



**KELLIHER SCHOOL  
PARENT-STUDENT HANDBOOK  
2024-2025**

**Kelliher School: Developing leaders and lifelong learners in a community that promotes rigor, relevance, and respect.**

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## MISSION STATEMENT

Developing leaders and lifelong learners in a community that promotes rigor, relevance, and respect.

## KELLIHER SCHOOL VISION

To be the first choice of district patrons for a rigorous and safe education by consistently promoting our directive, mission, and goals.

## CORE BELIEFS

- Learning is a lifelong process.
- All people, birth through adulthood, can succeed at learning.
- A positive, secure, and supportive climate allows quality education to occur.
- Respect for self, others, and property is fundamental to all interpersonal interactions.
- Partnerships and open communication among students, staff, parents, and community members create a cooperative and success-filled environment.
- Appreciation and acceptance of diversity strengthen and enrich the community.
- All learners are members of an increasingly interdependent and interconnected world-wide community.

## DISTRICT DIRECTIVE



## Daily Class Schedule

Daily Bell Schedule – Grades 7-12 (Tuesday - Friday) \*\*Monday 9:25 start time

Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Power Hour
8:25-9:12 T-F 9:25 – 10:08 M	9:15-10:02 T-F 10:11-10:54 M	10:05-10:52 T-F 10:57-11:40 M	10:55-11:42 T-F 12:13-12:56 M	12:15-1:02 T-F 12:59-1:42 M	1:05-1:52 T-F 1:45-2:28 M	1:55-2:42 T-F 2:31-3:15 M	2:45-3:15 T-F

## **Introduction**

Welcome to the Kelliher School District. This handbook has been prepared for students and parents to outline expectations while the student is enrolled in the Kelliher District. Many of the topics covered in the Kelliher Student/Parent Handbook are rules and prohibitions.

In addition, this handbook covers several opportunities for growth and involvement in many activities and events during the school year. We urge all students to take advantage of the many opportunities the Kelliher School has to offer, both in academics and extracurricular activities.

The Kelliher School Board, administration and staff provide the best possible education for our students. We believe this education can best happen in a safe, productive environment. Such an environment is the goal of this handbook.

By working together as parents, school, and community, we believe we can make a difference in the lives of our students. Thank you for your trust.

New information may be added to this handbook from time to time. If any questions arise pertaining to the operation of the school, we encourage parents to contact the administration for assistance in addressing their concerns.

## **BOARD OF EDUCATION**

### District 36 Board Members:

Frank Duresky

Rachel Jorgensen

Mary Thayer

Dawn Jensen

Tessa Koisti

Jake Neft

Chairman

Vice-chairman

Clerk

Treasurer

Director

Director

*The Kelliher Student/Parent Handbook is comprised of four parts:*

*1) Information;*

*2) Academics;*


*3) Rules and Discipline; and*

*4) Health and Safety.*

***[Topics within these categories are alphabetized.]***

### Policy Information

Many rules and guidelines within this handbook are predicated upon district policies. Full copies of district policies can be found on the district website, or high school office.

<b>Administration</b>	<b>Transportation</b>
Alto, Dan – Athletic Dir./Dean of Students Dahl, Sherri – Principal Grams, Paul – Superintendent Lundin, Aliza – Business Manager	Dreher, Jim Hillman, Earl Jansen, Paul Koisti, Mary Koisti, Rob Mostad, Leon Nelson, Carver – Transportation Director Nistler, Dave Nistler, Ed
<b>District Office</b>	
Duresky, Alyssa – Secretary Poxleitner, Mary – Head Secretary	
<b>Food Service</b>	<b>Custodial</b>
Cohn, Nina Lempart, Billie Jo Nelson, Brittney Nistler, Justine – Head Cook Ufford, Marie	Adams, Glenda Adams, Ron Eitenmiller, Zac Frenzel, Ray Lundin, Mark Mayers, Calvin – Head Custodian
<b>Elementary Staff</b>	<b>Middle Level &amp; High School Staff</b>
Dreher, Shana – Primary Sp. Ed. Teacher Hand, Jamie – Math Interventionist Heidelberg, Tayler – Sixth Grade – Teacher Lundin, Curtis – Fourth Grade – Teacher Lundin, Justin – Fifth Grade – Teacher Lundin, Samantha – First Grade – Teacher Neft, Rachael – Kindergarten – Teacher Olson, Kim – Reading Interventionist Pollard, Renee – Third Grade -Teacher Stevens, Mitch – Intermediate Sp. Ed. – Teacher Wachtler, Susan – Second Grade – Teacher	Alto, Dan – Science (Robotics Rm) Period 4 Christiansen, Kari – Spanish Geer, Kris – English/Language Arts Kindem, Miriam – Choir/Music Krueth, Sheila – Sp. Ed. (Grs. 9-12) /Academic Sup. 7-12 Kuleta, Betsy – Special Education (Grs. 7-9) Mastin, Amy – Science Mosier, Tuija – Art Moyer, Courtney – FCS/AI Liaison Nord, Eric – Industrial Arts Rorie, Chelsey – Math Rude, Pennie – Social Studies Sarah Rygg – Physical Education/Health Shinabarger, Collin Skaar, Alisa – Science Van Pelt, Tye – Band/Music Wickham, Laetitia – Math
<b>Paraprofessionals</b>	
Beaulieu, James – (Mitch Stevens) Binkley, Amanda – Kindergarten (Rachael Neft) Frenzel, Nikki – Grade 1 (Sam Lundin) Frenzel, Regina – Grade 3 (Renee Pollard) Frenzel, Terra – Grade 2 (Susan Wachtler) Jahnke, Laurie – MLC (T-W-Th) Jansen, Dawn – (Grades 4-6, Mitch Stevens) Jean, Jeannie – Title I Elementary/4-8 Inter. Nistler, Cathy – Sp. Ed.(Betsy Kuleta) Persons, Nicole – Media Center Schmidt, Barb – Sp. Ed. (Betsy Kuleta) Skoe, Elizabeth – MLC – 144 (M & F) Talberg, Lori – Sp. Ed. – (Curt Lundin) Thomas, Tiffany – Sp. Ed. (Sheila Krueth)	
<b>Support Services</b>	
Amsden, Carly – Success for the Future Coordinator Hillman, Colleen – Nurse Lundin, Christine – Counselor Notsch, Solveig – Mental Health/CTSS (Stellher) Pink, Chase – Technology/Testing Coordinator Zeman, Shantel – Speech Pathologist	<b>Mustang Pride</b>
<b>Early Childhood</b>	<b>Childcare Center</b>
Abelman, Katie – 3 Y/O Preschool Para Arel, Jenna – 4 Y/O Preschool Teacher Forsberg, Cassidy – 3 Y/O Preschool Para Holter, Rita – ECSE/BRIC Johnson, Caitlin – 3 Y/O Preschool Instructor Rennemo, Destiny – 4 Y/O Preschool Para Rossman, Ruth – 4 Y/O Preschool Para	Gehlert, Dawn – Director Gieser, Danette – Preschool Childcare Teacher Horton, Deb – Toddler Childcare Teacher Hufnagle, Jacqueline – Infant Childcare Teacher

## PART I – INFORMATION

### Arrival and Dismissal Hours Hours for School District Buildings and Facilities

The school building will be open from 7:45 until 3:30 during the school year. The building is often open later during days when extra-curricular activities are scheduled or when community education classes are offered in the building. Instructional hours are from 8:25 a.m. to 3:15 p.m.

### Assigned Classes

The assignment and scheduling of classes are within the school district's discretion. Whenever possible, the Kelliher School will try to allow students to register for classes they wish to take. However, all students are required to meet requisite coursework as determined by Minnesota statute and district policy.

The district recommends a minimum of 7 classes each day. All classes operate on a semester basis for students in grades 9-12. A maximum of three days at the beginning of the semester is allowed for students to drop or add classes and must be approved by the school administration after the Class Drop/Add form has been completed and approved by all teachers involved and signed by a student's parent/guardian. Exceptions to this rule may be granted at the discretion of the administration. Students enrolled in OCHS classes will be given 1 class period for each OCHS class.

### Cell Phones

Students are prohibited from using cell phones, communication watches, headphones, ear buds, etc. and other electronic communication devices during instructional class time, from 8:25 am – 3:15 pm each day. During school learning hours from 8:25 am – 3:15 pm, students in grades 7-12 will have their phones turned OFF and locked in their Yondr case. Students in grades K - 6 who bring cell phones to school must have them in their lockers at all times. If parents/guardians need to reach their student(s), please call the office. Students will be allowed to use the office phone to call home. Students not following this cell phone policy will be subject to consequences found below.

Students are also prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to: cheating, bullying, harassment, gang activity, taking pictures, recording audio and video, etc. (You do NOT have the right to photo or video another student) If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. Student cell phones or electronic devices may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

Consequences for unauthorized use of a cell phone or other electronic devices by a student:

1<sup>st</sup> Offense: Device confiscated, turned into the office, and returned at the end of the day.

2<sup>nd</sup> Offense: Device confiscated, turned into the office, and returned after a phone call with a parent.

3<sup>rd</sup> Offense: Device confiscated, turned into the office, and returned to a parent after a conference at the school.

Subsequent Offenses of this policy will be treated as: habitual/severe abuse of rules and policies

### Closed Campus

Kelliher School operates a closed campus. Once school is in session, no student may leave school grounds unless approved to do so by school administration. Therefore, students will not be able to leave the school grounds from the time they arrive until the school day is complete at 3:15 p.m. THIS POLICY APPLIES TO LUNCH HOUR. The student also needs to be picked up by a parent/guardian in the office, not the classroom. If the student leaves school without permission from the school office, the absence will be regarded as unconfirmed. If a student leaves the building without authorization, he or she may not be allowed back into the building. Should a student leave



school grounds without permission, administration may call local law enforcement officials to locate and pick up the student in order to safely return the student home or to bring the student to a social service agency.

A student may be permitted to run an occasional errand for a parent/guardian during lunch hour provided he or she brings a signed note from his/her parent or guardian dated for that day, or the parent calls the office by 8:30 a.m. The note must be approved by the office by 8:30 a.m. that day. No other student will be excused to leave with that same student on the errand. Exceptions must be approved by the dean of students, principal, or superintendent.

In addition to this rule, Juniors and Seniors who are on the honor roll, have a Gold Card and a signed permission form from their parent may have open-campus during noon break. The students who meet the criteria will be allowed to leave school during lunch. However, if you are driving you may not have a passenger, the school needs to have a copy of your insurance and Driver's license, and you must sign in and out, along with turning in your lunch pass. Students who leave during lunch must be back in time for the next hour and must always sign in and out each time going off campus during the noon break. Failure to do this will result in loss of privileges.

