a.m. to 3:30 p.m. Monday-Thursday and 7:00 a.m. to 3:15 p.m. Friday for students who wish to use its resources, read or study.
2. **Circulation:** Books from the general collection may be checked out with two due dates per semester. The date due is stamped on the date due slip inside the book. Students shall return books on or before that date. Reference books may be checked out overnight after 6<sup>th</sup> hour. During some projects, books may be designated “no check-out” or “overnight only” check out.
3. **Magazines/Star Tribune/Pioneer Press:** A wide variety of magazines and newspaper articles are available for student and check out.
4. **Network Responsible Use Guidelines:**
  - I understand that proper use of the district’s electronic resources, network, approved personal devices and Internet access is my responsibility as an individual user. The use of these resources is a privilege, not a right. I acknowledge that inappropriate behavior may lead to disciplinary action such as loss of internet/network privileges, payments for damages, suspension or discipline under other school or district policies.
  - I understand that the primary use of the school district’s computer systems and internet connection both on and off campus will be limited to work related or educational purposes. While using approved personal devices and systems within district schools, I will limit my usage to educational purposes. This includes the use of personal networks, such as mobile internet or hotspots while in the educational setting.
  - I understand that the use of personal devices in the classroom is at the discretion of the classroom teacher. I will not use my personal device in the classroom setting unless directed by my teacher and for the specific use of educational purposes.
  - I understand I should not share private, confidential or non-public information about myself or other persons. I agree not to reveal my password to any other person. I will not use others’ passwords or knowingly post, transmit or distribute false or defamatory information about a person or organization. This includes the use of social networking systems for educational or work purposes.
  - I understand I cannot access, upload, download or distribute violent, pornographic, obscene or sexually explicit material for any purpose. This also includes language or images that advocate violence, or discrimination towards other people, including prejudicial or discriminatory attacks that may constitute harassment, bullying or intimidation.
  - I understand that all of my documents, files, or e-mails are property of the school district. When using the district’s network/internet resources I can delete only those files that I have personally created or added. These electronic mediums may be searched and read for inappropriate materials just as school lockers can be searched.
  - I understand I must follow copyright laws or usage licensing agreements. I cannot download or install any software onto the district’s computer systems.
  - I understand ISD 728 is not responsible for any damages users suffer as a result of their use of the District’s electronic resources or work performed on district approved personal devices. These damages may include, but are not limited to loss, damage or unavailability of data stored on hard drives, web-based services or interruptions in network connectivity. Additionally, ISD 728 does not assume responsibility for the accuracy, nature, or quality of information gathered from the Internet or district electronic resources.
5. **Audio Visual Materials:** Audio-visual (AV) materials can be checked out on an overnight basis. AV equipment may be checked out for school projects only with parent/guardian approval. Any lost or damaged materials or equipment must be paid for by the borrower, at the cost of replacement.
6. **Overdue Library Materials:** Overdue library materials will result in the student’s report card being held until the overdue status is resolved. Students will be required to pay for lost or damaged materials at replacement cost. Parents may be contacted. Overdue notices will be distributed by third hour teachers and also Media Center and Administrative Personnel. A list of students with overdue material will also be posted in the Media Center. Students will not be allowed to use the library, have Internet privileges, or check out new material(s) until their overdue status is cleared.

7. **Passes:** During periods 1-6, students may come to the Media Center on teacher signed passes. Only one student per pass is allowed. Upon arrival, students must sign in and show a staff person their pass. In the event the Media Center is full, teacher passes will not be honored and the student(s) will be sent back to class.

### **REMINDERS:**

- a. No food or drink may be brought into the Media Center. This includes gum.
- b. The Media Center is for those who wish to study, read, or do research work.
- c. Students are to be quiet upon entering and leaving the Media Center. Quiet voices are appreciated.
- d. Violation of Media Center conduct and rules will result in loss of Media Center privileges.
- e. All materials taken from the Media Center must be signed out at the check-out desk.
- f. We are happy to answer any question and assist you. Please ask for help.

### **AFTER SCHOOL SUPERVISION**

Since one of our standards is safety, all students staying after school must be supervised. At 2:35pm the following announcement will be made:

*“It is now 2:35, all hallways and the commons area must be clear of students. You are allowed to remain in the building if you are receiving help from a teacher or involved in our extra/co-curricular activities. All remaining students must wait in the vestibule by door A or in front of the Zabee Theater.”*

### **LOST AND FOUND**

If you lose any items of property, you should notify the office as soon as possible. Should an item of property belonging to someone else be found, it should be turned in to the office as soon as possible. Lost articles not claimed by the end of the school year will be disposed of or donated.

### **ATTENDANCE POLICY**

Elk River High School recognizes the direct relationship between attendance and achievement. Regular attendance in class is necessary if students are to receive adequate guidance through their class work and benefit from the discussions. **ALL STUDENTS ARE EXPECTED TO ATTEND CLASS EVERY SCHOOL DAY.**

#### **General Information**

- All students and parents are responsible for making sure the student attends class and is punctual every day school is in session.  
**Parents are responsible for contacting the school by calling the attendance office (241-3431) or by sending a note within 48 hours if the student is absent.**
- Examples of excused absences include: illness, medical or dental appointment, court, death in the family, funerals, interviews for college, vocational school or military (pre-approved by school and verification provided), school business or school sponsored trips, state/region participation, ISS, suspension, late bus, severe weather, tests administered by school and college personnel (verification of attendance is required), completion of driver’s test or permit test (up to ½ day) and religious holidays. All other absences are unexcused unless determined otherwise by administration.
- Administration will be the final authority in determining whether an absence will be excused or not.
- A doctor’s note is required for absences that extend beyond three consecutive days or ten total absences due to medical reasons. The doctor’s note must be provided within three days of the request.
- Students must have a doctor’s statement to be excused from physical education for an extended period of time. The school nurse or health clerk may approve a one-day excuse if a note from home is provided.
- If an absence is excused, the student is responsible for making up missed assignments.
- The students and parents/guardians are encouraged to conference with school officials whenever attendance issues arise.  
If a student is excused absent, he/she is allowed two days to make up work for each day missed.

## **Unexcused Absences**

- The student will not receive credit for work missed.
- Each unexcused absence will result in incremental course grade reduction. For example, for unexcused absence #1, a grade of B is lowered to a B-. For unexcused absence #2 the grade of B- is lowered to a C+, and so on down to a D-.
- **If a student earns a passing grade in class they will not fail due to attendance.**
- Additional consequences for skipping class may be assigned by teacher and/or administration. These consequences include, but are not limited to, detention, loss of parking privileges, suspension, parent conference, or involvement by county social services and/or the court system for truancy.
- Parents will be notified of unexcused absences through the automated calling system.
- Teachers will notify students of unexcused absences.
- As required by state law, the school will send letters to parents/guardians at regular intervals to notify them of excessive unexcused absences. When a high school student accumulates seven full or partial days of unexcused absences, it is considered habitual truancy and the school will file truancy with county social services and/or court system for truancy.

## **Tardies**

- High school students are expected to be punctual.
- The first bell is the warning bell. The second bell indicates the beginning of class. Students who come to class after the second bell are considered tardy.
- No credit will be given for class work missed or handed in late due to unexcused tardies.
- An unexcused tardy of more than 5 minutes may result in loss of credit for the hour.
- **Three unexcused tardies will result in a grade reduction and every third tardy after that will also result in a grade reduction. Students cannot fail a class due to tardies.**

## **AFTER SCHOOL ACTIVITIES AND ATHLETICS**

You must be in school at least half the day of the contest or receive prior permission from the Administration in order to participate. Participation includes practice and competition. Regular school attendance policy applies. Any student who participates in high school league and other school-sponsored activities who are assigned all day in school suspension, dismissal or suspension from school will be ineligible for practice and/or competition on that day. **Students who are truant for any part of the day will be ineligible to participate on that day.**

**SKIP DAY:** “Skip Days” are **not** authorized by the administration and will be considered unexcused. School consequences may be assigned. If the administration is alerted of a possible “skip day” on a particular date, students may be required to provide additional verification for absences on that date to be excused.

**VACATIONS:** A Vacation Request Form signed by the parent/guardian should be submitted prior to the vacation to guarantee that the absence will be excused. The student should request make-up work ahead of time and try to keep up with the rest of the class while he/she is gone.

## **AGE OF MAJORITY**

If you are 18 years of age or older, you will be treated as a legal adult. As a student 18 years of age or older, you must obey school rules and regulations according to state laws. Whether you are under 18 or older, you are held accountable in terms of grades and discipline for your attendance and conduct in school. If a student 18 years of age or older wants to have all mailings from the school addressed to him/her, he/she must make that request in writing and a copy of that request will be sent to the student’s parents. Request forms are available in the attendance office.

## **TELEPHONE MESSAGES**

THE TELEPHONES IN THE OFFICE ARE FOR PURPOSES OF SCHOOL BUSINESS ONLY. THE OFFICE CANNOT HANDLE PERSONAL, NON-EMERGENCY MESSAGES FOR STUDENTS.

## **BUILDING PASSES**

Students who have to leave assigned rooms to go to the office or to see other teachers are to have building passes signed by the teacher in charge before leaving, and signed by the person whom you wish to see before returning. Students may go only to the area designated on the pass. Passes must have teacher signatures and times.

## PASSES OUT OF THE BUILDING

*Students are not to leave the building during the day without a pass signed by office personnel.* This applies to any appointment. When you need to leave, you must bring in a note from your parent or guardian stating the nature of the appointment. Requests for any other reason may be denied at the option of the administrator. These requests must be in the office by 9:15 a.m. Anyone leaving the building without following the above procedure is considered skipping school and is subject to disciplinary action. Passes are to be validated by the doctor, dentist, etc. and returned to the office.

