

Welcome

Welcome to the Clearbrook-Gonvick Schools! The Board of Education, Administration, Teachers and Staff are committed to providing the best education possible for students in the district. Curriculum has been revised and strengthened, facilities have been prepared and staff have been busy getting ready for the 2004-2005 school year. The School Board has revisited the district policies and changes are incorporated into this years handbook.

Students and parents are encouraged to contact school personnel if you have any questions regarding this handbook. If problems arise, please let us know so we can work together to address them.

It is my expectation that all members of the school community will do our best to promote education in the Clearbrook-Gonvick Schools and to create the best possible learning environment students of all ages. We expect students to be curious, respectful, self-directed learners who contribute positively to the school and community. We expect that Clearbrook-Gonvick will be Number One in academics, athletics and the arts!

Have a great year!

Sincerely,

Diane Lehse
Superintendent

A Note from the High School Principal Lon Burgess

Dear Students and Parents/Guardians:

WELCOME TO CLEARBROOK-GONVICK HIGH SCHOOL AND BEAR COUNTRY! This is YOUR HANDBOOK and the procedures it contains are designed to help the school run smoothly so that you will have a successful year and achieve the educational excellence expected of all our students at Clearbrook-Gonvick High School.

The school program is designed to provide you with the academic and social skills necessary for adult life. To insure that you have the opportunity to take full advantage of it, you must understand and follow the policies, procedures and expectations of our school district.

Your teachers, the support staff, the administration and I are eager to help you prepare for your future. Learn, be committed to excellence, and get involved in the co/extra-curricular activities that we offer; they will add to your high school experience.

Remember, your success is directly related to your attitude and efforts.

Again, I'm happy you're here; let's have a super year.

PARENT/GUARDIAN INFORMATION

Parents and guardians are crucial partners with their sons and daughters' schools as we all strive to provide a successful and user-friendly school program for our young people.

Clearbrook-Gonvick ISD #2311

District Goals for 2004-05

Leadership: Strive to have all members of the leadership team work together in a positive manner, which promotes openness to new ideas and seeks meaningful two-way communication throughout the system.

Curriculum and Instruction: Implement a systematic curriculum review cycle, which anticipates future student program needs **with a goal of improving student achievement of state and local education standards by using best practice methods.**

Technology: Systematically update technology, including hardware, software, support, training and instructional inclusion.

Fiscal Responsibility: Maintain fiscal responsibility, which maximizes given resources and, in doing so, attempts to communicate the results of said efforts with district patrons/personnel.

Safety: Create a safe school environment for all students and staff through coordinated communication between the school and outside agencies (county, law enforcement/special forces, fire departments and food services) to enhance effective school evacuation techniques, as well as providing training to help minimize violence, bullying and harassment.

The five goals listed above are the result of the school board goal-setting process during the 2001-2002 school year, with review and modification during July 2004.

Depending on one's role in the operation of the district, all employees are asked to use these goals as a point of reference and emphasis wherever applicable.

District Policies

Complete district policies are available from the office of the superintendent, including, but not limited to the following:

- * Student Records
- * Discipline
- * Attendance
- * Bus transportation
- * Rules of conduct
- * Removal from class
- * Harassment and Hazing
- * Internet use

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Clearbrook-Gonvick High School STAFF

Corrinne Anderson	Business Education
Dawn Bentley	English
Jacob Boomgaarden	English
Cathy Dickey	Science/Agriculture Education
Denise Disrud	Special Education/LD
Gwen Eck	Physical Education/Health
Nancy Goudge	Social Studies/Special Education
Mark Hart	Music
Arlinda Henderson	Art
Jolee Hjort	Social Studies
Laura Lopez-Dahl	Social Studies
Laura Martin	Librarian/Media
Jacob Melby	Phy Ed/Health/Activities Dir.
Jackie Newman	Science
Tara Olson	Special Education/EBD
Jeff Ostrom	Math
Linda Ostrom	Dean/Math/Grad Standard Tech.
Jim Papke	Industrial Technology
Mary Jo Rusinko	Spanish
Frankie Scalzo	English
Bonnie Thompson	Family and Consumer Science

SUPPORT STAFF

Rhoda Berg	Paraprofessional
Linda Titera	Paraprofessional, Library
Jackie Crane	Paraprofessional, Special Ed.
Darlene Bergman	Paraprofessional, Special Ed.
Joy Krogstad	Paraprofessional, Special Ed.
Lowell Bjerke	Head Custodian
Gary Eck	Custodian
Susie Lene	Custodian
Bill Rentz	Custodian
Dean Sals	Payroll
Paula Boomgaarden	Secretary
Kathy Bergman	Cook
Shari Burnette	Cook's Helper
Gail Crane	Head Cook
Joan Senger	Cook's Helper
Lori Wollman	MARRS/Hot Lunch Coordinator

PESTICIDE NOTICE

General Notice for Parents or Guardians

Dear Parent or Guardian:

A Minnesota state law went into effect in the year 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office. The projected schedule for pest inspection and pesticide application, if needed, will be the first week of January, April, July and October.

State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If you would like to be notified prior to pesticide applications made on days *other* than those specified in the estimated schedule (excluding emergency applications), please contact the superintendent's office at 776-3112.

A SPECIAL NOTICE TO PARENTS/GUARDIANS

If a problem arises concerning the school, the Board of Education requests that you may take the following actions:

- A. First, personally contact the person directly involved.
- B. If you are unable to resolve the problem by contacting the person involved, please contact the appropriate principal or supervisor.
- C. If you feel the problem is not resolved, you should meet with the superintendent of schools.
- D. In the event that you feel there is still a basis for a problem, you are invited to address your concerns to the full school Board of Education for final resolution.

Clearbrook-Gonvick Jr./Sr. High School

The high school day begins at 8:25 a.m. and ends at 3:05 p.m.

SCHOOL DAY 2004-2005

Homeroom	8:25 - 8:40
Period 1	8:43 - 9:30
Period 2	9:33 - 10:21
Period 3	10:24 - 11:12
Period 4A	11:15 - 12:03
Period 4B	11:38 - 12:26
Period 5	12:29 - 1:17
Period 6	1:20 - 2:08
Period 7	2:11 - 3:05

SCHOOL VISITORS

We care about our students. For their safety, we ask our guests to check in with the office. Thank you and welcome to our schools.

VISITATION POLICY

Parent Visitation—We urge parents to visit classes. Please notify the teacher in advance so any changes in student programs can be shared and suggestions offered to make your visit more profitable.

Student Visitation—The practice of inviting friends and relatives to school during regular session days is not encouraged.

INTERNET USE POLICY

Internet users are prohibited from using school district Internet resources or accounts for the following purposes:

- * To access, upload, download or distribute pornographic, obscene or sexually explicit material.
- * To violate any local state, or federal statute.
- * To vandalize, damage, or disable the property of another person or organization.
- * To access another person's materials, information, or files without permission of that person.
- * To violate copyrights laws, or otherwise use another person's property without the person's prior approval or proper citation, including the downloading or

exchanging of printed software or copying software to or from any school computer.

- * Unauthorized commercial use of financial gain.
- * The proper use of the Internet, and educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- * This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- * Internet users, their parent or guardians, and supervising teachers must read and sign the district Internet Use Agreement form which shall then be filed in the school office.
- * As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.
- * If the student violates the school district's acceptable use policy, the student's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.

Please Note: Any student wishing to take an online class must submit a written request and receive approval from the administration 30 days in advance of taking the online course. If the student is under the age of 18, the request must be signed by a parent or guardian.

Breakfast / Lunch Program

Students are encouraged to use the school breakfast and hot lunch programs or to bring a well-balanced meal from home.

Each day the school provides a well-balanced meal at a reasonable cost. Meals must be paid for in advance. Students who do not use the lunch program may bring their own lunches. Cost of meals and information on free and reduced meals have been mailed to all residents who have children of school age. Please call the school office for more information on the school lunch program.