1st- Warning

2nd- 5-day suspension of lunch pass

3rd- Revocation of lunch pass for remainder of quarter

A student who drives to school must leave his/her vehicle parked in the school parking lot until school has been dismissed at 3:15 p.m. All students driving are expected to drive safely and follow all appropriate driving rules posted on school property. They may not drive during school or their lunch hour without permission from the school office. Students participating in extracurricular activities must ride school transportation to and from an extracurricular event or practice unless a prior school approved written notice form has been presented and accepted by the coach or activity director (this is covered in the extracurricular handbook and the blue extracurricular form parents sign off on)

### **Complaints**

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint when appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

In addition, the below is the Kelliher School Districts discipline complaint procedure:

Students, parents and other guardians, and school staff may file an appeal when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

1. A parent may file for an appeal on behalf of their child, regarding any Discipline report and subsequent discipline determination by the Dean of Students. The Superintendent or his/her designee will serve as the "report taker". A phone call or an email to the Superintendent or designee may serve as the reporting procedure.

2. In the event of an appeal, all parties will be afforded the opportunity to provide additional information related to the appeal.

3. The Superintendent/Principal or designee will begin to investigate an appeal within 3 days of receipt of an appeal. All records regarding the investigation will be housed in the Principal's office and will be made available to the parent upon request.

4. The Superintendent/Principal or designee will issue a written determination addressing each allegation or question with findings and conclusions regarding the appeal.

5. If the investigation finds that policies were not implemented correctly, the Superintendent/Principal will correct the official record of the discipline report. If needed, the Superintendent/Principal will provide relevant staff with appropriate training, coaching or other accountability practices to ensure future compliance with policies.
6. Kelliher School prohibits any reprisal or retaliation against any person who asserts, alleges or makes an appeal. In addition, Kelliher School will use progressive discipline per policy and will apply appropriate consequences for a staff member who engages in reprisal or retaliation.
7. If the appeal involves the Superintendent/Principal or the designee, a parent may make or file the appeal directly with the Superintendent

### **Courtesy**

Courtesy is the key to good manners. School personnel and students will work together in a positive manner to promote a productive, safe, and friendly school environment. Courtesy and manners will be topics promoted in the Kelliher School character education programs.

### **Dances/Parties**

Any school dance will be planned by the student council or other school group under the direction and guidance of the school administration, class advisors, or the activity director. All school rules apply at school dances. No individual who is 21 years of age or older will be permitted to attend a dance as a participant at any school-sponsored dance or party. To attend prom, a student must be a freshman or older, but not older than the age of twenty.

### **Distribution of Non School-Sponsored Materials on School Premises**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner.

### **Eighteen-Year-Old Students**

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy and Minnesota statute. However, regardless of age, all students may be governed by a single set of rules provided the rules are reasonably applied to all students to achieve a legitimate school purpose. Minn. Stat. §120A.20, Subd. 1.

In general, in the case of 18-year-olds, if a rule is directed to apply to parents, the 18-year-old should be treated as parents are treated; if the rule is directed to apply to students, 18-year-old should be treated as all other students are treated. For example, when regarding student conduct rules, school authorities may continue to promulgate reasonable rules and regulations regarding student conduct and need not generally distinguish between those students over and under 18. General prohibitions against smoking and drinking can be imposed against all students when they are under the supervision of school authorities. Minn. Stat. §120A.20, Subd. 1 state in part: ...Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending a public secondary school shall be governed by a single set of reasonable rules and regulations promulgated by the school board.

### **Employment Background Checks**

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

### **Equal Access to School Facilities**

The school district has created a limited open forum for secondary students to conduct non-curriculum related meetings during non-instructional time. The school district will not discriminate against or deny equal access or a

fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary, and student initiated; will not be school sponsored; employees or agents of the school will be present at religious meetings only in a non-participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school personnel will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

### **Fees**

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A driver education training course.

Students may be charged for textbooks, workbooks, and library books that are lost or destroyed. Students may also be responsible to pay for any damages to iPads and computers. For more information, contact the district office.

### **Field Trips/Class Trips**

If there is a need for a class trip, parents/guardians will be informed by the classroom teacher or activity director. All class trips/field trips must be approved by school administration. A class trip/field trip form must be completed and on file, and the trip must be chaperoned by school personnel. All school rules apply during a class trip/field trip.

### **Fire Drills/Emergency Drills**

The state requires that public schools hold fire drills, tornado drills, & lockdown drills. All drills are conducted in the interest of safety for all students. A buzzer, tone, or signal will be given; students will proceed in an orderly manner out of the building and follow all directions given by staff members. The school will also hold other emergency drills. Staff members will review these drills with students at appropriate times during the school year. Evacuation plans are posted in all classrooms and other areas of the building. IT IS IMPORTANT THAT STUDENTS FOLLOW ALL STAFF DIRECTIONS WHEN EVACUATING.

### **Food in the Classrooms**

The Kelliher School has adopted a Wellness Policy that promotes the healthy eating of all students and staff. The district promotes a healthy school by supporting healthy eating practices as a part of the total learning environment. Therefore, unless allowed by a classroom teacher and abiding by the guidelines of the district wellness policy, students are not allowed to bring food into classrooms without the prior permission of their classroom teacher. Students may be allowed to have water in the classroom, if it is in a plastic/glass/stainless steel bottle that closes. No energy drinks or pop are allowed during the school day.

### **Fundraising**

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by school administration. Participation in non-approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for non-school related activities will not be allowed during the school day. If students wish to engage in a fundraiser, they should apply by completing a *fundraising form* from the office for permission and to place the fund-raising activity on the master calendar.

### **Gifts to Employees**

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

### **Gold Cards**

“Mustang Pride” Gold Cards will be used by grades 7-12 students. Students who demonstrate ‘Mustang Pride’ attributes in their classrooms will be eligible for a Gold Card. Special programs will be announced during the year. **Gold Cards:** At the end of each quarter staff will rate students in their class. Students will be rated using the criteria of PBIS, as well as their attendance that quarter

### **Graduation Ceremony**

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline or failure to meet state and/or district guidelines in a timely manner. Graduation exercises are under the control and direction of school administrators.

### **Hallways/Hallway Passes**

Instructional hours are from 8:25 a.m. to 3:15 p.m. each day. Please have your child at the school no earlier than 7:45 a.m. Students should not remain on campus later than 3:30 p.m. unless they are participating in a supervised activity. Supervisors will not be provided for students who arrive before 7:45 or remain later than 3:30 p.m. The above procedures are designed for the safety and wellbeing of students. When students enter the building in the morning, they should go to the commons area, a gym, or a classroom. These areas will be supervised. We expect that students will use appropriate language and courtesy when they are meeting friends at locker areas or walking along the hall areas. Students **WILL** be permitted to carry backpacks from class to class.

Each student needs to have a signed pass in their Planner Booklet (Log Book), if they are to be in the halls once the school day has started. These passes can be secured from the office or from classroom teachers. Teachers may also issue students a yellow hall pass, at the discretion of the teacher. If a student is in a hall without a pass after a class period has started he/she will be directed to the office.

At the discretion of school administration, senior privileges may begin sometime during the last 4 weeks of school. A list of responsibilities that attend senior privileges will be discussed with the seniors during fourth quarter. Parents will receive copies of this information. *Please note that senior privileges must be earned and may be revoked. Senior privileges are not rights and may not be awarded to every senior.*

### **Interviews of Students by Outside Agencies**

Students may not be interviewed during the school day by persons other than a student’s parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

### **Library and Media Center**

The library/media center is open during the school day. Students may use the library/media center during the school day and before and after school only when a supervisor is present. All students will be allowed to use the Media Center when dismissed by their teacher to conduct research, use the computers, or enjoy free reading. During study halls, a student who is not disrupting the study hall will be excused to use the Media Center when the student desires, except during the last ten (10) minutes of the period.

### **Lockers, Desks & Personal Possessions within a Locker and/or Desk**

According to state law, 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 officials for any reason at any time, without notice, without student consent, and without a search warrant. All school lockers for grades 7<sup>th</sup>-12<sup>th</sup> have combination locks, if a student disables the lock they still will be held responsible for anything found in or damage done to their assigned locker.

Students’ personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. The search may include, but is not limited to, inspection of clothing, purses, wallets, backpacks, cell phones, and other personal property.

Administration may use drug dogs for searches and will enforce district policy and/or refer offenders to legal officials.

### **Meals**

During the 2024-2025 School Year – Students will receive one breakfast and one lunch FREE of charge each school day. Meals are to be eaten in designated areas only. Students will be notified of their assigned lunch time on the first day of school. Students may have lunch at school or bring a prepared lunch from home. Students are expected to walk in an orderly manner to lunch, and to follow all cafeteria expectations that will be explained to them the first week of school. Meal prices are tentatively as follows:

	Student	Adult	Head start
Breakfast	FREE	\$2.50	FREE
Hot lunch	FREE	\$5.00	FREE

Even though meals are free, we ask all parents to still fill out The Application for Educational Benefits which is available in the district office. Anyone who qualifies under the guidelines will help the school qualify for additional education funding, discounts, and other meal programs. Only one carton of milk will be provided with meals. Additional milk may be purchased for 50 cents. All food and drink items are to remain in the commons area.

### **Messages to Students**

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is prohibited. Students will be allowed to use cell phones before and after school and during their lunch hour. *Upon the first offense of unauthorized cell phone use, a student must forfeit his or her cell phone until the end of the school day. Upon the second violation, the cell phone will be held until a parent can come to the school for a conference.*

### **Nondiscrimination**

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The school board has designated Paul Grams, Superintendent (647-8286), as the district's human rights officer to handle inquiries regarding nondiscrimination.

### **Notice of Violent Behavior by Students**

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

### **Parent-Teacher Conferences**

Parent-Teacher conferences will be held twice during the school year. The first will be held in October. The spring conference will be held in March. Conference dates will be noted on the school calendar.

### **Parent Volunteers/Visitors**

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school district, parents/guardians should speak to the school administrators. To volunteer in the school building or classroom, parents/guardians should contact the classroom teacher. Parents/guardians who visit the school should sign in at the school office before entering a classroom. For more information, contact the school office. All entrances into the school are locked during the school day. Those wishing to seek admittance should ring the doorbell on the high school end. All adult and student visitors are REQUIRED to report to the office when entering the building to sign the visitor sheet. This allows school personnel to keep track of visitors throughout the day. Visitors must have the approval of school administration before visiting a classroom during instructional time. An individual or group may be denied permission to visit the school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the

students, employee, or the school district. To conduct a conference with a teacher, an appointment should be made in order to prevent disrupting the classroom environment.

### **Parking on School District Property/Patrols/Searches Students**

The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;
- Parking is permitted in designated areas only;
- Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs and permission has been granted to the student by school administrators;
- Students are permitted to use motor vehicles on the high school campus(es) only before and after the school day;
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.
- Snowmobiles and four-wheelers may be parked on school property in designated parking locations only. During the winter, students should park snowmobiles on the East side of the school building.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles, including glove & trunk compartments, in school district locations, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates or refuses to open a locked vehicle or its compartments, this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

### **Personal Possessions and Student's Person**

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

### **Pledge of Allegiance**

Students will recite the Pledge of Allegiance to the flag of the United States of America at least once a week. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

### **Posters/Advertising**

Before students or student groups may put posters or advertising on school walls or lockers or anywhere else in or on school property, they must obtain prior approval from administration. Administration reserved the right to refuse permission or to remove said posters at any time.

### **Recess**

Students in Grades K-6 will have recess before or after lunch. Students will go outside for their recess unless it is raining, or the temperature or wind chill is not above 0.

