

## General Handbook

### Introduction

This handbook includes necessary information as well as rules and regulations which are necessary for our school to run efficiently and effectively. Students will be held responsible for all the information listed herein. Additional guidelines and procedures not in the handbook will be enforced by staff and are expected to be followed by all students. **Full policies are available for viewing on the Tri-County Schools website (<http://www.tricounty.k12.mn.us>).**

### Board Approval

This entire handbook was approved by the Tri-County School Board at the July 18, 2018 School Board Meeting. This handbook may be changed or amended during the school year. Changes will be posted in the High School and District offices and will be mailed to the parents/guardians of each student.

### 2018-19 School Calendar

Teacher Workshops	August 27-30
Labor Day (NO SCHOOL)	September 3
First Student Day	September 4
Education Minnesota Vacation (NO SCHOOL)	October 18-19
End of Quarter 1	November 2
Parent-Teacher Conferences (EARLY DISMISSAL)	November 8 (12:30-7:30 pm)
Hunting Day (NO SCHOOL)	November 9
Thanksgiving Vacation (NO SCHOOL)	November 22-23
Winter Break (NO SCHOOL)	December 24-January 1
End of Quarter 2	January 18
Teacher Workshop	January 21
Parent-Teacher Conferences (EARLY DISMISSAL)	January 24 (12:30-7:30 pm)
President's Day Break (NO SCHOOL)	February 15-18
End of Quarter 3	March 22
Quarter 3 Grading Day (NO SCHOOL)	March 25
Spring Break (NO SCHOOL)	April 19-22
Memorial Day (NO SCHOOL)	May 27
Last Day of School	May 30
Graduation	June 2

### Compulsory School Attendance Law

All children between the ages 7-18, and ages 5 and 6 if they are enrolled, must attend school every day on time unless lawfully excused by the school principal.

### School Postponement and Cancellation

In case of inclement weather, school announcements will be made over the following radio and television stations: KTRF-1230 AM, KNOX-1310 AM, KSNR-100.3 FM, KXJB-Channel 4, KVLV-Channel 11, WDAZ-Channel 8. Alerts are sent to all families.

### Student Records

Students and/or parents may see a student's records any time by consulting with the Dean of Students or Principal. The items in the file may include: grades earned from 1st grade to present, all test scores of standardized tests, psychological test results, and disciplinary actions taken by school.

### Directory Information

Directory information may be given out upon request by the district in any appropriate manner such as programs, team rosters, etc., unless the parent or student specifically requests the data to be excluded. Directory Information includes the following information relating to a student: name, address and telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, other similar information.

### Pledge of Allegiance

The Pledge of Allegiance will be recited one or more times each week. Anyone who does not wish to participate in reciting the Pledge for any personal reasons may elect not to do so and all must respect the person's right to make that choice.

### Student Messages

In order to avoid classroom interruptions, we cannot deliver personal messages to students except in the case of emergencies. Students will be allowed to use the office telephone only at lunch, after school, and in emergencies.

### Student Visitors

Student visitors are not allowed at Tri-County Schools.

### School Property

Students will be expected to pay for any school property which they destroy or damage purposefully or through negligence.

### Reasonable Force

Teachers and administrators may use reasonable force to restrain or correct a student.

### Off Campus Statement

Students may be disciplined for off campus conduct which disrupts, interferes, or otherwise affects the environment, activities or operation of the school.

### **Weapons/Firearms**

In cooperation with the Minnesota Legislature, the school will not tolerate the possession of any weapon or use of any item as a weapon. School personnel will search a student's person, locker, or car if it is believed to hold a weapon. If a weapon is found, it will be confiscated, the police will be notified, and the student suspended or expelled. This includes but is not limited to such items as: firearms; knives; metal knuckles; and any item used in a threatening manner. Any confiscated items will be referred to criminal justice or juvenile justice authorities.

### **Smoking, Alcohol, and Drug Violations**

Any student found using or in possession of alcohol, tobacco, products such as e-cigarettes/vaping pens which are designed to deliver nicotine, or other illegal drugs on school property during the school day or an evening school function, will automatically be suspended from school for one day. The student must have a conference with the Principal or Dean of Students before being readmitted. Parents or guardians may attend this meeting. On the second offense, the student will be suspended for a period of three days, with a parental conference required. On the third or subsequent offenses, the student will be suspended, and the board of education will make a decision about expulsion. All E-cigarettes and vaping pens will be regarded as a tobacco related product/paraphernalia, regardless of whether or not they contain any nicotine.

### **Emergency Procedures**

#### **Fire Drills/Evacuation Plan**

Rooms are to be cleared in single file. Keep to the right of the stairs nearest to you at all times. All open windows are to be closed, and the last one to leave the room should close the door. Walk at all times. Use the nearest exit from your room. Move out away from the building at least 500 feet. Do not return to the building until the all clear signal has been given. The evacuation plan in case of a fire alarm in extremely cold weather is for the elementary students to exit through the elementary door and to proceed to the First Lutheran Church across the street from the school. High school students should exit through the usual fire drill exit to the First Lutheran Church also.