## PARKING LOT POLICY

### M.S.A. 123.352 TRAFFIC AND PARKING STATE LAW

1. Subdivision 1. Board power. A school board may make, adopt and enforce rules for the regulation of traffic and parking on property owned, leased, occupied or operated by the board. Notwithstanding the provisions of section 169.71, subdivision 1, a board may require that an identification sticker be placed in any vehicle parking on such property. It is the student's responsibility to have a permit properly displayed on mirrors at all times.
  - a. A limited number of parking permits will be issued to ERHS students. Students with a good attendance record will be given priority over those with a pattern of skipping during the preceding school year. No student with outstanding obligations such as fees, fines or detention will receive a permit. Sophomores will be issued permits only if space is available after requests of upper classmen have been honored.
  - b. Up to 20 student parking spots may be assigned on a daily basis for emergency reasons. A **\$2.00** daily fee will be charged and permits are issued by the main office the day prior to the date needed. Permits will be distributed prior to the start of the school year. If applications are turned in late, they will receive lower priority. Only a specific number of permits will be distributed.
2. Students and parents sign an agreement with the school that outlines the regulations on parking.
3. The fee for a parking permit will be **\$90/year** or **\$50/semester**. This fee covers expenses for permits, painting, signs, and supervision of the lots.
4. Any car parked in the lot without a valid, displayed permit will be ticketed, booted, and/or towed at the owner's expense. It is your responsibility to display the permit properly.
5. **Students are not to leave the lot during the day without an office pass. Students will lose their permit if they skip and/or provide transportation for other students who skip during the school day. Also, students may lose parking privileges if their behavior is not appropriate according to school rules and policy (e.g., suspension, chronic misbehavior, detention).**
6. Parking permits are non-transferable from student to student.
7. Students are **not** permitted to park in the visitor's lot, assigned faculty areas, arena lot, or in the bus loading zone.
8. Firearms are not allowed on school property unless carried by a licensed peace officer.

### Canine Searches - Use of Canines

In an effort to help foster a safe and drug free school environment, Independent School District No. 728 may ask law enforcement to use a canine trained in detecting drugs or explosives to sniff the air surrounding lockers, school facilities, vehicles parked on school property, and items of personal property that are not on a student person but are on school property. Students generally have no expectation of privacy in the air or odors surrounding spaces such as school lockers, school facilities, vehicles parked on school property, or items that are not on their person but are on school property. The District will not use a canine, or request that a canine be used, to sniff a student's person or in any other manner that violates the law. If a trained canine indicates that a locker, vehicle, or item of personal property contains a prohibited item, the District will have reasonable grounds to search the locker, vehicle, or item or to request that law enforcement conduct a search. In its discretion, the District may ask a student to cooperate with the search. If a student refuses a District employee's request or directive to cooperate with a lawful search, The District may impose discipline for insubordination in accordance with the Pupil Fair Dismissal Act. The severity of the discipline will be at the discretion of the District and will depend on the circumstances of the case. If a search is conducted and a prohibited item is found, school rules and applicable laws will be applied. In some cases, law enforcement may secure, impound, or seize a vehicle or other personal property that is found to contain an illegal item. All contraband will be seized. This handbook, including the provisions relating to the use of canines, must be interpreted and applied in a manner that is consistent with applicable federal and state laws.

## GUIDANCE

The Guidance Department at Elk River High School promotes the academic, social, and emotional development and the physical well-being of each student. The Guidance Department provides a wide variety of services, including the following:

- a. Assistance in individual student planning and problem solving.
- b. The Career Center provides career exploration and post-secondary school planning.
- c. Scholarship and financial aid information.
- d. Resource referral.
- e. C.L.E.P. and other programs-see the counseling department.

## TRANSFERS/WITHDRAWALS

All students transferring to ERHS must set up an appointment with the Guidance Department. A complete set of all records from previous educational programs must be brought to this admittance conference. On the last day that the student is to attend school, the student will go to the counselor's office for a checkout sheet. At the end of each hour during the day, the student will turn in books and take care of any other outstanding obligations that the student might have. Each teacher will sign the checkout sheet. The student will then secure the signature of the Media Center, Chrome Depot and counselor. The student will then take this sheet to the guidance office. The student's locker should be cleared and all personal equipment removed.

## EXCHANGE PROGRAMS

Exchange students provide our students with intercultural opportunities. Limits and requirements must be placed on these students because of our limited resources. All exchange student entries are subject to administration approval as well as the following conditions:

1. The guidance office/Principal or designee must give prior approval to students entering Elk River High School.
2. No more than five students total from the programs listed below will be allowed to attend ERHS in any given year. We will also not allow part time (half year) students.
3. Preference will be given to travel and exchange programs listed with the Council on Standards for International Educational Travel (CSIET). All but the following programs have been approved for the 2015-2016 school year: Youth for Understanding. For more information, please go to [www.csiet.org](http://www.csiet.org).
4. The exchange student must have a permanent host family placement during the duration of their exchange experience.
5. The exchange student must receive all vaccinations requested by the MN school immunization law.
6. Foreign exchange students, as per MN state law, are not eligible to participate in post-secondary enrollment options programs.
7. Certificates of Attendance will be issued to exchange students from an approved program based on the following requirements:
  - a. The students must provide suitable documentation (transcripts, etc.) of his/her academic background,
  - b. The documentation must indicate that the student has completed the appropriate number of years of formal education in a satisfactory manner,
  - c. The student must be enrolled as a full time student at ERHS,
  - d. The student must complete 10 semester credits at ERHS,
  - e. Students must take American Government or US History during the course of the school year, and,
  - f. All school rules apply to exchange students.

***SPECIAL NOTE:*** ERHS students who participate in programs such as **People-to-People** or another approved study-abroad program may be able to receive ERHS credit for work completed as part of the program. Pre-approval and verification of participation will be required.

## HOME SCHOOL

District 728 has a policy for Home School. This policy is available in the high school office or the district office.

## HOMEWORK POLICY

It shall be the policy of Elk River High School to assign homework as necessary to enhance learning. The staff and administration of Elk River High School recognize that student learning is enhanced by student homework.

Further, it is recognized that instructional activities that take place within the classroom are more effective when related directly to student homework. Classroom time is used most efficiently and effectively when students have successfully completed homework requirements. In addition, homework encourages the development of study habits, self-discipline, and the ability to become an independent learner.

Student homework best promotes learning when it is assigned:

- a. on a regular basis;
- b. to prepare a student for upcoming instruction;
- c. as individual practice after guided practice;
- d. to remediate individual learning problems;
- e. to enrich or expand on classroom learning;
- f. the student is held accountable for its satisfactory completion by teachers and parents.

## SCHOOL RECORDS

1. The school has on file your grades, attendance, and standardized test scores since you began school. If you have attended several different schools, these records have followed you to this school and are on file here.
2. You and/or your parent/guardian may see the contents of these records by making an appointment to do so with the principal or counselor. The Guidance Office legally has 45 days from the time you file a request to provide you with copies of file contents. You may have copies made of anything in the school record, at a cost to you of ten cents per sheet, but you are not permitted to take the original record out of the office. You or your parent or guardian may place any statements or items in your record that you want, if it pertains to your school-work.
3. To request an official transcript to be sent to a college or university, go to [www.parchment.com](http://www.parchment.com) or go to the Elk River High School web site and click on the counseling tab and transcript link. Transcript requests are FREE to current students if the destination/college selected accepts electronic transcripts. There is no limit as to how many you request. If the destination selected does not accept electronic transcripts, a \$2 mailing fee will apply.
4. You may also request of the counselors that items be removed from your file. In the event that you or your parent/guardian makes such a request the person in charge of the records may or may not grant the request. In the event the request is denied, you may appeal the decision to the principal.
5. 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/guardian, with the exception of another public school 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 consent from you and your parent/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.

All students' records will be treated in accordance with the provisions of Public Law 93-380, passed by Congress in 1974, and Chapter 479 of the 1974 Session Laws of the State of Minnesota.

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

## HEALTH SERVICES

A licensed school nurse within the district is on duty as the coordinator and supervisor of each school's Health Services office. Health Services personnel maintain each school's Health Services office.

If you become ill or injured, you need to report to the Health Services office. Please observe the following rules:

- a. You need a pass from your teacher to come to the Health Services office. If it is between classes, report to your next class and get a pass to come unless it is an emergency.
- b. Health Services personnel will sign you in when you arrive and sign you out when you go back to class.
- c. The Health Services personnel will determine if you need to go home. If you do not go through the Health Services office and you go home on your own, it will be counted as unexcused and detention may be assigned.

**NOTE:** It is very important to keep up-to-date emergency information on file in the Health Services office. The emergency form should include contacts other than your parents/guardians as a back up, if they cannot be reached.

**ALLERGY AWARE- ISD #728** is now an allergy aware district. Please be aware that latex balloons are not allowed in any of our schools. Due to staff and students who have allergies to airborne particles, the School District requests that students and staff refrain from wearing perfumes or other products that emit a strong odor. The entire "allergy Allergy/Aware" policy can be viewed at the district office or accessed on the district website.

**WE CARE ABOUT YOUR SAFETY:** Narcotic pain medications will not be given at school. (Vicodin, Tylenol with Codeine, Darvocet, Percocet, etc.) If you need narcotic pain medications, you are not ready to return to school.