### **Records**

Each student has a student record on file at the school. For specific information on these please stop by the high school office. Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of postsecondary education. For more complete information on the rights of parents/guardians and eligible students regarding student records, contact the school office.

The school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to 20 U.S.C. 7917, part of the federal Every Student Succeeds Act.

### **Restrooms**

Students are asked to keep all bathrooms neat, clean, and orderly. Students needing to use the bathroom once class has started need a pass from their teacher; the bathroom is not a place to loiter at any time. Staff will monitor bathrooms during passing times for inappropriate behaviors.

### **Schedule**

A schedule is needed to ensure the smooth operation of the school. The daily school schedule is within the authority of the building administrators to determine. Information on daily class schedules and deadlines is available in the main office.

### **School Activities**

The school district provides opportunities for students to pursue interests that contribute to their physical, mental, and emotional health; however, instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities whether at the Kelliher School or while visiting other school sites.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline and parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events. Smoking is not permitted on district property or in vehicles parked on school property.

The Kelliher School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must also abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer where applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact Mr. Dan Alto, Activities Director.

**This handbook and all the latest Mustang Sports information can be found at:**

**<https://sites.google.com/kelliher.k12.mn.us/mustang-sports>**

### **MISSION STATEMENT**

The Minnesota State High School League provides educational opportunities for students through interscholastic athletic and fine arts programs and provides leadership and support for member schools.

*Education and Leadership for a Lifetime*

### **BELIEFS**

We believe that . . .

- Participation in school activity programs is a privilege and not a right.
- Sportsmanship needs to have a constant presence in all school-based activity programs.
- Students should have an equal opportunity to participate in all activities offered by their school.
- Ethical behavior, dignity and respect are non-negotiable.
- Student participants who choose to be chemically free must be supported.
- Collaborative relationships with parents enhance a school's opportunity to positively impact student success.

- Academic priorities must come before participation in athletic or fine arts activities.
- Positive role models and an active involvement in a student's life by parents and others are critical to student success.
- High school activity programs are designed for student participants, and adults must serve in a supportive role.
- The success of the team is more important than individual honors.
- Compliance with school, community and League rules is essential for all activity participants.
- Participation in school-sponsored activities must be inclusive, not exclusive.
- Ethical behavior, fairness, and embracing diversity best serve students and school communities

**PARENT ACTIVITY FORM INFORMATION:**

Parents/guardians of students in grades 6-12 whose children participate in activities must receive, read, and sign off on the appropriate forms for the activities they participate in from the list that follows, before your child is allowed to practice or participate in Mustang activities:

- 1.) MSHSL eligibility statement and health questionnaire (grades 7-12)
- 2.) MSHSL physical form (grades 6-12)
- 3.) Mustang Coop policies and rules consent form (grades 6-12)

**Students cannot practice or participate in activities until the forms are turned into the coach, advisor, or athletic director.**

**SCHOOL ATHLETIC POLICIES AND RULES**

The following policies and rules are specific to the activities of the Mustang Coop. We have high expectations of our students and our activities programs; thus, the following policies and rules exceed the MSHSL policies.

**Academic & General Eligibility:**

To be eligible for contest or game participation in the following fine art or athletic activities; football, volleyball, girls basketball, boys basketball, baseball, softball, golf, track, band, choir, trap shooting, and knowledge bowl a student-athlete must receive a passing grade in all subjects during the last grading period or quarter and at mid-quarters (STUDENTS ARE STILL EXPECTED TO PRACTICE). This requirement may be waived for special education students with an IEP if it is determined that their effort is satisfactory, and they are making academic progress. This determination will be made by the principal in consultation with parents and teachers, providing a request is made to do so by either the parents or the student. (Note- An incomplete is not considering a passing grade, making the student ineligible until the incomplete is made up.)

**Grade Ineligibility Policy:**

If a student has not received a passing grade in all classes during the last grading period or quarter, they are ineligible to participate in contests or games for a period of two weeks from when the grades are due in the high school office. Grades will be due from teachers to the high school office on Thursday after the end of each quarter. The two-week ineligibility period will run from the day after grades are due in the high school office (Friday) for a period of two weeks. At the end of that two-week ineligibility period, a student will become eligible to participate in contests or games. The dates students will become eligible again each quarter are listed below. In addition, ANY student not passing all of their current classes at mid-quarter WILL BE INELIGIBLE to participate in contests or games until the student is passing ALL of their current classes. The ineligibility period will begin on Monday following the Friday mid-quarter dates below. Grades will be checked by each student by completing a grade eligibility sheet when they are passing all current class. These sheets must be signed by each teacher and have the SAME signed dates by all teachers. Once passing all of their current classes, have completed the grade eligibility sheet, and have it signed by the AD students will remain eligible until the end of the current grading period or quarter. A student's 4<sup>th</sup> quarter grades determine eligibility for the 1<sup>st</sup> quarter of the next school year.

**Ineligibility Grade Check Dates for the 2024 – 2025 School Year:**

- 1st Qtr: Regain quarter eligibility on Thursday, Sept 12 and mid-quarter grade check on Friday, Oct. 4
- 2<sup>nd</sup> Qtr: Regain quarter eligibility on Wednesday, Nov 27 and mid-quarter grade check on Friday, Dec. 13
- 3<sup>rd</sup> Qtr: Regain quarter eligibility on Friday, Feb 14 and mid-quarter grade check on Friday, Feb. 28
- 4<sup>th</sup> Qtr: Regain quarter eligibility on Wednesday, April 16 and mid-quarter grade check on Friday, April 25



### **Team Travel:**

On trips representing the school, each student must bear in mind that his/her behavior reflects not only upon the student but also upon the school and community. Therefore, each student shall be accountable for any adverse publicity that he/she causes. All participants to any activity will travel to an away event with other participants and the sponsor or coach. All participants traveling to Northome or Kelliher for practices and/or home game must travel with school sponsored (bus) transportation and sponsor or coach unless his/her parent or guardian has completed the transportation release form. **Home from away games** - Athletes are expected to ride home with the team unless they are released to their parent/guardian with written permission on Mustang sign out sheet. (Any exceptions must be worked out with the principal and AD in advance)

### **Attendance Requirements and Standards:**

Students must be present at least the last three class periods prior to an event in order to participate in practice or an event. (For activities requiring students to leave during the school day, students must be present the three (3) class periods prior to their leaving). Students must also be present at the beginning of the school day, the next calendar day AFTER an event, in order to participate in the next or following. For each of the three seasons (fall, winter, and spring), a participant will get one exemption to this rule. For example: If a game is held on a Tuesday and you miss school on Wednesday, you could still play in the next game. This is a onetime per season exemption. Any additional absences the day after a game will need to pre-excused by the athletic director (this includes any exceptions for students with disabilities who are on IEP's or 504 plans) or be accompanied by a signed doctor or dental slip.

Athletes are expected to abide by all the school attendance and behavior guidelines. Student-athletes that are removed from class for ISS, or OSS (in-school or out-of-school suspension) are ineligible as follows: **ISS/MLC** - student is expected to practice but is ineligible to participate in games or contests for the duration of the ISS/MLC; **OSS** - student is ineligible to practice or play for the duration of the OSS. **ISS/MLC, OSS, and Detention:** If a student athlete misses practice due to detention, then they need to refer to the team rules.

### **General Conduct and Citizenship:**

The Mustang Coop expects students in activities to be good citizens about school and in the community. A student in activities is in the public eye. When in activities, the student holds a position of influence. It is the student's responsibility to set a good example for other students and be a credit the Mustangs. Students are also expected to exercise a high state of social maturity through self-discipline. Suspensions from an activity may be imposed by the coach, advisor, principal or athletic director for acts of poor citizenship/conduct that are detrimental to the image of the Mustang Coop. Violation suspensions may be appealed to the superintendent of the Mustang Coop school the student attends.

### **LETTERING REQUIREMENTS**

A letter or award is a symbol of accomplishment. Its value lies in its implication rather than in its monetary worth. The purpose of an award is to give recognition to participants who exemplify the highest standards and who have met the criteria for such an award. It is important that criteria be determined and published to remove any question about the requirements for receiving an award or letter. Each coach or advisor will determine the specific criteria for earning a letter in his/her activity pertaining to practices, participation, or scoring. Participants will be informed of the criteria prior to the beginning of the activity. The value of activities lies in the participation itself; the award and/or letter being the symbol of accomplishment.

## **RESPONSIBILITIES OF SPORTSMANSHIP: A GOAL FOR EVERYONE**

### **The Player**

- 1.) Treats opponents with respect
- 2.) Plays hard, but plays within the rules
- 3.) Exercises self-control at all times, setting the example for others to follow
- 4.) Respects officials and accepts their decisions without gesture or argument
- 5.) Wins without boasting, loses without excuses, and never quits

- 6.) Always remembers that it is a privilege to represent the school and community

### **The Coach**

- 1.) Treats own players and opponents with respect
- 2.) Inspires in the athletes a love for the game and the desire to compete fairly
- 3.) Is the type of person he/she wants the athletes to be like
- 4.) Disciplines those on the team who display unsportsmanlike behavior
- 5.) Respects the judgment and interpretation of the rules by the officials
- 6.) Knows he/she is a teacher and understands the athletic arena is a classroom

### **The Official**

- 1.) Knows the rules and their interpretations
- 2.) Places welfare of the participants above all other considerations
- 3.) Treats players and coaches courteously and demands the same from them
- 4.) Works cooperatively with fellow officials, timers, and/or scorers for an efficient contest
- 5.) Is fair and firm in all decisions, never compensating for a previous mistake
- 6.) Maintains confidence, poise, and self-control from start to finish

### **The Spectator / Fan**

- 1.) Attempts to understand and be informed of the playing rules
- 2.) Appreciates a good play no matter who makes it
- 3.) Cooperates with and responds enthusiastically to cheerleaders
- 4.) Shows compassion for an injured player, applauds positive performances, never heckles, jeers, or distracts players, and avoids the use of profane, abusive, and obnoxious language and behavior
- 5.) Respects the judgment and strategy of the coach and does not criticize players and coaches for loss of a game
- 6.) Respects property of others and authority of those who administer the competition
- 7.) Censures those whose behavior is unbecoming

## **ATHLETIC OR ACTIVITY CONCERN HANDLING PROCEDURE**

An athletic concern and/or complaint procedures have been developed to handle complaints concerning the athletic program. Information on the procedure is found below:

### **INTRODUCTION:**

This procedure has been developed for the purpose of establishing and maintaining the lines of communications between the schools parents/guardians, students, and coaches and for the resolution of concerns related to the athletic programs. This procedure is a means by which concern(s)/problem(s) about the athletic program can be resolved.

In order to maintain a positive atmosphere and assure that the proper channels of communication will not be circumvented, a procedure has been outlined for the athlete, parent/guardian, coach, and administrator. All participants will adhere to the guidelines as listed below.

Note: This process is not intended to provide grievance of a rule(s) of the Minnesota State High School League (MSHSL).

## **PARENTING/COACHING COMMUNICATION**

### **Parent/Coach Relationship**

Both parenting and coaching are extremely challenging vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefits to children. As parents, when your children become involved in our programs, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's team.