#### **Tornado Warning**

Elementary students should go to the science/FACS hallway and high school students should go to the cafeteria. A heavy book should be brought with the student and placed over the head. Students should sit on the floor next to the walls of their designated area. Teachers should bring their record book with so all students can be accounted for in case of a disaster. It is very important to listen to all intercom instructions.

#### **Review of Curriculum Materials**

A review of curriculum materials may be allowed if the adult wanting to do that review does so with the knowledge of the principal. Any request to review materials shall be submitted on forms provided by the district.

#### **Procedure to Voice Concerns**

The board recognizes the right of individuals or groups to present complaints concerning school personnel, the curriculum, instructional materials, or concerning school service in school facilities. In the interest of handling all complaints fairly and expeditiously, the board has established the following chain of command.

1. Before making a complaint directly to the board as a whole or to an individual board member, the individual or group involved would be advised to take their concern to the appropriate school staff member. This could be a teacher, a coach, a principal, dean of students or the superintendent.
2. The individual or group will be advised of the proper channeling of complaints, which is as follows:
  - a. Coach or Teacher
  - b. Dean of Students, Principal or Athletic Director
  - c. Superintendent
  - d. Board of Education
3. If a board member receives a complaint and has reason to believe that the person or persons involved will not go to the source of the problem, they should inform the superintendent of the situation. In no case will the board member go to the source of the problem himself/herself unless so directed by quorum of the board in legal session.
4. An individual or group who wishes to address the board must notify the superintendent in writing before the board is scheduled to meet.

#### **Detection Canines**

Detection canines will conduct random, unannounced inspections of all campus locations. The canines are trained to detect the presence of illicit drugs, alcohol, and gunpowder-based items. If prohibited items are found, appropriate disciplinary action will be taken.

#### **Bus Transportation**

Independent School District 2358 operates a transportation system designed principally to transport rural children to and from school. The bus driver's word is law while driving the bus. Any student who habitually or continually causes discipline problems on the bus will be refused transportation at the discretion of the superintendent and the bus driver. Bus drivers shall contact parents and the Superintendent, Principal and/or Dean of Students when they are having a problem with students on the bus. Students who continue to cause problems on the bus may be suspended for 2 days, 1 week, 2 weeks, or the balance of the school year from the school's transportation system.

Buses shall pick up students at the point closest to the student's home that is on a public road unless the bus has to turn around. In that case, the bus will turn around in the yard or driveway provided an adequate turn-around is maintained by the parent or guardian of those students. As a general rule, students that live up to one half mile from the main bus route will be required to walk to and from the bus stop. Between December 1 and March 1, buses will pick up students living more than one fourth mile from the bus stop, if requested by the parent. If a regularly scheduled route passes through the village limits in such a way that it is feasible for pupils that live one half mile or more from school to ride on that route, and there is room on the bus for this to be allowed, this will be permitted on an individual basis.

### **Bullying**

The Safe and Supportive Minnesota Schools Act defines bullying as intimidating, threatening, abusive or harming conduct that is objectively offensive and there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges.

An act of bullying, by either an individual student or a group of students, is prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Website postings, including blogs, also may constitute an act of bullying.

Any person who believes he or she has been the target or victim of bullying or any person with the knowledge or belief of conduct that may constitute bullying under this policy shall report the alleged acts immediately to a staff member. The staff member will inform the Dean of Students or Principal.

A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:

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

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion.

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

### **Religious, Racial, and Sexual Harassment and Violence**

Everyone at District 2358 has a right to feel respected and safe. Consequently, all students should know about our policy to prevent religious, racial or sexual harassment and violence of any kind. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex, or gender:

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

If any words or actions make one feel uncomfortable or fearful, that person should tell a teacher, counselor, the principal or the Human Rights Officer, Mr. Baron. A written report should be filled out and given to a teacher, counselor, the principal or the Human Rights Officer. Students' rights to privacy will be respected as much as possible. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on the report. The school district will also take action if anyone tries to intimidate or take action to harm anyone because they have reported. This is a summary of the school district policy against religious, racial, and sexual harassment and violence. Complete policies are available in the superintendent's office upon request.

### **Hazing**

Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or district policies or regulations.

Student organization means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school event. A student organization does not have to be an official school organization to come within the terms of this definition. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, permit, condone, tolerate, or engage in hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy which applies to behavior that occurs on or off school property during and after school hours. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation against anyone who is found to have violated this policy. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. The school district will discipline or take appropriate action against anyone who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation or hearing related to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. Hazing activities of any type are inconsistent with the educational goals of the Tri-County School District and are prohibited at all times.

### **Cooperation in Disciplinary Investigations**

Students must cooperate in all disciplinary investigations done by the Dean of Students, Principal, Superintendent or a designee. Non-cooperation will subject a student to discipline.

## Elementary Handbook

### Academic Progress

When a student is not making satisfactory progress in a class, the parents will be contacted immediately and informed of these difficulties. Parents will be asked for their help and suggestions will be offered as to how they may help the teacher in solving the problems. A closer working relationship developed through communications will insure a better education for our children.