School Closings

Poor weather conditions or unforeseen circumstances may force the closing of school or require sending students home early. Announcements regarding school closings will be made over the following stations:

KB101	Bemidji 101.1 FM
KTRF	Thief River Falls 1000 AM
KKCQ	Fosston 1480 AM (KKDQ 107 FM)
WBJI	Bemidji 98.3 FM
KKAQ	Thief River Falls 1469 AM
KXJB	Channel 4 Fargo
KVLY11	Channel 11 Fargo/Grand Forks

Please listen to these stations when severe weather threatens. Do not call the school. Too many calls tie up the school phone lines and prevent us from communicating with bus drivers, school personnel, etc. If the school buses are running and the conditions look bad in your area, parents should use discretion in placing their children on the bus. Be sure to have a plan for those occasions when your child will be sent home during the school day.

GRADING SYSTEM - HIGH SCHOOL

Grade Description:

- A Excellent: The student does more than is required and does it exceptionally well.
- B Above Average: The student does all that is asked and does it well.
- C Average: The student does what is asked and does it satisfactorily.
- D Below Average: The student fails to do all the required work or the work is of low quality.
- F Failure: The student fails to do all the work or the work is of low quality.
- I Short-term Incomplete: Assigned work is due within two (2) weeks after student receives report card. An "I" is computed as an "F" for determination of Honor Roll Status. At the discretion of the teacher, the "I" will revert to an "F", or other letter grade at the end of two (2) weeks.
- P Pass/No Credit: With the Instructor's permission, students in grades 10-12 have an opportunity to take one elective class per year pass/no credit.

The grading guideline is:

Percentage	Grade	GPA Weight
100-90	A	4.00
89-80	B	3.00
79-70	C	2.00
69-60	D	1.00

ADVANCED PLACEMENT COURSES

Students completing an Advanced Placement Course will receive an additional weight to their AP Grade of .33 due to the rigor of the course.

GRADES 7-12

Grading of year-long courses will have a final grade based on the average of the first and second semester grades. Grades for year-long courses will be posted at the end of the year.

GRADES 7 - 8

- 1) Students are required to pass four (4) core classes (English, Math, Social Studies and Science).
- 2) Students need to repeat (at least once) any of these four (4) classes when they receive a grade of "F".
- 3) Grade reclassification, being retained, occurs only when a student is unable to pass all four (4) core classes.

GRADE 9

- 1) Students are required to pass English, Math, Social Studies, Science, Physical Education and Health.
- 2) Students need to repeat any of these classes when they receive a grade of "F" for the year.
- 3) Grade reclassification occurs only when a student is unable to pass at least four (4) credits.

GRADES 10 - 12

- 1) Students who have successfully passed 4-10 credits are classified as Sophomores.
- 2) Students who have successfully passed 11-16 credits are classified as Juniors.
- 3) Students who have successfully passed 17 plus credits are classified as Seniors.

DROPPING/ADDING CLASSES

Students may make schedule changes during the first week of a semester course. Changes after that period may result in a loss of credit or a damaged grade point average (GPA). Under special circumstances (i.e. one math course to another) course changes may take place after the one-week period. See the principal or the teachers involved for assistance.

PROGRESS REPORTS

Written academic progress reports will be mailed near the sixth week of each nine-week grading period.

HONOR ROLL

At the end of each nine-week marking period, an honor roll will be posted and published. Students listed on the honor roll have met minimum requirements for a "B", or 3.00 GPA, or an "A", or 3.67 GPA, for the grading period. To qualify for either honor roll, the student must not have an "F", or an "I" on the report card for that period.

HONOR STUDENTS

HONOR students are those graduating seniors whose cumulative grade point average is at least 3.00 during their four-year experience.

HIGH HONORS are given for a cumulative grade point average of 3.3 or better.

HIGHEST HONORS are awarded to students with a cumulative GPA of 3.67 or higher.

GRADUATION

Seniors need to meet the following criteria:

1. All paperwork from Alternative Learning Centers and Independent Study Courses must be turned in **NO LATER** than two (2) weeks before graduation day.
2. All books/sports equipment must be returned to the school.
3. All lunch/band/shop bills must be paid.
4. All requirements for credits and standards must be met.
Upon completion of district and state requirements, the student will receive a diploma.

STUDENT MEDICATION

The school district shall comply with the following requirements in regard to the administration of medication to students:

- * The administration of prescribed medications or drugs shall be by licensed school nurse, trained paraprofessional, principal, or teacher.
- * Prescription and nonprescription medication or drugs require a completed signed request from the student's parent or guardian. The school district may rely on an oral parent request to administer medication or drugs for up to two school days, after which a written authorization is required.
- * An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
- * Prescription medication must come to school in the original prescription container appropriately labeled for the student by the pharmacy or physician.
- * Nonprescription medications must come to school in either the original container or one that clearly identifies the medication.
- * **Medications are not to be carried by the student** unless there is a written agreement between the school district and the parent. Medications will be left with the appropriate school district personnel, except as noted in a written agreement between the school district and the parent or as specified in an Individual Education Plan (IEP) or Individual Health Plan (IHP).
- * The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's medication or if the medication is no longer required. A new container label with new pharmacy instructions shall be required within two days of the change.
- * For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan, or IHP. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.

STUDENT COUNCIL

The student council is an elected group of students from all grades which serves as the student leadership for the school. Any concern should be brought to the attention of the class representative.

SENIOR PRIVILEGES

The senior class “may” have both a class trip and senior privileges providing past behavior is acceptable. Senior privileges will commence no sooner than May 1. They will be negotiated by the senior class, class advisers, the principal, and approved by the school board.

ATTENDANCE POLICY

I. PURPOSE

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

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

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student’s Responsibility.

It is the student’s right to be in school. It is also the student’s responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student’s responsibility to request any missed assignments due to an absence.

2. Parent or Guardian’s Responsibility

It is the responsibility of the student’s parent or guardian to ensure the student is attending school, to inform the school in the event of a student’s absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise. Parents are asked to cooperate by calling the school office by 10:00 a.m. on the day a student is absent

(776-3112). If this is not done, the parent will be called when possible. NO excused absence will be given until parental contact is made. **All absences that have not been recorded as excused within one (1) school day shall automatically become unexcused absences.**

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request.

Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

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

B. In accordance with the regulations of the Minnesota Department of Children, Families and Learning and the Minnesota Compulsory Instruction Law, Minn. Statutes **120A.22**, the students of the school district are **REQUIRED** to attend all assigned classes and/or study halls every day school is in session, unless the student has completed the studies ordinarily required in the tenth grade and has elected not to enroll or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

a. The following reasons shall be sufficient to constitute excused absences:

- 1) Illness
- 2) Serious illness in the student's immediate family.
- 3) A death in the student's immediate family or of a close friend or relative.
- 4) Medical or dental treatment.
- 5) Court appearances occasioned by family or personal action.
- 6) Religious instruction not to exceed three hours in any week.
- 7) Physical emergency conditions such as fire, flood, storm, etc.
- 8) Official school field trip or other school-sponsored outing.
- 9) Removal of a student pursuant to a suspension.
Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- 10) Family activities with prior approval by school administration.
- 11) Family emergency such as sibling care or other unavoidable circumstances.
- 12) Personal trips to schools or colleges with prior approval of administration.
- 13) Senior portraits (1 setting only)

b. Consequences of Excused Absences.

- 1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- 2) Work missed because of absence must be made up within 2 days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However

the building principal or classroom teacher may extend the time allowed for completion of makeup work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences.

a. The following are examples of absences which will not be excused:

- 1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- 2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- 3) Work at home.
- 4) Work at a business, except under a school-sponsored work release program.
- 5) Any other absence not included under the attendance procedures set out in this policy, for example, hair appointments, tanning appointments, personal transportation problems, shopping trips, etc.

b. Consequences of Unexcused Absences.

- 1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Statute **121A.40-121A.56**.
- 2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- 3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota Statutes.
- 4) Students with unexcused absences shall be subject to discipline in the following manner:
 - a) One hour of detention for each period of school missed.
 - b) After the fifth cumulative unexcused absence in a semester, a student's parent or guardian will be notified by certified mail that his or her child is nearing a total of 7 unexcused absences.