### **Communication You Should Expect from Your Child's Coach**

- \* Philosophy of the coach
- \* Expectations the coach has for your child as well as all the players on the team
- \* Locations and times of all practices and contests
- \* Team requirements, special equipment, off season conditioning
- \* Procedure should your child be injured during participation
- \* Students actions that may result in the denial of your child's participation

### **Communication Coaches Expect from Parents**

- \* Concerns expressed directly to the coach
- \* Notification of any schedule conflicts well in advance
- \* Specific concern in regard to a coach's philosophy and/or expectations

When your children become involved in the programs at Kelliher High School they will experience some of the most challenging and rewarding moments of their lives. It is important to understand that there may also be times when things do not go the way your child wishes. At these times, the expectation is that the student athlete, not the parent, will initiate a discussion with the coach about the concerns. Any concern a player has should be brought to the attention of the coach. We believe this approach is both the most likely way to a positive end, and a valuable learning experience for the Kelliher student. The coaches have been instructed to encourage this type of dialogue and to promptly set aside time for individual, private appointments when requested.

### **Appropriate Chain of Command**

1. Player
2. Head Coach
3. Athletic Director
4. Superintendent

### **Appropriate Concerns to Discuss with Coaches**

- \* The treatment of your child, mentally and physically
- \* Ways to help your child improve
- \* Concerns about your child's behavior

It is difficult to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain concerns can be and should be discussed with your child's coach. Concerns, other than those already listed, must be left to the player and coach.

### **Issues Not Appropriate to Discuss with Coaches**

- \* Playing time
- \* Team strategy
- \* Play calling
- \* Other students/athletes

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution of the issue of concern.

### **The Procedure to Follow if You Have a Concern to Discuss with a Coach**

1. Student athlete talks with coach about her/his concern. Most of the time the matter can be taken care of at this time. All coaches should have an open-door policy for conferences with players. Player's need to have confidence that their concerns will be heard and addressed with respect and confidentiality in a timely manner. Coaches need to be sensitive towards players concerns as related to the perception of negative repercussions from voicing concerns. Players need to voice concerns if they feel strongly about them, as high school athletics are all about the student athletes.

2. Parent(s) are to speak with the coach directly and discuss their concern. (general comments, questions, and information sharing about those issues listed previously are encouraged at any time, as our coaches should have an open-door policy toward this type of communication) However, discussion regarding concerns should not be held during practice time or before/after a contest. A meeting will have to be scheduled at both party's convenience. A coach will not meet with groups of parent(s)

3. If the meeting with the coach does not provide a satisfactory resolution, a meeting with the player, parent(s), coach, and athletic director will be set up. All communications during that meeting will be documented in an attempt to make sure each parties concerns are accurately represented.

4. If the concerns are not resolved after completing the procedure above the player, parent(s), coach, and athletic director may request they all meet with the superintendents of the Mustang Coop, to discuss and clarify the unresolved concerns with the goal of addressing the concerns, so all parties feel their side has been adequately addressed.

### **Student Conduct**

We believe that most forms of public displays of affection are inappropriate for a school. Forms of affection such as, but not limited to, caressing, kissing, leaning into each other at lockers will not be allowed.

### **School Closing Procedures**

School may be cancelled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early in the day as possible or the day/evening prior to the closing date. School closing announcements will be broadcast over local radio and television stations. In addition, School Reach will be sent to home phones, emails and cell phones to notify parents and students of school closures. Notice of school closings, late starts, or early dismissals will be announced on the following: **Radio:** KKBKJ 103.7, KB101.1, Public Radio **Television:** WCCO, KSTP, KVLV – Channel 11

The main communication concerning school closings will be announced through the School Reach system by phone, cell phone, text, or email depending which mode parent/guardians specify. Please do not rely on the radio or TV to be made aware of school announcements.

### **School-Sponsored Student Publications Materials**

The policy of the school district is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non School-sponsored publications may not be distributed without prior approval.

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. "Official School Publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Embarrasses, ridicules, or shames another individual or the school district;
- 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;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

### **Senior Class Trip/Senior Year**

The senior class trip is an event that is planned on an annual basis and must be earned by the class as a whole. Members of the class must raise all funds for the trip and members must abide by rules in order to qualify for the trip. The senior class trip is a privilege, not a right and may be revoked at any time by the school district. Eligibility guidelines for individuals and for the class as a whole will be shared with the senior class at the beginning of the school year. Each individual student and the class as a whole must maintain attendance of at least 90%.

Seniors shall use any money they raise for their class trip, flower (only 2 flowers per student; 1 for graduation & 1 for Senior Banquet/Supper. If the student wants more than 2 they will need to purchase them). Any monies left after graduation will be donated to the Alumni Scholarship fund. If the student plans on decorating their mortar board, they may purchase the mortar board to keep and decorate (this is their graduation cap). They will need their decorations approved by the administration. For the senior group picture, if taken outside, the class may not travel more than a 15-mile radius from school.

### **Snowmobiles and ATV's**

If students ride their snowmobiles and/or ATVs to school, they must be parked in a designated area as determined by the Head Custodian and the administration. Students must refrain from riding on the school lawns and sidewalks with their snowmobiles and ATVs.

### **Student Surveys**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, contact the school office.

### **Student Visitors**

Kelliher School does not allow student visitors to school. Visitors create a distraction during the school day.

### **Suicide Prevention Information/Crisis Support**

The protection of student life is priority number one. As such, we want to ensure that all students have access to Crisis Support and the ability to seek help. Any Student in crisis is encouraged to speak with an adult in the building. Posters will be displayed throughout the school with information regarding the various support lines found below:

Call 988 - <http://988lifeline.org>

Text HOME to 741741 to reach a volunteer Crisis Counselor

24 Hour Mobile Crisis Hotline – 1-800-422-0045

Beltrami County Crisis Hotline (see below)



### **Tardies**

Getting to class on time is the responsibility of each student. Students are expected to be on time to all classes. If a student comes to class late without a pass from another staff person, or office, the classroom teacher will let the office know. Students coming to school late need to stop in the office.

**7th-12th Grade:** A student may have 2 tardies per quarter. A student is tardy if they are not in the classroom when the bell rings to start the class. If a student is 15 minutes late or more to period 1 class, they will be considered absent for that period. The consequences for being tardy are listed in the discipline plan section of this handbook. The consequences for being absent are found in the attendance section of this handbook.

**K-6th Grade:** A student is tardy if they arrive at school from 8:25 - 10:00 am. The district retains the right to implement an intervention regarding tardiness. If a student arrives at school after 10:00 am, they will be considered absent for ½ day. The consequences for being absent are found in the attendance section of this handbook.

### **Telephones**

School telephones are available for student use before and after school and during class passing time. Students should not expect to use office telephones unless during an emergency.

### **Textbooks/School Property**

Any student will be charged for lost or destroyed textbooks, workbooks, library books, or other school property lost or destroyed. Students who intentionally damage school or another property will be held financially responsible. Those who use graffiti as an artistic outlet will be responsible for the cleanup. Disciplinary measures will also be taken.

### **Transportation of Public-School Students**

The school district will provide transportation, at the expense of the school district, for all students. Students will be picked up and dropped off at their primary residence on established bus routes. ***Students will only be dropped off at a secondary or emergency residence through prior notification given to the school office in advance or before 1:00 p.m.*** Transportation will be provided on all regularly-scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian. The school district may provide transportation for students to and from extracurricular activities.

### **Video- and Audio-Taping on School Buses**

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a videotape of the actions of student passengers as evidence in any disciplinary action arising from the student's misconduct on the bus.

### **Video & Audio Taping Places Other Than Buses**

The school district buildings and grounds are equipped with video cameras. Video surveillance may occur in any school district building or on any school district property.

### **Visitors Parking**

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on district property may be towed at the owner's expense.

## **PART II — ACADEMICS**

### **Alternative Educational Opportunities**

Some students may be at risk of not completing their educational programs. The school district provides alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact the school office.

*Full-time Alternative Learning:* Students who opt to attend an off-campus alternative learning program on a full-time basis will be considered no longer enrolled as a student in the Kelliher School District. Therefore, they may not participate in activities such as school dances, homecoming, or prom, unless they are invited as a guest by a currently-enrolled Kelliher student who is in good standing. However, they may participate in the graduation ceremony at the end of the school year.

### **Cheating and Plagiarism (Academic Dishonesty)**

Academic Dishonesty (plagiarism and cheating) are prohibited. To plagiarize is to take ideas, writings, and other intellectual property from another and pass them off as one's own. Scholastic dishonesty which includes, but is not

limited to, cheating on a school assignment or test, plagiarism or collusion including the use of picture phones or other technology to accomplish this end, will not be tolerated.

Regardless of motivation, cases of academic dishonesty are completely unjustified in every instance. To cheat is to demean your efforts. Acts of academic dishonesty causes your character to come under suspicion and it belittles the hard work of all students.

Academic Dishonesty (plagiarism and cheating) will be determined at the teacher's discretion, the teacher's classroom rules will determine the class consequences, which will mostly likely result in a zero for the assignment. In addition, a student referral will be completed, so a record of the academic dishonest will be in place for the student's high school career. As a result of the referral, students may be disciplined in accordance with the school district's "Student Discipline" policy.

### **Class Load Requirements**

Parents must approve all course changes and registrations. The school recommends a minimum of (7) classes per day. Band, along with another class, will count as a one-credit class; choir, along with another class, will count as a one-credit class; band and choir taken together, will count as a one-credit class. Any exception to this rule needs cooperation between parent and principal. Students 9-12 will not be allowed a study hall, unless they are taking an online class. They may also have a study hall opposite band & choir, if they are involved in only one of them. Students in grades 9-12 who are in risk of losing credit may be assigned a class period of Academic Support.

### **Class Rank/Academic Standing**

*Provisions for recognizing class rank and awarding academic honors are local district decisions.* The honor status of Valedictorian and Salutatorian will be awarded to the two top students in the senior class. The awards are based on academic achievement at Kelliher High School and are determined by the following criteria:

1. Must have been a full-time student at the school from the beginning of the junior year.
2. All credits earned by a student in mainstream unmodified classes from grade 10 through third quarter of his/her senior year will be used to determine a scholastic average.
3. In unusual circumstances, more than one Valedictorian or Salutatorian may be named.

PSEO, as well as OCHS, classes are included in determining grade point average (GPA) or class rank. A PSEO student is considered a full-time student of Kelliher School.

\*All classes in grades 9-12 count for graduation credit totals and will be utilized to determine class rank.

### **Extended School Year Opportunities**

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the school office.

### **Grades**

Students' grades will be reported at the end of each quarter during the year. Report cards will be mailed to parents/guardians or eligible students and will be available online for review. Online grades and progress reports may be reviewed at any time through the *Parent Experience/Student Experience* portal in *Synergy*. Progress reports will be mailed to parents/guardians for students in grades 7-12 each quarter.

After each nine-week grading period, the names of students who qualify for either the Distinguished, A, or B Honor Rolls will be compiled and made public. Any student with an incomplete grade at the end of the quarter will not be eligible for the honor roll.