### School Hours

School officially begins at 8:20 a.m. Dismissal times are as follows:

Grades K – 3.....3:00

Grades 4 – 6.....3:02

Tri-County School believes that students need to be safe and supervised at all times. Students who must arrive at the school prior to 8AM will report to the cafeteria where they will remain until 8:10. The reason for this is so that the school staff may have a few minutes to prepare themselves for the school day without interruption. Students are to leave school immediately after dismissal, unless permission has been granted for them to remain for a specific purpose.

### Lunch Program

Lunches and breakfasts are available at Tri-County. Forms to apply for free and reduced meals will be mailed to each family and should be returned to the District Secretary's Office ASAP. All money for school lunches should be given to the student's home room teacher. We ask that payment be made by check if at all possible. One check can be written for several members of each family.

### School Entrance Age

Entrance into first grade shall be superseded by law as enacted by the Minnesota State Legislature. The public schools of the state shall be equally free, open and accessible at all times to all children between the ages of six and twenty-one. Age for kindergarten, shall be that a child shall have reached his/her fifth birthday by September 1. If parents feel their child possesses special abilities and they wish him/her to start school even though the child does not meet entrance requirements, the parents have this alternative. The child may be tested by a certified psychologist, approved by the school, and if on the basis of testing results and professional consultation, the psychologist recommends entrance of the child into school, the child will be allowed to enter. The cost involved in the testing shall be borne by the parents.

### Attendance

It has been shown that good attendance increases the likelihood of success in school. It is the school board's policy that a student shall not miss more than 10 days in a semester. Absences spent at school-sponsored activities, being sent home from school with an illness, suspensions or medical appointments with a valid doctor's note are exempt from this count. For the safety of our students, parent/guardians must call the school at 436-2374 by 8:45 am to let the school know their student is accounted for. If no phone call is received, the school will strive to contact a parent/guardian to ensure the absent student is safe and their whereabouts are known. Parent/guardians will be notified by mail after 5 absences and again after 8 absences. Any student that reaches 10 absences must participate in a Student Attendance Intervention Meeting consisting of the student, parent/guardian, administration and any other individuals deemed necessary. At this meeting, a Student Attendance Intervention Plan outlining attendance requirements will be agreed upon for the student. Administration reserves the right to excuse or unexcused any absences depending on individual situations. Administration may also convene a Student Attendance Intervention Meeting at any time as they deem vital to student success. If a student shows a dangerous pattern of absences, the principal or Dean of Students will issue written warnings to the student and parents/guardians. Disciplinary or legal action may be taken. Individual teachers may make more restrictive rules involving attendance and make-up work within the confines of state guidelines and law.

### Playground Rules

Treat each other with respect. Students are not permitted to harass others verbally or physically. Fighting, spitting, throwing stones or snowballs, wrestling, king of the hill, swearing, teasing or similar acts will not be tolerated. Treat the playground supervisors with respect and courtesy. Their job is to keep everyone safe and peaceful. Refusal of the student to respect this authority shall be considered insubordinate conduct and will be dealt with by the Dean of Students or Principal.

1. Use the playground equipment correctly and safely.
2. Do not climb on or over the fences. If a ball goes over the fence or across the street, ask permission to retrieve it.
3. You must wear shoes while on the playground.
4. Play on the playground where supervisors can see you. Stay away from windows-other classes are in session.
5. Tackle football is not allowed.
6. Students are expected to participate in recess, whether the group is inside or outside. Bring everything you need with you when you come to the playground. Students will be allowed to go in only with permission. Dress for the weather.
7. Bring in all equipment at the end of recess.

### Consequences

Violation of the rules will result in:

- a. Warning
- b. Time-out
- c. Time-out and Detention
- d. Involvement of dean of students and/or Parents

### **Discipline**

Most discipline problems can be dealt with between student and teacher. If this is not possible, the parent will be contacted. From there the parent may be called in for a conference. In-school suspension may be assigned, or as a last resort the child may be sent home until he/she can conduct himself/herself in an orderly manner.

### **Cell Phones/Cameras**

Elementary students are not to use cell phones during the school day, including lunch time and recess. Cell phone or camera use is never allowed in restrooms or locker rooms. If this policy is violated, the following consequences will occur:

1<sup>st</sup> violation-Cell phone or camera will be confiscated by the teacher/supervisor and returned to the student at the end of the day.  
2<sup>nd</sup> violation and subsequent violations- Cell phone or camera will be confiscated, brought to office and returned to a parent/guardian.

\*Further consequences will be issued for flagrant misuse.

### **End of Day Procedures**

Students must have parental permission to ride a bus other than their own. A note should be presented to the child's teacher and to the bus driver. Students also need parental permission to leave the school with another child's parent. A note should be presented to the teacher in these situations. Students must have adult supervision to stay in the building after school. Please contact the school by 2:45 if you wish to change the normal drop off plans for your child(ren).

### **After School Activities**

When students are attending after school programs such as elementary basketball practice or computer lab, they are required to behave in an appropriate manner. When activities are completed, students should be picked up as soon as possible. Students should wait for rides by the east or south doors.

### **Attending Extra-Curricular Activities**

When students attend extra-curricular activities such as volleyball and basketball games, they are expected to be seated in the gymnasium watching those games rather than creating other activities in the hallways and cafeteria. Parents will be asked to take home those who do not abide by this rule. This may also lead to a suspension from attending future activities.