**Medication Law:** The Minnesota Medication Law emphasizes that Health Services personnel will give medication at school only in exceptional circumstances when your health may be jeopardized without it. If you need to take medications at school, the law states we can give medication only under the following conditions:

- a. Written authorization from your parent/guardian.
- b. Written order from a doctor/licensed prescriber.
- c. Medication must be kept in the Health Services office in a currently labeled pharmacy bottle/original packaging. You need to ask your pharmacist to prescribe duplicate bottles of the prescription. One bottle should be kept at home and the other at school.
- d. Authorization forms for giving medication in school are available in the Health Services office. If you have any questions, please ask or call Health Services personnel.
- e. See the Health Services office about current laws regarding self-carry medications & school requirements.

**SPECIAL NOTE: You are in violation of this state law if you take medication outside of the Health Services office that has not been processed through that office. This includes all non-prescription medications including aspirin, acetaminophen and ibuprofen.**

**Immunization Law:** Refer to the School District website for information regarding immunization laws. Immunization forms are available in each School Health Services Office or can be downloaded on the website. Your current school immunization record can be found on your parent portal account.

## LUNCH

1. Rules:
  - a. All students must report to the cafeteria during their lunch period unless they have a pre-signed pass to a supervised area.
  - b. ERHS IS A CLOSED CAMPUS FOR LUNCH; STUDENTS MAY NOT LEAVE THE BUILDING.
  - c. Students are responsible for taking their tray to the dish-washing room and leaving their table clean.
  - d. Students are not permitted to cut or push in the lunch line.
  - e. Absolutely no throwing of food or other objects will be tolerated.
  - f. All students must follow the direction of the lunch-room supervisors.
  - g. Students are encouraged to not remove food or drink from the cafeteria.
  - h. When weather permits, students may go outside to the area located directly in front of the main entrance. No one is permitted to go outside in any other area.
  - i. Students who fail to observe the above rules will be assigned any combination of the following: 1) lunch room clean up; 2) assigned seating; 3) in school suspension; 4) loss of parking privileges; 5) detention; 6) loss of lunch room privileges. Additional days of clean-up will be assigned those students who fail to report for duty. Refusal to clean up or follow the directions of the supervisors may result in additional school consequences.
2. ERHS Computerized Lunch Account System:
  - a. All students will be assigned a PIN (Personal Identification Number) to be used to deposit money into their account and to be used to purchase food from the lunch program. Currently enrolled students have received a PIN. New students will be assigned a PIN after they register and enroll.
  - b. PIN numbers will follow students throughout their years in the Elk River Area School District.
  - c. Account Number – a four or five digit number will be assigned to each student and as long as they are attending school at Elk River High School that last three numbers will stay the same. The first one or two numbers will change to reflect the student's present grade level (9010, 10010, 11010, 12010).
  - d. Money should be deposited into the students account in the morning before school starts. Money will be accepted daily for ½ hour before school begins. We encourage you to make payments on a monthly basis.
  - e. Students must have money in their account to purchase food. **STUDENTS WILL NOT BE ALLOWED TO CHARGE.** The cost will be announced each year. Students may check with the cashier to find out their account balance. Questions regarding a student's account, including printed statement, should be made to the Food Service Department at Elk River High School.

- f. Families/students who have applied for either free or reduced price meals will be notified by mail. The student's computer account will be coded to the appropriate lunch status.
- g. Students leaving Elk River High School may request a refund of their account balance or have it transferred to a sibling's account.

## **LUNCH SCHEDULE**

Reference ERHS website at [www.elkriver.k12.mn.us/erhs](http://www.elkriver.k12.mn.us/erhs)

Classes will be dismissed by the classroom teacher; the bell is a reminder for the teacher to dismiss the class. Six minutes will be allowed for passing from one class to another. Physical education classes will allow sufficient time for showers and dressing.

## **LOCKERS**

Elk River High School will not be responsible for any lost or stolen articles. Lockers are provided for the safekeeping of your books and materials. The locker combination is given to you only. Please see that your locker door is closed and locked when you leave. Please keep your locker neat and orderly. Locker doors are not to be blocked open as this may ruin the lock. Locks broken by this method will result in a fine. **DO NOT KICK THE LOCKER DOORS. IF A LOCKER IS ABUSED, A FINE FOR REPAIR WILL BE ASSESSED THE STUDENT.**

**YOU ARE NOT TO SHARE LOCKERS. The administration will not investigate locker problems if students share lockers. Students are not to change lockers without office permission. The lockers are the property of the school and are provided for the students to use. The locker and its contents are subject to inspection by school authorities at any time. Locker decorations must be school related and follow school guides of appropriateness.**

## **VENDING MACHINES**

Various snack and beverage machines will be available to students throughout the building. The appropriate machines will be shut off throughout the school day per ISD 728 vending policy. Also, the machines may be shut down periodically if they are abused. The office will only make change during passing times until change machines are installed.

Teachers may have a classroom policy about pop and food in the classroom. All such policies must be followed when students are in those classes. No exceptions. Please discard your empties properly and clean up all spills. No food or pop is permitted in the theater or gymnasium.

## **VISITORS**

**Elk River High School is a closed campus from 7:30am until 2:10pm. All visitors must report to the principal's office to sign in and secure a badge that must be worn while you are in the building.**

1. No person other than a student of this building, or a teacher, administrator, official, employee or authorized agent of this school district is permitted to enter into any classroom in this building unless written permission to do so has been retained from the principal. *Due to the ERHS closed campus policy, students will not be allowed to bring a friend or relative to school as a visitor.* Parents are encouraged to visit the school.
2. Such written permission is required on school days between the hours of 7:30 a.m. and 2:10 p.m.
3. No person shall violate the limitations of his/her permit, or remain in this school building after:
  - a. he/she has been denied permission to be here, or
  - b. permission has been revoked, or
  - c. he/she has been directed by the administrator or designee to leave the premises.
4. These rules and regulations have been adopted by the School Board of ISD 728 under the provisions of Minnesota Statutes, Sections 624.72.

During the school day, all visitors entering the school will only be able to do so through the main entrance via a secured video intercom system. If the main door is locked, please use the intercom system to request access to the building. Instructions will be clearly posted at the front doors. All visitors must sign-in at the attendance/welcome office and secure a badge, which must be worn while in the building. Please remember to sign out when leaving the building. Only visitors that have registered in the office will be allowed access to the classrooms.

## **PUPIL TRANSPORTATION**

**Our goal is to provide appropriate transportation for our students. We will not allow students to harass or jeopardize the safety of others on the bus. Discipline or suspension of bus riding privileges will occur for students who do not cooperate. If suspension occurs, students are still required to attend school. Parents will then be responsible for transportation to and from school. Transportation by school bus is a privilege, not a right, for an eligible student. (Minnesota Statutes, Sec. 4 (123.801).**

Student rules include, but are not limited to:

1. Cross 10 feet in front of bus. Wait for bus driver's signal.
2. Get on or off only at designated stop or school.
3. Follow instructions and cooperate with the bus driver.
4. Stay seated in assigned seat at all times.
5. Eating and drinking on the bus is prohibited.
6. Keep the bus litter-free. Throwing of any items on the bus is a safety hazard.
7. Keep prohibited items off the bus (i.e. weapons, live animals or insects, glass items, large recreational items, musical instruments that are too large to be held on the lap or put in the student's own seat area). Keep the bus aisle and exits clear.
8. Talk quietly, using your "inside voice." Use appropriate language.
9. Respect the bus and equipment. Students will be responsible for cost of damages. Bus riding privileges will be withheld until a plan of restitution is made.
10. Respect other students and their personal belongings.
11. All school rules and regulations are applicable while at the bus stop and on the bus. For example, the same alcohol and tobacco rules will apply and the same consequences administered as would be in school.

## **TRANSPORTATION TO SCHOOL EVENTS**

Students who are participating in any school event requiring travel such as band, choir, drama, field trip or athletic event, etc., must go with the group and return with the group on the transportation provided by the school; the only exception is when the student is picked up by his/her parents.

## **GUIDELINES FOR DISCIPLINE FOR VIOLATING SCHOOL BUS RIDERSHIP RULES FOR GRADES 7-12**

First written report/action: Verbal warning by building Principal/Designee.

Second report/action: Suspension from riding any bus for up to three days.

Third report/action: Suspension from riding any bus five or more days.

Fourth report/action: Suspension from riding for remainder of year.

In addition to the above suspensions, student bus riding privileges will be suspended until plan of restitution is made for property damage on the school bus.

Immediate suspension may occur for serious infractions or which present a safety hazard to students, self or the driver. Building Principal/Designee will determine the consequences for inappropriate behavior.

A more complete transportation policy can be reviewed at Vision Transportation, P.O. Box 297, Elk River MN, 441-4420. Please call us if you have a question, concern, or comment about transportation service. Thanks for being a part of our Safety Team.

## **GUIDELINES FOR PUBLIC EXPRESSION**

**These guidelines are a statement of current expectations that pertain to student performances, publications, posters, speeches, or any public production of Elk River High School.**

One of the objectives of education is to uphold the dignity of each individual and as a result the following guidelines will be used to determine the appropriateness of any public production.

1. Vulgar or profane language in any form is not permitted
2. Sexually suggestive language, graphics, gestures, or behaviors are not permitted.
3. Any language, gesture or graphic that intimidates, ridicules, or embarrasses a person because of ethnic background, nationality, religion, race, gender, physical or mental condition, or age is not permitted.
4. Language, symbols or behaviors that promote or imply approval of the illegal use of drugs, alcohol or tobacco are not permitted.