To qualify for the Distinguished Honor Roll, a student must have earned no grade less than an "A-" in any class. Grade point averages will be carried out to the 1,000th of a point. To qualify for the "A" Academic Honor Roll, a student must earn a 3.50 average with no D's or F's or incomplete work. To qualify for the "B" Academic Honor Roll, a student must earn a 3.00 average with no D's or F's or incomplete work.

SPA Scale for online college classes is as follows:

- A-4.5
- B-3.5
- C-2.5
- D-1.5

**GRADING - ALL TEACHERS MUST USE THE FOLLOWING GRADING SCALE -**

Teachers will assign student grades based on the following grading scale:

A 93-100    A- 90-92.99    B+ 87-89.99    B 83-86.99    B- 80-82.99    C+ 77-79.99    C 73 - 76.99  
C- 70-72.99    D+ 67-69.99    D 63-66.99    D- 60-62.99    F 59.99 & below

***In all cases, when figuring grades, any percentage with a decimal will be rounded up at .5 (following rounding rules)***

Semester tests will be administered by all classroom teachers. When determining the final semester grade, teachers will weight grades according to the following percentages:

Each quarter percentile grade will carry equal weight. For those students not required to take semester tests, each quarter grade will be 50%. Students are exempt from semester tests for each class they earn 90% or an A- for both quarters of a semester (Q1 and Q2 or Q3 and Q4)

For students who take semester tests, the 1<sup>st</sup> or 3<sup>rd</sup> quarter grade will be worth 40% the 2<sup>nd</sup> or 4<sup>th</sup> quarter grade will be 40%, and the semester test semester 1 or semester 2 will be 20%.

Teachers will decide the weight of specific components for their classes. For example, the percentage weight for tests, homework, daily work and projects will determine the final grade for the quarter. This information will be put in writing and given to students at the start of the class. A copy must also be turned into the office.

\* Any credits earned from a regular education accredited high school will transfer to the Kelliher School under the Kelliher School District's point scale system; students will be granted credit in accordance with Kelliher School Policy. Any class not taken through a regular education accredited high school will be graded on a pass/fail basis and will not count towards class rank or the student's grade point average.

### **Graduation Requirements**

Students must meet all course credit requirements and graduation standards, as established by the state, in order to graduate from Kelliher School. All students must also pass any tests the district or state requires.

### **Course Credits Required**

To receive a diploma, students must successfully complete at least twenty-four (24) credits and comply with the following high school level course requirements:

<b>High School Level Courses Required for Graduation</b>		
<b>Subject Area</b>	<b>Term</b>	<b>Explanation</b>
<b>Language Arts</b>	4 years	A student must earn 1 English credit each year in grades 9 through 12.
<b>Mathematics</b>	4 years	Must include algebra, geometry, statistics, and probability. Algebra I will be required by the end of eighth grade. Algebra II will be required for students scheduled to graduate. A career and technical education course may fulfill a mathematics credit.
<b>Science</b>	3 years	Must include one credit of biology and one credit of physical science and one chemistry or physics. An agricultural science or a career and technical education course may fulfill a science credit.



<b>Social Studies</b>	4 years	9 <sup>th</sup> grade - Geography (1 credit) 10 <sup>th</sup> grade – US History (1 credit) 11 <sup>th</sup> grade – World History (1 credit) 12 <sup>th</sup> grade – Civics (½ credit) Economics (½ credit)
<b>Arts</b>	1 year	May be earned in the following areas: dance, music, media arts, theater, visual arts
<b>Health &amp; Phy Ed.</b>	1 credit	½ credit in Health and ½ credit in Physical Education must be earned between 9 <sup>th</sup> and 12 <sup>th</sup> grades.
<b>Elective Courses</b>	7 credits	

### **Minnesota Academic Standards**

All students must satisfactorily complete the following required Minnesota Graduation Standards:

Minnesota Academic Standards, Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Arts K-12

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, contact school administrators.

### **Homework**

Homework is assigned by the teachers. The amount of homework varies by teacher and subject area. The school district asks for parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly. A student’s job while in school, is to complete the homework assigned in each class.

Students are expected to complete all homework, in a timely manner, by the due date for each class assignment.

When students are absent from school for any reason, they need to communicate with each of their teachers before and/or after they are absent, as to any assignments or work that was missed. (the Student Planner Booklet is a great place for this communication) When students have been absent, at a minimum, they will have two days to complete makeup work for the first day of the absence and one day for each successive day of absence. Failure to do so or to make arrangements otherwise may result in a failing grade for the work not completed. Students who skip class will not receive an extension of time to complete missing work.

In addition, each classroom teacher in grades 7<sup>th</sup> – 12<sup>th</sup> will communicate with each of their classes as to what constitutes a late assignment and how those late assignments (late work) will be handled in their class. Any assignment deemed to be a late assignment by the classroom teacher may be given no more than 50% of the total points, unless the teacher determines there is a need for additional grace on a case by case basis.

### **Honor Student/Graduate Status**

To be considered an honor student or honor graduate, a student must earn a cumulative GPA of at least 3.25. Modified Special Education grades will be calculated by using the regular education high school grading scale for honor roll status as well as to determine grade point averages (GPA) towards graduation honors and class rankings\*. Those students who have earned the status of honor student, valedictorian, and salutatorian will be recognized during graduation by traditional medals, stoles, or ropes. NO additional ropes for activities seniors participated in will be allowed during the graduation ceremony, as graduation is an academic accomplishment.

*\*Other modifications, i.e.: modified testing, modified assignments, extra time to complete class assignments will also be taken into account when determining honor status.*

### **PSEO/Concurrent Enrollment Program Guidance**

Eligibility: Public School Students

**9th-and 10th-Graders (PSEO and Concurrent Enrollment):** Any public or American Indian-controlled tribal contract or grant student classified as a 9th- or 10th-grader who meets residency requirements outlined in the Residency Guidelines section. These students may enroll only in the following:

1. PSEO Courses on the postsecondary campus or another location through Courses According to Agreements (Minn. Stat. § 124D.09, subd. 10) when the district makes payment directly to the postsecondary institution. One of the following must apply:
  - The school district and the eligible postsecondary institution providing the course agree to the student’s enrollment (documentation must be on file at both schools indicating mutual agreement), or
  - The course is a world language course currently available to 11th- and 12th-grade students, and consistent with Minn. Stat. § 120B.022 governing world language standards, certificates, and seals.
2. Concurrent Enrollment Courses in the high school when the district makes payment directly to the postsecondary institution. One of the following must apply:
  - The school district and the eligible postsecondary institution providing the course agree to the student’s enrollment (documentation must be on file at both schools indicating mutual agreement), or
  - The course is a world language course currently available to 11th- and 12th-grade students, and consistent with Minn. Stat. § 120B.022 governing world language standards, certificates, and seals.

**10th-Graders (PSEO):** Any public or American Indian-controlled tribal contract or grant student classified as a 10th-grader who meets residency requirements outlined in the Residency Guidelines section. These students may enroll in the following during the first term of enrollment:

1. One Career or Technical Education (CTE) course as identified by a Minnesota state college or university on the postsecondary campus when MDE makes payment directly to the postsecondary institution. One of the following must apply:
  - The student must have received a passing score (proficiency level of “meets or exceeds”) on the 8th grade Minnesota Comprehensive Assessment (MCA) in reading, or
  - If the student did not take the 8th grade MCA, another reading assessment can be substituted if accepted by the enrolling postsecondary institution. Note: Eligible students can access the Alternate Eligibility Options Policy, for 10th grade students with a disability who wish to participate in Career and Technical Education courses through the PSEO Program.

Additionally, the student must also meet the specific course requirements and prerequisites of the CTE course in which he/she wishes to enroll. A student who is refused enrollment by a Minnesota state college or university PSEO Reference Guide | November 2021 9 may apply to an eligible institution offering a career or technical education course. If the student receives a grade of “C” or better in the first CTE course, the student is allowed to take additional postsecondary courses at the same institution the subsequent semester.

**11th- and 12th-Graders (PSEO and Concurrent Enrollment):** Any public or American Indian-controlled tribal contract or grant student classified as an 11th or 12th grader who meets residency requirements outlined in the Residency Guidelines section. These students, if accepted by a postsecondary institution, may enroll in nonsectarian courses or programs at that postsecondary institution. Each participating college and university sets its own requirements for admission into PSEO or courses and programs.

- State-Approved Alternative Program (SAAP) Students: These students are held to the same participation requirements as traditional students as outlined in the next sections. Note: Charter schools are not considered SAAPs.
- SAAP Students enrolled in a PSEO State-Approved Early/Middle College Program: 11th- and 12thgrade students who are enrolled in a core school day SAAP are eligible to enroll in traditional nonsectarian courses for dual credit, and/or developmental college courses – both of which are paid for by the state.

**Students eligible for Special Education:** Students who have an Individualized Education Program (IEP) are eligible to apply to participate in PSEO or concurrent enrollment courses and programs available to all students in Minnesota. Admissions requirements for acceptance into the program are determined by the postsecondary institution.

### **On-Line College in the High School**

#### **Student Admissions Requirements:**

- Completed OCHS college application (<https://www.ochs.education/s/article/OCHS-College-Application>)
- Submit current high school transcript
- Meet Minimum GPA or assessment requirements
- Signed Student Authorization Agreement (<https://www.ochs.education/s/article/OCHS-Student-Authorization-Agreement>)

#### **Eligibility by Grade Level – Grade 10:**

- First Semester – Eligible for one CTE course
- MCA Reading score of 850 for CTE
- If MCA is not taken, an ACCUPLACER Reading score of 250
- Second Semester – Eligible for the second semester if the first-semester course is completed with a grade of C or better

Eligible for one or more CTE courses

Eligible for MNTC courses if 3.4 high school GPA (updated high school transcript required) or ACCUPLACER Reading score of 250

#### **Eligibility by Grade Level – Grade 11:**

- HS GPA 3.0 or
- ACCUPLACER Reading 250 or
- MCA Reading 1047 or
- ACT Reading 21

10<sup>th</sup> graders that used 8<sup>th</sup> grade MCA scores for eligibility must meet one of the above requirements.

#### **Eligibility by Grade Level – Grade 12:**

- HS GPA 2.8 or
- ACCUPLACER Reading 250 or
- MCA Reading 1047 or
- ACT Reading 21

### **Parent Right to Know**

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;

3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

### **Promotion – Retention Guidelines**

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The administration's decision **will be** final. The district has a variety of services to help students succeed in school. For more information, contact the school administration.

The School Board has adopted a policy to alleviate social promotion in the Kelliher Public School. Therefore, the following guidelines will be followed for retention:

**K – 2<sup>nd</sup>** students will be retained based on the joint decision of the parents and teacher based upon the best interest of the child. When a parent denies the recommendation of the teacher for retention, a waiver must be signed and dated by the parents to document this decision.

**3<sup>rd</sup> – 6<sup>th</sup>** grade students who receive 2 F's at the end of the school year in the core subjects of math and reading, which includes spelling, language arts and vocabulary, *may* be retained in their current grade. Students in danger of failing a core subject will be identified by the end of the first semester and a personalized plan will be developed. This plan will provide a cohesive plan for remediation developed collaboratively by the teacher, student, parents, and the administration.