- c) After such notification, the student or his or her parent or guardian needs to, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference. If such a conference is not requested the district will file a petition of truancy with the Clearwater County Attorney's Office.

C. Participation in Extracurricular Activities and School-sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. If a student is suspended from any class, he or she may not participate in any activity or program that day.
4. A student may only be allowed to participate in an extracurricular activity if they were absent due to a medical/dental appointment, or were attending a funeral. The student must provide a physician's statement and a statement from the student's parent or guardian clearing the student for extracurricular participation that day.
5. After school detentions take priority over extracurricular activities or events. A student may not participate in extracurricular activities or events until all detentions have been served.

3. Tardies

A student is considered tardy if he/she is not in his/her assigned seat when the bell rings.

If you are late for school at the beginning of the day, report to the office for a late slip.

If you are tardy for class, other than the beginning of the day, the teacher will handle this. Do not report to the office. If you are tardy for class and the reason is because a teacher caused it, bring a pass from that teacher. (You will not be allowed to go back for a pass.)

If a student has one unexcused tardy for a class per semester—no penalty. If a student has more than one tardy he/she will make up the time with an additional 15 minute penalty.

III. DISSEMINATION OF POLICY

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

IV. REQUIRED REPORTING

A. Continuing Truant

Minn. Statute **260A.02** provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Statute **120A.22** and is absent from instruction in a school, as defined in Minn. Statute **120A.05**, without valid excuse within a single school year for:

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

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Statute **260A.03** provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Statute **120.22** and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Statute **120A.34**;
4. That this notification serves as the notification required under Minn. Statute **120A.34**;
5. That alternative educational programs and services may be available in the district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Statute Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay

of the child's driving privilege pursuant to Minn. Statute **260C.201**; and

9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven (7) school days if the child is in elementary school or for one or more class period on seven (7) school days if the child is in middle school, junior high or high school, **or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven (7) school days and who has not lawfully withdrawn from school.**
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Statute Ch. 260A.

Minnesota Statute 120A.22, subd. 8:

The parent(s) or guardian(s) of a student between 16 and 18 years old who seeks to withdraw from school must:

1. Attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities; and
2. Sign a written election to withdraw from school.

Legal References:

Minn. Statute **120A.24** (Reporting)

Minn. Statute **120A.26** (Enforcement and Prosecution)

Minn. Statute **120A.28** (School Board and Teachers, Duties)

Minn. Statute **120A.20** (Attendance Officers)

Minn. Statute **121A.40-121A.56** (Fair Pupil Dismissal Act)

Minn. Statute **260C.007, Subd 10** (Habitual Truant Defined)

Minn. Statute **260A.02** (Definitions)

Minn. Statute **260A.02** (Notice to Parent or Guardian when Child is Continuing Truant)

Goss v. Lopez, 419 U.S. 565, 95 S. Ct. 729 (1975)

Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)

Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)

Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App. 3d 7 (1978)

Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)

Knight v. Board of Education, 348 N.E.2d 299 (1976)

Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

DISTRICT 2311 LOCAL GRADUATION REQUIREMENTS

In order to graduate all students are required to:

1. Pass the Minnesota Graduation Basic Standards tests in Reading, Mathematics, and Written Compositions as per state requirements or higher requirements, as established by the school board;
2. Students carrying incompletes into each quarter from previous quarters must have those incompletes converted to standard letter grades (A-F) within two (2) weeks after the end of the quarter. Failure to do so will result in an automatic grade of "F", on the work not turned in and that "F" will be averaged into the nine (9) weeks grade.
3. Students successfully completing Homeroom (P) will earn 1/4 credit per year.
4. Engage successfully in an appropriate number of standards in one of the following ways:
 - a. Earn a minimum of 24 credits in grades nine through twelve (9-12) for graduation. Sixteen (16) credits are required in the

subject areas listed. The additional credits needed may be earned within approved elective programs and course offerings.

Subject Area	School Board Requirement
English 9	1 credit-grade 9
English 10	1 credit-grade 10
American Literature & Composition	1 credit-grade 11 or 12
British Literature & Composition	1 credit-grade 11 or 12
PE/Health 9	1 credit-grade 9
Human Geography	1 credit-grade 9
World Studies	1/2 credit-grade 10
U.S. History	1 credit-grade 11
U.S. Citizenship	1/2 credit-grade 12
Economics	3 credits-any grade
Physical Science	1 credit-grade 9
Biology	1 credit-grade 10
Elective Science	1 credit-grade 11 or 12
Computer Applications	1/2 credit-any grade
Art	1 credit-any grade
Electives	8 credits-any grade

or

- b. Have met the requirements of an Individual Education Plan, or
- c. Have met the requirements of a district accredited alternative learning center.

5. Seniors may enroll in additional study halls if 24 credits are obtained.

The school shall, no later than thirty (30) working days after the date of the entrance into the 9th grade or transfer of a student into the school district during or after 9th grade, provide written notice of:

1. The graduation requirements; and
2. The grade in which the student shall have the first opportunity to take a test in basic standards.

Early Graduation

Students may be considered for early graduation, as provided for within state law, upon meeting the following conditions:

1. All course, credit and standards requirements must be met
2. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision.

3. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.
(Legal references: Minn. Rule Parts 35D1-1D to 35D1L180 Minn. Rule Parts 3501.0200 to 3501.0270 M.S. 123.972 (School District Policy))

ATTENDANCE AT PUBLIC ALTERNATIVE EDUCATION CENTERS (AECs) and AREA LEARNING CENTER (ALCs)

WHO CAN USE PUBLIC ALTERNATIVE EDUCATION CENTERS AND AREA LEARNING CENTERS?

Public Alternative Centers and Area Learning Centers serve resident and nonresident youth (12 through 20) and adults qualifying under the High School Graduation Incentive Program and Diploma Program for Adults 21 and over. They must also serve elementary students.

5 through 20 year olds:

- Is at least two grade levels below the performance level for students of the same age in a locally determined achievement test; or
- Is at least one year behind in satisfactorily completing course work or obtaining credits for graduation; or
- Is pregnant or is a parent; or
- Has been assessed as chemically dependent; or
- Has been physically or sexually abused; or
- Has experienced mental health problems; or
- Has been homeless sometime in the last six months; or
- Has been excluded or expelled (ages 12-16) from school; or
- Has been referred by the school district.

Under “**Has been referred by the school district,**” **CLEARBROOK-GONVICK SCHOOLS** considers various other “at risk” conditions such as physical health problems. (E.g., Does all-day attendance requirements place a burden on one’s physical and health: Would an alternative education setting more appropriately serve one’s physical health needs?) Verification (documentation) from a physician or

other health care professional is required. A letter to the AEC or ALC from either the school principal or counselor constitutes a referral.

Students who have failed courses are expected to make up those courses, if possible, through attendance in the regularly scheduled courses available in the Clearbrook-Gonvick Schools or its ALC program. If a student has been referred to complete coursework and obtain credits for graduation by attending an ALC or AEC while that student is also attending classes at Clearbrook-Gonvick (concurrent enrollment), he or she is expected to enroll in a full schedule of required core courses in the Clearbrook-Gonvick Schools.

MINNESOTA GRADUATION STANDARDS REQUIREMENTS

a. Basic Standards

In order to graduate, all students are required to pass the Minnesota Basic Standards tests in reading, mathematics and written composition.

b. High Standards

Those students who elected to complete the High Standards and plan to graduate in the year 2005, must complete at least 19 high standards (some of which are required, others are electives) in order to qualify for a high school diploma.

TEXTBOOKS AND SUPPLIES

All educational needs from textbooks to athletic equipment are furnished our students for their use while attending Clearbrook-Gonvick Schools. Students are responsible for the care and return of textbooks and school supplies issued to them. Any student who willfully damages or defaces property belonging to the school will be held responsible by paying for such damages. Textbooks and library books will be loaned to you free of charge. You are responsible for taking proper care of the books and will be held accountable for any damage to the books while they are checked out to you. An amendment to Minnesota Statutes **120.101** provides schools may charge for lost or destroyed books. The school will charge an appropriate replacement fee for textbooks, workbooks or library books lost or destroyed by students.