5. Language, symbols, or behaviors that have the appearance of promoting gang activities, violence, or vandalism are not permitted.
6. Posters and print materials shall be approved by the appropriate advisor, prior to being released to the public.
7. Student speeches should reflect appropriate preparation and be approved by the appropriate advisor prior to presentation. This is encouraged in order that ERHS will be represented in a positive manner.
8. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.
9. All public performances, posters, and publications shall reflect respect for others.

The consequences for violation of these guidelines shall be disciplinary action.

### **DETENTION**

Administrators and teachers assign school detention for a variety of school infractions. Detention may be served before or after school Monday through Friday.

Detention assigned by the teacher will be served with that teacher. If assigned by an administrator, the student may serve detention in In-School Suspension (ISS) room after school or study hall room before school.

The length of detention is to the discretion of the teacher or administrator.

Refusal to make up detention or in-school suspension is considered insubordination and may result in suspension.

**STUDENTS WHO DO NOT MAKE UP DETENTION OR OTHER CLASSROOM OBLIGATIONS WILL NOT BE ISSUED A PARKING PERMIT AND WILL BE EXCLUDED FROM SCHOOL ACTIVITIES. SENIORS WILL NOT BE ALLOWED TO PARTICIPATE IN GRADUATION CEREMONIES OR RECEIVE THEIR DIPLOMAS UNTIL ALL SUCH OBLIGATIONS HAVE BEEN COMPLETED.**

### **PUBLIC DISPLAYS OF AFFECTION**

Although we live in a time when public signs of affection are openly displayed, our students are encouraged to use good judgment in these matters and are asked to refrain from such displays in the building or on school property. If the behavior continues disciplinary action will be instituted and parents will be contacted.

### **DANCES**

1. Any Elk River public school student in grades 9-12 may be admitted. Parents of students are welcome whenever they wish to come. Guests of students must be pre-approved by school administration, abide by school rules, and be of school age or under the age of 21 on the date of the dance. Dances are not considered public events.
2. Prom is a special event designated for juniors and seniors. Sophomores will only be able to attend if they are with a junior or senior. Freshmen are not permitted to attend prom.
3. Dances will end at between 11:00 p.m. and midnight.
4. All school rules apply.
5. Organizations will have a chance to sponsor dances and are responsible for advertising.
6. There should be five (5) teachers and/or parents to chaperone at each dance. The sponsoring organization must arrange for chaperones early. The list of chaperones must be turned into the principal's office prior to the dance.
7. The dances should be decided upon and planned at least two weeks ahead of time and must be approved by and scheduled with a principal and/or assistant principal.
8. Doors will be locked one hour after the dance starting time. Students leaving the building will not be allowed to return.

## **SPORTSMANSHIP IS EVERYBODY'S RESPONSIBILITY**

The Northwest Suburban Conference's vision for sportsmanship is built on expectations. It calls on the school community-teachers, coaches, students, parents, and directors of music, speech, debate, drama, etc., to strive for sportsmanship in everything they do by teaching the values and thought inherent in interscholastic activities.

The Good Sports Program is the plan that drives the NWSC vision for its member schools and students who pledge themselves to sportsmanship.

**Cheer for Elk River  
Our Team Must Win  
Fight to the Finish  
Never Give In  
Rah! Rah! Rah!  
You Do Your Best Team  
We'll Do the Rest Team  
Cheer for Elk River High**

### **STUDENT CODE OF CONDUCT**

1. Take part in respectful cheers and applaud good performances.
2. Work cooperatively with contest officials and supervisors in keeping order.
3. Stay off the playing field or contest area at all times.
4. Show respect for participants, coaches, game officials, and the facilities.
5. Display humility in victory and grace in defeat.

### **Reminder to Fans**

Students who violate school rules at school-sponsored events will be subject to removal from the event/contest and may be subject to disciplinary action. Tailgating will be prohibited after the start of a game.

Students who lead, or take part in, inappropriate cheers, consisting of obscene, profane or abusive language or gestures will be asked to leave. Students who take part in harassment of opponents, officials, cheerleaders and others will be removed from the contest. Students will also be removed for other activities, including throwing objects, fighting, hanging on the glass at hockey games and other dangerous activities. Any person removed from a contest will not be authorized to attend up to the next six consecutive contests or six weeks whichever is greater.

### **INITIATIONS & HAZING**

In order to encourage respect for dignity of the individual student and due to health and safety considerations, absolutely no initiations or hazing activities are to be conducted by any club, organization, or athletic team associated with ERHS. Students involved in initiations and/or hazing may be subject to disciplinary action.

"Hazing means committing an act against a student or coercing a student into committing an act that creates a substantial risk or harm to a person in order for the student to be initiated into or affiliated with a student organization, or for any other purpose."

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing, shall report the alleged acts immediately to an appropriate school district official designated by this policy.

### **EXTRA-CURRICULAR ACTIVITIES**

All students are encouraged to take part in activities outside of regular class work. There should be some activity offered in which you can do well and receive a great deal of enjoyment. The activity can be of great value to you as a person. Limitation in athletic activities of one per season is mandated by the Minnesota State High School League. Other limitations on all activities are at the discretion of the parent and student.

1. **Boys' Athletics:** Football, Baseball, Track, Basketball, Hockey, Tennis, CC Running, Nordic Skiing, Wrestling, Swimming, Soccer, Golf, Lacrosse.
2. **Girls' Athletics:** Track, Volleyball, Tennis, Basketball, Gymnastics, Softball, CC Running, Nordic Skiing, Golf, Swimming, Soccer, Dance Team, Hockey, Lacrosse.
3. **Academic Activities.**

4. **Music Activities: Band-Jazz, Pep, Marching Band, Solos, Ensembles, Large Group.**
5. **Annual, Newspaper, Student Council, Cheer Club, Managers, Statisticians, Fall Play, One-Act Play, Knowledge Bowl, Speech, Writers Club, Spring Play, DECA, SADD, HEC, SERVE, Media Team, Environmental Club, Visual Arts, Citizen Bee, Math League, Mock Trial, Interact, Mosaic Club.**

	9 <sup>th</sup> Grade	Sr. High		9 <sup>th</sup> Grade	Sr. High
Baseball	\$180	\$230	Volleyball	\$200	\$250
Basketball	\$200	\$250	Wrestling	9-12	\$250
Cross Country Running	7-12	\$230	Dance Team		\$250
Football	\$200	\$250	Speech		\$110
Golf	7-12	\$230	Fall Play		\$110
Gymnastics	7-12	\$250	Spring Play		\$110
Hockey	9-12	\$250	One Act Play		\$110
Lacrosse	7-12	\$250	Knowledge Bowl		\$110
Nordic Skiing	7-12	\$230	Mock Trial		\$110
Soccer	\$180	\$230	Jazz Band		\$110
Softball	\$180	\$230	Marching Band		\$110
Swimming	7-12	\$250	Math League		\$110
Tennis	7-12	\$230			
Track	9-12	\$230			
			<b>FAMILY MAX</b>		<b>\$775</b>

**Note:** Fee payments can be made online, via the Campus Parent Portal. Unpaid fee obligations may be sent to the school district's collection agency.

## NATIONAL HONOR SOCIETY

### Eligibility:

1. Students are eligible following their freshman year.
2. Candidates must have been in attendance at the school the equivalent of one semester.
3. Selection and induction will take place only once per year.
4. Students who are juniors and have a cumulative GPA of 3.50 or above are academically eligible for consideration for membership in the NHS.
5. Students who are academically eligible will be notified and informed that for further consideration, they must complete two forms and return them as designated (a) *Student, Parent, and Teacher Permission Form* and (b) *Student Activity Information Form*. See below student procedures.
6. Students who have an overall average of 3.50 when considering rankings in character, service, leadership, and GPA will be considered by the advisory committee to join the National Honor Society.

### Student Procedure:

1. Students with 3.50 or better GPAs will be notified that they are eligible for consideration.
2. The candidate must fill out the *Student, Parent, and Teacher Permission Form* to be evaluated. At least five teachers in four departments must sign the form. Signature of the grade level administrator is also required regarding school conduct. The form is to be turned into the National Honor Society Advisor (usually in January).
3. The faculty will evaluate the students that apply from (b) above. The faculty will evaluate the students on the basis of character, service and leadership. Students will be rated on a scale of 0-4 in each of these three areas: 0-below average; 1-average; 2-above average; 3-excellent; 4-superior. Those students who earn a 3.50 grade point average or above, will be asked to fill out the *Student Activity Information Form*.
4. The *Student Activity Information Form* is to be filled out by the eligible students and turned into the advisor (usually in February). The form includes: co-curricular activities, leadership positions, work experience, recognition, awards, and community activities.
5. The *Student Activity Information Form* will be reviewed by the Advisory Committee, along with other verifiable information, to further determine eligibility for membership. Service requirements may be waived by the committee in lieu of full participation in school activities.
6. Those students who fulfill the eligibility requirements of National Honor Society as determined by the advisory committee will be pinned. The pinning will occur during the school day. An evening recognition for parents will be held in the spring.
7. Appeals to the Principal can be made. Those appeals are to be in writing and turned in prior to pinning.

## ACADEMIC ELIGIBILITY

The Minnesota State High School League requires that in order for students to be academically eligible to participate in high school league activities, they must be making satisfactory progress toward graduation. The Student Academic Eligibility chart defines “satisfactory progress” toward graduation. Scholastic eligibility for Special Education students is listed on page 20.