**7<sup>th</sup> – 8<sup>th</sup>** Students receiving 2 or more F's in core subject areas will have to attend summer school to make up the work needed to earn passing grades in each core subject failed. If a student doesn't attend summer school, they will be considered for repeating the failed core classes or retention for the next school year. In addition, an 8th grade student who receives 1 or more F's at the end of the school year in the core subject areas of math, science, language arts, reading, or social will be assigned academic support during their 9th grade year.

**9<sup>th</sup> – 12<sup>th</sup>** grade students failing required classes (including 8th grade algebra) will be required to repeat those classes. Students may be required to complete one semester or both semesters of a class. Students failing required classes will need to repeat those classes through credit recovery opportunities. Credit recovery opportunity guidelines: 1st retaking the class during the next school year, 2nd attending summer school, and as a last option the school will work with the student to develop a plan for completion of credits needed to graduate.

### **Academic Support**

Academic support is a student-based class opportunity offered to selected students to help ensure they are making progress towards graduation. Students offered this opportunity will receive partial elective credit toward graduation for being in academic support and be graded as pass/fail. Academic support will be a part of the curriculum and is built into the schedule for all 7th and 8th grade students, the focus of academic support at this age level is to help students transition from the elementary to the high school. Academic support will be assigned to any 9th grade student who failed 1 or more core classes as an 8th grader, as outlined above in the retention policy. Students in grades 9-12 could be assigned academic support during the school year based upon a review process with teachers, administration, and parents/guardians.

### **Grades 5 and 6 Classrooms**

The 5th and 6th grade level classrooms are arranged as follows: one of the teachers will teach math for both 5th and 6th grade and the other teacher will teach reading for both 5th and 6th grade.

### **Summer School**

The school district may provide summer school learning opportunities. If offered, summer school will be prescriptive and focus on individual needs to meet the curriculum for passing, not merely to meet seat-time goals. For more information, contact the main office.

### **PART III — RULES AND DISCIPLINE**

#### **Attendance**

The Kelliher School Board, administration and staff believe 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 which are vitally important to the future of the student. We also believe that class attendance is a joint responsibility that is shared by the student, parent or guardian, teachers and administrators.

Minnesota State law requires that all persons under 17 years of age attend school. It is the student's right to be in school with the responsibility to attend all assigned classes and study halls every day that school is in session. The student also needs to be aware of and follow the correct procedures when absent from an assigned class or study hall. It is also the student's responsibility to request any missed assignments due to an absence.

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

If a student is going to be absent, the parent/guardian is asked to call the school office by 9:00 a.m. on the day of absence or leave a message on the attendance line at 647-8286 and pick option #2. Students may look up the missed assignments for the day in Google Classroom, Synergy, or email the teacher(s) so he/she can begin working on homework prior to returning to school. If a phone call can't be made, the student should bring a signed note from the parent/guardian on the next day of school attendance. A failure to call or deliver a note by 9:00 am the following day of an absence will cause the absence to be considered as unexcused.

If a parent/guardian knows his/her child will be absent in advance, the parent should provide a signed note or call the office at least one day before the planned absence. Lack of phone call or signed note will indicate to the school that an absence should be counted as a truancy situation.

In cases where the attendance requirements are not met, the school will proceed with enforcement according to current State and School Board Policy. Specific admission requirements, restrictions, and enrollment options may be found in Policy 509 of the Kelliher School Board.

If or once a student has missed 5 days (k-6th Grades), or 5 class periods (7th-12th Grade), a letter of concern will be sent home. If a student has missed 10 days and/or 10 class periods, another letter will be sent home outlining the procedures and consequences of further absences. When a student has missed 15 days, or class periods, either excused or unexcused, a letter and phone call meeting will be set up with the student and the student's parent(s) with the school truancy prevention coordinator and the dean of students. This phone meeting will review the student's attendance, discuss potential barriers, and determine if any supports are needed. A Student/Parent/School contract maybe signed by parent, student, & school truancy prevention coordinator and dean of students to all work cooperatively to ensure improved school attendance.

In addition, if a student has been absent for 25 days a letter and phone call will go home to set up a mandatory meeting with the student, the student's parent(s), the school truancy prevention coordinator, and dean of students. A Student/Parent/School contract maybe signed by parent, student, & school truancy prevention coordinator and dean of students to all work cooperatively to ensure improved school attendance.

After all the above steps have been followed, if there is still no improvement in attendance, the following may be possible additional solutions enacted by the Kelliher School: students may be required to bring a doctor's note if they are absent from school, mandatory summer school attendance, NO credits or reduced credits for classes, NO points for assignments given on days absent, retention or remediation of a grade or classes, filing of truancy petition with Beltrami County or tribal agencies, possible enrollment termination under the schools 509 Policy, etc.

With all these steps in place, if attendance doesn't improve and/or when thresholds are reached for number of days absent from school under Policy 509 and state statute, the school may pursue filing truancy with state, county, and tribal agencies.

Policy 509 is entitled, "Enrollment of Nonresident Students". This policy states "it is the policy of the school district to accept students who are non-residents within the guidelines herein and to provide a quality education to all students in the school. Non-resident students will be expected to follow all district policies (i.e. Discipline Policy, Attendance Policy, etc.) and will be subject to all rules and regulations of the district." Within this policy are the restrictions, time lines, and forms that are to be completed for Open Enrollment, Agreements between School Boards, Graduation Incentives, Waiting List, Parent Involvement, and school records that need to be provided under this policy. A copy of this policy is available in the Superintendent's Office.

The district may terminate enrollment of a non-resident student if that student meets the definition of a habitual truant under the amended M.S.124D.03 state statute and/or fails to meet the district threshold for attendance. Once the school year has begun, new students need to bring complete documentation to the school. New students will not start school until all previous school records are on file and a new student/parent orientation meeting has been held. New students should not expect to start school on the same day that an orientation meeting is held. If a student is enrolled under the Policy 509 misses more than 10 days or 10 class periods during a semester, that student may lose his/her status as an open-enrolled student or a student attending under a board-to-board agreement in order to allow another student on the waiting list to attend Kelliher School.

Students between the ages of 18 and 21 are entitled to free educational services as outlined by Minnesota statute M.S. 120.06 which states, "Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending a public secondary school shall be governed by a single set of reasonable rules and regulations promulgated by the school board." The regulations for 18-year-olds at Kelliher will be the same as for students under 18. Eighteen-year-olds will not be allowed to write their own excuses for absenteeism. This also includes passes. The only exception would be in the case of an "Emancipated Minor" (18-year-old head of household)

Students will be granted an excused absence by meeting at least one of the following criteria:

- Medical or dental appointment
- Family vacations
- Illness of self or serious illness in student's immediate family
- Legal emergency, court appearance by family or personal action
- Death in the student's family, a relative or close friend
- Religious instruction not to exceed three hours in any one week
- Family emergency such as work at home or other unavoidable circumstances
- Participation in activities related to school
- Additional requests are to be made to the principal and the request shall be evaluated on an individual basis.

For information on how the attendance of homebound students is recorded in terms of being absent from school, contact the high school office. Students who know well in advance that they are going to be absent from school for excusable reasons should contact the principal's office with a note from a parent, that they will be absent on a particular day. The student should also contact each of his/her teachers and obtain as many assignments ahead of time as possible.

*It is the school's prerogative to determine whether an absence is labeled excused or unexcused. The District also retains the right to implement an intervention regarding acceptance of homework once a student is habitually truant. Such students may be given zeros or partial credit for days they are unexcused.*

***Specific Consequences of Absenteeism:***

Students who attend the school prom need to be in school for a full day of attendance the day before the prom is scheduled.

### ***Attendance during Field Trips:***

When a field trip is scheduled, all students are expected to treat the field trip as a classroom away from the regular school building. Unless they have a valid reason for being absent, students should attend all regularly-scheduled field trips. *If a student cannot attend a field trip, he or she is still expected to be in school during the school day to continue with coursework and complete homework.*

### ***Truancy and Educational Neglect:***

“Habitual Truant” is defined in Minn. Stat. § 260C.007, Subd. 19 as:

1. A student under the age of 17 who is absent from attendance at school without lawful excuse for:
  - a. seven school days if the student is in elementary school or
  - b. one or more class periods on seven school days if the student is in middle school or junior high, or
  
2. a student under the age of 17, or between the ages of 17-18 if the student has not legally withdrawn from school, who attends high school, and who is absent from attendance without a lawful excuse for one or more class periods on seven school days

### ***Bullying Prohibition***

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property or at school-related functions. For detailed information regarding the school district’s “Bullying Prohibition” Policy contact the school office.

### ***Buses—Conduct on School Buses and Consequences for Misbehavior***

Riding the school bus is a privilege, not a right. The school district’s general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and rules for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Arrive at the bus stop five minutes before your scheduled pickup time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching 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 driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay. (fighting will be considered a major offense carrying a 3-day bus suspension, see consequences below and will have school discipline consequence as per this handbook)
- No use of alcohol, tobacco, vapes, or drugs. (will be considered a major offense carrying a 3-day bus suspension, see consequences below and will have school discipline consequence as per this handbook)

While riding a school bus, all riders must comply with the following rules:

- Follow the driver’s directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.

- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay. (fighting will be considered a major offense carrying a 3-day bus suspension, see consequences below and will have school discipline consequence as per this handbook)
- Do not throw any object.
- No eating, drinking (unless approved by the driver)
- NO use of alcohol, tobacco, vapes, or drugs. (will be considered a major offense carrying a 3-day bus suspension, see consequences below and will have school discipline consequence as per this handbook)
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

All school bus/bus stop misconduct will be reported to the school district’s transportation safety director. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. Serious misconduct may be reported to local law enforcement.

Consequences for school bus/stop misconduct will apply to all regular and late routes. Decisions regarding a student’s ability to ride the bus in connection with co-curricular and extracurricular events (for example field trips or competitions) will be at the sole discretion of the school district.

***Consequences of Misconduct on Buses or at Bus Stops:***

1<sup>st</sup> Offense - Verbal reprimands

2<sup>nd</sup> Offense - Warning; Parent contact

3<sup>rd</sup> Offense - 3-day suspension from riding the bus; parent meeting

4<sup>th</sup> Offense - Removal of riding privileges for the remainder of the school year.

Parents or guardians will be notified of any suspension of bus privileges.

**Discipline**

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, contact the office.

If a student is sent from any class or activity for a rule infraction, the teacher or activity leader will be asked to complete a Discipline Referral. This form will indicate the rule that was broken. The student will be given an opportunity to explain why they were removed from the class or activity, the parent/guardian will be informed by phone or mail of the referral, and the administrative decision will be indicated on the form. These forms will be kept on file.

The Discipline Guidelines used by the Principal are built on a progressive basis. These guidelines will be distributed and discussed in classes the first week of school. A form will be given to students to take home for their parents/guardian to sign after reviewing the discipline guidelines with their child/(ren). These forms will be kept on file in the school office. Because of their age difference, elementary students will be subject to a modification of the following set of Discipline Guidelines. After carefully reviewing all evidence and documentation, the Principal and/or Superintendent has the authority to make an exception to stated consequences when the circumstances indicate.