## **High School Handbook**

### **Daily Class Schedule**

Homeroom.....	8:25 – 8:30
Period 1.....	8:30 – 9:20
Period 2.....	9:23 – 10:13
Period 3.....	10:16 – 11:06
Period 4.....	11:09 – 11:59
Lunch.....	12:00 – 12:27
Period 5.....	12:30 – 1:20
Period 6.....	1:23 – 2:13
Period 7.....	2:16 – 3:06
Test Makeup/Detention.....	3:15 – 4:00

### **Attendance**

If a student is absent, a parent/guardian must call the high school office @ 436-2374 and report the absence, preferably between 8:00 and 8:30 a.m. If this call cannot be made, the student must bring a written note signed by a parent/guardian on their return. The note must indicate the specific reason for the absence. Without a call or note, the absence will be unexcused. The Dean of Students or Principal will make the final determination of whether the absence is excused or unexcused.

### **Attendance Policy**

It has been shown that good attendance increases the likelihood of success in school. It is the school board's policy that a student shall not miss more than 10 days in a semester. Absences spent at school-sponsored activities, being sent home from school with an illness, suspensions or medical appointments with a valid doctor's note are exempt from this count. For the safety of our students, parent/guardians must call the school at 436-2374 by 8:45 am to let the school know their student is accounted for. If no phone call is received, the school will strive to contact a parent/guardian to ensure the absent student is safe and their whereabouts are known. Parent/guardians will be notified by mail after 5 absences in any period(s) and again after 8 absences. Any student that reaches 10 absences in one or more periods must participate in a Student Attendance Intervention Meeting consisting of the student, parent/guardian, administration and any other individuals deemed necessary. At this meeting, a Student Attendance Intervention Plan outlining attendance requirements will be agreed upon for the student. Administration reserves the right to excuse or unexcused any absences depending on individual situations. Administration may also convene a Student Attendance Intervention Meeting at any time as they deem vital to student success. If a student shows a dangerous pattern of absences, the principal or Dean of Students will issue written warnings to the student and parents/guardians. Disciplinary or legal action may be taken. Individual teachers may make more restrictive rules involving attendance and make-up work within the confines of state guidelines and law.

### **Excused and Unexcused Absences**

All counted absences up to 10 are considered excused (see above for exempt absences) with a parent/guardian note or call. After 10 absences in a period, only absences with a doctor's note or school-initiated illness removal are considered excused. Hunting Days and Personal Days (from 2017 and prior) are included in these 10 excused absences.

### **Makeup of Work**

Makeup of missing work due to absences will be allowed on the following basis:

Excused Absences – All makeup work allowed. Allowed time is "equal to number of excused days absent + 1."

Unexcused Absences – No daily work allowed to be made up. Tests & Quizzes Makeup are allowed with a 25% reduction.

In School Suspension -  
(Level 1 – Procedural) - All makeup work allowed. Allowed time is "equal to number of excused days absent + 1."  
(Level 2 – Behavioral) - No daily work allowed to be made up. Tests & Quizzes Makeup are allowed with a 25% reduction.

Out of School Suspension – No daily work allowed to be made up. Tests & Quizzes Makeup are allowed with a 25% reduction.

### **Procedure Following Absences**

1. Students absent for an entire day must report to the high school office before 8:25 a.m. the following day to receive a make-up slip.
2. Students absent for part of a day must report to the high school office upon their return to school.
3. Work must be made up in the time allowed (1 day per excused absence plus 1 additional day) to receive credit. Makeup tests must be completed after school during the makeup test/study table session.
4. Unexcused absences will result in loss of credit for the time missed and disciplinary action.

### **Tardy Procedure**

Students who are tardy to 1st period classes must report to the high school office for an admittance slip to class. Students must bring a signed note from a parent or guardian or the tardy will be unexcused. Oversleeping, personal reasons, eating breakfast, errands, or habitual car trouble are not valid excuses. Teachers will deal with students who are tardy to all other classes.

### **Truancy**

A pupil is a continuing truant if absent from school without valid excuse for three or more class periods on three days. Parents have the primary legal responsibility for educating their child. Frivolous reasons for absences that accumulate in numbers and jeopardize academic progress could constitute neglect. When there is no evidence that the parent is aware of the student's absence, parents will be phoned to verify their student's absence.

### **Skipping School/Classes**

Any student who is clearly missing from school without permission is considered skipping and will serve detention time or In-School Suspension(s).

### **Student Sign In and Sign Out**

Any student, regardless of age, who wishes to leave the school anytime during the day must have a written request from a parent or a call from home. This must be arranged before 8:25 a.m. or during lunch hour. Students must sign out at the office.

### **Illness and Injury**

A student who becomes ill must report to the office. Students will not be allowed to leave the building unless a parent comes for them or is informed of their leaving the school. Students who are injured in school should report the injury at once to the teacher in charge or to the school office. Each family is responsible for the costs of injury in all classes and athletics. An insurance waiver will be kept on file for all participants before the student can be in any activity.

### **Textbooks/School Property**

The school will charge appropriate replacement fees for textbooks, workbooks, or library books lost, damaged, or destroyed by students. Students will be expected to pay for any school property which is damaged or destroyed through negligence.