### ELIGIBILITY INFORMATION

**Extra-curricular activities at Elk River High School include:**

1. Competitive athletic activities
2. Competitive enrichment activities
3. Non-competitive athletic activities
4. Non-competitive enrichment activities

**Academic Eligibility**

The Minnesota State High School League requires that in order for students to be academically eligible to participate in MSHSL activities, they must be making satisfactory progress toward graduation. The following chart is to be used to define “satisfactory progress” toward graduation.

GRADE 9	END OF SEMESTER I	END OF SEMESTER II
Eligible	5 credits	10 credits
Probation	4 credits	9 credits
Ineligible	3 credits or less	8 credits or less
GRADE 10	END OF SEMESTER I	END OF SEMESTER II
Eligible	14 credits	20 credits
Probation	13 credits	19 credits
Ineligible	12 credits	18 credits

GRADE 11	END OF SEMESTER I	END OF SEMESTER II
Eligible	26 credits	32 credits
Probation	25 credits	31 credits
Ineligible	24 credits	30 credits

GRADE 12	END OF SEMESTER I	END OF SEMESTER II
Eligible	37 credits	43 to graduate
Probation	36credits	
Ineligible	35 credits	

**Academics**

A student earns academic eligibility to participate in extra-curricular activities by achieving a grade point average of 2.0 or higher in a 4.0 system.

- a. Grades will be checked at the end of each semester. Students not achieving 2.0 in all subjects per semester will be placed on academic probation.
- b. Eligibility may be restored at the following semester or through progress reports with teachers.
- c. All entering ninth graders are academically eligible to participate in the fall extra-curricular activities since grades earned in the eighth grade are not counted in determining high school academic eligibility. Middle school students who wish to participate in high school activities are permitted to do so by district policy. In the event there are unique and compelling reasons that achieving a 2.0 GPA is inappropriate for a student, the parents/guardians may appeal to the principal for a modification. If the parents/guardians disagree with the decision of the principal, they may appeal the decision to the Director of Education. If the appeal to the Director of Education does not resolve the issue, the parents/guardians may appeal to the Superintendent. If the appeal to the Superintendent does not resolve the issue, the parents/guardians may appeal to the School Board.

## **SCHOLASTIC ELIGIBILITY FOR SPECIAL EDUCATION STUDENTS (ATHLETIC/ACTIVITIES)**

1. Students in regularly organized special education classes must be making satisfactory progress toward the school's requirements for the special education programs.
2. For the purpose of administering the policy, only those students with an Individual Education Plan (IEP) will be regarded as special education students. In order to be eligible for athletics/activities, special education students must be making satisfactory progress toward graduation.
3. The present Academic Eligibility policy applies to all students, including special education students. However, these guidelines could be waived based upon the IEP statement of progress toward graduation. An eligibility committee shall be called by the principal to hear appeals for waivers of the academic eligibility guidelines for students with an IEP. The eligibility committee shall consist of the principal, the special education representative, and the athletic director.
4. All students out for activities will be expected to abide by the attendance and training rules as established by teams, coaches, and Elk River High School.

**Note:** The above policy may also extend to non-special education students who are on 504 Plans.

### **LETTERING**

Letters may be earned in all athletics and some activities. Each coach/advisor has determined the requirements for earning a letter. These are on file in the main office.

## **STUDENT ACTIVITIES GUIDELINES AND TRAINING RULES**

These training rules apply to all student activities sponsored by Elk River High School.

1. All regulations established by the Minnesota State High School League and ERHS must be followed.
2. Each coach/advisor will have on file rules and policies that will be enforced by the coach/advisor and the administration.
3. All members of a group will be expected to travel with the group and return with the group. The only exception - when transported by a parent, must be prearranged.
4. You must be in school at least half the day of the contest or receive prior permission from the Administration in order to participate. Participation includes practice and competition. Regular school attendance policy applies. Any student who participates in high school league and other school-sponsored activities who are assigned all day in school suspension, dismissal or suspension from school will be ineligible for practice and/or competition on that day. **Students who are truant for any part of the day will be ineligible to participate on that day.**
5. Elk River students who take part in interscholastic athletics and other school-sponsored activities are not permitted to use or have possession of tobacco, drugs, or alcoholic beverages during the calendar year. Penalties are prescribed by the Minnesota State High School League and ISD #728.
6. Students involved in sexual harassment activities, initiations, and/or hazing will be subject to the same penalties described in the Minnesota State High School League Code of Conduct.
7. Students involved in vandalism of school property, violation of school rules, or any criminal violation may be subject to the same disciplinary action specified in the Minnesota State High School League Code of Conduct.

### **STATE TOURNAMENTS**

1. Student athletes attending a state tournament in the sport in which they participate will be excused up to one day maximum for attendance. In order to be excused the following conditions must be met:
  - a. Students must have a ticket as proof of attendance.
  - b. A parent permission slip must be on file in the attendance office.
  - c. Students will be excused two hours prior to the start of the event.
2. Student Body. Students attending the state tournament events when we have a participating team will be excused provided the following conditions are met:
  - a. Students must have a ticket as proof of attendance. A parent permission slip must be on file in the attendance office.
  - b. Students will be excused two hours prior to the time our team will participate.
  - c. Students (fans) missing school to attend state consolation round events are required to sign in at the event with designated school official.

## INSURANCE PLANS

The school is not insured to cover accidents to students; however, insurance can be purchased by parents. Two plans, dental and accident, are offered to students during the 2014-15 school year. The information will be available in the main office at the beginning of the school year.

## NON-DISCRIMINATION POLICY

1. The educational program of ISD 728, in compliance with current state and federal statutes and regulations, and in recognition of its obligation to provide equal opportunity for education for all persons within its jurisdiction, affirms that it will not discriminate on the basis of sex, race, color, religion, creed, sexual orientation, national origin, status in regard to public assistance, marital status, parental status, or disability in educational programs or activities, including employment therein and admission thereto. This policy supports the School District's good faith efforts to comply with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, as amended.
2. The following official is hereby designated as the official responsible to coordinate efforts to comply with and carry out the responsibilities of the School District under this policy, including any investigation of any complaint communicated to the School District alleging non-compliance with the applicable state and federal statutes and regulations: Human Resources, ISD 728, 815 Highway 10, Elk River MN 55330. Telephone (763) 241-3408.

## DISCIPLINE POLICY ISD 728

1. **Statement of Policy.** It is the position of the school district that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur.

The discipline policy is developed to safeguard the student's right:

- a. to learn.
- b. to inquire and to express.
- c. to participate in student activities and to feel that both person and property are safe.
- d. to equal educational opportunity and to freedom from discrimination.

In addition, consideration should be given to student due process and the right to be informed and to freedom from discrimination.

2. Responsibilities of Parties:
  - a. **School Board Responsibilities:** It is the responsibility of the School Board of District 728 to adopt a policy which provides for the health, safety and well-being of each student. The school board will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state statutes, state board of education regulations, coaches' handbook, teacher handbook, student handbook, bus ridership handbook and this policy.
  - b. **Administrative Responsibility:** It is the responsibility of the administration of ISD 728 to implement procedures that provide for the health, safety and well-being of each student. The administration will support district personnel, who, in dealing with students in disciplinary matters, act in accordance with state statutes, state board of education regulations, coaches' handbook, teacher handbook, student handbook, bus ridership handbook and this policy.  
**Staff Responsibility:** The maintenance of discipline is the responsibility of all school staff with whom children come in contact. This school staff includes teachers, other certified staff, non-certified staff or volunteers. The supervision of student behavior cannot be left to any single individual. Any member of the school staff can initiate the disciplinary process for a behavior that is judged to be inappropriate or dangerous.
  - c. **Parent/Guardian Responsibility:**
    1. Parents should become familiar with the statutes, regulations, policies and procedures that govern and safeguard their student while in the educational setting.
    2. Parents should respond to communication from the school concerning discipline and discuss the behavior with the student.

**Code of Student Conduct:** A student is responsible for his/her behavior. The home and school can influence this behavior. If a problem develops with a student, early cooperative action between parents and school staff is encouraged. Parents/guardians and school staff may work together to establish behavioral guidelines and consequences that fit within the discipline policy and respective student handbooks. Students are responsible for their behavior and are subject to disciplinary actions for violations during the school day and/or at school-sponsored activities, on or off school grounds.

3. Rules of Conduct:

Disciplinary action may be taken against students for any behavior that disrupts order or violates the rights of others. Rules of conduct apply to a person while in school, on school grounds, on a school bus, or at a school-sponsored activity.

4. Disciplinary Actions:

Disciplinary actions will depend on the severity of the infraction and the case history of the student.

5. The authority, procedure, notification and time frame to remove pupils from the classroom at the senior high:

a. Removal - one class period:

1. The teacher has the right to send a student to the office for one class period for the violation of one of the above grounds. The teacher shall write up a disciplinary referral form and give it to the appropriate party. The office shall be contacted by the teacher to determine if the student arrived. The parent/guardian shall be contacted, via the phone, by the teacher.
2. The principal may hold an informal administrative conference with the student.

6. Removal - multiple violations:

- a. A chronic offender is a student who violates the above grounds in a classroom two or more times. The chronic offender shall be sent to the office. The teacher shall contact the office to determine if the student arrived. The teacher shall write up a disciplinary referral form and send/bring it to the office. The principal will consult with the teacher. The principal will hold an informal administrative conference with the student.
- b. The principal will make a decision as to the type of discipline implemented which could include removal from class short term or permanently.
- c. Special considerations in relation to handicapped pupils:
  1. A determination will be made whether there is a need for further assessment and/or a need for review of the adequacy of current individual education plan (IEP) of a handicapped pupil who is removed from class.