***Specific Behaviors and Consequences***

<b>Consequences</b>	<b>Rules of Behavior</b>	<b>Problem Behavior</b>
<p><b><u>ATTENDANCE</u></b> All students are to be in class. Students must have a pass to leave a class, the building, or school grounds</p>	<p>Leaving school or grounds without permission.</p> <p>Skipping less than 1 hour</p> <p>Skipping 1-4 hours</p>	<p>½ or 1-day MLC/ASD</p> <p>1-2 noon detention/ ½ day MLC/ASD</p> <p>1-day MLC/ 2-days ASD / Parent conference</p>
<p><b><u>TARDIES</u></b> <b><u>GRADES 7-12</u></b></p>	<p><b><u>Entering the school for the first time for the day</u></b> <b><u>Periods 2-7:</u></b> If a student is entering the school for the first time throughout the day to periods 2-7, the student will be</p>	<p><b><i>First Tardy</i></b> this quarter - Free tardy – written warning</p> <p><b><i>Second Tardy</i></b> this quarter – written warning &amp; meet with Dean of Students</p>



<p><b>Period 1 Only:</b>          If a student is 15 minutes late coming to school (8:40 a.m.), the student will be marked tardy to Period 1.          If a student comes to school at 8:41 a.m. or after, the student will be marked absent for the entire Period 1.  <b>This rule will apply for any excuse given and/or if the student is accompanied by a doctor's or dentist note.</b></p>	<p>given a pass to class and marked absent for the entire hour he/she is entering and no tardy will be issued.  <b>Students who are already in attendance and late to Periods 2-7:</b>          Students will be given tardy by the classroom teacher.          If the student is more than 15 minutes late to class, teachers may mark the student absent/skipping.</p>	<p><b>Third &amp; Fourth Tardy</b> this quarter – 1 noon detention  <b>Fifth &amp; Sixth Tardy</b> this quarter – 1 ASD each  <i>(Letter will be sent home to parent for notification.)</i>  <b>Seventh Tardy on up</b> this quarter – 1-day ML    <i>(Letter will be sent home to parent for notification.)</i>  <b>A referral on the student will be given to the Truancy/Attendance Committee.</b></p>
<p><b><u>POSSESSION AND/OR CONSUMPTION OF AN ILLEGAL SUBSTANCE</u></b>          will not be permitted at any time. School Board policy does not permit the use or possession of tobacco, alcohol, narcotics or any other illegal substance on school premises, at school activities, or on school buses.</p>	<p><b>Tobacco or nicotine in any form, including vaping</b>            Use, possession or trafficking of alcohol/illicit drugs and /or drug paraphernalia (remember alcohol and marijuana in any form are illegal to use or possess for persons under 21 years of age)</p>	<p><b>First Offense:</b> Complete the Vape Educate Curriculum    <b>Second Offense:</b> 1-2 days in the Modified Learning Center (MLC)    <b>Third Offense:</b> 3-5 days in the MLC and a required parent meeting    <b>Fourth or more Offense:</b> Referral to law enforcement and referral to School Board for possible expulsion.            ***the above is cumulative throughout a student's time at the Kelliher School.            Up to 10 days MLC or OSS          When appropriate notification of law enforcement.          Possible referral to School Board for expulsion.</p>
<p><b>Consequences</b></p>	<p><b>Rules of Behavior</b></p>	<p><b>Problem Behavior</b></p>
<p><b><u>POSSESSION OF AN ILLEGAL OR DANGEROUS WEAPON</u></b>          will not be tolerated. Violations will be reported to the police for legal action. Parents/guardians are also notified. Weapons will be confiscated.          (Note: Possession refers to having in or on one's person, or in an area subject to one's control, or on school property or at a school activity.)          **The new law says a person is guilty of a felony if he/she knowingly possesses, stores or keeps a dangerous weapon or uses or brandishes a replica firearm or BB gun.</p>	<p>Possession of a dangerous weapon, as determined by administrative discretion, that through its use is capable of doing bodily harm.</p>	<p>Immediate OSS          Referred to School Board for Expulsion proceedings up to 1 year.          Notification of law enforcement.</p>
<p><b><u>TERRORISTIC THREATS ADMINISTRATION MAY REFER TO LAW ENFORCEMENT</u></b></p>	<p>Threats, directly or indirectly, to commit any crime of violence with the purpose of terrorizing others or to cause evacuation of a building, place of assembly, vehicle or facility.</p>	<p>Penalties may include the following:          1. Parent notification          2. Possible MLC/ASD          3. Possible OSS          4. Possible referral to the school board for expulsion proceedings</p>
<p><b><u>VULGAR LANGUAGE, ASSAULT, OR FIGHTING</u></b>            Such behavior will not be tolerated.</p>	<p>Severe teasing/intimidation using vulgar language.            Pushing/shoving-ready to fight            Gestures/gang symbols            Fist fighting or assault          Severe assault or repeated assaults            ***fighting is cumulative throughout a student's time at the Kelliher School.</p>	<p>1-2 ASD          1/2- 1day MLC and possible parent notification.            1-day MLC/ASD or OSS          Possible          Referral to law enforcement.            3-5 days OSS          Possible referral to law enforcement.          Possible OSS and referral to School Board for expulsion proceedings          Possible alternative placement in another school</p>
<p><b><u>RELIGIOUS, RACIAL OR SEXUAL HARASSMENT</u></b>          will not be permitted.</p>	<p>Comments and insults, aggressive conduct, severe discrimination, criminal, physical misconduct</p>	<p>Consequences as per Board Policy.</p>

<p>All students will</p> <p><b><u>RESPECT THE RIGHTS AND PROPERTY OF OTHERS.</u></b></p> <p>This includes the school building and grounds. Depending on the cost of restitution, possible referral to County Law Enforcement.</p>	<p>Vandalism – includes defacing damaging school property. Theft or possession of stolen property.</p>	<p>1-3 days MLC or OSS, a conference with parent and development of a plan for restitution of the damages to the school or individual. Law enforcement may be notified.</p>
<p>Students are expected to</p> <p><b><u>FOLLOW TEACHER/STAFF INSTRUCTIONS.</u></b></p>	<p>Insubordination and/or deceit, lying/cheating, etc.</p> <p>Verbal abuse/profanity directed at a teacher/staff member at any time</p> <p>Physical force/ attack used on a teacher or staff member</p>	<p>1-3 noon detentions and/or 1-2 days ASD OR 1-2 days MLC and Possible notification of parents.</p> <p>2-3 noon detentions or 2-3 ASD or 3-5 days MLC and parental conference with a re-admittance plan</p> <p>Immediate OSS with referral to School Board for expulsion proceedings. Utilize local law enforcement.</p>
<p><b><u>NON-CLASSROOM BEHAVIORS</u></b></p>	<p>Shouting Consuming candy/pop in restricted area Failure to remove cap/hat/jacket when asked Inappropriate dress code Inappropriate use of iPod/cell phone. Inappropriate hall behavior (goofing around, pushing/shoving/running) Illegal parking Unauthorized use of school room or materials</p>	<p>Noon detention/ or ASD</p> <p>Possible Parent notification. MLC/Conference with student, plan for restitution, if warranted.</p>
<p><b><u>INAPPROPRIATE BEHAVIORS AT LYCEUMS, DANCES, CONCERTS, EXTRACURRICULAR ACTIVITIES, AND PROGRAMS</u></b></p>	<p>Loud, disruptive noises Throwing items Disturbing others Rude behaviors</p>	<p>Removal from activity noon detention/ASD or MLC parent conference miss next event Removal from activities at the discretion of administration</p>
<p><b>Consequences</b></p>	<p><b>Rules of Behavior</b></p>	<p><b>Problem Behavior</b></p>
<p><b><u>CLASSROOM BEHAVIORS</u></b></p> <p>**When given MLC, the student is responsible to come in and pick up work before school. Students will discuss with the Principal how to change their behavior.</p>	<p>Disruption</p> <p>SEE PBIS CHART ON PAGE 27.</p>	<p><b>Classroom teachers will have a classroom discipline system in place based on our PBIS expectations.</b></p> <p><b>First Offense:</b> Removal from the class where the behavior occurred to MLC room for up to 1-2 days. Parents will be notified.</p> <p><b>Second Offense:</b> Next removal up to 3-5 days in MLC. Or 3-5 ASD. Parent Meeting. Student, parent, will discuss with the administration how to change their behavior.</p>
<p><b><u>HABITUAL/SEVERE ABUSE OF THE RULES AND POLICIES</u></b></p> <p>which hinder the smooth operation of the school and/or jeopardize the welfare of other students or adversely impede the learning environment.</p>		<p>Excessive disciplinary referrals will result in a conference with the student, parent, and Principal/Dean of Students. This may result in detention, MLC, OSS, or referral to School Board for a possible change of placement or expulsion proceedings.</p>
<p><b><u>INTERNET/COMPUTER VIOLATIONS</u></b></p> <p>Internet Agreement and Laptop Agreement violations</p> <p>Middle and High School Students – Grades 7-12</p>	<p>First Offense</p> <p>Second Offense</p> <p>Third Offense</p>	<p>1-day loss of laptop</p> <p>3-day loss of laptop/iPad and subject to further discipline by the Administration.</p> <p>Loss of laptop/iPad for 10 days or possible loss for 4 weeks or for remainder of quarter (whichever is longer).</p>

Days in which school is closed due to emergency situations, natural disaster, and inclement weather, will not be counted as “school days” for students serving MLC or OSS.

Any student suspended for more than 1 day, excluded, or expelled from school, must have a student/parental meeting with the administration before the student will be readmitted to classes.

**SCHOOL-WIDE POSITIVE BEHAVIOR INTERVENTION (SW-PBIS)**

School and district support for character education and behavioral intervention is very strong and therefore, the district will support implementing SW-PBIS as school wide strategies we will use to help reduce the removal of students from the classroom. In the attempt to continue to further work towards achieving a goal of the district, which is to remove all barriers to education. The district supports the effort to build its capacity to identify clear behavioral *outcomes* for all staff and students, utilize evidence-based practices to achieve those outcomes, and understand data/information use to support sustainable, safe and positive learning environments.

The flowchart below and Office Discipline Referral chart on the previous pages outline the procedures and consequences associated with various behaviors and the outcomes of problematic behaviors. All staff members from classroom teachers to bus drivers and support staff will be encouraged to follow the same protocols, as outlined on flow chart, when encountering problem behavior from students.