LOCKERS

Students are to keep books and other materials in their lockers. Plan your day so that you will not have to return to your locker between every class. Keep your lockers clean and orderly.

* **Do not leave money or valuables in your lockers.** If you must bring money and/or valuables to school, turn them in to the high school office for safe-keeping.

* To minimize losses from lockers, students are encouraged to have locks on their lockers. Only school issued locks may be used.

* Once assigned a locker, students are to retain it unless the change is cleared through the high school office.

SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON

The following definitions shall be used to clarify this policy:

* "Contraband" means any unauthorized item, possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-a-likes," alcoholic beverages, controlled substances and "look-a-likes", overdue books and other materials belonging to the school district, and stolen property.

* "Personal possessions" includes but is not limited to purses, backpacks, book-bags, packages, and clothing.

* "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of school, or other reliable sources of information.

* "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of circumstances necessitating an immediate search, and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence, and the age of the student).

* "School lockers and desks are the property of the school district. At no time does the school district relinquish its exclusive control of lockers and desks provided for the convenience of students. Inspection of the interior of lockers or desks may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

* The personal possessions of students and/or a student's person may be searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law, school rules, or school district policies. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials." All searches shall be reasonable in scope and intrusiveness.

School district officials shall seize any contraband item and, where appropriate, turn it over to legal authorities for ultimate disposition. Students found to have violated this policy and/or procedures implementing it shall be subject to discipline which may include suspension, exclusion, or expulsion, and the student may be referred to legal authorities.

PASSES

"In-School Passes" are to be used when going from place to place inside the school building when classes are in session. Any student outside of a classroom or study hall must have an In-School passes, must have date, time and destination.

"Out-of-School Passes" are to be used at all times when leaving. You must bring a written note from home. Out-of-School Passes can be obtained for medical, dental, legal appointments and emergencies or a bona fide family emergency. "Out of School Passes" will be authorized on a very limited basis during the final weeks of school.

CODE OF STUDENT CONDUCT (Discipline Policy)

Statement of Principles

It is the position of the school district that a fair and equitable code of student conduct will contribute to the quality of a student's education. Without discipline, teaching and learning cannot occur. In addition, it is the responsibility of the school board, administrators and teachers to ensure the health and safety of students and personnel. Therefore, this code of student conduct has been adopted.

The School Board and Administrators will support district personnel who, in dealing with student disciplinary matters, act in accordance with state statutes, State Board of Education regulations, and all adopted local policies.

Preface:

Teaching students what is acceptable behavior and how to resolve problems with other people is part of everyone's job. Responsible behavior and respect for others is expected of all. However, when a student acts improperly, the school may use that situation to teach what is acceptable and what is not. The school will also teach consequences. Consequences for negative actions will be based on the nature of the infraction and the willingness and ability of the student to correct the misbehavior.

Goals:

- * To assure all students of their human rights: due process, freedom from discrimination, and equal opportunity.
- * To emphasize responsibility to respect the rights of individuals, other students and all school personnel.
- * To promote fair, consistent treatment of each student in an atmosphere of open communication, self-discipline, and clearly understood rules and regulations.
- * To emphasize student responsibility to: respect the education of others; practice safety; stay on task; maintain order; and preserve peace and protect property.
- * To promote parents' awareness of the conditions necessary for a productive educational climate by establishing an open line of communication between home and school.

Student Responsibility

Human rights and respect pertain to all students and staff, including extracurricular activities, and during field trips. The guarantee of a positive educational climate that values these rights, requires that students:

- * Respect others through language and actions and not interfere with their education.
- * Practice safety by being responsible for themselves and others.
- * Stay on task with regular school attendance and consistent effort.
- * Maintain order that encourages learning.
- * Preserve and protect school and personal property.
- * Students who honor these responsibilities will realize positive consequences. Misbehaviors counter to these responsibilities are listed below, along with possible consequences.

Removal of students from class:

First Removal: Verbal warning from principal

Second Removal: Discipline referral sent home. After school detention is assigned.

Third Removal: Discipline referral, after school detention assigned, and a conference may be held with the principal, parent or guardian, student and the teacher.

Fourth Removal: On the fourth removal from class, the student will be subject to suspension or other appropriate disciplinary action.

Recommended High School Disciplinary Actions

All disciplinary action is subject to the principal's discretion. There are general guidelines that provide a range of consequences, which may vary depending on the situation. Every attempt will be made to maintain consistency in the consequences administered to Clearbrook-Gonvick High School students for unacceptable behavior on school property or at school sponsored events. If a student receives out-of-school suspension for any reason, he/ she will be required to meet with the principal and his/her parent or guardian before being allowed to return to school.

Alcohol

1st Offense	Five (5) days out of school suspension; plus report to the police.
2nd Offense	Ten (10) days out of school suspension; plus report to the police
Subsequent Offenses	Immediate suspension pending expulsion proceedings and report to the police

Drugs/Marijuana

1st Offense	Ten (10) days out of school suspension; plus report to the police.
Subsequent Offenses	Immediate suspension pending expulsion proceedings and report to the police
Trafficking of Drugs	Immediate suspension pending expulsion proceedings and report to the police

Smoking/Possession of Tobacco

On Property	One (1) day out of school suspension; plus report to the police.
Subsequent Offenses	One (1) or more days out of school suspension; plus report to the police.
In Building	Three (3) days out of school suspension; plus report to the police.

Fighting

1st Offense	Up to three (3) days out of school suspension
2nd Offense	Three to Five (3-5) days out of school suspension
Subsequent Offenses	Five (5) days out of school suspension and possible recommendation for expulsion

Forgery

1st Offense	One (1) night of after school detention
2nd Offense	Three to Five (3-5) days of out of school suspension
Subsequent Offenses	Up to five (5) days out of school suspension and possible recommendation for expulsion

Gang Symbols (to wear, possess, distribute, display or sell any jewelry, society clothing, emblem, badge, sign or symbol of a secret society or gang)

1st Offense	One to three (1-3) days of out of school suspension and report to police.
2nd Offense	Five (5) days out of school suspension and report to police
Subsequent Offenses	Five (5) days out of school suspension, referral to police and possible recommendation for expulsion

Harassment of a Student (Name calling, vulgar language, racial/ ethnic slurs, sexual harrasment, etc.) Upon completion of an investigation into the incident, the student may be warned, assigned detention, suspended, excluded or expelled.

Insubordination (Refusal to obey a school rule, regulation or request of a teacher or school official)

1st Offense	After school detention and/or 1-3 days out of school suspension
2nd Offense	One to three (1-3) days of out of school suspension
Subsequent Offenses	Up to five (5) days of out of school and possible recommendation for expulsion

False Fire Alarm, Bomb Threat, or Setting Fire(s) (includes firecrackers and other incinerating devices, chemical or imploding devices and tampering with sprinkler systems)

Five (5) days out of school suspension, referral to the police and possible recommendation for expulsion

Extortion (Obtaining money, property or services of any sort by threat)
 1st Offense One to five (1-5) days of out of school suspension, appropriate restitution and referral to police
 Subsequent Offenses Five (5) days out of school suspension, referral to police and possible recommendation for expulsion

Physical Assault on School Employees

Any Offense Up to ten (10) days out of school suspension, referral to police and recommendation for expulsion

Assault of a Student

1st Offense Up to five (5) days out of school suspension, referral to police and possible recommendation for expulsion
 Subsequent Offenses Five (5) days out of school suspension, referral to police and recommendation for expulsion

Possession of Stolen Property and Theft

1st Offense One to three (1-3) days out of school suspension and referral to police
 2nd Offense Three to five (3-5) days out of school suspension and referral to police
 Subsequent Offenses Five (5) days out of school suspension, referral to police and recommendation for expulsion

Threatening or Intimidation of a Student

1st Offense One to three (1-3) days out of suspension and referral to police
 2nd Offense Three to five (3-5) days out of school suspension and referral to police
 Subsequent Offenses Five (5) days out of school suspension, referral to police and possible recommendation for expulsion