Nothing in this section precludes removal of students from class and/or school for serious offenses in accordance with the Pupil Fair Dismissal Law of 1974.

d. School program modifications. The administration may recommend:

1. Referral to in-school support services.
2. Referral to community resources or outside agency services.
3. Assignment to alternative program.
4. Transfer to another school.

7. Dismissal, suspension, exclusion, and expulsion: Dismissal, suspension, exclusion and expulsion shall be utilized in accordance with the Pupil Fair Dismissal Act of 1974, as amended.

8. By law, the administration, or its designee has the right to search any student, his/her personal belongings (including but not limited to backpacks, purses, wallets, etc.) if there is reasonable suspicion that an illegal item or substance is contained therein.

9. Information and Notification:

- a. Copies of the student handbook and the bus ridership manual shall be given to all students the first month of school.
- b. Extra-curricular eligibility and team rules will be given to all participants prior to their first contest.
- c. Attempts will be made to contact parents about violations of the rules of conduct and resulting disciplinary actions by first-class mail except as provided otherwise by the Pupil Fair Dismissal Act of 1974.

10. A teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes 121A.582 and other laws.

### **DRESS POLICY**

It is the intent of Elk River High School staff and students to focus on learning and the educational process. Any apparel that is sexually suggestive, promotes alcohol or drug use, or is vulgar is not acceptable. Students may not wear strapless or open backed tops or tops where the midriff is exposed or articles of clothing that may expose undergarments. **Clothing that is fashionable may not be acceptable in the school setting.** Head coverings (hats, bandanas, scarves, masks, hoods, etc.) are also inappropriate, except in administratively approved extenuating circumstances. **All head coverings must be kept in the students' lockers or backpacks from 7:30AM to 2:10PM.** Shoes with soles must be worn at all times. If students violate this policy, they will be sent to the office to change clothes before continuing the school day. Students who refuse to change will be sent home. Repeated infractions or failure to comply with administrators or staff members will result in further disciplinary action.

### **DISRUPTIVE ITEMS AND SYMBOLS**

**Historically offensive symbols:** (Confederate flags, swastikas, etc.) and nuisance articles such as spurs, laser pens, walkie-talkies and others are not allowed on school grounds.

**Cell Phones:** *Cell phones are only to be used during passing time, lunch, and before and after school. Cell phone use is prohibited at any other time, unless under the supervision of a staff member for academic purposes.* In order to protect the privacy of students and staff, cell phones and any other wireless internet capable devices are not allowed inside of locker rooms, bathrooms, and classrooms. This is due to the picture taking and internet capabilities of the new cell phones and other such devices. See discipline guidelines on page 30 for related discipline consequences.

**Inappropriate and Illegal use of cell phones and online postings:** Students are warned that taking, posting, sending and receiving sexually explicit photos that are retrievable within a school facility or grounds, may result in suspension or expulsion by the school. Additionally, law enforcement officials will be notified, leading to possible arrest on serious criminal charges.

**Electronic Devices:** Electronic items such as iPods, radios, walkmans, headphones, and CD players are not allowed in classrooms but may be used in other parts of the school if supervising staff permits and if they are not disruptive. Since these items are expensive and easily stolen, students choosing to bring them to school do so at their own risk.

**Administration will not investigate theft of the above-mentioned items.**

## BULLYING PROHIBITION POLICY

ISD 728 strives to provide safe, secure, and respectful learning environments for all students in school buildings, on school grounds, on school buses, and at school-sponsored activities. Bullying is conduct that interferes with a student's ability to learn and a teacher's ability to educate. The Bullying Prohibition policy protects students against bullying and retaliation by other students.

### It's important to understand the DEFINITION of bullying...

"Bullying" is objectively offensive intimidating, threatening, abusive or harmful conduct directed by a student toward one or more students: when either (1) there is a real or perceived imbalance of power between those involved and the conduct reoccurs or forms a pattern; or, (2) the conduct materially and substantially interferes with the student's educational opportunities, performance, or ability to participate in school functions, activities or programs.

Simply put, **bullying** is behavior that is **unfair** and **one-sided** (imbalance of power). It happens when someone **keeps** (repeated over time) hurting, frightening, threatening or leaving someone out **on purpose** (intended to harm).

"Cyber bullying" is bullying that occurs when an electronic device, including, but not limited to, a computer or cell phone, is used to transfer a sign, signal, writing, image, sound or data and includes a post to a social network, Internet website or forum. Cyber bullying that takes place off school property may be subject to disciplinary action if it substantially and materially disrupts the student learning or school environment.

### Bullying behavior is prohibited:

1. on school property, school district-provided transportation, or at designated locations for students to wait for school district-provided transportation.
2. during any school-sponsored or school-sanctioned program, activity, event or trip.
3. using school computers, electronic technology, networks, forums or mailing lists.
4. using electronic technology off the school premises that materially and substantially disrupts a student's learning or school environment.

Retaliation is prohibited by any student. Filing a false accusation of bullying is also prohibited.

### It is important to REPORT bullying!

**Students:** Students who believe that they have been bullied or have witnessed bullying are strongly encouraged to bring their concerns to the principal/designee, but may bring their concerns to any school employee.

Anonymous reports may be made via the school's Bully Box or on-line via the school's website. However, no disciplinary action will be determined solely on the basis of an anonymous report.

## ALCOHOL, TOBACCO & CONTROLLED SUBSTANCES

Possession and/or use of alcohol and tobacco, (including electronic cigarettes), are forbidden by state law to anyone under the age of 21 and 18 respectively. Possession and use of controlled substances without a prescription is illegal at any age. State law also requires schools to hold all students to the same rules and regulations of conduct, regardless of whether the student is older than or younger than 18. Students may be subject to breathalyzers at school events.

The school board does not permit the use or possession of tobacco, (including electronic cigarettes), alcohol or controlled substances on school premises, at school activities or on school buses. This includes, but is not limited to, such drug paraphernalia as one hitters, bongos, pot pipes, etc.

Design and/or manufacture of drug paraphernalia or other items for the purpose of using illegal drugs, tobacco, (including electronic cigarettes), or other controlled substances on school property will be considered a violation of the District 728 Chemical Health Policy and will result in school consequences and a police referral.

Items containing tobacco, alcohol, controlled substances, prescriptions and over-the-counter medications or mood-altering drugs (i.e.; No-Doze, diet pills, diet supplements, etc.) are subject to confiscation by school authorities, and in the event of confiscation will be made available to the student's parent or guardian by appointment or to the legal authorities. If it is determined that there has been abuse of over-the-counter substances it will be considered a violation of the Chemical Health policy and subject to consequences.

1. Guidelines of Student Chemical Use:
  - a. Students disclosing their use of chemicals for the purpose of obtaining help with the problem will be treated in a non-punitive way by school personnel.
  - b. Students apprehended using, possessing and/or exchanging such substances will be treated according to existing school procedures as in student handbooks, including notification of law enforcement agencies, and the application of school suspension and/or expulsion procedures.
  - c. In the event treatment outside the School District becomes necessary, every effort must be made to affect a successful continuation in or re-entry into the school community.

**Students found selling or distributing illegal substances will be recommended for expulsion according to district policy.**

2. School personnel should help chemical abusing students to seek supportive and rehabilitative services. School personnel will provide:
  - a. Intervention with abusing students, including in-district assistance and/or referral to other agencies, as appropriate.
  - b. Support services for students in/or returning from treatment.
3. Student Consequences:

If any student has been determined to have possessed, provided or consumed alcohol, tobacco, (including electronic cigarettes), controlled substances, or simulated controlled substances at school activities, school grounds and vehicles, the following consequences will be issued:

**a. SECONDARY TOBACCO VIOLATIONS**

- i. **First Violation:** One (1) day suspension; letter sent to parent/guardian. Tobacco, (including electronic cigarettes), and paraphernalia will be confiscated and educational diversion program may be required and/or used in lieu of suspension. Police will be notified.
- ii. **Second Violation:** Three (3) day suspension and parent conference. Violators will be referred to the school's Student Assistance Team (SAT), tobacco, (including electronic cigarettes), and paraphernalia will be confiscated and an educational diversion program may be required and/or used in lieu of suspension. Police will be notified.
- iii. **Third Violation:** Third and each subsequent violation: five (5) day suspension in accordance with the Pupil Fair Dismissal Act, Minn. Stat. 121A.40-121A.56, parent conferences, SAT notification, tobacco, (including electronic cigarettes), will be confiscated, and police notified.

**b. SECONDARY CHEMICAL VIOLATIONS**

- i. **First Violation:** Notification of violation to: parent(s) and/or guardian(s); building principal; police liaison officer; and Student Assistance Team.

In addition, the principal or designee will ensure compliance with the following:

The student will be removed from the school environment for a minimum of three (3) days. During the period of suspension the student is responsible for all missed schoolwork. The school must receive assurance that all requirements will be met before re-admittance.

The student will complete a Diversion/Education program as determined by the principal or designee.

The principal or designee in consultation with SAT will refer the student for a chemical health assessment in a setting outside of the school, at the expense of parent(s) or guardian(s).

The student has 30 school days to complete the suspension and chemical health assessment. Diversion/Education program should be initiated within 30 school days.

- ii. **Second Violation:** Notification of violation to: parent(s) and/or guardian(s) to arrange a conference; building principal; police liaison officer; SAT.

In addition, the principal or designee will ensure compliance with the following:

The student will be removed from the school environment for a minimum of five (5) days. The school must receive assurance that all requirements will be met before re-admittance.

The student will complete a Diversion/Education program as determined by the principal or designee.

The principal or designee in consultation with SAT will refer the student for a chemical health assessment in a setting outside of the school, at the expense of parent(s) or guardian(s).