**Mustang Pride (PBIS) Behavior Referral Flowchart**

<i>Observe problem behavior</i>	
<i>Address behavior according to classroom plan (Warning, redirection, etc.)</i>	
<i>Identify State - is behavior Minor/Major?</i>	
<b><u>Minor</u></b>	<b><u>Major</u></b>
<ul style="list-style-type: none"> <li>➤ <i>First Offense: Education, parent contact – Handled by Classroom Teacher</i></li> <li>➤ <i>Second Offense: Additional education, parent contact – Handled by Classroom Teacher</i></li> <li>➤ <i>Third Offense: Individual plan, parent contact, MLC -ASD – Handled by Administration</i></li> <li>➤ <i>Additional Incidents: Review plan, parent meeting, MLC, possible OSS, other consequences – <u>Handled by Administration</u></i></li> </ul> <p><i>Defiance/Disrespect Disruption Dress Code Violation Inappropriate Language Lying Non-Compliance Physical Contact Property misuse Tardy Teasing/Taunt Chronic Disruption</i></p>	<ul style="list-style-type: none"> <li>➤ <i>OSS, possible PRO Contact, possible lost privileges, report form -Administration</i></li> <li>➤ <i>Second Offense: Individual plan, parent contact/meeting, ASD/ MLC, possible OSS, possible Law Enforcement contact, possible lost privileges - Administration</i></li> <li>➤ <i>Third Offense: Review plan, parent meeting, MLC, possible expulsion, possible PRO contact, possible lost privileges, other consequences - Administration</i></li> <li>➤ <i>Additional Incidents: Review plan, parent meeting, MLC, possible OSS, possible expulsion, possible PRO contact, possible lost privileges, other consequences - Administration</i></li> </ul> <p><i>Alcohol/Drugs Abusive Language Arson Bomb Threat Bullying - Cyber Bullying – Non-Cyber Cheating Combustibles Fighting/Physical aggression Forgery/Theft Harassment – Non-sexual Harassment – Sexual Tobacco Vandalism/Property Damage Weapons Other</i></p>

## **CODE OF STUDENT CONDUCT**

The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees:

- Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
- Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
- Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
- Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
- Violation of any local, state, or federal law, as appropriate;
- Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
- Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radio, and phones, including picture phones;
- Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
- Possession or distribution of slanderous, libelous or pornographic materials;
- Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
- Criminal activity;
- Falsification of any records, documents, notes or signatures;
- Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
- Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
- Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
- Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
- Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades others;
- Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
- Violation of school rules, regulations, policies, or procedures;
- Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

### **Detention Policy**

Detention rules are as follows: be on time, no talking during detention, bring enough work to keep busy throughout the entire time, and no food, beverages or music allowed in ASD/MLC. Students failing to serve detention time may be assigned additional days of detention. Parents may be notified of the suspension, if chronic. Students who fail to serve the required detention or makeup time will be placed in ASD/MLC until a parent/student conference is held. A Saturday detention period may also be imposed. ASD (After School Detention) will be held from 3:30-5:30

#### Modified Learning Center (MLC)

Purpose: To provide an isolated, but educational environment for students who choose not to function appropriately in the classroom.

#### Rules:

- Be on time. Report to the Modified Learning Center room by 8:25 a.m.
- Come prepared with books, paper, assignments, sharpened pencils.
- Remain in your seat at all times. Bathroom breaks will be provided in the mid-morning, after lunch, and mid-afternoon.
- Respect the quiet of others-no talking, except to staff/supervisor.
- No sleeping. No pop, gum, candy, music devices, or cell phones.
- Respect authority and property-no graffiti, follow directions, speak with courtesy.
- Students will be escorted to the Commons to obtain their lunch and then to their eating place each day.
- Parents will be contacted by student and staff members concerning MLC and student behavior as needed.

#### Progression of Consequences if Rules Are Not Followed:

- Additional assignments.
- Additional 1/2 day of MLC.
- One additional day of MLC.
- The student will be removed from the in-school suspension room,
- sent to the High School Office and may be placed by the administrator on OSS for the remainder of the day.

### **Dress and Appearance**

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

- Clothing that exposes undergarments and/or private parts. (including completely exposed mid-riff)
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Jackets and coats designed for outdoor wear.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property.
- Hoods are not to be worn in the building except with the approval of building administrators (i.e., students undergoing chemotherapy, medical situations & designated school theme day). Pajamas & sleepwear (Unless designated as part of a theme day).
- Students with hickeys will be considered in violation of the dress code and will be asked to cover their necks.
- Blankets: Students may not carry/have a blanket during the school day.

If the administration believes a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or may be sent to MLC for the day. A parent or guardian will be notified.

### **Drug-Free School and Workplace**

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location (including school grounds, playing fields, and parking lots) before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

Students cannot possess, sell, consume, or be under the influence of alcohol, tobacco, or unauthorized drugs; or possess or sell equipment intended for use in connection with the consumption of alcohol, tobacco, or unauthorized drugs. This rule applies to school buildings and grounds, before, during, and after school hours, in school vehicles, or at school-sponsored events and activities.

District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician’s prescription for the substance. Students who have prescriptions must comply with the school district’s “Student Medication” policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

### **Harassment and Violence Prohibition**

The school district strives to maintain learning and working environment that is free from religious, racial, or sexual harassment and violence. The school district prohibits any form of religious, racial, or sexual harassment and violence. For detailed information on the school district’s “Harassment and Violence Prohibition” policy, contact the office or locate the policy in the appendices section of this handbook.

### **Hazing Prohibition**

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district’s “Student Discipline” policy. For detailed information on the school district’s “Hazing Prohibition” policy, contact the office or locate the policy in the appendices section of this handbook.

### **Internet Acceptable Use**

All school district students have conditional access to the school district’s computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district’s system is a privilege, not a right. Unacceptable use of the school district’s computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. A copy of the school district’s “Internet Acceptable Use” policy is available in the district office and is in the appendices section of this handbook.

Students will receive a copy of the school district’s “Internet Acceptable Use” policy and are expected to understand and agree to abide by the policy as a condition of use of the school district’s computer system. All students who wish to use the school district’s computer system must sign the Internet Use Agreement form once every school year.

Kelliher School will provide age-appropriate training for students who use the School's Internet facilities. The training provided will be designed to promote the School's commitment to:

- The standards and acceptable use of Internet services as set forth in the School's Acceptable Use Policy;
- Student safety regarding:
  - safety on the Internet;

- appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
- cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

### **Laptop/iPad/iPod Acceptable Use**

The use of school laptops and electronic tablets is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Kelliher School reserves the right to review any material on user accounts and to monitor file server space in order to make determinations on whether specific uses of the network are inappropriate. Students are subject to a random check of the history and activity on their computers. Decisions of Kelliher School administration regarding unacceptable computer use are final. A student's use of the Internet and/or e-mail may be revoked, denied or suspended at the request of faculty and staff of Kelliher School. The Kelliher School Acceptable Use Policy for Laptops can be found in the appendices section of this handbook.

### **Student Email Acceptable Use**

The use of student email accounts is also a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Kelliher School reserves the right to review any material on user accounts and to monitor file server space in order to make determinations on whether specific uses of email services are inappropriate. Students are subject to a random check of email messages both received and sent. Decisions of Kelliher School administration regarding unacceptable email use are final. A student's use of the Internet and/or e-mail may be revoked, denied or suspended at the request of faculty and staff of Kelliher School. The Kelliher School Student Email Acceptable Use Policy for Laptops can be found in the appendices section of this handbook.

### **Vandalism**

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

## **PART IV — HEALTH AND SAFETY**

### **Accidents & Medical Attention for Students**

The Kelliher School provides a school nurse to ensure the health and wellness of students. Students must possess a pass from class to visit the nurse's office. Parents/guardians will be informed if a student is too ill to remain in school or has become injured. All medications must be registered with the nurse's office. The nurse will determine if the medication should be left in the nurse's office, or if the student will be allowed to maintain possession of their medication.

All student injuries that occur at school or school-sponsored activities should be reported to the Kelliher School nurse. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

### **First Aid**

The nurse's office is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

Students who become sick at school should notify their teacher that they wish to see the nurse. The school nurse will arrange for students who become sick at school to go home early. A parent/guardian should notify the school if his/her child is unable to attend school because of illness.

### **Asbestos Management Update**

The school district has developed an asbestos management plan. A copy of this plan can be found in the district offices and is available on the district's website.

### **Automated External Defibrillators**

The district has installed automated external defibrillators (AEDs) in the commons next to the Media Center doors.

### **Communicable Diseases**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his/her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

### **Crisis Management**

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lockdown drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

### **Immunizations**

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule, or to obtain an exemption form or information, contact the school nurse, Colleen Hillman at 218-647-8286 (ext. 1108).

### **Lice/Bed Bugs**

If a student has been determined to have lice, the school nurse or representative will notify the parent/guardian, that the child needs to be treated before returning. When returning to school, the child must have the school nurse inspect him or her for any continuing signs of lice. If lice are still present, the student must be treated again.

Bed bug infestations at school are uncommon. If bed bugs are found at school, the student's parent/guardian will be notified by the school nurse.

### **Pink Eye**

If a student has pink eye, the student must not come to school until he or she has been on appropriately prescribed medication for a minimum of 24 hours.

### **Pesticide Application Notice**

The school district may plan to apply pesticides on school property. To the extent the school district applies certain pesticides; the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting district offices.

### **Safety**

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

The Kelliher School maintains a crisis prevention policy that requires practicing a number of safety drills (fire, tornado, intruder lock-downs, etc.) to be conducted at various times throughout the year. In the event of a real crisis,



parents and guardians will be notified as soon as safely possible through a number of communication methods available to the district.

### **Tobacco-Free Schools**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco or tobacco-related devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco or tobacco-related device in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment" policy, contact the office. Contact school administrators if you have questions or wish to report violations.

*[Note: A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony.]*

### **Weapons Prohibition**

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district takes a "zero tolerance" position in regard to the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy, contact the school office.

### **Wellness**

The Kelliher Public School district school board and staff believe that the ability to learn is enhanced in an environment that promotes the mental and physical health of each student. In order to afford students, the opportunity to fully participate in the education process, the district shall promote a healthy school by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The district shall support a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, the school contributes to the basic health status of children. Improved health optimizes student performance and helps ensure that no child falls behind academically. For detailed information on the school district's Wellness policy, contact the office. The district Wellness Committee will meet twice a year to review the wellness policy and its applications.

## **APPENDICES**

### **KELLIHER SCHOOL BOARD POLICIES**

(The ISD#36 School board policies can be found on the school website or by selecting the blue hyperlinks within this document)

[Bullying Prohibition Policy #514 and Report Form](#)

[Hazing Policy](#)

[Internet Acceptable Use Policy #524](#)

[Laptop Acceptable Use Policy](#)

[Wellness Policy #533](#)

[Email Use Policy](#)

Notices and Selected District Policies

[Pesticide Notice](#)

[Grievance Procedure for Complaints of Discrimination](#)

[Equal Educational Opportunity Policy #102](#)

[The Pledge of Allegiance Policy #531](#)

[Notice of Nondiscrimination](#)

[Student Disability Nondiscrimination Policy #521 \(Covers 504\)](#)

[Harassment and Violence #413](#)

[Tobacco Free Environment Policy #419](#)

[Religious, Racial, or Sexual Harassment and Violence Report Form](#)

[Student Discipline Policy #506](#)

[Parent Legal Notices](#)

Notice of School Wide Title I Program Eligibility

Right to Request Teacher Qualifications

No Child left Behind Act of 2001

McKinney-Vento Act

Notice of Educational Services for Homeless Children and Youth

Family Educational Rights and Privacy Act (FERPA)

Notice for Disclosure of School Directory Information

Protection of Pupil Rights Amendment (PPRA)

Parent Consent and Opt-Out Response for Student Participation in Scheduled

Activities/Surveys

Access to Student Information by Military or College Recruiters

Home Language Survey