### **Use of School Facility**

Any class or student group who wishes to use the school facilities after school hours must secure the permission of their advisor, who will submit a plan to the administration that lists the time, chaperones, guests and/or decorations that are to be used during the activity. Advisors of the class/organization sponsoring a dance will be responsible for picking up the rules and regulations from the principal's office and explain them to the class/organization involved

### **Vehicles**

Vehicles driven to school must be parked from the beginning of school until dismissal time at the end of the school day. Any exceptions to this rule must have a written authorization from the Dean of Students or Principal.

### **Lockers/Personal Property**

It is the policy of the State of Minnesota that: "School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation." Students are expected to use the locker that is assigned to them during the entire time they are enrolled at Tri-County. The school assumes no liability in the case of theft. We encourage students not to leave money or valuables in their lockers. Students may put a lock on their locker but must provide the office with the combination or a key.

### **Computer Use Agreement**

A copy of the Computer Use Agreement must be signed by each student and a parent or guardian. This grants permission for the student to access computer networked services including electronic mail and the Internet.

### **Cheating**

If a student is caught cheating, the student's test paper will be held for evidence, and a grade of zero "0" will be given. The student must report to the Dean of Students or Principal before being readmitted to the class.

### **Public Display of Affection**

The inappropriate public display of affection is embarrassing to adults and other students. Specifically, kissing and other inappropriate displays of affection are not allowed in school. Students failing to respect this policy will be considered insubordinate and subject to disciplinary action.

### **Nuisance Devices**

Because of the potential for disruption to the learning environment, students are not to bring items to school which may interfere with the normal conduct of the school. These devices typically may include, but are not limited to: water guns, chains, etc.

### **Student Dress**

The faculty and Board of Education are concerned about student dress and grooming as they influence the health and safety of students, the learning process, and the ability of a student to do the work of which he/she is capable. It is the responsibility of students and parents to see that appropriate clothing is worn to school. Dress and grooming styles that create a disruption of the learning process within the classroom must be avoided.

Students are not to wear or display caps, hats, hoods, or other headgear in the school building during school hours, which are defined as from arrival in the building until leaving for the day. Headgear may be worn on special "dress up" days or on other occasions when approved by the administration.

Chains or other types of cords shall not be permitted to be worn by students in school except for jewelry with a maximum diameter of 1/2 inch and maximum length of 24 inches.

Students are required to wear appropriate clothing that completely covers the body. Examples of clothing that is not appropriate include short shorts/skirts, low-cut tops, spaghetti strap tops, tube tops, open sides of shirts, excessive holes in clothing, low cut jeans, exposed midriff, etc.

Clothing or accessories must not display racial or ethnic slurs/symbols, gang affiliations, vulgar, obscene, distasteful, subversive or sexually suggestive language or images, nor should they promote products such as alcohol, tobacco, and legal or illegal drugs

The Dean of Students, Principal and teaching staff will enforce this policy. Students whose dress and grooming does not conform to these standards will be referred to the principal. The student will be warned by the Dean of Students or Principal and advised as to what adjustments must be made. If the student fails to remedy the problems, the parents will be contacted. If the problems remain uncorrected, the student will be removed from the class or activity involved until the student corrects the situation.

### **EXAMPLES OF DRESS CODE VIOLATIONS**



### **Cell Phones/Cameras**

Cell phones must not interrupt classes and must be out of sight during class time. The use of cell phones or cameras is not allowed in the locker rooms and restrooms. If this policy is violated, the following consequences will occur: 1<sup>st</sup> violation-Cell phone or camera will be confiscated, brought to office and returned to the student at the end of the day. 2<sup>nd</sup> violation and subsequent violations- Cell phone or camera will be confiscated, brought to office and returned to a parent/guardian. \*Further consequences will be issued for flagrant misuse.

### **Lunch Hour**

Students in grades 7-10 will have a closed noon hour. Juniors and seniors will be allowed to leave the school grounds at noon, but must walk. Students are not allowed to ride in or on vehicles without permission from the Dean of Students or Principal. If a student violates this rule, the noon hour will be closed for that student. If there are multiple violations of this policy, the noon hour may be closed for everyone at any time.

### **Passes**

Students who wish to use the washroom or to go to the office, a locker, or the counselor must obtain a written pass from their classroom teacher.

### **Telephone Calls**

Important messages for students will be relayed to them as quickly as possible. Students should not use the phone in the office unless it is an important call. Students may use telephones in the classrooms only with the teacher's permission. Arrangements for leaving the school during the school day must be made before 8:25 a.m. or at lunch hour.

### **Grading System/Honor Roll/Honor Graduates**

A 4.0 grading system is used: A=4.0, B=3.0, C=2.0, D=1.0, and F=0. College in the High School and Online College courses are weighted with one additional grade point (except for Ds and Fs). Students who earn an average of B+ (3.33) or better will be placed on the honor roll. Students of the graduating class will be honored if they have a B+ (3.33) or better average for all academic class work from grades 9-12. All course grades taken by a student in a college-option program will be computed in the student's grade-point average along with his/her high school courses in grades 9-12. Honor cords will be worn at graduation by seniors who are graduating with honors. The following criteria will be used by the faculty to select the three commencement speakers:

1. Attendance record
2. Cooperation with students and faculty
3. Student's speaking ability

### **Student Promotion and Retention**

If a student in grades 9-12 fails a required course, he/she will be required to repeat the course. Students in grades 7 or 8 who fail one-half or more of their core classes (English, mathematics, science, social studies) will be retained in the same grade for the next year.