The principal or designee may forward a recommendation for expulsion.

The student has 30 school days to complete the suspension and chemical health assessment.

Diversion/Education program should be initiated within 30 school days.

- iii. **Third Violation:** Notification of violation to: parent(s) and/or guardian(s) to arrange a conference; building principal; police liaison officer; SAT.

The principal or designee will bring forward a recommendation for expulsion.

#### 4. Chapter 691 of Minnesota State Law:

Under Chapter 691 of Minnesota State Law, law enforcement agencies are required to report to school districts, alcohol/drug violations committed in the community.

Each reported student and his/her parents will be referred to the Student Assistance Team (SAT) of the student's school building for recommendations and resource information.

#### 5. Repeat Offenses:

For repeated offenses, the student will be required, at the expense of parent and/or guardian, to participate in an outside agency evaluation, of not previously done. Students must follow recommendations of the evaluation with support of SAT. An administrative conference may be held to determine if additional action is appropriate.

#### 6. Distribution:

Distribution or intent to distribute either by selling or giving away illegal chemicals is viewed as a more serious infraction and will include the following:

The police liaison officer will be immediately informed of the violation and the school will file all reports and evidence with them.

Expulsion according to school district policies, and Chapter 572, S.F. No. 2580 of Minnesota State law.

It shall not be a violation of this policy for a person to bring onto a school location for such person's own use, a controlled substance which has currently accepted medical use in treatment in the United States and the person has a physician prescription for the substance.

The person shall comply with the relevant procedures of the school district's medication policy.

Students who participate in activities governed by the Minnesota State High School League will also be subject to penalties covered in the League Rules in addition to those consequences specified in this policy.

## **ACADEMIC DISHONESTY/PLAGIARISM**

Academic dishonesty includes but is not limited to, cheating, plagiarism, misrepresentation of student status and tampering with the school's data-base (Campus). Plagiarism includes, but is not limited to, the use of paraphrase or direct quotation, the published or unpublished work of another person without full and clear acknowledgement; unacknowledged use of materials prepared by another person or agency engaged in selling or otherwise providing papers, products, or other academic materials turned in under the student's own name. Doing so may result in any of the following: zero on the assignment, a failing grade, detention, suspension, or being dropped from the class in which the academic dishonesty occurred.

## **CLASSROOM FEES**

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

1. A project in art, home economics, industrial arts or some other course that is in excess of the material requirements of the minimum course outline, provided that the student elects to do such a project with the approval of the instructor. Fees of \$10-\$50 will be charged for these classes. The student may elect to take projects home and the cost of such projects must be paid if school materials are used. Students may provide their own materials for such project, again with the approval of the instructor. A student may still receive full course credit without fee payment.

2. Cost of school equipment or materials, including textbooks and library books, destroyed or broken or unduly damaged through the carelessness or failure to follow instructions in the amount necessary to restore the item involved to service. Deposit for lab or shop breakage; such deposit to be returned at the end of the school year in the unused amount. This deposit is applicable only if the student is enrolled in a course involving laboratory or shop work.
3. Costs of field trips that are made available from time to time but are not required as a part of the course, should the student elect to participate in the field trip.
4. Cost of the yearbook, graduation announcements or class rings, should the students elect to order any of these items.
5. Admission fees for concerts, plays, athletic events, and other programs or activities that the students may attend at their option.
6. Fee payments can be made online, via the Campus Parent Portal. Unpaid fee obligations may result in loss of privileges, such as future parking permits, prom tickets, etc. Ultimately, unpaid fee obligations may be sent to the school district's collection agency.

## **CARE OF BUILDING AND EQUIPMENT**

Your responsibility involves doing your best to keep this building for future students and to take care of your books and equipment in the best manner possible.

## **WEAPONS-SAFE SCHOOLS/DISTRICT WEAPONS POLICY**

Minnesota Statutes 1992, Section 609.605, Subdivision 1d:

1. **General Statement of Policy:**
  - a. The School Board of ISD 728 is determined to take every possible action to ensure and provide a safe learning environment for all.
  - b. Except for those persons and cases exempted specifically in the law (i.e., peace officers), the School Board expressly prohibits students and adults from knowingly or voluntarily possessing, storing in an area subject to one's control, handling, transmitting or using any instrument that is considered a dangerous weapon or a look-alike weapon on school property.
2. **Minnesota Statutes 1992, Section 609.605, Subdivision 1d Felony: Possession on School Property:** Whoever possesses, stores, or buys a dangerous weapon on school property is guilty of a felony and may be sentenced to imprisonment for not more than two (2) years or to pay a fine of not more than \$5,000 or both.
3. **Definitions:**
  - a. As used in this policy and the above Subdivision, "school property" means: school building and its grounds whether leased or owned by the School District; and the area within a school bus or bus stop when that bus or area is being used to transport one (1) or more elementary, middle or secondary school students. As used in this policy a dangerous weapon means any firearm, whether loaded or unloaded, a facsimile of a firearm or any device designed as a weapon and capable of producing death or great bodily harm. Dangerous weapons include but are not limited to: firearms, knives, brass knuckles, certain liquids, pellet guns, nunchucks, throwing stars, tasers and stun guns.
4. **Intention**
  - a. **The School Board of ISD 728 declares its clear intention to expel students and press all possible charges against students and adults found to be in violation of this weapons policy. An expulsion could be imposed for up to one (1) calendar year.**
  - b. **While the School Board is concerned with and affected by the intent of an action, so far as the intent can be determined, this policy addresses and attempts to eliminate behaviors, intended or inadvertent, which endanger students, staff and visitors to its school and programs.**

## **FIRE DRILLS/LOCK DOWN DRILLS**

According to state law, five fire drills and five lock down drills are held during the year to insure safety and orderly evacuation of the building. During fire drills, each class will leave by the nearest exit, staying on its side of the corridor. Walk rapidly, but do not run. All students, teachers and employees are to leave the building. On leaving the building, walk away from all exits. Return when you receive direction from an administrator. For lock down drills, follow directions from the administration. At least one tornado drill per year will be reviewed with students and staff.

## **DISTRICT 728 PROCEDURES AGAINST HARASSMENT OF SEXUAL ORIENTATION, DISABILITIES, RELIGIOUS, RACIAL, NATIONAL ORIGIN, SEXUAL HARASSMENT AND VIOLENCE**

1. Everyone in District 728 has a right to be respected and feel safe. The following procedures support harassment policy with regard to sexual orientation, disabilities, religious, racial or sexual harassment and violence of any kind on the school property, school functions and on the school bus.
2. Harasser may be a student or a staff member. Harasser may also be a child or an adult. Harassment may include the following when related to SEXUAL ORIENTATION, DISABILITIES, RELIGION, RACE, NATIONAL ORIGIN, SEXUAL HARASSMENT OR VIOLENCE:
  - a. name calling, joke or rumor;
  - b. physical or verbal threat or intimidations; pulling on clothing;
  - c. writing or graffiti;
  - d. notes or cartoons, designs, drawings, posters;
  - e. unwelcome touching of a person or clothing;
  - f. offensive, graphic or suggestive gestures; or posters, clothing, book covers, etc.
  - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings, or make you fearful (to include electronic media; cyber bullying).
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a trusted adult (teacher, counselor, principals, paraprofessionals or the diversity coordinator). You are encouraged to make a written report of the incident or seek assistance in writing the incident.
4. The person you tell will also make a written report and give it to the principal or building administrator. To the extent possible all reports of harassment are kept confidential.
5. Your right to privacy will be respected as much as possible.
6. Staff members are obligated and students are encouraged to report any incident of harassment or abuse to the principals, building administrator, superintendent or the human rights officer. All staff members are mandated reporters.
7. Administration is to communicate and assure the student who is reporting the incident that the concern will be addressed. If the behavior continues, be sure to come back to administration and report the issue.
8. The school will also take action against anyone who tries to intimidate or harm you because you have reported an incident. That person will also be in violation of this policy.
9. This is a summary of the School district policy against sexual orientation, disabilities, religious, racial and sexual harassment and violence. Complete policies are available in the district office, principal's office or upon request.

### **SAFETY**

1. Any student who commits an act that endangers the safety of any person in the school building or on school grounds will be subject to severe disciplinary action, including expulsion or exclusion. This includes, but is not limited to, such acts as setting fires, use and/or possession of hazardous items (i.e. firecrackers, smoke or stink bombs, etc.), bringing weapons to school (i.e. chains, guns, knives, etc.).  
In addition, law enforcement authorities will be informed and charges brought.
2. Safety is important, especially in areas with complex, dangerous equipment. The Industrial Education and vocational classrooms have special safety rules published by the individual teachers. Abuse of these rules by students would endanger themselves and others. Chronic or blatant abuse by a student could result in removal from the class and loss of credit.

### **RIGHT TO CONSENT**

Students may not take or use photographs, video, or audio recordings of other students or staff without their permission.

## GUIDELINES FOR STUDENT DISCIPLINE

The following are guidelines for student discipline. The guidelines are an attempt to provide consistent, progressive consequences for student behaviors. As such, the administration may choose to move to higher or lower offenses if individual situations warrant. Each case will be judged on its individual situation.

Where violations of law occur, the administration will refer students to the Elk River Police Department in addition to school discipline. The administration will make every attempt to contact parents. Any off campus behavior that has a detrimental effect or is a violation of school rules may also be subject to school discipline. For example, misconduct at school events, harassment of staff off campus, etc. Notwithstanding any provision in this policy, a violation of policy may subject a student to loss of privileges, suspension, exclusion and/or expulsion.