Threatening or Intimidation of a School Employees

1st Offense One to three (1-3) days out of school suspension and referral to police
 Subsequent Offenses Five (5) days of out of school suspension, referral to police and recommendation for expulsion

Vandalism (Destruction or defacement of school property)

- 1st Offense One to five (1-5) days of out of school suspension, restitution and referral to the police
- Subsequent Offenses Three to five (3-5) days of out of school suspension, restitution and referral to the police. Vandalism may result in certain privileges being taken away from the entire student body

Verbal Abuse of Staff

- 1st Offense Up to three (3) days of out of school suspension
- 2nd Offense Three to five (3-5) days of out of school suspension
- Subsequent Offenses Five (5) days of out of school suspension and recommendation for expulsion

Cheating

- 1st Offense Loss of credit of assignment/test and one (1) night of after school detention
- 2nd Offense Loss of credit on assignment/test, one to three (1-3) days of out of school suspension
- Subsequent Offenses Loss of credit on assignment/test, three to five (3-5) days of out of school suspension and possible recommendation of expulsion

Skipping

- 1st Offense:** One (1) hour of detention for each hour skipped
- 2nd Offense:** One to three (1-3) days of school suspension
- 3rd Offense:** Three to five (3-5) days of school suspension
- 4th Offense:** One to five (1-5) days of out of school suspension

After School Detention

After School Detention will be held from 3:15 to 5:15 p.m. AFTER SCHOOL DETENTION TAKES PRIORITY OVER ANY EXTRACURRICULAR ACTIVITIES OR WORK. Failure to serve After School Detention will result in one (1) day of school suspension. Students are responsible for arranging their own transportation.

Teacher Responsibilities

- * Implement and model the strategies of the discipline policy.
- * Teach school rules and evaluate student's knowledge of them.
- * Observe and record student behavior relative to this policy.
- * Work to correct misbehavior before making out-of-class referrals. Immediate referrals can be used when a breakdown of the learning process occurs.
- * Complete referral forms and assign detention, if necessary.
- * Support each other to achieve the consistent implementation of the program and guidelines.
- * Remove a student from class if their behavior is a deterrent to the education of others. The principal shall be notified immediately and a completed referral form submitted.

Administrator Responsibilities

- * Support the staff in the implementation of this policy by providing needed instruction and guidance.
- * Receive and record referrals and decide the fair and consistent consequences according to the guidelines after a careful consideration of the circumstances. This may include conferences with students, parents, teachers, and school board.
- * Provide teachers with monthly feedback on the status of discipline in the school and the progress in referrals, suspensions, etc. They will also report progress to a discipline committee and the school board for review and recommendation.
- * Assist a student subcommittee in the development of rewards for students making progress toward the acceptance of this policy and those who have maintained desirable behaviors.

Reports/Referrals

Student Incident Report -This form is to be completed by anyone reporting a witnessed event which is considered wrong according to this policy. This permits the reporter to record the facts as observed and take responsibility for the report as turned in to the office.

Definition of Terms

Referral-The notification of the principal after the occurrence of misbehavior, that in the teacher's judgment, requires the intervention of the administration.

Detention-The time assigned beyond the regular school hours as consequences of misbehavior. Guidelines will be posted.

In-School Suspension (ISS)-The supervised isolation of a student during school hours from 8:25 as a consequence of misbehavior. Guidelines will be posted.

At-Risk-A student whose behavior has placed them in a position where Removal, OSS, Probation, Suspension, or Expulsion is increasingly likely.

Removal-The immediate dismissal for the day or a portion of the day as consequence of misbehavior.

Out-of-School Suspension (OSS)-The removal from school for a period of 1-5 days as a consequence of misbehavior.

Probation-A written notification to student and parents of the pending act of expulsion as a consequence of chronic misbehaviors.

Expulsion-Removal of the student from school for up to the remainder of the school year.

State Laws and District Policies

The school is obligated to abide by Minnesota State Statutes that pertain to behavior and discipline actions and has formally adopted other Minnesota Board of Education, County, and School District policies. These include but are not limited to:

- The Student Fair Dismissal Act of 1974

- Clearwater County Policy on Harassment and Violence District

- 2311 Policy Against Religious, Racial and Sexual Harassment and Violence

- Minnesota State Law Subd. 10. Habitual Truant

- Clearwater County Policy on Juvenile Assault

- District 2311 Student Transportation Safety Policy

- District 2311 Violence Prevention and Weapons

Copies of these materials are available upon request or will be immediately provided to students and parents in all cases where these laws and policies apply. This also pertains to new policies and procedures of a similar nature that are adopted by the board.

EIGHTEEN-YEAR OLDS

Minnesota Statutes **120.06** state that: The Board of Education of any school district shall provide free education services to any person between the ages of eighteen and twenty years and may require of that person adherence to rules and regulations applicable to students under eighteen years of age. **Therefore, all students enrolled in Clearbrook-Gonvick High School will be required to follow the same policies as established for those under eighteen years of age.** This refers to such situations as writing parent permission notes, smoking, use of motorized vehicles, etc. It should be pointed out, however, that in the case of a violation of law, an eighteen-year-old will be charged as an adult and must assume all responsibilities and consequences associated with adult status.

DRESS CODE

The faculty and Board of Education are concerned about the form of dress students may take. It is important that as a school we demonstrate the pride and seriousness that make us a school of excellence. Every student is required to maintain the level of personal hygiene necessary to insure a healthy school environment. They must also refrain from any mode of dress that contributes to any disruption in the lawful mission of the school. Common sense dictates that appearances should not create a safety or health hazard. Neither should clothing be worn that could be construed as being immodest, inflammatory, or encouraging illegal behavior. Students are expected to dress in a manner befitting an educational environment. Students whose dress or grooming does not fit these standards will be referred to the principal. The student will be advised as to what adjustments must be made. If the problem remains uncorrected, the student will be removed from the class or activity until the student complies. Exceptions to these rules may be made during special school activities.

1. Students are not to wear T-shirts, shirts, jackets, caps, hats or any other attire to school which advertises beer, liquor, tobacco or chemicals or a beer or liquor establishment.
2. Students are not to wear T-shirts, shirts, jackets, caps, hats or any other attire to school with suggestive, profane or offensive messages or pictures.
3. ALL shirts, T-shirts must reach to the waist of the wearer. No bare midriffs.
4. No biking shorts or pants (spandex).
5. Head apparel will not be worn in the school building during school

hours.

6. No clothes with large holes or rips are permitted in school.

7. Shorts, dresses, skirts that are not at least halfway to the knee are in violation.

BUS PASSES/NOTES

Students must bring a note from home stating the reason for riding a bus or a different bus, the date, and the final destination of the student. All notes must be signed by a parent/guardian.

BUS CONDUCT

Riding on the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding schoolbuses as is expected of them on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

Consequences for school bus/bus stop misconduct will be imposed by the Building Principal or the Principal's designee. Serious misconduct may be reported to the Department of Public Safety and may be reported to local law enforcement.

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the Building Principal.

Rules at the Bus Stop:

- * Get to your bus stop 5 minutes before your scheduled pickup time. The school bus driver will not wait for late students.
- * Respect the property of others while waiting at your bus stop.
- * Keep your arms, legs and belongings to yourself. Use appropriate language.
- * Stay away from the street, road or highway when waiting or the bus.
- * After getting off the bus, move away from the bus. If you must cross the street, always cross in front of the bus where the bus driver can see you. Wait for the driver to signal to you before crossing the street.
- * No fighting, harassment, intimidation or horseplay.
- * No use of alcohol, tobacco, or drugs.

Rules on the Bus:

- * Immediately follow the direction of the driver.
- * Sit in your seat facing forward.
- * Talk quietly and use appropriate language
- * Keep all parts of your body inside the bus.
- * Keep your arms, legs and belongings to yourself.
- * No fighting, harassment, intimidation or horseplay.
- * Do not throw any object.
- * No alcohol or use of tobacco or drugs.
- * Do not bring any weapon or dangerous objects on the school bus.
- * No damaging or defacing of the school bus.

Consequences:

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's privilege to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be at the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges.