### **Graduation Credit Requirements (Grades 9-12)**

Twenty three credits earned from grades nine through twelve are required for graduation. Required classes are listed each year in the registration booklet. All juniors and seniors will take six subjects each year, exclusive of band and/or chorus. Any exceptions must have the approval of the principal. Any time a class is dropped after the second week of school, an "F" will be recorded as the final grade; and this grade will be computed in the total transcript. With the Dean of Students or Principal' permission a student may drop a class and add another class before the end of the second school week without receiving a grade of "F".

A student must have earned a minimum of 17 credits and must have completed at least 3 years of high school to be considered a senior. Students eligible to receive a diploma at Tri-County and who meet the following criteria may participate in graduation ceremonies. Determination as to whether or not a senior may participate in graduation ceremonies will be made immediately after the student completes the first semester of the senior year. Any senior who has earned at least 20 credits by the end of the first semester of the senior year will be eligible to participate in graduation ceremonies. Any senior who has not accumulated at least 20 credits by the end of the first semester, will be notified along with the parents of the student, in writing, that it is unlikely that the student will be eligible for participation in graduation ceremonies due to inability to meet graduation requirements. If the student receiving notification makes up all deficiencies through other course work such as at the Area Learning Center or other means approved by the high school principal, and if all deficiencies are made up by May 1 of that current year, the student may participate in ceremonies and will be included in the printed program and other publicity. Students who are deficient as of May 1 will not be included in the graduation program and publicity. They will not be permitted to participate in graduation ceremonies unless all graduation requirements are met by the date of graduation. Written notification will be sent to student and parent(s) that the student will not be allowed to participate in graduation ceremonies unless all graduation requirements are met by the date of graduation. Only students who have earned at least the required number of credits toward graduation and have successfully completed the courses required for graduation by the end of the senior year will receive a diploma.

### **Report Card Incompletes**

If a student is absent from school for a lengthy period of time because of illness or work, his/her work must be made up to the teacher's satisfaction or a grade of Incomplete will be recorded. Incompletes are used only when a portion of the grading period's work is missing due to circumstances largely beyond the student's control. Incompletes are not given in cases of student negligence. They must be made up within 10 school days after the end of the grading period, or credit will be lost for the quarter. Quarter 4 incompletes will result in failure for the quarter.

### **College in the High School Options**

Tri-County Schools are involved in the College in the High School program through the University of Minnesota-Crookston and Northland Technical/Community College. Admission to such classes requires a minimum of a 3.00 cumulative GPA and minimum scores on the AccuPlacer exam. Interested students must contact the Dean of Students or Principal for specific information

### **On Line Learning Options**

Tri-County Schools recognizes on-line learning opportunities for students in grades 9-12. Interested students must contact the Dean of Students or Principal for specific information.

### **Credit Through Assessment Options**

Tri-County Schools will award course credit to students in grades 9-12 who have demonstrated and successfully met the learner outcomes of a course through an assessment process. Interested students must contact the Dean of Students or Principal for specific information.

### **Study Table/Test Makeups**

Tests will be made up during Study Table. (3:15-4:00) This also will be a quiet place for students to do schoolwork. A teacher will be present to supervise and assist students.

### **Student Conduct**

Students may have the privilege of attending classes only if they conduct themselves in an appropriate manner. In a case of misconduct, the following action may be taken:

### **Lunch Detention**

- Lunch detention will be served during the student's next lunch period following the infraction.
- Students will bring their lunch to the detention room and remain there until the lunch period is over.
- Students will not be allowed to leave the detention room for any reason other than an emergency.
- Students involved in extra-curricular activities who are issued detention time must serve at the assigned time in order to participate.
- There will not be talking, sleeping, music, computers, or games during detention.
- Parents will be notified by the teacher when their child has received a detention.
- The student's name and infraction will be listed on the detention roster in the high school office.

### **After School Detention**

After school detention may be assigned by the Dean of Students or Principal. This will be at the Dean of Student's or Principal's discretion and will be from 3:15-4:00.

### **In-School Suspension**

In-school suspension is used by the Superintendent as a punishment for students who have serious misconduct. Students assigned to in-school suspension receive credit for work that can be done in the ISS room.

### **Out-of-School Suspension**

Out-of-School Suspension means an action taken by the Superintendent prohibiting a student from attending school in accordance with the Pupil Fair Dismissal Act. The purpose of suspension is to remove the student from the school environment and to provide time for professional staff, parent/guardian and student to discuss the matter and bring about an agreement of future conduct.

### **Suspension, Exclusion and Expulsion**

A student may be suspended, excluded or expelled for serious misconduct and/or a serious violation of school rules. Behavior in the school building and grounds, on buses, and at school sponsored activities at school and away, is included under this category.