<b>RECOMMENDED CONSEQUENCE</b>			
<b>OFFENSE</b>	<b>FIRST (1<sup>st</sup>) OFFENSE</b>	<b>SECOND (2<sup>nd</sup>) OFFENSE</b>	<b>THIRD (3<sup>rd</sup>) OFFENSE</b>
Apparel (Clothing of sexual nature, chemicals or tobacco messages). Jewelry (e.g. mushroom necklaces).	Parents contacted; change clothing item or sent home.	Parents contacted; detention; change clothing item or sent home.	Parents contacted; dismissal; and/or suspension.
Bullying	Student notified report has been filed or student complaint received; detention or possible ISS. MSHSL rules apply.	Police notification; suspension up to 3 days. MSHSL rules apply.	Police notification; 5-day suspension. MSHSL rules apply.
Bus Conduct	Follows District Policy on Bus Behavior.		
Cheating	Teacher assigned consequences (i.e. zero on assignment or detention).	Teacher assigned consequences (i.e. zero on assignment or detention).	Administrative drop with a failing grade, and/or suspension.
Classroom Disruption	Removal from class. Teacher must contact parent.	Detention or 1 day removal from class.	3-day removal from class period and parent conference.
Computer, Internet Misuse	Follows District Network Responsible Use Guidelines Possible 5-day suspension and loss of computer privileges.		
Damaging school property or losing school equipment.	Pay for damages or loss; up to 3-day suspension.	Pay for damage or loss; 3-5 day suspension.	10-day suspension; pay for damage or loss; possible expulsion.
Distributing of unauthorized materials (sexual, racial, religious content)	Up to 3-day suspension.	3-5 day suspension.	10-day suspension; possible expulsion.
Driving or parking without prior administrative approval.	Warning/detention.	Boot and Fine \$10; possible towing at the owner's expense.	Removal of parking privileges for remainder of semester; possible towing of car at the owner's expense.
Driving recklessly on school grounds (e.g. curb jumping, speeding, and exhibition driving).	Warning. Parent contact. Up to 1 week parking permit suspension. Possible police notification.	Loss of parking permits for up to a semester. Possible school suspension, police notification.	Permanent loss of parking privileges. 3-5 day school suspension, police notification.
Failure to attend detention.	Warning. Parent contact.	1-day dismissal/ISS.	See insubordination offense.
Fighting or physical confrontation/assault.	3-5 day suspension. Police referral.	5-10 days suspension; possible expulsion. Police referral.	5-10 day suspension; recommend expulsion. Police referral.
Forgery, falsification of school documents	Detention; parent contact.	1-day dismissal.	3-5 day suspension.
Gambling	Detention.	1-day dismissal.	3 day suspension; police notification.
Gang colors/activities	Warning; possible detention and/or suspension, possible referral to Elk River Police Department; to be determined by the administration on an individual basis.		
Harassment	Student notified report has been filed or student complaint received; detention or possible ISS. MSHSL rules apply.	Police notification; suspension up to 3 days. MSHSL rules apply.	Police notification; 5-day suspension. MSHSL rules apply. *Possible expulsion
Insubordination	Up to 3-day suspension.	Up to 5-day suspension.	Up to 5-day suspension.
Lunchroom conduct-throwing food, leaving trays, etc.	Student lunchroom cleanup for 5-15 days.	Student lunchroom cleanup; double first offense; possible assigned seating.	Detention, dismissal, ISS, and/or loss of lunchroom privileges.

Nuisance articles (long chains, hats, iPods, sunglasses, etc.). Cell phones & electronic devices may be used only in hallways or lunchroom.	Confiscate and turn into office. Item will be given back to student at end of day.	Confiscate and turn into office. Parent picks up item.	Confiscate and turn into office. Parent will pick and the student will receive one day of in school suspension.
Obscene or profane language or gestures.	Up to 3-day suspension.	3-5 day suspension.	5 day suspension; parent conference.
Obscene or profane language or gestures directed toward teacher, staff member, or administrator.	3-5 day suspension.	5-day suspension.	10 day suspension; recommend expulsion.
Possession and/or consumption of drugs or alcoholic beverages. This includes drug paraphernalia (MN Statute 152.021-152.023 and 609.66).	3 days suspension; chemical assessment; police notification. MSHSL rules apply.	5 day suspension; chemical assessment; police notification MSHSL rules apply.	10 day suspension; police notification; recommend expulsion. MSHSL rules apply.
Selling or distributing controlled substances.	5-10 day suspension; recommend expulsion, police notification.		
Possession of any weapon as defined by the administration (MN Statute 152.021-152.023 and 609.66).	5-10 day suspension; police notification; recommend expulsion.		
Possession and/or use of hazardous items (e.g. firecrackers, smoke bombs, etc.).	3-day suspension.	5-day suspension.	5-10 day suspension; possible expulsion.
Use or possession of tobacco products. MSHSL rules apply. <b>(This includes e-cigarettes.)</b>	1-day dismissal; confiscation; police notification; MSHSL rules apply.	3-day suspension; police notification; MSHSL rules apply.	5 day suspension; parent conference; confiscation; police notification MSHSL rules apply.
Repeated misconduct and gross noncompliance with the regular school rules and classroom obligations.	To be determined by the administration on an individual basis; up to 5 day suspension. Drop from class with failing grade.		
Tampering with district's data base (Campus)	5-day suspension. Possible expulsion.	10-15 days suspension. Possible expulsion.	10-15 days suspension. Possible expulsion.
Theft	Up to 5-day suspension; police notification; restitution.	Up to 5-day suspension; police notification; restitution.	5-10 day suspension; police notification; possible expulsion; restitution.
Threatening or intimidating other students.	Up to 3-day suspension, police notification.	3-5 day suspension, police notification.	5-10 day suspension; recommend expulsion, police notification.
Threatening, intimidating, or assault of a teacher, administrator or other staff member.	3-10 day suspension; possible expulsion, police notification.		
Truancy/skipping.	As per attendance policy.		
Terroristic threats.	3-10 day suspension; possible expulsion, police notification.		
Inappropriate behavior at extra-curricular events.	Any person removed from a contest will not be authorized to attend up to the next six consecutive contests.	Consequences as determined by administration.	

## Appendix A - CLEP

The State of Minnesota approved funding for students taking rigorous courses in certain subject areas to have the State of Minnesota pay the testing fee for the CLEP tests. CLEP stands for College Level Examination Program and it means that students who take this test in the subject area appropriate to their studies could receive college credit for certain entry level/freshman courses if you receive a passing benchmark score. Please talk to your counselor or teacher for more information. Authorization forms and registration details are your responsibility to obtain in the guidance office.

Parent and Student Home Use Agreement: Chromebook

**Care and Maintenance**

Students are responsible for the general care of their Chromebook. The Chromebooks are designed for school use and should be treated with care. Here are a few recommended precautions:

- Treat your Chromebook as you would any valuable electronic device.
- When not being used, store the Chromebooks in a secure place, out of sight.
- Don't touch the screen, and be gentle with the keyboard, track pad, and ports.
- Don't add stickers or markings to the Chromebook.
- Don't eat or drink near the Chromebook.
- Avoid extreme heat or cold.
- Do not lend your Chromebook to anyone.
- Report any damage to your teacher or school media center immediately.

**Responsible Use**

Digital citizenship is an essential 21st century skill. During the school year, your teachers and library media specialist will be reviewing appropriate online behavior and acceptable use of resources. It's important to maintain a family dialogue about educational, recreational and social use of the Chromebook and other devices your student accesses. Chromebooks are connected to a network that is filtered for inappropriate material, but user responsibility is still the best way to avoid pitfalls in the online world. Remember Chromebook use is monitored.

**Here are a few tips:**

- Use Internet devices in a central location at home, rather than behind closed doors.
- Help your student to focus on completing tasks and assignments before any recreational activities.
- Help your student solve technical glitches by recording exactly what went wrong and when.
- Ensure that your child understands that he or she should not give personal information to any person or any website without checking with an adult first.
- Talk with your student about cyber bullying--encouraging him/her to be kind and to communicate clearly online.
- Advise your student that anything they post, text, or upload may be forwarded, copied, and published to anyone--including future education admissions offices and employers.
- Only registered users in ISD 728 will be able to login to the Chromebook, and all usage can be monitored.

**ISD 728 agrees to:**

- Provide a Chromebook for each student, including a loaner device if a Chromebook needs repairs.
- Provide filtered Internet access on the Chromebook.
- Provide Google Apps for Education and other educational applications that support learning in the classroom and at home.

**The Student agrees to:**

- Take good care of the Chromebook in all locations.
- Bring the Chromebook to school every day, fully charged.
- Be a responsible digital citizen.
- Use the Chromebook for educational purposes. Only pursue personal interests that align with school policies.
- Report any damage or loss, whatever the cause, to your teacher as soon as possible.
- Take responsibility for any damage or loss caused by neglect or abuse.
- Follow the Student Acceptable Use Guidelines outlined in the Student Handbook.

**Parents/Guardians agree to:**

- Ensure your student understands appropriate care of Chromebook in all locations.
- Review responsible digital citizenship with your student.
- Support student learning and the exploration of personal interests that align with school policies.
- Ensure that any damage or loss is reported to school immediately. Report vandalism or theft to the appropriate police department.
- Pay the Personal Device Insurance fee or assume full financial responsibility for theft or damage.

Parents and students will be responsible for signing a document that outlines Chromebook use and responsibility before they will receive the device. Chromebook and accessories must be returned to ISD 728 at the end of each school year. Students who withdraw enrollment for any reason must return the Chromebook on or before the date of withdrawal.