High School Students:

1st offense	warning
2nd offense	5 school day suspension from riding the bus
3rd offense	10 school day suspension from riding the bus
4th offense	20 school day suspension from riding the bus/ meet with parent
5th offense	suspended from riding the bus for the remainder of the school year.

Other Discipline:

Based on the severity of a student's conduct more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

Records:

Records of school bus/bus stop misconduct will be forwarded to the student's school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records may also be maintained in the transportation office.

Vandalism/Bus Damage:

Students damaging school buses will be held responsible. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

Notice:

Students will be given a copy of the school bus and bus stop rules during school bus safety training. Rules are to be posted on each bus. Rules and consequences will be reviewed periodically by students and the driver.

Criminal Conduct:

In cases involving criminal conduct (for example: assault, weapon possession or vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety will be informed.

WEAPONS

The following definitions shall be used to clarify this policy:

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer or member of the public who violates this policy.

III. DEFINITIONS**A. "Weapon"**

1. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammu-

dition; poisons; chains; arrows; and objects that have been modified to serve as weapons.

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

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

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

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

IV EXCEPTIONS

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

B. It shall not be a violation of this policy if a non-student falls within one of the following categories:

1. licensed peace officers, military personnel, or students participating in military training, who are performing official duties;
2. persons authorized to carry a pistol under Minn. Statute, Section

624.714, while in a motor vehicle or outside of a motor vehicle or outside of a motor vehicle for the purposes of directly placing a firearm in, or retrieving it from, the trunk or rear of the vehicle.

3. persons who keep or store in a motor vehicle pistol in accordance with Minn. Statute, Sections 624.714 or 624.715, or other firearms in accordance with Section 97B.045;

a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possess as curiosities or for their historical significance or value.”

b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.

4. firearm safety or marksmanship courses or activities conducted on school property.

5. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;

6. a gun or a knife show held on school property;

7. possession of dangerous weapons, BB guns or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or

8. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for school-related activity.

C. Policy Application to Instructional Equipment/Tools:

While the school district takes a firm “Zero Tolerance” position on the possession, use, or distribution of weapons by students, and a similar position with regard to nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially

dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit -holders authorized under Minn. Statute, Section 624.714, to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carrying of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

V Consequences for Student Weapon Possession/Use/Distribution:

A. The school district and the school takes a position of “Zero Tolerance” in regard to the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using, or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the superintendent of dismissal for a period of time, not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one (1) year. The school board may modify this requirement on a case-by-case basis.

C. Administrative Discretion

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

VI CONSEQUENCES FOR WEAPON POSSESSION/USE/ DISTRIBUTION BY NON-STUDENTS

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension, or discharge as deemed appropriate by the school board.

2. Sanctions against employees, including nonrenewal, suspension or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

B. Other Non-students

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, the school district may be contacted concerning the policy violation.

2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

CONDUCT AT SCHOOL-SPONSORED ACTIVITIES

School rules will apply to all students at all school-sponsored activities, either at home or away. Students are expected to obey any reasonable request by the person in charge of crowd control or staff members who are exercising the proper discharge of their duties. Students, other than actual participants, are NOT allowed in the locker rooms. The only exception to this would be when a student has the expressed permission of a teacher or other responsible authority to be in the locker room.

While at an activity, students are expected to be in the gym watching the game/program and are NOT to be hanging around in the hallways, doorways or washrooms. Students should sit in the bleachers and watch the game or program. Good sportsmanship is expected at all times. Once you leave the building or field you cannot re-enter unless you have permission from the person who is in charge of crowd control.

PENALTIES:

First violation—if a student does not follow the rules they may be

asked to leave the building and not return for that night.

Second violation—the student shall not attend any more athletic events that season.

Third violation—the student shall not attend any more athletic events that school year. If the student refuses to leave the field or building when asked to do so, law enforcement officers will be called on for assistance.

DANCES

The following steps shall precede administrative approval:

Dance requests must be cleared with the class adviser, who will discuss it the principal.

Arrangements may then be made for four (4) parents of students in grades 7-12 to chaperone.

Jackets and coats will be removed at the door.

One hour after the dance begins, the doors will be locked and no one will be allowed to enter, except those with prior approval for reasons such as late work, team bus, etc. Once the student is in, s/he must stay in. Leaving is for good. Attempting to buy another ticket is unacceptable. These rules help guarantee everyone having a good time without complications caused by use of alcohol beverages.

All school rules are in effect.

Arrange for a clean-up committee.

A student may sign up one (1) guest before 3:00 p.m. the day of the dance. The guest must be at least a 7th grader but under the age of 21. The student signing up a guest is responsible for the behavior of the guest.

JUNIOR-SENIOR BANQUET AND PROM

Guests must have attained the freshman year in high school to be eligible to attend the banquet and dance. Everyone who attends the banquet must remain until the entire program is completed. The prom will begin at approximately 9:00 p.m. and end promptly at 12:00 midnight. All juniors and seniors at Clearbrook-Gonvick High School and guests are eligible to attend the prom. You may take an out-of-school guest as your date, provided he/she is at least a sophomore and 21 years of age, or under, and you sign your guest up in the office.

Students who are engaged to someone that is over 21 must individually approach the Administration for permission to bring his/her fiancée.

EXTRA-CURRICULAR ACTIVITIES ELIGIBILITY BASED ON ATTENDANCE

When school is in session, the student must be in attendance the full day to participate in a game or contest that day. The student must be in attendance one-half day and have an excused absence for other half of that day to practice. (See attendance policy for list of excused absences.)

EXTRA-CURRICULAR ACTIVITIES ELIGIBILITY BASED ON BEHAVIOR AND G.P.A.

The school may exclude any student from participation in activities if his or her conduct is deemed inappropriate for proper representation of Clearbrook-Gonvick High School. Students are reminded that participation in co-curricular and extra-curricular activities requires the highest degree of student responsibility. All activities sponsored by Clearbrook-Gonvick School are governed by, but not limited to, the eligibility rules established by the Minnesota State High School League Rules and Policies Board.

- A. To be scholastically eligible, a student must have a C- (1.67) GPA at the end of every marking period.
- B. Any student who receives an "F" at the end of a marking period or their GPA is below C- (1.67) must sit out for two (2) weeks of contests.
- C. Students will only be given one (1) probation notice per quarter. After a student receives his/her probation notice and receives another failing mark, the student must sit out for at least one (1) week of contests and will continue to sit out until passing.

ONCE INELIGIBLE, IT IS THE STUDENT'S RESPONSIBILITY TO GET HIS/HER TEACHER'S SIGNATURE TURNED IN TO THE COACH FROM EACH CLASS STATING THE STUDENT'S GRADE IS C- OR BETTER.

PUBLIC DISPLAY OF AFFECTION

Offensive public display of affection by students will not be tolerated by the school district either on the school premises or at school functions or activities. Students who engage in such behaviors will be dealt with in a disciplinary manner, including suspension. Examples of violations include, but are not limited to, kissing, hugging, groping, etc.

STUDENT OPERATED MOTOR VEHICLES

DRIVING DURING THE SCHOOL DAY

There will be no student driving or riding in vehicles such as automobiles, trucks, motorcycles, ATVs, snowmobiles, etc. during the noon period or any time school is in session. This is a safety and liability issue. Students are to park their vehicles and not re-enter them unless given permission from the main office. PRIOR ARRANGEMENTS with a note or telephone call from the parent/guardian MUST be made with the principal or designee if the vehicle is to be used during the school period.

STUDENT PARKING

Students are permitted to park in a school district location as a matter of privilege, not a right. Parking permits are needed and may be obtained in the high school office. Students driving a motor vehicle to a high school campus may park the motor vehicles in the parking lot designated for student parking only. Students will not park vehicles in driveways or lots designated for use only by staff or inappropriate locations (i.e. sidewalks, lawns and freight delivery zones).

PARKING PERMITS

Students must have a parking permit to park in the student parking lot. This includes all types of transportation (cars, trucks, snowmobiles, motorbikes, atv's, etc.) Students are to park in the South parking lot ONLY. Parking in other areas must be prearranged with school officials a day in advance. Failure to display parking permits or violation of any parking policy may result in after school detention, suspension or towing of the vehicle.