**Off campus conduct which disrupts, interferes, or otherwise affects the environment, activities or operation of the school can also result in disciplinary sanctions including suspension, exclusion, or expulsion.**

Examples of serious misconduct or serious violation of school rules include:

- Insubordination and back talk.
- Stealing--personal or school property
- Any use of tobacco or drugs, including alcohol on school grounds or in school vehicles.
- Causing physical harm or damage to any person.
- Repeated poor behavior in classroom settings which disturbs or delays the learning opportunity of any student.
- Habitual truancy.
- Fighting.
- Destruction of property.
- Willful conduct which disrupts the rights of others to an education.
- Physical or verbal/written harassment of another student

An informal administrative conference will be held with the student to determine facts and outline with the student what action is to be taken. Exception to this is where it appears the pupil will create an immediate and substantial danger to persons or property around him or her. The procedure may be suspension from school or an in-school suspension for a period of time to be determined in the conference with the student. A conference with parents/guardians may be required before the student is readmitted if the suspension is from school.

### **Conduct and Loss of Privileges or Positions**

Teachers or administration may take away privileges such as signing out from study hall, from students whose conduct is unsatisfactory. Students who occupy positions of leadership and responsibility in athletics or organizations are expected to maintain the highest standards of conduct and may be removed from such positions if their behavior is unsatisfactory.

## Extra-Curricular Handbook

Students must be in good standing in school in order to participate in any school-sponsored activity. To be in good standing, the following rules must be adhered to:

1. Students must be present in school the last half day preceding an event that evening unless they have an approved excuse from the Dean of Students or Principal beforehand.
2. Skipping school or any unexcused absence will prevent one from participating in the next scheduled event for the first offense, and for the remainder of the season or events if a second offense occurs.
3. Any serious discipline problem may prevent one from participating in future activities; such decisions will be at the discretion of the Dean of Students or Principal.
4. Note the remaining school rules for specific penalties for violating the tobacco, alcohol, or drug regulations regarding all extra-curricular activities.
5. Students are required to be in attendance after a game. Students will be in attendance in school on the day preceding and following an out of school event (to include activities and athletic events).
6. Participants will not have outstanding work in any classes.
7. Athletes who are ineligible from travelling with the team, will be required to participate in study table daily until complete or passing.

### Extra-Curricular Fees

Every student in grades 7-12 will pay a \$30.00 participation fee for each athletic extra-curricular activity the student participates in with a maximum of \$60.00 per student and \$120.00 per family, per year. The fee must be paid to the Tri-County office before the student is allowed to begin the activity. No refunds will be given after the first official practice.

### Extra-Curricular Bus Rules

Any student riding a school bus for an activity will be required to return to Karlstad, Halma, Lake Bronson, or Strandquist on that same bus unless a parent/guardian makes a request in person to the bus chaperone at the place of the event for the student to ride home with that parent. Athletic and other groups performing for the school generally are expected to ride the bus both ways.

### Sexual, Racial, and Religious Violence

After determination of the violation of the sexual, racial, or religious violence rules, the student shall lose eligibility for the next twelve calendar months.

### Tri-County High School Rule 1

**Tri-County High School adheres to all Minnesota State High School League rules and regulations. The MSHSL manual is available for viewing in the High School Office.**

### **Definition of Category I and Category II**

Category I: all athletic, speech, and debate activities which have a regular season of interscholastic contests prior to the League-sponsored tournament.

Category II: those music and speech activities which do not have a regular season of interscholastic contests prior to League-sponsored tournaments.

### **Alcohol, Drug, and Tobacco Usage, Criminal Acts, or Sexual, Religious or Racial Harassment:**

According to bylaw 205.00 of the Minnesota State High School League (Chemical Eligibility Policy), the following rules apply to all extra and co-curricular sports at Tri-County Schools.

A student shall not at any time, regardless of the quantity:

- a. use or consume, have in possession, a beverage containing alcohol
- b. use, consume, or have in possession tobacco; or,
- c. use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia.
- d. use or consume, have in possession, buy, sell, or give away products containing or products used to deliver nicotine, tobacco products, or other chemicals.  
"Tobacco Products" means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product.
- e. use or consume, have in possession, buy sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances and products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law. It is not a violation of this policy for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

The Minnesota State High School League and Tri-County School believes that all individuals should be treated with respect and dignity. Students should be able to participate in League-sponsored activities in an environment that is free from sexual, religious or racial harassment and sexual, religious or racial violence. It shall be a violation of this policy for a student participant in League activities to harass a person through conduct or communication that is determined to be sexual, religious or racial in nature.

**First Violation:** The student shall lose eligibility for the next two consecutive events or two weeks, 14 calendar days, of a season in which the student is a participant, whichever is greater.

**Second Violation:** The student shall lose eligibility for the next six consecutive events or three weeks, 21 calendar days, in which the student is a participant at the time of the violation, whichever is greater. The student shall seek counseling before reinstatement in extra-curricular activities. The student shall lose all awards for any activity that they are involved in at the time of the violation. If they are not involved in any activity at the time of the violation the student shall lose any awards that would have been earned in the activity that they are serving the ineligibility period. The student must complete the season of the activity in which they are completing the ineligibility period or the period of ineligibility shall not be considered to be served.

**Third and Subsequent Violations:** The student shall lose eligibility for the next twelve consecutive events or four weeks, 28 calendar days, in which the student is a participant at the time of the violation, whichever is greater. The student shall seek counseling before reinstatement in extra-curricular activities. The student shall lose all awards for any activity that they are involved in at the time of the violation. If they are not involved in any activity at the time of the violation the student shall lose any awards that would have been earned in the activity that they are serving the ineligibility period. The student must complete the season of the activity in which they are completing the ineligibility period or the period of ineligibility shall not be considered to be served.

If after the third or subsequent chemical violations, the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, and is assessed as chemically dependent and completes treatment, the student may be certified for reinstatement in MSHSL activities after a minimum period of six weeks after entering a program. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

Violations are cumulative in Grades 7 and 8. Cumulative violations begin with a new enrollment in grade 9 unless the student has already competed on a varsity or junior varsity level in any activity. Summer violations will be carried on the next school year.

**Category II :**Category II events include non-athletic extra-curricular activities such as music, drama, and speech. The student must serve the penalty for the athletic event in which he/she participates as well as one of the Category II events in which he/she participates. The student will be ineligible for the first contest following the violation. If subsequent violations occur, the student will be ineligible for two contests following the violation.

Note: The same penalties will apply for FCCLA, Knowledge Bowl, Honor Society, Student Council, School Play, Envirothon, Lego League, Homecoming Coronation, and other school sponsored competitive, performance, **or MSHSL sponsored leadership activity.**

#### **Tri-County High School Rule 2**

Students must display good sportsmanship in competition and have been regular in attendance at all practices and events unless pre-approved absences are excused by the coach/director.

**First Violation:** Loss of participation in one event. The participant will be required to attend as if participating in that event. If not attendance the result will be loss of eligibility for lettering or awards unless otherwise noted.

**Second Violation:** Dismissal from the activity for the remainder of the season.

#### **Tri-County High School Rule 3**

**Detentions:** If a student has a detention to serve, he/she will not be allowed to participate in an extra-curricular event until that detention is served. Participation will not be denied if there has not been an opportunity for the student to serve the penalty prior to the next scheduled game or contest. If practice is missed because a detention is being served at that time, it will be considered an unexcused absence from practice.

#### **Tri-County High School Rule 4**

**Equipment:** Students are responsible for returning all equipment used in the same condition that they received it in, except for normal wear.

**All Violations:** Students will pay for equipment which has been lost or abused.

**Tri-County High School Rule 5**

**Academic Eligibility:** Eight times during the school year we evaluate and report student academic performance to students and parents.

<u>Evaluation Dates</u>		<u>Ineligibility Begins</u>		<u>Academic Report</u>
September	28	October	4	1st Quarter Progress Report
November	2	November	8	1st Quarter Report Card
December	7	December	13	2nd Quarter Progress Report
January	18	January	24	2nd Quarter Report Card
February	15	February	21	3rd Quarter Progress Report
March	22	March	28	3rd Quarter Report Card
April	26	May	2	4th Quarter Progress Report
May	30	June	6	4th Quarter Report Card

**Rules of Ineligibility**

1. One Failing Subject: Ineligible for 5 school days of extra-curricular activity including a minimum of 1 competition or contest. Student remains ineligible until the grade is passing. Student may practice. Students will not be dismissed early to travel to contests or competitions.
2. Two or More Failing Subjects: Ineligible for 10 school days of extra-curricular activity including a minimum of 2 contests or competitions. Student remains ineligible until failing grades are passing. Students will not be allowed to practice or travel to contests or competitions until failing grades are above passing.
3. Incompletes: May be eligible as soon as Incomplete is made up. The student must bring a signed slip from the teacher saying the student has completed his/her work before student is eligible again. Students will not be dismissed early to travel to contests or competitions until Incomplete is made up.
4. Concert Eligibility: Students in band and/or chorus (7 – 12) will be eligible to perform in concerts even though they may have received an “F” or an “I” in any class.
5. Students will not be eligible for any MSHSL sponsored contests or any pep band, stage band or pop choir performances as these are considered extra-curricular in nature. They also will not be eligible for FCCLA, Knowledge Bowl, National Honor Society, Student Council, One-Act Play or Fall/Spring Play, Envirothon, Lego League, Math Counts, Spelling Bee, Homecoming Royalty, Honor Band, Honor Choir, Class Officer, Student Council and other school sponsored competitive and performance activities.
6. For all ineligibilities that occur during a time when there are no scheduled games or contests, the period of ineligibility will begin with the next scheduled competition.
7. All outstanding ineligibilities at the end of the school year will carry forward to the next year and will result in a total of one missed contest or competition.

**Close-Up Trip**

The Close-Up trip is subject to special eligibility rules. Students who are ineligible using Minnesota State High School League criteria will not be allowed to attend this trip. Penalties may be served in either category I or II activities to regain eligibility for this trip. Students must be passing all current classes in order to attend. Money raised through fundraising is non-refundable. Money contributed by the individual will be refunded if timelines are met.