The cost of a student parking permit is \$5.00.

PATROLS, INSPECTIONS AND SEARCHES

Administration may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicle of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when administration has probable cause that the search will uncover a violation of law and/or school policy or rule.

VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines of it, shall be subject to withdrawal of his/her parking permit, towing of

the vehicle at owner's expense, and/or discipline in accordance with the school district's Student Discipline Policy. The student may be referred to legal officials when appropriate.

UNACCEPTABLE ARTICLES

Students are in school to study and learn. Do not bring squirt guns, matches, lighters, sunflower seeds, playing cards, rubber bands, laser pointers, etc. to school. These things may be taken from you and not returned until the end of the school year if they are used in a manner detrimental to student education and safety within the building. Electronic devices may be allowed with permission from a teacher or supervisor.

SCHOOL-SPONSORED PUBLICATIONS

The school district shall treat school publications as expressions and representations of students and not as official expressions of the school district. Student publications shall be free from prior restraint by officials except as provided by law. Faculty advisers shall supervise student writers to ensure compliance with the law and school district policies.

Students who believe their right to free expression has been unreasonably restricted in an official student publication, may seek review of the decision by the principal.

Expression in an official publication is prohibited when the material is:

- * obscene to minors,
- * libelous or slanderous,
- * advertises or promotes any product or service not permitted for minors by law,
- * encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities, or
- * expresses or advocates sexual, racial, or religious harassment or violence or prejudice.

Written materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, entry ways, and parking lots. Distribution shall not impede entrance to or exit from school premises. No distribution shall cause a substantial disruption of normal school activities. No one shall coerce a student or staff member to accept a student publication.

DISTRIBUTION OF NON-SCHOOL-SPONSORED MATERIAL

The school district shall recognize the right of students to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-

school-sponsored material.

The school district shall protect First Amendment rights, while at the same time preserve the integrity of the educational objectives and responsibilities of the school district.

Requests for distribution of non-school-sponsored material will be reviewed by the administration on a case-by-case basis. However, the school district shall prohibit distribution of material that:

- * is obscene to minors;
- * is libelous or slanderous;
- * is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
- * advertises or promotes any product or service not permitted to minors by law;
- * advocates violence or other illegal conduct;
- * constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious or ethnic origin); or
- * presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

No non-school-sponsored material will be distributed during and at the place of a normal school activity if it is reasonably likely to cause a substantial disruption of the activity.

Distribution of non-school-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrances or exit from school premises in any way. No one shall coerce a student or staff member to accept any publication.

The superintendent shall be responsible for disciplinary action for violators.

HARASSMENT (Religious, Racial and Sexual Harassment and Violence)

Everyone at District 2311 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind. A harasser may be

a student or an adult. Harassment may include the following when related to religion, race, sex, or gender:

- name calling, jokes or rumors;
- pulling on clothing
- graffiti;
- notes or cartoons;
- unwelcome touching on a person or clothing;
- offensive or graphic posters or book covers;
- any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell your parents, a teacher, counselor, the principal or the Human Rights Officer, the superintendent. You may also make a written report. It should be given to a teacher, counselor, the principal, or the Human Rights Officer.

Your privacy will be respected as much as possible. We take all reports of religious, racial, or sexual harassment, or violence seriously, and will take appropriate action based on your report.

The School District will also take action if anyone tries to intimidate you or take action to harm you because you have made a harassment report.

This is a summary of the School District Policy against religious, racial and sexual harassment and violence. Complete policies are available in the principal's office upon request.

RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE ARE AGAINST THE LAW. DISCRIMINATION IS AGAINST THE LAW.

BULLYING

Bullying will be considered *repeated harassment* and will be dealt with according to the harassment policy.

HAZING PROHIBITION

The following definitions shall be used to clarify this policy.

1. "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. The term hazing includes, but is not limited to:

- * any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body
- * any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely

affects the mental or physical health or safety of the student

- * any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm of that adversely affects the mental or physical health or safety of the student
- * any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school
- * any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

2. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular events. A student organization does not have to be an official school organization to come within the terms of this definition.

No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid or engage in or permit, condone, or tolerate hazing.

This policy applies to behavior that occurs on or off school property and during and after school hours. A parent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

Any person who believes s/he 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 a school official.

Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

The school district may take immediate steps, at its discretion, to protect the complaint, reporter, students, or others pending completion of an investigation of hazing.

Upon completion of the investigation, the school district shall take appropriate action. Such action may include, but is not limited to warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Dismissal Act, school district policies and regulations.

The school district shall discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of

the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

STUDENT RECORDS

The school district shall collect and maintain such pupil records as it deems necessary to meet the needs and maximize the potential for each of its students. These records shall include, but are not limited to, information concerning personal and health data, academic achievement, attendance, standardized test scores, and participation in school activities. State law provides that all data collected, created, received, or maintained by a school district is public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and federal law.

The school district shall be responsible for a plan for the maintenance and security of student records. The principal of each school shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

Disclosure of Records

Private Records-Education records which as classified as private data on individuals by state law and which are accessible only to the student subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records of their contents except as summary data, without the prior written consent of the parent or the eligible student.

An individual student's records shall be available for review and/or copies made available to the student's parent or guardian or to an eligible student under the procedures established by the school district. The parents of an adult student who is also a dependent student are entitled to gain access to the educational records of such student without first obtaining the consent of the student.

The school district shall obtain a signed and dated written consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student.

Confidential Records-Confidential records are those records and data which are made not public by state or federal law, and which are inaccessible

to the student and the student's parents or an eligible student. Reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. Such data shall be confidential and will not be made available by the school district. The data subject, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to Minnesota law.

Inspection, Review, and Request to Amend Data

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student, who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by law.

The school district shall provide a process for parents of a student or an eligible student to challenge the data and request that the school district amend the records.

The rights of parents and students and eligible students to examine data, and procedures to challenge items in the individual student record, shall be published annually in the official school district newspaper.

Destruction and Retention of Records

The district shall comply with state and federal laws regarding the destruction and retention of student records. Notification of Adoption of School District General Retention Schedule forms shall be submitted to the proper state agencies.

SEX NONDISCRIMINATION

The school district shall provide equal educational opportunity for all students, and not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any educational program or activity operated by the school district on the basis of sex. The superintendent of schools, as human rights officer, shall receive reports, complaints, or grievances.

DISABILITY NONDISCRIMINATION

The school district shall protect disabled students from discrimination on the basis of disability and shall identify and evaluate learners who, within the intent of the law, need special services, accommodations, or programs in order that such learners may receive the required free appropriate

public education.

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

- * Has a physical or mental impairment that substantially limits one or more major life activities, including learning; or has a record of such impairment; or
- * is regarded as having such impairment.
- * Learners may be protected from disability discrimination and be eligible for services under law even though they do not require IEP services.
- * Persons who have questions, comments, or complaints should contact the superintendent of schools as coordinator of Americans with Disabilities Act/504 C.

DRILLS

Various drills are required by law and are an important safety precaution. Students must follow directions quickly. Procedures vary depending on the type of drill.

EXTRA-CURRICULAR POLICIES

The following policies are available from the activities director.

- * District 2311 **eligibility rules** for extra-curricular activities
- * Minnesota State High School League regulations

POLICIES INCORPORATED BY REFERENCE TO STATE AND COUNTY LAWS/POLICIES

Certain policies are applicable to students as well as employees or are quite lengthy for the purposes of this manual. The school district provides notice by this section that the following policies/laws are also applicable to students. Copies of these materials are available upon request.

- * Equal Educational Opportunity
- * Complaints-Students, Employees, Parents, Other Persons
- * Public Participation in School Board Meetings
- * Criminal or Civil Action Against School District, School Board Member, Employee, or Student
- * Harassment and Violence (Religious, Racial and Sexual)
- * Chemical Use/Abuse
- * Drug-Free Workplace/Drug-Free School

- * Tobacco-Free Environment
- * Students and Employees with Communicable Diseases and Infectious Conditions
- * Transportation of Public School Students
- * Transportation of Safety Policy
- * Videotaping on School Buses
- * Equal Access to Facilities of Secondary Schools
- * The Pupil Fair Dismissal Act
- * Clearwater County Policy on Harassment and Violence
- * Minnesota State Law, Subd. 10. Habitual Truant

RELIGION

The school district shall neither promote or disparage any religious belief or non-belief, but shall rather encourage all students and employees to have an appreciation for and tolerance of each other's views.

Wednesday evenings are generally reserved for church/family activities. No school functions shall be scheduled after 6:00 p.m.

Exceptions to this policy must be approved by the school board.

CHEMICAL HEALTH POLICY AND PROCEDURES TO MINIMIZE CHEMICAL ABUSE

Chemical health issues and chemical abuse problems are addressed in two (2) approaches at Clearbrook-Gonvick Schools.

1. Preventive education in the areas of drug abuse, "over the counter" drugs, use of tobacco, and use of alcoholic beverages is delivered through coursework such as Health classes, Social Issues classes, Family Life classes, and through assemblies and "Awareness Days". Students have formal and informal training as peer counselors with adult guidance.

2. An intervention system for students at risk due to chemical abuse may utilize the services of our school counselor, county or private programs for support and/or treatment.

PLAGIARISM

Plagiarism is defined as the taking of ideas, writings, etc. from someone else or another source, and passing them off as one's own. This is unethical and in many cases illegal. Whenever you are using the writings of someone else, you must use quotation marks to identify the material you are citing and you must identify the source. Copying material and representing it as your own will not be tolerated and will be reason for credit being denied.

TITLE IX STATEMENT

It is the policy of Clearbrook-Gonvick Senior High School not to discriminate on the basis of sex, race, creed, or color in its education programs, activities, or employment policies as required by Title IX of the 1982 Educational Amendments. Inquiries regarding compliance with

Title IX may be directed to the superintendent of Clearbrook-Gonvick Schools or to the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

- A. Any person who has a complaint alleging that the school district is not complying with this policy or alleging any actions prohibited by this policy shall represent the complaint in writing with the reasons for such complaint to the principal.
- B. The principal shall investigate the complaint and determine whether the school district is in fact in violation of state or federal law prohibiting discrimination. A decision shall be made by the principal and such decision shall be communicated to the complainant within fifteen (15) days of the reception of the written complaint.
- C. If the principal finds that the complaint is justified, action to rectify the complaint will be taken.
- D. If the principal finds that the complaint is not justified, the complainant will be so informed with a written communication.
- E. If the complainant is not satisfied with the findings of the principal, an appeal may be made to the Board of Education. The appeal must be requested in a written communication to the Superintendent of Schools no later than fifteen (15) days after receipt of the written decision of the principal.
- F. A hearing before the Board of Education shall occur no later than thirty (30) days after receipt of a written request for such hearing. The complainant may testify and may request that others testify in the complainant's behalf. The principal will present the findings of the investigation called for in Step B. The Board shall reach a decision and notify the complainant of its findings no later than fifteen (15) days after the hearing.

G. If the complainant is not satisfied with the decision of the Board, another appeal may be made to:

Office for Civil Rights, Region V
U.S. Department of Education 401 So. State St.
Room 700C, 054010
Chicago, IL 60605-1202
Phone (312) 886-3456
FTS: 8-886-3456
TDD: (312) 353-2541

ACCIDENTS

Accidents are reported to the principal or his/her designee. Parents are notified in any case where medical treatment may be required.

MUSIC

Music is taught every day. Students are evaluated each nine weeks on participation and behavior. Music performances are given each year by the students. Parents who do not want their children to participate in special events or holiday music should notify the music instructor.

CUMULATIVE RECORDS

A cumulative record is kept for every child in the Clearbrook-Gonvick School system beginning with kindergarten and continuing through 12th grade. During the year, if parents wish to examine their child's record, they may arrange to do so by making an appointment with the principal. The principal will arrange with the concerned parent/guardian a conference to report and interpret the child's record.

Transcript requests must be made in writing.

SPECIAL SERVICES

Our school offers a variety of special educational programs for students. Psychological services, and instructors for speech, language, learning disabled, hearing or vision impaired, mild to moderately impaired, homebound, and emotionally or behaviorally disturbed are provided at all grade levels. Students may be referred to these programs through the teachers, counselor, parents or the student. Please contact the principal for further information about these special services.

NURSING SERVICE

The Clearbrook-Gonvick Schools provide services such as vision, hearing and scoliosis screening on a regular annual basis and Pediculosis (head lice) screening whenever an active case is found in a classroom during the school year. Parents are notified if any follow up is recommended. Any student found with head lice will be sent home until treated.

MANDATED REPORTING

Public employees are mandated by the State of Minnesota to report any suspected neglect, physical or sexual abuse of children to the local welfare agency, police department or the county sheriff. Any person who willfully fails to do so shall be guilty of a misdemeanor.

LOST AND FOUND

Many articles of clothing and personal effects are unclaimed at the end of the school year. Marking a student's clothing would be appreciated to help reduce this problem. A box of lost articles is located at the school office. Any articles that have not been claimed at the end of the first nine week period each Fall are donated to a non-profit organization.

FUND RAISERS

The only items permitted to be sold by students during the school hours are those relating to school-sponsored fund raising projects. Fundraisers must be approved by the superintendent.

SCHOOL PICTURES

Once a year, usually in the Fall, individual student pictures are taken. A notice will be sent home informing parents of the date pictures will be taken. At that time, parents may choose whether their child will have his/her picture taken and whether to purchase all or part of the available picture package.

FIELD TRIPS

Teachers may schedule field trips to enrich a particular unit of study. A letter will be sent home with information regarding the nature of the trip and with a permission slip which must be signed by the parent or legal guardian and returned to the classroom teacher before the child will be allowed to participate.

PLEDGE TO THE FLAG

The Pledge of Allegiance to the Flag and/or singing of the Star Spangled Banner or America is made a part of the opening exercises in the classroom. Parents wishing to have their child excused from this activity should notify the classroom teacher in writing.

CITIZENSHIP

The school, recognizing that the student of today is the citizen of tomorrow, encourages and promotes good citizenship.

PETS

Prior approval by the teacher is needed before a pet of any type can be brought to school. Pets are not allowed on the bus and must be delivered by the parent and picked up when the lesson or demonstration is over.

BICYCLES

Children are allowed to ride bicycles to school. The school does not assume responsibility for them except to provide a parking area with bicycle racks. Bicycles are not to be used on the playground. This is a safety rule and students who do not abide by it will be asked to leave their bicycles at home. We also suggest some security measures be taken when bicycles are left unattended during school hours.

TELEPHONE CALLS AND MESSAGES

The telephones in the building are for school business and emergency use. It would be very much appreciated by the office staff if messages to students and/or teachers could be kept to a minimum. All emergency messages will be delivered immediately. All other messages will be delivered in a timely fashion.

WITHDRAWALS FROM SCHOOL

If you are moving out of the district or changing your place of residence during the school year, please notify the school at least one day in advance so the proper transfer preparations can be made. See page 23
-MN Statute 120A.22, subd. 8.

2004-2005 SCHOOL CALENDAR

August

30, 31- Teacher Workshop

September

1 - First day of school

30 - Parent-Teacher Conferences

October

1 - No school - Parent-Teacher Conferences

21, 22 - No school - EM Workshop

29 - End of first quarter

November

8 - No school - Teacher Workshop

25, 26 - No school - Thanksgiving break

December

20, 21, 22, 23, 24, 27, 28, 30, 31 - No school - Christmas break

January

14 - End of second quarter

17 - No school - Martin Luther King Day

February

17 - Parent-Teacher Conferences

18 - No school - Parent-Teacher Conferences

21 - No school - President's Day

March

18 - End of third quarter

24, 25, 28 - No school - Spring break

April

22 - No school - Staff workshop

May

27 - Last day of school/quarter

28 - Graduation

30 - Memorial Day

31 - Last day for teachers

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